

**Antelope Valley Community College District**  
**Administrative Procedures**  
**Chapter 4**  
**Academic Affairs**

---

**PROCEDURES:**

AP 4010	Calendar	1-AP
AP 4020	Program and Curriculum Development	3-AP
AP 4021	Program Discontinuance	4-AP
AP 4022	Course Approval	7-AP
AP 4025	Philosophy and Criteria for the Associate Degree and General Education	8-AP
AP 4040	Library and Other Instructional Support Services	10-AP
AP 4041	Instructional Multimedia Services	11-AP
AP 4042	Learning Support Services	12-AP
AP 4050	Articulation	13-AP
AP 4070	Auditing and Auditing Fees	14-AP
AP 4100	Graduation Requirements for Degrees and Certificates	15-AP
AP 4101	Independent Study	19-AP
AP 4102	Occupational/Vocational Technical Programs	23-AP
AP 4103	Work Experience	24-AP
AP 4104	Contract Education	29-AP
AP 4105	Distance Education	30-AP
AP 4220	Standards of Scholarship – Delegation	31-AP
AP 4222	Remedial Coursework	32-AP
AP 4225	Course Repetition	33-AP
AP 4226	Multiple and Overlapping Enrollments	35-AP
AP 4227	Repeatable Courses	36-AP
AP 4228	Course Repetition – Significant Lapse of Time	37-AP
AP 4230	Grading Symbols	38-AP
AP 4231	Grade Changes	40-AP
AP 4232	Pass/No Pass	44-AP
AP 4235	Credit by Examination	45-AP
AP 4240	Academic Renewal	46-AP
AP 4250	Probation, Dismissal and Readmission	48-AP
AP 4260	Prerequisites, Co-requisites, Advisories, and Limitations on Enrollment	51-AP
AP 4300	Field Trips and Excursions	59-AP
AP 4400	Community Services	60-AP
AP 4500	News Media	61-AP

# AP 4010 Calendar

Reference:

***Education Code Section 79020; Title 5, Section 55700 et seq., Section 58142***

The Calendar Committee will have co-chairs consisting of the Vice President of Student Services and either the AVCFT or AVCFCE representative in alternate years. All issues related to the calendar, including but not limited to:

- Starting and ending dates of the semester;
- Summer session and Intersession;
- Starting and ending class dates;
- Holidays;
- Flex Days;
- Orientation;
- Parts of Term;
- Days counted as instructional days

shall be referred to the Calendar Committee, a campus-wide standing committee. Information about major changes shall be widely disseminated to the entire campus before this will occur.

The number of days that define a calendar is 175 days of instruction, excluding the following holidays:

- New Year's Day (January 1)
- Dr. Martin Luther King, Jr. Day (Third Monday in January)
- Lincoln's Day (February 12 or see Note Below)
- Washington's Day (Third Monday in February)
- Memorial Day (Last Monday in May)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Veteran's Day (November 11 or see Note below)
- Thanksgiving Day (Fourth Thursday in November)
- Christmas Day (December 25)

Cesar Chavez Day and Native American Day are local options if collectively bargained (Education Code Sections 79020(k) and 79020(l)).

Note: Please refer to Education Code 79020 for laws regulating the scheduling of Lincoln's Day, Veteran's Day, and holidays that fall on weekends
---

The Board of Trustees may declare other days to be holidays and close the college and offices. These holidays have traditionally been New Year's Eve day, the day after Thanksgiving, and Christmas Eve day.

**6/11/07**

## AP 4020 Program and Curriculum Development

Reference:

***Title V Sections 51021, 55000 et seq., 55100 et seq.; Accreditation Standards II.A.***

Procedures for course and program development, review, approval, and evaluation processes; designated responsibility and authority for development, review, and approval of courses; time lines for the process, required forms, and publication of curriculum changes; and the criteria and standards for all program and curriculum development can be found in the Academic Policies and Procedures Committee "Standards & Practice Handbook," available on the AVC Intranet.

**2/6/06**

# AP 4021 Program Discontinuance

Reference:

***Education Code 78016; Title 5, 51022, 55130***

## **Educational Program Evaluation and Discontinuance Procedure**

Antelope Valley College is committed to support programs that fulfill the goals of the Mission Statement and the Institutional Learning Outcomes for students as stated in the Educational Master Plan. Title 5 (Section 55000) defines an educational program as “an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education.” These educational programs are subject to approval by the System's Office and are then entered on Inventory of Approved and Projected Programs. Primary consideration in the decision to consider program discontinuance will be given to the service the program provides to the college and community, not to budgetary considerations. Only programs with low or declining enrollment, decreasing demand for service, or clear obsolescence will be considered for discontinuance. A program discontinuance review will be initiated and carried out according to the following steps:

- I. When a declining trend has been identified by the division/area dean and faculty of a specific program, the division/area dean shall contact the appropriate Vice President and Academic Senate President. A declining trend will be identified using the following key performance indicators:
  - a. Statistically significant decline in class enrollment throughout the program over four consecutive semesters.
  - b. A consistently low enrollment of 50% below maximum seat load capacity over four consecutive semesters.
  - c. Retention of less than 50% from the beginning term class roster for four terms (need not be consecutive semesters).
  - d. Student success of less than 50% of students obtaining a grade of C or better and /or credit for the final course grade in all courses of the program over four terms (need not be consecutive semesters) in that program.
- II. A Taskforce will be convened that consists of no more than three faculty members from the discipline, the respective Division/Area Dean, the Dean of Occupational Education, a representative of the Counseling Department, a faculty representative of the Academic Senate who is not a member of the division in question, and a representative of the Faculty Union who is not a member of the division in question. The Director of Institutional Research and Planning will be a resource for the subcommittee.

The role of the Taskforce shall be to consider the following in keeping with good intentions and enrollment management requirements, in order to determine the disposition of the programs identified as having a declining trend:

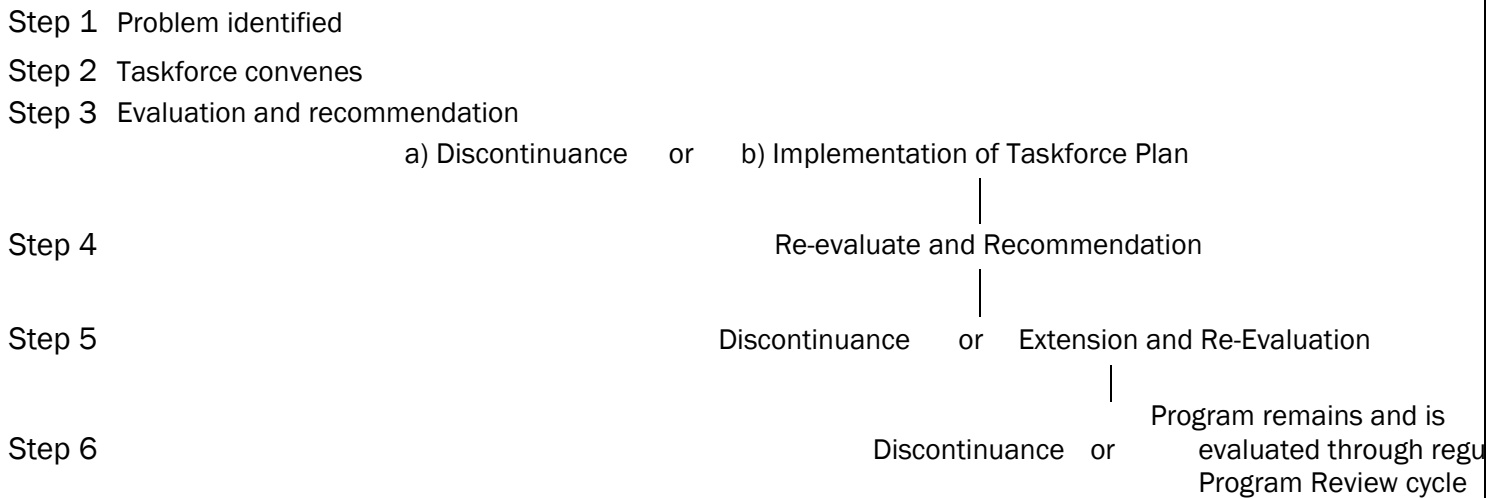
- Needs of the community

- Workforce development
  - Program Review (most recent)
  - Core indicators from System's Office
  - Integration/cross discipline in which the program is involved
  - FTES generated by program
  - Local labor market information through EDD/employer program advisory committees and surveys
  - Or initiate an independent, external needs assessment to determine market demand
- III. The Taskforce, by consensus, may agree to one of the following to address the declining trend:
- 1) to declare the program obsolete and create a plan for discontinuance that respects the needs of students and fulfills contractual obligations to faculty and staff; or
  - 2) to devise a process/plan to revitalize the program and a timetable to accomplish this goal agreed upon by the discipline faculty with the help of the other involved parties. Resources shall be allocated by the Administration in order to improve enrollment or retention. Some areas to be considered are: in-depth revision of the program's courses, update of facilities, or other program enhancements to assure currency, vitality, and relevancy of the program. Other considerations might include seeking support from or collaboration with other campus areas that could help promote student success and retention.
- IV. If there has not been a statistically significant increase in key performance indicators after three semesters of the implementation of the process to revitalize the program, the Administration will reconvene the Taskforce to determine the appropriate course of action from the following:
- 1) Give the Program an extension of two semesters. At the end of the extension, the committee will reconvene and re-evaluate.
  - 2) Accept the program in its current state if it serves a community, instructional, or training need.
  - 3) Create a plan to improve recruitment and enrollment. This plan will then be implemented over the following three semesters.
  - 4) Discontinue the program.
- V. The final decision on either program discontinuance or program continuance is sent by the taskforce to the appropriate Vice President and Academic Senate President. If the decision is to continue the program, evaluation will occur through the regular program review cycle.
- VI. If the decision is to discontinue a program, the Academic Senate President will inform the Academic Policies & Procedures Committee so that they may formally ratify the decision of the Discontinuance Taskforce. The Academic Policies & Procedures Committee faculty co-chair will then inform the Academic Senate and Strategic Planning and Budget Council.

VII. The Strategic Planning and Budget Council will then notify the College President/Superintendent, who will take the decision of the taskforce to the Board of Trustees.

VIII. The Vice President of Academic Affairs will notify the Systems Office to have the program removed from the inventory.

PROGRAM DISCONTINUANCE TASKFORCE TIMELINE



**5/8/06**  
**Revised: 11/13/06**

## AP 4022 Course Approval

Reference:

***Title 5, Section 55100***

The AP&P *Standards & Practices Handbook*, as well as all forms and guidelines, adhere to the requirements set forth in Title 5, 55100 regarding:

- Procedures for course approval of individual degree-applicable credit courses offered as part of an educational program to be approved by the CCC Chancellor
- Procedures for course approval of nondegree-applicable credit courses and degree-applicable credit courses that are not part of a permitted educational program, including:
  - a) mandatory training of curriculum committee members
  - b) limitation of “stand alone” semester units a student may use toward completions of a degree or certificate
  - c) limitation on the number of courses that may be linked to one another by prerequisites or corequisites
- Procedures for approval of all courses and educational programs by the curriculum committee
- Procedures for submitting courses to the Board for approval and, when required, approval by the CCC Chancellor
- Procedures for reporting all approved courses to the CCC Chancellor.

**3/10/08**

# AP 4025 Philosophy and Criteria for Associate Degree and General Education

Reference:

***Title 5, Section 55061; Accreditation Standard II.A.3.***

General Education (GE) is designed to introduce students to the variety of means through which people comprehend the changing world. It reflects the conviction of the Antelope Valley Community College District (AVCCD) that those who receive their degrees must possess in common certain basic principles, concepts, and methodologies both unique to and shared by the various disciplines. College educated persons should be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most importantly, GE should lead to better self understanding.

General Education Requirements for the AVCCD associate in arts and associate in science degrees consist of courses or a combination of courses which meet GE philosophy and criteria that will:

1. Provide an introduction to basic concepts, principles, and methodology of study common to a given discipline;
2. Lead to better self-understanding in relationship to the physical environment, culture, economy and society;
3. Provide an opportunity to examine values while proposing solutions for major social problems; and,
4. Provide a breadth of knowledge and experiences that contribute to a well-rounded education.

To assure that the Associate Degree provides students with the breadth of coursework needed to meet the philosophy and criteria of general education, coursework in each of the following areas is required in order to obtain an Associate Degree.

A. Natural science courses present critical thinking and problem solving methods.

These courses also explore the relationship that exists between people and science.

B. Courses in the social sciences present the principles and knowledge of our personal, social, cultural, economic and political world to help students understand and manage the realities and complexities of modern life.

C. Courses in the humanities present the cultural activities and artistic expressions of human beings. These courses help students in developing aesthetic understanding and the ability to make value judgments;

D. Courses in language and rationality present principles of languages that lead toward logical thought, clear and precise expression, and critical evaluation of communication;

E. Courses or a combination of courses in the performing and visual arts and physical education provide both theory and practice which leads to a greater understanding and appreciation of the aesthetic world;

F. Courses in ethnic studies and multicultural courses across disciplines provide opportunities to raise awareness to diversity in the world community and appreciate human differences.

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

**(See Associate Degree Requirements in the college catalog)**

**2/6/06**

**Revised: 4/14/08**

## AP 4040 Library and Other Instructional Support Services

Reference:

***Education Code Section 78100; Accreditation Standard II.C***

The Library provides instructional support services to both faculty and students. Library materials and electronic services and access are provided in support of the instructional program.

**2/6/06**

## AP 4041 Instructional Media Services

Reference:

***Education Code Section 78100***

The Instructional Media Center provides instructional support services to both faculty and students. Audio-visual materials and equipment services and access are provided as well as graphics support to faculty for instructional purposes.

**2/6/06**

## AP 4042 Learning Support Services

Reference:

***Education Code Section 78100***

The Learning Center provides instructional support services to enrolled students for academic and vocational courses as well as assistance in the development of basic skills in reading, writing, and math.

Learning Center services areas include an Academic Skill Program, ESL Study Center, Math Laboratory, Reading Laboratory, Supplemental Instruction, Tutoring Program, Writing Center, and the Disabled Student Services High Tech Center.

**2/6/06**

## AP 4050 Articulation

Reference:

***Title 5, Section 51022(b); Accreditation Standard II.A.6.a; Education Code section 66720-66744***

The College Articulation Officer is responsible for articulating programs and courses with the CSU and UC system, as well as private colleges and universities, on an annual basis. Articulation agreements for the CSU and UC system are updated and maintained on ASSIST, the statewide database for articulation agreements. Articulation agreements with private colleges and universities are updated and maintained locally by the College Articulation Officer.

Articulation agreements can be obtained from the Career and Transfer Resource Center and the Counseling Center.

**2/6/06**

**Revised: 9/10/07**

## AP 4070 Auditing and Auditing Fees

Reference:

***Education Code Section 76370***

Individuals are allowed to audit courses, that is, to sit in without participating in class activities or being required to take exams upon approval of an instructor. The intent is to provide individuals with opportunities to explore areas of interest without being subject to the demands of class activities or evaluation and grading. Students and other individuals who audit will be invited to participate in class activities at the discretion of the instructor; however, the instructor is not required to evaluate in any way class activities and projects.

Auditors may not take quizzes and examinations and will not receive a grade.

Priority will be given to a student desiring to take the course for credit towards a degree or certificate. Students at Antelope Valley College and community members will be permitted to audit courses only if the admission of auditors will not result in credit students being denied access to a course.

Audit petition forms are available at the Office of Admissions and Records. The forms will not be accepted until after the first week of classes; instructor approval and payment of fees to the cashier is required prior to attending classes.

Payment of fees is not to exceed \$15.00 per unit, unless student is enrolled in classes to receive credit for 10 or more semester units, and is auditing three or fewer semester units.

A refund of audit fees must be requested through a Petition of Extenuating Circumstances submitted to the Dean of Student Services (Admissions & Records).

An individual auditing a course will not be permitted to change his or her audit status to a credit status.

An individual enrolled in a class for credit will not be permitted to change his or her credit status to an audit status.

Special Admit students may not audit courses.

Auditing may not be appropriate for all sections of a course or for all courses, even if class seats are available.

Individuals who are auditing a course and are not enrolled in any courses as credit students will not be entitled to any of the services or privileges provided to currently enrolled students.

**2/6/06**

# AP 4100 Graduation Requirements for Degrees and Certificates

Reference:

***Title 5, Sections 55070, 55800 et seq.***

## Associate Degree Requirements

(Title 5, Section 55806)

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, or 4 quarter units, 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. English 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 Completion of ENGL 101 with a minimum grade of "C."

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."

## 3. Major or Area of Emphasis Requirements

Major or area of emphasis requirements may be satisfied by:

A. Completing at least 18 semester units of study (or 27 quarter units) 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 semester 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 55806.

#### 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 or 27 or more quarter 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 or 18 or more quarter units if approved by the CCC 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 CCC 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, and an application must be filed with the Graduation Office. After submitting the application, students will receive a formal evaluation of progress toward the degree. Students will also receive information on participating in the annual commencement ceremony. While participation in the commencement 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 “Graduation/Associate Degree Requirements, Credit Courses 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> and in the Antelope Valley College Library.

**2/6/06**

**Revised: 1/8/07**

**Revised: 3/10/08**

**Revised: 6/8/09**

## AP 4101 Independent Study

Reference:

***Title 5, Sections 55230 et seq.***

### Independent study

A college level course which is accepted for completion of an appropriate educational sequence leading toward an associate degree and which is recognized upon transfer by an institution of the University of California or the California State University system as meeting either elective or major requirements for a baccalaureate degree may be offered as independent study. Independent study of up to five units can be taken and must be approved by the instructor, dean and Vice President of Academic Affairs.

To request independent study, a student must contact the instructor to obtain an Independent Study Contract. After completing the contract and securing signatures from the Instructor and the Dean of the Division in which the course is offered, the contract is sent to the Vice President of Academic Affairs for final approval.

Academic standards applicable to courses of independent study shall be the same as those applied to other credit courses or noncredit courses in the college and all procedures for evaluation shall be in accordance with regulations set by the college. Access to the instructor must be at least equivalent to that commonly available to students in courses conducted by other instructional methods. (See "Independent Study Contract" and "Criteria for Offering Independent Study" below.)

ANTELOPE VALLEY COLLEGE  
Office of Academic Affairs  
INDEPENDENT STUDY CONTRACT

Student Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Course Number \_\_\_\_\_ Course Title \_\_\_\_\_ Units \_\_\_\_\_

Instructor \_\_\_\_\_ Semester/Year \_\_\_\_\_ / \_\_\_\_\_

1. Course prerequisites \_\_\_\_\_

2. Objectives \_\_\_\_\_

3. Methodology \_\_\_\_\_

4. Specific assignments and/or activities \_\_\_\_\_

5. Methods of evaluation \_\_\_\_\_

6. **Schedule of meetings with instructor:** Note: Access to the instructor must be at least equivalent to that commonly available to students in courses conducted by other instructional methods.

Date	Time	Date	Time
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\_\_\_\_\_  
Student's Signature  
(Certifying understanding of & agreement with the above)

\_\_\_\_\_  
Instructor's Signature  
(Certifying understanding of & agreement with the above)

\_\_\_\_\_  
Division Dean's Signature

\_\_\_\_\_  
Vice President of Academic Affairs

## CRITERIA FOR OFFERING INDEPENDENT STUDY COURSES

### Ed. Code Title 5

#### Subchapter 4, Article 1. General Provisions and Requirements

##### 55316 Criteria

Courses offered pursuant to this chapter shall:

- (a) Be accepted by the college toward completion of an appropriate educational sequence leading to an associate degree, and
- (b) Be recognized by an institution of the University of California or the California State University upon transfer to that institution.

##### 55316.5 Additional Courses

Notwithstanding any other provisions of law, after June 1, 1994, the following additional types of courses may be offered pursuant to this Chapter, consistent with guidelines developed by the Chancellor.

- (a) Nontransferable courses designed to meet the requirements of Sections 55805.5, 55806 and 55002(a) or (b);
- (b) Noncredit courses conducted as distance education independent study

##### 55320 Academic Standards

Academic standards applicable to courses of independent study shall be the same as those applied to other credit courses in the college.

##### 55321 Student Progress

Procedures for evaluation of student progress shall be in accordance with regulations set by the college. A report by an instructor on appropriate records bearing the student's name for purposes of state apportionment shall certify that adequate and proper progress toward accomplishment of the course objectives is being maintained by the student.

##### 55805.5 Types of Courses Appropriate to the Associate Degree

The criteria established by the governing board of community college district to implement its philosophy on the associate degree shall permit only courses that conform to the standards specified in section 55002(a) and that fall into the following categories to be offered for associate degree credit:

- (a) All lower division courses accepted toward the baccalaureate degree by the CSU or UC of designed to be offered for transfer.
- (b) Courses that apply to the major in non-baccalaureate occupational fields.
- (c) English courses not more than one level below the first transfer level composition course, typically known as English 1A. Each student may count only one such course as credit toward the associate degree.
- (d) All math courses above and including Elem. Algebra.
- (e) Credit courses in English and Math taught in or on behalf of other departments and which, as determined by the local governing board require entrance skills at a level equivalent to those necessary for the courses specified in subsections (c) and (d) above.

Before this form is completed, the Independent Study must be approved by the Instructor, Dean of the Division and the Vice-President of Academic Affairs.

A copy of this contract must remain in the instructor's files along with all materials justifying the award of the grade and completion of units for audit purposes.

If this contract is cancelled, the instructor must complete a student drop form showing the date of contract cancellation.

**2/6/06**

**Revised: 4/14/08**

## AP 4102 Occupational/Vocational Technical Programs

Reference:

***Title 5, Sections 55600 et seq.***

The competence of students completing vocational and occupational programs shall be evaluated by the same criteria that is used for all courses.

Advisory committees for occupational/vocational programs shall be established by the program faculty and dean to assist in maintaining relevant curriculum, technology, equipment, and course content, and to serve as liaison with potential employers.

Members of advisory committees should include appropriate program faculty, employers and employees in the field for which the program is designed to train students; former and current students; and the Division Dean.

**4/9/07**

# AP 4103 Work Experience

Reference:

***Title 5, Sections 55250 et seq.***

## Cooperative Work Experience Education District Plan

### I. Adoption of the Plan

The Board of Trustees for Antelope Valley Community College District, acting under the authority of the California Education and Administration Codes and Regulations adopted by the Board of Governors of California Community Colleges pertaining to Cooperative Education in Community Colleges, do hereby adopt the following plan for Cooperative Education in the District.

In addition, the Trustees authorize and direct the District Superintendent to forward copies of this adopted plan over his/her signature to the Chancellor's Office for approval and entitlement for the District to receive appropriate state funds for aid in operation of the Cooperative Education

Plan. (T5: 55251)\*

### II. Types of Cooperative Work Experience

Cooperative Work Experience Education is a district-initiated and district-controlled program of education consisting of either General Work Experience Education or Occupational Work Experience Education. Both types of programs are offered by Antelope Valley College.

*General Work Experience Education* is supervised employment that is intended to assist students in acquiring desirable work habits, attitudes, and career awareness. The work experience need not be related to the students' educational goals.

*Occupational Work Experience Education* is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students' educational major or occupational goal. Participation in Cooperative Work Experience may be under either a parallel plan or an alternate plan.

A *Parallel Plan* is designed to offer students the opportunity to attend college classes and earn college credit for concurrent learning on the job.

An *Alternate Plan* is designed to offer students opportunities alternately to attend college and work. (T5: 55252)

Cooperative Work Experience Education is designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. (T5: 53250)

'References Title 5 and specific section

### III. Responsibilities of the Cooperative Work Experience Partners

A successful Cooperative Work Experience Program involves the coordinated efforts of four partners: Antelope Valley College, the student, the instructor, and the supervisor/employer.

**Antelope Valley College shall:**

1. Assign necessary certificated personnel who are qualified to coordinate the program in accordance with federal, state, and local district requirements. The Director of Work Experience will monitor and direct the program in accordance with Code requirements and maintain an educationally sound ratio of students to instructor. (T5: 5525 1)  

Qualified adjunct faculty may be hired from other institutions to develop the learning contracts and make "in-person" consultation for a student that is out of the colleges' geographical region, state, or in another country. (T5: 55255)
2. Identify designated instructors and counselors to provide appropriate and continued guidance service to students in the program. (TS: 5525 1)
3. Provide sufficient clerical help to maintain records and provide services to meet the needs of the program. (T5: 55251)
4. Provide sufficient services for initiating and maintaining on-the-job learning stations, coordinating the program, and supervising students. The supervision of students shall be outlined in a learning agreement coordinated by the college district. (T5: 55255)
5. Screen work stations to ensure that all conditions pertaining to the health, safety, and welfare of the students are protected.
6. Ensure that students' on-the-job learning experiences are documented with written measurable learning objectives. (TS: 55251)
7. With the assistance of the supervisor/employer, evaluate students' on-the-job learning experience and award appropriate credit and letter grades. (T5: 55251)
8. Maintain records which will include at least the following:
  - a. The type and units of work experience in which each student is enrolled, where employed, type of job held, and the basis for determining whether the student is qualified for Occupational or General Work Experience Education; signed and dated by academic personnel.
  - b. A record of work permit issued, if applicable, signed by the designated issuing agent.
  - c. The employer's or designated representative's statement of student hours worked and evaluation of performance on the agreed-upon learning objectives. Work hours may be verified either by weekly or monthly time sheets or by a summary statement at the end of the enrollment period.
  - d. New or expanded on-the-job measurable learning objectives which serve as part of the basis for determining the student's grade signed by academic personnel, employer or designated representative, and student. (TS: 55256)
9. Maintain records which are signed and dated by academic personnel documenting:
  - a. Consultation(s) in person with the employer or designated representative.
  - b. Personal consultation(s) with the student.
  - c. Evaluation of the student's achievement of the on-the-job learning objectives.
  - d. The final grade. (T5: 55256)

***The Instructor shall:***

1. Provide appropriate advice and counsel to the student.
2. Assist the student and the supervisor/employer in developing the required new or expanded learning experience(s).
3. Assist the student in developing appropriate new or expanded, attainable, on-the-job measurable learning objectives.
4. Consult in person at least once each semester with the supervisor/employer at the student's work station to discuss student's educational growth on the job.
5. Consult in person at least once each semester with the student to discuss the student's educational growth on the job.
6. Assign a letter grade reflecting the supervisor's/employer's evaluation and the student's progress in meeting the planned on-the-job learning objectives. (T5: 55255)
7. Collect and submit all required documents with appropriate signatures.

***The Student shall:***

1. Pursue a planned program of Cooperative Work Experience, which, in the opinion of the instructor, includes new or expanded responsibilities or learning opportunities beyond those experienced during previous employment.
2. Have new or expanded on-the-job learning experiences that contribute to their occupational or educational goals.
3. Receive the approval of the appropriate instructor of the program before enrolling in the Cooperative Work Experience Education program. (T5: 55254)
4. Develop new or expanded, attainable, on-the-job measurable learning objectives in consultation with the instructor and the supervisor/employer. (T5: 55251)
5. Maintain the required number of units, attend classes regularly, and progress in both their related classes and work experience in a manner acceptable to the work experience instructor and supervisor/employer.
6. Inform the work experience instructor of any problems or changes that would affect their college program of study and/or work experience training.
7. Submit forms and complete other assignments required by the instructor or job site supervisor.
8. Abide by the rules and regulations as established by the employer, Antelope Valley College District Board of Trustees, and the State of California regarding the expected behavior and conduct of students attending Antelope Valley College.
9. If self-employed, identify a person who is approved by the instructor to serve as the designated employer representative. (T5: 55254)
10. Satisfy one of the following three criteria:
  - a. Be an apprentice as defined by Labor Code Section **3077**, who is enrolled in related or supplementary courses required of the apprenticeship programs.
  - b. Be enrolled in the Parallel Plan.
    - 1) During regular semesters, students must enroll in a minimum of seven units including Cooperative Work Experience Education. Enrollment in an accredited

secondary through four-year institution, or equivalent course work may meet this requirement.

- 2) During summer sessions, students must enroll in one other class in addition to Cooperative Work Experience Education.
  - c. Be enrolled in the Alternate Plan. Concurrent enrollment will be limited to one other class. (T5: 55254)
11. Attend a mandatory orientation prior to contacting the instructor and enrolling in Work Experience.

***The Supervisor/Employer shall:***

1. Understand and accept the objectives of the Cooperative Work Experience Education program. (T5: 55257)
2. Work on a cooperative basis with the instructor in coordinating the work experience of students.
3. Assure the College that the workstation offers a reasonable probability of continuous employment for the student who is making progress during the work experience period. (T5: 55257)
4. Provide overall desirable working conditions that will not endanger the health, safety, and welfare of the student. .
5. Provide adequate equipment, materials, and other facilities to provide an appropriate learning opportunity. (T5: 55257)
6. Assist the student in the establishment of attainable, on-the-job learning objectives which represent new or expanded responsibilities. (T5: 55256)
7. Provide adequate supervision of the student to ensure that the on-the-job activities provide the maximum educational benefit. (T5: 55255)
8. Personally consult with the student to discuss his/her educational growth on the job. (T5: 55255)
9. Maintain and submit accurate records of the number of hours the student worked on the job. (T5: 55256)
10. Submit a written evaluation of the student. in cooperation with the instructor, to help determine the final grade. (TS: 55251)
11. As required by law, comply with all appropriate federal and state employment regulations. (T5: 55257)

**IV. Credit Awarded**

A total of sixteen semester units of credit may be granted by Antelope Valley College for Occupational Work Experience Education or a combination of Occupational and General Work Experience (note the six-unit limit for General Work Experience). Credit for Cooperative Work Experience Education is subject to the following limitations:

**1. General Work Experience Education**

- a. Parallel Plan - A maximum of three credit hours per semester may be earned up to a total of six semester credit hours.

- b. Alternate Plan - A maximum of six credit hours per semester may be earned, with six semester credit hours being the total a student in General Work Experience may earn.

**2. Occupational Work Experience Education**

- a. Parallel Plan - A maximum of four credit hours per semester may be earned up to a total of 16 semester credit hours.
- b. Alternate Plan - A maximum of eight credit hours per semester may be earned up to a total of 16 semester credit hours. (T5: 55253)

One student contact hour is counted for each unit of Work Experience credit in which a student is enrolled during any census period. In no case shall duplicate student contact hours be counted for any classroom instruction and Cooperative Work Experience Education. The maximum contact hours counted for a student shall not exceed the maximum number of Cooperative Work Experience Education units for which the student may be granted credit as described in section T5: 55253.

The learning experience and the identified on-the-job learning objectives shall be sufficient to support the units to be awarded.

The following formula will be used to determine the number of units to be awarded:

- 1. Each 75 hours of paid work equals one semester unit of credit.
- 2. Each 60 hours of non-paid (volunteer) work equals one semester unit of credit. (T5: 55256.5)

**2/6/06**

# AP 4104 Contract Education

Reference:

***Title 5, Sections 55170, et seq.***

As part of its economic and workforce development and community outreach efforts, the District's Corporate & Community Education office may provide customized training to business, industry, government agencies, and other public or private organizations. The process may involve creation of new courses, revision of existing course outlines for use in a particular training program, special assistance and assessment, and consultative or developmental services to define specific needs. The District's Corporate & Community Education office may contract with business, industry, government agencies, and other public or private organizations to deliver specified services.

The District and/or the Corporate & Community Education office shall recover, from all revenue sources, an amount equal to or greater than the actual costs (including administrative costs) incurred in providing contracted services. In certain cases, these services may be funded by the contractor (client) through public training funds. These contracted activities are generally closed to the public.

Contract Education instruction typically consists of Not-for-Credit classes. This refers to classes, including Community Services classes, that are offered without credit and which are not eligible for apportionment funding. Not-for-Credit classes are required to be financially self-supporting.

Credit and Non-Credit classes may also be offered through Contract Education. When Contract Education involves academic credit classes, faculty appointments will be consistent with minimum qualifications, and curriculum approval processes and registration procedures for all students will be followed.

A service agreement will be approved by the Board of Trustees, which will authorize specific charges, procedures, personnel, and timelines for the requested contract.

**11/13/07**

## AP 4105 Distance Education

Reference:

***Title 5, Section 55200 et seq.***

Definition: Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology.

### **Course Approval:**

Each proposed or existing course offered by distance education shall be reviewed and approved separately. Separate approval is mandatory if any portion of the instruction in a course or a course section is designed to be provided through distance education.

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in Administrative Procedures 4020, Program and Curriculum Development. Distance education courses shall be approved by the Academic Policies and Procedures Committee (AP&P) under the same conditions and criteria as all other courses. Each section of the course that is delivered through distance education will include regular effective contact between instructor and students as determined by discipline faculty.

All distance education courses approved under this procedure will continue to be in effect unless there are substantive changes of the course outline of record.

For courses in which instruction is provided through distance education for at least 51 percent of the hours of instruction, the district shall:

- a) maintain records and report data through the Chancellor's Office Management Information System on the number of students and faculty participating in these courses;
- b) provide to the local governing board, no later than August 31 of each year, a report on all distance education activity.

**2/6/06**

**Revised: 3/10/08**

## AP 4220 Standards of Scholarship – Delegation

Reference:

***Education Code Section 70902(d)***

Matters identified by Title 5 as standards of scholarship are grading practices, credit-noncredit options, credit by examination, standards for probation and dismissal, remedial course work, academic record symbols, grade changes, course repetition, and academic renewal. Authority and responsibility is delegated to the chief instructional or academic officer and the Academic Senate as described in the policies and procedures on participation in local decision-making.

The Board of Trustees will rely primarily on the advice of the Academic Senate for policies and procedures related to the following Academic and Professional Matters:

- (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.

**2/6/06**

## AP 4222 Remedial Coursework

Reference:

***Title 5, Section 55035***

Remedial coursework consists of pre-collegiate basic skills courses and credit courses that are not transferable or applicable to the associate degree and certificate programs. A current list of these courses is available in the college catalog.

A student's need for remedial coursework shall be determined using appropriate assessment instruments, methods, or procedures.

No student shall receive more than 30 semester units for remedial coursework. A student who exhausts this unit limitation shall be referred to appropriate adult noncredit education services. Students will be notified before they exhaust this unit limitation and be directed to receive advisement.

A student who successfully completes remedial coursework or who demonstrates skill levels, which assure success in college-level courses, may proceed with college level coursework.

Students enrolled in one or more courses of English as a Second Language and students identified as having a learning disability are exempt from the limitations of this procedure.

Students who demonstrate significant, measurable progress toward development of skills appropriate to enrollment in college-level courses may be granted a waiver of the limitations of this procedure through the Petition for Extenuating Circumstances submitted to the Dean of Student Services (Counseling).

**2/6/06**

**Revised: 4/14/08**

## AP 4225 Course Repetition

Reference:

***Title 5 Sections 55040, 55041, 55042, 55253, 56029; Education Code Section 76224***

Students may petition for approval to repeat units in which substandard grades (less than C) were awarded.

Students repeating a non-repeatable course for a 2<sup>nd</sup> attempt may repeat a course with Counselor approval. Students repeating non-repeatable course for a 3<sup>rd</sup> attempt or more must complete a Petition for Extenuating Circumstance and submit to the Dean of Student Services (Admissions & Records) for consideration.

Should a student transfer to another college, Antelope Valley College cannot guarantee which grade will be used in computing the grade point average.

When a student repeats a class to alleviate substandard academic work, the previous grade and credit shall be disregarded in the computation of grade point averages.

When a student with a disability repeats a class, the previous grade and credit shall be disregarded in the computation of grade point average.

Courses that are repeated shall be recorded on the student's permanent academic record using an appropriate symbol.

Annotating the permanent academic record shall be done in a manner that all work remains legible, insuring a true and complete academic history.

Nothing can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or district procedures relating to retention and destruction of records.

A student may repeat a course taken at another accredited college or university for which substandard academic performance is recorded.

Provisions that permit repetition of work not recorded as substandard are as follows:

A period of time has elapsed since the last time the student completed the class, and the student can justify the need to repeat the class as a "refresher course" prior to advancing on to the next higher level of course work.

The student needs to repeat the class as a "refresher class" because comprehension of the course material is directly related to success on the job.

Other special circumstances as deemed appropriate by the Dean of Student Services (Counseling).

Such course repetition requires a finding that circumstances exist which justify such repetition. A Petition for Extenuating Circumstances must be submitted to the Dean of Student Services (Counseling) for consideration.

Grades awarded for courses repeated under these provisions shall be included when calculating a student's grade point average.

### Repeatable Courses

Certain specified courses may be repeated if they meet the following criteria and have been reviewed and approved by the AP&P Committee. "Each identified course is one in which the course content differs each time it is offered, and the student who repeats it is gaining an expanded educational experience." In addition, each repeatable course must prove one of the following justifications:

Skills or proficiencies are enhanced by supervised repetition and practice in class; or

Active participatory experience in individual study or group assignments is the basic means by which learning objectives are obtained; or

"Instances when such repetition is necessary for a student to meet legally mandated training requirements as a condition of continued paid or volunteer employment. Such courses may be repeated for credit any number of times, regardless of whether or not substandard work was previously recorded, and the grade received each time shall be included for purposes of calculating the student's grade point average."

These repeatable courses are approved by the Academic Policies & Procedures Committee and identified in the catalog and class schedule by the symbol **(R)** and a number which represents the total number of times the course can be repeated, e.g. **(R3)** means the course may be taken for a total of four times.

A student who received a substandard grade in a repeatable course would have to repeat the course one attempt beyond what is allowable to have the grade excluded from the calculation of the student's GPA.

Students who complete a course for the maximum number of times should request to audit the course for any additional participation in that course.

A student may request to repeat a repeatable course to have a substandard grade excluded (before the maximum allowable repeatability is completed) from the student's GPA by submitting a Petition for Extenuating Circumstances to the Dean of Student Services (Counseling) for consideration.

**2/6/06**

**Revised: 6/11/07**

**Revised: 3/10/08**

**Revised: 5/11/09**

**Revised: 12/14/09**

## AP 4226 Multiple and Overlapping Enrollments

Reference:

***Title 5, Section 55007***

A student may not enroll in two or more sections of the same credit course during the same term unless the length of the course provides that the student is not enrolled in more than one section at any given time.

A student may not enroll in two or more courses where the meeting times for the courses overlap, unless:

- The student provides a valid justification, other than scheduling convenience, of the need for an overlapping schedule.
- The student makes up the overlapping hours at some other time during the same week under the supervision of the instructor of the course.
- The reason the student cannot enroll in non-overlapping course must be given.
- The overlap may not exceed 10 minutes
- Both faculty members must give their written agreement to the overlapping enrollment.
- Faculty members understand that they are under no obligation to agree but that, if they do agree, the student must make up the time missed under the supervision of the instructor during the same week the time was missed.
- The overlap must be reviewed by the Dean of Enrollment Services.
- Overlap enrollments will be processed in Admissions and Records if approved by the Dean of Enrollment Services.

**4/14/08**

**Revised: 5/12/08**

## AP 4227 Repeatable Courses

References:

***Title 5 Sections 55040, 55041, 55042, and 55253***

Under special circumstances, students may repeat courses in which a C or better grade was earned.

Students are allowed to repeat a course without petition when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or continued paid employment. Students can repeat such courses any number of times, even if they received a grade of C or better; however, the grade received by the student each time will be included in calculations of the student's grade point average.

The district must identify and designate such repeatable courses in its catalog. The district must also determine and certify that each repeatable course is one in which either the course content differs each time the course is offered or the course is an activity courses subject to certain criteria. Foreign language courses, ESL courses, and non-degree applicable basic skills courses are not considered "activity courses" based on the above criteria.

Examples of activity courses that qualify as repeatable courses include physical education courses and courses in music, fine arts, theater, and dance. Absent substandard academic work courses may not be repeated for more than three semesters or five quarters including summers and intersessions.

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for the student for one of the reasons specified in Title 5, Section 56029..

Students are allowed to repeat an occupational work experience course if a college only offers one course in occupational work experience in a given field and that course is not offered as a variable unit open-entry/open-exit course. Where only one occupational work experience course is offered subject to the above conditions, students may be permitted to repeat this course any number of times as long as they do not exceed the limits on the number of units of cooperative work experience set forth in Title 5 Section 55253(a).

The District shall develop and implement a mechanism to allow it to properly monitor course repetition.

**5/11/09**

**Revised: 12/14/09**

## AP 4228 Course Repetition – Significant Lapse of Time

Reference:

***Title 5 Section 55043***

Students may be permitted or required to repeat courses in which a “C” or better grade was earned where there was a significant lapse of time since the grade was obtained and:

- The District has defined “significant lapse of time” or has established a recency prerequisite for a course or program; or
- An institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course.

When a student needs to repeat an activity course due to a significant lapse of time, each repetition attempt will be counted toward the established repetition limits. However, if a student has already exhausted the number of permitted repetitions, then an additional repetition due to significant lapse of time may be permitted or required by the District.

When a course is repeated due to a significant lapse of time, the District may disregard the previous grade and credit when computing a student’s grade point average.

**5/11/09**

## AP 4230 Grading and Academic Record Symbols

Reference:

***Title 5, Section 55023***

### **Evaluative symbols:**

- A – Excellent
- B – Good
- C – Satisfactory
- D – Passing (Less than satisfactory)
- F – Failing
- P – Pass (At least satisfactory)
- NP – No Pass (Less than satisfactory)

### **Non-Evaluative symbols:**

- I – Incomplete
- IP – In progress
- RD – Report delayed
- W – Withdrawal

Final grades are issued at the end of each semester.

Grades are calculated on a 4.0 scale. (A=4 pts; B=3pts; C=2 pts; D= 1 pt; and F=0 pts)

Grades of P, NP, I, IP, RD, and W have no points attached and are not used in calculating grade point average.

Students' grades in each course will be recorded on their transcripts at the end of each semester.

I (Incomplete) – Used to indicate incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term.

An incomplete contract must be completed and the terms and conditions agreed upon by both the student and faculty. The condition for removal of the "I" and the grade to be assigned in lieu of its removal shall be stated by the instructor in the contract which will be held on file in the Admissions Office.

A student has 1 year to complete the obligations of the incomplete contract. This record shall remain on file until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated or when the time limit for completing the work has passed.

If the terms and conditions of the contract are not fulfilled the "I" will convert to a grade of "F." A student may petition for an extension of time due to unusual circumstances before the time limit has passed. The "I" symbol shall not be used in calculating units to determine grade point average.

IP (In Progress) – Used to denote that the class extends beyond the normal end of an academic term. It shall indicate that work is “in progress,” but that assignment of a substantive grade must await its completion. The “IP” symbol shall remain on the student’s permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student’s record for the term in which the course is completed. The “IP” shall not be used in calculating grade point average.

RD (Report Delayed) – Used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. “RD” shall not be used in calculating grade point average.

W (Withdrawal) - Used to denote withdrawal from a class or classes through the last day of the fourteenth week of instruction. The academic record of a student who remains in class beyond the fourteenth week will be graded for the course. For a “W” grade, no notation shall be made on the academic record of a student who withdraws during the first four weeks of a semester. The “W” shall not be used in calculating grade point average, but excessive “W’s” shall be used as a factor in academic probation and dismissal procedures (See BP and AP 4250).

A student planning to withdraw from one or more classes may do so online or in person through the Office of Admissions & Records by submitting a withdrawal form. Failure to do so will result in the student’s being awarded a final grade at the discretion of the instructor for each class in which the student is registered.

**2/6/06**

**Revised: 3/10/08**

## AP 4231 Grade Changes

Reference:

***Education Code Section 76224, 76232; Title 5, Section 55025***

### Changing Grades

The instructor of the course shall determine the grade to be awarded to each student. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetency. "Mistake" may include, but is not limited to errors made by an instructor in calculating a student's grade and clerical errors. The removal or change of an incorrect grade from a student's record shall only be done pursuant to Education Code 76232 or by an alternative method that ensures that each student shall be afforded an objective and reasonable review of the requested grade change. "Fraud" may include, but is not limited to, inaccurate recording or change of a grade by any person who gains access to grade records without authorization.

In the case of fraud, bad faith, or incompetency, the final determination concerning removal or change of grade will be reviewed by a three-faculty member peer review panel. The panel will consist of faculty who are outside the discipline area, examining methods of evaluations, making a determination on the correctness, good faith, and competency of the grade award by the instructor of the course, based on the Official Course of Record. If the panel determines that the process and criteria are fair and appropriate for the discipline and level of course, the grade stands. If the panel determines that the process and criteria were unfair and inappropriate for the discipline (instructor did not follow the Official Course of Record) then, the instructor will be asked to reevaluate the grade for all students enrolled in that term.

In the case of discrimination, sexual harassment, or retaliation for a complaint about discrimination or sexual harassment, the student will be referred to the district's Compliance Officer. The Compliance Officer will investigate and make a determination whether discrimination, sexual harassment, or retaliation played a factor in the grade awarded. If so, the Compliance Officer will review the matter to the faculty peer review panel for a grade review.

A final determination will be presented to the appropriate vice president.

### Student Request for Change of Grade

#### General Provisions

In any course of instruction in a California Community College District for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student. The determination of the student's grade by the instructor shall be final in the absence of bad faith, fraud, incompetence, or mistake (Education Code 72224). The legal definitions are as follows:

**BAD FAITH.** The opposite of "good faith", generally implying or involving actual or constructive fraud, or a design to mislead or deceive another, or a neglect or refusal to fulfill some duty or some contractual obligation, not prompted by an honest mistake as to one's rights or duties, but by some interested or sinister motive.

**FRAUD.** An intentional perversion of truth for the purpose of inducing another in reliance upon it to part with some valuable thing belonging to him or to surrender a legal right; a false

representation of a matter of fact, whether by words or by conduct, by false or misleading allegations, or by concealment of that which should have been disclosed, which deceives and is intended to deceive another so that he shall act upon it to his legal injury; any kind of artifice employed by one person to deceive another. A generic term, embracing all multifarious means which human ingenuity can devise, and which are resorted to by one individual to get advantage over another by false suggestions or by suppression of truth, and includes all surprise, trick, cunning, dissembling, and any unfair way by which another is cheated. "Bad faith" and "fraud" are synonymous, and also synonyms of dishonesty, infidelity, faithlessness, perfidy, unfairness, etc.

INCOMPETENCY. Lack of ability, legal qualification, or fitness to discharge the required duty.

MISTAKE. Some unintentional act, omission, or error arising from ignorance, surprise, imposition, or misplaced confidence.

DISCRIMINATION, SEXUAL HARASSMENT, RETALIATION. Refer to AP 3410 and AP 3430 for definitions of discrimination and sexual harassment, respectively. Retaliation is defined as any action that could dissuade a reasonable person from making or supporting a charge of discrimination.

#### Appeal to Instructor

The student shall discuss the status of the grade with the instructor. When the student perceives a problem it is essential that the student initiate discussion about the perceived problem with the instructor prior to the assignment of the final grade, if possible. At each time the instructor evaluates the student, the instructor must provide the opportunity for the student to know of the status of the grade. Both the student and instructor are encouraged to establish a mutually acceptable agreement. Either the student or instructor may seek information from the Dean of Admissions and Records.

If the instructor has already assigned a grade that the student believes is not valid, the student may initiate discussion about the assigned grade with the instructor in an effort to reach a mutually acceptable agreement.

Either the student or instructor may seek information from the Dean of Admissions and Records.

Students who wish to appeal a final grade must do so within one year from the date the final grade was issued.

Provisions shall be made to allow another faculty member to substitute for the instructor if the student has filed a discrimination or harassment complaint, if the instructor is not available, or where the district determines that it is possible that there may have been gross misconduct by the original instructor.

#### Appeal to the Dean

If the discussion with the instructor (.92 above) ends without a satisfactory resolution, and the student believes the assigned grade is still not valid, the student may appeal the grade status to the divisional dean.

A Student Request for Change of Grade shall be completed by the student and submitted to the dean.

The dean shall discuss the situation with the student, instructor, and witnesses either separately or together.

Whenever possible, after receipt of the written request, the dean will provide written recommendation(s) within five working days.

#### Appeal to the Vice President

If the dean's recommendations are not agreeable to the student or the instructor, either one may appeal in writing the decision to the appropriate vice president.

All written information shall be given by the dean to the appropriate vice president.

The vice president may discuss the situation with the student, instructor, or witnesses either separately or together.

Consultation from staff and students may be requested by the vice president.

Whenever possible after receipt of the written appeal, the vice president will provide written recommendations within five working days.

#### Appeal to the President

If the vice president's recommendations are not agreeable to the student or the instructor, either one may appeal in writing the decision to the President.

All written information shall be given by the vice president s or dean to the President.

The President may discuss the situation with the student, instructor, or witnesses either separately or together.

Consultation from staff and students may be requested by the President.

Whenever possible, after receipt of the written appeal, the President will provide written recommendations within five working days.

#### Appeal to the Board of Trustees

If the President's recommendations are not agreeable to the student or the instructor, either one may appeal in writing the decision to the Board of Trustees.

All the written information shall be given by the President to the Board of Trustees.

Upon receipt of the written appeal, the Board of Trustees will review the appeal during the next regularly scheduled Closed Session.

Whenever possible, the Board of Trustees will provide written recommendations by the next regularly scheduled Board meeting.

The Board of Trustees decision is final.

In all cases, the instructor who first awarded the grade will be given written notice of the change.

#### Security of Grade Records

The District shall implement security measures for student records that assure no person may obtain access to student grade records without proper authorization. These measures shall be installed as part of any computerized grade data storage system.

The measures implemented by the District shall include, but not necessarily be limited to, password protection for all student grade databases, locking mechanisms for computer stations from which student grade databases can be viewed, and strict limits on the number of persons who are authorized to change student grades.

Persons authorized to change grades shall be designated by the Dean of Enrollment Services. No more than five District employees may be authorized to change student grades. Only regular full-time employees of the District may be authorized to change grades. Student workers shall not have access to grade records, and student workers may not change grades at any time.

The Dean of Enrollment Services will periodically run a report to confirm that only authorized full-time employees of the District have changed grades.

Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the Dean of Enrollment Services immediately. The Dean of Enrollment Services shall immediately take steps to lock the grade storage system entirely while an investigation is conducted.

If any student's grade record is found to have been changed without proper authorization, the District will notify 1) the student; 2) the instructor who originally awarded the grade; 3) any educational institution to which the student has transferred; 4) the accreditation agency; and 5) appropriate local law enforcement authorities.

Whenever a grade is changed for any reason, corrected transcripts will be sent to any educational institution to which a student has transferred.

Any student or employee who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be subject to discipline in accordance with District policies and procedures.

Any person who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be reported to the appropriate law enforcement agency having jurisdiction over the college where the incident occurred.

Also see BP 3310 Records Retention and Destruction and BP/AP 5040 Student Records.

**2/6/06**

**Revised: 1/8/07**

**Revised: 6/11/07**

**Revised: 3/10/08**

**Revised: 5/12/08**

**Revised: 7/14/08**

## AP 4232 Pass/No Pass

Reference:

***Title 5, Section 55022***

Courses may be offered in either or both of the following categories:

- Courses in which all students are evaluated on a " pass/no pass" basis include credit courses that are not transferable or applicable to the associate degree and certificate programs. A current list of these courses is available in the college catalog.
- Courses in which each student may elect on registration, or up to the end of the fifth week of classes for Spring/ Fall and up to the end of the second week of classes for Summer/ Intersession, to take the course on a " pass/no pass" basis.

Courses in which the option of P/NP is available are indicated with an asterisk (\*) before the title of the course in the class schedule and college catalog.

A student electing to be evaluated on the " pass/no pass" basis will receive both course credit and unit credit upon satisfactory completion of the course.

In computing a student's grade-point average, grades of " pass/no pass" are omitted.

A P grade is granted for performance that is equivalent to the letter grade of "C" or better. A student who fails to perform satisfactorily will be assigned a NP grade.

The student is held responsible for all assignments and examinations required in the course. The standards of evaluation are identical for all students in the course.

A maximum of 12 P/NP units may be applied toward the fulfillment of requirements for the AA/AS degree. A maximum of 6 P/NP units may be applied toward the requirements for a certificate.

A maximum of 6 units per semester may be taken for P/NP.

Students are cautioned that other colleges and universities may restrict the acceptance of courses taken on a P/NP basis, especially for the satisfaction of general education and major requirements.

The P/NP option is elected by the student per the deadline specified in the academic calendar in the schedule of classes by submitting a P/NP form to the Office of Admissions & Records.

The request for P/NP may not be reversed.

**2/6/06**

**Revised: 3/10/08**

## AP 4235 Credit by Examination

Reference:

***Title 5, Section 55050***

Credit by Examination may be obtained by one of the following methods:

- Achievement of a score of [3 or higher] on an Advanced Placement Examination administered by the College Entrance Examination Board. Consult the “Non-traditional Credit Guideline” document available through the Counseling Center.
- Achievement of a score that qualifies for credit by examination in the College Level Examination Program. Consult the “Non-traditional Credit Guideline” document available through the Counseling Center.
- Credit by satisfactory completion of an AVC Course Proficiency Exam administered by the college in lieu of completion of a course listed in the college catalog. Consult the “Non-traditional Credit Guideline” document available through the Counseling Center.

Determination of Eligibility to take an AVC Course Proficiency Exam

- The student must be currently registered in the college and in good standing
- The course is listed in the college catalog
- Antelope Valley College faculty have designated the course as one that may be challenged by examination

Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veteran's or Social Security benefits.

Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.

A student's academic record clearly indicates that the credit was earned by examination by an annotation of (CHL).

The results of the challenge exam, with grade and grade points, are entered upon the student's academic record. No record will be made if a student receives a failing grade on a challenge exam.

A student may apply up to 12 units earned by credit by examination to the Associate degree.

A student cannot earn credit by examination for courses in which they are currently enrolled.

Students desiring to challenge a course by examination should submit a petition to the Office of Admissions & Records before the end of the fourth week of the semester.

Challenge examinations must be completed by the seventh week of the semester.

**2/6/06**

**Revised: 4/14/08**

## AP 4240 Academic Renewal

Reference:

***Title 5, Section 55044 and 55046***

Academic renewal regulations “forgive” substandard grades earned based on the fact that the grades are no longer reflective of a student’s present ability and level of performance.

Students may petition to have their academic record reviewed for academic renewal of substandard academic performance under the following conditions:

Students must have achieved a grade point average of:

12 semester units with at least a 3.0; or

18 semester units with at least a 2.5; or

24 semester units with at least a 2.0;

and

At least 24 months must have elapsed from the time the course work to be removed was completed.

Subsequent coursework may include coursework completed at other colleges/ universities upon submission of an official transcript.

Up to 30 units of course work may be eliminated from consideration in the cumulative grade point average.

Coursework must be consecutive to qualify for academic renewal.

Only “D” and “F” grades may be eliminated from the computation of the GPA under the academic renewal policy.

Specific courses and/or categories of courses that are exempt from academic renewal must be described. Academic renewal actions are irreversible. When academic renewal procedures permit previously recorded substandard coursework to be disregarded in the computation of a student’s grade point average, the student’s permanent academic record should contain an accurate record of all coursework to ensure a complete academic history.

Academic renewal procedures may not conflict with the District’s obligation to retain and destroy records or with the instructor’s ability to determine a student’s final grade.

A student must complete a Request for Academic Renewal in the Admissions & Records Office for consideration.

The Admissions & Records Office is the designated authority for the academic renewal process.

No course will be removed from a student’s academic record in the process of academic renewal.

Should a student transfer to another college, most colleges and universities will not accept another institution's academic forgiveness policies and will interpret and use coursework and grades as applied to their own unique policies and procedures.

**2/6/06**

**Revised: 4/14/08**

**Revised: 1/12/09**

**Revised: 10/12/09**

## AP 4250 Probation, Dismissal and Readmission

Reference:

***Title 5, Section 55030, 55031, 55032, 55033, 55034***

**Notification of Probation.** Each student is entitled to be notified of his/her academic difficulty and the availability of college support services to respond to the academic difficulty before the student is dismissed. Notification will consist, at a minimum, of the following: At the end of the semester in which the student's grade point average falls below 2.0 in all units attempted, a notice that the student is on probation shall be sent to the student informing him/her that he/she is on academic probation. "All units attempted" is defined as all units of credit for which the student is enrolled at the community college that they attend. If the percentage of a student's recorded entries of "W," "I," "NC," and "NP" in at least three consecutive semesters reaches or exceeds 50% of all units in which a student has enrolled, the student shall be placed on progress probation. At the end of the third semester on which the student is on academic or progress probation, a notice that the student is subject to dismissal will be sent to the student informing him/her that he/she is subject to dismissal.

**Probationary Letter.** The letter notifying the student of probation will cover, at a minimum, the significance of being on probation and description of the services available.

A student who is on academic probation and earns a semester grade point average of or better shall not be dismissed as long as this minimum semester grade point average is maintained.

**Academic Probation.** Academic probation reports are completed after grades have been submitted and GPA's have been re-calculated for the semester. Students are notified of their probationary status. A hold is placed on the student record that prevents registration. The student is required to have college counselor contact (workshop/appointment) before the academic probation hold will be released.

The student is required to complete a contract that outlines a plan to get off academic probation which could include a limitation of units in which a student may enroll.

**Progress Probation.** Progress probation reports are completed after grades have been submitted and GPA's have been re-calculated for the semester. Students are notified of their probationary status. A hold is placed on the student record that prevents registration. The student is required to have college counselor contact (workshop/appointment) before the progress probation hold will be released.

The student is required to complete a contract that outlines a plan to get off progress probation which could include a limitation of units in which a student may enroll.

**Standards for Dismissal** A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of three (3) consecutive semesters. A student who has been placed on probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of "W," "I," "NC," and "NP" are recorded in at least 3 consecutive semesters reaches or exceeds fifty percent (50%).

**Dismissal Letter.** The letter notifying the student that he/she is subject to dismissal will cover, at a minimum, reference to this procedure, explanation of what dismissal means, procedure for reinstatement, and procedure to appeal the dismissal.

**Appeal of Dismissal.** The student has the right to appeal a proposed dismissal action if the student feels that facts exist that warrant an exception to the dismissal action. The student must file the written petition of appeal with the Dean of Student Services (Counseling) after the dismissal letter was mailed. It is the student's responsibility to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting the reasons. Petitions will be reviewed by the Dean of Student Services (Counseling) or by the Dismissal Appeals Committee.

The student will be continued on probation until the Dean of Student Services (Counseling) or the Dismissal Appeals Committee decides on the student's appeal.

The decision of the Dean of Student Services (Counseling) or the Dismissal Appeals Committee will be communicated to the student in writing by the Dean of Student Services (Counseling). The Dean of Student Services (Counseling) will notify the student of his/her action within 30 days of receipt of the student's appeal. The student may appeal the decision of the Dean of Student Services (Counseling) in writing to the Vice President of Student Services within 10 working days of the date of notification of the decision of the Dean of Student Services (Counseling) or the Dismissal Appeals Committee. The decision of the Vice President of Student Services is final.

If the dismissal appeal is granted, the student will be continued on probation for an additional semester. At the end of the additional semester, the student's academic record will again be evaluated to determine whether the student may be removed from probation, should be dismissed, or should be continued on probation.

**Fall Dismissals.** Special circumstances exist for dismissals after the Fall semester due to the fact that students traditionally enroll before Fall grades are available. Subject to dismissal letters will be sent no later than December informing students that:

- If they are enrolled in the Spring semester, they will be permitted to continue on probation. Dismissal status will be reevaluated at the end of the Spring semester.
- If they are not enrolled in the Spring semester, they have the right to appeal dismissal in accordance with the appeal process.

**Procedure for Fall Dismissal Appeals.** Appeals for students subject to dismissal as a result of the fall grades must be filed following notification during the spring semester. The following conditions apply:

- Students who are enrolled in the spring semester will not be required to file an appeal but will be allowed to continue on probation and have their dismissal status reevaluated at the end of the spring semester.
- Students who have not enrolled in the spring semester will be dismissed unless an appeal is granted in accordance with procedures set above.

**Standards for Evaluating Appeals.** Dismissal appeals may be granted under the following circumstances:

- If the dismissal determination is based on the academic record for one semester in which the record does not reflect the student's usual level of performance due to accident, illness, or other circumstances beyond the control of the student. Verification should be submitted with the appeal.
- The student enrolls in a corrective program designed to assist him/her in improving academic skills, such as obtaining academic counseling, and/or limiting course load.

- When there is evidence of significant improvement in academic achievement.

**Re-Admission After Dismissal.** In considering whether or not students may be re-admitted after a dismissal and two semesters absence, the following criteria should be considered:

- Documented extenuating circumstances (considered during appeal).
- Marked improvement between the semesters on which disqualification was based.
- Semesters on which disqualification was based were atypical of past academic performance.
- Formal or informal educational experiences since completion of semesters on which disqualification was based.
- Improved GPA as a result of grade changes, fulfillment of incomplete courses, or academic renewal.

**2/6/06**

**Revised: 1/8/07**

**Revised: 12/10/07**

# AP 4260 Prerequisites, Co-requisites, Advisories, and Limitations on Enrollment

Reference:

***Title 5, Sections 55000 et seq.***

Antelope Valley College establishes pre-requisites, co-requisites, advisories, and limitations on enrollment in accord with the California Community Colleges Model District Policy developed by the Chancellor’s Task Force. The following procedures assure compliance with the Model District Policy.

## 1. Information in the Catalog and Schedule of Courses.

The college shall provide the following explanations both in the college catalog and in the schedule of courses:

- A. Definitions of prerequisites, co-requisites, and limitations on enrollment including the differences among them and the specific prerequisites, co-requisites, and limitations on enrollment that have been established.
- B. Procedures for a student to challenge prerequisites, co-requisites, and limitations on enrollment and circumstances under which a student is encouraged to make such a challenge. The information about challenges must include, at a minimum, the specific process including any deadlines, the various types of challenge that are established in law, and any additional types of challenge permitted by the college.
- C. Definitions of advisories on recommended preparation, the right of a student to choose to take a course without meeting the advisory, and circumstances under which a student is encouraged to exercise that right.
- D. Definitions of contract course, co-requisite, noncredit basic skills course, non-degree applicable basic skills courses, prerequisite and satisfactory grade.

## 2. Challenge Process

- A. Any student who does not meet a prerequisite or co-requisite or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the course as follows:
  - 1. If space is available in a course when a student files a challenge to the prerequisite or co-requisite, the District shall reserve a seat for the student and resolve the challenge within five (5) working days. If the challenge is upheld or the District fails to resolve the challenge within the five (5) working-day period, the student shall be allowed to enroll in the course.
  - 2. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the students registers for that subsequent term.
- B. Grounds for challenge shall include the following:
  - 1. Those grounds for challenge specified in Title 5, Section 55201(f).

2. The student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students. The student shall be allowed to enroll in such a course if otherwise he or she would be delayed by a semester or more in attaining the degree or certificate specified in his or her educational plan.
3. The student seeks to enroll in a course that has a prerequisite established to protect health and safety, and the student demonstrates that he or she does not pose a threat to himself or herself or others.
4. The student has the obligation to provide documented satisfactory evidence that the challenge should be upheld. However, where facts essential to a determination of whether the student's challenge should be upheld are or ought to be in the college's own records, then the college has the obligation to produce that information.

C. Curriculum Review Process

The curriculum review process shall at a minimum be in accordance with all of the following:

1. Establish a curriculum committee and its membership in a manner that is mutually agreeable to the college administration and the academic senate.
2. Establish prerequisites, co-requisites, and advisories on recommended preparation only upon the recommendation of the academic senate except that the academic senate may delegate this task to the curriculum committee without forfeiting its rights or responsibilities under Section 53200-53204 of Title 5. Certain limitations on enrollment must be established in the same manner.
3. Establish prerequisites, co-requisites, and advisories on recommended preparation, and limitations on enrollment only if:
  - a) The faculty in the discipline or, if the college has no faculty member in the discipline, the faculty in the department do all of the following:
    - (1) Approve the course; and,
    - (2) As a separate action, approve any prerequisite or co-requisite, only if:
      - (a) The prerequisite or co-requisite is an appropriate and rational measure of a student's readiness to enter the course or program as demonstrated by a content review including, at a minimum, all of the following:
        - (i) involvement of faculty with appropriate expertise;
        - (ii) consideration of course objectives set by relevant department(s). The curriculum review process should be done in a manner that is in accordance with accreditation standards.
        - (iii) be based on a detailed course syllabus and outline of record, tests, related instructional materials, course format, type and number of examinations, and grading criteria;
        - (iv) specification of the body of knowledge and/or skills which are deemed necessary at entry and/or concurrent with enrollment;

- (v) identification and review of the prerequisite or co-requisite which develops the body of knowledge and/or measures skills identified under iv.
  - (vi) matching of the knowledge and skills in the targeted course (identified under iv.) and those developed or measured by the prerequisite or co-requisite (i.e., the course or assessment identified under v.); and
  - (vii) maintain documentation that the above steps were taken.
    - (b) The prerequisite or co-requisite meets the scrutiny specified in one of the procedures for review of individual courses (see below), and specify which.
- (3) Approve any limitation on enrollment that is being established for an honors course or section, for a course that includes intercollegiate competition or public performance, or so that a cohort of students will be enrolled in two or more courses, and, in a separate action, specify which.
  - (4) Approve that the course meets the academic standards required for degree applicable courses, non-degree applicable courses, non-credit courses, or community service respectively.
  - (5) Review the course outline to determine if a student would be highly unlikely to receive a satisfactory grade unless the student had knowledge or skills not taught in the course. If the student would need knowledge or skills not taught in the course itself, then the course may be approved for degree applicable credit only if all requirements for establishing the appropriate prerequisite have been met excepting only approval by the curriculum committee.
  - (6) Review the course outline to determine whether receiving a satisfactory grade is dependent on skills in communication or computation. If receiving a satisfactory grade is sufficiently dependent on such skills, then the course may be approved for degree applicable credit only if all requirements have been met for establishing a prerequisite or co-requisite of not less than eligibility for enrollment to a degree-applicable course in English or mathematics, respectively.
- b) A course which should have a prerequisite or co-requisite as provided in (5) or (6) but for which one or more of the requirements for establishing a prerequisite have not been met may only:
    - (1) Be reviewed and approved pursuant to the standards for non-degree applicable credit, non-credit, or community service; or
    - (2) Be revised and reviewed as required to meet the criteria for establishing the necessary prerequisites or co-requisites.
  - c) The curriculum committee also reviews the course and prerequisite in a manner that meets each of the requirements specified above.
4. Program Review. As a regular part of the program review process or at least every six years, the college shall review each prerequisite, co-requisite, or advisory to establish that each is still supported by the faculty in the discipline or department and by the curriculum committee and is still in compliance with all other provisions of this policy

and with the law. Any prerequisite or co-requisite that is still supported shall be reviewed promptly thereafter to assure that it is in compliance with all other provisions of this policy and with the law.

5. Implementing Prerequisites, Co-requisites, and Limitations on Enrollment. Implementation of prerequisites, co-requisites, and limitations on enrollment must be done in a consistent manner and not left exclusively to the classroom instructor. Every attempt shall be made to enforce all conditions a student must meet to be enrolled in the course through the registration process so that a student is not permitted to enroll unless he or she has met all the conditions or has met all except those for which he or she has a pending challenge or for which further information is needed before final determination is possible of whether the student has met the condition.
6. Instructor's Formal Agreement to Teach the Course as Described. Each college shall establish a procedure so that courses for which prerequisites or co-requisites are established will be taught in accordance with the course outline, particularly those aspects of the course outline that are the basis for justifying the establishment of the prerequisite or co-requisite. The process shall be established by consulting collegially with the local academic senate and, if appropriate, the local bargaining unit.

#### **Review of Individual Courses:**

If the student's enrollment in a course or program is to be contingent on his or her having met the proposed prerequisite(s) or co-requisite(s), then such a prerequisite or co-requisite must be established as follows. If enrollment is not blocked, then what is being established is not a prerequisite or co-requisite but, rather, an advisory on recommended preparation and must be identified as such in the schedule and catalog. Establishing advisories does not require all the following steps.

#### **1. Prerequisites and Co-requisites**

- A. Levels of Scrutiny. Prerequisites and co-requisites must meet the requirements of at least one of the following subsections:
  1. The Standard Prerequisites or Co-requisites. The college may establish satisfactory completion of a course as prerequisite or co-requisite for another course provided that, in addition to obtaining the review of the faculty in the discipline or department and the curriculum committee as provided above, the college specifies as part of the course outline of record at least three of the campuses of the University of California and the California State University which reflect in their catalogs that they offer the equivalent course with the equivalent prerequisite(s) or co-requisite(s). Any combination of University of California campuses and California State University campuses is acceptable in satisfaction of this requirement.
  2. Sequential Courses Within and Across Disciplines. A course may be established as a prerequisite or co-requisite for another course provided that, in addition to the review by faculty in the department or discipline and by the curriculum committee as described above, skills, concepts, and/or information taught in the first course are presupposed in the second course, and a list of the specific skills and/or knowledge a student must possess in order to be ready to take the second course is included in its outline of record.

3. Courses in Communication or Computation Skills. Prerequisites establishing communication or computational skill requirements may not be established across the entire curriculum unless established on a course by course basis. A course in communication or computation skills, or eligibility for enrollment in such a course, may be established as a prerequisite or co-requisite for any course other than another course in communication or computation skills if, in addition to the review by the faculty in the discipline or department and by the curriculum committee as provided above, the following is also done:
  - a) A list of the specific skills a student must possess in order to be ready to take the course is included in the course outline of record; and
  - b) Research is conducted as provided above.

The prerequisite or co-requisite may be established for a period of not more than two years while the research is being conducted provided that a determination is made that a student who lacks the particular skills is highly unlikely to receive a satisfactory grade because a sufficient percentage of the grade is directly dependent on these skills. This determination must be approved both by the faculty in the discipline and by the curriculum committee as provided above and must be based on a review of the syllabus as well as samples of tests and other assignments on which the grade is based.

4. Cut Scores and Prerequisites. Whether or not research is required to establish a prerequisite, data collected to validate assessment instruments and cut scores is always relevant to reviewing the prerequisites for the associated courses. If such data are insufficient to establish the cut scores, any course prerequisites established for the same course or courses may not be printed in subsequent catalogs and schedules nor enforced in subsequent semesters until the problems are resolved, and sufficient data exist to establish the cut scores. In such a case, the collection of these data shall be done in the manner prescribed above in addition to other requirements of law. Such a prerequisite may be changed to an advisory on recommended preparation while the problems are being resolved.
5. Programs. In order to establish a prerequisite for a program, the proposed prerequisite must be approved as provided for a course prerequisite in regard to at least one course that is required as part of the program.
6. Health and Safety. A prerequisite or co-requisite may be established provided that, in addition to the review by faculty in the department or division and by the curriculum committee as provided above:
  - a) The course for which the prerequisite is proposed is one in which the student might endanger his or her own health and safety or the health and safety of others; and
  - b) The prerequisite is that the student possesses what is necessary to protect his or her health and safety and the health and safety of others before entering the course.
7. Recency and Other Measures of Readiness: Recency and other measures of readiness may be established as a prerequisite or co-requisite only if, in addition to the review by the faculty in the discipline or department and by the curriculum committee as provided above, the following is also done:

- a) A list of the specific skills a student must possess in order to be ready to take the course is included in the course outline of record.
- b) Data are gathered according to sound research practices in at least one of the following areas:
  - (1) The extent to which students, those currently enrolled in the course or those who have completed it, believe the proposed prerequisite or co-requisite is necessary.
  - (2) Comparison of the faculty members' appraisal of students' readiness for the course to whether students met the proposed prerequisite or co-requisite. The faculty appraisal could be done at any time in the semester that the college determined was appropriate and based on independent assignments, quizzes and exams, participation in courses or other indicators that the student was or was not ready to take the course.
  - (3) Comparison of students' performance at any point in the course with completion of the proposed prerequisite or co-requisite.
  - (4) Comparison of student performance in the course to their scores on assessment instruments in the manner required to validate an assessment instrument and cut scores for the course in question as described above.
- c) The standard for any comparison done shall be that a student is highly unlikely to receive a satisfactory grade in the course unless the student has met the proposed prerequisite or co-requisite. The research design, operational definitions, and numerical standards, if appropriate, shall be developed by research personnel, discipline faculty, and representatives of the academic senate. If the evidence fails to meet the standard established, each college may establish the proposed prerequisite or co-requisite as a recommended preparation and may seek to establish it as a prerequisite or co-requisite only by following the process described in this policy and any applicable college policies.
- d) If the curriculum committee has determined as provided in these procedures that a new course needs to have a prerequisite or co-requisite, then the prerequisite or co-requisite may be established for a single period of not more than two years while research is being conducted and a determination is being made, provided that:
  - (1) All other requirements for establishing the prerequisite or co-requisite have already been met; and
  - (2) Students are informed that they may enroll in the course although they do not meet the prerequisite. However, students who lack the prerequisite may not constitute more than 20% of those enrolled in any section of the course.

Prerequisites and co-requisites that are exempt from review at the time they are, or were, established are not eligible for this exception, and the research must be conducted during the six years before they must be reviewed.

- B. Additional Rules. Title 5, Section 55202 specifies additional rules, which are to be considered part of this document as though reproduced here.
- 2. Advisories on Recommended Preparation. The college may recommend that a student meet a standard of readiness at entry only if recommended by the faculty in the discipline or department and by the curriculum committee as provided in above. This process is required whether the college used to describe such recommendations in its catalog or schedule as "prerequisites," or "recommended," or by any other term.
- 3. Limitations on Enrollment. The types of limitation on enrollment specified below may only be established through the curriculum review process by the discipline or department faculty and the curriculum committee specified above including the requirement to review them again at least every six years; for example, as part of program review. The following requirements must also be met in order to establish these particular limitations on enrollment.
  - A. Performance Courses. The college may establish audition or try-out as a limitation on enrollment for courses that include public performance or intercollegiate competition such as but not limited to band, orchestra, theater, competitive speech, chorus, journalism, dance, and intercollegiate athletics provided that:
    - 1. For any certificate or associate degree requirement which can be met by taking this course, there is another course or courses which satisfy the same requirement; and
    - 2. The college includes in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same requirement.

Limitations on enrollment established as provided for performance courses shall be reviewed during program review or at least every six years to determine whether the audition or try-out process is having a disproportionate impact on any historically under-represented group and, if so, a plan shall be adopted to seek to remedy the disproportionate impact. If disproportionate impact has been found, the limitation on enrollment may not be printed in subsequent catalogs or schedules nor enforced in any subsequent term until such a plan has been endorsed by the department and the college administration and put into effect.

Honors Courses. A limitation on enrollment for an honors course or an honors section of a course may be established if, in addition to the review by the faculty in the discipline or department and by the curriculum committee as provided above, there is another section or another course or courses at the college which satisfy the same requirements. If the limitation is for an honors course and not only for an honors section, the college must also include in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same associate degree or certificate requirement.

- B. Blocks of Courses or Sections. Blocks of courses or blocks of sections of courses are two or more courses or sections for which enrollment is limited in order to create a cohort of students. Such a limitation on enrollment may be established if, in addition to review by the faculty in the discipline or department and by the curriculum committee as provided above, there is another section or another course or courses that satisfy the same requirement. If the cohort is created through limitations on enrollment in the courses rather than limitations on specific sections of courses, then the college must include in the course outline of record a list of each certificate or associate degree requirement that

the course meets and of the other course or courses which satisfy the same associate degree or certificate requirement.

**2/6/06**

**Revised: 3/10/08**

## AP 4300 Field Trips and Excursions

Reference:

***Title 5, Section 55450***

The District may conduct field trips and excursions in connection with courses of instruction or college-related social, educational, cultural, athletic or musical activities to and from places in California, or any other state, the District of Columbia, or a foreign country for students.

The District shall engage instructors, supervisors, and other personnel as may be necessary for such excursions or field trips who desire to contribute their services over and above the normal period for which they are employed by the District.

The District shall, at the discretion of the Vice President of Business Services, transport students, instructors, supervisors or other personnel by use of District equipment, contract to provide transportation, or arrange transportation by the use of other equipment.

When District equipment is used, the District shall obtain liability insurance, and if travel is to and from a foreign country, the liability insurance shall be secured from a carrier licensed to transact insurance business in the foreign country.

The District may pay expenses of instructors, chaperons and other personnel participating in a field trip or excursion. Payment shall be by way of itemized reimbursement in a form prescribed by the Vice President or Business Services. The District shall not pay expenses of students participating in a field trip or excursion to any other state, the District of Columbia, or a foreign country with District funds, unless funded by the Associated Student Organization or student club or organization.

All persons making a field trip or excursion shall be deemed to have waived all claims against the District for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking such trips and all parents or guardians of minor students shall sign a statement waiving such claims.

**2/6/06**

**Revised: 1/8/07**

## AP 4400 Community Services

Reference:

***Education Code Section 78300 et seq; Title 5, Sections 55002, 55160(b)***

Community Services offerings originate from community needs and interests and are developed in consultation with the Community Services Office.

Community Services offerings are:

- designed to provide instruction that contributes to the personal, physical, mental, ethical, economic, or civic development of the individuals or groups enrolled in them.
- open for the admission of adults and of those minors who, in the judgment of the governing board, may profit.

General fund moneys are not expended to establish and maintain community service offerings.

Students enrolled in community service offerings may be charged a fee not to exceed the cost of maintaining community service offerings, or offerings may be provided for remuneration by contract, or with contributions or donations of individuals or groups.

The AP&P Committee must approve Community Services offerings.

**2/6/06**

**Revised: 3/10/08**

## AP 4500 News Media

### *Philosophy:*

College news media are any news/feature publications issued under the name of the college, funded by the District, and produced by students as an integral part of instruction in Journalism. It may include, but is not limited to, student newspaper reporting, broadcast news journalism and internet news journalism. The term "editorial" refers to all content other than advertising.

College news media, as laboratory publications of the Journalism curriculum, shall provide vehicles to train students for careers in mass communication. College news media shall also serve the entire college community by reporting the news, including college events and activities, providing a forum for comment and criticism, and encouraging free expression as guaranteed in the First Amendment to the Constitution of the United States.

College news media are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion. College news media shall exercise editorial freedom in order to maintain their integrity as vehicles for free inquiry and free expression in the college community. At the same time, the editorial freedom of the college news media shall entail corollary responsibilities.

Each college newspaper or other news medium is published as a learning experience, offered under the Journalism program. The editorial and advertising materials published in each news medium, including any opinions expressed, are the responsibility of the student staff. An editorial board should be formed for the news media involved. Under appropriate state and federal court decisions, these materials are free from prior restraint by virtue of the First Amendment to the United States Constitution. These procedures are adopted so as to encourage a responsible exercise of such freedom.

### *Journalism Grievance Procedures:*

Definition of a Grievance. A grievance is a complaint that alleges facts which, if true, would demonstrate a violation of the grievant's right to free inquiry, free speech, or fair treatment; contains allegations that appear to be substantially credible; and is not frivolous.

Refer to AP 5530 Student Rights and Grievances for procedures on how to file a complaint.

**2/6/06**