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**Kern Community College  
District Board Policy  
Chapter 4 - Students/Instructional Services**

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**4B BP 4020 Program, Curriculum and Course Development**

**Rely Primarily upon the Advice and Judgment**

**References:**

Education Code Sections 70901 subdivision (b), 70902 subdivision (b), and 78016; Title 5 Sections 51000, 51022, 55002.5, 55100, 55130 and 55150; U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;  
34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8; ACCJC Accreditation Standards II.A and 11.A.9

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the District Chancellor shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development; and
- consideration of job market and other related information for career and technical education programs.

All new programs and program deletions discontinuances shall be approved by the Board of Trustees.

All new programs shall be submitted to the California Community Colleges Chancellor's Office for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board of Trustees. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board of Trustees.

## Credit Hour

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a "credit hour" program or a "clock hour" program.

The District Chancellor will establish procedures which prescribe the definition of "credit hour" consistent with applicable Title 5 and federal regulations, ~~and Title 5, Section 55002.5~~, as they apply to community college districts.

The District Chancellor shall establish procedures to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour," where applicable.

~~The District Chancellor shall establish procedures to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour," where applicable.~~ The District Chancellor shall also establish procedure for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

**4B2 Courses** - Course additions, deletions, and modifications shall be determined through established College procedures.

**4B2A** The courses of the Colleges shall be of high quality, relevant to the community and student needs, and evaluated regularly to ensure quality and currency.

**4B28** College procedures for course creation, deletion, and modification shall include:

- Appropriate involvement of the faculty and Academic Senate in all processes;
- Academic Senate involvement requires consideration and action taken by the Academic Senate or appropriate Senate committee;
- Appropriate notice and involvement of the affected parties in all of the processes;
- Regular review and justification of course description;
- Opportunities for training for persons involved in aspects of curriculum development;
- Consideration of job market and other related information for vocational and occupational programs;
- Rationale for the course creation, deletion, and modification; and
- Consideration of the impact of the proposed course creation, deletion, and modification.

**4B2C** In addition to course additions, deletions, and modifications initiated by the College procedures, College administration may initiate the appropriate College procedures.

**4B2D** Final recommendations for course additions, deletions, and modifications shall be recommended to the College Chief Instructional Officer who shall make a recommendation to the College President. The College President shall then submit a recommendation to the District Chancellor for approval by the Board of Trustees.

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**4B5** BP 4023 *Program Review*

**Rely Primarily Upon the Advice and Judgment**

**References:**

Education Code Section

78016: Title 5 Sections

51022 and 53200

WASC/ACCJC Accreditation Standards I.B.5 and I.B.9

Program review shall be determined through established College-procedures and shall meet all statutory and accreditation requirements.

**4B5A** College procedures for program review shall include:

- Appropriate involvement of the faculty and Academic Senate in all processes;
- Academic Senate involvement requires consideration and action taken by the Academic Senate or appropriate Senate committee;
- Regular review and justification of programs and course descriptions; and
- Consideration of job market and other related information for vocational and occupational programs.

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**4B10 BP 4031 Guest Lecturers/Classroom and Campus Visitors**

*Rely Primarily Upon the Advice and Judgment*

**References:**

None

**4B10 Guest Lecturers/Classroom and Campus Visitors**

4B10A Persons other than students and staff are allowed to speak on the College campus in accordance with the following principles and regulations:

4B10A1 The College recognizes that discussion of public issues on the campus plays a significant role in promoting the education of its students and in preparing them for intelligent participation in society.

4B10A2 Events or activities employing College facilities and/or personnel and sponsored by recognized student organizations or by others must not be advertised or promoted in such a way as to suggest sponsorship or endorsement by the College.

4B10A3 Meetings or events involving off-campus speakers may be held in College facilities with prior approval of the College President. Speakers must be sponsored either by staff members of the College, by chartered student organizations, or by ten (10) or more registered students whose names appear on a petition obtained from an administrator properly designated by the College President.

4B10A4 No special meetings or events shall be authorized which will result in interference with the physical operations of the campus.

4B10A5 Whenever the College President considers it appropriate in furtherance of educational objectives, any or all of the following may be required: • That the meeting be chaired by a member of the faculty. • That the speaker be subject to questions from the audience. • That the speaker be appropriately balanced in debate with a person of contrary opinions. • That the request for an off-campus speaker state the subject and/or the exact title of the speech.

4B10A6 An applicant who is denied the use of College facilities and who contends that the denial is based on incorrect or inequitable application of these regulations may appeal the denial as provided in the College policy on advocacy and free expression.

B810A7 This policy is not intended to supersede the provisions of the Civic Center Act.

4B108 Non-student visitors to College classes may be approved but must not disrupt the classes. Specific procedures shall be developed by each College for classroom visitors.

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## **4B7 BP 4050 Articulation**

### **Rely Primarily Upon the Advice and Judgment**

#### **References:**

Education Code Sections 66720-66744  
Title 5 Section 51022 /b/  
ACCJC Accreditation Standard 11.A.6

The District Chancellor or designee shall establish procedures that assure appropriate articulation of the District's educational programs with proximate high schools and baccalaureate institutions.

The procedures also may support articulation with institutions including other community colleges and those that are not geographically proximate but that are appropriate and advantageous for partnership with the District.

~~The Colleges may articulate programs and courses with high schools, limited to Career and Technical Education courses, and with four year (4 year) institutions.~~

Articulation agreements shall identify Kern Community College District Board of Trustees approved courses that are comparable and transferable between the community colleges and high schools or four-year (4-year) institutions.

Articulation of courses and programs with four-year (4-year) institutions shall be the responsibility of the College President or designee. University articulation agreements may include, but shall not be limited to, general education requirements and major subject prerequisites. Individual articulation agreements shall be updated and maintained on file at each College.

Articulation of courses and programs with high schools shall be the responsibility of the College President or designee. A plan for articulation shall be developed and implemented at each College.

An articulated high school course is one that the faculty of the college in the appropriate discipline, using procedures developed by the Curriculum Committee, have determined to be comparable to a specific college course that has been recommended by the Curriculum Committee, and approved by the Board of Trustees.

Articulated high school courses may be applied to college requirements in lieu of comparable college courses to partially satisfy:

1. The requirements for a certificate program, including the total number of units required for a certificate;
2. The major requirements in a degree program.

Articulated high school courses used to partially satisfy certificate or major requirements shall be clearly noted as such on the student's academic record if credit for these comparable college courses has been earned via credit by examination. With respect to articulated high school courses, credit by examination will only be granted when the final examination for the high school course has the approval of knowledgeable college faculty in the same field, and the student passes this examination with a satisfactory grade ("A", "B", or "C" level).

Except through credit by examination, articulated high school courses may not be used to satisfy:

1. The requirement that students complete at least 60 units in order to receive an associate degree;
2. Any general education requirement for the associate degree.



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**BP 4051 University Transfer Agreements**

**Rely Primarily Upon the Advice and Judgment**

**References:**

Education Code Sections 66720-66744

Title 5 Section 51022/b)

ACCJC Accreditation Standard II.A.6

University transfer agreement programs specify the curricular requirements that must be met and the level of achievement that must be attained by community college students in order for those students to transfer to the campus undergraduate college or major of choice in the four-year college segment.

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**4D1 BP 4100 Graduation Requirements for Degrees and Certificates**

**Rely Primarily Upon the Advice and Judgement**

**References:**

Education Code Section 70902/b)(3);  
Title 5 Sections 55060 et seq.

The District grants the degrees of Associate in Arts, and Associate in Science and Baccalaureate of Science to those students who have completed the subject requirements for graduation and who have maintained a 2.0 average in subjects attempted. Students must also complete the general education, residence and competency requirements set forth in Title 5 regulations.

Students may be awarded a Certificate of Achievement upon successful completion of a minimum of 46 18 or more semester units or 24 or more quarter units of degree applicable coursework designed as a pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education.

The District Chancellor or designee shall establish procedures to determine degree and certificate requirements that include appropriate involvement of the local curriculum committee. The procedures shall assure that graduation requirements are published in the District's catalogs and included in other resources that are convenient for students.

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**4D4 BP 4110 Honorary Degrees**

**Rely Primarily Upon the Advice and Judgment**

**Reference:**

Education Code Section 72122

Honorary degrees may be awarded at commencement or some other equally appropriate time. The names of persons receiving honorary degrees must be approved by the Board.

~~The District Chancellor or designee shall establish procedures and criteria for the award of honorary degrees.~~

~~4D4A The Board of Trustees may award an honorary associate degree to an individual who has distinguished himself or herself in a manner that the Board regards as worthy of recognition. See Procedure 4D4 of this Manual for procedures on Honorary Degrees.~~

**4D4A1 Criteria for awarding the honorary degree include the following:**

- a. Extraordinary support of the district or its colleges to further its programs, activities, or capital construction**
- b. Extraordinary service to the community served by the district or its colleges**
- c. Extraordinary achievement in the individual's chosen field of endeavor**

~~4D4A2 The Board of Trustees may hold closed sessions to consider the conferring of honorary degrees. (California Education Code, Section 72122)~~

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**4A4 BP 4260 Prerequisites and Co-requisites and ~~Advisories on Recommended Preparation~~**

***Rely Primarily Upon Advice and Judgment***

**References:**

*Title 5 Sections 55000 and 55003*

The District Chancellor is authorized to establish prerequisites, co-requisites, and advisories on recommended preparation for courses in the curriculum. All such prerequisites, co-requisites, and advisories shall be established in accordance with the standards set out in Title 5. Any prerequisites, co-requisites, or advisories shall be necessary and appropriate for achieving the purpose for which they are established. The procedures shall include a way in which a prerequisite or co-requisite may be challenged by a student on grounds permitted by law. Prerequisites, co-requisites, and advisories shall be identified in District publications available to students. See Procedure 4F9