

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

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**BP 4010 Academic Calendar**

***Rely Primarily Upon the Advice and Judgment***

***Reference:***

*Education Code Section 70902(b)(12)*

Note: This policy is **legally required**.

The District Chancellor or designee shall, in consultation with the appropriate constituency groups, develop and submit to the Board of Trustees for approval an academic calendar.

The work year calendar is a mandatory subject of bargaining under Government Code Sections 3540 et seq. and must be negotiated in those districts where the faculty are represented by an exclusive representative and negotiate a collective bargaining agreement.

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**BP 4020 Program, Curriculum and Course Development**

**Rely Primarily upon the Advice and Judgment**

**References:**

Education Code Sections 70901 subdivision (b), 70902 subdivision (b), and 78016; Title 5 Sections 51000, 51022, 55002.5, 55100, 55130 and 55150; U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended: 34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8; ACCJC Accreditation Standards II.A and II. A.9

**Note: This policy is legally required.**

The programs and curricula of the District shall be of high quality, relevant to community and student needs and evaluated regularly to ensure quality and currency. To that end, the District Chancellor shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures shall include:

- ~~appropriate~~ Appropriate involvement of the faculty and respective Academic Senates in all processes;
- ~~regular~~ Regular review and justification of programs and course descriptions;
- ~~opportunities~~ Opportunities for training ~~for of~~ persons involved in aspects of curriculum development; and

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- ~~consideration~~Consideration of job market and other related information for career and technical education programs.

All new programs and program discontinuances shall be approved by the Board of Trustees.

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

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

## Credit Hour

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

The District Chancellor will establish procedures which prescribe the definition of "credit hour" consistent with applicable Title 5 and federal regulations, as they apply to community college districts.

The District Chancellor shall establish procedures to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour," where applicable.

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

**Courses** - Course additions, deletions, and modifications shall be determined through established ~~College-college~~ procedures.

The courses of the ~~c~~Colleges shall be of high quality, relevant to the community and student needs, and evaluated regularly to ensure quality and currency.

College procedures for course creation, deletion, and modification 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(s);
- Appropriate notice and involvement of the affected parties in all ~~of the~~ processes;
- Regular review and justification of course description(s);
- Opportunities for training ~~for-of~~ persons involved in aspects of curriculum development;
- Consideration of job market and other related information for vocational and occupational programs;
- Rationale for the course creation, deletion, and modification; and
- Consideration of the impact of the proposed course creation, deletion, and modification.

In addition to course additions, deletions, and modifications initiated by the ~~College-college~~ procedures, College administration may initiate the appropriate ~~c~~College procedures.

Final recommendations for course additions, deletions, and modifications shall be recommended to the ~~respective c~~College's Chief Instructional Officer who shall make a recommendation to the College President. The College President shall then submit a recommendation to the District Chancellor for approval by the Board of Trustees.

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**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 Kern CCD.**

Program review shall be determined through each college's established ~~College~~ procedures and shall meet all statutory and accreditation requirements.

College procedures for program review shall include:

- Appropriate involvement of the faculty and respective Academic Senates 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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**BP 4025 Philosophy and Criteria for Degree and General Education**

**References:**

Title 5 Section 55061:  
ACCJC Accreditation Standard II.A

**Note: This policy is legally required.**

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

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

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

Central to an Associate degree, and in those cases, also a Baccalaureate degree, general education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of colleges that those who receive their degrees must possess in common certain basic principles, concepts, and methodologies ~~both~~ unique to and shared by the various disciplines. College-educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, ~~the~~ culture, ~~and~~ the society in which they live. Most important, general education should lead to better understanding.

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

The District Chancellor or designee shall establish procedures to assure that courses ~~used~~ applied to meet general education, ~~and~~ Associate degree, ~~and/or~~ Baccalaureate degree requirements meet the standards in this policy. The procedures shall provide for appropriate

Academic Senate involvement.



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**BP 4030 Academic Freedom**

**Rely Primarily Upon the Advice and Judgment**

**References:**

Title 5 Sections 51023:

ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation Standard I.C.7 Agreement Between the Kern Community College District and the Kern Community College District Community College Association. California Teachers Association and the National Education Association. Article Four. A

**Note: This policy is legally required.**

Academic freedom enables both students and faculty the right to express their views in speech, writing, and through electronic communication without fear of sanction. The District recognizes the right of a faculty member to be free from censorship or restraint which interferes with the faculty member's commitment to pursue truth and maintain intellectual integrity.

The inherent dignity of all persons requires that we conduct ourselves with civility in all circumstances of our professional lives. ~~This means that we do~~ Kern CCD does not participate in or accept, condone, or tolerate physical or verbal forms of aggression, threat, harassment, ridicule, or intimidation. The ~~Colleges-colleges~~ of the District are ~~an~~ institutions of higher education ~~and especially that~~ values a spirit of free inquiry and free speech. ~~While~~ the District encourages the expression of ~~a range of various~~ points of view, ~~but we expect~~ all expressions of content to be conducted in a manner respectful of all persons. The District nurtures an atmosphere of mutual respect by treating everyone with dignity, even ~~when their~~ the midst of differing values, beliefs, or behaviors of ~~a persons~~ or people groups. ~~is different from our own.~~ The District recognizes ~~this foundation of~~ mutual respect ~~to be~~ as the basis of civil discourse in an academic environment. ~~The genuine valuing~~ Upholding the value of diversity ~~serves to create~~ the general learning and working atmosphere in which persons can thrive and realize their potential.

**Also see BP/AP 3900 Speech: Time, Place, and Manner**

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BP 4031

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BP 4031 Guest Lecturers/Classroom and Campus Visitors

Rely Primarily upon the Advice and Judgment

Note: This policy is unique to Kern CCD.

Persons other than students and staff are allowed to speak on the College college campuses in accordance with the following principles and regulations herein. :

The Colleges of Kern CCD recognizes that discussion of public issues on the campus plays a significant role in promoting the education of its students and in preparing them for intelligent participation in society.

Events or activities employing utilizing College college facilities \_\_and/or personnel, and/or sponsored by recognized student organizations or by others must not be advertised or promoted in such a way as to suggest sponsorship or endorsement by the Colleges.

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Meetings or events involving off-campus speakers may be held in College facilities with prior approval of the College President. Speakers must be sponsored either by staff members of the College, by chartered student organizations, or by ten (10) or more registered students whose names appear on a petition obtained from an administrator properly designated by the College President.

No Special meetings or events shall be authorized which will result in interference with the physical operations of the campus shall not be authorized.

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Whenever deemed appropriate to advance educational objectives, the College President considers it appropriate in furtherance of educational objectives, may require any or all of the following may be required:

- That the meeting be chaired by a member of the faculty;
That the speaker be subject to questions from the audience;
That the speaker be appropriately balanced in debate with a person of contrary opinions; and/or
That the request for an off-campus speaker state the subject and/or the

exact title of the speech.

An applicant who is denied the use of College facilities, and who contends ~~that~~ the denial is based on incorrect or inequitable application of these regulations, may appeal the denial as provided in the College-college policy on advocacy and free expression.

This policy is not intended to supersede the provisions of the Civic Center Act.

~~Non-student v~~visitors to College-college classes may be approved but must not disrupt the classes. Specific procedures shall be developed by each College-college for classroom visitors.

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**BP 4040 Library and Learning Support Services**

**Rely Primarily Upon the Advice and Judgment  
Accreditation Related**

**References:**

Education Code Section 78100; Civil  
Code Section 1798.90; ACCJC  
Accreditation Standard II

**Note: This policy is legally required.**

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

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**BP 4050     Articulation**

**Rely Primarily Upon the Advice and Judgment  
Accreditation Related**

References:

Education Code Sections 66720-66744; Title 5  
Section 51022 (b);  
ACCJC Accreditation Standard II.A.10 Note:

**Note: This policy is legally required.**

The District Chancellor or designee shall establish procedures that assure appropriate articulation of the District's educational programs with proximate high schools and baccalaureate institutions.

The procedures ~~also~~ may also support articulation with institutions, including other community colleges and those ~~that are~~ not geographically proximate but that are appropriate and advantageous for partnership with the District.

The development of aA plan for articulation of courses and programs shall be the responsibility of the College President or designee ~~developed~~ in consultation with the Academic Senate, and include the courses to be approved and the awarding of credit with procedures developed by the Curriculum Committee and the faculty in the appropriate discipline.

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**BP 4051 University Transfer Agreements**

**Rely Primarily upon the Advice and Judgment  
Accreditation Related**

**References:**

Education Code Sections 66720-66744  
Title 5 Section 51022(b)  
ACCJC Accreditation Standard II.A.6

**Note: This policy is unique to Kern CCD.**

University transfer agreements ~~s programs shall~~ specify the curricular requirements ~~that must be met,~~ and the level of achievement that must be attained by community college students ~~in order for those students~~ to transfer to the campus, undergraduate college, or major of choice ~~in at~~ the four-year ~~college segment~~ institution.

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**BP 4060 Delineation of Functions Agreements**

**Rely Primarily Upon the Advice and Judgment**

**References:**

Education Code Sections 8535 and 8536 Note:

This policy is **legally advised**.

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



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**BP 4070 Course Auditing and Auditing Fees**

**Reference:**

Education Code Section 76370.

Note: This policy is **legally advised**.

Students may audit courses.

The fee for auditing courses shall be established by each college, ~~but~~ not to exceed \$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 s~~Students auditing a course shall not be permitted to change his/her/their enrollment status to receive credit for the course.

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

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**BP 4100**      **Graduation Requirements for Degrees and Certificates**

**Rely Primarily Upon the Advice and Judgment**

**Rely Primarily Upon the Advice and Judgment**

**References:**

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

**Note: This policy is legally required.**

The District grants the degrees of Associate in Arts, Associate in Science and Baccalaureate of Science to those students who have completed the subject requirements for graduation and who have maintained a 2.0 grade point average (GPA) in subjects attempted. Students must also complete the general education, residence, and competency requirements set forth in Title 5 regulations.

Students may be awarded a Certificate of Achievement (COA) upon successful completion of a minimum of ~~18 or more~~ semester units ~~or 24 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 or designee shall establish procedures to determine degree and certificate requirements that include appropriate involvement of the local-respective college's curriculum committee. The procedures shall assure that graduation requirements are published in the District's catalogs and ~~included in~~ other resources that are convenient for students.

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**BP 4101 Independent Study**

**Rely Primarily Upon the Advice and Judgment**

**References:**

Title 5 Sections 55230 et seq.

Note: This policy is **unique to Kern CCD**.

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

Independent Study courses also allow~~s~~ students the opportunity to fulfill an immediate need due to circumstances beyond their control as determined by the ~~College Vice Presidents of Instruction~~Chief Instructional Officer at the respective college to meet a specific requirement for their degree, certificate, major, or for transfer.



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**BP 4105 Distance Education**

**Rely Primarily Upon the Advice and Judgment  
Accreditation Related**

**References:**

Education Code 66700, 70901, 70902  
Title 5 Sections 55200-55210  
34 Code of Federal Regulations Part 602.17 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);  
WASC/ACCJC Accreditation Standard II.A.1

**Note: This policy is unique to Kern CCD.**

“Distance Education” ~~means-refers to~~ instruction in which the instructor and the student are separated by time ~~and/or~~ distance, and interact through the assistance of technology.

The same standards and judgment of ~~class academic~~ quality shall ~~be applied-apply~~ to any portion of a Distance Education class ~~through distance education~~ as are applied to in-person classes.

Any portion of a class conducted through distance education must include regular and effective contact between instructor and among students, either synchronously or asynchronously through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, voice mail, e-mail, and/or other activities. Regular and effective contact is an academic and professional matter pursuant to sections 53200 et seq.

If a portion of the instruction in a ~~proposed-or-existing~~ course ~~or course section~~ is designed to be provided through distance education, the course shall be separately reviewed and approved using ~~both-the respective college's~~ and District's course approval procedures, ~~and required~~ An addendum to the official course outline of record for new or existing course provided through distance education shall be required. The addendum must include how the portion of instruction delivered via distance education meets the standard for regular and effective contact and the requirements of the Americans with Disabilities Act (ADA).

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Instructors of Distance Education courses ~~sections delivered by distance education technology~~ shall be selected by the same procedures used to determine all instructional assignments. Instructors shall possess the minimum qualifications for the discipline into which the course's subject matter most appropriately falls. The instructors must be prepared to teach in a distance education delivery method consistent with ~~local~~ District policies and negotiated agreements.

The number of students assigned to any ~~one~~ Distance Education course ~~section offered by distance education~~ shall be determined by, and be consistent with, other District procedures related to faculty assignments.

Procedures for determining the number of students assigned to Distance Education courses provided through distance education may be reviewed by the respective ~~Curriculum Committee~~ committee.

Nothing in this section shall be construed to impinge upon, or detract from, negotiated agreements between the exclusive representatives and the Board of Trustees.

Attendance accounting shall be consistent with the California Community Colleges Chancellor's Office Student Attendance Accounting Manual for calculating Distance Education FTES.

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**BP 4106 Nursing Programs**

**Rely Primarily Upon the Advice and Judgment**

**References:**

Education Code Sections 66055.8, 66055.9, 70101-70107, 78260, 78261, 78261.3, 78261.5, 87482, 89267, 89267.3, and 92645;  
Title 5 Sections 55060 et seq. and 55521; Health and Safety Code Section 128050

Note: This policy is **legally advised**.

Nursing students who have already earned a baccalaureate or higher degree from a regionally accredited institution of higher learning are not required to complete any general education requirements that may be required for an associate degree. Instead, these students must only ~~need to~~ complete the coursework necessary for licensing as a Registered ~~nurse~~Nurse.

The District shall consider all of the following when screening nursing students:

- Academic degrees or diplomas, or relevant certificates, held by the applicant;
- Grade point average in relevant coursework;
- Life experiences or special circumstances of an applicant;
- Any relevant work or volunteer experience; and
- Proficiency or advanced level coursework in languages other than English.

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**BP 4110**      **Honorary Degrees**

**Rely Primarily upon the Advice and Judgment**

**Reference:**

Education Code Section 72122

Note: This policy is **legally advised**.

Honorary degrees may be awarded at ~~commencement~~ Commencement or ~~some~~ other equally ~~appropriate~~ timevenues. The names of persons receiving honorary degrees must be approved by the Board.

Criteria for awarding the honorary degree include ~~the following~~:

1. Extraordinary support of the ~~district~~ District or its colleges to further its programs, activities, or capital construction;
2. Extraordinary service to the community served by the ~~D~~istrict or its colleges; and/or
3. Extraordinary achievement in the individual's chosen field of endeavor

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**BP 4220**      **Standards of Scholarship**

**Rely Primarily Upon the Advice and Judgment**

**References:**

Education Code Section 70902 subdivision (b)(3);

Title 5 Sections 51002, 55020 et seq., 55031 et seq., 55040 et seq., and 55050 et seq. Note:

**Note: This policy is legally required.**

The District Chancellor or designee shall establish procedures that establish standards of scholarship consistent with the provisions of Title 5 Sections 51002, 55020 et seq., 55030 et seq., 55040 et seq., 55050 et seq., and Board policy.

These procedures shall address:

- ~~grading~~ Grading practices<sub>7,1</sub>
- ~~academic~~ Academic record symbols<sub>7,1</sub>
- ~~grade~~ Grade point average<sub>7,1</sub>
- ~~credit~~ Credit by examination<sub>7,1</sub>
- ~~credit~~ Credit for prior learning<sub>7,1</sub>
- ~~academic~~ Academic and progress probation<sub>7,1</sub>
- ~~academic~~ Academic and progress dismissal<sub>7,1</sub>
- ~~academic~~ Academic renewal<sub>7,1</sub>
- ~~course~~ Course repetition<sub>7,1</sub>
- ~~limits~~ Limits on remedial coursework<sub>7,1</sub> and
- ~~grade~~ Grade changes<sub>7,1</sub>

These procedures shall be described in the college catalogs.



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**BP 4222 Non-degree Applicable Basic Skills Courses**

**Rely Primarily Upon the Advice and Judgment**

**References:**

Title 5 Sections 55000 and 55002 Note:

**Note: This policy is unique to Kern CCD.**

A student's need for non-degree applicable basic skills courses shall be determined using appropriate assessment instruments, methods or procedures.

~~Non-degree applicable basic skills courses~~ as defined in Section 55000 of Title 5, non-degree applicable basic skills courses are those courses in reading, writing, computation, and English as a Second Language which are designated by the District as non-degree applicable credit courses pursuant to subdivision (b) of Section 55002 of Title 5.

Beginning Fall 1990, ~~no~~ students shall not receive more than thirty (30) semester units of credit for non-degree applicable basic skills courses within the Kern Community College District, except as noted ~~in Policies 4C7D and 4C7E~~ below.

The following students are exempted from the limitation on non-degree applicable basic skills courses.

- Students currently enrolled in one (1) or more courses of English as a Second Language.
- Students identified by the College Disabled Student Program as having a learning disability.

The College President or designee may waive the ~~thirty (30)-unit limitation~~ on non-degree applicable basic skills courses for any student ~~who shows~~ demonstrating significant and measurable progress toward the development of college-level skills. The waiver ~~of limitation~~ may be granted for a maximum of ~~fifteen (15)~~ semester units, which must be completed within two (2) consecutive academic years.

| Students who have exhausted the ~~thirty (30)~~-unit limitation, unless provided with a waiver, shall be referred for further remedial work to appropriate adult non- credit education services provided by a college, adult school, or other appropriate local providers.

| Students approaching the ~~thirty (30)~~-unit limit shall be informed regarding their academic and/or progress status.



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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:

This policy is **legally required**.

Students may repeat courses in which ~~substandard-an unsatisfactory grades~~ (less than "C") was earned. ~~The Board has determined reasonable limitations on course repetition as described in AP 4225 titled Course Repetition describes limitations on course repetition.~~

When course repetition occurs, the student's permanent academic record shall be annotated in such a manner ~~that all work remains legible. Ensuring to ensure~~ a true and complete academic history.

Under special circumstances, students may repeat courses in which a 'C' or better grade was earned, as defined in AP 4225. ~~The special circumstances are defined in administrative procedures.~~

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**BP 4226 Multiple and Overlapping Enrollments**

References:

Title 5 Section 55007

**Note: This policy is legally required.**

The District Chancellor or designee shall establish procedures to ensure that students may only enroll in two (2) or more sections of the same credit course during the same term if the ~~length of the course provides that the student is not enrolled in more than one section at any given time~~ courses do not occur simultaneously.

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

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**BP 4230 Grading and Academic Record Symbols**

**Rely Primarily Upon the Advice and Judgment**

**Reference:**

Title 5 Section 55023

Note: This policy is **legally required**

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

The grading system shall be published in the college catalogs and made available to students.

Grades from a grading system shall be averaged on the basis of the point equivalencies to determine a student's grade point average using only the following evaluative symbols:

**Evaluative Symbols:**

A- Excellent (Grade Point= 4)

B- Good (Grade Point = 3)

C - Satisfactory (Grade Point = 2)

D - Less than satisfactory (Grade Point=1)

F - Failing (Grade Point = 0) P - Passing (At least satisfactory - units awarded not counted in GPA)

NP - No Pass (Less than satisfactory, or failing - units not counted in GPA)

SP - Satisfactory Progress towards completion of the course (Used for noncredit courses only and is not supplanted by any other symbol)

**Non-Evaluative Symbols:**

I - **Incomplete:** Incomplete academic work for unforeseeable, emergency and justifiable reasons. The condition for removal of the "I" shall be stated by the instructor in a written

record. The record shall contain the conditions for the removal of the "I" and the grade assigned in lieu of its removal. The record must be given to the student with a copy on file with the respective college's Director of Admissions & Records 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. The "I" symbol shall not be used in calculating units attempted nor for grade points.

**IP - In Progress:** The "IP" symbol shall only be used ~~only in these~~ courses which extend beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment an evaluative symbol (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 symbol (grade) and unit credit shall be assigned and appear on the student's permanent record for the term in which the course is completed. The "IP" symbol shall not be used in calculating grade point averages. If a student enrolled in an "open-entry, open-exit" course is assigned an "IP" and does not re-enroll in that course during the subsequent term, the appropriate faculty will assign an evaluation symbol (grade) to be recorded on the student's permanent record for the course.

**RD - Report Delayed:** The "RD" symbol may only be assigned by the ~~registrar~~ only respective college's Director of Admissions & Records. ~~It is to be used~~ when ~~there is~~ a delay in reporting the student's grade of a student occurs due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.

**W - Withdrawal:** The "W" symbol may be used to denote withdrawal in accordance with the requirements of Title 5 Section 55024.

**MW- Military Withdrawal:** The "MW" symbol may be used to denote military withdrawal in accordance with Title 5 Section 55024.

**EW - Excused Withdrawal:** The "EW" symbol may be used to denote withdrawal in accordance with Title 5 Section 55024.

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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: This policy is legally required.**

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.

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:

- 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 and/or altered grades ~~–without proper authorization–or to have changed grades without proper authorization.~~
- Notice to student, faculty, transfer institutions, accreditation agencies and law enforcement agencies if unauthorized access to grade records and grade storage systems ~~is discovered to have occurred~~ has been discovered.

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

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**BP 4235 Credit for Prior Learning**

**Rely Primarily Upon the Advice and Judgment**

**Reference:**

Title 5 Section 55050

**Note: This policy is legally advised.**

Credit may be earned by students who satisfactorily pass an assessment approved by appropriate discipline faculty. The District Chancellor or designee shall establish administrative procedures to implement this policy.



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**BP 4237 Credit from Other Institutions**

**Rely Primarily Upon the Advice and Judgment**

Note: This policy is **unique to Kern CCD.**

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.



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**BP 4240 Academic Renewal**

Rely Primarily Upon the Advice and Judgment

**Reference:**

Title 5 Section 55046

**Note: This policy is legally required.**

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

~~At least two years have elapsed since the coursework to be alleviated was recorded; at least 18 units of satisfactory coursework with a GPA of 2.5 have been completed subsequent to the coursework to be alleviated~~

Students may petition for academic renewal of unsatisfactory academic performance under the following conditions:

- Students must have achieved a grade point average of at least 2.5 in 18 units; and
- At least 2 years must have elapsed since the coursework to be removed was completed.

~~T;~~ and the student ~~would—shall~~ initiate the request for academic renewal ~~via—This~~ written petition ~~will go to the~~ respective college's Chief Instructional Officer Vice President or designee.

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**BP 4250 Probation, Dismissal and Readmission**

**Rely Primarily Upon the Advice and Judgment**

**References:**

Education Code Section 70902 subdivision (b)(3);  
Title 5 Sections 55031-55034

**Note: This policy is legally required.**

**Probation**

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

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.

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

A student on academic probation shall be removed from probation when the student's accumulated grade point average is ~~2.00~~ 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 falls~~ below ~~50~~ 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 1.75 in all units attempted has been earned 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 fifty percent (50%).  
~~50 percent.~~

A student ~~who is~~ subject to dismissal may submit a written appeal in compliance with administrative procedures herein. Dismissal may be postponed and the student ~~may continue~~ on probation if the student meets the criteria as established in these administrative procedures.

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**Readmission**

A student who has been dismissed may request reinstatement if the student meets the criteria ~~as~~ established in the administrative procedures.

Readmission may be granted, denied~~-,~~ or postponed according to criteria contained in administrative procedures.

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

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**BP 4260 Prerequisites and Co-requisites**

**Rely Primarily Upon the Advice and Judgment**

**References:**

Title 5 Sections 55000 and 55003

**Note: This policy is legally required.**

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



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BP 4300 Field Trips and Excursions

Rely Primarily Upon the Advice and Judgment

References:

Title 5 Section 55220;
Government Code Section 11139.8

Note: This policy is legally required.

The District Chancellor or designee shall establish procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity. In recognition of the value of combining academic instruction with on-site experience, the Kern Community College District establishes the following policies for instructional programs and courses in which students travel within the United States or to foreign countries. Travel activity must be associated with a valid educational experience.

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

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

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The colleges of the District may conduct field trips and excursions for enrolled students in connection with courses of instruction, or college-related social, educational, cultural, athletic, or musical activities. Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus. Students participating in the college-sponsored field trips, excursions, and activities cited herein are governed by the provisions of policies referenced in BP 5500 – Standards of Student Conduct.

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

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### **Crediting Attendance for Apportionment**

The attendance or participation of a student in an authorized field trip or excursion shall be considered attendance for the purpose of crediting attendance for apportionments in the fiscal year. Credited attendance resulting from such field trip or excursion shall be limited to the amount of attendance that would have accrued had the students not been engaged in the field trip or excursion. Additional contact hours shall not be generated by a field trip or excursion than if the class was held on campus.

### **Student Transportation**

The colleges of Kern CCD may provide transportation for:

- Class groups, provided:
  - The trip has instructional relevance and value;
  - Appropriate vehicles are available; and
  - Approval by the College President or designee is secured.
- Recognized student activities, if appropriate vehicles are available and the approval of the respective College President or designee is secured.

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When transportation is provided by the District using District-owned vehicles or contracted carriers, the following provisions apply:

- The District shall assure reasonable supervision. Except as approved by the respective College President or designee, the accompanying academic staff member must accompany the group, provide reasonable supervision of student activities, and inform students of applicable District and/or college policies and regulations regarding student conduct and other matters (refer BP 5500 and AP 5500 for applicable policies and procedures governing student conduct).
- Students may elect not to use District-provided transportation, except where the College President or designee determines that transportation of the participating students, as a unit, is a requirement of the activity.
- Where transportation is provided by the District, students who elect to use private modes of transportation are deemed to have accepted liability for injury or damages which may result from, or in the course of, said transportation. Students shall sign a statement affirming the condition of their election of private transportation and agreeing to hold harmless the District for any claim whatsoever resulting from their transportation. Private vehicles must be operated in accordance with all applicable state and local laws and regulations.
- Student trips outside the Kern Community College District service area must be approved by the respective College President or designee. Student trips outside of the State must be approved by the Board of Trustees (refer to AP 4400 for forms related to excursions, field trips, and transportation of students).
- Duplicate lists of students participating in the trip shall be prepared by the supervising academic staff member, one (1) copy to be retained by the responsible staff member in each vehicle and one (1) copy retained by the College President or designee. If a staff

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member is not present in a particular vehicle, the list is to be kept by a designated person in that vehicle.

- Requests for transportation are to be made in writing on appropriate forms not less than one (1) week prior to the desired date transportation. Requests are to be approved by the College President or designee.
- Approved student trips and excursions shall begin and end at one of the college campuses or a College outreach center. Other arrangements must be approved by the respective College President or designee.
- College vehicles may not be used for the transportation of individuals who are neither registered students, nor District staff members, except as authorized by the College President or designee.
- Only students enrolled in the relevant courses or activity or District staff members may participate in student trips, except as authorized by the College President or designee.
- When transportation of students is not provided by the District, the District shall not assume responsibility to supervise its mode, manner, or arrangement, and any provider liability accrues in accordance with law to the provider of said transportation. Students who use private modes of transportation are deemed to have accepted liability for injury or damages, which may result from, or in the course of, said transportation. Students shall sign a statement affirming the conditions of their election of private transportation and agreeing to hold harmless the District for any claim whatsoever resulting from their transportation. Private vehicles must be operated in accordance with all applicable state and local laws and regulations.

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See also AP 4300 and applicable Student Travel forms

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**BP 4400 Community Services Programs**

**Reference:**

Education Code Section 78300. Note:

**Note: This policy is legally advised.**

Community Services offerings are established and maintained in civic, vocational, literacy, health, homemaking, technical and general education programs, including, but not limited to, classes in the fields of music, drama, art, handicraft, science, literature, nature study, nature contacting, aquatic sports and athletics.

Community Services offerings are designed to provide instruction that contribute to the physical, mental, moral, economic, or civic development of the individuals or groups enrolled in them.

Offerings are open for admission to adults and to those minors who may benefit, as in the judgment of the Board of Trustees.

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

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

General Fund monies are not to be expended to establish or maintain Community Service offerings.

~~No General Fund monies may be expended to establish or maintain community services courses. Students enrolled in community service offerings may be charged a fee not to exceed the cost of maintaining community service classes, or classes may be provided for remuneration by contract, or with contributions or donations of individuals or groups.~~

~~Students involved in community services courses shall be charged a fee not to exceed~~

~~the cost of maintaining the courses. Courses may also be offered for remuneration by contract or with contributions or donations of individuals or groups.~~

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**BP 4700**      **Controversial Issues in Curriculum**

**Rely Primarily Upon the Advice and Judgment**

**Note: This policy is unique to Kern CCD.**

The discussion of controversial issues in the classroom is essential to the development of informed and responsible citizens. Instructors are ~~to be~~ encouraged to provide opportunities for the development of clear thinking, balanced judgment, intelligent choices, and an understanding of the methods and devices of propaganda. In such activities, instructors shall emphasize loyalty to the United States, the importance of good citizenship, and vigilance in protecting our freedom, and shall refrain from using classroom privileges to promote partisan politics, sectarian religious views, or selfish propaganda of any kind.

Also see [BP 4030 Academic Freedom](#)