
Kern Community College District
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4020 PROGRAM AND CURRICULUM DEVELOPMENT

References:

Title 5 Sections 51021, 55000 et seq., and 55100 et seq.:

WASC/ACCJC Accreditation Standard II.A:

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

NOTE: The following procedure is **legally required**. Districts may insert local procedures for program and curriculum development, which may include or address procedures for new, added, provisional or experimental, reinstated and deleted courses and procedures for changes in course number, title, units, or hours. Procedures for each action should, as good practice, address:

- initiation, review, approval, and evaluation processes and related criteria
- designated responsibility and authority for initiation, review, and approval of courses (e.g., the academic affairs office, academic senate, faculty, departments, related disciplines, divisions, curriculum committee, articulation officer, etc.)
- time lines and limits for the process
- publication of changes and maintenance of records
- use of a range of delivery systems and modes of instruction

NOTE: The language below is from current KCCD Policies 4B1 and 4B4. It is included in this administrative procedure due to the details contained therein.

The educational programs of the Colleges shall reflect the goals and objectives of the institutions.

Each College shall have on file with the District Office and the California Community Colleges Chancellor's Office an Academic Master Plan. Revisions to the Academic Master Plan must be approved by the District Chancellor, the Board of Trustees and the California Community Colleges Chancellor's Office. (Title 5 Section 51008)

College educational programs not previously authorized must be approved by the District Chancellor, the Board of Trustees and the California Community Colleges Chancellor's Office prior to offering. Approval shall be requested on forms provided by

the California Community Colleges Chancellor's Office in accordance with state law. (Title 5 Section 55130)

College credit courses not part of an existing program referred to as stand-alone courses must be approved by the Curriculum Committee, the appropriate Chief Academic Officer, and the College President and approved by the Board of Trustees upon the recommendation of the Chancellor or designee. The Board of Trustees shall ensure that:

- The District submits a certification by September 30th of each year verifying that the persons who will serve on the Curriculum Committee and others who will be involved in the curriculum process at each college within the District for that academic year have received training consistent with the guidelines prescribed by the California Community Colleges Chancellor on the review and approval of stand-alone courses not part of educational programs.
- No course which has previously been denied separate approval by the California Community Colleges Chancellor's Office as a stand-alone course may be offered unless the proposed course has been modified to adequately address the reasons for denial and has been subsequently reapproved by the College Curriculum Committee and approved by the Board of Trustees.
- A group of stand-alone credit courses that are not part of an existing program which total 18 or more semester units in a single four-digit Taxonomy of Programs code are not linked to one another by means of prerequisites or co-requisites.
- No student may be permitted to count 18 or more semester units of stand-alone credit courses not part of an existing program toward satisfying the requirements for a certificate or completion of an associate degree.
- The District shall report all stand-alone credit courses to the California Community Colleges Chancellor's Office Management Information System.
- As of January 1, 2013, the District separately submits for approval, by the California Community Colleges Chancellor, all non-degree applicable credit courses and individual degree-applicable credit courses which are not part of any approved educational program.

College credit courses not previously offered, but part of an approved program, shall be submitted by the Curriculum Committee and the appropriate Chief Academic Officer, to the College President for recommendation to the District Chancellor and approval of the Board of Trustees prior to offering in an advertised schedule.

Non-credit courses recommended by the Curriculum Committee and the College President to the District Chancellor and the Board of Trustees for approval, shall comply with the following conditions:

Non-credit courses are submitted for approval by the California Community Colleges Chancellor's Office.

Course outlines shall be on file in the College's Curriculum Office and the District Office of the Vice Chancellor, Educational Services.

Each College shall keep current records and reports as may be required by the California Community Colleges Chancellor.

In order to be eligible for enhanced funding, a career development or college preparation non-credit course must be part of a program or sequence of courses approved by the California Community Colleges Chancellor.

Community Service offerings may be developed by the District as long as they are not referred to as non-credit courses. (Also see BP/AP 4400 titled Community Services Programs)

Contract education courses may be offered by the District.

NOTE: *The following language is legally required in an effort to show good faith compliance with the applicable federal regulations.*

For purposes of federal financial aid eligibility, a "credit hour" shall be not less than:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week, for approximately 15 weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time; or*
- At least an equivalent amount of work as required in the paragraph above, of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.*

Programs

Program additions and modifications shall be determined through established college procedures.

The programs of the colleges shall be of high quality, relevant to the community and student needs, and evaluated regularly to ensure quality and currency.

College procedures for program additions and modifications 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;
- Appropriate notice and involvement of the affected parties in all of the processes;
- Regular review and justification of programs and program descriptions;
- Consideration of job market and other related information for vocational and occupational programs;
- Rationale for the program additions and modifications; and
- Consideration of the impact of the proposed additions and modifications.

In addition to program additions and modifications initiated by the college procedures, College or District administration may also initiate the appropriate college procedures.

Final recommendations for program additions and modifications shall be recommended to the College 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.

Also see AP 4022 titled Course Approval and BP/AP 4400 titled Community Services Programs

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AP 4022 COURSE APPROVAL

Reference:

Title 5 Section 55100

NOTE: This procedure applies to the processes for approving individual credit and non-credit courses. Local practice may be inserted, but **must address** the following requirements of Title 5 Section 55100:

Procedures for submitting for Board approval individual degree-applicable credit courses offered as part of an educational program approved by the California Community Colleges Chancellor's Office.

Procedures for course approval of non-degree applicable credit courses and degree-applicable credit courses that are not part of a permitted educational program must address at least the following:

These courses must be approved by the curriculum committee.

The individuals on the curriculum committee must have received the training provided for in Title 5 Section 55100.

Unless modified to properly address the reasons for denial, no courses may be offered that were previously denied separate approval by the California Community Colleges Chancellor's Office.

Students may only count a limited amount of semester or quarter units approved toward satisfying the requirements for a certificate or completion of an associate degree.

Regulatory limits on the number of courses that may be linked to one another by prerequisites or co-requisites.

All courses approved must be reported to the California Community Colleges Chancellor's Office.

NOTE: *The language in **black ink** (immediately below) is from current KCCD Policy 4B2. It is included in this administrative procedure due to the details contained therein.*

Courses

Course additions, deletions, and modifications shall be determined through established College procedures.

The courses of the 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;
- Appropriate notice and involvement of the affected parties in all of the processes;
- Regular review and justification of course description;
- Opportunities for training for 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 procedures, College or District administration may initiate the appropriate college procedures.

Final recommendations for course additions, deletions, and modifications shall be recommended to the College 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.

NOTE: *The additional language in **blue ink** below illustrate sample language from other districts and is included just for consideration.*

The District will rely primarily upon the Academic Senate for all recommendations for new courses, changes or revision of courses, or other modifications of curriculum. These recommendations must be approved by the Curriculum Committee prior to approval by the Board of Trustees and submission to the California Community Colleges Chancellor's Office as required.

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AP 4102 CAREER AND TECHNICAL EDUCATION PROGRAMS

References:

Title 5 Sections 55600 et seq.:

34 Code of Federal Regulations Part 600 (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.14

NOTE: This procedure is **legally required**. Local practice may be inserted here, which must address:

- Establishment of an appointment process for related advisory committees; and
- Provisions for documenting the competence of students completing career and technical programs.

Consistent with federal regulations pertaining to federal financial aid eligibility, the Vice President of Instruction will ensure that the College complies with the United States Department of Education's disclosure requirements for each of the District's gainful employment programs, by disclosing federally-mandated information about the programs to prospective students. The College shall make the required disclosures available to prospective students in promotional materials and on its website.

The Vice President of Instruction shall establish procedures to ensure that the District meets these reporting requirements whenever the College intends to add a new gainful employment program.

All career and technical education programs are required to have advisory committees and are required to have agendaized meetings at least once a year. Members of the advisory committee are selected by the appropriate department chair in consultation with the area dean. Provisions for documenting the competence of students completing career technical education programs is articulated in AP 4100 titled Graduation Requirements for Degrees and Certificates.

Board Approval of Programs

Career and technical education programs are sequences of courses that prepare students with the knowledge and skills that lead to entry-level employment. The Board of Trustees shall approve all programs identified within this category.

Responsibility for Student Outcomes

Each career and technical education program shall determine the student learning outcomes necessary for entry into employment and determine the methodology for assessing and documenting that students have attained these outcomes and are competent to enter employment.

Gainful Employment Requirements

1. Consistent with federal regulations pertaining to federal financial aid eligibility, the Vice Chancellor of Educational Services will ensure that the College complies with the United States Department of Education's disclosure requirements for each of the College's gainful employment programs, by disclosing federally-mandated information about the programs to prospective students.

2. The College shall make the required disclosures available to prospective students in promotional materials and on its website.

3. The Vice Chancellor of Educational Services shall establish procedures to ensure that the College meets these reporting requirements whenever the College intends to add a new gainful employment program.

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AP 4103 WORK EXPERIENCE

References:

Title 5 Sections 55250 et seq.

NOTE: *This procedure is **legally required** if the District permits work experience. Local practice may be inserted, but must involve:*

- *A plan is developed and submitted to the State Chancellor's Office, which includes;*
- *The systematic design of a program whereby students gain realistic learning experiences through work;*
- *A specific description of the respective responsibilities of the college, the student, the employer, and other cooperating agencies;*
- *Guidance services;*
- *A sufficient number of qualified academic personnel to direct the program;*
- *Processes that assure students' on-the-job learning experiences are documented with written measurable learning objectives, students are required to meet certain criteria and are evaluated, and the basis for awarding grades and credit is described;*
- *Adequate clerical and instructional services are provided*

NOTE: *In addition, procedures should address:*

- *Maintenance of records that include the type and units of work experience in which student is enrolled, where employed, job held, basis for determining student qualifications, statement of student hours worked, evaluation of performance, and that a work permit was issued.*
- *Supervising faculty must maintain records that show consultation with the employer and the student, evaluation of the student's achievement, and the final grade.*

To enroll in a work experience class a student must:

- Declare a major in the discipline of the work experience.
- Be enrolled in a minimum of seven or more units, including work experience classes.
- Be enrolled in a program leading to a career goal.
- Comply with requirements for earning credit for the class.

The maximum number of work experience units that may be earned is 16 semester units as specified by Title 5 Section 55253.

Grades are determined by the work experience instructor who may consult with the employer.

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AP 4104 CONTRACT EDUCATION

Reference:

Title 5 Section 55170

NOTE: This procedure is **legally advised**.

The District may contract for instructional classes to be offered at the request of public or private agencies or groups.

NOTE: The District may insert local practice here, which should include:

- Development, review, approval, and evaluation processes and criteria
- Criteria for and limits on contracts, including differentiation of courses for which state support is sought and those for which it is not.
- Ratification of contract by Board of Trustees.

Contract Education classes may be offered for credit or not-for-credit as requested by the outside agency.

The purpose of Contract Education is to help the college build capacity to deliver training and services that enhance businesses, the workforce, and the local economy. The strategic goals for contract education include: increase revenue to the college, increase System support for Economic and Workforce Development, and increase the retention of Economic and Workforce Development professionals.

No state apportionment shall be requested for classes compensated by another public or private agency, corporation, or other body or person.

An agreement between the DISTRICT and the identified COMPANY shall be developed and approved by the college Board of Trustees.

The agreement shall identify the classes to be taught and the amount of money to be paid to the college. No general fund money shall be utilized for contract education classes.

Credit courses offered through contract education shall be approved by the college curriculum committee in the same manner as all other credit classes are approved. If the course does not offer credit, no approval by the curriculum committee shall be required.

Admin 8/1/16
ChC 8/16/16

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AP 4232 PASS/NO PASS

Reference:

Title 5 Section 55022

NOTE: This procedure is **legally advised** if the District offers courses for pass/no pass basis. Local practice may be inserted, but should comply with the following.

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

- Courses in which all students are evaluated on a "pass/no pass" basis.
- Courses in which each student may elect on registration to take the course on a "pass/no pass" basis.

A student electing to be evaluated on the "pass/no pass" basis will receive both course credit and unit credit upon satisfactory completion of the course. In computing a student's grade-point average, grades of "pass/no pass" are omitted.

A pass grade is granted for performance that is equivalent to the letter grade of "C" or better. A student who fails to perform satisfactorily will be assigned a "no pass" grade.

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

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AP 4610 INSTRUCTIONAL SERVICE AGREEMENTS

References:

Education Code Section 78015;
Title 5 Sections 51006, 53410, 55002, 55005, 55300-55302, 55600 et seq.,
55805.5, 58051(c) – (g), 58051.5, 58055, 58056, 58058(b), and 58100-58110

NOTE: *This procedure is **legally advised**. The following list includes criteria found in other sample administrative procedures. The District may choose to refer to other procedures or repeat criteria within this procedure. Insert local practice, which should address the following and be used as a guide in the preparation of agreements or contracts.*

- *Delegation of responsibility for instructional service agreements*
- *Compliance with relevant policies and procedures,*
- *The responsibility of the governing board, prior to establishing a career/technical program, to conduct a job market study of the labor market area, and determine whether or not the results justify the proposed career/technical program;*
- *A written agreement or contract with the contractor stating the responsibilities of each party and that the college or district is responsible for the educational program conducted on site;*
- *The inclusion of procedures, terms and conditions relating to: 1) enrollment period; 2) student enrollment fees; 3) the number of class hours sufficient to meet the stated performance objectives; 4) supervision and evaluation of students; and 5) withdrawal of students prior to completion of a course or program.*

The agreement/contract shall contain terms and conditions relating to cancellation and termination of the arrangement.

Instruction claimed for apportionment under the agreement/contract, shall be under the immediate supervision and control of an employee of the District who has met the minimum qualifications for instruction.

Where the instructor is not a paid employee, the District College shall have a written agreement or contract with each instructor conducting instruction for which full-time employees are to be reported and stating that the District College has the primary right to control and direct the instructional activities of the instructor.

The District College shall list the minimum qualifications for instructors teaching these courses and that the qualifications are consistent with requirements in other similar courses given in the District.

The course must be held at facilities which are clearly identified as being open to the general public. Enrollment in the course must be open to any person who has been admitted to the District College and has met any applicable prerequisites. The District College policy on open enrollment must be published in the district College catalogue, schedule of classes, and any addenda to the schedule of classes, along with a description of the course and information about whether the course is offered for credit and is transferable.

Degree and certificate programs must have been approved by the California Community Colleges Chancellor's Office and courses that make up the programs must be part of the approved programs, or the District must have received delegated authority to approve those courses locally.

The courses of instruction are specified in the agreement, the outlines of record for such courses and are approved by the District curriculum committee as meeting Title 5 course standards, and the courses have been approved by the district board of trustees.

Procedures used by the District Colleges to assure that faculty teaching different sections of the same course, teach in a manner consistent with the approved outline of record for that course are applied to courses and faculty covered under the agreement and students are held to a comparable level of rigor.

Records of student attendance and achievement shall be maintained by the Colleges District. Records will be open for review at all times by officials of the District and submitted on a schedule developed by the Colleges District.

It is agreed that both contractor and the District College shall insure that ancillary and support services are provided for the students.

The District must certify that it does not receive full compensation for the direct education costs of the course from any public or private agency, individual or group.

The District is responsible for obtaining certification verifying that the instructional activity to be conducted will not be fully funded by other sources.

The District shall comply with the requirements of Title 5 Sections 55230-55232 concerning approval by adjoining high school or community college districts and use of non-district facilities, if classes are to be located outside the boundaries of the District.

Admin 8/1/16
ChC 8/16/16

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BP 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT

References:

Education Code Sections 70901(b), 70902(b), and 78016;

Title 5 Sections 51000, 51022, 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;

WASC/ACCJC Accreditation Standards II.A and II.A.9

NOTE: This policy is **legally required**. The following language in red ink indicates that the Board retains authority to approve new programs and courses, and delete programs, and delegates the authority for all other actions to the District Chancellor. It is the option that is legally advised, but options that delegate all authority to the District Chancellor or that require Board approval for new courses and deleted courses are legal. However, it is suggested that the Board not require program or course modifications be submitted to them for approval.

The portion of this policy regarding **credit hour definition** is **legally required** in an effort to show good faith compliance with the applicable federal regulations.

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 or designee shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures shall include:

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

All new programs and program deletions 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 Colleges within the District shall assess and designate each of its programs as either a "credit hour" program or a "clock hour" program.

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

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

NOTE: The language contained in current KCCD Policies 4B1, 4B2, and 4B4 is shown as struck below as this prescriptive language has been moved to the related administrative procedures (AP 4020 titled Program, Curriculum, and Course Development as well as AP 4022 titled Course Approval).

❖ From current KCCD Policy 4B1 titled Educational Programs

~~The educational programs of the Colleges shall reflect the goals and objectives of the institutions.~~

~~4B1A—Each College shall have on file with the District Office and the California Community Colleges Chancellor's Office an Academic Master Plan. Revisions to the Academic Master Plan must be approved by the District Chancellor, the Board of Trustees and the California Community Colleges Chancellor's Office. (Title 5, Section 51008)~~

~~4B1B College educational programs not previously authorized must be approved by the District Chancellor, the Board of Trustees and the Chancellor of the California Community Colleges prior to offering. Approval shall be requested on forms provided by the State Chancellor's office in accordance with state law. (Title 5, Section 55130)~~

~~4B1C College credit courses not part of an existing program referred to as stand-alone courses must be approved by the Curriculum Committee, the appropriate Chief Academic Officer, and the College President and approved by the Board of Trustees upon the recommendation of the Chancellor or designee. The Board shall ensure that:~~

- ~~• 4B1C1 The District submits a certification by September 30th of each year verifying that the persons who will serve on the Curriculum Committee and others who will be involved in the curriculum process at each college within the District for that academic year have received training consistent with the guidelines prescribed by the State Chancellor on the review and approval of stand-alone courses not part of educational programs.~~
- ~~• 4B1C2 No course which has previously been denied separate approval by the California Community Colleges Chancellor's Office as a stand-alone course may be offered unless the proposed course has been modified to adequately address the reasons for denial and has been subsequently reapproved by the College Curriculum Committee and approved by the Board of Trustees.~~
- ~~• 4B1C3 A group of stand-alone credit courses that are not part of an existing program which total eighteen (18) or more semester units in a single four-digit Taxonomy of Programs code are not linked to one another by means of prerequisites or co-requisites.~~
- ~~• 4B1C4 No student may be permitted to count eighteen (18) or more semester units of stand-alone credit courses not part of an existing program toward satisfying the requirements for a certificate or completion of an associate degree.~~
- ~~• 4B1C5 The District shall report all stand-alone credit courses to the California Community Colleges Chancellor's Office Management Information System.~~
- ~~• 4B1C6 Effective January 1, 2013, or earlier, the District shall separately submit for approval by the California Community Colleges Chancellor all non-degree applicable credit courses and individual degree-applicable credit courses which are not part of any approved educational program.~~

~~4B1D College credit courses not previously offered, but part of an approved program, shall be submitted by the Curriculum Committee and the appropriate Chief Academic Officer, to the College President for recommendation to the District Chancellor and approval of the Board of Trustees prior to offering in an advertised schedule.~~

~~4B1E Non-credit courses recommended by the Curriculum Committee and the College President to the District Chancellor and the Board of Trustees for approval, shall comply with the following conditions:~~

~~Non-credit courses are submitted for approval by the California Community Colleges Chancellor's Office.~~

~~Course outlines shall be on file in the College's Curriculum Office and the District Office of the Vice Chancellor, Educational Services.~~

~~Each College shall keep current records and reports as may be required by the State Chancellor.~~

~~In order to be eligible for enhanced funding, a career development or college preparation non-credit course must be part of a program or sequence of courses approved by the State Chancellor.~~

~~4B1F Community Service offerings may be developed by the District as long as they are not referred to as non-credit courses.~~

~~4B1G Contract education courses may be offered by the District.~~

❖ From current KCCD Policy 4B2 titled Courses

Courses

~~Course additions, deletions, and modifications shall be determined through established College procedures.~~

~~4B2A The courses of the Colleges shall be of high quality, relevant to the community and student needs, and evaluated regularly to ensure quality and currency.~~

~~4B2B 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;~~
- ~~• Appropriate notice and involvement of the affected parties in all of the processes;~~
- ~~• Regular review and justification of course description;~~
- ~~• Opportunities for training for 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.~~

~~4B2C In addition to course additions, deletions, and modifications initiated by the College procedures, College or District administration may initiate the appropriate College procedures.~~

~~4B2D Final recommendations for course additions, deletions, and modifications shall be recommended to the College 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.~~

❖ From current KCCD Policy 4B4 titled Programs

Programs

~~Program additions and modifications shall be determined through established College procedures. (Revised February 5, 2009)~~

~~4B4A The programs of the Colleges shall be of high quality, relevant to the community and student needs, and evaluated regularly to ensure quality and currency.~~

~~4B4B College procedures for program additions and modifications 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;~~
- ~~• Appropriate notice and involvement of the affected parties in all of the processes;~~
- ~~• Regular review and justification of programs and program descriptions;~~
- ~~• Consideration of job market and other related information for vocational and occupational programs;~~
- ~~• Rationale for the program additions and modifications; and~~
- ~~• Consideration of the impact of the proposed additions and modifications.~~

~~4B4C In addition to program additions and modifications initiated by the College procedures, College or District administration may also initiate the appropriate College procedures.~~

~~4B4D Final recommendations for program additions and modifications shall be recommended to the College 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 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 P~~rocedures 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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BP 4106 NURSING PROGRAMS

References:

Education Code Sections 66055.8, 66055.9, 70101-70107, 70120, 70124, 70125, 70128.5, 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: The following **only applies if** the District has decided to use a multi-criteria screening process.

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 only need to complete the coursework necessary for licensing as a registered nurse.

The Colleges within 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.

NOTE: The language in current Kern CCD Policies 4G and 4H1 is very prescriptive. Consider striking it from current board policy and codifying it in allied health program applications for admission, the college catalog, and/or on the allied health website.

- ❖ **From current KCCD Policy 4G titled Drug and Alcohol Screening for Students in Allied Health Programs**

Drug and Alcohol Screening for Students in Allied Health Programs
(Added November 19, 1992)

~~4G1 As a condition of admission to any Allied Health Program, with a clinical component, in the Kern Community College District, all students are required to submit to and pass a designated drug and alcohol screen.~~

~~4G2 If the Kern Community College District has a contractual arrangement with an outside organization and the outside organization requires drug screening of Allied Health Program students in that contractual program, these students must submit to and pass a drug screen.~~

~~4G3 All Allied Health Program students must sign a statement that they agree to immediate monitored drug and alcohol testing at College expense upon request of a program instructor and/or the director of the program at any time while a student is in the program. Drug and alcohol screening shall be requested whenever there is reasonable suspicion that a student is under the influence of alcohol or drugs.~~

~~4G3A Students with verified positive test results for alcohol, any illegal drug, or the abuse of prescribed or over-the-counter medication or mind altering substances will be dropped from the program. Readmission will be contingent upon satisfactory completion of an approved rehabilitation program.~~

~~4G3B If a student who has been readmitted after successfully completing a rehabilitation program fails a subsequent drug or alcohol test, the student will be dropped from the program and will be disqualified for readmission.~~

~~4G3C All information regarding drug and alcohol testing and resulting rehabilitation will be kept confidential and will be maintained in a file separate from the students' regular file in the office of the director of the program.~~

~~4G4 Each College shall develop procedures to implement Policy 4G.~~

❖ From current KCCD Policy 4I titled Criminal Background Checks

Criminal Background Checks

(Revised December 13, 2007)

4I1 Students in Allied Health Clinical Programs

~~4I1A As a result of safety considerations and facility limitations, and pursuant to standards of the Joint Commission on Accreditation of Healthcare Organizations, enrollment in Allied Health Program courses involving placement in clinical facilities is limited to those students who undergo a criminal background check, which does not disclose certain convictions and pending charges. Background checks are required for registration in clinical courses, but are not required as a condition of enrollment in the Allied Health Program. A student who does not remain continuously enrolled in the~~

~~Allied Health Program will be required to undergo a new criminal background check upon re-enrollment.~~

~~Students admitted to an Allied Health Program that will require a criminal background check for enrollment in the clinical phases of this Program at some future date, must be properly notified at the time of admission to the Program that this background check is a requirement for clinical phases of the program.~~

~~411B Students seeking to enroll in Allied Health clinical programs 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 clinical facility, as necessary). For students under age 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 course involving placement in a clinical facility 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.~~

~~411C Students will not be permitted to enroll in Allied Health courses involving placement in a clinical facility if a criminal background check discloses a conviction (or a pending charge) for an offense for which (1) the clinical facility's policy does not permit participation, or (2) the law does not permit participation. If a participating alternate clinical facility is available, the policy of which would not bar the student's participation, the District shall make an effort to place the student in the alternate facility, assuming the student qualifies and space is available.~~

~~411D Students who are not permitted to enroll in a clinical course as a result of the enrollment limitation described in this Board Policy, but who provide satisfactory evidence that they should be permitted to enroll, may seek entry into the course according to a challenge process as described in Board Policy 4A4B.~~

~~411E The District may charge participating students a fee to cover the cost of obtaining and processing a criminal background check if the student does not wish to obtain his or her own background check.~~

Also see BP/AP 3550 titled Drug Free Environment and Drug Prevention Program

Kern Community College District
Board Policy
Chapter 4 – Academic Affairs

BP 4700 CONTROVERSIAL ISSUES IN CURRICULUM

References: None

NOTE: *This policy is unique to the Kern Community College District.*

❖ **From current KCCD Policy 4B11 titled Controversial Issues in Curriculum**

~~All criticisms of the curriculum, publications, or instructional materials authorized for use in the Kern Community College District which are directed to the attention of the Board of Trustees or the College administration must be presented in writing so that proper consideration and reply can be made. This policy also applies to textbooks, library books or materials, magazines, audio visual aids, courses of study, or instructional guides.~~

~~4B11A Criticisms in writing must include specific reference to titles, authors, publishers, and page numbers of each individual item against which charges are made.~~

~~4B11B When such criticisms are referred to the District Chancellor, the Board of Trustees shall be notified and a committee of College personnel may be assigned to study and report on the criticisms. Interested lay citizens may be consulted. Results of such a study shall then be reported to the Board of Trustees for further action.~~

~~4B11C 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

Admin 8/1/16
ChC 8/16/16

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

BP 4021 PROGRAM DISCONTINUANCE

References:

Education Code Section 78016;
Title 5 Sections 51022 and 55130;
WASC/ACCJC Accreditation Standard II.A.15

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

Each college recognizes that curriculum and course offerings must be responsive to the needs of the students and the community, and further that they must support the mission of the District and the goals of individual programs as these are identified in the official planning documents of the college (recent program review, discipline plan, college educational master plan, strategic plan, etc.). As the needs of the students and community changes, the content and make-up of the educational programs must undergo regular review for appropriateness and effectiveness including both qualitative and quantitative measures. The Board of Trustees is required to review Career Technical Education programs every two years.

Note: *The language contained in current KCCD Policy 4B6 is shown as stuck below as this prescriptive language has been moved to the related administrative procedure (AP 4021 titled Program Discontinuance).*

❖ From current KCCD Policy 4B6 titled Program Discontinuance

~~Program discontinuance shall be determined through established College procedures.
(Revised February 5, 2009)~~

~~4B6A College procedures for program discontinuance 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;~~
- ~~• Appropriate notice and involvement of the affected parties in all of the processes;~~
- ~~• Plan and schedule for implementing the program deletion;~~

- ~~• Consideration of job market and other related information for vocational and occupational programs;~~
- ~~• Rationale for the program deletion; and~~
- ~~• Consideration of the impact of the proposed deletion with evidentiary support.~~

~~4B6B The procedure for discontinuance of vocational or occupational programs should include:~~

- ~~• Process for reviewing such programs every two (2) years to ensure they meet legal standards; and,~~

~~4B6C In addition to program discontinuance initiated by the College procedures, the College or District administration may also initiate the appropriate College procedures.~~

~~4B6D Final recommendations for program discontinuance shall be recommended to the College 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.~~

- ~~• Discontinued programs may also be deleted subject to review.~~
- ~~• Process for termination of program by the Board of Trustees if legal and other District standards are not met.~~

Kern Community College District
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Chapter 4 – Academic Affairs

AP 4021 PROGRAM DISCONTINUANCE

References:

Education Code Section 78016;

Title 5 Sections 51022 and 55130;

WASC/ACCJC Accreditation Standard II.A.15

NOTE: A procedure for discontinuance of career and technical programs is **legally required**. Procedures for discontinuance of other programs are **suggested as good practice**. Insert local practice.

The procedure for discontinuance of career and technical programs should include a process for:

- Reviewing such programs every two years to ensure they meet legal standards.
- Terminating programs by the Board of Trustees if legal and other District standards are not met.

NOTE: The language in **black ink** (immediately below) is from current KCCD Policy 4B6 due to the details contained therein.

Program discontinuance shall be determined through established college procedures.

College procedures for program discontinuance 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;
- Appropriate notice and involvement of the affected parties in all of the processes;
- Plan and schedule for implementing the program deletion;
- Consideration of job market and other related information for vocational and occupational programs;
- Rationale for the program deletion; and
- Consideration of the impact of the proposed deletion with evidentiary support.

The procedure for discontinuance of vocational or occupational programs should include:

- Process for reviewing such programs every two years to ensure they meet legal standards; and,

In addition to program discontinuance initiated by the college procedures, the college or District administration may also initiate the appropriate college procedures.

Final recommendations for program discontinuance shall be recommended to the College 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.

- Discontinued programs may also be deleted subject to review.
- Process for termination of program by the Board of Trustees if legal and other District standards are not met.



Admin 8-1-16

BP 4025 (new)

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

**BP 4025 PHILOSOPHY AND CRITERIA FOR ASSOCIATE DEGREE
AND GENERAL EDUCATION**

References:

Title 5 Section 55061:
WASC/ACCJC Accreditation Standard II.A

NOTE: This policy is **legally required**. The following philosophy is taken from Title 5 Section 55061, which is the policy of the Board of Governors and is provided only as an example. The District should define and insert its own philosophy and criteria.

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

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

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

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

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

The District Chancellor or designee shall establish procedures to assure that courses used to meet general education and associate degree requirements meet the standards in this policy. The procedures shall provide for appropriate Academic Senate involvement.

Kern Community College District
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Chapter 4 – Academic Affairs

**AP 4025 PHILOSOPHY AND CRITERIA FOR ASSOCIATE DEGREE
AND GENERAL EDUCATION**

References:

Title 5 Section 55061:
WASC/ACCJC Accreditation Standard II.A

NOTE: *This procedure is **legally required**. Local practice may be inserted here.*

The philosophy and criteria for the associate degree and general education should address the considerations contained in the references listed below. These include, but are not limited to:

- The programs of the District are consistent with the institutional mission, purposes, demographics, and economics of its community.
- The philosophy and criteria regarding the associate degree references the policy of the Board of Governors that the associate degree symbolizes a successful attempt to lead students through patterns of learning experiences designed to develop certain capabilities and insight, including:
 - the ability to think and communicate clearly and effectively orally and writing;
 - use mathematics;
 - understand the modes of inquiry of the major disciplines;
 - be aware of other cultures and times;
 - achieve insights gained through experience in thinking about ethical problems; and
 - to develop the capacity for self-understanding.

The philosophy and criteria regarding general education references the policy of the Board of Governors that general education should lead to better self-understanding, including:

- General education is designed to introduce students to the variety of means through which people comprehend the modern world.

- General education introduces the content and methodology of the major areas of knowledge and provides an opportunity for students to develop intellectual skills, information technology facility, affective and creative capabilities, social attitudes, and an appreciation for cultural diversity.

**Optional

Process to determine that a course meets the general education requirement.

Courses proposed for General Education are reviewed annually by each College's Curriculum Committee. The Curriculum Committee reviews and evaluates new or revised general education courses based on baccalaureate transfer requirements (CSU-GE Breadth or IGETC) or the local general education patterns designed to meet the associate degree requirements.

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BP 4030 ACADEMIC FREEDOM

References:

Title 5 Sections 51023:

WASC/ACCJC Accreditation Standard I.C.7 and Accreditation Eligibility Requirement 20

NOTE: *The Board of Trustees is **legally required** to adopt a statement of academic freedom. The District should insert its current policy as developed collegially with the Academic Senate or collectively bargained, in this section.*

❖ From current KCCD Policy 11E1 titled Respect for Persons and Academic Freedom

11E1A 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 not participate in or accept, condone, or tolerate physical or verbal forms of aggression, threat, harassment, ridicule, or intimidation. The District is an institution of higher education and especially values a spirit of free inquiry and free speech. The District encourages the expression of a range of points of view, but we expect all expressions of content to be conducted in a manner respectful of persons. The District nurtures an atmosphere of mutual respect by treating everyone with dignity, even when the values, beliefs, or behavior of a person or group is different from our own. The District recognizes this foundation of mutual respect to be the basis of civil discourse in an academic environment.

11E1B The District further protects the dignity of persons by maintaining the boundaries of both necessary and appropriate confidentiality, and by prohibiting the exploitation of all persons through sexual harassment or financial, professional, or any other form of exploitation. The District seeks to develop policies, procedures, and practices which are both compassionate and fair. In order to assure that we are fair in our policies, procedures, and practices regarding the dignity and worth of persons, the District specifically prohibits discrimination based on race, color, ethnic group identification, ancestry, religion, gender, sexual orientation, national origin, age, and physical or mental disability. While this prohibition is necessary, it is the genuine valuing of diversity that serves to create the general atmosphere in which persons can thrive and realize their potential.

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



AP 4030

Kern Community College District
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AP 4030 — ACADEMIC FREEDOM

References:

Title 5 Section 51023;

ACCJC Accreditation Eligibility Requirement 20;

ACCJC Accreditation Standard I.C.7 (formerly II.A.7)

NOTE: *This procedure is optional so long as there is a Board Policy in place which complies with Title 5 and the accreditation standard. Local practice may be inserted here to implement board policy, if necessary.*

To be Deleted – Not Necessary

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

BP 4040 LIBRARY AND LEARNING SUPPORT SERVICES

References:

Education Code Section 78100;

Civil Code Section 1798.90 (Reader Privacy Act);

WASC/ACCJC Accreditation Standard II

NOTE: *The language in red ink 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.

NOTE: *The language contained in current KCCD Policy 3A11 is shown as struck below as this prescriptive language has been moved to the related administrative procedure (AP 4040 titled Library and Learning Support Services).*

❖ From current KCCD Policy 3A11 titled Library

~~3A11A The responsibility for the acquisition or withdrawal of library materials rests with the College President or designee. The head librarian at each College has the primary responsibility for the withdrawal of obsolete and/or damaged materials from the library.~~

~~3A11B Materials shall be disposed of in a manner which may be economically feasible and may be beneficial to groups, institutions, and individuals.~~

Kern Community College District
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4040 LIBRARY AND LEARNING SUPPORT SERVICES

References:

Education Code Section 78100;

Civil Code Section 1798.90 (Reader Privacy Act);

WASC/ACCJC Accreditation Standard II.B

NOTE: *Every District must provide a library and may provide other learning support services. Local practice may be inserted here.*

*The language in **black ink** (immediately below) is from current KCCD Policy 3A11 and was moved to this administrative procedure due to the details contained therein.*

The responsibility for the acquisition or withdrawal of library materials rests with the College President or designee. The head librarian at each college has the primary responsibility for the withdrawal of obsolete and/or damaged materials from the library.

Materials shall be disposed of in a manner which may be economically feasible and may be beneficial to groups, institutions, and individuals.

❖ From current KCCD Procedure 3A7 titled Selection of Library Materials

~~Selection of Library Materials~~

~~Responsibility for Selection~~ Responsibility for Selection of Library Materials

The basic responsibility for the selection of library materials rests with the professional staff of the Colleges. The head librarian at each College has the primary responsibility for maintaining and augmenting the library collection. Recommendations for purchases shall be made directly to the librarian.

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

BP 4050 ARTICULATION

Rely Primarily Upon the Advice and Judgment

References:

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

NOTE: *The language in the paragraph below (in red ink) 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-level institutions.

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

The procedures also may 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.

NOTE: *The language contained in current KCCD Policy 4B7 is shown as struck below as this prescriptive language has been moved to the related administrative procedure (AP 4050 titled Articulation).*

❖ From current KCCD Policy 4B7 titled Articulation

~~The Colleges may articulate programs and courses with high schools, limited to Career and Technical Education courses (Tech Prep), and with four-year (4-year) institutions. (Revised February 5, 2010)~~

~~4B7A Articulation agreements shall identify Kern Community College District Board of Trustees approved courses that are comparable and transferable between the community colleges and high schools or four-year (4-year) institutions. Articulation agreements may include, but shall not be limited to, general education requirements,~~

~~major subject prerequisites, departmental requirements, and co-enrollment arrangements.~~

~~4B7B Articulation of courses and programs with four-year (4-year) institutions shall be the responsibility of the College President or designee. Individual articulation agreements shall be updated and maintained on file at each College.~~

~~4B7C Articulation of courses and programs with high schools shall be the responsibility of the College President or designee. A plan for articulation shall be developed and implemented at each College.~~

~~4B7D An articulated high school course is one that the faculty of the college in the appropriate discipline, using procedures developed by the Curriculum Committee, have determined to be comparable to a specific college course that has been recommended by the Curriculum Committee, and approved by the Board of Trustees.~~

~~4B7E Articulated high school courses may be applied to college requirements in lieu of comparable college courses to partially satisfy:~~

- ~~1. The requirements for a certificate program, including the total number of units required for a certificate;~~
- ~~2. The major requirements in a degree program.~~

~~4B7F Articulated high school courses used to partially satisfy certificate or major requirements shall be clearly noted as such on the student's academic record only if the comparable college courses have been successfully completed, or if credit for these comparable college courses has been earned via credit by examination.~~

~~With respect to articulated high school courses, credit by examination will only be granted when the final examination for the high school course has the approval of knowledgeable college faculty in the same field, and the student passes this examination with a satisfactory grade ("A", "B", or "C" level).~~

~~4B7G Except through credit by examination, articulated high school courses may not be used to satisfy:~~

- ~~1. The requirement that students complete at least 60 units in order to receive an associate degree;~~
- ~~2. Any general education requirement for the associate degree.~~

Kern Community College District
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AP 4050 ARTICULATION

References:

Education Code Section 66720-66744:

Title 5 Section 51022(b):

ACCJC Accreditation Standard II.A.10

NOTE: *This procedure is **legally required**. Districts may insert local practice here, which, as good practice, should address designated responsibility and processes for the development, maintenance, and distribution of articulation agreements.*

Procedures may also identify schools and baccalaureate-level institutions with which the institution articulates that are not geographically proximate (as required by law) but that are determined to be appropriate and advantageous for the college.

NOTE: *The language shown in **black ink** below is from current KCCD Policy 4B7 and was moved to this new administrative procedure due to the detailed language contained therein.*

The colleges may articulate programs and courses with high schools, limited to Career and Technical Education courses (~~Tech-Prep~~), and with four-year (4-year) institutions.

Articulation agreements shall identify Kern Community College District Board of Trustees approved courses that are comparable and transferable between the community colleges and high schools or four-year (4-year) institutions. Articulation agreements may include, but shall not be limited to, general education requirements, major subject prerequisites, departmental requirements, and co-enrollment arrangements.

Articulation of courses and programs with four-year (4-year) institutions shall be the responsibility of the College President or designee. Individual articulation agreements shall be updated and maintained on file at each college.

An articulated high school course is one that the faculty of the college in the appropriate discipline, using procedures developed by the Curriculum Committee, have determined to be comparable to a specific college course that has been recommended by the Curriculum Committee, and approved by the Board of Trustees.

Articulated high school courses may be applied to college requirements in lieu of comparable college courses to partially satisfy:

3. The requirements for a certificate program, including the total number of units required for a certificate;
4. The major requirements in a degree program.

Articulated high school courses used to partially satisfy certificate or major requirements shall be clearly noted as such on the student's academic record only if the comparable college courses have been successfully completed, or if credit for these comparable college courses has been earned via credit by examination.

With respect to articulated high school courses, credit by examination will only be granted when the final examination for the high school course has the approval of knowledgeable college faculty in the same field, and the student passes this examination with a satisfactory grade ("A", "B", or "C" level).

Except through credit by examination, articulated high school courses may not be used to satisfy:

3. The requirement that students complete at least 60 units in order to receive an associate degree;
4. Any general education requirement for the associate degree.

Kern Community College District
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BP 4060 DELINEATION OF FUNCTIONS AGREEMENTS

References:

Education Code Sections 8535 and 8536

NOTE: *The language in red ink is **suggested as good practice/optional**, but it is **legally advised** if the District engages in adult noncredit instruction.*

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 District Chancellor shall present an appropriate memorandum of understanding to the Board of Trustees for approval.

Admin 5/16/16

ChC 5/17/16

Delete - Not Necessary

Kern Community College District
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4060 DELINEATION OF FUNCTIONS AGREEMENTS

References:

Education Code Sections 8535 and 8536

NOTE: This procedure is **optional**, but it is **legally advised** if the District engages in adult noncredit instruction. Insert local practice here, if any, regarding memoranda of understanding related to noncredit continuing education programs.

Whenever the District is approached by another educational agency (public school district or community college district) to assume responsibility for any or all of that agency's adult education apportionment, the following procedure will be implemented.

The Chief Instructional Officer will receive the proposal from the requesting school district, containing a list of the courses that it wishes to transfer to the District, as well as an enrollment history for these courses for the last two years.

The Chief Instructional Officer will forward the proposal to the Curriculum Committee for review to determine whether the proposed classes fit within the District's mission and curriculum. Such review would consist of, but not be limited to, information on course titles, course content, projected enrollment, and faculty credential requirements. The Curriculum Committee will present the proposal to the Chief Instructional Officer for review with a recommendation about whether or not the proposed transfer should be accepted.

If approved by the Chief Instructional Officer, a memorandum of understanding specifying a Delineation of Functions Agreement will be developed jointly with the requesting school district. The agreement shall contain all legal and contractual obligations of either or both districts under the program with appropriate time requirements. Furthermore, the written transfer agreement shall specify 1) that only courses that qualify as community college noncredit education under Education Code, Section 84711 shall be transferred and 2) the number of FTES proposed to be transferred from the district with the existing program.

The memorandum of understanding specifying the Delineation of Functions Agreement will be submitted to the Board of Trustees for approval.

If approved by the Board, appropriate paperwork and reports required by the California Community Colleges Chancellor's Office will be completed and submitted for implementation.

Admin 5/16/16
ChC 5/17/16
ChC 8/16/16

Delete - Not Necessary

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

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 \$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.

Kern Community College District
Administrative Procedure
Chapter 4 – Academic Affairs

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

- Students who have been admitted to one of the colleges in the District are eligible to apply to audit courses at the college to which they have been admitted.
- Students must meet all course prerequisites. It is the responsibility of the student to provide the instructor with documentation that the prerequisite(s) has been satisfied.
- Auditing enrollment is permitted only on a space available basis.
- 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

- 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 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 for students who audit: including attendance, participation, assignments, and the evaluation of course work.

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Chapter 4 – Academic Affairs

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 offers Independent Study courses allowing students the opportunity to explore a subject in greater depth. The District Chancellor 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 **IN PART** 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 immediate need due to circumstances beyond their control as determined by the College Vice Presidents, Academic Affairs, 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.~~

Admin 5/16/16
ChC 5/17/16
ChC 8/16/16

Delete - Not Necessary

Kern Community College District
Administrative Procedure
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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, Academic Affairs, 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.

NOTE: The detailed language below is from current KCCD Policy 4B8 titled Independent Study.

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 division dean. 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 4105 DISTANCE EDUCATION

References:

Title 5 Sections 55200 et seq.;
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 the Kern Community College District.*

❖ From current KCCD Policy 4B3 titled Distance Education

4B3A Distance Education means instruction in which the instructor and the student are separated by distance and interact through the assistance of communication technology.

4B3B The same standards and judgment of course quality shall be applied to any portion of a course through distance education as are applied to traditional classroom courses.

4B3C Any portion of a course conducted through distance education must include regular effective contact between instructor and students through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, correspondence, voice mail, e-mail, or other activities.

4B3D 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 College and District course approval procedures.

4B3E Instructors of course 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 number of students assigned to any one 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 courses provided through distance education may be reviewed by the Curriculum 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.

~~4B3E~~ Attendance accounting shall be consistent with the California Community Colleges Chancellor's Office Student Attendance Accounting Manual for calculating Distance Education FTES. ~~(See Procedure 4B3)~~

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AP 4105 DISTANCE EDUCATION

References:

Title 5 Sections 55200 et seq.:

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: The following procedural language is **legally required** if the District has implemented distance education courses. Local practice may be inserted, but **must include the following minimum requirements contained in Title 5**. The Policy & Procedure Service carefully monitors legal language requirements pertaining to distance education and has updated/revised its distance education template seven times (in 7/02, 8/03, 8/06, 8/07, 2/08, 7/11, 4/15).

Definition

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

Course Approval

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

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in AP 4020 titled Program and Curriculum Development. Distance education courses shall be approved under the same conditions and criteria as all other courses.

Certification

When approving distance education courses, the Vice President of Instruction will certify the following:

Course Quality Standards: The same standards of course quality are applied to the distance education courses as are applied to traditional classroom courses.

Course Quality Determinations: Determinations and judgments about the quality of the distance education course were made with the full involvement of the curriculum committee approval procedures.

Instructor Contact

Each section of the course that is delivered through distance education will include regular effective contact between instructor and students.

Duration of Approval

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

NOTE: This procedural language is **legally required** in an effort to show good faith compliance with the applicable federal regulations if the District offers distance education or correspondence education.

Consistent with federal regulations pertaining to federal financial aid eligibility, the College must authenticate or verify that the student who registers in a distance education or correspondence education courses is the same student who participates in and completes the course or program and receives the academic credit. The College will provide to each student at the time of registration, a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any.

The Vice President of Instruction shall utilize one or more of these methods to authenticate or verify the student's identity:

NOTE: Insert local practice here: the following approaches are specifically referenced in the federal regulation as appropriate. The key is to utilize an accepted procedure for verifying a student's identity.

- secure credentialing/login and password;
- proctored examinations; or
- new or other technologies and practices that are effective in verifying student identification.

The Vice President of Instruction shall establish procedures for providing a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any, to each student at the time of registration.

❖ **From current KCCD Procedure 4B3 titled Distance Education**

The faculty member teaching an online or hybrid (face-to-face and online credit instruction) course shall engage in regular and effective student contact:

- a. Respond to student questions, emails, and other communications within 48 hours, Saturdays, Sundays, non-instructional days and leave days excepted;
- b. Regularly (at least twice a week) initiate contact with students in the online classroom;
- c. Monitor student-to-student interaction in classroom activities requiring interaction;
- d. Select and incorporate some combination of the following student authentication strategies to verify student identity or authenticate the originality of work.
 1. Use proctors for tests and require id's.
 2. Use an originality tool to prevent plagiarism.
 3. Become familiar with students' individual writing styles by requiring a variety of writing tasks, such as discussion forums, paragraph-length answers on exams, and formal research papers.
 4. Require specific research paper topics for which the instructor knows the secondary sources thoroughly.
 5. Employ a lock-down browser system, to prevent students from exiting the exam and surfing the web for answers.
 6. Design test questions to be randomly drawn from banks of questions and shuffled so that each student gets a different set of questions.
 7. Design tests to be open-book but with a limited amount of time to complete.
 8. Require forced completion on exams so student cannot re-enter a test.
 9. Set a short window for testing completion, i.e., one or two days to take an exam rather than a week.

10. Create a unique password for each exam.

- e. Provide information to students regarding items 1 – 4 above on the class syllabus.
- f. The faculty member teaching an online or hybrid course shall include all course syllabus information as described in the CCA contract within the District's adopted class management system and likewise shall conduct all discussion forums, wikis, and other student-to-student class interactivity entirely within the class management system.

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BP 4110 HONORARY DEGREES

References:

Education Code Sections 70902 and 72122

NOTE: *The following language in red ink applies **only if** the Board of Trustees has determined to offer honorary degrees.*

❖ From current KCCD Policy 4D4 titled Honorary Degrees

Honorary Degrees

(California Education Code, Sections 70902 and 72122) (Revised December 11, 2008)

4D4A The Board of Trustees may award an honorary associate degree to an individual who has distinguished himself/ or herself in a manner that the Board of Trustees regards as worthy of recognition. See Procedure 4D4 of this Manual for procedures on Honorary Degrees.

Honorary degrees may be awarded at commencement or some other equally appropriate time. Persons receiving honorary degrees must be approved by the Board of Trustees.

4D4A1 Criteria for awarding the honorary degree include the following:

- Extraordinary support of the district or its colleges to further its programs, activities, or capital construction
- Extraordinary service to the community served by the district or its colleges
- Extraordinary achievement in the individual's chosen field of endeavor

4D4A2 Pursuant to Education Code Section 72122, tThe Board of Trustees may hold closed sessions to consider the conferring of honorary degrees. (California Education Code, Section 72122)

The District Chancellor or designee shall establish procedures that include details for the nomination and selection of honorary degree candidates.

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AP 4110 HONORARY DEGREES

References:

Education Code Sections 70902 and 72122

NOTE: This procedure is **optional** and applies only if the Board of Trustees has adopted a policy that allows for honorary degrees. Local practice may be inserted here.

❖ **From current KCCD Procedure 4D4 titled Honorary Degrees**

~~Procedures for~~ **Honorary Degree Nominations and Selection:**

Nominations for recipients of honorary degrees must be submitted in writing to the College President by February 1st for consideration for the May graduation ceremony.

1. The written statement must adhere to the criteria for awarding honorary degrees and include:
 - a. Name and contact information of person making nomination
 - b. Name of nominee
 - c. Clear explanation of why the individual should be awarded an honorary degree
2. The College President shall meet with the College Vice Presidents and the President of the Academic Senate for review, validation of merits, and final recommendation.
 - a. Further documentation may be requested of the person making the nomination as deemed necessary.
 - b. The College President will forward to the Chancellor the name(s) of the successful candidate(s) for recommendation to the Board of Trustees.
 - c. Approved honorary degrees shall specify “Honorary” on the diploma.

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Board Policy
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BP 4220 STANDARDS OF SCHOLARSHIP

References:

Education Code Section 70902(b)(3);
Title 5 Sections 55020 et seq., 55030 et seq., and 55040 et seq.

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

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

These procedures shall address:

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

These procedures shall be described in each college's catalog.

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AP 4220 STANDARDS OF SCHOLARSHIP – DELEGATION

Reference:

Education Code Section 70902(d)

NOTE: *This procedure is **optional**. This procedure is included to identify the designated authorities and processes for the other administrative procedures and documents related to standards of scholarship. Local practice may be inserted.*

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

The College relies on the expertise of faculty for standards of scholarship. The Curriculum Committee of the Academic Senate is charged with maintaining the integrity and quality of the District curriculum, including appropriate breadth, depth, rigor, sequencing, pace, and synthesis of learning in courses and programs. The course development process, which culminates in approval by the Curriculum Committee, Academic Senate, and Board of Trustees, includes review of Student Learning Outcomes, how learning is assessed, and award of credit. Grading practices are consistent with Title 5 regulations. These practices are to be adhered to by faculty who administer grades. All of these procedures are described in the college catalog and/or schedule of classes.

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~~BP 4222 – REMEDIAL COURSEWORK~~

Rely Primarily Upon the Advice and Judgment

References:

Title 5 Sections 55000, 55002, and 55035;
WASC/ACCJC Accreditation Standard II.A.4

~~NOTE:~~ ~~This policy is unique to the Kern Community College District. The following samples from other districts are included below in red ink for consideration.~~

~~The District offers remedial coursework through pre-collegiate basic skills courses in reading, writing, learning skills, study skills, mathematics, and English as a Second Language. These courses are designated as non-degree applicable credit courses. The District Chancellor shall establish administrative procedures on remedial coursework.~~

~~NOTE:~~ ~~The language contained in current KCCD Policy 4C7 is shown as struck below as this prescriptive language has been moved to the related administrative procedure (AP 4222 titled Remedial Coursework).~~

**IT WAS DETERMINED IN CHANCELLOR’S CABINET, TO DELETE THIS POLICY.
THE PROCEDURE STANDS**

❖ From current KCCD Policy 4C7 titled Remedial Coursework Limitation

~~4C7A A student’s need for remedial coursework shall be determined using appropriate assessment instruments, methods or procedures.~~

~~4C7B Remedial coursework refers to 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.~~

~~4C7C Beginning Fall 1990, no student shall receive more than thirty (30) semester units of credit for remedial coursework within the Kern Community College District, except as noted in Policies 4C7D and 4C7E below.~~

~~4C7D The following students are exempted from the limitation on remedial coursework:~~

- ~~• 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.~~

~~4C7E The College President or designee may waive the thirty (30)-unit limitation on remedial coursework for any student who shows significant, 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.~~

~~4C7F 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.~~

~~4C7G Students approaching the thirty (30)-unit limit shall be informed regarding their academic and/or progress status.~~

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AP 4222 REMEDIAL COURSEWORK

References:

Title 5 Sections 55000, 55002, and 55035:
WASC/ACCJC Accreditation Standard II.A.4

NOTE: The language in **red ink** is **legally required**. Local practice may be inserted here, which **must include** the following. The following language shown below in **black ink** is from current KCCD Policy 4C7 titled Remedial Coursework Limitation. It was moved to this administrative procedure due to the detailed language contained therein. This language in **black ink** is consistent with legally required and recommended language from the Policy & Procedure Service.

Remedial coursework refers to non-degree applicable basic skills courses as defined in Title 5 Section 55000. 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 Title 5 Section 55002.

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

No student shall receive more than 30 semester units of credit for remedial coursework within the Kern Community College District, except as noted below.

The following students are exempted from the limitation on remedial coursework:

- Students currently enrolled in one 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 30-unit limitation on remedial coursework for any student who shows significant, measurable progress toward the development of college-level skills. The waiver of limitation may be granted for a maximum of 15 semester units, which must be completed within two consecutive academic years.

Students who exhaust the 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 30-unit limit shall be informed regarding their academic and/or progress status.

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

Each college's catalog shall include a clear statement of the limited applicability of remedial coursework toward fulfilling degree requirements and any exemptions that may apply to this limitation.

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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 petition for approval to repeat a course no more than three times in which substandard grades (less than "C," and including "FW") were awarded in the following courses:

- 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.

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.

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.

When a student with a disability repeats a class, 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 course no more than three times in which substandard grades (less than "C," and including "FW," "NP," or "NC") were 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.]

Students may petition to repeat a course needed for employment or licensing because of a significant change in the industry or licensure standards. Students may take these courses any number of times.

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 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.

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; 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.

❖ 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.~~

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

BP 4260 PREREQUISITES, CO-REQUISITES, AND ADVISORIES

Rely Primarily upon the Advice and Judgment

References:

Title 5 Sections 55000 and 55003

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

The College President or designee 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 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 College publications available to students.

NOTE: *The language contained in current KCCD Policy 4A4 titled Prerequisites, Corequisites, and Advisories on Recommended Preparation is shown as struck below as the new language proposed in red ink addresses the salient points. Specific details regarding prerequisites, co-requisites, and advisories are delineated in new AP 4260 titled Prerequisites, Co-requisites, and Advisories.*

❖ From current KCCD Policy 4A4 titled Prerequisites, Corequisites, and Advisories on Recommended Preparation

~~Prerequisites, Corequisites, and Advisories on Recommended Preparation (Added July 14, 1994)~~

~~The Kern Community College District adopts the following policy in order to provide for the establishing, reviewing, and challenging of prerequisites, corequisites, advisories on recommended preparation, and certain limitations on enrollment in a manner consistent with law and good practice. The Board recognizes that, if these prerequisites, corequisites, advisories, and limitations are established unnecessarily or~~

~~inappropriately, they constitute unjustifiable obstacles to student access and success and, therefore, the Board adopts this policy which calls for caution and careful scrutiny in establishing them.~~

~~Nonetheless, the Board also recognizes that it is as important to have prerequisites in place where they are a vital factor in maintaining academic standards as it is to avoid establishing prerequisites where they are not needed. For these reasons, the Board has sought to establish a policy that fosters the appropriate balance between these two (2) concerns.~~

~~4A4A Each College shall provide the following explanation both in the College catalog and in the schedule of classes:~~

~~Definitions of prerequisites, corequisites, and limitations on enrollment including the differences among them and the specific prerequisites, corequisites, and limitations on enrollment which have been established pursuant to Title 5 regulations.~~

~~Procedures for a student to challenge prerequisites, corequisites, and limitations on enrollment and circumstances under which a student is encouraged to make such a challenge.~~

~~Definitions of advisories on recommended preparation, the right of a student to choose to take a course without meeting the advisory, and circumstances under which a student is encouraged to exercise that right.~~

~~4A4B Each College shall establish procedures by which any student who does not meet a prerequisite or corequisite or who is not permitted to enroll due to a limitation on enrollment, but who provides satisfactory evidence, may seek entry into the class according to a challenge process pursuant to provisions of the Model District Policy. See Appendix 4A4 of this Manual for the Model District Policy.~~

~~4A4C The curriculum review process at each College shall at a minimum be in accordance with all of the following:~~

~~4A4C1 Establish a curriculum committee and its membership in a manner that is mutually agreeable to the College administration and the academic senate.~~

~~4A4C2 Establish prerequisites, corequisites, advisories on recommended preparation, and limitations on enrollment pursuant to the Model District Policy. See Appendix 4A4 of this Manual for the Model District Policy.~~

~~4A4C3 Verify and provide documentation that prerequisites or corequisites meet the scrutiny specified in one (1) of the measures of readiness specified in the Model District Policy. See Appendix 4A4 of this Manual for the Model District Policy.~~

~~4A4C4 Provide for a review of each prerequisite, corequisite, or advisory at least every six (6) years. Any prerequisite or corequisite which is successfully challenged under subsections (1), (2), or (3) of Title 5, Section 55201(f) shall be reviewed promptly thereafter to assure that it is in compliance with all other provisions of this policy and with the law.~~

~~4A4C5 Provide for a review of each limitation on enrollment at least every six (6) years.~~

~~4A4D Each College shall establish procedures wherein every attempt shall be made to enforce all conditions a student must meet to be enrolled through the registration process so that a student is not permitted to enroll unless he or she has met all the conditions or has met all except those for which he or she has a pending challenge or for which further information is needed before final determination is possible of whether the student has met the condition pursuant to the Model District Policy. See Appendix 4A4 of this Manual for the Model District Policy.~~

~~4A4E Each College shall establish a procedure whereby courses for which prerequisites, corequisites, or advisories on recommended preparation are established will be taught in accordance with the course outline, particularly those aspects of the course outline that are the basis for justifying the establishment of the prerequisite or corequisite.~~

Kern Community College District
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4260 PREREQUISITES, CO-REQUISITES, AND ADVISORIES

References:

Title 5 Sections 55000 et seq.

NOTE: This procedure is **legally required**. The Policy & Procedure Service carefully monitors necessary procedural revisions to prerequisites, co-requisites, and advisories as evidenced by the Service's updates in 8/07, 7/11, 3/12, 9/12, and 6/13. **The example in red ink below was developed by the California Community Colleges Chancellor's Office Task Force in conjunction with the State Academic Senate.** The District should consult with local legal counsel before deviating from this example.

Prerequisites, co-requisites, advisories, and limitations are necessary to ensure that students succeed in their coursework and have access to the courses they require. It is important to have prerequisites in place where they are a vital factor in maintaining academic standards. It is also necessary to ensure that prerequisites, co-requisites, advisories, and limitations do not constitute unjustifiable obstacles to student access and success. Therefore, to foster the appropriate balance between these two concerns, the Education Code requires that prerequisites, co-requisites, advisories, and limitations be established based solely on content review or content review with statistical validation.

1. Information in the Catalog and Schedule of Courses
The college shall provide the following explanations both in the college catalog and in the schedule of courses:
 - A. Definitions of prerequisites, co-requisites, and limitations on enrollment including the differences among them and the specific prerequisites, co-requisites, and limitations on enrollment that have been established.
 - B. Procedures for a student to challenge prerequisites, co-requisites, and limitations on enrollment and circumstances under which a student is encouraged to make such a challenge. The information about challenges must include, at a minimum, the specific process including any deadlines, the various types of challenge that

are established in law, and any additional types of challenge permitted by the college.

- C. Definitions of advisories on recommended preparation, the right of a student to choose to take a course without meeting the advisory, and circumstances under which a student is encouraged to exercise that right.
- D. Definitions of contract course, co-requisite, noncredit basic skills course, non-degree-applicable basic skills courses, prerequisite and satisfactory grade.

2. Challenge Process

A. Any student who does not meet a prerequisite or co-requisite or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the course as follows:

1. If space is available in a course when a student files a challenge to the prerequisite or co-requisite, the College shall reserve a seat for the student and resolve the challenge within five working days. If the challenge is upheld or the College fails to resolve the challenge within the five working-day period, the student shall be allowed to enroll in the course.
2. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the students registers for that subsequent term.

B. Grounds for challenge shall include the following:

1. Those grounds for challenge specified in Title 5 Section 55201(f).
2. The student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students. The student shall be allowed to enroll in such a course if otherwise he or she would be delayed by a semester or more in attaining the degree or certificate specified in his or her educational plan.
3. The student seeks to enroll in a course that has a prerequisite established to protect health and safety, and the student demonstrates that he/she does not pose a threat to himself/herself or others.
4. The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to a determination of whether the student's challenge should be upheld are or ought to be in the college's own records, then the college has the obligation to produce that information.

C. Curriculum Review Process

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

1. Establish a curriculum committee and its membership in a manner that is mutually agreeable to the college administration and the academic senate.

2. Establish prerequisites, co-requisites, and advisories on recommended preparation (advisories) only upon the recommendation of the academic senate except that the academic senate may delegate this task to the curriculum committee without forfeiting its rights or responsibilities under Title 5 Sections 53200-53204 and within the limits set forth in Title 5 Section 55003. Certain limitations on enrollment must be established in the same manner.
3. Establish prerequisites, co-requisites, advisories on recommended preparation, and limitations on enrollment only if:
 - a) The faculty in the discipline or, if the college has no faculty member in the discipline, the faculty in the department do all of the following:
 - (1) Approve the course; and,
 - (2) As a separate action, approve any prerequisite or co-requisite, only if:
 - (a) The prerequisite or co-requisite is an appropriate and rational measure of a student's readiness to enter the course or program as demonstrated by a content review including, at a minimum, all of the following:
 - (i) involvement of faculty with appropriate expertise;
 - (ii) consideration of course objectives set by relevant department(s). The curriculum review process should be done in a manner that is in accordance with accreditation standards.
 - (iii) be based on a detailed course syllabus and outline of record, tests, related instructional materials, course format, type and number of examinations, and grading criteria;
 - (iv) specification of the body of knowledge and/or skills which are deemed necessary at entry and/or concurrent with enrollment;
 - (v) identification and review of the prerequisite or co-requisite which develops the body of knowledge and/or measures skills identified under iv.
 - (vi) matching of the knowledge and skills in the targeted course (identified under iv.) and those developed or measured by the prerequisite or co-requisite (i.e., the course or assessment identified under v.); and
 - (vii) maintain documentation that the above steps were taken.
 - (3) Approve any limitation on enrollment that is being established for an honors course or section, for a course that includes intercollegiate competition or public performance, or so that a cohort of students will be enrolled in two or more courses, and, in a separate action, specify which.

- (4) Approve that the course meets the academic standards required for degree applicable courses, non-degree applicable courses, non-credit courses, or community service respectively.
 - (5) Review the course outline to determine if a student would be highly unlikely to receive a satisfactory grade unless the student had knowledge or skills not taught in the course. If the student would need knowledge or skills not taught in the course itself, then the course may be approved for degree applicable credit only if all requirements for establishing the appropriate prerequisite have been met excepting only approval by the curriculum committee.
 - (6) Review the course outline to determine whether receiving a satisfactory grade is dependent on skills in communication or computation. If receiving a satisfactory grade is sufficiently dependent on such skills, then the course may be approved for degree applicable credit only if all requirements have been met for establishing a prerequisite or co-requisite of not less than eligibility for enrollment to a degree-applicable course in English or mathematics, respectively.
 - b) A course which should have a prerequisite or co-requisite as provided in (5) or (6) but for which one or more of the requirements for establishing a prerequisite have not been met may only:
 - (1) Be reviewed and approved pursuant to the standards for non-degree applicable credit, non-credit, or community service; or
 - (2) Be revised and reviewed as required to meet the criteria for establishing the necessary prerequisites or co-requisites.
 - c) The curriculum committee also reviews the course and prerequisite in a manner that meets each of the requirements specified above.
 - d) If the College chooses to use content review as defined in Title 5 of the Code of California Regulations section 55000(c) to define prerequisites and co-requisites in reading, written expression, or mathematics for courses that are degree applicable and are not in a sequence, it must adopt a plan consistent with Title 5 Section 55003(c).
4. Program Review - As a regular part of the program review process or at least every six years, except that the prerequisites and co-requisites for vocational courses or programs shall be reviewed every two years, the college shall review each prerequisite, co-requisite, or advisory to establish that each is still supported by the faculty in the discipline or department and by the curriculum committee and is still in compliance with all other provisions of this policy and with the law. Any prerequisite or co-requisite that is still supported shall be reviewed promptly thereafter to assure that it is in compliance with all other provisions of this policy and with the law.
5. Implementing Prerequisites, Co-requisites, and Limitations on Enrollment - Implementation of prerequisites, co-requisites, and limitations on enrollment

must be done in a consistent manner and not left exclusively to the classroom instructor. Every attempt shall be made to enforce all conditions a student must meet to be enrolled in the course through the registration process so that a student is not permitted to enroll unless he/she has met all the conditions or has met all except those for which he/she has a pending challenge or for which further information is needed before final determination is possible of whether the student has met the condition.

6. Instructor's Formal Agreement to Teach the Course as Described - Each college shall establish a procedure so that courses for which prerequisites or co-requisites are established will be taught in accordance with the course outline, particularly those aspects of the course outline that are the basis for justifying the establishment of the prerequisite or co-requisite. The process shall be established by consulting collegially with the local academic senate and, if appropriate, the local bargaining unit.

Review of Individual Courses

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

1. Advisories on Recommended Preparation

The college may recommend that a student meet a standard of readiness at entry only if recommended by the faculty in the discipline or department and by the curriculum committee as provided in above. This process is required whether the college used to describe such recommendations in its catalog or schedule as "prerequisites," or "recommended," or by any other term.

2. Limitations on Enrollment

The types of limitation on enrollment specified below may only be established through the curriculum review process by the discipline or department faculty and the curriculum committee specified above including the requirement to review them again at least every six years; for example, as part of program review. The following requirements must also be met in order to establish these particular limitations on enrollment.

A. Performance Courses - The college may establish audition or try-out as a limitation on enrollment for courses that include public performance or intercollegiate competition such as but not limited to band, orchestra, theater, competitive speech, chorus, journalism, dance, and intercollegiate athletics provided that:

1. For any certificate or associate degree requirement which can be met by taking this course, there is another course or courses which satisfy the same requirement; and

2. The college includes in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same requirement.

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

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

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

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

BP 4300 FIELD TRIPS AND EXCURSIONS

Reference:

Title 5 Section 55220

NOTE: *The language in red ink 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.

The College 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 College funds.

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

NOTE: *The language contained in current KCCD Policy 4B9 is shown as struck below IN PART as the related administrative procedure (AP 4300 titled Field Trips and Excursions) appears to address the necessary detail.*

❖ From current KCCD Policy 4B9 titled Student Field Trips, Excursions, and Transportation

~~4B9 Student Field Trips, Excursions, and Transportation
(See Procedure 4B9 and related forms)~~

~~4B9A 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.~~

~~4B9B 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 to and from places in California, or any other state, the District of Columbia, or a foreign country. Students participating in the activities cited in this Section are governed by the provisions of Board Policy Section 4F8, Student Conduct.~~

~~4B9C Travel activity must be a valid educational experience rather than simply a guided tour.~~

~~4B9D The District may pay expenses of District employees who are required to participate in a field trip or excursion.~~

~~4B9E Student Transportation~~

~~4B9E1 The College may provide transportation for:~~

- ~~• Class groups, provided (1) the trip has instructional relevance and value, (2) appropriate vehicles are available and (3) approval by the College President or designee is secured.~~
- ~~• Recognized student activities, if appropriate vehicles are available and the approval of the College President or designee is secured.~~

4B9J Crediting Attendance for Apportionment

~~4B9J1 The attendance or participation of a student in a field trip or excursion authorized by this section 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. No more contact hours shall be generated by a field trip or excursion than if the class was held on campus.~~

~~4B9K Student Transportation~~

~~4B9K1 The College may provide transportation for:~~

~~Class groups, provided (1) the trip has instructional relevance and value, (2) appropriate vehicles are available and (3) approval by the College President or designee is secured.~~

~~Recognized student activities, if appropriate vehicles are available and the approval of the College President or designee is secured.~~

~~4B9K2 When transportation is provided by the District using District-owned vehicles or contracted carriers, the following provisions apply:~~

~~4B9K3 The District shall assure reasonable supervision. Except as approved by the College President or designee, the supervising academic staff member must accompany the group and is responsible for maintaining order and for informing students of applicable College policies and regulations regarding student conduct and other matters. (See Policy 4F8 of this Manual for applicable Policies and Procedures governing student conduct.)~~

~~4B9K4 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.~~

~~4B9K5 Students who elect to use private modes of transportation, where transportation is provided by the District, 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. (See Procedure 4B9K5 of this Manual for the Student Election of Private Transportation for Approved Student Trip form.) Private vehicles must be operated in accordance with all applicable state and local laws and regulations.~~

~~4B9K6 Student trips outside the Kern Community College District must be approved by the College President or designee. Student trips outside of the State must be approved by the Board of Trustees. (See Procedure 4B9I of this Manual for the Parent/Guardian/Student Consent form for excursions, field trips, and transportation of students.)~~

~~4B9K7 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 no staff member is in a particular vehicle, the list is to be kept by a designated person in that vehicle. (See Procedure 4B9K7 of this Manual for the Student Trip Emergency Contact List form.)~~

~~4B9K8 Requests for transportation are to be made in writing on appropriate forms and not less than one (1) week before transportation is desired. Requests are to be made by or approved by the College President or designee.~~

~~4B9K9 College trips will begin and end at one (1) of the College campuses or a College outreach center. Other arrangements must be approved by the College President or designee. (See Procedure 4B9K9 of this Manual for the Request for Student Trip form.)~~

~~4B9K10 College vehicles may not be used for the transportation of individuals who are not (a) registered students or (b) District staff members, except as authorized by the College President or designee.~~

~~4B9K11 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.~~

~~4B9L When transportation of students is not provided by the District, the District possesses no authority to supervise its mode, manner, or arrangement, and any provider liability accrues in accordance with law to the provider of said transportation.~~

~~4B9L1 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.~~

Kern Community College District
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4300 FIELD TRIPS AND EXCURSIONS

Reference:

Title 5 Section 55220

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.

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

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

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

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

The College may pay expenses of instructors, chaperones, and other personnel participating in a field trip or excursion. Payment shall be by way of itemized reimbursement in a form prescribed by the College's Business Office. The College 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.

❖ From current KCCD Procedure 4B9 titled District Employee and Student Travel

A. District Employees

1. Faculty assigned to field trips or excursions will be compensated as cited in the CCA Contract, Compensation for Special Services.
2. The District may, at the discretion of the designated administrator, transport students or District employees, required to participate, by use of District equipment, contract to provide transportation, or arrange transportation by the use of other equipment to sites in California. When District equipment is used, the District shall obtain liability insurance, and if travel is to and from a foreign country, the liability insurance shall be secured from a carrier licensed to transact insurance business in the foreign country.
3. Instructors of record are required to provide alternative assignments to students who demonstrate that they are unable to participate in a published field trip or excursion for reasons other than the lack of sufficient funds, ~~see Policy 4B9~~. Students will be properly notified in College catalogs and/or Class schedules that field trips and/or excursions are required for particular courses.
4. The ~~District~~ Colleges within the District may pay expenses of District employees required to participate in a field trip or excursion. Payments shall be by way of itemized reimbursement in a form prescribed by the designated administrator. The District shall not pay the expenses, including transportation costs, of students participating in a field trip or excursion with public funds when this field trip or excursion is to any other state, the District of Columbia, or a foreign country. The District may pay from District funds all incidental expenses for the use of District equipment during a field trip or excursion authorized by this policy.
5. No student shall be prevented from making a field trip or excursion which is integral for the completion of a course because of lack of sufficient funds. To this end, the Colleges of the District shall coordinate the raising of funds for field trips and excursions that will assist students who lack sufficient funds for making the trip. No group shall be authorized to take a field trip or excursion if any student who is a member of the group will be excluded because of lack of sufficient funds.
6. All persons making a field trip or excursion shall be deemed to have waived all claims against the District for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out of state trips and excursions, and all parents or guardians of

minor students taking out of state trips and excursions shall sign a statement waiving such claims.

B. Crediting Attendance for Apportionment

1. The attendance or participation of a student in a field trip or excursion authorized by this section 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. No more contact hours shall be generated by a field trip or excursion than if the class was held on campus.

C. Student Transportation

1. When transportation is provided by the District using District-owned vehicles or contracted carriers, the following provisions apply:
2. The District shall assure reasonable supervision. Except as approved by the College President or designee, the supervising academic employee must accompany the group and is responsible for maintaining order and for informing students of applicable College policies and regulations regarding student conduct and other matters. ~~See Policy 4F8 of this Manual for applicable Policies and Procedures governing student conduct.~~
3. 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.
4. Student trips outside the Kern Community College District must be approved by the College President or designee. Student trips outside of the State must be approved by the Board of Trustees.
5. Duplicate lists of students participating in the trip shall be prepared by the supervising academic employee, one ~~(1)~~ copy to be retained by the responsible employee in each vehicle and one ~~(1)~~ copy retained by the College President or designee. If no employee is in a particular vehicle, the list is to be kept by a designated person in that vehicle.
6. Requests for transportation are to be made in writing on appropriate forms and not less than one ~~(1)~~ week before transportation is desired. Requests are to be made by or approved by the College President or designee.

7. College trips will begin and end at one ~~(4)~~ of the College campuses or a College outreach center. Other arrangements must be approved by the College President or designee.
8. College vehicles may not be used for the transportation of individuals who are not (a) registered students or (b) approved District employees or (c) Human Resources' approved volunteers.
9. Only students enrolled in the relevant courses or activity or required and approved District employees may participate in student trips.
10. When transportation of students is not provided by the District, the District possesses no authority to supervise its mode, manner, or arrangement, and any provider liability accrues in accordance with law to the provider of said transportation.
11. 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. See ~~AP-4B9 forms A, B, and/or C~~ as applicable.

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

BP 4400 COMMUNITY SERVICES PROGRAMS

Reference:

Education Code Section 78300

NOTE: *The District is not required to have a community services program; but if it chooses to do so, it is not required to seek approval from the Board of Governors. The following policy would be appropriate.*

From the current KCCD BPM 4B Programs/Instruction

4B1F Community Service offerings may be developed by the District as long as they are not referred to as non-credit courses.

4B1G Contract education courses may be offered by the District.

Kern Community College District
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4400 COMMUNITY SERVICES PROGRAMS

References:

Education Code Sections 78300 et seq.:
Title 5 Sections 55002 and 55160(b)

NOTE: This procedure is **optional**, but it is legally advised if the District maintains community services offerings. Local practice may be inserted, but they must comply with the following:

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

Offerings are designed to provide instruction and to contribute to the physical, mental, moral, economic, or civic development of the individuals or groups enrolled in them.

Offerings are open for the admission of adults and of those minors as in the judgment of the Board of Trustees may profit.

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

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