

Antelope Valley Community College District
Board Policy
Chapter 4
Academic Affairs

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BP 4010 Calendar

Reference:

Education Code Section 70902(b)(12)

Before presentation to the Board for approval, any major calendar changes that may have financial impact to the district or may affect student access and/or student learning must be fully explored, discussed campuswide, and presented in writing to the Superintendent/President.

After said presentation to the Superintendent/President and after reaching agreement with the Antelope Valley College Federation of Teachers (AVCFT) and Antelope Valley College Federation of Classified Employees (AFCFCE) and after consulting with other appropriate groups, the college President shall recommend a calendar to the Board of Trustees for its approval.

Adopted: 6/11/07

Reviewed: 6/12/17

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BP 4020 Program, Curriculum, and Course Development

Reference:

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

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Superintendent/President, while continuing to rely primarily on the recommendations of the Academic Senate as outlined in BP 2510, shall establish procedures for the development and review of all curricular offerings, including their establishment, modification or discontinuance.

Furthermore, these procedures shall include:

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

All new courses and programs, including program deletions, shall be approved by the Board.

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

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

Credit Hour

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

The Superintendent/President will establish procedures which prescribe the definition of “credit hour” consistent with applicable federal regulations, as they apply to community college districts.

The Superintendent/President shall establish a procedure to ensure that curriculum at the District complies with the definition of “credit hour” or “clock hour,” where applicable.

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The Superintendent/President shall also establish procedure for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

See Administrative Procedures #4020 and #4021

Adopted: 2/6/06

Revised: 3/10/08

Revised: 6/11/12

Revised: 11/14

Revised: 10/12/15

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BP 4025 Philosophy and Criteria for Associate Degree and General Education

Reference:

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

Courses that are designated to fulfill the general education and depth requirements shall meet the following philosophy.

The awarding of an Associate degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems, and to develop the capacity for self-understanding.

In addition to these accomplishments, the student shall possess sufficient depth in some field of knowledge to contribute to lifetime interest.

Central to an Associate degree, general education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of colleges 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 must be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most important, general education should lead to better understanding.

In establishing or modifying a general education program, ways shall be sought to create coherence and integration among the separate requirements. It is also desirable that general education programs involve students actively in examining values inherent in proposed solutions to major society problems.

The Superintendent/President, while continuing to rely primarily on the recommendations of the Academic Senate as outlined in BP 2510, shall establish procedures to ensure that courses used to meet general education and associate degree requirements meet the standards in this policy. The procedures shall provide for appropriate Academic Senate involvement.

See Administrative Procedure #4025

Adopted: 2/6/06
Revised: 5/12/08
Revised 11/14
Revised 10/12/15

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BP 4030 Academic Freedom

Reference:

Title 5, Section 51023;

ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation Standard I.C.7 (formerly II.A.7)

The Academic Freedom policy of the Antelope Valley Community College District is part of the Antelope Valley College Faculty Collective Bargaining Agreement with the District (Article VII, Section 7.0, Academic Freedom).

Academic Freedom Policy:

Freedom of expression is a legal right protected by the Constitution of the United States. This right is especially important in the academy. Academic freedom in the pursuit and dissemination of knowledge in an educational environment shall be ensured and maintained. Such freedom shall be recognized as a right of all members of the faculty, whether of tenure or non-tenure rank.

To ensure this freedom, faculty shall not be subjected to censorship or discipline solely on the grounds that he or she has expressed opinions or views, or provided access to opinions or views, which are controversial or unpopular. Antelope Valley College faculty have a special responsibility to insist that their institution does not yield to ephemeral passion or heavy community pressures to take hasty actions that may infringe on freedom of expression.

Faculty have responsibility to present the subject matter of their courses as announced to students and as approved by the faculty in their collective responsibility for the curriculum. However, since instructors are responsible for implementing the learning process, they therefore have the freedom to select materials, methods of application, and procedures in carrying out their job duties. A faculty member is also free to present and discuss subject matter in a practical and relevant format. In areas of controversy, one has the right to express an opinion related to subject matter, and an expression of differing points of view should be allowed and encouraged. Within and beyond the academic community, a faculty member is free to speak or write, as a citizen, without fear of institutional censorship or discipline.

A faculty member is entitled to freedom in research and in publication and shall have exclusive right to all materials, which are the product of that person's mind and talent, unless there is a mutually acceptable contract to the contrary.

If academic freedom of a faculty member is either impeded or brought into question, the code of ethics shall be consulted and the grievance policy shall be followed.

Adopted: 2/6/06

Revised: 4/13/2015

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BP 4040 Library and Learning Support Services

Reference:

Education Code Section 78100;

Civil Code Section 1798.90;

ACCJC Accreditation Standard II

The District shall have library and learning support services that are an integral part of the institution's educational program and will comply with the requirements of the Reader Privacy Act.

Adopted: 2/6/06

Revised: 8/13/12

Revised: 4/13/2015

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BP 4050 Articulation

Reference:

*Title 5, Section 51022(b), California Code of Regulations, Sections 66700, 70901, 78016, 70902; Education Code section 66720-66744
ACCJC Accreditation Standard II.A.10*

The College Superintendent/President shall establish procedures that assure appropriate articulation of the District's educational programs with proximate high schools and baccalaureate institutions. The College Superintendent/President also shall assure appropriate articulation with colleges and universities that are not geographically proximate but are appropriate and advantageous for partnership with the District.

See Administrative Procedure #4050

Adopted: 2/6/06

Revised: 9/10/07

Revised: 5/8/17

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BP 4060 Delineation of Functions Agreements

Reference:

Education Code Sections 8535; 8536

Whenever a mutual agreement with a school district or other educational entity relating to responsibility for noncredit continuing education programs is required by state law, the President/Superintendent shall present an appropriate memorandum of understanding to the Board for approval.

Adopted: 2/6/06

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BP 4070 Course Auditing and Auditing Fees

Reference:

Education Code Section 76370

Students may audit courses.

The fee for auditing courses shall be no more than \$15.00 per unit. Students enrolled in classes to receive credit for ten (10) or more semester credit units shall not be charged a fee to audit three or fewer semester units per semester.

No student auditing a course shall be permitted to change his or her enrollment to receive credit for the course.

Priority in class enrollment shall be given to students enrolled in the course for credit towards a degree or certificate.

Adopted: 2/6/06

Revised: 5/8/17

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BP 4100 Graduation Requirements for Degrees and Certificates

Reference:

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

The District grants the degrees of Associate in Arts and Associate in Science to those students who have completed at least 18 semester units or 27 quarter units of study in a major or area of emphasis for graduation and who have maintained a cumulative 2.0 average in subjects attempted. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations

Students may be awarded a Certificate of Achievement upon successful completion of a minimum of 18 or more semester units or 27 or more quarter units of degree-applicable coursework designed as a pattern of learning experiences intended to develop certain capabilities that may be oriented to career or general education.

In addition, a district may award a certificate of achievement for any sequence of courses consisting of 12 or more semester units or 18 or more quarter units of degree-applicable credit coursework if approved by the CCC Chancellor despite requiring fewer than 18 semester or 27 quarter units of degree-applicable credit coursework.

The College President/Superintendent shall establish procedures to determine degree and certificate requirements that include appropriate involvement of the local curriculum committee. The procedures shall assure that graduation requirements are published in the district's catalog(s) and included in other resources that are convenient for students. As specified in BP 2510, the Board of Trustees agrees to "rely primarily" on the Academic Senate regarding the following Academic and Professional Matters which include Graduation Requirements for Degrees and Certificates:

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

See Administrative Procedure #4100

Adopted: 2/6/06

Revised: 3/10/08

Revised: 5/12/08

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BP 4220 Standards of Scholarship

Reference:

***Education Code Section 70902(b)(3); Title 5, Sections 55020 et seq.,
Title 5 Sections 55031 et seq and 55040 et seq.***

The College President/Superintendent shall establish procedures that establish standards of scholarship consistent with the provisions of Title 5, Sections 55020 et seq., 55030 et seq., 55040 et seq. and Board policy.

These procedures shall address: grading practices, academic record symbols, grade point average, credit by examination, academic and progress probation, academic and progress dismissal, academic renewal, course repetition, limits on remedial coursework, and grade changes.

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.

See Administrative Procedures #4220 and #4222

Adopted: 2/6/06

Revised: 5/12/08

Revised 5/8/17

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BP 4225 Course Repetition

Reference:

Title 5, Sections 55040, 55041, 55042, 55044, 58161

Students may repeat repeatable and non-repeatable courses in which substandard grades (less than "C") were earned. Refer to AP 4225 for detailed administrative procedures regarding repeatability.

When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

Under special circumstances, students may repeat courses in which a C or better grade was earned. The special circumstances are defined in administrative procedures.

See Administrative Procedure #4225

Adopted: 2/6/06

Revised: 6/11/07

Revised: 3/10/08

Revised: 1/11/10

Revised: 5/8/17

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BP 4226 Multiple and Overlapping Enrollments

Reference:

Title 5, Sections 55007

The Superintendent/President shall establish procedures to ensure that students may only enroll in two or more sections of the same credit course during the same term if the length of the course provides that the student is not enrolled in more than one section at any given time.

The Superintendent/President shall establish procedures to ensure that students may only enroll in two or more courses where the meeting times overlap under the conditions specified in Title 5, Section 55007.

See Administrative Procedure #4226

Adopted: 5/12/08

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BP 4230 Grading and Academic Record Symbols

Reference:

Title 5, Section 55023

Courses shall be graded using the grading system established by Title 5.

The grading system shall be published in the college catalog(s) and made available to students.

See Administrative Procedure #4230

Adopted: 2/6/06

Revised: 3/10/08

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BP 4231 Grade Changes

References:

Education Code Sections 76224 and 76232; Title 5 Section 55025

The Superintendent/President shall implement procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not necessarily be limited to, the following:

- Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final.
- Procedures for students to challenge the correctness of a grade.
- The installation of security measures to protect grade records and grade storage systems from unauthorized access.
- Limitations on access to grade records and grade storage systems.
- Discipline for students or staff who are found to have gained access to grade records without proper authorization or to have changed grades without proper authorization.
- Notice to students, faculty, transfer institutions, accreditation agencies and law enforcement agencies if unauthorized access to grade records and grade storage systems is discovered to have occurred.

Also see BP 3310 titled Records Retention and Destruction, AP 4231 titled Grade Changes, and BP/AP 5040 titled Student Records.

Adopted: 6/9/08

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BP 4235 Credit by Examination

Reference:

Title 5, Section 55050

Credit may be earned by students who satisfactorily pass authorized examinations. The College Superintendent/President shall establish administrative procedures to implement this policy.

See Administrative Procedure #4235

Adopted: 2/6/06

Revised: 5/12/08

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BP 4240 Academic Renewal

Reference:

Title 5, Section 55044

Previously recorded substandard academic performance may be disregarded if it is not reflective of a student's demonstrated ability. The Superintendent/President shall establish procedures that provide for academic renewal.

See Administrative Procedure #4240

Adopted: 2/6/06

Revised: 5/12/08

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BP 4250 Probation, Dismissal and Readmission

Reference:

Education Code Section 70902(b) (3); Title 5, Section 55030-55034

Probation

A student shall be placed on academic probation if he or she has attempted a minimum of 12 semester units of work and has a grade point average of less than a "C" (2.0).

A student shall be placed on progress probation if he or she has enrolled in a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of "W," "I," "NC," and "NP" were recorded, reaches or exceeds fifty percent.

A student who is placed on probation may submit an appeal in accordance with procedures to be established by the College Superintendent/President.

A student on academic probation shall be removed from probation when the student's accumulated grade point average is 2.0 or higher. A student on progress probation shall be removed from probation when the percentage of units in the categories of "W," "I," "NC," and "NP" drops below fifty percent.

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 2.00 in all units attempted in each of three (3) consecutive semesters.

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of "W," "I," "NC," and "NP" is recorded in at least three (3) consecutive semesters reaches or exceeds fifty percent.

A student who is subject to dismissal may submit a written appeal in compliance with administrative procedures. Dismissal may be postponed and the student continued on probation if the student, during the last semester of enrollment, earned a grade point average of 2.0 or higher, in which case the student shall remain on probation.

Readmission

A student who has been dismissed may request reinstatement after the passage of one semester and may be conditionally readmitted upon petition to the Dean of Student Services (Counseling and Matriculation) or designee. The Dean of Student Services (Counseling and Matriculation) may grant, deny, or postpone reinstatement.

Adopted: 2/6/06

Revised: 12/10/07

Revised: 9/14

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BP 4260 Prerequisites, Co-requisites, Advisories, and Limitations on Enrollment

Reference:

Title 5, Sections, 55000 and 55003

The College Superintendent/President is authorized to establish prerequisites, co-requisites, advisories, and limitations on enrollment on recommended preparation for courses in the curriculum. As specified in BP 2510, the Board of Trustees agrees to “rely primarily” on the Academic Senate regarding the following Academic and Professional Matters which includes Prerequisites, Co-requisites, Advisories, and Limitations on Enrollment:

- (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.

All such prerequisites, co-requisites, advisories, and limitations on enrollment shall be established in accordance with the standards set out in Title 5. Any prerequisites, co-requisites, advisories, or limitations on enrollment shall be necessary and appropriate for achieving the purpose for which they are established. The procedures shall include a way in which a prerequisite or co-requisite may be challenged by a student on grounds permitted by law. Prerequisites, co-requisites, advisories, and limitations on enrollment shall be identified in District publications available to students.

See Administrative Procedure #4260

Adopted: 2/6/06

Revised: 3/10/08

Revised: 5/12/08

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BP 4300 Field Trips and Excursions

Reference:

Title 5, Section 55220

The Superintendent/President shall establish procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity.

The district may pay for expenses of students participating in a field trip or excursion with auxiliary, grant or categorical program funds if the funds are used consistently with the funding source. The expenses of instructors, chaperones, and other personnel traveling with students may also be paid from district funds.

Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.

See Administrative Procedure #4300

Adopted: 2/6/06

Revised: 12/10/07

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BP 4400 Community Services Programs

Reference:

Education Code Section 78300; Title 5, Section 55002

The District shall maintain a community services program that offers classes that contribute to the personal, physical, mental, ethical, economic or civic development of community individuals or groups.

The community services program shall be designed to contribute to the physical, mental, ethical, personal, economic or civic development of the individuals or groups enrolled in it.

Community services programs shall be open for admission of adults and of minors who can benefit from the offerings.

No General Fund monies may be expended to establish or maintain community services offerings. Students involved in community services classes shall be charged a fee not to exceed the cost of maintaining the offerings. Community Service offerings may also be offered for remuneration by contract or with contributions or donations of individuals or groups.

See Administrative Procedure #4400

Adopted: 2/6/06

Revised: 3/10/08

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