

**Kern Community College District
Board Policy**
Chapter 4 – Academic Affairs

BP 4023 PROGRAM REVIEW
Rely Primarily Upon the Advice and Judgment

References:

*Education Code Section 78016;
Title 5 Sections 51022 and
53200;
WASC/ACCJC Accreditation Standards I.B.5 and I.B.9*

NOTE: This policy is unique to the Kern Community College District. If the Kern CCD conducts program reviews of all departments/programs (beyond the instructional programs), **consider re-numbering this unique policy as BP 3255 titled Program Review to follow new BP 3250 titled Institutional Planning (in the General Institution Chapter of policies and procedures).**

❖ From current KCCD Policy 4B5 titled Program Review

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

~~4B5A College~~ Procedures for program review shall include:

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

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AP 4026 PHILOSOPHY AND CRITERIA FOR INTERNATIONAL EDUCATION

Reference:

Education Code Section 66015.7

NOTE: This procedure is **optional**: AB 1342 amended the Education Code to encourage districts to engage in international education as resources permit. Local practice may be inserted.

International education should encourage programs that support learning about other cultures, global issues, and the exchange of Californians and international students and scholars, such as:

- Develop courses of study in as many fields as possible to increase students' understanding of global issues and cultural differences.
- Offer courses in languages other than English to train students to communicate effectively in other cultures and to enhance their understanding of other nations' values.
- Provide opportunities for students in all majors to participate in study abroad programs to enrich their academic training, perspectives, and personal development.
- Provide opportunities for domestic and international students to interact effectively and routinely share their views, perceptions, and experiences in educational settings.
- Develop innovative public educational forums and venues to explore global issues and showcase world cultures.

For international students and scholars:

- Encourage the presence of qualified students from other countries with sufficient geographic diversity to inspire an appreciation for differences among cultures and a deeper understanding of the values and perspectives of other people.
- Facilitate faculty exchange and collaborative partnership programs with institutions in other countries.
- Initiate collaborative research undertakings to address issues of global significance.

- Recruit and retain the world's best and brightest faculty to educate California's students as globally competent citizens.

DELETE

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BP 4070 COURSE AUDITING AND AUDITING FEES

Reference:

Education Code Section 76370

NOTE: The District is not required to permit auditing of courses; but if it does, the following language in red ink applies.

Students may audit courses.

The fee for auditing courses shall ~~not exceed~~ be no more than the state-mandated per unit cost. ~~\$15.00 per unit.~~ Students enrolled in classes to receive credit for ten 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/her enrollment to receive credit for the course.

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

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AP 4070 COURSE AUDITING AND AUDITING FEES

Reference:

Education Code Section 76370

NOTE: This procedure is **legally advised** only if the District permits auditing. Districts may insert local procedures for auditing courses, including:

- Who may audit
- Application process
- Required approvals
- Priority to be given to student desiring to take the course for credit towards a degree or certificate
- Payment of fees 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
- Refunds
- Limits on auditing

Application/Enrollment

The audit option is designed to help students achieve educational goals related to the college's core missions of transfer, workforce preparation, and basic skills remediation. It is not designed as a work around to repeatability limitations. Students wishing to audit a graded course may do so only under the following conditions and only with the signature of the instructor and the permission of the Vice President of Instruction.

- Course attendance as an auditor shall be permitted only after students enrolling for credit toward a degree or certificate have had an opportunity to enroll.
- No student auditing a course shall be permitted to change enrollment status in that course to receive credit.
- Course attendance as an auditor shall be permitted only after payment of the appropriate audit fees. Auditors do not pay out-of-state tuition.

- d. Auditing enrollment is permitted only on a space available basis.
- e. A student may enroll in a course for audit only if he/she has not enrolled in that course for credit during the same semester.

Process

- a. Students shall complete an audit application form located in the Admissions and Records Office which must be signed by the appropriate instructor, and presented to the Campus Business Office for payment of fees. Students must provide a copy of audit application with proof of payment to instructor.
- b. Auditing will be permitted at the conclusion of the late registration period.
- c. Any instructor may refuse auditing without explanation.
- d. Credit students will always receive registration priority and space in the classroom over student(s) that are auditing the course.
- e. Auditing students will not be used in the determination to cancel a class for lack of adequate enrollment.
- f. Once audit enrollment is completed, no student will be permitted to change his/her enrollment from audit to receive credit nor is a student permitted to change enrollment from credit to audit. There is no limit set on the number of courses a student may audit.
- g. The Admissions and Records Office will not under any circumstances certify completion of any course attended by audit, nor will the District provide any transcripts, letters, records or any other documentation of attendance in a course undertaken on an audit basis.

Fees

- a. The fee for auditing will be assessed as determined by the current approved fee of \$15.00 a unit. ~~under the Education Code~~. A student enrolled for credit in ten (10) or more semester credit units will not be charged a fee to audit three (3) or fewer units per semester. Students must also pay all required fees.
- b. Audited classes do not count toward units for financial aid, veteran's benefits, full time student status, or any other purpose.
- c. No refund will be permitted after enrollment unless the course is canceled.
- d. Classroom attendance of students auditing a course shall not be included in computing the apportionment due to the District.

Attendance and Participation

The instructor will determine classroom ~~policies~~ ~~guidelines~~ for students who audit: including attendance, participation, assignments, and the evaluation of course wo

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**BP 4100 GRADUATION REQUIREMENTS FOR DEGREES AND
CERTIFICATES**

References:

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

NOTE: *The language in red ink is legally required.*

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

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 designed to develop certain capabilities that may be oriented to career or general education.

The District Chancellor, through the Colleges, 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 each college's catalog and included in other resources that are convenient for students.

NOTE: *The language contained in current KCCD Policies 4C2 and 4D is shown as struck below as this prescriptive language has been moved to the related administrative procedure (AP 4100 titled Graduation Requirements for Degrees and Certificates).*

❖ From current KCCD Policy 4C2 titled Credit from Other Institutions

Credit from Other Institutions

Colleges of the Kern Community College District may accept lower division transfer credits only from schools and colleges that are accredited by regional accrediting commissions.

❖ From current KCCD Policy 4D titled Graduation

~~Graduation (Title 5, Sections 55800-55810, 55063; Education Code Section 66701, 66745-66749 71066, 72285, and 78204). These graduation requirements are effective with the 2009-10 catalog. (revised 6/2014)~~

~~4D1—Minimum Graduation Requirements--To graduate from a District College, the student must meet the following requirements:~~

~~4D1A—An Associate in Arts or Associate in Science degree is awarded those who complete sixty (60) units of associate degree applicable credit courses with at least a 2.0 grade point average in all courses undertaken at any accredited college. Each College shall implement and may expand the minimum graduation requirements and shall report such action to the governing board.~~

~~4D1B—Twelve (12) units of the total must be completed in residence at the College that grants the degree.~~

~~4D1C—Eighteen (18) units of study must be completed in a discipline, or from related disciplines, as listed in the Community Colleges Taxonomy of Programs. Each course counted in this section must be completed with a grade of “C” or better, or a “P” if the course is taken on a pass/no pass basis.~~

~~4D1D—Eighteen (18) semester units of general education must be completed and shall include at least one (1) course in each of the following areas: (1) Natural Sciences, (2) Social and Behavioral Sciences, (3) Humanities, and (4) Language and Rationality. A course designated by each College as meeting the Multi-Cultural or Diversity requirement must be taken in at least one of these four (4) areas. Courses counted to meet this general education requirement must be completed with a grade point average of 2.0 or better.~~

~~4D1E—Students must demonstrate competence in reading, written expression, and mathematics through courses or examination as noted in Sections 4D1E1, 4D1E2, and 4D1E3 below.~~

~~4D1E1—Competence in written expression, shall be demonstrated by obtaining a satisfactory grade in an English course at the level of the course typically known as “Freshman Composition,” or another English course at the same level and with the same _____ rigor, approved locally, or by achieving a score on an assessment _____ instrument determined to be comparable to satisfactory completion of the specified English course.~~

~~4D1E2 Competence in mathematics shall be demonstrated by obtaining a satisfactory grade in a mathematics course at the level of the course typically known as “Intermediate Algebra,” or another mathematics course at the same level, with the same rigor and with “Elementary Algebra” as a prerequisite, approved locally, or by achieving a score on an assessment instrument determined to be comparable to satisfactory completion of the specified mathematics course.~~

~~4D1E3 Demonstrated competence in reading shall be locally determined.~~

~~4D1F Since an understanding of wellness is an important attribute of a generally educated person, and for the general population as well, students must develop an understanding of the human condition as an integrated being regarding health and wellness. This requirement will be met by a minimum three (3) unit combination of health related courses, and/or physical education activity course or courses, as determined by the Colleges excluding degrees for transfer pursuant to Education Code section 66746(b)(1)(A).~~

~~4D2 Certificates – The Colleges of the Kern Community College District may award credit and non-credit certificates consistent with Sections 55070 and 55155 of Title 5. (Revised April 8, 2010)~~

~~4D2A Following Title 5, Section 55070, the Colleges may award a Certificate of Achievement for the completion of an 18-unit sequence of courses of degree-applicable credit coursework approved by the College Curriculum Committee, the Board of Trustees, and the State Chancellor. This Certificate of Achievement may not be given any other designation, and may not consist solely of Basic Skills and/or English as a Second Language courses. Awarding of the Certificate of Achievement indicates successful completion of patterns of learning experiences designed to develop certain capabilities that may be oriented toward career or general education.~~

~~4D2B Certificates may be awarded for fewer than 18-units as defined in Title 5, Sections 55070 (b) and (c).~~

~~4D2B1 The Colleges may award Certificates of Achievement for completion of a 12-17-unit sequence of courses of degree-applicable credit coursework approved by the College Curriculum Committee, the Board of Trustees, and the State Chancellor.~~

~~4D2B2 The Colleges may award locally approved certificates with fewer than 18-units that certify that a student has completed a credit course or a sequence of credit courses to meet documented workplace needs/standards by demonstrating a level of knowledge, skill(s), and ability(ies) sufficient to earn a minimum grade of “C” in each required course. Such certificates shall be designated Job Skills Certificate and must be recommended by the Curriculum Committee and the College President, and approved by the Board of Trustees. These Certificates cannot be noted on transcripts.~~

~~4D2C Academic Programs leading to a Certificate of Achievement shall be noted in the College catalog.~~

~~4D3 Non-credit Courses (Revised April 8, 2010)~~

~~4D3A Following Title 5, Section 55155, non-credit programs leading to a Certificate of Completion or Competency must be approved by the College Curriculum Committee, Board of Trustees, and the State Chancellor.~~

~~4D3B Non-credit Certificates may not be referred to as Certificates of Achievement.~~

~~4D3C Academic programs leading to a non-credit Certificate shall be noted in the College catalog.~~

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AP 4100 GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES

References:

Title 5 Sections 55060 et seq.

NOTE: *This procedure is **legally required**. Local practice may be inserted. Procedures must address at least the following:*

- *For the Associate in Arts or Associate in Science degree, a student must demonstrate competence in reading, in written expression, and in mathematics.*
- *The student must satisfactorily complete at least 60 semester units of college work.*
- *A definition of “college work” that provides that courses acceptable toward the associate degree include those 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.*
- *The work must include at least 18 semester units in general education and at least 18 semester units in a major listed in the Community Colleges “Taxonomy of Programs.”*
- *The work must include at least 12 semester units or 18 quarter units of study in residence; exceptions to the residence requirement can be made by the Board when an injustice or undue hardship would result.*
- *The general education requirements must include a minimum of work in the natural sciences, the social and behavioral sciences, humanities, and language and rationality.*
- *Students may petition to have noncredit courses counted toward the satisfaction of requirements for an associate degree.*
- *Ethnic studies must be offered.*

- District policies and procedures regarding general education and degree requirements must be published in the college catalog and must be filed with the California Community Colleges Chancellor's Office.
- For a certificate of achievement, a student must successfully complete a course of study or curriculum that consists of 18 or more semester units of degree-applicable credit coursework. The certificate of achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.
- Shorter credit programs that lead to a certificate may be established by the District.
- Content and assessment standards for certificates shall ensure that certificate programs are consistent with the mission of the District, meet a demonstrated need, are feasible, and adhere to guidelines on academic achievement.

Certificates for which California Community Colleges Chancellor's Office 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.

NOTE: The language in **black ink** (immediately below) is from current KCCD Policies 4D and 4C2 and was moved to this administrative procedure due to the details contained therein.

Graduation

Minimum Graduation Requirements

To graduate from a District College, the student must meet the following requirements:

- An Associate in Arts or Associate in Science degree is awarded those who complete 60 units of associate degree-applicable credit courses with at least a 2.0 grade point average in all courses undertaken at any accredited college. Each college shall implement and may expand the minimum graduation requirements and shall report such action to the governing board.
- Twelve units of the total must be completed in residence at the college that grants the degree.
- Eighteen units of study must be completed in a discipline, or from related disciplines, as listed in the Community Colleges Taxonomy of Programs. Each course counted in this section must be completed with a grade of "C" or better, or a "P" if the course is taken on a pass/no pass basis.
- Eighteen semester units of general education must be completed and shall include at least one (1) course in each of the following areas: (1) Natural Sciences, (2)

Social and Behavioral Sciences, (3) Humanities, and (4) Language and Rationality. A course designated by each College as meeting the Multi-Cultural or Diversity requirement must be taken in at least one of these four areas. Courses counted to meet this general education requirement must be completed with a grade point average of 2.0 or better.

Students must demonstrate competence in reading, written expression, and mathematics through courses or examination.

Competence in written expression, shall be demonstrated by obtaining a satisfactory grade in an English course at the level of the course typically known as "Freshman Composition," or another English course at the same level and with the same rigor, approved locally, or by achieving a score on an assessment instrument determined to be comparable to satisfactory completion of the specified English course.

Competence in mathematics shall be demonstrated by obtaining a satisfactory grade in a mathematics course at the level of the course typically known as "Intermediate Algebra," or another mathematics course at the same level, with the same rigor and with "Elementary Algebra" as a prerequisite, approved locally, or by achieving a score on an assessment instrument determined to be comparable to satisfactory completion of the specified mathematics course.

Demonstrated competence in reading shall be locally determined.

Since an understanding of wellness is an important attribute of a generally educated person, and for the general population as well, students must develop an understanding of the human condition as an integrated being regarding health and wellness. This requirement will be met by a minimum three unit combination of health related courses, and/or physical education activity course or courses, as determined by the Colleges excluding degrees for transfer pursuant to Education Code Section 66746(b)(1)(A).

Certificates

The Colleges of the Kern Community College District may award credit and non-credit certificates consistent with Title 5 Sections 55070 and 55155.

Pursuant to Title 5 Section 55070, the Colleges may award a Certificate of Achievement for the completion of an 18-unit sequence of courses of degree-applicable credit coursework approved by the College Curriculum Committee, the Board of Trustees, and the California Community Colleges Chancellor. This Certificate of Achievement may not be given any other designation, and may not consist solely of Basic Skills and/or English as a Second Language courses. Awarding of the Certificate of Achievement indicates successful completion of patterns of learning experiences designed to develop certain capabilities that may be oriented toward career or general education.

Certificates may be awarded for fewer than 18 units as defined in Title 5 Sections 55070 (b) and (c).

The colleges may award Certificates of Achievement for completion of a 12-17 unit sequence of courses of degree-applicable credit coursework approved by the College Curriculum Committee, the Board of Trustees, and the California Community Colleges Chancellor.

The colleges may award locally approved certificates with fewer than 18 units that certify that a student has completed a credit course or a sequence of credit courses to meet documented workplace needs/standards by demonstrating a level of knowledge, skill(s), and ability(ies) sufficient to earn a minimum grade of "C" in each required course. Such certificates shall be designated Job Skills Certificate and must be recommended by the Curriculum Committee and the College President, and approved by the Board of Trustees. These certificates cannot be noted on transcripts.

Academic Programs leading to a Certificate of Achievement shall be noted in each college's catalog.

Non-credit Courses

Pursuant to Title 5 Section 55155, non-credit programs leading to a Certificate of Completion or Competency must be approved by the College Curriculum Committee, Board of Trustees, and the California Community Colleges Chancellor.

Non-credit Certificates may not be referred to as Certificates of Achievement.

Academic programs leading to a non-credit Certificate shall be noted in the College catalog.

Minimum Graduation Requirements for a Baccalaureate Degree

- *A Bachelor of Arts or Bachelor of Science degree is awarded to those who complete a minimum of 120 semester units of applicable lower division and upper division credit courses with at least a 2.0 grade point average in all courses undertaken at any accredited college.*
- *Twenty four (24) semester units of the total must be completed in residence at the College that grants the degree.*
- *Thirty-one (31) semester units of upper division coursework must be completed in a discipline, or from related disciplines, as listed in the Community Colleges Taxonomy of Programs. Each course counted in this section must be completed with a grade of "C" or better, or a "P" if the course is taken on a pass/no pass basis.*
- *Thirty-six (36) semester units of lower division and upper division general education must be completed, including nine (9) semester units of upper division general education courses. Lower division general education shall include at least one (1) course in each of the following areas: (1) Natural Sciences, (2) Social and*

Behavioral Sciences, (3) Humanities, and (4) Language and Rationality. A course designated by each College as meeting the Multi-Cultural or Diversity requirement must be taken in at least one of these four (4) areas. Courses counted to meet this general education requirement must be completed with a grade point average of 2.0 or better.

- Students must demonstrate competence in reading, written expression, and mathematics through courses or examination as noted in Sections below.
- Competence in written expression shall be demonstrated by obtaining a satisfactory grade in an English course at the level of the course typically known as "Freshman Composition," or another English course at the same level and with the same rigor, approved locally, or by achieving a score on an assessment instrument determined to be comparable to satisfactory completion of the specified English course.
- Competence in mathematics shall be demonstrated by obtaining a satisfactory grade in a mathematics course at the level of the course typically known as "Intermediate Algebra," or another mathematics course at the same level, with the same rigor and with "Elementary Algebra" as a prerequisite, approved locally, or by achieving a score on an assessment instrument determined to be comparable to satisfactory completion of the specified mathematics course.
- Demonstrated competence in reading shall be locally determined.
- Since an understanding of wellness is an important attribute of a generally educated person, and for the general population as well, students must develop an understanding of the human condition as an integrated being regarding health and wellness. This requirement will be met by a minimum three (3) unit combination of health related courses, and/or physical education activity course or courses, as determined by the Colleges excluding degrees for transfer pursuant to Education Code section 66746(b)(1)(A).

Credit from Other Institutions

Colleges of the Kern Community College District may accept lower division transfer credits only from schools and colleges that are accredited by regional accrediting commissions.

❖ From current KCCD Procedure 4C2 titled Credit Allowed from Other Institutions

1. Students applying to receive lower division credit for work completed at other colleges must submit for evaluation official transcripts from such colleges.

2. Lower division credits from other institutions allowed by Colleges of the Kern Community College District (KCCD) are subject to review and evaluation by any college or university to which a student may subsequently transfer.
3. Credit for lower division courses transferred from another collegiate institution are evaluated and credit given under the principle of "like credit for like work." Such courses are accepted both for unit credit, and for the satisfaction of lower division course requirements. As necessary, evaluators may be assisted by faculty in the same or related fields as the courses being evaluated.
4. Since community colleges do not routinely accept upper division courses, when a petition is submitted for credit in an upper division course at one (1) of the Colleges of the KCCD, evaluators are required to seek faculty assistance in determining whether or not the upper division course content and requirements are precisely the same as a lower division course offered by the KCCD College. If they are deemed precisely the same, the Colleges are authorized to give unit credit for the course, as well as satisfaction of a lower division course requirement.

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BP 4101 INDEPENDENT STUDY

References:

Title 5 Sections 55230 et seq.

NOTE: *This policy is unique to the Kern Community College District. The following is included for consideration.*

The District Colleges of the District offers Independent Study courses allowing students the opportunity to explore a subject in greater depth independently. The District Chancellor or designee shall ensure that administrative procedures are written to provide for independent study courses.

NOTE: *The language contained in current KCCD Policy 4B8 is shown as struck below as this prescriptive language has been moved to the related administrative procedure (AP 4101 titled Independent Study).*

❖ From current KCCD Policy 4B8 titled Independent Study

~~4B8A The purpose of Independent Study is to fulfill a student's~~ also allows students to fulfill an immediate need due to circumstances beyond their control as determined by the College Vice Presidents Academic Affairs of Instruction, to meet a specific requirement for their degree, certificate, major, or for transfer.

~~4B8B Independent Study will be conducted by qualified faculty in accordance with the course outline of record, to permit students to cover course material independently, but under the supervision and direction of the assigned faculty.~~

~~4B8C Academic standards applicable to Independent Study shall be the same as those applied to other credit and non-credit courses.~~

~~4B8D Students enrolled in Independent Study will be evaluated, and their progress recorded in the same manner as students enrolled in other courses.~~

~~4B8F Faculty conducting Independent Study shall, as a minimum, make themselves available to students in the same manner as for students in other courses, including use of scheduled office hours.~~

~~4B8G Instructors of Independent Study shall:~~

- ~~• Meet the same standards used for qualifying, as other instructors for a teaching assignment.~~
- ~~• Provide orientation, guidance, and other information relevant to the Independent Study course to the students enrolled.~~
- ~~• Provide each Independent Study student with the instructor's consultation schedule. This schedule is to be included in the written record of student progress required by Title 5, Section 55234.~~

~~4B8H The method of instruction for Independent Study shall be outlined and reviewed with the student by the supervising faculty assigned, with the student being held accountable on a regular basis for the material that has been assigned.~~

~~4B8I Attendance for Independent Study must be reported as outlined in the State Student Accounting Manual.~~

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AP 4101 INDEPENDENT STUDY

References:

Title 5 Sections 55230 et seq.

NOTE: This procedure is **legally required**. Local practice may be inserted here, but must include the following:

- Procedures for approval of independent study programs
- Academic standards for independent study that are the same as those applied to other credit courses or noncredit courses.
- Procedures for evaluation of student progress
- Access to the instructor at least equivalent to that commonly available to students in courses conducted by other instructional methods

The purpose of Independent Study is to fulfill a student's immediate need due to circumstances beyond their control as determined by the College Vice Presidents of Instruction, to meet a specific requirement for their degree, certificate, major, or for transfer.

Independent Study will be conducted by qualified faculty in accordance with the course outline of record, to permit students to cover course material independently, but under the supervision and direction of the assigned faculty.

Academic standards applicable to Independent Study shall be the same as those applied to other credit and non-credit courses.

Students enrolled in Independent Study will be evaluated, and their progress recorded in the same manner as students enrolled in other courses.

Faculty conducting Independent Study shall, as a minimum, make themselves available to students in the same manner as for students in other courses, including use of scheduled office hours.

Instructors of Independent Study shall:

- Meet the same standards used for qualifying, as other instructors for a teaching assignment.
- Provide orientation, guidance, and other information relevant to the Independent Study course to the students enrolled.
- Provide each Independent Study student with the instructor's consultation schedule. This schedule is to be included in the written record of student progress required by Title 5, Section 55234.

The method of instruction for Independent Study shall be outlined and reviewed with the student by the supervising faculty assigned, with the student being held accountable on a regular basis for the material that has been assigned.

Attendance for Independent Study must be reported as outlined in the State Student Accounting Manual.

Independent study programs are developed by establishing a learning contract for the specific class and must be signed by the student taking the class, the faculty member teaching the class, and the designated educational administrator. The learning contract is established in consultation with a faculty member and must be submitted to the Admissions and Records Office by the deadlines established by the colleges. It must include the number of units and hours of study required, the work product to be evaluated, and the college facilities required.

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BP 4107 CRIMINAL BACKGROUND CHECKS – STUDENTS IN CHILD DEVELOPMENT LABORATORY COURSES

References:

No specific references

NOTE: *The language in current Kern CCD Policy 4H2 is very prescriptive. Consider striking it from current board policy and codifying it in child development program applications for admission, the college catalog, and/or on the child development program website.*

- ❖ **From current KCCD Policy 412 titled Criminal Background Checks – Students in Child Development Laboratory Courses**

Criminal Background Checks
(Revised December 13, 2007)

Students in Child Development Laboratory Courses

~~412A—Students enrolled in Child Development Laboratories, which require the students to be in contact with children who are enrolled at the Centers, are required to secure a criminal background check.~~

~~412A1—Students seeking to enroll in Child Development Laboratory courses that require the students to be in contact with children must furnish such consents and information (including, but not limited to, all names used by the student, social security numbers, birth date, and addresses) as may be required to carry out the background checks, and to provide access to the results to the District (and the Center, as necessary).~~

~~For students under age eighteen (18), parental consent will be required. The District and Colleges shall maintain any information received in strict confidence, in a secure location. In the event enrollment in a Child Development Laboratory course that puts the students in contact with children enrolled at the Centers is denied for causes related to the background check, the District shall notify the student of the action taken, the name, address, and telephone number of the agency furnishing the report, the student's right to~~

~~obtain a free copy of the report, and the student's right to dispute the accuracy or completeness of any information in the report.~~

~~412A2 Students will not be permitted to enroll in Child Development Laboratory courses that put students in contact with children if a criminal background check discloses a conviction (or a pending charge) for an offense for which the child development facility's policy does not permit participation, or the law does not permit participation.~~

~~412A3 Students who are not permitted to enroll in Child Development Laboratory courses that put them in contact with children enrolled at the Centers as a result of enrollment limitation described in this Board Policy, but who provide evidence that they should be permitted to enroll, may seek entry into the course according to the challenge process described in Board Policy 4A4B.~~

~~412B Regardless of the number of hours employed, all employees assigned to Child Care Centers are required to secure a criminal background check as a condition of their employment. This includes professional employees, classified employees, and student employees.~~

~~412B1 With respect to this requirement, employees should refer to Policy 412A1, above, regarding required information and the rights of employees.~~

~~412B2 Prospective employees referred to in Policy 412B, above, should refer to Policy 412A2 regarding the consequences to employment in failing to satisfy the criminal background check.~~

DELETED



Admin 8-1-16

BP 4225 Formerly 4C4D

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BP 4225 COURSE REPETITION

Rely Primarily Upon the Advice and Judgment

References:

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

NOTE: *The language in red ink is legally required.*

Students may repeat courses in which substandard grades (less than "C," and including "FW") were earned. The Board of Trustees has determined reasonable limitations on course repetition as described in AP 4225 titled Course Repetition.

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

NOTE: *The District may allow repetition of courses in which C or better grades were earned. If it does so, the following language in red ink applies:*

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

NOTE: *The language contained in current KCCD Policy 4C4D is shown as struck below as this prescriptive language has been moved to the related administrative procedure (AP 4225 titled Course Repetition).*

❖ From current KCCD Policy 4C4D titled Course Repetition

~~Course Repetition~~

~~Title 5, Sections 55040, 55041, 55042, 55043, 55044, 55045, 56029) See Procedure 4C4D of this Manual for procedures on Course Repetition. (Revised May 6, 2011)~~

~~4C4D1 A student may repeat a course under one (1) or more of the following circumstances.~~

~~4C4D1A A student may repeat once for credit a course taken at a regionally accredited college or university for which a grade of "D", "F", or "NC", or "NP" was received, and may petition for a second repeat under these circumstances.~~

- ~~• Upon determination of course equivalency by the College and upon petition by the student, the previous grade and credit shall be disregarded in the computation of grade point averages.~~
- ~~• When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history. [Title 5, Section 55046(a)]~~

~~4C4D1B A student may repeat a course for which a grade of "A," "B," "C," "CR," or "P" was received only upon petition and with the written permission of the College President or designee based on a finding that extenuating circumstances exist which justify such repetition. Upon confirmation of extenuating circumstances, such as verified cases of accidents, illnesses, or other circumstances beyond the control of the student, the previous grade and credit shall be disregarded in the computation of the grade point averages.~~

~~The student's previous grade is at least part the result of extenuating circumstances.~~

~~Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student.~~

~~4C4D1C A student may repeat a course to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. The course 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.~~

~~4C4D2 A student may repeat a course not expressly authorized in Policy 4C4D1 above with the following provisions.~~

~~4C4D2A The course is identified as repeatable in the College catalog.~~

~~4C4D2B The number of times the course may be repeated [a maximum of three (3)] is specified in the College catalog.~~

~~4C4D2C For course repetition under this section, students will pay the normal enrollment fee.~~

~~4C4D3 The College shall determine the courses which are repeatable under Policy 4C4D2 above based on the following criteria:~~

~~4C4D3A The course is one in which the course content differs each time it is offered.~~

~~4C4D3B A student who repeats the course is gaining an expanded educational experience for one (1) of the following reasons: (a) skills or proficiencies are enhanced by supervised repetition and practice within class periods, or (b) active participatory experience in individual study or group assignments is the basic means by which learning objectives are attained.~~

~~4C4D3C Grades posted for the repeated courses authorized in this section will be used in calculating grade point averages.~~

~~4C4D4 Students who are authorized to repeat a course under Policy 4C4D1 above will have the new grade recorded on the permanent academic record with an appropriate symbol which designates a repeated course. Procedures related to course repetition shall be published in each College catalog.~~

~~4C4D5 The Colleges may permit a student with a disability to repeat a specially designated class for students with disabilities any number of times based on an individualized determination that such repetition is required as a disability related accommodation for that particular student for one of the reasons specified in Title 5, Section 56029, as follows:~~

- ~~○ Continuing success in other courses is dependent on the repetition of the specially designated class.~~
- ~~○ Repetition of the specially designated class is essential for the student's preparation for other regular or special classes.~~
- ~~○ The student has an SEC (Student Educational Contract) that involves a goal other than completion of the specially designated class, and repetition of the course will further the achievement of that goal.~~
- ~~○ In this category of courses the previous grade and credit is to be disregarded in computing the student's GPA each time the course is repeated.~~

~~4C4D6 If a student earns any combination of "D," "F," "W," "NP," or "NC" on two attempts in a course, that student cannot register for a third time without the signature of the instructor and the faculty chair of the department. Subsequent attempts will only be considered for documented extenuating circumstances and upon petition by the student.~~

~~4C4D7 The Colleges may permit or require the repetition of a course where the student received a satisfactory grade the last time he or she took the course, but the College~~

~~determines that there has been significant lapse of time since the grade was obtained; and the college has properly established a recency prerequisite for the course under consideration. The College Curriculum Committees are authorized to define the “significant lapse of time” issue on a course-by-course basis.~~

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AP 4225 COURSE REPETITION

References:

Education Code Section 76224;

Title 5 Sections 55040-55043, 55046, 55253, and 56029

NOTE: The Policy & Procedure Service's template for AP 4225 titled Course Repetition was updated due to legal revisions in 7/02, 8/03, 8/06, 8/07, 2/08, **4/09, 9/12, and 10/13**. The language in red ink is **legally required**. Local practice may be inserted here, which **must include** the following:

Students may repeat a course no more than two times. Students may petition for approval to repeat a course a third time in which a substandard grade (less than "C," and including "FW") was awarded.

The petition for requesting permission to repeat the course is available in each college's Office of Admissions and Records.

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.

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. (Title 5 Section 55046(a))

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.

NOTE: Inclusion of the following depends on District practice. The elements are **optional**.

Students may petition for approval to repeat a third time in which a substandard grade (less than "C," and including "FW," "NP," or "NC") was awarded as long as the District does not claim apportionment under Title 5 Section 58161. The Colleges within the District may disregard the first two substandard grades if the student repeats the class two or more times.

Insert local processes for petitioning for approval, which may include:

- A list of the specific courses or categories of courses, if any, which are exempt from course repetition.
- Requirements to repeat courses after a significant amount of time [include a definition of significant lapse of time, such as 36 months] or the District has established a recency prerequisite.
- An institute of higher learning established a recency requirement, which the student will not be able to satisfy without repeating the course. A student may petition for repetition if less than [set period of time, no less than 36 months] have elapsed and the student provides documentation that the repetition is necessary for transfer.
- Provisions for repeating a course taken at another accredited college or university for which substandard academic performance is recorded.
- Circumstances under which students may repeat courses in which a C or better grade was earned. Such course repetition requires a finding that extenuating or extraordinary circumstances exist which justify such repetition. Extraordinary circumstances are those which would justify the District providing the student a refund. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Grades awarded for courses repeated under these provisions. When a course is repeated pursuant to this section, the District may allow the previous grade and credit to be disregarded in computing the student's GPA.
- Limits on the number of times students may repeat a course.
- Students may not enroll in a course more than three times, except in limited circumstances, described below. Enrollments include any combination of withdrawals and repetitions.
- 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 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).

- 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 may repeat a course any number of times where it is required for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment, regardless of whether the student recorded substandard work. [Insert local procedure for students to certify the course is legally mandated.]

NOTE: The language in **black ink** below is from current KCCD Policy 4C4D and was moved from BP 4225 titled Course Repetition due to the detailed information contained therein.

A student may repeat a course under one or more of the following circumstances.

A student may repeat once for credit a course taken at a regionally accredited college or university for which a grade of "D", "F", or "NC", or "NP" was received, and may petition for a second repeat under these circumstances.

- Upon determination of course equivalency by the college and upon petition by the student, the previous grade and credit shall be disregarded in the computation of grade point averages.
- When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history. (Title 5 Section 55046(a))

A student may repeat a course for which a grade of "A," "B," "C," "CR," or "P" was received only upon petition and with the written permission of the College President or designee based on a finding that extenuating circumstances exist which justify such repetition. Upon confirmation of extenuating circumstances, such as verified cases of accidents, illnesses, or other circumstances beyond the control of the student, the previous grade and credit shall be disregarded in the computation of the grade point averages.

The student's previous grade is partly the result of extenuating circumstances.

Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student.

A student may repeat a course to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. The course 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.

A student may repeat a course not expressly authorized in the language above with the following provisions.

- The course is identified as repeatable in the college catalog.
- The number of times the course may be repeated (a maximum of three) is specified in the college catalog.
- For course repetition under this section, students will pay the normal enrollment fee.

Each college shall determine the courses which are repeatable based on the following criteria:

- The course is one in which the course content differs each time it is offered.
- A student who repeats the course is gaining an expanded educational experience for one of the following reasons: (a) skills or proficiencies are enhanced by supervised repetition and practice within class periods, or (b) active participatory experience in individual study or group assignments is the basic means by which learning objectives are attained.

Grades posted for the repeated courses authorized in this section will be used in calculating grade point averages.

Students who are authorized to repeat a course will have the new grade recorded on the permanent academic record with an appropriate symbol which designates a repeated course. Procedures related to course repetition shall be published in each college catalog.

Each college may permit a student with a disability to repeat a specially designated class for students with disabilities any number of times based on an individualized determination that such repetition is required as a disability related accommodation for that particular student for one of the reasons specified in Title 5 Section 56029, as follows:

- Continuing success in other courses is dependent on the repetition of the specially designated class.
- Repetition of the specially designated class is essential for the student's preparation for other regular or special classes.

- The student has an SEC (Student Educational Contract) that involves a goal other than completion of the specially designated class, and repetition of the course will further the achievement of that goal.
- In this category of courses the previous grade and credit is to be disregarded in computing the student's GPA each time the course is repeated.

If a student earns any combination of "D," "F," "W," "NP," or "NC" on two attempts in a course, that student cannot register for a third time without the signature of the instructor and the faculty chair of the department. Subsequent attempts will only be considered for documented extenuating circumstances and upon petition by the student.

Each college may permit or require the repetition of a course where the student received a satisfactory grade the last time he/she took the course, but each college determines that there has been significant lapse of time since the grade was obtained; or the college has properly established a recency prerequisite for the course under consideration. The College Curriculum Committees are authorized to define the "significant lapse of time" issue on a course-by-course basis.

❖ From current KCCD Procedure 4C4D titled Course Repetition and Academic Renewal

- ~~1. A course may be repeated once for a substandard grade without petition under the provisions of Policy 4C4D1A. A course may be repeated more than once with petition under the provisions of Policy 4C4D1A. Petitions for additional repeats are available in the Office of Admissions and Records.~~
- ~~2. A course for which a grade of "A," "B," "C," "CR," or "P" was received may be repeated due to extenuating circumstances as defined in Policy 4C4D1B. The petition for requesting permission to repeat the course is available in the Office of Admissions and Records, and must be completed and approved prior to registration for the course. The petition requires documentation of the extenuating circumstances which must be included with the petition.~~
- ~~3. Courses in which students have received "W" grades may be repeated twice under the provisions of Policy 4C4D6. Petitions for additional repeats are available in the Office of Admissions and Records.~~

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BP 4226 MULTIPLE AND OVERLAPPING ENROLLMENTS

Reference:

Title 5 Section 55007

NOTE: The language in red ink is **legally required**.

The College President or designee shall establish procedures to ensure that students 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.

In addition, these procedures shall 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.

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AP 4226 MULTIPLE AND OVERLAPPING ENROLLMENTS

Reference:

Title 5 Section 55007

NOTE: Insert local practice, which **must include** procedures that ensure the following:

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.
- An appropriate College official, Vice President of Instruction or designee, approves the 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.

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AP 4227 REPEATABLE COURSES

References:

Title 5 Sections 55040, 55041, 55253, and 56029

NOTE: *The language in red ink is legally required.*

Only the following types of courses may be designated as repeatable:

- Courses for which repetition is necessary to meet the major requirements of the California State University (CSU) System or the University of California (UC) System for completion of a bachelor's degree;
- Intercollegiate athletics courses; and
- Intercollegiate academic or vocational competition courses. Such courses may be repeated no more than four times for semester courses.

The District must identify and designate such repeatable courses in its catalog.

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.

Students may enroll in activity courses in physical education, visual arts, or performing arts. Such courses may not be repeated for more than four semesters. This limit applies even if the student receives a substandard grade or "W" during one or more enrollment or if a student petitions for repetition for repetition due to extenuating circumstances.

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 limit on the number of units of cooperative work experience set forth in Title 5 Section 55253(a).

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

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AP 4228 COURSE REPETITION – SIGNIFICANT LAPSE OF TIME

Reference:

Title 5 Section 55043

NOTE: *The language in red ink is legally advised.*

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 Colleges within the District have 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 Colleges within the District may disregard the previous grade and credit when computing a student’s grade point average.

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AP 4229 COURSE REPETITION – VARIABLE UNITS

Reference:

Title 5 Section 55044

NOTE: *The language in red ink is **legally advised**.*

Students may be permitted to enroll in variable unit open-entry/open-exit courses as many times as necessary to enable them to complete the entire curriculum of the course once.

Students may not repeat variable unit open-entry/open-exit courses unless:

- The course is required for legally mandated training; or
- The course is a special class for students with disabilities which needs to be repeated; or
- Repetition of the course is justified by extenuating circumstances; or
- The student wishes to repeat the course to alleviate substandard work.

Whenever a student enrolls in a physical education activity course offered for open-entry/open exit, the enrollment will count as a repetition of the course.

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BP 4230 GRADING AND ACADEMIC RECORD SYMBOLS

Rely Primarily Upon the Advice and Judgment

Reference:

Title 5 Section 55023

NOTE: *The language in red ink is legally required.*

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

The grading system shall be published in each college's catalog and made available to students.

NOTE: *If the Board of Trustees has approved a "plus/minus" grading system and/or the "FW" grade, the following paragraph(s) should be included.*

The grading system shall include the "plus" and minus" designation in combination with letter grades, except that C minus shall not be used.

The grading system shall include the "FW" grade for unofficial withdrawal.

NOTE: *The language contained in current KCCD Policy 4C4A titled Grades is shown as struck below as this prescriptive language **has been moved** to the related administrative procedure (AP 4230 titled Grading and Academic Record Symbols).*

❖ From current KCCD Policy 4C4A titled Grades

Grades (Title 5, Section 55758)

~~4C4A Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student's grade point average. Courses falling in the categories of Pass/No Pass (used after January 1, 2009) or CR/NC (used prior to January 1, 2009) must be designated as such in the college catalog. (Revised June 12, 2008)~~

SYMBOL	DEFINITION	GRADE POINT
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, Less than Satisfactory	1
F	Failing	0
P	Pass (at least satisfactory--units awarded not counted in GPA) (Any reference to the "P" symbol shall be deemed to include the "CR" symbol. "P" will be used effective January 1, 2009.)	
NP	No Pass (less than satisfactory, or failing--units not counted in GPA) (Any reference to the "NP" symbol shall be deemed to include the "NC" symbol. "NP" will be used effective January 1, 2009.)	

~~I~~——Incomplete:

~~Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for removal of the "I" and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the registrar 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. The "I" may be made up no later than one (1) year following the end of the term in which it was assigned. Students may petition through the instructor for an extension of time as a result of extenuating circumstances. In the absence of the instructor for an extended period of time, the student may petition the Vice President, Instruction, for an extension. The "I" symbol shall not be used in calculating units attempted nor for grade points. (Revised March 16, 1995)~~

~~IP" — In Progress:~~

~~The "IP" symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates 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 required work of the course is completed. The "IP" shall not be used in calculating grade point averages.~~

~~The mark "IP" cannot be given more than twice for any particular course. If a student enrolled in an *open-entry, open-exit* course is assigned an "IP" at the end of an attendance period and does not re-enroll in that course during the subsequent attendance period, the instructor shall assign a grade (A, B, C, D, F, NC, or CR) to be recorded on the student's permanent record for the course.~~

~~"RD" — Report Delayed:~~

~~The "RD" symbol may be assigned by the registrar when there is a delay in reporting the grade of a student as a result of 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 averages.~~

~~W" — Withdrawal (Revised January 12, 2012)~~

~~Withdrawal from a class or classes is authorized through sixty percent (60%) of a course. The academic record of a student who remains in a class beyond the last day noted above must reflect a symbol authorized in Policy 4C4A of this part, other than a "W".~~

~~A student may withdraw from a class or classes in extenuating circumstances after sixty percent (60%) of the course, upon approved petition of the student or representative after consultation with the instructor. The petition must be approved by the College President or designee. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.~~

~~No notation ("W" or other) shall be made on the academic record of the student who withdraws during approximately the first twenty percent (20%) of a course.~~

~~Withdrawal between approximately twenty percent (20%) of a course and sixty percent (60%) of a course shall be recorded as a "W" on the student's record.~~

~~The "W" shall not be used in calculating grade point averages, but excessive "W's" shall be used as factors in probation and dismissal procedures.~~

~~In the case of students who are members of an active or reserve military service, and who receive orders compelling a withdrawal from courses, the Colleges shall permit withdrawal at any time during the term with no adverse impact on a student's academic record or enrollment status. (Effective January 1, 1990)~~

NOTE: *The language contained in current KCCD Policy 4C4B titled Grades is shown as struck as the first sentence is already addressed in KCCD Policy 4C4A. The detailed language in the second sentence (below) can be codified in each college's catalog and schedule of classes.*

~~4C4B Each College shall designate in the catalog those courses and the number of courses in which students may be evaluated on a credit-no-credit basis. Students must elect this option no later than the end of the fourth (4th) week or the first thirty percent (30%) of the term. (Title 5, Section 55752)~~

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AP 4230 GRADING AND ACADEMIC RECORD SYMBOLS

Reference:

Title 5 Section 55023

NOTE: This procedure is **legally required**. Local practice may be inserted, but must comply with Title 5. The grading symbols permitted include the following:

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

MW – Military withdrawal

NOTE: If the District has adopted “plus-minus” grades, it should insert those grades. If the District has adopted the “FW” grade symbol (unofficial withdrawal), it should insert that symbol under the list of evaluative symbols.

NOTE: The following language shown below in **black ink** is from current KCCD Policy 4C4A titled Grades. It was moved to this administrative procedure due to the detailed language contained therein.

Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student's grade point average. Courses falling in the categories of Pass/No Pass must be designated as such in the college catalog.

SYMBOL	DEFINITION	GRADE POINT
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, Less than Satisfactory	1
F	Failing	0
P	Pass (at least satisfactory--units awarded not counted in GPA) (Any reference to the "P" symbol shall be deemed to include the "CR" symbol. "P" will be used effective January 1, 2009.)	
NP	No Pass (less than satisfactory, or failing--units not counted in GPA) (Any reference to the "NP" symbol shall be deemed to include the "NC" symbol. "NP" will be used effective January 1, 2009.)	

"I" Incomplete:

Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for removal of the "I" and the grade assigned in-lieu of its removal. This record must be given to the student with a copy on file with the registrar 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. The "I" may be made up no later than one year following the end of the term in which it was assigned. Students may petition through the instructor for an extension of time as a result of extenuating circumstances. In the absence of the instructor for an extended period of time, the student may petition the Vice President, Instruction, for an extension. The "I" symbol shall not be used in calculating units attempted nor for grade points.

“IP” In Progress:

The "IP" symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates 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 required work of the course is completed. The "IP" shall not be used in calculating grade point averages.

The mark "IP" cannot be given more than twice for any particular course. If a student enrolled in an *open-entry, open-exit* course is assigned an "IP" at the end of an attendance period and does not re-enroll in that course during the subsequent attendance period, the instructor shall assign a grade (A, B, C, D, F, NC, or CR) to be recorded on the student's permanent record for the course.

"RD" Report Delayed:

The "RD" symbol may be assigned by the registrar when there is a delay in reporting the grade of a student as a result of 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 averages.

“W” Withdrawal

Withdrawal from a class or classes is authorized through sixty percent (60%) of a course. The academic record of a student who remains in a class beyond the last day noted above must reflect a symbol authorized in Policy 4C4A of this part, other than a "W".

A student may withdraw from a class or classes in extenuating circumstances after sixty percent (60%) of the course, upon approved petition of the student or representative after consultation with the instructor. The petition must be approved by the College President or designee. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

No notation ("W" or other) shall be made on the academic record of the student who withdraws during approximately the first twenty percent (20%) of a course.

Withdrawal between approximately twenty percent (20%) of a course and sixty percent (60%) of a course shall be recorded as a "W" on the student's record.

The "W" shall not be used in calculating grade point averages, but excessive "W's" shall be used as factors in probation and dismissal procedures.

In the case of students who are members of an active or reserve military service, and who receive orders compelling a withdrawal from courses, the colleges shall permit withdrawal at any time during the term with no adverse impact on a student's academic record or enrollment status.

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BP 4231 GRADE CHANGES
Rely Primarily Upon the Advice and Judgment

References:

Education Code Sections 76224 and 76232;
Title 5 Section 55025

NOTE: *The language in red ink is **legally required**.*

The District Chancellor or designee 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.

NOTE: *The language contained in current KCCD Policy 4C4C titled Grade Changes is shown as struck below as this prescriptive language **has been moved** to the related administrative procedure (AP 4231 titled Grade Changes).*

❖ From current KCCD Policy 4C4C titled Grade Changes

~~Grade Changes (Title 5, Section 55025) See Procedure 4C4C of this Manual for procedures on grades changes (Revised 9/27/11)~~

~~The instructor of each 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 mistake, fraud, bad faith, or incompetence. A judgment to change or expunge a grade for reasons of mistake, fraud, bad faith, or incompetence shall be made by the College Chief Academic Officer after consultation with the student, the instructor, and the Division/Department Chair. All parties noted above shall be notified in writing of any changes. Reasons for any grade change shall be documented.~~

~~4C4C1 When students request a grade change, provisions shall be made for another faculty member to substitute for the instructor if the instructor is not available or does not respond to communications within a reasonable length of time, the student has filed a discrimination complaint, or the District determines that it is possible there has been gross misconduct by the original instructor.~~

Kern Community College District
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AP 4231 GRADE CHANGES

References:

Education Code Sections 76224 and 76232;
Title 5 Section 55025

NOTE: *The language in red ink is **legally required** as it complies with the Education Code and Title 5. The following language shown below in **black ink** is from current KCCD Policy 4C4C titled Grade Changes. It was moved to this administrative procedure as the content with consistent with the language recommended by the Policy & Procedure Service for this AP 4231.*

- Changing Grades

The instructor of each 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 mistake, fraud, bad faith, or incompetence. "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade, and clerical errors. "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.

A judgment to change or expunge a grade for reasons of mistake, fraud, bad faith, or incompetence shall be made by the College Chief Academic Officer after consultation with the student, the instructor, and the Division/Department Chair. All parties noted above shall be notified in writing of any changes. Reasons for any grade change shall be documented. The removal or change of an incorrect grade from a student's record shall only be done pursuant to Education Code Section 76232 or by an alternative method that ensures that each student shall be afforded an objective and reasonable review of the requested grade change.

When students request a grade change, provisions shall be made for another faculty member to substitute for the instructor if the instructor is not available or does not respond to communications within a reasonable length of time, the student has filed a discrimination complaint, or the District determines that it is possible there has been gross misconduct by the original instructor.

In the case of fraud, bad faith, or incompetence, the final determination concerning removal or change of grade will be made by the Vice President of Student Services.

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

❖ **From current KCCD Procedure 4C4C titled Grade Change Procedure**

References: ~~Education Code Sections 76224-76232; Title Section 55025 (Approved 9/27/11)~~

Process for Requesting a Grade Change

- 1) Prior to filing a Written Request for a Grade Change (~~see Appendix 4C4C~~), and within ten ~~(10)~~ instructional days of receiving the grade, the student(s) must attempt to resolve the issue by contacting the faculty member who originally assigned the grade. For grades assigned at the conclusion of the fall semester, the ten ~~(10)~~ instructional day time-span begins with the first instructional day of the succeeding spring semester. For grades assigned at the conclusion of the spring or summer term, the ten ~~(10)~~ instructional day time-span begins with the first instructional day of the succeeding fall semester. If after contacting the grade issuing faculty member the student continues to believe an improper grade was recorded, he/she may request the responsible faculty chair to meet with the faculty member to discuss the matter to seek resolution. If after a good faith effort to complete the steps above, the student continues to believe an improper grade was recorded, the student may file a Written Request for a Grade Change with the Vice President of Academic Affairs. Throughout the grade change procedure, the burden of proof rests with the student. In the absence of evidence of mistake, fraud, bad faith or incompetence, the grade assigned by a faculty member is presumed to be correct.
- 2) Within 30 days of receipt of the Written Request for a Grade Change, the Vice President of Academic Affairs or designee, after consultation with the faculty member, shall meet with the student and the faculty member who assigned the grade in question, if the faculty member is presently employed by the District. For grades assigned at the conclusion of the spring and summer term, the 30 day time-span for meeting with the student and the faculty member shall begin on or after the filing of the Written Request for a Grade Change, but no earlier than the first instructional day of the succeeding fall semester following the above meeting. The Vice President or designee shall then approve or deny the grade change request and notify the parties in writing.
- 3) If the Vice President of ~~Academic Affairs~~ Instruction or designee approves the grade change request, he/ ~~or~~ she shall order the correction or removal and expunging of the grade and shall notify the grade issuing faculty member of the grade change and the specific reasons for it. If the Vice President of ~~Academic~~

Affairs Instruction or designee denies the grade change request resulting in no correction or removal of the grade in question, the student, within 30 days of the grade change denial, may appeal the decision in writing to the Board of Trustees.

- 4) Within 30 days of receipt of an appeal, the Board of Trustees shall, in closed session with the student and the faculty member who assigned the grade in question, determine whether to sustain or deny the allegations. If the Board of Trustees sustains any or all of the allegations it shall order the District Chancellor or his/her designee to immediately correct or remove and expunge the information. The decision of the Board of Trustees shall be final.
- 5) The student shall have the right to submit a written statement of his/ ~~er~~ her objections to the decision of the Board of Trustees. This statement shall become a part of the student's record.

Approved 9/2014

- 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 College shall include, but not necessarily be limited to, password protection for all student grade data bases, locking mechanisms for computer stations from which student grade data bases 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 Director of Admissions and Records. 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.

Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the Admissions and Records Office immediately. The Admissions and Records Director 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 College 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 titled Records Retention and Destruction, BP/AP 5040 titled Student Records, and the Written Request for a Grade Change Form

**Kern Community College District
Board Policy
Chapter 4 – Academic Affairs**

BP 4235 CREDIT BY EXAMINATION

Rely Primarily Upon Advice and Judgment

Reference:

Title 5 Section 55050

NOTE: *The following language in red ink is legally advised:*

Credit may be earned by students who satisfactorily pass authorized examinations. The District Chancellor or designee shall establish administrative procedures to implement this policy.

NOTE: *The language contained in current KCCD Policy 4C1 titled Credit by Examination is shown as struck below as this prescriptive language **has been moved** to the related administrative procedure (AP 4235 titled Credit by Examination).*

❖ From current KCCD Policy 4C1 titled Credit by Examination

~~4C1 Credit by Examination — Credit may be granted to any student, who satisfactorily passes an examination approved by discipline faculty and conducted by a designated authority of the College. Such credit may be granted only to a student who is registered at the College and is in good standing, and only for a course listed in the College catalog. [Title 5, Section 55050(b); Education Code, Section 48800]~~

~~4C1A The nature and content of the examination shall be determined solely by faculty in the discipline who normally teach the course for which credit is to be granted in accordance with procedures approved by the Curriculum Committee. The faculty shall determine that the examination adequately measures mastery of the course content as set forth in the outline of record.~~

~~4C1B A separate examination shall be conducted for each course for which credit is to be granted. Credit may be awarded for prior experience or prior learning only in the individually identified courses for which examinations are conducted.~~

~~4C1C The student's academic record shall be clearly annotated to reflect that credit was earned by examination.~~

~~4C1D Grading shall be according to the regular grading system approved by the Board of Trustees.~~

~~4C1E Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the twelve (12) semester hours of credit in residence required for an associate degree.~~

~~4C1F The District may charge the student a fee for administering the examination, but this fee shall not exceed the enrollment fee for the course for which credit by examination is to be awarded.~~

~~4C1G Colleges may use Advanced Placement (AP), International Baccalaureate (IB), and College Level Examination Program (CLEP) examinations to award credit or placement as approved.~~

~~4C1GA The Colleges may grant credits for acceptable performance on the College Entrance Examination Board administered Advanced Placement (AP) Examination with a score of 3, 4 or 5 depending on the discipline. Successful completion of an AP Examination may qualify a student for advanced placement in college level courses, credit for general education certification, and for meeting graduation requirements.~~

~~4C1GB Credit may be granted to students who complete the International Baccalaureate (IB) Diploma Program. Students must provide a high school transcript and pass the IB Examination with a score of 5, 6 or 7 depending on the recommendation of the appropriate academic program.~~

~~4C1GC The College Level Examination Program (CLEP) administered by the College Entrance Examination Board allows the Colleges to award units of academic credit for non-traditional educational experiences. The CLEP provides students who receive a qualifying score on the exam with an opportunity to receive academic credit for college-level knowledge. The American Council for Education has set 50 as the minimum passing score on all but the following exams: French Language, Level 2 (recommended minimum passing score is 62); German Language, Level 2 (63); and Spanish Language, Level 2 (63).~~

~~4C1GD Units for which credit is given pursuant to these examinations will not be counted in determining the 12 units in residence required for the associate degree.~~

~~4C1GE The student's academic record shall be clearly annotated to reflect that credit was earned through an advanced placement examination.~~

Kern Community College District
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4235 CREDIT BY EXAMINATION

Reference:

Title 5 Section 55050

NOTE: This procedure is **optional** but it **legally advised** if the Board of Trustees has approved a policy to allow credit by examination.

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.
- Achievement of a score that qualifies for credit by examination in the College Level Examination Program (CLEP).
- Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog.
- Achievement of an examination administered by other agencies approved by the college.

Determination of Eligibility to Take the Examination:

- The student must be currently registered in the college and in good standing.
- The course is listed in the college catalog.
- 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.

NOTE: Additional local procedures may be inserted, which **must** include:

- The student's academic record clearly indicates that the credit was earned by examination.
- Limits on the number of units that may be applied to the Associate degree.
- Other limits on student and course eligibility for credit by examination.

NOTE: *The following language shown below in **black ink** is from current KCCD Policy 4C1 titled Credit by Examination. It was moved to this administrative procedure due to the detailed language contained therein.*

❖ **From current KCCD Procedure 4C1 titled Credit by Examination**

Credit may be granted to any student, who satisfactorily passes an examination approved by discipline faculty and conducted by a designated authority of the college. Such credit may be granted only to a student who is registered at the college and is in good standing, and only for a course listed in the college catalog.

The nature and content of the examination shall be determined solely by faculty in the discipline who normally teach the course for which credit is to be granted in accordance with procedures approved by the Curriculum Committee. The faculty shall determine that the examination adequately measures mastery of the course content as set forth in the outline of record.

A separate examination shall be conducted for each course for which credit is to be granted. Credit may be awarded for prior experience or prior learning only in the individually identified courses for which examinations are conducted.

The student's academic record shall be clearly annotated to reflect that credit was earned by examination.

Grading shall be according to the regular grading system approved by the Board of Trustees.

Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree.

The District may charge the student a fee for administering the examination, but this fee shall not exceed the enrollment fee for the course for which credit by examination is to be awarded.

Colleges may use Advanced Placement (AP), International Baccalaureate (IB), and College Level Examination Program (CLEP) examinations to award credit or placement as approved.

- The colleges may grant credits for acceptable performance on the College Entrance Examination Board administered Advanced Placement (AP) Examination with a score of 3, 4, or 5 depending on the discipline. Successful completion of an AP Examination may qualify a student for advanced placement in college level courses, credit for general education certification, and for meeting graduation requirements.

- Credit may be granted to students who complete the International Baccalaureate (IB) Diploma Program. Students must provide a high school transcript and pass the IB Examination with a score of 5, 6, or 7 depending on the recommendation of the appropriate academic program.
- The College Level Examination Program (CLEP) administered by the College Entrance Examination Board allows the Colleges to award units of academic credit for non-traditional educational experiences. The CLEP provides students who receive a qualifying score on the exam with an opportunity to receive academic credit for college-level knowledge. The American Council for Education has set 50 as the minimum passing score on all but the following exams: French Language, Level 2 (recommended minimum passing score is 62); German Language, Level 2 (63); and Spanish Language, Level 2 (63).
- Units for which credit is given pursuant to these examinations will not be counted in determining the 12 units in residence required for the associate degree.
- The student's academic record shall be clearly annotated to reflect that credit was earned through an advanced placement examination.

**Kern Community College District
Board Policy
Chapter 4 – Academic Affairs**

BP 4240 ACADEMIC RENEWAL

Rely Primarily Upon the Advice and Judgment

Reference:

Title 5 Section 55046

NOTE: *The language in red ink is **legally required**.*

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

NOTE: *The language contained in current KCCD Policy 4C4E titled Academic Renewal is shown as struck below as this prescriptive language **has been moved** to the related administrative procedure (AP 4240 titled Academic Renewal).*

❖ From current KCCD Policy 4C4E titled Academic Renewal

~~Academic Renewal (Title 5, Sections 55044)~~

~~A maximum of twenty (20) units of substandard grades previously recorded may be alleviated and disregarded for the purpose of the determination of satisfactory grade point average (GPA) if all of the following conditions exist. See Procedure 4C4E(4) of this Manual for procedures on Academic Renewal. (Revised February 5, 2009)~~

~~4C4E1 At least five (5) years have elapsed since the coursework to be alleviated was recorded; at least twelve (12) units of satisfactory coursework (2.0 GPA) have been completed subsequent to the coursework to be alleviated; and the student petitions in writing to the College President or authorized representative stating the reasons why alleviation is requested.~~

~~4C4E2 The permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic record. [Section 55046(a)]~~

Kern Community College District
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4240 ACADEMIC RENEWAL

Reference:

Title 5 Section 55046

NOTE: This procedure is **legally required**. The following language shown below in **black ink** is from current KCCD Policy 4C4E titled Academic Renewal. It was moved to this administrative procedure as the content with consistent with the language recommended by the Policy & Procedure Service for this AP 4240.

Students may petition to have their academic record reviewed for academic renewal of substandard academic performance. A maximum of 20 units of substandard grades previously recorded may be alleviated and disregarded for the purpose of the determination of satisfactory grade point average (GPA) if **all** of the following conditions exist:

- At least ~~five~~ two years have elapsed since the coursework to be alleviated was recorded;
- At least ~~12~~ 18 units of satisfactory coursework (~~2.0~~ 2.5 GPA) have been completed subsequent to the coursework to be alleviated; and
- The student petitions in writing to the College President or authorized representative stating the reasons why alleviation is requested.

Up to 20 units of course work may be eliminated from consideration in the cumulative grade point average.

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.

**Kern Community College District
Board Policy**
Chapter 4 – Academic Affairs

BP 4250 PROBATION, DISMISSAL, AND READMISSION

Rely Primarily Upon Advice and Judgment

References:

Education Code Section 70902(b)(3);

Title 5 Sections 55030-55034

NOTE: *The language in red ink is **legally required** and reflects the minimum standards defined in Title 5. The Board of Trustees may adopt more stringent standards as specified in Title 5 Sections 55030-55034, and if it has done so, Board Policy must reflect those standards.*

*The language contained in current KCCD Policy 4C5 titled Standards for Probation is shown in **black ink** below with comparable Policy & Procedure template language adjacent for consideration.*

❖ From current KCCD Policy 4C5 titled Standards for Probation

~~Title 5 Section 55754 (Revised May 1, 2003)~~

4C5A Academic Probation

A student who has attempted at least ~~twelve~~ (12) cumulative semester units at one of the colleges of the Kern Community College District shall be placed on academic probation if the student has earned a cumulative grade point average below 2.0 while enrolled at that particular college. ~~See Procedure 4C5A of this Manual.~~

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

4C5B Progress Probation

A student who has attempted at least ~~twelve~~ (12) cumulative semester units at one of the colleges of the Kern Community College District shall be placed on progress probation when the percentage of all units for which entries of "W," "I," and "NC" reaches or exceeds fifty percent (50%) while enrolled at that particular college.

A student shall be placed on **progress probation** if he/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 50 percent.

4C5C Each member College shall make every reasonable effort to provide counseling and other support services to a student on academic or progress probation and to help the student overcome any academic difficulties. A student on academic or progress probation may be limited by the College to specified courses and the number of units which may be attempted.

A student who is placed on probation may submit an appeal in accordance with procedures to be established by the District Chancellor.

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 50 percent.

4C5D Removal from Probation (~~Title 5, Section 55755~~)

4C5D1 A student on **academic probation** for a grade point deficiency shall be removed from probation when the student's cumulative grade point average is 2.0 or higher.

4C5D2 A student on **progress probation** because of an excess of units for which entries of "W," "I," and "NC" are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).

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 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" are recorded in at least three consecutive semesters reaches or exceeds 50 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 meets the District's established criteria, such as evidence of extenuating circumstances or significant improvement in academic achievement.

Readmission

A student who has been dismissed may request reinstatement. Readmission may be granted, denied, or postponed according to criteria contained in administrative procedures.

The District Chancellor or designee shall develop procedures, that comply with the Title 5 requirements, for the implementation of this policy.

❖ From current KCCD Policy 4C6 titled Disqualification and Reinstatement

~~Disqualification and Reinstatement (Title 5, Sections 55756 and 55759) (Revised December 13, 2001) See Procedure 4C6 of this Manual.~~

~~4C6A A student who has been placed on academic probation for three (3) consecutive semesters shall be disqualified for admission to classes the following semester, unless during the last semester of enrollment, the student earned a grade point average of 2.0 or higher, in which case the student shall be placed on continued probation. For purposes of academic standing only, summer session is the equivalent of a semester. A student who is disqualified may be conditionally readmitted upon petition to the College President or designee following campus procedures.~~

~~4C6B A student who has been placed on progress probation for three (3) consecutive semesters shall be disqualified for admission to classes the following semester, unless during the last semester of enrollment, the percentage of units with entries of "W," "I," and "NC" was less than fifty percent (50%), in which case the student shall be placed on continued probation. For purposes of academic standing only, summer session is the equivalent of a semester. A student who is disqualified may be conditionally readmitted upon petition to the College President or designee following campus procedures.~~

~~4C6C For purposes of Policies 4C6A and 4C6B, above, semesters shall be considered consecutive on the basis of student enrollment (i.e., fall semester followed by a fall semester shall be considered consecutive regardless of the number of intervening semesters in which the student was not enrolled.)~~

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AP 4250 PROBATION

References:

Title 5 Sections 55030, 55031, 55032, 55033, and 55034

NOTE: *The language in red ink is **legally required**. Local practice may be inserted but should address the minimum requirements reflected in red ink below.*

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 in which the student is enrolled at the community college he/she attends.

If the percentage of a student's recorded entries of "W," "I," "NC," and "NP" 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 2.00 or better shall not be dismissed as long as this minimum semester grade point average is maintained.

❖ **From current KCCD Procedure 4C5A titled Probation: Notification, Student Responsibilities, and College Services**

1. The District, with full participation of its Colleges, will develop the letters that notify students with respect to their failure to maintain satisfactory academic standing. These letters will be specific for each College, and will indicate “academic probation” and/or “progress probation”. These letters will include the reasons for going on probation, the consequences of this action, how the student recovers his/her academic standing, the steps that the student is mandated to take to assist with the recovery, a timeline for recovery, and the availability of support services provided by the Colleges. These letters of notification will be mailed to the affected students in a timely manner, but no later than the second (~~2nd~~) week of the subsequent semester. All students will be informed that their semester grades and their academic standing can also be accessed online.
2. Students on probation for the first (~~1st~~) time are required to schedule an appointment with a counselor/advisor or attend a Probation Workshop, develop with the counselor/advisor a Student Success Contract, and consult with a counselor/advisor before registering for a subsequent semester. Probationary students will be notified that a registration block will be placed on the addition of any courses to the student’s class schedule, i.e., to add classes will require the approval of a counselor/advisor. Probationary students are authorized to drop a class without prior counselor/advisor approval. Subsequent to that action, they should schedule an appointment with a counselor/advisor to discuss this change in their class schedules. An automatic registration block will be placed on probation students, denying them registration in a subsequent semester until a counselor/advisor approves of the student’s schedule of courses for registration.
3. Students on probation for a second (~~2nd~~) consecutive semester will be treated as outlined in (2), above, except that they will be limited to enrolling in no more than ~~twelve~~ (12) units for that semester, and a hold will be placed on their enrollment in any additional classes that take them beyond this limit. The letter of notification will emphasize the serious nature of continued failure to make appropriate academic progress, including the prospect of eventual dismissal from the College. They will also be explicitly reminded that their registration for a subsequent semester is blocked until they confer with a counselor/advisor and obtain counselor/advisor approval of their class schedules.
4. Students on academic probation for a grade point deficiency shall be removed from probation when the student’s cumulative grade point average is 2.0 or higher.

Students on progress probation because of an excess of units for which entries of “W,” “I,” and “NC” are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).

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AP 4255 DISMISSAL AND READMISSION

References:

Title 5 Sections 55033 and 55034

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 1.75 in all units attempted in each of three 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 three consecutive semesters reaches or exceeds 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.

❖ From current KCCD Procedure 4C6 titled Disqualification: Notification, Student Responsibilities, and College Services

The District, with full participation of its Colleges, will develop the letters that notify students that for academic reasons they are being disqualified from enrolling at any of the Colleges of the Kern Community College District. These letters will be specific for each College, and will be mailed out after grades are rolled. These letters of notification will include the reasons for disqualification, the requirement that the student complete a Petition for Readmission, the timeline for reinstatement, mandate a counseling/advising appointment for approval of the class schedule after grades are rolled, and prior to the beginning of classes, and they will also be reminded of other services provided or required by the College for students with serious academic problems. The letter of notification with respect to disqualification will also inform the student of his/her right to appeal, and the process he/she is to follow in this regard.

Cumulative Grade Point Average Below 1.0, or a Completion Rate at 25% or Lower

Disqualified students with a cumulative grade point average below 1.0 will be denied enrollment at any of the Colleges of the Kern Community College District for at least one ~~(1)~~ semester, and will be required to petition for readmission. Under these circumstances the disqualified student has the right to appeal his/her status to the College Vice President designated for this responsibility.

Students who are disqualified as a result of progress probation, and whose cumulative course completion rate is at ~~twenty-five percent (25%)~~ or lower, will be denied enrollment at any of the Colleges of the Kern Community College District for at least one ~~(1)~~ semester, and will be required to petition for readmission. Under these circumstances the disqualified student has the right to appeal his/her status to the College Vice President designated for this responsibility.

Cumulative Grade Point Average Between 1.0 and 1.99, or a Completion Rate Between 26% and 50%

Disqualified students with a cumulative grade point average between 1.0 and 1.99 may be admitted to any of the Colleges of the Kern Community College District, but under these circumstances this student will be limited to enrollment in seven ~~(7)~~ units.

Students who are disqualified as a result of progress probation, and whose cumulative course completion rate is between ~~twenty-six percent (26%)~~ and ~~fifty percent (50%)~~ may be admitted to any of the Colleges of the Kern Community College District, but under these circumstances this student will be limited to enrollment in seven ~~(7)~~ units.

Students who are disqualified for a second ~~(2nd)~~ time will be disqualified for a specific time period of either one ~~(1)~~ semester or one ~~(1)~~ year, depending on the circumstances. For this level of disqualification students will have the right to appeal the decision to the College Vice President designated for this responsibility, but counselors/advisors are not authorized to override the disqualification. Readmission after this level of disqualification will also require approval of the College Vice President designated for this responsibility.

Disqualified students may be required to enroll in a class organized to meet the needs of students who have serious academic problems.

Students enrolled in a disqualified status will have strict holds placed on any change in class schedules, or registration for subsequent semesters. Disqualified students are required to have regular appointments with a counselor/advisors to discuss academic progress, plan for subsequent semesters, get approval for any change in class schedules, and to get approval for subsequent registration.

Students enrolled under the status of “disqualified” whose grade point average for the current term is at least 2.0, or whose course completion rate for that term exceeds ~~fifty percent (50%)~~, will be removed from the disqualified list and readmitted under continued probation.

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 appropriate Student Services Department within 10 days after the dismissal letter was mailed. If the student fails to file a written petition within the 10 days, the student waives all future rights to appeal the dismissal action. 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 Vice President or designee.

The student will be continued on probation until the Vice President of Student Services or designee decides on the student's appeal.

The decision of the Vice President or designee will be communicated to the student in writing by the Vice President or designee. The Vice President or designee will notify the student of its action within 10 days of receipt of the student's appeal. The student may appeal the decision of the Vice President or designee in writing to the District Chancellor or designee, within 10 working days of the date of notification of the decision. The decision of the District Chancellor or designee 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.

NOTE: The following standards are suggested as good practice/optional.

Fall Dismissals

Special circumstances exist for dismissals after the fall semester due to the fact that students traditionally enroll before fall semester grades are available. Subject to dismissal letters will be sent no later than January 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.