



# College Coordinating Council Meeting

September 28, 2022  
 9:30 a.m. – 10:30 a.m.  
 SSV 151 – Board Room

**Type of Meeting:** Regular  
**Note Taker:** Amanda Khatib, Megan Aceves  
**Please Review/Bring:** Agenda, Minutes

**Committee Members:**  
 Van Rider, Academic Senate  
 Diana Ferrassoli, ASO Diana  
 Pamela Ford, Classified Union  
 Greg Bormann Confidential/Management/Supervisory/Administrators  
 LaDonna Trimble, Deans  
 Dr. Jason Bowen, Faculty Union

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Shami Brar, Vice President of Administrative Services – **CHAIR**  
 Bridget Cook, General Counsel  
 Dr. Howard Davis, Interim Vice President of Academic Affairs  
 Harmony Miller – Interim Executive Director of Human Resources  
 Dr. Jose Rivera, Interim Vice President of Student Services

## MEETING

Items	Person(s) Responsible	Time	Action
<b>STANDING ITEMS:</b>			
I. Approval of Previous Minutes of September 14, 2022	All	1 minute	
II. Constituent Reports	All	5 minutes	
<b>DISCUSSION/ACTION ITEMS:</b>			
I. Committee Membership/Status – Matriculation, Student Learning Outcomes, Student Success & Legislative	All	15 minutes	
II. BP/AP 3720 Computer Network	Shami	5 minutes	Returned from August 24, 2022, CCC meeting and constituent review.
III. BP/AP 4100 Graduation Requirements & Degrees & Certificates	Howard	5 minutes	
IV. BP/AP 5305 Withholding of Student Records	Jose	5 minutes	
V. BP/AP Flowchart	Shami	5 minutes	Returned from February 9, 2022, CCC meeting.
<b>FUTURE AGENDA ITEMS:</b>			
<b>NEXT MEETING DATE: October 12, 2022</b>			



# College Coordinating Council MINUTES

**September 14, 2022**  
9:30 a.m. – 10:30 a.m.  
SSV 151 – Board Room

**Type of Meeting: Regular**  
**Note Taker: Amanda Khatib, Megan Aceves**  
**Please Review/Bring: Agenda, Minutes**

**Committee Members:**  
Van Rider, Academic Senate  
Diana Ferrassoli, ASO - **ABSENT**  
Pamela Ford, Classified Union  
Greg Bormann Confidential/Management/Supervisory/Administrators - **ABSENT**  
LaDonna Trimble, Deans  
Dr. Jason Bowen, Faculty Union  
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Shami Brar, Vice President of Administrative Services – **CHAIR - ABSENT**  
Bridget Cook, General Counsel  
Dr. Howard Davis, Interim Vice President of Academic Affairs - **ACTING CHAIR**  
Harmony Miller – Interim Executive Director of Human Resources  
Dr. Jose Rivera, Interim Vice President of Student Services

## MINUTES

| Items                                                                           | Person(s)<br>Responsible | Time       | Action                                                                                                                                                                                                                                                                                                                |
|---------------------------------------------------------------------------------|--------------------------|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>STANDING ITEMS:</b>                                                          |                          |            |                                                                                                                                                                                                                                                                                                                       |
| I. Approval of Previous Minutes of August 24, 2022                              | All                      | 1 minute   | The minutes were approved as presented.                                                                                                                                                                                                                                                                               |
| II. Constituent Reports                                                         | All                      | 5 minutes  | <b>Van</b> stated he had no report.<br><b>Ladonna</b> stated she had no report.<br><b>Pamela</b> stated she had no report.<br><b>Harmony</b> stated that she had no report.<br><b>Jose</b> stated he had no report.<br><b>Bridget</b> stated she had no report.<br><b>Jason</b> stated he had no report.              |
| <b>DISCUSSION/ACTION ITEMS:</b>                                                 |                          |            |                                                                                                                                                                                                                                                                                                                       |
| I. Committee Membership – Cross Reference AVC Website & AP 2510 Committee Lists | All                      | 30 minutes | <b>Howard</b> displayed AP 2510 and the AVC website and asked if there was a consensus to dissolve Matriculation Committee from AP 2510.<br><br>There was discussion around the uncertainty of who led this committee and if this committee may have branched into a new name or separate committees. Not sure if CCC |

|  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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|  |  | <p>can arbitrarily eliminate a committee.</p> <p><b>Ladonna</b> stated she recalls Student Success essentially being the name for this committee and they met once a semester. We then ended up with Student Equity Committee. Uncertain whether Student Success is inactive. There was talk in the past about combining and becoming one committee, but not sure if that is what happened.</p> <p><b>Jose</b> asked to leave this committee standing in AP 2510 until he was able to do research on this committee and will return to CCC with what he finds out and it can be determined if this committee can/should be dissolved at that time.</p> <p><b>Pamela</b> asked for history to be gathered from minutes and from previous chair members, not the current member filling in on the Student Equity Committee. In regards to Legislative Committee, this was a part of the Executive Director of Marketing's job description, but it isn't anymore. Also, who appointed a classified representative for Safety Committee?</p> <p><b>Van</b> Senate Grant is not active. Suggested that IT Committee be listed under Governance. Outcomes Committee replaced Student Learning Outcomes.</p> <p><b>Ladonna</b> agreed to look into old meeting minutes for Student Success.</p> <p><b>Van</b> stated that we need to find out what type of committee structure Student Equity represents. There is some concern with it not being a governance committee because it won't hold the same weight for recommendations.</p> <p><b>Harmony</b> stated that Staff Development and EEO will need to be back on the website.</p> <p><b>Van</b> Budget Committee and SPC listed as a Council in AP needs to be addressed.</p> <p><b>Pam</b> stated FMP has also been</p> |
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|                                              |        |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------------|--------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                              |        |           | <p>changed to FSP so that should be reflected in AP 2510. Stated she would like for the group to review the effectiveness of BC and SPC being separated because it appears like BC drives our planning versus the other way around.</p> <p><b>Jason</b> read the mission for SPC and it reads as if their focus is the EMP and aligning it with the District's values, mission, and goals.</p> <p><b>Pam</b> stated CCC should still review these two committees' effectiveness being separate.</p> <p>Information to return at a future meeting on whether Matriculation Committee and Legislative Committee can be dissolved.</p> <p>*Van passed out updated Guided Pathways Services and Strategic Planning Committee memberships to all CCC members present. Van expressed the expectation is for all committees to present their updated memberships to CCC.</p> |
| II. College Meeting Calendar                 | Howard | 5 minutes | It was pulled from the agenda and will return at a future meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| III. EEO Committee Activation & Membership   | Howard | 3 minutes | <p><b>Harmony</b> stated we needed to reactivate this committee at a minimum. Committee hasn't met since 2017 . EEO Committee membership consists of:</p> <ul style="list-style-type: none"> <li>•1 EEO Officer, VP of HR or designee</li> <li>•2 Academic Senate</li> <li>•1 Admin. Council</li> <li>•2 ASO Student Reps</li> <li>•1 Faculty Union</li> <li>•2 Classified Union</li> <li>•Confidential/Management/Supervisory members</li> <li>•1 Disabled Student Services Rep</li> </ul> <p>There was a consensus to reactivate the committee and a membership call will be sent out by Harmony.</p>                                                                                                                                                                                                                                                               |
| <b>FUTURE AGENDA ITEMS:</b>                  |        |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>NEXT MEETING DATE: September 28, 2022</b> |        |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

## BP 3720 Computer Use

### Reference:

Education Code Section 70902;  
17 U.S.C. Section 101 et seq.;  
Penal Code Section 502;  
Cal.Const., Art. 1 Section 1;  
Government Code Section 3543.1(b)

It shall be the policy of Antelope Valley College (AVC) to keep employees, students and community members apprised of their rights and responsibilities as users of the information technology services provided by the college. These rights and responsibilities will be incorporated into **guidelines standards of operation** and disseminated to all users.

The Board recognizes that computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access requires that individual users act responsibly. **The President / Superintendent shall establish procedures that provide standards of operation to students and staff for the appropriate use of information technologies.** Computer and information technology services users must respect the rights of other users, respect software copyrights and licenses, respect the integrity of the systems and related physical resources, refrain from seeking to gain unauthorized access, and observe all relevant laws, regulations, contractual obligations and District and college policies.

See Administrative Procedures #3720, ~~3721~~, and 3722

Adopted: 11/7/05

Revised: 1/8/07

Revised: 5/11/09

Revised: 03/14/21



## AP 3720 Computer, Network and Telecommunications Use

### References:

15 U.S. Code Sections 6801 et seq.;

17 U.S.C. Section 101 et seq.;

Penal Code Section 502, Cal. Const., Art. 1 Section 1;

Government Code Section 3543.1(b);

16 Code of Federal Regulations Parts 314.1 et seq.;

Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45

The District Computer, Network and Telecommunications systems, and the data that resides upon them, are the sole property of Antelope Valley Community College District, except where explicitly addressed by collective bargaining agreements. The Computer, Network and Telecommunications systems are for District instructional and ~~work related~~ work-related purposes only.

~~work related is listed twice above~~

This procedure applies to all District students, faculty, and staff, and to others granted use of District information resources. A user is defined as any individual or group who uses college technology or computing facilities resources.

This procedure refers to all District information resources whether individually controlled or shared, stand-alone or networked. It applies to all computer and telecommunication facilities owned, leased, operated, or contracted by the District. This includes, but is not limited to, personal computers, personal mobile devices, computing or telecommunications devices, workstations, mainframes, minicomputers, cloud or contracted services, and any associated peripherals, software, networks, telephone and telecommunications equipment, including cellular telephones, and information resources, regardless of whether used for administration, research, teaching or other purposes.

### **AVC Information Technology ~~Resource Guidelines~~ Standards of Operation**

The District shall produce and maintain guidelines-Standards of Operation that clarify establish procedures or processes relating to the use of District information technologies. These guidelines-standards shall be reviewed regularly for relevance and made available to the public.

### **Conditions of Use**

Individual units within the District may define additional conditions of use for information resources under their control. These statements-conditions must be consistent with this overall procedure, and standards of operation, but may provide additional detail or, guidelines and/or restrictions.

### **Account Provisioning and Deprovisioning**

All employees and students are assigned an email account upon joining the college. Email is the official channel for all communications from the college. All employees and students are encouraged to check it-their account regularly to stay current on all issues related to instruction and services. ~~Upon departure from the college, all students,~~



~~retirees, and emeriti may retain their email account. Employee access that does not meet the above criteria may be deprovisioned upon separation. Access to services within myAVC will be deprovisioned two-years after departure. Account retention is based upon role with the college. See the Standards of Operation for specifics. Accounts for persons no longer actively affiliated with the District will be disabled after one year of inactivity. If you need access to records that are within myAVC, please contact the appropriate office directly.~~

### Legal Process

This procedure exists within the framework of the District Board Policy and state and federal laws. A user of District information resources who is found to have violated any of these procedures and related policies will be subject to disciplinary action up to and including but not limited to loss of information resources privileges; disciplinary suspension, ~~or~~ termination from of employment, or expulsion; and/or civil or criminal legal action.

### Copyrights and Licenses

Users must respect copyrights and licenses to software and other on-line ~~informatio~~information. Users will comply with the Standards of Operation for all licensed software and digital materials provided by the college. In addition to software, all other copyrighted information (text, images, icons, programs, audio, video, etc.) retrieved from computer or network resources must be used in conformance with applicable copyright and other law. Copied material must be properly attributed. Plagiarism of computer information is prohibited in the same way that plagiarism of any other protected work is prohibited.

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### Copying

Software protected by copyright may not be copied or distributed except as expressly permitted by the owner of the copyright, licensing, or otherwise permitted by copyright law. Protected software may not be copied into, from, or by any District facility or system, except pursuant to a valid license or as otherwise permitted by copyright law.

### Number of Simultaneous Users

The number of copies and distribution of licensed software~~copies~~ must be handled ~~in such a way that the number of simultaneous users does not exceed the number of original copies~~in accordance with licensing -purchased by the District, or provided by the publisher, unless otherwise stipulated in the purchase contract. Licensing and distribution is managed by ITS.

### Copyrights

~~In addition to software, all other copyrighted information (text, images, icons, programs, audio, video, etc.) retrieved from computer or network resources must be used in conformance with applicable copyright and other law. Copied material must be properly attributed. Plagiarism of computer information is prohibited in the same way that plagiarism of any other protected work is prohibited~~

### Integrity of Information Resources

Users must respect the integrity of computer-based information resources.



### **Modification or Removal of Equipment**

~~Computer and telecommunications users must not attempt to modify or remove computer, network or telecommunications equipment, software, or peripherals that are allocated to other District users without proper authorization.~~

Users must not attempt to modify or remove computer equipment, software, or peripherals that are owned by others without proper authorization.

### **Unauthorized Use**

Users must not interfere with others' access and use of the District computers or resources. This includes but is not limited ~~to:~~ the sending of chain letters or excessive messages, ~~either locally or off campus~~; printing excess copies of documents, files, data, ~~or programs~~, running inefficient ~~programs software that~~ adversely impact performance of the network, or is intentionally designed to disrupt network performance; unauthorized modification of ~~system~~ facilities, operating systems, ~~or disk partitions~~; and damaging or vandalizing District computing facilities, equipment, software or computer files.

### **Unauthorized or Malicious Programs**

Users must not intentionally develop or use programs which disrupt other users, or which access private or restricted portions of ~~the systems~~, or which damage ~~the software or hardware components of the systems~~ systems or services. Users must ensure that they do not use programs or utilities that interfere with other users, or that modify normally protected or restricted portions of the system or user accounts. The use of any unauthorized or destructive program will result in disciplinary action as provided in this procedure and may further lead to civil or criminal legal proceedings.

### **Unauthorized Access**

Users must not seek to gain unauthorized access to information resources and must not assist any other persons to gain unauthorized access.

### **Abuse of Computing Privileges**

Users of District information resources must not access computers, computer software, computer data or information, or networks without proper authorization, or intentionally enable others to do so, ~~regardless of whether the computer, software, data, information, or network in question is owned by the District~~. For example, abuse of the networks to which the District belongs or the computers at other sites connected to those networks will be treated as an abuse of ~~ff~~ District computing privileges.

### **Reporting Problems**

Any defects discovered in system accounting or system security must be reported promptly to the ~~appropriate administrator~~ Executive Director of Technology so that steps can be taken to investigate and solve the problem.

### **Password Protection**

A user who has been authorized for password-protected accounts may be subject to both civil and criminal liability if the user discloses their password or otherwise makes the account available to others. Password access and authorization standards are outlined in the Standards of Operations.





## Usage

~~Users must respect the rights of others. Attempts to circumvent these mechanisms in order to gain unauthorized access.~~

Computer users must respect the rights of other computer users. Attempts to circumvent these mechanisms in order to gain unauthorized access to the system or to another person's information are a violation of District procedure and may violate applicable law.

## Unlawful Messages

Users may not use electronic communication facilities to send defamatory, fraudulent, harassing, obscene, threatening, malicious, or other messages that violate applicable federal, state or other law or District policy, or which constitute the unauthorized release of confidential information.

Electronic communication facilities may not be used to transmit commercial or personal advertisements, ~~solicitations~~solicitations, promotions or personal gain. District information resources may not be used for commercial purposes. Users are also reminded that ~~the ".cc" and ".edu"~~ domains on the Internet have rules restricting or prohibiting commercial use.

## Information Belonging to Others

Users must not intentionally seek or provide information on, obtain copies of, or modify data files, programs, or passwords belonging to other users, without the permission of those other users.

## Rights of Individuals

Users must not release any individual's (student, faculty, and staff) personal information to anyone without proper authorization.

## User Identification

Users shall not send communications or messages anonymously or without accurately identifying the originating account or station.

## Personal and Commercial Use

The District is a non-profit, tax-exempt organization and, as such, is subject to specific federal, state and local laws regarding sources of income, political activities, use of property and similar matters. Use of District resources for personal gain is expressly prohibited.

## Personal Use

District information resources should not be used for personal activities beyond District functions, except in a purely incidental manner. If the District otherwise grants access to the District's email system for personal use, employees may use the District's email system to engage in protected concerted activity during non-work time.

## Political Use

~~District information resources must not be used for political activities where prohibited by federal, state or other applicable laws.~~

District information resources must not be used for partisan political activities where prohibited by federal, state, or other applicable laws.[1][2]



### **Personal Use**

~~District information resources should not be used for personal activities not related to appropriate District functions, except in a purely incidental manner.~~

### **Nondiscrimination**

All users have the right to be free from any conduct connected with the use of Antelope Valley Community College District network, telecommunications and computer resources which discriminates against any person in violation of ~~Board Policy~~[BP 3410](#). No user shall use the District network, telecommunications or computer resources to transmit any message, create any communication of any kind, or store information which violates any District procedure regarding discrimination or harassment, or which is defamatory or obscene, or which constitutes the unauthorized release of confidential information.



## ~~Disclosure~~DISCLOSURE

### No Expectation of Privacy

The District reserves the right to monitor all use of the District network and computer resources to assure compliance with these policies. Users should be aware that they have no expectation of privacy in the use of the District network and computer resources. The District will exercise this right only for legitimate District purposes, including but not limited to ensuring compliance with this procedure and the integrity and security of the system.

### Possibility of Disclosure

Users must be aware of the possibility of unintended disclosure of communications.

### Retrieval

It is often possible for information entered on or transmitted via computer and communications systems to be retrieved, even if a user has deleted such information.

### Public Records

The California Public Records Act (Government Code Sections 6250 *et seq.*) includes computer transmissions in the definition of “public record” and nonexempt communications made on the District network and computer must be disclosed if requested by a member of the public, in accordance with BP/~~AP~~ 3300 & ~~AP3300~~Public Records.

### Litigation

Computer transmissions and electronically stored information may be discoverable in litigation.

### Dissemination and User Acknowledgment

All users shall be provided access to these procedures, standards of operation, and be directed to familiarize themselves with them. Periodically users will be reminded of these procedures.

Users shall acknowledge annually that they have reviewed BP/~~AP~~ 3720 and the associated ~~procedures and guidelines~~standards of in the manner and frequency as specified in the IT Resource Guidelines operations. This acknowledgement is a condition of use of any District information technology resource.

11/7/05

Revised:

1/8/07 ~~Revised:~~

9/10/07

~~Revised:~~

4/8/19

03/14/22



## BP 4100 Graduation Requirements for Degrees and Certificates

### 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 to those students who have completed at least 18 semester units or of study in a major ~~or~~ area of emphasis for graduation and who have maintained a cumulative 2.0 average in subjects attempted. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations

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

In addition, a district may award a certificate of achievement for any sequence of courses consisting of 12 or more semester units of degree-applicable credit coursework if approved by the CCC Chancellor despite requiring fewer than 18 semester units of degree-applicable credit coursework.

The College President/Superintendent 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 catalog(s) and included in other resources that are convenient for students. As specified in BP 2510, the Board of Trustees agrees to "rely primarily" on the Academic Senate regarding the following Academic and Professional Matters which include Graduation Requirements for Degrees and Certificates:

- (1) Curriculum, including establishing prerequisites.
- (2) Degree and certificate requirements.
- (3) Grading policies.
- (4) Education program development.
- (5) Standards or policies regarding student preparation and success.
- (8) Policies for faculty professional development activities.

See Administrative Procedure #4100

Adopted: 2/6/06

Revised: 3/10/08

Revised: 5/12/08

Reviewed: 12/11/17

Revised: 11/14/22



## AP 4100 Graduation Requirements for Degrees and Certificates

### Reference:

Title 5, Sections 55060 et seq.

### ~~Associate Degree Requirements (Title 5, Section 55806)~~

~~Student pursuing an Associate in Arts or Associate in Science degree, must demonstrate competence in reading, in written expression, and in mathematics and must satisfactorily complete at least 60 semester units or 90 quarter units of college work with a cumulative 2.0 grade point average in course leading up to a degree.~~

~~College work is defined as courses acceptable toward the associate degree include that have been properly approved pursuant to Title 5 Section 55002 (a), or completed at other than a California community college, reasonably expected to meet the standards for the respective degree offered by the District.~~

~~College work must include at least 21 semester units or 31.5 quarter units in general education and at least 21 semester units or 31.5 quarter units in a major listed in the Community Colleges "Taxonomy of Programs." The work must include at least 12 semester units or 18 quarter units of study and must be in resident; unless a residence exception can be made by the Board of Trustees when an injustice or undue hardship would result.~~

~~The general education requirements must include a minimum of work in the natural sciences, the social and behavioral sciences, humanities, language, diversity, and ethnicity courses. Students may petition to have noncredit courses counted toward the satisfaction of requirements for an associate degree.~~

~~District policies and procedures regarding general education and degree requirements are published in the college catalog and will be filed with the California Community Colleges Chancellor's Office.~~

~~Students must successfully complete a course of study or curriculum that consists of [16 or more semester units or 24 or more quarter units] of degree-applicable credit coursework to earn a certificate of achievement. The certificate of achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.~~

~~Content and assessment standards for certificates shall ensure that certificate programs are consistent with the mission of the District, meet a demonstrated need, are feasible, and adhere to guidelines on academic achievement. Certificates for which the California Community Colleges Chancellor's Office approval is not sought, may be given any name or designation deemed appropriate except for a certificate of achievement, certificate of completion, or certificate of competency. District may obtain approval of a direct assessment competency-based program from the California Community College Chancellor's office.~~

~~District procedures regarding completion of certificates are described and published in the college catalogue.~~

~~Graduation from Antelope Valley College with the associate in arts or associate in science degree requires that students demonstrate competency in reading, writing, and mathematics and complete a minimum of 60 semester units, including requirements 1 through 6 listed below.~~

#### ~~1. General Education Requirements~~

~~A minimum of 21 units, including a minimum of 3 semester units in, in Areas A, B, C, D1, D2, E and F. Courses meeting general education and major requirements can be found in the Graduation/Associate Degree Requirements section of the college catalog.~~

#### ~~Area A\*—Natural Sciences (Select at least 3 semester units)~~

~~Courses in the Natural Sciences are those which examine the physical universe, its life forms and its natural phenomena. To satisfy the GE requirement in natural sciences, a course shall be designed to help the student develop an appreciation and understanding of the scientific method, and encourage the understanding of the relationships between science and other human activities.~~

#### ~~Area B\*—Social & Behavioral Sciences (Select at least 3 semester units)~~

~~Courses in the Social and Behavioral Sciences are those which focus on people as members of society. To satisfy the GE requirement in social and behavioral sciences, a course shall be designed to develop an awareness of the method of inquiry used by the social and behavioral sciences. It shall be designed to stimulate critical thinking about the ways people act and have acted in response to their societies and should promote appreciation of how societies and social subgroups operate.~~

#### ~~Area C\*—Humanities (Select at least 3 semester units)~~

~~Courses in the Humanities are those which study the cultural activities and artistic expression of human beings. To satisfy the GE requirement in the humanities, a course shall be designed to help the student develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and help the student develop aesthetic understanding and an ability to make value judgments.~~

#### ~~Area D—Language & Rationality [Select 3 semester units from (1) and select 3 units from (2)]~~

~~Courses in Language and Rationality are those which develop for the student the principles and applications of language toward logical thought, clear and precise expression and critical evaluation of communication in whatever symbol system the student uses.~~

##### ~~1. Academic Composition~~

~~Courses fulfilling the written composition requirement shall be designed to include both expository and argumentative writing.~~

##### ~~2. Communication and Analytical Thinking~~

~~Courses fulfilling the communication and analytical thinking requirement include oral communication, mathematics, logic, statistics, computer languages and programming, and related disciplines.~~

#### ~~Area E—Additional Breadth (Select at least 3 semester units)~~

~~Courses in this area are designed to expand the acquisition and utilization of~~

knowledge in GE and/or self understanding. Courses must be taken from a discipline not previously selected.

#### Area F—Diversity Studies (Select at least 3 semester units)

The primary focus of courses meeting the Diversity Studies requirement will deal, in depth, with non-dominant groups in the State of California and the United States. These groups of people are defined as African-American, Hispanic, Asian-Pacific Islander, Native American and Women. Courses meeting the Diversity Studies requirement will deal with more than one group. Courses will deal with one non-dominant group in comparison to the dominant group or other non-dominant group(s). Issues of racism and sexism will be explicitly covered.

### 2. Proficiency Requirements

Proficiency requirements exist for the areas of Reading, Writing and Math. Students must demonstrate competency in each of these areas in order to be eligible for the associate degree.

A. **READING**—Eligibility for College Level Reading (AVC assessment) or completion of READ 099 with a minimum grade of “P” (Pass), or completion of an Associate Degree or higher from a regionally accredited institution of higher education other than AVC.

B. **WRITING**—Completion of ENGL 101 with a minimum grade of “C.”

C. **MATHEMATICS**—Completion of MATH 102 or higher or CIS 121 with a minimum grade of “C.” or placement by AVC assessment into a math course higher than MATH 102.

### 3. Major or Area of Emphasis Requirements

Major or area of emphasis requirements may be satisfied by:

Completing at least 18 semester units of study in a specific major or area of emphasis as outlined in the specific degree requirements listed in the AVC catalog, with a grade of “C” or better in all required core course and the specific courses listed as program electives.

### 4. Electives

Sixty semester units are required for an associate degree. In addition to the general education and major requirements, the remaining number of units needed to complete an associate degree is considered electives. Any course that has already been counted toward (1) the general education requirements, or (2) the major or area of emphasis, cannot be used as an elective.

### 5. Grade Point Average Requirement

A cumulative grade point average of 2.0 (“C” average) is required.

### 6. Residence Requirement

Of the required 60 units, “at least 12 semester units must be completed in residence at the college granting the degree” as stated in Title 5, Section 54000 et seq.,

## ~~7. Requirements for Two or More Associate Degrees~~

~~To be eligible for multiple associate degrees, a student must have completed all of the graduation requirements for each degree.~~

~~Antelope Valley College awards the associate arts and associate science degree to students who pursue majors or designated areas of emphasis listed in the college catalog. In the course description section of this catalog, all courses that apply to the associate degree or certificates are designated as (AVC).~~

~~The completion of an associate in arts or an associate in science degree does not ensure that a student can transfer directly to a four-year college or university. Students interested in transferring should refer to the Transfer Requirements section in the college catalog.~~

### ~~Certificate of Achievement Requirements:~~

- ~~▪ For a certificate of achievement, a student must successfully complete a course of study or curriculum that consists of 18 or more semester units of degree-applicable credit coursework. The certificate of achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.~~
- ~~▪ A student may also be awarded a certificate of achievement for a sequence of courses consisting of 12 or more semester units if approved by the CCG Chancellor.~~
- ~~▪ Shorter credit programs that lead to a certificate may be established by the District, but cannot be listed on the student's transcript.~~
- ~~▪ Content and assessment standards for certificates shall ensure that certificate programs are consistent with the mission of Antelope Valley College, meet a demonstrated need, are feasible, and adhere to guidelines on academic integrity.~~
- ~~▪ Certificates for which CCG Chancellor's approval is not sought may be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion, or certificate of competency.~~

### ~~Application for Graduation~~

~~Antelope Valley College awards degrees three times, annually in December following the fall semester, in June following the spring semester, and in August. An application for graduation must be filed in the Admissions and Records Office. After submitting the application, students will receive a formal evaluation of progress toward the degree. Students will receive information on participating in the annual graduation ceremony. While participation in the graduation ceremony is encouraged, it is not mandatory to attend to receive a degree. Early filing of the graduation application is highly recommended.~~

### ~~Credit Courses Not Transferable/Applicable to the Associate Degree and Certificate Programs~~

~~Effective Fall 1988, selected credit courses shall not apply to the associate degree and certificate programs.~~



~~Students who enroll in credit courses not applicable to the degree can use these credits for eligibility purposes, i.e., full-time status, intercollegiate athletic status and financial aid status. In the course description section of the college catalog, these courses are designated as: Credit course not applicable to the associate degree and certificate programs. Grades will not count in calculating the GPA when received in credit courses not applicable to the associate degree and certificate programs. All courses that do apply to the associate degree or certificates are designated as (AVC).~~

~~The list of credit courses not applicable to the associate degree and certificate programs are listed in the college catalog under "Credit Courses Not Transferrable/Not Applicable to the Associate Degree and Certificate Programs"~~

~~Note: Courses which emphasize occupational competency do not meet General Education (GE) objectives; and, no course may be counted as meeting both a GE requirement and a major requirement in any District degree.~~

### ~~College Work Applicable to the Associate Degree and Certificate Programs~~

~~College work acceptable toward the associate degree includes those courses that have been properly approved pursuant to Title 5, Section 55002(a), or, if completed at other than a California community college, would reasonably be expected to meet the standards of that section. Title 5 of the California Code of Regulations is available at <http://ccr.oal.ca.gov>.~~

2/6/06

Revised: 3/10/08

Revised: 7/9/12

Revised: 12/11/17

Revised: 11/14/22



## **BP 5035 Withholding of Student Records**

**Reference:**

Title 5, Section 59410

Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation shall have diplomas and registration privileges withheld.

Effective January 1, 2020, per Educational Debt Collections Practice Act, Antelope Valley College will not withhold a college transcript on the grounds that the student owes a debt to the college.

See Administrative Procedure 5035.

Adopted: 2/6/06

Revised: 2/8/21

Revised: 11/14/22



## AP 5035 Withholding of Student Records

### Reference:

Title 5, Section 59410

The Dean of Enrollment Services may withhold diplomas, and registration privileges from any student or former student who fails to pay a proper financial obligation to the District. ~~The college is prohibited from withholding a transcript on the grounds that the student owes a debt to the District (per Educational Deb Collection Practices Act). The student shall be given written notification and the opportunity to explain if the financial obligation is in error.~~

The definition of proper financial obligation shall include, but is not limited to: student fees; obligations incurred ~~through the use of~~ using facilities, equipment or materials; library fines; unreturned library books; materials remaining improperly in the possession of the student; and/or any other unpaid obligation a student or former student owes to the District. A proper financial obligation does not include any unpaid obligation to a student organization.

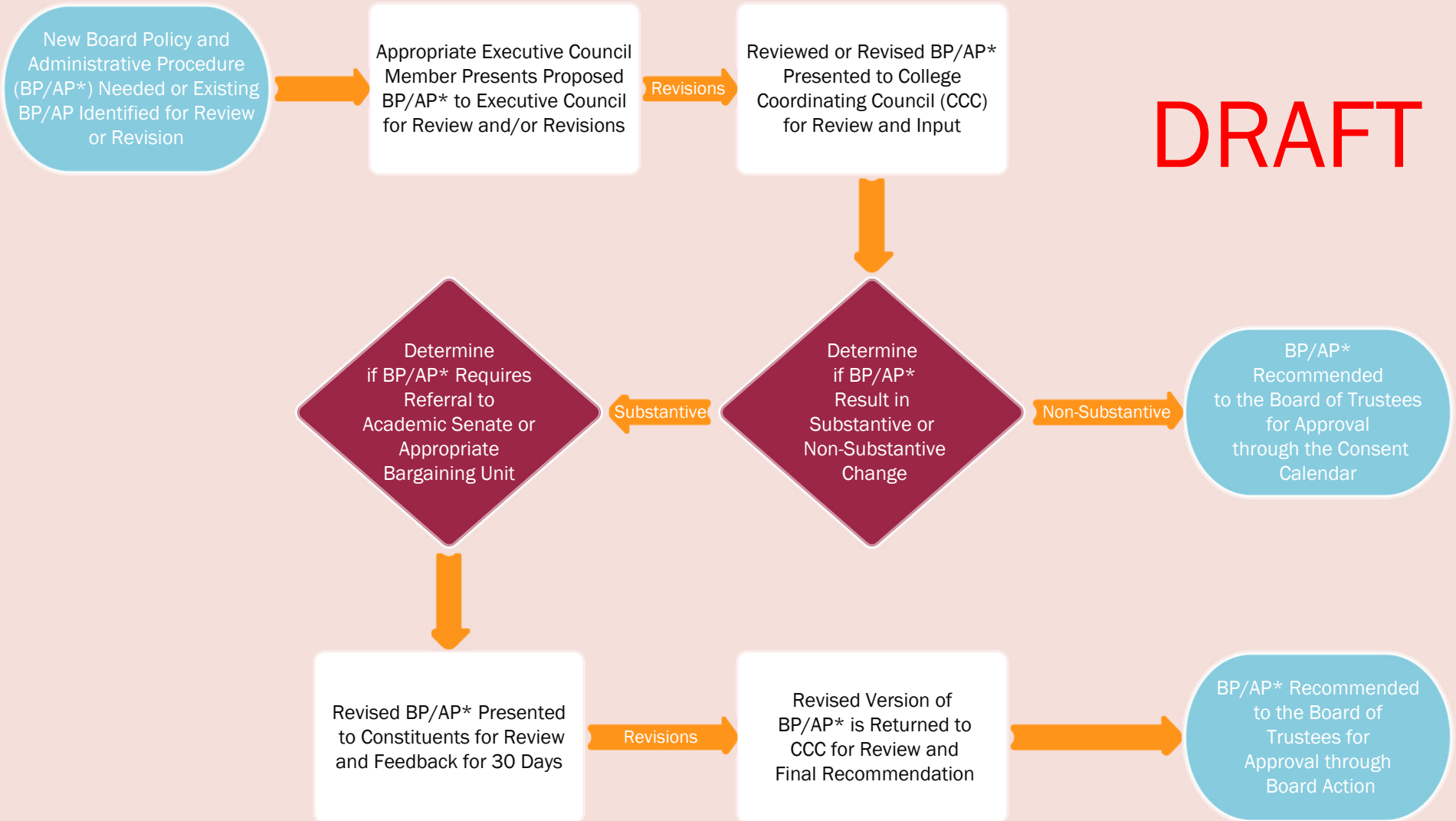
Students are notified by mail that an outstanding balance is due ~~and payable by~~ at the Cashier's Office. Students are provided the opportunity to explain if the financial obligation is in error through the Petition for Extenuating Circumstances process which is submitted to the Dean of Enrollment Services.

2/6/06

Revised: 1/11/21

Revised: 10/10/22

# Board Policy and Administrative Procedure Flow Chart



**DRAFT**

References:  
AP 2410  
AP 2510

\*Administrative Procedures (AP) go to the Board of Trustees as Informational Items