

San José/Evergreen Community College District

**Board Policies
Chapter 4**

Academic Affairs

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BP 4000 Instructional Policies and Procedures

The Academic Senates, in accordance with the following directives

1. BP 2510 Participation in Local Decision Making
2. Education Code Section 70902(b)(7)
3. Title 5, Sections 53200 et seq., 51023.5, 51023.7
4. Accreditation Standard IV.A 2510.1
5. Academic Senate Legal Reference: Education Code Sections 70901, 70902; Title Sections 53200-53204, Chapter 973, Statutes of 1988 enacted a new structure of governance for the California Community College system. In accordance with these directives as implemented by Administrative Code, Title 5, it shall be the policy of San Jose/Evergreen Community Colleges Governing Board to consult collegially with the San Jose and Evergreen Academic Senates when adopting policies and procedures on academic and professional matters. The Governing Board or its designee or Academic Senates or their designees, shall initiate the consultative process. While consulting collegially, the Academic Senates shall retain the right to present their views and recommendations directly to the Governing Board. In consulting collegially, the Governing Board will rely primarily upon the advice and judgment of the Academic Senates on all policies and procedures related to Academic and Professional Matters listed as numbers one through eight in Board Policy 2510.2.

Academic and Professional Matters:

Academic and professional matters include policy development and implementation in the following areas:

1. Curriculum, including establishing advisories, prerequisites, and placing courses within specific disciplines;
2. Degree and certificate requirements;
3. Grading policies;
4. Educational program development;
5. Standards or policies regarding student preparation and success;
6. District and college governance structures, as related to faculty roles;
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports;
8. Policies for faculty professional development activities;
9. Processes for program review;
10. Processes for institutional planning and budget development;

11. Other academic and professional matters as mutually agreed upon between the governing board and the Academic Senate.

For Academic and Professional Matters numbers nine, ten and eleven of Board Policy 2510.2, collegial consultation shall be defined as mutual agreement between the Senates and the Governing Board or their representatives. Where the Governing Board has elected to rely primarily upon the advice and judgment of the Academic Senate, the recommendations of the Senates will normally be accepted, and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted. If the recommendations are not accepted, the Governing Board or its designee shall promptly communicate its reasons in writing to the Academic Senates. Where the Governing Board has elected to provide for mutual agreement with the Academic Senates, and agreement has not been reached, existing policy shall remain in effect unless continuing with such policy exposes the district to legal liability or causes substantial fiscal hardship. In cases where there is no existing policy, or in cases where the exposure to legal liability or substantial fiscal hardship requires policy to be changed, the governing Board may act, after good effort to reach agreement and only for compelling legal, fiscal, or organizational reasons.

Review and Adopt Procedures

Approval process for procedures.

Unless noted otherwise, the following is the process for changing procedures in Chapter 4 of the Academic Affairs Procedures. The rights of the Academic Senates to determine the policies, procedures, and processes for the approval of courses and programs shall in no way be amended or diminished by any instructional policies or procedures.

The level of approval is the approval of the Academic Senates subject to the Board or its designee.

Once a change for procedures has been approved by the Academic Senates, the changes will become Board procedures unless there is an objection from the Board or its designee in accordance with BP 2510. The response from the Board or its designee must come within 30 calendar days of receipt of the change.

BP 4010 Academic Calendar

An annual academic calendar shall be negotiated by the faculty's collective bargaining unit and the Governing Board in consultation with the Academic Senates and other constituent groups.

BP 4010.1 Class Sessions

All class sessions must be observed and held per the published college's Schedule of Classes.

BP 4020 Program and Curriculum Development

The district shall accord the Academic Senate Rights in the areas of course, program, and curriculum development as outlined under Academic and Professional matters in BP 2510 and its subsections.

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.

Consideration shall be given to the job market and other related information for vocational and occupational programs.

Minor course changes and edits shall be approved by the Academic Senate of the college.

Program deletions and changes shall be approved by the Academic Senate of the college and sent to the Governing Board.

New courses and new programs, shall be approved by the Academic Senate of the college and submitted for approval to the Governing Board, then forwarded for approval to the Office of the Chancellor for the California Community Colleges and/or other appropriate approval bodies as required by the Office of the Chancellor of the California Community Colleges.

Notification to and approval from the Accreditation Commission will be done as appropriate.

BP 4021.1 Degrees Offered

The colleges shall offer Associate in Arts Degrees, Associate of Science Degrees, and degrees that lead to transfer, general studies, and occupational/vocational areas.

BP 4022.2 Certificates Offered

Reference: Title 5 55000, 55002

Certificates shall be offered by the colleges to complement AA and AS degrees and to meet focused educational needs of students. The names and units for certificates shall conform to the state Chancellor's Office MIS reporting standards. Certificates shall be developed by the faculty and approved by the Academic Senates and by the Board as outlined in BP 2510 and its subsections and in BP 4020. consistent with Title 5 regulations.

See Administrative Procedures AP 4022.2

BP 4020.3 Precollegiate Basic Skills Courses

Precollegiate basic skills courses are designed to improve a student's competence to a level deemed essential for college study.

These courses are not designed for transfer nor do they apply to an AA or AS degree or to a certificate.

Such courses shall only be taken as credit/no credit.

BP 4020.4 Basic Skills Courses

Basic skills courses are those courses, such as, reading, writing, computation, learning skills, study skills, and English as a Second Language which are designated by the community college district as non-degree applicable credit courses pursuant to &55002(b).

These courses are designed to enable students to succeed in college-level work (including, but not limited to, college orientation and guidance courses, computer literacy, and discipline-specific preparatory courses such as biology, history, or electronics) that integrate basic skills instruction throughout and assign grades partly upon the demonstrated mastery of those skills.

Such courses shall only be taken as pass/no-pass.

BP 4020.5 Course Syllabi

Each instructor shall distribute during the first class session of instruction a course syllabus outlining the learning outcomes, the instructor's attendance and grading policy, ADA (American Disabilities Act), a reference to the District Policy on Student Conduct, discrimination, and sexual harassment, and other information necessary for the student to successfully complete the course.

Each college Vice President of Instruction shall recommend to the Academic Senate a process to ensure that the syllabi are in harmony with the adopted course outlines.

BP 4020.6 The Carnegie Unit

A “Carnegie Unit” shall be defined as the course credit granted for one attendance hour per week (based on 17.5 weeks) of lecture-recitation, seminar or other approved course activity, plus two hours of outside work throughout a semester (or equivalent when a course is offered at time intervals other than a 17.5 week semester). A unit of credit shall also be granted for three hours per week of laboratory time. Based on sound educational rationale, one lab hour may be added to a course without adding to the number of units earned.

BP 4020.7 Compliance

Compliance with state laws and regulations

All courses and programs shall comply with standards and definitions as set forth in the Education Code of the State of California, Title 5, Administrative Regulations of the Chancellor of the Community Colleges of the State of California, and District/college procedures.

BP 4025 General Education (GE) as part of the Associate Degree

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 achieve increasing levels of multi-cultural proficiency; 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 society problems.

The Academic Senates shall approve procedures for the Curriculum Committees to assure that courses used to meet general education (GE) and associate degree requirements meet the standards in this policy.

BP 4025.1 General Education (GE) Philosophy

Each College shall have a general education (GE) philosophy that outlines the role of the collegiate experience in the broad education of the student and that meets the requirement of the Accreditation Standards.

Administrative Procedures: See AP 4025.1

BP 4025.2 Criteria for General Education (GE) and Baccalaureate Courses

The Academic Senates shall agree upon and implement a common set of criteria for designating a course as general education (GE) and for baccalaureate level (transfer) courses

See Administrative Procedures AP 4025.2

BP 4030 Academic Freedom

Reference: Title 5, Section 51023; Accreditation Standard II.A.7.

Institutions of higher learning exist for the common good and not to further the interest of either the individual instructor or the institution as a whole. The common good depends on the free search for truth and its free expression; to this end, faculty and students hold the right of full freedom of inquiry and expression.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom is fundamental to the protection of the rights of the teacher in teaching and of the student in learning.

Academic freedom cannot be separated from academic and professional responsibility.

Instructors

The instructor has the right to study and investigate, interpret his/her findings and express resulting conclusions to students. The instructor has the responsibility to be thorough in his/her investigations and to draw conclusions supported by the findings. Because human knowledge is limited and changeable, the instructor may present views which are controversial and evaluate opinions held by others while simultaneously respecting and valuing their right of their free expression.

Students

The students shall have the freedom to express and defend their views, to question or differ without suffering repression or scholastic penalty. The students have the same responsibilities as instructors to seek and weigh evidence, express supportable conclusions, identify bias, and evaluate opinions held by others while respecting the right of their own free expression.

The academic freedom policy shall be published in the college catalogs, class schedules, web sites, student handbooks, and other appropriate media.

BP 4040 Library Services

Reference: Education Code Section 78100

Each college shall have library services that are an integral part of the educational program.

BP 4050 Articulation

Reference: Title 5, Section 51022(b).

The Academic Senate of a college shall recommend and approve procedures to assure appropriate articulation of the college's educational programs with baccalaureate institutions and proximate high schools.

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.

All articulated courses must be from fully accredited regional U.S. institutions and recognized by the Department of Education.

Articulated courses will be applied to the AA/AS degrees once 12 units of satisfactory work with a "C" or better, have been completed at the college awarding the degree.

Articulated courses will be applied to certificates of more than 6 units after 6 units of satisfactory work, with a "C" or better, has been completed in the certificate at the college awarding the certificate.

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BP 4070 Auditing

Auditing of classes is not permitted.

BP 4100 Graduation Requirements for the AA and the AS degrees

Graduation requirements shall be established or changed consistent with BP 2510 and its subsections.

BP 4100.1 AA and AS degree Requirements

To be awarded the associate degree from San Jose City College or Evergreen Valley College, all students shall complete a minimum of 60 units of instruction with an average grade of at least a "C" (2.0 grade point average) in the units attempted in a curriculum. At least 12 units in a degree must have been earned within the district, and at least 6 of these units must have been earned at the college awarding the degree. Grades earned in non-degree applicable courses do not count in a student's GPA used in relationship to an AA or AS degree. A list of courses specific to each content area shall be adopted by the Academic Senate of each college. A major must consist of a minimum of 18 semester units in a specialized or related field of study; the major may be in a special field or a general studies area. The student must complete the following minimum requirements.

A general education pattern shall include:

Content Area	Associate of Science Degree	Associate of Arts Degree
A. English Communication		
Written Communication	3 units	3 units
Oral Communication	3 units	3 units
Critical Thinking	<u>0 units</u>	<u>0-3 units</u>
	6 units	6-9 units
B. Physical and Biological Sciences*		
Science with Lab	3 units	3 units
Science with/without Lab OR Math	0 units	0-6 units
Mathematics competency	<u>0 units</u>	<u>3 units</u>
	3 units	6-12 units
C. Arts and Humanities**		
Arts	3 units	3 units
Humanities	<u>3 units</u>	<u>3-9 units</u>
	6 units	6-12 units
D. Social and Behavioral Science**		
	6 units	6 units
	<u>0 units</u>	<u>0-6 units</u>
	6 units	6-12 units
E. Lifelong Understanding and Self Development***	3 units	3 units
<u>Required Minimum</u>	24 units	39 units

Courses on an approved list for Associate of Science and/or the Associate of Arts Degree.

Area A, Written Communication List – English 1A

Area C, Arts and Humanities List for SJCC – Humanities 1 or
Humanities 2

Area D, Social Science List - History 17A and History 17B or
History 1 and Political Science 1

* A minimum of 3 units is required in the Sciences area for the A.S. degree and 6 units for the A.A. degree. One course with laboratory activity must be included in this area. Students completing majors requiring 10 or more science units will have satisfied this requirement.

****Cultural Pluralism/Ethnic Studies:**

A minimum of 3 units must be taken in the Arts and Humanities area for the A.S. degree. Three units may be taken in either the Art and Humanities Area OR the Social and Behavioral Sciences area for the A.A. degree.

***This requirements may be met by any 3 unit nonphysical activity course in Area E. Only 1 unit of physical activity may be used to meet this requirement and only when combined with a 2 unit nonphysical activity course that meets the CSU Area E content guidelines.

Within Requirements I and II, courses may satisfy only one graduation requirement except for Cultural Pluralism and courses required in the major, which also fulfill general education requirements.

Revised: 3/21/78; 1/3/84; 12/19/89; 4/17/90; 7/17/90; 1/13/04

BP 4100.3 Graduation Competencies

Competency in reading, written expression, and mathematics to be demonstrated by satisfactory completion in the following:

- 1) Reading/Written Expression – English 1A, English Composition
- 2) Mathematics
 - a) A.S. Degree – Math 11A, 11R or Math 11S or equivalent Math course, or Algebra competency exam
(Note: Math 13 will be required as of fall 2009.)
 - b) A.A. Degree – College level Math course, with Math 13 as prerequisite or the equivalent

If a student uses an approved or equivalent course to fulfill the competency requirement in reading, written expression, or mathematics, a grade of “C” or better must be earned in that course.

BP 4100.4 Total Units for the Degree

Elective, major, and general education – applicable courses to total at least 60 units.

Revised: 3/21/78; 1/4/81; 12/19/89 4/17/90; 7/17/90

BP 4100.5 Residence Requirements

1. As a requirement for graduation at least 12 units must have been earned within the district, and at least 6 of these units must have been earned at the college awarding the degree.
2. An exception to this policy will be granted when the colleges jointly offer a program for which only one college has been approved.
3. A minimum of two courses (at least 6 units) must have been completed in the major at the college awarding the degree. A major discipline may grant an exception to this requirement when able to verify competency equivalent to this requirement.

Revised: 3/21/78; 1/3/81; 12/19/89; 4/17/90; 7/17/90

BP 4200 Impacted Programs

In enrollment-impacted programs, each college shall develop, in consultation with the Academic Senates, fair and equitable guidelines and procedures for admission of students within the limits of facilities and resources. When an impacted program wishes to develop separate enrollment requirements, those requirements shall be established in consultation with the Academic Senates.

BP 4225 Course Repetition

Students may repeat courses in which substandard grades (less than "C") were earned. The highest grade is used for grade point average calculation.

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.

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

It is the policy of the San Jose/Evergreen Community College District to grant course repetition in the following ways:

1. Students may repeat any course, one time, in which they have received a D, F, or NC grade at this or another institution.
2. A student may repeat a course for credit if a significant lapse of time has occurred since the student previously had taken the course.
3. The district finds that the student's previous grade is, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.

No student may repeat a course in which a final grade of "C" or better or "CR" has been received unless the catalog entry with the course title indicates that credit may be earned more than once.

A student is not limited to the number of times he or she can take a course if it is a "legally mandated training requirement as a condition of continued paid or volunteer employment".

Students' transcripts shall show the grades for all courses taken.

A course in which a W notation has been received will not be counted for repeat purposes.

BP 4230 Grading System

Reference: Title 5, Section 55758; Ed Code 70901, 70902, and 7600.

Courses shall be graded using the grading system established by Title 5.
The grading system shall be published in the college catalog(s), student handbooks,
and made available to students.

See Administrative Procedures AP 4230 for grade definitions.

BP 4231 Issuing of Grades

Official final grades shall be issued only by the Office of Admissions and Records.

BP 4231.1 Definitions of Grades

Grade symbols and notations:

A	=	Received a letter grade of "A"
B	=	Received a letter grade of "B"
C	=	Received a letter grade of "C"
D	=	Received a letter grade of "D"
F	=	Failing (in a letter graded course)
CR	=	Credit (Will become P = Pass)
NC	=	No credit (Will become NP = No pass)
I*	=	Incomplete where "*" indicates the default grade to be received by the student if the incomplete is not completed within one year. (Enter "IX" if the default grade is unknown.)
IP	=	In progress
RD	=	Report delayed
W	=	Withdrew before the end of the 14th week of the semester
FW	=	Withdrew without permission & without having achieved a final passing grade
MW	=	Military withdrawal

BP 4231.2 Credit/No Credit grades

Students may take some courses on an optional credit/no-credit basis as interpreted in Title 5 of the California Administrative Code (Division 2, Chapter 4, Sections 51302 & 51308). The credit grade shall be defined as completion of the course requirements.

Credits earned on a credit (CR) or no-credit (NC) basis

- may be counted toward satisfactory completion of the associate degree
- are not used in computing the grade point average
- shall be used in calculating progress, probation or dismissal status
- may not convert to a letter grade by examination

When an option exists for receiving credit/no-credit, students may request CR/NC in lieu of a letter grade.

Under no circumstances shall a student be allowed to convert a no-credit (NC) grade to a letter grade by examination.

BP 4231.3 Calculation of Grade Point Average

Grade Points

Grade Points are assigned in the following manner:

A	–	4 Grade Points per unit
B	–	3 Grade Points per unit
C	–	2 Grade Points per unit
D	–	1 Grade Points per unit
F	–	0 Grade Points per unit

Neither CR or NC grades nor symbols W, MW, FW, I, IP, or RD are assigned grade points.

Grade Point Average (GPA)

Grade Point Average is calculated in the following manner:

“Grade points” are the total number of points assigned to the earned grade; e.g., A= 4, B=3,C=2, D=1. F=0.

“Units attempted” is equivalent to the total number of units for which a student registers and earns a letter grade of A, B, C, D, or F. A CR grade is not used in the calculation of units attempted.

“Course Grade Points” is course units times the grade point of the earned grade for the course.

“Total Grade Points” is the sum of all course grade points from the courses attempted.

“Completed units” is equivalent to the total number of units for which a student earned an A, B, C, CR, D, and is not used to calculate GPA.

Symbols not calculated in GPA or units attempted/completed: W, FW, MW, I, IP, or RD.

The Semester Grade Point Average (GPA) for a given semester is calculated by dividing the total semester grade points by the total semester number of units attempted.

A cumulative GPA is calculated at the end of each semester and is the total of all grade points earned through the end of that semester divided by all units attempted through the end of that semester.

See Administrative Procedures AP 4231.3

Revised: 3/21/78; 4/7/81; 12/19/89

BP 4233 Final Examination

A final evaluated instructional activity is required at the end of each course offering,

See Administrative Procedures AP 4233

BP 4235 Credit by Examination

Credit may be earned by students who satisfactorily pass authorized examinations which can include the College Entrance Examination Advanced Placement Program (CEEAPP), the College Entrance Examination Board (CEEB exams) and exams created by individual disciplines.

See Administrative Procedures AP 4235.

BP 4240 Academic Renewal

Reference: Title 5, Section 55764.

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

BP 4241 Honors Designations

Honors List – End of Semester

Placement on an Honors List awards the student special recognition for academic achievement attained during the semester concluded.

To be eligible for any Honors List, the student must have a minimum of 6 units in graded status (A, B, C, D) within the semester.

Dean's List

To be eligible a student must earn between a 3.50 - 3.99 Grade Point Average.

President's List

To be eligible a student must earn a 4.00 Grade Point Average.

Honors – Graduation

Students may retain eligibility for Honors at Graduation with up to 12 units of optional CR grades on their transcripts

Graduation with Honors

Graduation with honors is granted to graduating students who have an overall grade point average of between 3.50 and 3.99 in the units attempted and earned at the college granting the degree.

President's Honors

Graduation with President's Honors is granted to graduating students who have a 4.00 grade point average in the units attempted and earned at the college granting the degree.

BP 4250 Academic Probation, Dismissal, and Readmission

Reference: Education Code Section 70902(b)(3); Title 5, Section 55754, 55755, 55756, 55759, 55764

The standards for academic probation and dismissal shall be based on the total coursework from both colleges, and the resulting probation or dismissal status shall be applied to both colleges.

BP 4251 Academic Leave

Academic Leave is intended to provide students an opportunity to pursue activities related to their academic program which would not be possible if otherwise enrolled.

A leave of absence is a temporary interruption in a student's program of study. A leave of absence must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring the college to perform a Return calculation. If a leave of absence does not meet these conditions (34CFR 668.22(d), the student is considered to have ceased attendance and to have withdrawn from the school, and school is required to perform a Return calculation. Academic Leave is also intended for students who, for personal or medical reasons beyond their control, must have a break in attendance.

BP 4251.1 Catalog Rights

Whatever requirements and procedures are in effect when a student first registers will prevail until the student has completed his/her course of studies unless the student has had a break in attendance.

BP 4260 Pre-requisites and Co-requisites

At each college the Academic Senate 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. Prerequisites for the same course offered at both colleges in the district shall be the same.

See Administrative Procedures AP 4260

BP 4262 Associate Degree Credit Course

An associate degree credit course is a course which has been designated as appropriate to the associate degree and which has been recommended by the Academic Senates and approved by the district governing board as a collegiate course meeting the needs of the students eligible for admission.

- 1) Standards for Approval. The Academic Senate of each college shall recommend approval of the course for associate degree credit if it meets the following standards:
 - a) Grading Policy. The course provides for measurement of student performance in terms of the stated course student learning outcomes and culminates in a formal, permanently recorded grade based upon uniform standards. The grade is based on demonstrated proficiency in subject matter and the ability to demonstrate that proficiency, at least in part, by means of essays, or, in courses where the Academic Senate deems them to be appropriate, by problem solving exercises or skills demonstrations by students.
 - b) Units. The course grants units of credit based upon a relationship specified by the Academic Senates and the governing board, between the number of units assigned to the course and the number of lecture and/or laboratory hours or performance criteria specified in the course outline. The course also requires a minimum of three hours of work per week, including class time for each unit of credit, prorated for short-term, laboratory, and activity courses.
 - c) Intensity. The course treats subject matter with a scope and intensity that require students to study independently outside of class time.
 - d) Prerequisites and Co-requisites. When the Academic Senate of each college determines, based on a review of the course outline of record, that a student would be highly unlikely to receive a satisfactory grade unless the student has knowledge or skills not taught in the course, then the course shall require prerequisites or co-requisites that are established, reviewed, and applied in accordance with the requirements of Article 2.5 (commencing with Title 5 Section 55200).
 - e) Basic Skills Requirements. If success in the course is dependent upon communication or computation skills, then the course shall require, consistent with the provisions of Article 2.5 (commencing with Section 55200), as prerequisites or co-requisites, eligibility for enrollment in associate degree credit courses in English and/or mathematics, respectively.
 - f) Level of difficulty. The course work calls for critical thinking and the understanding and application of concepts determined by the Academic Senate to be at college level.
 - g) Level of preparation. The course requires learning skills and a vocabulary that the Academic Senate deems appropriate for a college course.
- 2) Course Outline of Record. The course is described in a course outline of record that shall be maintained in the official college files and made available to each instructor. The course outline of record shall specify the unit value, scope, student learning outcomes, and content in terms of a specific body of knowledge. The course outline shall also specify types or provide examples of required reading and writing assignments, other outside-of-class assignments, instructional methodology, and

methods of evaluation for determining whether the stated student learning outcomes have been met by students.

- 3) Conduct of Course. Each section of the course is to be taught by a qualified instructor in accordance with a set of student learning outcomes and with other specifications defined in the course outline of record.
- 4) Repetition. Repeated enrollment is allowed only in accordance with provisions of Title 5.

BP 4262.1 Non-Degree Credit Course

A credit course designated as not applicable to the associate degree is a course which, at a minimum, is recommended by the Academic Senate of each college and is approved by the district governing board and falls within one of the categories:

- 1) Types of Courses. Nondegree applicable credit courses are
 - a) precollegiate basic skills
 - b) courses designed to enable students to succeed in college-level work (including, but not limited to, college orientation and guidance courses, and discipline-specific preparatory courses such as biology, history, or electronics) that integrate basic skills instruction throughout and assign grades partly upon the demonstrated mastery of those skills;
 - c) pre-collegiate occupational preparation courses designed to provide foundation skills for students preparing for entry into college-level occupational courses or programs;
 - d) essential occupational instruction for which meeting the standards of Title 5 Section 55002(a) are neither necessary nor required.
- 2) Standards for Approval. The Academic Senate of each college shall recommend approval of the course on the basis of the standards which follow. In order to be eligible for state apportionment, such courses must be approved (as courses not part of programs) by the Chancellor's Office
 - a) Grading Policy. The course provides for measurement of student performance in terms of the stated course student learning outcomes and culminates in a formal, permanently recorded grade based upon uniform standards. The grade is based on demonstrated proficiency in the subject matter and the ability to demonstrate that proficiency, at least in part, by means of written expression that may include essays, or, in courses where the Academic Senate of each college deems them to be appropriate, by problem-solving exercises or skills demonstrations by students.
 - b) Units. The course grants units of credit based upon a relationship specified by the Academic Senate and the governing board between the number of units assigned to the course and the number of lecture and/or laboratory hours or performance criteria specified in the course outline. The course requires a minimum of three hours of student work per week, per unit, including class time and/or demonstrated competency, for each unit of credit, prorated for short-term, laboratory, and activity courses.
 - c) Intensity. The course provides instruction in critical thinking and generally treats subject matter with a scope and intensity that prepare students to study independently outside of class time and includes reading and writing assignments and homework. In particular, the assignments will be sufficiently rigorous that students completing such course successfully will have acquired the skills necessary to successfully complete college-level work upon completion of the required sequence of such courses.
 - d) Prerequisites and Co-requisites. When the Academic Senate of each college deems appropriate, the course may require prerequisites or co-requisites for the courses that are established, reviewed, and applied in accordance with Article 2.5 (commencing with Section 55200).

- 3) **Course Outline of Record.** The course is described in a course outline of record that shall be maintained in the official college files and made available to each instructor. The course outline of record shall specify the unit value, scope, student learning outcomes, and content in terms of a specific body of knowledge. The course outline shall also specify types or provide examples of required reading and writing assignments, other outside-of-class assignments, instructional methodology, and methods of evaluation for determining whether the stated student learning outcomes have been met by students. Taken together, these course specifications shall be such as to typically enable any student who successfully completes all of the assigned work prescribed in the outline of record to successfully meet the course student learning outcomes.
- 4) **Conduct of Course.** Each section of the course is to be taught by a qualified instructor in accordance with a set of student learning outcomes and with other specifications defined in the course outline of record.
- 5) **Repetition.** Repeated enrollment is allowed only in accordance with provisions of Title 5.

BP 4262.2 Noncredit Courses

A noncredit course is a course which is recommended by the respective Academic Senate and approved by the district governing board as a course meeting the needs of enrolled students.

- (1) Standards for Approval. The respective Academic Senate of a college shall recommend approval of the course if the course treats subject matter and uses resource materials, teaching methods, and standards of attendance and achievement that is deemed appropriate for the enrolled students. In order to be eligible for state apportionment, such courses are limited to the categories of instruction listed in Education Code Section 84711 and must be approved by the Chancellor's Office.
- (2) Course Outline of Record. The course is described in a course outline of record that shall be maintained in the official college files and made available to each instructor. The course outline of record shall specify the scope, student learning outcomes, contents, instructional methodology, and methods of evaluation for determining whether the stated objectives have been met.
- (3) Conduct of Course. Each section of the course is to be taught by a qualified instructor in accordance with the set of objectives and with other specifications defined in the course outline of record.

BP 4262.3 Community Services Class

References: Education Code Section 78300 and Title 5 Section 55002

Each college in the district may offer community services courses as outlined in Title 5. Community services classes 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 classes. Classes may also be offered for remuneration by contract or with contributions or donations of individuals or groups.

A community services class is a class that meets the following minimum requirements:

- 1) is established in consultation with the Academic Senate of each college
- 2) is designed for the physical, mental, economic, or civic development of persons enrolled therein
- 3) provides subject matter content, resource materials, and teaching methods deemed appropriate for the enrolled students
- 4) is conducted in accordance with a predetermined strategy or plan
- 5) is open to all members of the community and
- 6) may not be claimed for apportionment purposes.

BP 4300 Field Trips and Excursions

Reference: Title 5, Section 55450

The chancellor/designee shall recommend to the Academic Senates procedures consistent with Title 5 regulations that regulate the student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity.

The colleges in the District may offer field trips and excursions consistent with Title 5 regulations listed in the Administrative procedures.

No district funds shall be used to support student expenses for out-of-state field trips or excursions. The expenses of instructors, chaperons, and other personnel traveling with students may be paid from district funds.

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

See Administrative Procedures AP 4300