



## Administrative Procedures

### Chapter 4 — Instructional Services

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The following Administrative Procedures are being put forth for approval as part of the Board's ongoing 6-year comprehensive review of all Board policies and procedures.

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**Category 1 Procedures:** New and/or major revisions to policies and/or procedures that are not required by law or regulation, but are recommended by the respective office of responsibility. This category has the most extensive review process

#### **AP 4102.1 Career and Technical Education (CTE) Programs of Services**

New procedure: replaces BP 6100

[AP4XXX\\_Career and Technical Education \(CTE\) Programs of Services.docx](#)

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**Category 2 Procedures:** New and/or revisions to policies and/or procedures in response to legal and/or regulatory requirements.

#### **AP 4020 Curriculum Development**

Revised procedure: Change number to align with CCLC formatting (formerly 5020) and add legally required language to align with WASC/ACCJC Accreditation and Title 5; Define credit hour, standard term length, total contract hours, outside-of-class hours, hours-per-unit divisor, standard formula (relationship) for hours and units of credit, and calculation table for semester hour and units (48-54 hours = 1 unit); establish standard formula for hours and units; and minor technical revisions to including Standard 2 reference, AP number, and college list.

[AP4020\\_Formerly5020\\_Curriculum Development\\_PNP.docx](#)

#### **AP 4025 Philosophy and Criteria for Associate Degrees and General Education**

Revised procedure: Change number to align with CCLC formatting and add legally required language to align with California Education Code and Title 5; define major, area of emphasis, and integrative baccalaureate-level courses; update lower-division general education pattern and requirements to align with AB928 for ADTs and associate degrees; update district residency requirements; inclusion of CPL option towards an associate degree; and minor technical revisions to reference

[AP4025\\_Formerly5025\\_Philosophy and Criteria for Associate Degrees and General Education.docx](#)

**AP 4101 Independent Study**

New procedure: Incorporates legally advised language to align with Title 5; formalize guidelines and limitation for developing independent study

[AP4101\\_NEW\\_Independent\\_Study\\_PNP.docx](#)

**AP 4103 Work Experience Education**

Revised procedure: Incorporate legally required language to align with Title 5 guidelines including outline purpose and definition of work experience education, incorporate repeatability option, formalize the Districtwide Work Experience Education Process Committee and charge, formalize work experience process program components; and minor technical revisions including title update and college update

[AP4103\\_Work\\_Experience\\_Education\\_TrackChangesIncluded.docx](#)

**AP 4022 Course Approval**

Revised procedure: Change number to align with CCLC formatting; No content change

[AP4022\\_Formerly5022\\_Course\\_Approval.docx](#)

**AP 4222 Basic Skills Coursework**

Revised procedure: Incorporate CCL information; outlines transfer-level English and mathematics course requirements; formalize procedures in the placement and enrollment of students into transfer-level English and mathematics courses and/or concurrent support courses

[AP4222\\_Basic\\_Skills\\_Coursework.docx](#)

**AP 4225 Course Repetition**

Revised procedure: Incorporate CCL information; define exception in lapse of time of no less than 36 months; add significant change exception

[AP4225\\_Course\\_Repetition\\_PNP.docx](#)

**AP 4235 Credit for Prior Learning**

Revised procedure: Change number to align with CCLC formatting and add legally required language to align with California Education Code and Title 5; define CPL for P/NP, CPL learning types; inclusion of CPL modes; formalize eligibility and limitations on CPL, grading policy for CPL, and transcription and approval process for CPL; inclusion of military service/training, portfolio assessment, advanced placement, international baccalaureate, CLEP, DANTES, and military agreements; formalize procedure for awarding CPL; and minor technical revisions including policy number updates and update college titles. Discussion needed with constituents: CRC and/or Academic Senate, and evaluators regarding general education (see yellow highlighted)

[AP\\_4235\\_Credit\\_for\\_Prior\\_Learning.docx](#)

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**Category 3 Procedures:** Technical and/or non-substantive revisions to policies and/or procedures, such as reference updates, title changes, or policies and procedures that are being reviewed for currency but not undergoing significant revision.

**AP 4227 Repeatable Courses**

Revised procedure: No change

[AP 4227 Repeatable Courses PNP.docx](#)

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**Information Only (Chapter 5 – Student Services)**

**AP 4300 Field Trips and Excursions**

Revised procedure: Minor technical revisions to align language with Title 5 including district field trip requirements

[AP 4300 Field Trips and Excursions Formatted.docx](#)