



**POLICY & PROCEDURE SERVICE**

**Board Policies  
Chapter 4  
Academic Affairs**

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### BP 4010 Academic Calendar

**Reference:**

Education Code Section 70902 subdivision (b)(12)

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

The [ **CEO** ] shall, in consultation with the appropriate groups, [ **develop or submit to the Board for approval** ] an academic calendar.

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

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

#### References:

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

**NOTE:** *This policy is **legally required**. The following policy indicates that the Governing Board retains authority to approve new programs and courses, and discontinue programs, and delegates the authority for all other actions to the CEO. It is the option we legally advise, but options that delegate all authority to the CEO or that require Board approval for new courses and discontinue courses are legal. However, it is suggested that Boards not require staff to submit program or course modifications 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 [ **CEO** ] 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;
- 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.

**NOTE:** *The following language is **Optional**:*

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The Board encourages the District to develop and offer programs and curricula in ethnic studies, programs and curricula that infuse a global perspective into the curricular offerings, and programs and curricula that include instruction on the perspectives of persons with low socioeconomic status in the topic.

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

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

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. 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.

### **Credit Hour**

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

The [ **CEO** ] shall establish procedures which prescribe the definition of "credit hour" consistent with applicable Title 5 and federal regulations, as they apply to community college districts.

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

The [ **CEO** ] shall also establish procedures 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.

**Revised 8/04, 2/07, 8/07, 7/11, 3/12, 11/14, 4/16, 10/17, 4/21**

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# BP 4025 Philosophy and Criteria for Associate Degree and General Education

### References:

Title 5 Section 55061;  
ACCJC Accreditation Standard II.A

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

**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.*

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

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desirable that general education programs involve students actively in examining values inherent in proposed solutions to major society problems.

The [ **CEO** ] 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.

**Revised 2/08, 11/14**

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### BP 4030 Academic Freedom

#### References:

Title 5 Section 51023;  
ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation  
Standard I.C.7

**NOTE:** *Boards are 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.*

Revised 11/14

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### BP 4040 Library and Learning Support Services

**References:**

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

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

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

**Revised 3/12, 11/14**

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### BP 4050 Articulation

#### References:

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

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

The [ **CEO** ] shall establish procedures that assure appropriate articulation of the District's educational programs with proximate high schools and baccalaureate institutions.

**NOTE:** *Although the following is not legally required, it 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.

**Revised 2/07, 11/14**

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### BP 4060 Delineation of Functions Agreements

#### References:

Education Code Sections 8535 and 8536

**NOTE:** *This policy is suggested as good practice but 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 [ **CEO** ] shall present an appropriate memorandum of understanding to the Board for approval.

**Revised 2/07**

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### BP 4070 Course Auditing and Auditing Fees

**Reference:**

Education Code Section 76370

**NOTE:** *The District is not required to permit auditing of courses; but if it does, the following policy applies.*

Students may audit courses.

The fee for auditing courses shall be [ *no more than \$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/their 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.

**Revised 10/15**

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# BP 4100 Graduation Requirements for Degrees and Certificates

### References:

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

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

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

Students may be awarded a Certificate of Achievement upon successful completion of a minimum of 16 or more semester units or 24 or more quarter units of degree-applicable coursework designed as a pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education.

The [ **CEO** ] shall establish procedures to determine degree and certificate requirements that include appropriate involvement of the local curriculum committee. The procedures shall assure that graduation requirements are published in the District's catalog(s) and included in other resources that are convenient for students.

**Revised 8/07, 2/08, 10/18**

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### BP 4106 Nursing Programs

#### References:

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

**NOTE:** *The following only applies if the District has decided to use a multi-criteria screening process. In addition, Districts that believe it is applicable to their programs should use the SNAPLE language (see italicized language in the template below) provided in the template as "Suggested as Good Practice," but this new SNAPLE-related language is not universally applicable or required. Districts may choose to provide the SNAPLE-related information to students separately and will be in compliance with the program if this is how they decide to proceed.*

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.

**NOTE:** The following sentence is **Optional**:

The District will recruit students from low socioeconomic populations to enroll in the District's nursing program.

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:** *Loan assumption agreements may be awarded to individuals who at a minimum possess a baccalaureate degree in nursing or a field related to nursing who have agreed to teach nursing on a full-time or part-time basis commencing not more than 12 months after receiving a loan assumption award. The loan assumption program is referred to as the State Nursing Assumption Program of*

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*Loans for Education (SNAPLE). The loan assumption agreement will be considered no longer effective and deemed terminated, if a program participant fails to complete a minimum of three academic years of teaching on a full-time basis or the equivalent on a part-time basis.*

*Loan assumption payments will not be made on behalf of the participant until the participant has completed one academic year, or the equivalent of full-time teaching nursing studies at one or more regionally accredited, eligible Districts. The commission can assume liability for loans incurred by the participant to pay for the participant's undergraduate and graduate degrees.*

*The terms of the loan agreement program can be extended for one academic year, unless extended by the commission on a case-by-case basis, for the following reasons:*

- Pregnancy;*
- Serious Illness;*
- Natural causes; or*
- Being called to military active duty status.*

*In addition, when an interruption of instruction because of a natural disaster prohibits a loan program participant from completing one of the required years of teaching service, the term of the loan assumption agreement shall be extended for a period of time equal to the period of interruption of instruction.*

**New 2/08, Revised 4/09, 4/16, 4/17, 4/21**

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### BP 4110 Honorary Degrees

**Reference:**

Education Code Section 72122

**NOTE:** *The following applies only if the Board has determined to offer honorary degrees.*

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 [ **CEO** ] shall establish procedures and criteria for the award of honorary degrees.

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### BP 4220 Standards of Scholarship

#### References:

Education Code Section 70902 subdivision (b)(3);  
Title 5 Sections 51002, 55020 et seq., 55031 et seq., 55040 et seq., and  
55050 et seq.

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

The [ **CEO** ] 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 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 [ **District** ] catalogs.

**Revised 9/05, 2/08, 4/16, 4/18, 4/20**

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### BP 4225 Course Repetition

#### References:

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

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

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 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:** *Districts may allow repetition of courses in which C or better grades were earned. If they do so, the following policy 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.

**Revised 8/06, 8/07, 4/09, 9/12**

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### BP 4226 Multiple and Overlapping Enrollments

**Reference:**

Title 5 Section 55007

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

The [ **CEO** ] 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 [ **CEO** ] 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.

**New 8/07**

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### BP 4230 Grading and Academic Record Symbols

**Reference:**

Title 5 Section 55023

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

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

The grading system shall be published in the college catalog(s) and made available to students.

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

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

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

**Revised 9/01, 8/07**

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### BP 4231 Grade Changes

#### References:

Education Code Sections 76224 and 76232;  
Title 5 Section 55025

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

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

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

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

**New 2/08**

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### BP 4235 Credit for Prior Learning

**Reference:**

Title 5 Section 55050

**NOTE:** *If the District grants credit for prior learning, the following policy applies:*

Credit may be earned by students who satisfactorily pass an assessment. The [ **CEO** ] shall establish administrative procedures to implement this policy.

**Revised 2/08, 4/20**

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### BP 4240 Academic Renewal

**Reference:**

Title 5 Section 55046

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

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

**Revised 2/08**

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### BP 4250 Probation, Dismissal, and Readmission

#### References:

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

**NOTE:** *This policy is legally required. The following standards are the minimum standards defined in Title 5. Boards may adopt more stringent standards as specified in 55031-55034, and if they have done so, board policy must reflect those standards.*

#### Probation

A student shall be placed on academic probation if he/she/they 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/they 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 [ **CEO** ].

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

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continued on probation if the student **[ state the District's established criteria, such as evidence of extenuating circumstances or shows significant improvement in academic achievement. ]**

### Readmission

A student who has been dismissed may request reinstatement **[ conditions of reinstatement are up to the District; suggest passage of time (e.g., one semester) or appeal that indicates extenuating circumstances have changed].**

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

The **[ CEO ]** shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

**NOTE:** *The following language is Optional:*

### Probation, Dismissal, Readmission Data Reporting

The **[ CEO ]** shall develop and provide to the Board for review **[ specify annual or other interval ]** report of the number of students who were placed on probation, dismissed, and reinstated. This report must disaggregate the students by race, age, gender, or any other characteristic identified by the Board.

**Revised 8/07, 10/13, 4/18, 4/21**

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### BP 4260 Prerequisites and Co-requisites

#### References:

Title 5 Sections 55000 and 55003

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

The [ **CEO** ] 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.

**Revised 2/08**

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## POLICY & PROCEDURE SERVICE

### BP 4300 Field Trips and Excursions

#### References:

Title 5 Section 55220;  
Government Code Section 11139.8

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

The [ **CEO** ] 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 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.

**NOTE:** *Government Code Section 11139.8 prohibits a state agency from requiring its employees, officers, or members to travel to, or approving a request for state-funded or sponsored travel to, any state that, after June 26, 2015, has eliminated protections against discrimination on the basis of sexual orientation, gender identity, or gender expression. This prohibition also applies to any state that has enacted a law that authorizes or requires discrimination against same-sex couples or their family or on the basis of sexual orientation, gender identity, or gender expression, subject to certain exceptions. The California Community Colleges Chancellor's Office has indicated it will not approve requests from local community college districts to travel to a restricted state. The California Community Colleges Chancellor's Office has also opined that Government Code Section 11139.8 does not apply to local community college districts. However, California law has recognized local community college districts as state agencies for certain purposes, among those is the community college funding mechanism. Thus, districts should consult with legal counsel in implementing Government Code Section 11139.8.*

**Revised 8/07, 10/17**

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## POLICY & PROCEDURE SERVICE

### 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.*

The District shall maintain a community services program that [ **Districts may wish to generally describe offerings or specify types of courses. The Education Code defines it as: classes in civic, vocational, literacy, health, family and consumer sciences, 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.** ]

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. [ **Districts may wish to adjust the description – the example is from the Education Code Section.** ]

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.

**Revised 8/07, 4/20**

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