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**BP 4110 Honorary Degrees**

**Rely Primarily Upon the Advice and Judgment**

**Reference:**

Education Code Section 72122

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

The District Chancellor or designee shall establish procedures and criteria for the award of honorary degrees.

~~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 regards as worthy of recognition. See Procedure 4D4 of this Manual for procedures on Honorary Degrees.~~

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

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

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

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**BP 4220 Academic Regulations Standards of Scholarship**

**Rely Primarily Upon the Advice and Judgement**

**References:**

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

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

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

These procedures shall address: grading practices, academic record symbols, grade point average, **credit by examination** credit for prior learning, 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 the college catalogs.

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

**Rely Primarily Upon the Advice and Judgment**

**References:**

Title 5 Sections 55000, 55002

4C7A A student's need for remedial coursework non-degree applicable basic skills courses 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 non-degree applicable basic skills courses 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: non-degree applicable basic skills courses • Students currently enrolled in one (1) or more courses of English as a Second Language. • Students identified by the College Disabled Student Program as having a learning disability.

4C7E The College President or designee may waive the thirty (30)-unit limitation on remedial coursework non-degree applicable basic skills courses 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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**BP 4225 Course Repetition**

**Rely Primarily Upon the Advice and Judgment**

**References:**

Title 5 Sections 55040, 55041, 55042, 55044, 55045, 58161

Students may repeat courses in which substandard grades (less than "C," and including "FW") were earned. The Board 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, ensuring a true and complete academic history.

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

See **Procedure 4C4D** of this Manual for procedures on Course Repetition.

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**BP 4226 Multiple and Overlapping Enrollments**

**References:**

Title 5 Section 55007

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

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



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**BP 4230 Grading and Academic Record Symbols**

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

***Reference:***

*Title 5 Section 55023*

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

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

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

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

**Formerly 4C4**

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

**Evaluative Symbols:**

- A – Excellent (Grade Point = 4)
- B – Good (Grade Point = 3)
- C – Satisfactory (Grade Point = 2)
- D – Less than satisfactory (Grade Point = 1)
- F – Failing (Grade Point = 0)
- P – Passing (At least satisfactory – units awarded not counted in GPA)
- NP – No Pass (Less than satisfactory, or failing – units not counted in GPA)
- SP – Satisfactory Progress towards completion of the course (Used for noncredit courses only and is not supplanted by any other symbol)

**Non-Evaluative Symbols:**

**I – Incomplete:** Incomplete academic work for unforeseeable, emergency and justifiable reasons. The condition for the removal of the "I" shall be stated by the instructor in a written record. The record shall contain the conditions for the removal of the "I" and the grade assigned in lieu of its removal. The record must be given to the student with a copy

on file with the registrar until the “I” is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The “I” may be made up no later than one year following the end of the term in which it was assigned. The “I” symbol shall not be used in calculating units attempted nor for grade points.

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

**RD – Report Delayed:** The “RD” symbol may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. “RD” shall not be used in calculating grade point averages.

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

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

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

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**BP 4231 Grade Changes**

**Rely Primarily Upon the Advice and Judgment**

**References:**

Education Code Sections: 76224; 76232;  
Titla 5 Section 55025

The instructor of each course shall determine the grade to be awarded each student. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence.

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

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

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



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**BP 4235 Credit for Prior Learning**

**Rely Primarily Upon the Advice and Judgment**

**Reference:**  
**Title 5 Section 55050**

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



**BP 4237 New Formerly 4C2**

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**BP 4237 Credit from Other Institutions**

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

***References:***

***None***

Colleges of the Kern Community College District may accept lower division transfer credits only from schools and colleges that are accredited by regional accrediting commissions. See (**Procedure 4C2, Credit Allowed from Other Institutions**).



**BP 4240 Formerly 4C4E**

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**BP 4240 Academic Renewal**

**Rely Primarily Upon the Advice and Judgment**

**Reference:**  
**Title 5 Section 55046**

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

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**BP 4250 Standards for Probation, Dismissal and Readmission**

**Rely Primarily Upon the Advice and Judgment**

**References:**

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

**Probation**

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

A student shall be placed on progress probation if he/she has enrolled in a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of "W," "I," "NC," and "NP" were recorded reaches or exceeds 50 percent.

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

A student on academic probation shall be removed from probation when the student's accumulated grade point average is 2.0 or higher. A student on progress probation shall be removed from probation when the percentage of units in the categories of "W," "I," "NC," and "NP" drops below 50 percent.

**Dismissal**

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 1.75 in all units attempted in each of three consecutive semesters.

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of "W," "I," "NC," and "NP" are recorded in at least three consecutive semesters reaches or exceeds 50 percent.

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

**Readmission**

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

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

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



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**BP 4260 Prerequisites *and* Co-requisites ~~and Advisories on Recommended~~  
Preparation**

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

**References:**

***Title 5 Sections 55000 and 55003***

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

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**BP 4300 Student Field Trips and Excursions and Transportation**

(See *Procedure 4B9* and related forms)

**Rely Primarily Upon the Advice and Judgement**

**References:**

Title 5 Section 55220;

Government Code Section 11139.8

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 of co-curricular activity.

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

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

~~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.~~

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**BP 4400 Community Services Programs**

**Reference:**  
Education Code Section 78300

~~The District shall maintain a community services program.~~

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

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

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



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**BP 4700 Controversial Issues in Curriculum**

**Rely Primarily Upon the Advice and Judgement**

**Reference:**

**None**

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**