

## **BP 4010 Academic Calendar**

**Reference:**

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

The President of the College shall, in consultation with the appropriate groups, submit to the Board for approval an academic calendar. The calendar will be negotiated with the Gavilan College Faculty Association per Article XIV of the faculty contract.

**See Administrative Procedure #4010**

# AP 4010 Academic Calendar

## Reference:

***Education Code Section 79020; Title 5, Section 55700 et seq., Section 58142***

One hundred seventy five (175) define an academic year (plus additional days per contract)

Five days are designated as flex

The academic calendar is determined through collective bargaining with the Gavilan College Faculty Association

Holidays, include:

- New Year's Day (January 1)
- Dr. Martin Luther King, Jr. Day (Third Monday in January)
- Lincoln Day (February 12 or see Note below)
- Washington Day (Third Monday in February)
- Memorial Day (Last Monday in May)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Veteran's Day (November 11 or see Note below)
- Thanksgiving Day (Fourth Thursday in November)
- Christmas Day (December 25)

Other Holidays:

- New Year's Eve Day
- The day after Thanksgiving
- Christmas Eve Day

Note: Please refer to Education Code 79020 for laws regulating the scheduling of Lincoln Day, Veteran's Day, and holidays that fall on weekends.

Amended by the Board of Trustees: May 13, 2008

Approved by the Board of Trustees: June 11, 2002

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

## **Reference:**

***Education Code Section 70901(b), 70902(b); 78016; Title 5, Section 51000, 51022, 55100, 55130, 55150***

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 President of the College shall ensure there are 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 Faculty Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development.

All new programs and program deletions and all new courses and course deletions shall be approved by the Board. All other actions are delegated to the president and shall be submitted to the Board for information.

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

**See Administrative Procedure #4020**

Amended by the Board of Trustees: May 13, 2008

Amended by the Board of Trustees: November 13, 2007

Approved by the Board of Trustees: June 11, 2002

# AP 4020 Program, Curriculum, and Course Development

## Reference:

***Education Code Section 70901(b), 70902(b), 78016; Title V Sections 5100, 51022, 55100, 55130, 55150, Accreditation Standards II.A, Title 5, Section 55100***

## PROGRAM SERVICES REVIEW

- A. Establishment of the Institutional Effectiveness Committee (IEC) membership.
1. The committee organized to conduct the review process will be a general college committee. The role of the committee is to facilitate and standardize the program review processes required by Accreditation Standards, the Educational Code of California, Title 5 regulations, and Board policy.
  2. Membership will include representation from faculty , professional support staff, and administration as follows:
    - Four (4) faculty
    - Two (2) professional support staff
    - One (1) administrator
    - One (1) student representative
    - Director of Institutional Research – resource to committee
    - Vice President of Instruction – ex-officio member
  3. The committee members choose the chair of the IEC.
  4. Additional committee members may be appointed to serve on an ad hoc committee if deemed necessary to facilitate the completion of the tasks set for the academic year.
- B. General IEC responsibilities.
1. The IEC advises President's Council concerning program review.
  2. The IEC oversees the review process to maintain consistency in the development, selection, and application of criteria and guidelines. The IEC revises procedures when appropriate.
  3. The IEC reviews the outcome of the previous year's recommendations.
  4. The IEC submits the completed program review self study to include the unit plan and Budget Request Form to the President's Council before the end of the academic year.
  5. IEC approved action plans will include resource allocation requests that will be incorporated into department budget requests and unit plans. Budget requests for a three year cycle.
  6. The IEC recommends a list of programs and services designated for review within specific timelines.
  7. The IEC provides program models to aid programs in conducting their self-study.
  8. The IEC reviews program reviews to ensure all programs include Student Learning Outcomes including assessment of those outcomes.
  9. Conduct an annual evaluation of the IEC process.
- C. Timeline for program and services review
1. Program review cycle will be between 3-5 years and will be established by a schedule published by the IEC and posted on the College's web site.
  2. Every year, an internal and external needs assessment, which is conducted in accordance with generally accepted program review and development principles and

regulations, will be completed by the deans of all academic, vocational and technical programs. The provisions of the California Education Code paragraphs 78015 and 78016 apply for the vocational and technical programs. Programs that have a questionable need based upon the assessment by the educational leadership team and/or cabinet will be referred to the IEC for review and recommendations forwarded to President's Council. These programs will be reviewed in addition to the regular program review cycle.

3. The triggers used to identify programs with questionable need (at risk programs) are as follows:
  - Cost: compare direct instructional revenue based upon FTES to direct costs of the programs over two years. Identify those programs that lose money and rank order by percentage of loss to expenses (highest to lowest).
  - Identify programs with declining enrollments over the previous three-year period based upon WSCH of the college and rank order by percent of enrollment in year three to year one (lowest to highest).
  - Needs assessment to identify the community need for the skills taught in the program.

#### D. President's Council Review

1. The President's Council shall review the IEC recommendations and action plan of the program and may conduct an independent review. An outcome of the review may be to;
  - Return the program review to the committee with suggestions for modification of the recommendations.
  - Submit the recommendations to the Board of Trustees for final disposition.
2. Action taken by the President's Council shall be communicated to the IEC and the staff of the program being reviewed.
3. Resource allocation requests included in program reviews will be presented to President's Council as part of the Program Review reporting and approval process. President's Council will review resource allocation requests for consistency with the Strategic Plan.

#### E. Follow-up

1. Each program will submit a status report to the IEC the year following the completion of the program review for the purpose of informing IEC on the implementation status of unit plan actions and the disposition of funding requests. At the request of IEC additional annual reports may be requested from a department.
2. The IEC will evaluate the progress of the program's action plan.
3. The assigned Vice President responsible for implementation of actions within a program review will present the evaluation of the action plan to President's Council.
4. The evaluation of progress of the program review action plans will include an analysis of how the actions are intended to or are improving student learning.

### CURRICULUM DEVELOPMENT

- A. The Curriculum Committee shall be a standing committee of the Academic Senate. Individuals serving on the Curriculum Committee must receive training required by Title 5, 55100.
- B. The primary goal of the Curriculum Committee shall be to oversee the curriculum and sustain quality instruction and standards.

C. The Curriculum Committee shall have jurisdiction over all phases in the development, modification, and updating of the curriculum at Gavilan College. The committee shall have jurisdiction over the transfer General Education Patterns in compliance with CSU and UC mandates. The committee shall also have jurisdiction over non-transfer General Education patterns. The review of the curriculum by the committee may result in a recommendation for curricular additions, deletions or modifications to the Academic Senate and the District Board. This review pertains to both courses and programs.

D. Committee Procedures

1. The Curriculum Committee shall meet twice each month. Special meetings may also be convened by the chairperson. Meeting dates and times shall be established by the committee.
2. Roberts Rules of Order, revised, shall govern the committee in the decision-making process.
3. The chairperson, with the assistance of the Curriculum Specialist, shall be responsible for setting and distributing the agenda. This shall be done as far in advance of regular meetings as possible.
4. Guidelines to be followed when submitting requests for new courses, modifications, or deletions appear in the Curriculum Guide.
5. Proposals given final approval by the Curriculum Committee and/or Senate shall be submitted to the VP of Instruction and the President/Superintendent for their recommendations. The proposals will then be sent to the District Board for Action. Items of policy significance (e.g., program proposals, general education issues) shall first receive the approval of the academic senate before being submitted. Upon a majority vote of a quorum of the curriculum committee, any matter before the committee may be submitted to the academic senate prior to submission. By majority vote of the academic senate, any matter put forth before the curriculum committee for decision may be called before the academic senate for a final decision.
6. Minutes of committee meetings shall be the responsibility of the chairperson and will be available to the Academic Senate for review.
7. The District shall provide departmental assistant/minute recorder to the Curriculum Committee.
8. New courses and programs will be submitted to the District Board for approval and then to the State as required by Title 5 regulations.

E. Criteria to be considered when evaluating curriculum: (not in order of priority)

1. Carnegie Unit criteria
2. Appropriate degree of academic rigor related to objective
3. Capital and instructional costs, availability of facilities
4. Availability of faculty
5. Courses within the catalog that are supportive or duplicative of the courses presented
6. Student needs
7. Relationship to curricular patterns
8. Needs of the community
9. Appropriate to an educational institution
10. Legal requirements

F. Membership

1. Academic Senate Representative (chair)

2. Department chairs (a department chair may designate a representative from his/her department)
3. Vice President of Instruction
4. Dean of Technical and Public Services
5. Dean of Liberal Arts and Sciences
6. Student representative
7. Articulation Office - may already be a voting member as department chair or as representative of department. If Articulation Officer is also a department chair or curriculum committee member, s/he may have only one vote.
8. Director of Admissions and Records (ex officio)
9. If Chairperson is also department chair or curriculum committee member, they have only one vote. The Chairperson has one of two voting options (per Roberts Rules of Order). They can vote only to break ties OR they can vote on each item as a representative of their department. Whichever option the Chairperson selects, it must be on a yearly basis.

## NEW PROGRAM DEVELOPMENT

- A. Proposals for new programs shall be submitted to curriculum committee for preview and recommendation
- B. The Curriculum Committee shall submit the proposal to the IEC for review and recommendation. If the Curriculum Committee approves the program, the proposal shall be submitted to the President and the Board for final approval.

Once approved by the Board, the program shall then be submitted to the State for approval.

All programs leading to an associate degree, a certificate of achievement, a certificate of completion or a certificate of competency must receive approval by the CCC Chancellor before they may be offered.

All credit courses that are part of a newly proposed program and all non-credit courses must receive approval by the CCC Chancellor before they may be offered.

The following "stand-alone" courses must also be approved by the Governing Board prior to being offered for instruction but they need not be submitted for approval by the CCC Chancellor:

- Individual degree-applicable credit course to be offered as part of an educational program already approved by the CCC Chancellor.
- Non-degree applicable credit courses and degree applicable credit courses that are not part of an educational program already approved by the CCC Chancellor.

In the case of stand-alone courses, the following conditions must exist:

- These courses must be approved by the Curriculum Committee.
- The individuals serving on the Curriculum Committee must have received the training provided for in Title 5, 55100 for stand-alone courses.
- Unless modified to properly address the reasons for denial, no courses may be offered that were previously denied separate approval by the CCC Chancellor.
- No student may count 18 or more semester units of stand-alone courses toward satisfying the requirements for a certificate of achievement or toward satisfying the requirements for a major or area of emphasis for an associate degree.

- No group of stand-alone courses totaling 18 or more semester units may be linked to one another by prerequisites or co requisites.

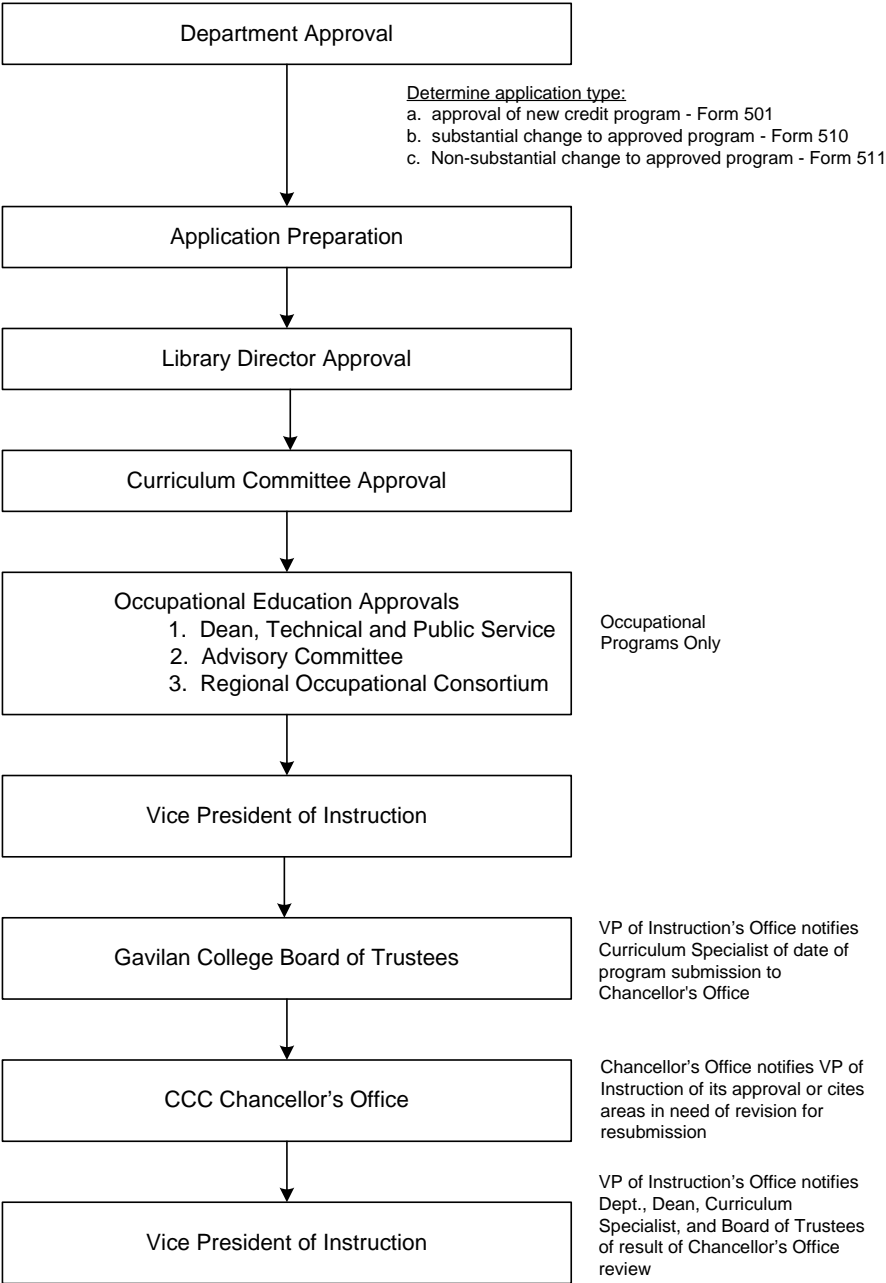
All stand-alone courses approved by the Governing Board must be reported to the CCC Chancellor.

## **Gavilan College Program Approval Process**

1. The approval of any new program or changes to existing programs must be submitted to the California Community College Chancellor's Office for its approval, prior to advertising or offering the program.
2. It is the responsibility of the Department initiating the new program (or program changes) to see that the necessary application is completed and submitted (with approval of the Library Director) to the Curriculum Committee. It is the responsibility of the Dean or Associate Dean of the program to review the application to ensure that the application is complete and well-written prior to submission to the Curriculum Committee.
3. Once approved by the Curriculum Committee, it is the responsibility of the Dean or Associate Dean of the program to collect the necessary signatures prior to submission to the Instruction Office for submission to the Board of Trustees and Chancellor's Office.
4. In the case of occupational programs, it is the responsibility of the Dean of Technical and Public Services to shepherd the program through the program's advisory committee (newly formed in the case of a new program) and the Regional Occupational Consortium prior to submission to the Instruction Office. The Dean will notify the Curriculum Specialist when programs are submitted to the Regional Occupational Consortium and when they are either approved or withdrawn.
5. It is the responsibility of the Vice President of Instructional Services to submit the program to the Gavilan College Board of Trustees for their approval and then forward the application to the Chancellor's Office for final approval. The Vice President's Office will notify the Curriculum Specialist of the date of submission to the Chancellor's Office.
6. The Chancellor's Office notifies the Vice President of Instructional Services of their approval or provides reasons for non-approval. It is the responsibility of the Vice President to notify the originating department and responsible dean of the decision of the Chancellor's Office so that they can make the corrections needed for approval. In most cases, those changes are modest. In some cases, it is made clear that the program is unlikely to receive approval, even with major changes. The Vice President's Office will notify the Curriculum Specialist and the responsible dean when a program has been approved by forwarding a copy of the approval notification letter. The Board of Trustees will be notified in the monthly curriculum report.
7. The flow chart on the following page outlines the steps in securing program approval.
  - a. The Department creates a new program (or modifies an existing program). This usually includes the creation of course outlines and a description of the program requirements.
  - b. Depending upon the nature of the program, *the Department prepares the appropriate program application*. Three situations arise: (a) creation of a new credit program (use Form CCC-501); (b) substantial changes to an existing program (use Form CCC-510); or (c) non-substantial changes to an approved program (use Form CCC-511). After determining which of the three is applicable, the appropriate application is prepared.

- c. Since Library resources are required for any program, the Library Director must sign the form, indicating that the necessary resources either exist in the library or will be secured prior to the start-up of the program.
- d. At this point, the program is submitted to the Curriculum Committee for approval. It is perfectly appropriate to have submitted the various course outlines ahead of time, but the actual program approval must be accompanied by at least one copy of the completed application, including all attachments.
- e. If the program is an occupational program, the application must receive the approval of (a) the occupational dean, (b) the program's advisory committee (required of all occupational programs), and (c) the Regional Occupational Consortium. The occupational dean is a member of that consortium and will shepherd the program through that committee's process.
- f. Once approved by the Regional Occupational Consortium, the program is submitted to the Instruction Office for submission to the Board of Trustees for their approval and then to the Chancellor's Office as described above.

**GAVILAN COLLEGE**  
**Program Approval Process**



Amended by the Board of Trustees: Dec. 9, 2008  
 Amended by the Board of Trustees: May 13, 2008  
 Amended by the Board of Trustees: October 9, 2007  
 Approved by the Board of Trustees: June 11, 2002

Approved by the Board of Trustees: June 11, 2002

## **BP 4021 Minimum Class Size**

Gavilan College will determine its minimum size classes based on the following guidelines:

- Classes which show below 20 in student enrollment are subject to review and cancellation by the Deans and/or Vice President of Instructional Services.
- Such classes may be recommended for review by the Vice President of Instructional Services or a Department Chair.
- A department desiring continuation of a course with less than 15 enrolled must present substantiation for the desirability of its continuation.

## **BP 4022 Substitute Instructor**

When illness or other unavoidable condition necessitates the absence from classes of an instructor, the first concern of the college must be the provision of the most competent instruction that can be secured.

Since fellow teachers in a discipline are usually somewhat familiar with the instruction and standards in each course in the discipline, and since qualified substitutes are rarely available, classes where substitutes are not available should be taught by other Gavilan College instructors, if possible. The teaching of such classes shall be distributed as equitably as possible among the members of the discipline or division. The first day's instruction shall be compensated at one-half the continuing education hourly pay rate for which the substituting instructor qualifies and thereafter at the full continuing education rate.

In courses for which full time substitute teachers are available and in which instruction by fellow teachers is not feasible, regular substitutes will be employed as soon as possible. In all courses, the college will attempt to secure a substitute teacher at the earliest possible time. The substitute pay scale will be the same as the continuing education hourly pay schedule.

Where it is not possible to secure a full-time substitute or an instructor from the specific discipline or department to cover an instructor's absence, the Vice President of Instructional Services or the appropriate Dean of Instructional Services will serve in the capacity of the substitute.

In all instances where an instructor cannot teach his class and a substitute is utilized, the Office of the Vice President of Instructional Services must be notified.

Substitute instructors who are full-time contracted faculty, not on the Gavilan College payroll, will be paid on the basis of the continuing education hourly salary schedule.

# AP 4022 Course Approval

## Reference:

### **Title 5, Section 55100**

The Governing Board will approve all courses and programs offered for instruction. All courses and programs recommended for Board approval must receive prior approval by the Curriculum Committee.

All programs leading to an associate degree, a certificate of achievement, a certificate of completion or a certificate of competency must receive approval by the CCC Chancellor before they may be offered.

All credit courses that are part of a newly proposed program and all non-credit courses must receive approval by the CCC Chancellor before they may be offered.

The following “stand-alone” courses must also be approved by the Governing Board prior to being offered for instruction but they need not be submitted for approval by the CCC Chancellor:

- Individual degree-applicable credit course to be offered as part of an educational program already approved by the CCC Chancellor.
- Non-degree applicable credit courses and degree applicable credit courses that are not part of an educational program already approved by the CCC Chancellor.

In the case of stand-alone courses, the following conditions must exist:

- These courses must be approved by the Curriculum Committee.
- The individuals serving on the Curriculum Committee must have received the training provided for in Title 5, 55100 for stand-alone courses.
- Unless modified to properly address the reasons for denial, no courses may be offered that were previously denied separate approval by the CCC Chancellor.
- No student may count 18 or more semester units of stand-alone courses toward satisfying the requirements for a certificate of achievement or toward satisfying the requirements for a major or area of emphasis for an associate degree.
- No group of stand-alone courses totaling 18 or more semester units may be linked to one another by prerequisites or co requisites.
- All stand-alone courses approved by the Governing Board must be reported to the CCC Chancellor.

Approved by the Board of Trustees: May 13, 2008

Approved by the Board of Trustees: June 11, 2002

## **BP 4023 Instructional Materials**

The Board requires that all basic instructional materials which are necessary for accomplishing the instructional objectives of a credit or non-credit course and; which are consumed and/or are of no continuing value to the student outside of the classroom, shall be furnished by the district. If materials are "solely or exclusively available from the district" and they have value beyond the classroom setting, these materials shall be made available to students at actual cost, these becoming the property of the student. It is further the policy of the Board that any procedures and regulations consistent with the intent of these sections be adopted and published annually in the college catalog.

## **AP 4023 Instructional Materials**

The selection of instructional materials, such as textbooks, is a matter left to the instructional departments to determine. However, the method of obtaining and disposition of examination copies has legal and ethical ramifications.

Examination copies of textbooks and complimentary copies of adopted texts may be secured from a publisher as appropriate in carrying out one's duties as an instructor. However, once obtained, such copies must be disposed of in manner that does not violate copyright laws. When requesting complimentary copies you are doing so as a member of the faculty of Gavilan College and your entitlement is based on that status. Accordingly, no faculty member or other staff person may sell to any vendor complimentary copies of textbooks or other materials. Violation of this provision is considered a violation of the law and subjects the individual to criminal prosecution and personal liability.

## **BP 4024 Substitute Instructor**

When illness or other unavoidable condition necessitates the absence from classes of an instructor, the first concern of the college must be the provision of the most competent instruction that can be secured.

Since fellow teachers in a discipline are usually somewhat familiar with the instruction and standards in each course in the discipline, and since qualified substitutes are rarely available, classes where substitutes are not available should be taught by other Gavilan College instructors, if possible. The teaching of such classes shall be distributed as equitably as possible among the members of the discipline or division.

In courses for which full time substitute teachers are available and in which instruction by fellow teachers is not feasible, regular substitutes will be employed as soon as possible. In all courses, the college will attempt to secure a substitute teacher at the earliest possible time.

In all instances where an instructor cannot teach his class and a substitute is utilized, the Office of the Vice President of Instructional Services must be notified.

Substitute instructors who are full-time contracted faculty, not on the Gavilan College payroll, will be paid on the basis of the continuing education hourly salary schedule.

Approved by the Board of Trustees: May 13, 2008

Approved by the Board of Trustees: June 11, 2002

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

## **Reference:**

***Title 5, Sections 55060 et seq., 55805***

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 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 President of the College 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 Faculty Senate involvement, through the college's curriculum committee.

**See Administrative Procedure #4025**

Amended by the Board of Trustees: May 13, 2008

Approved by the Board of Trustees: June 11, 2002

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

## Reference:

***Title 5, Sections 55060 et seq., 55805; Accreditation Standards II.A***

The philosophy and criteria for the associate degree and general education address the considerations contained in the references listed above.

The District Board affirms 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 programs of the District are consistent with the institutional mission, purposes, demographics and economics of its community.

Gavilan's General Education (GE) requirements introduce students to a variety of means through which people comprehend and interact with the modern world. The GE requirements are central both to the college's mission and to its associate degrees.

Completion of the GE requirements will develop in students the abilities to think and communicate clearly, both orally and in writing; to use mathematics and employ the scientific method; to understand the modes of inquiry in major disciplines; to be aware of other cultures and other eras; to apply critical thinking to ethical and social issues; and to develop the capacity for self understanding and improvement. The student will also develop a depth of knowledge in a specific field of interest. In completing the requirements, students will come to understand basic principles, concepts and methodologies that may be unique to a specific discipline or universal in the quest for knowledge.

Students receiving Associate's degree shall complete at least 32 semester units of general education in addition to a minimum of 18 units in a major or area of emphasis and elective units, when necessary, to complete a total of 60 units.

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.

Area A: Communications in the English Language: Courses will cover the principles and applications of language towards logical thought, clear precise expression, and critical evaluation of communication. English composition courses will include both expository and

argumentative writing. In this area, courses emphasize oral and written communication skills, and sharpen analytical thinking.

Area B: Physical Universe and its Life Forms: These courses examine the physical universe, its life forms, and its natural phenomena. Courses will help students develop appreciation and understanding of the scientific method, mathematics, and statistics, and encourage understanding of the relationship between science, technology, and other human activities.

Area C: Arts, Foreign Language, Literature and Philosophy: These courses study the cultural activities and artistic expression of human beings. Courses will increase students' awareness of ways in which people through the ages and in different cultures have responded to both their own internal landscapes and to the world around them in artistic and cultural creation. Humanities courses will also develop in student's aesthetic understanding, logical thinking skills, and an ability to make sound value judgments.

Area D: Social, Political, and Economic Institutions: These courses focus on people as members of societies. Courses will acquaint students with methods of inquiry used in the social and behavioral sciences. The courses will stimulate critical thinking about peoples' actions and interests on the local, national, and global levels, and will promote appreciation of political, social, and cultural pluralism.

Area E: Lifelong Understanding and Self Development: Courses in this area will equip students for lifelong understanding and development as physiological, social, and psychological beings. These courses have universal and durable utility in aiding students to make choices which will contribute to personal and social well being, and to the achievement of self-actualization through the integration of physical, emotional, social, technological, and intellectual growth.

Area F: Cultural Diversity: Courses in this area will connect students' knowledge of self and society to larger cultural contexts. Students will be able to articulate the differences and singularities between and within cultures.

Proposals for new courses should include recommendations for inclusion as general education requirements. The Curriculum Committee shall determine which courses meet general education requirements and submit recommendations to the Board for final approval.

Amended by the Board of Trustees: May 13, 2008

Approved by the Board of Trustees: June 11, 2002

## **BP 4030 Academic Freedom**

### **Reference:**

***Title 5, Section 51023, Accreditation Standard II.A.7***

It shall be the policy of the College to maintain and encourage full freedom for its faculty to teach, research, and pursue knowledge as set forth in this Article and subject to the applicable provisions of law.

In the exercise of this freedom the faculty member may, as provided in the U.S. and California Constitutions and other applicable laws, discuss his/her own subject or area of competence in the classroom, as well as any other relevant matters, including controversial matters, so long as he/she distinguishes between personal opinions and factual information.

Faculty shall be free from unlawful harassment or from unlawful interference or restrictions based political views.

Faculty shall be free from any and all forms of electronic or other listening or recording devices, except with his/her express and non-continuing consent, except where allowed otherwise by law.

The Board shall not unlawfully inquire into, nor predicate any adverse action upon a faculty member's political or organizational activities or preferences.

The Board shall not interfere with a faculty member's freedom of speech or use of materials in any teaching assignment, except as allowed by law.

This Article is intended to declare the District's and Association's intent to allow those activities protected by constitutional freedom of speech and other forms of academic freedom protected by the laws of the State of California and the laws of the United States.

Amended by the Board of Trustees: May 13, 2008

Approved by the Board of Trustees: June 11, 2002

## **BP 4040 Library Services**

**Reference:**

***Education Code Section 78100***

The District shall have library services that are an integral part of the educational program.

**See Administrative Procedure #4040**

# **AP 4040 Library and Other Instructional Support Services**

## **Reference:**

***Education Code Section 78100; Accreditation Standard II.C***

## **Library**

The Gavilan College Library is primarily an educational facility. Its main objective is to provide and service books, films, tapes, pamphlets, records, and other materials that implement, enrich, and support the educational program.

The district subscribes in principle to the library philosophy expressed in the American Library Association School Library Bill of Rights, which is on file in the Library.

The Library's book selection policy acknowledges that the basic responsibility of the Library is to provide materials in all media of communication, which will enrich and support the curricula offered. The selection policy will take into consideration the students served and will provide materials objectively chosen so as to present all sides of a controversial issue, which will assist students in developing the practice of critical analysis of a problem.

## **Library Requests**

In order to implement this procedure, faculty members will be responsible for requesting books and materials in their special subject fields. The Librarian will be responsible for planning, maintaining and balancing the collection.

## **Influence on Student Reading Choices**

Attempts by individuals or groups to influence what students read and learn are considered legitimate by this college only if they are advanced in a way that does not violate the liberties of students and others and does not interfere with the professional responsibilities of the faculty, the administration and the Board of Trustees.

## **Complaints**

When a complaint is received concerning the merits of materials in the Library, it shall be addressed first to the Librarian.

The Library may refer the matter to the Vice President of Instructional Services for consideration and action. If necessary, the Vice President shall advise the Superintendent/President and the Board of Trustees of any complaints so received and disposition of the complaint.

## **Gifts to the Library**

Gifts to the Gavilan College Library are welcome. It should be understood that the acceptance of a gift does not imply any obligation on the part of the college to make the gift a part of the permanent collection.

Amended by the Board of Trustees: May 13, 2008

Approved by the Board of Trustees: June 11, 2002

## **BP 4050 Articulation**

### **Reference:**

***Title 5, Sections 51022(b), 55051, 55052; Education Code section 66720-66744***

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

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.

**See Administrative Procedures #4050**

Amended by the Board of Trustees: May 13, 2008

Amended by the Board of Trustees: November 13, 2007

Approved by the Board of Trustees: June 11, 2002

## **AP 4050 Articulation**

### **Reference:**

***Title 5, Sections 51022(b), 55051, 55052; Accreditation Standard II.A.6***

Articulation Procedures to Process Course-to-Course Agreements between Gavilan College and District Area high Schools

1. Course-to-Course Articulation Agreements are requested by a high school representative or a Gavilan College officer.
2. An Articulation Course-to-Course proposal is developed by identifying courses that exist at Gavilan that may be equivalent to those at any one of the local high schools.
3. Department faculty at both Gavilan and the high school, in cooperation with the Gavilan Articulation Officer, review and approve or deny those courses.
4. The approval or denial will be decided after review of course outlines and comparing unit values, course goals and objectives, course content, instructional methods and materials (i.e. text books required), course requirements, prerequisites, advisories and methods of evaluation.
  - a. An approval decision will mean the receiving institution has concluded that the courses in question have similar or comparable qualities, therefore, a transfer student will be given unit and/or content credit "in lieu of" the course offered at Gavilan College.
  - b. A denial decision will mean that the course reviewed did not meet the criteria for approval. Course could later be approved provided the high school makes appropriate course changes (Gavilan faculty will make appropriate suggestions) to meet criteria for approval.
5. Upon course approval the articulation agreement will be signed by Gavilan College Department Chair and Articulation Officer and by authorized high school official.

Articulation procedures to process course-to-course agreements between Gavilan College and other community colleges and 4-year institutions.

1. Once a course is approved by the curriculum committee and the President to meet general education or program transfer requirements at other institutions, the articulation officer will submit the required documents to the institution for approval. Documentation will be kept by the articulation officer.
2. Courses will either not be offered until transfer approval is received, or if offered, counselors and faculty will notify students that courses may only transfer as electives until transfer approval is received.

Amended by the Board of Trustees: May 13, 2008

Approved by the Board of Trustees: June 11, 2002

## **BP 4060 Delineation of Functions Agreements**

**Reference:**

***Education Code Sections 8535; 8536***

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 President of the College shall present an appropriate memorandum of understanding to the Board for approval.

**See Administrative Procedure #4060**

## **AP 4060 Delineation of Functions**

**Reference:**

***Education Code Section 8535; 8536***

When the district is engaged in adult non-credit instruction a memorandum of understanding shall be signed by participating parties and shall delineate roles and responsibilities.

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

### **Reference:**

***Education Code Section 70902(b)(3); Title 5, Sections 55070, 55800 et seq.***

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 residency and competency requirements set forth in Title 5 regulations

Students may be awarded a Certificate of Achievement upon successful completion of 18 semester units of degree-applicable coursework designed as a pattern of learning experiences which develop certain capabilities that may be oriented to career or general education. In some cases, pending approval by the State Chancellor's Office, a Certificate of Achievement may be awarded with between 12 and 18 units.

The President of the College shall establish procedures to determine degree and certificate requirements that include appropriate involvement of the 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.

**See Administrative Procedures #4100**

Amended by the Board of Trustees: May 13, 2008

Approved by the Board of Trustees: June 11, 2002

# AP 4100 Graduation Requirements for Degrees and Certificates

## Reference:

*Title 5, Sections 55070, 55800 et seq.; Accreditation Standards II.A.3, II.A.4, II.A.5, II.B.2.*

## Graduation Requirements

A Petition for Graduation must be filed by each student who wishes an Associate in Arts or Associate in Science degree, a Certificate of Achievement, a Certificate of Completion or a Certificate of Competency from Gavilan College. The petition should be filed at the beginning of the semester in which the student plans to complete the requirements for graduation. Although diplomas are awarded at the end of each term, there is only one graduation ceremony, held at the close of the Spring Semester. Associate degree and certificate of achievement candidates are invited to participate in this celebration.

Students must do the following in order to be eligible for graduation:

1. File a Petition to graduate with the Admissions and Records Office at least 8 weeks prior to the expected graduation date. A Petition to graduate must be filed for each Associate in Arts degree, Associate in Science degree, Certificate of Completion, Certificate of Achievement or Award of Achievement for which the student is applying.
2. Maintain a cumulative grade point average of 2.0 ("C") or higher for all work attempted and a grade of "C" or higher in all major or certificate courses.
3. Complete a minimum of 18 units of coursework in a major or area of emphasis. Specific major or area of emphasis course requirements are listed in the college catalog.
4. Complete a minimum of 60 semester units overall.
5. Complete at least 12 units, or have completed 48 units at Gavilan College.
6. For the AA or AS degree, complete the Gavilan General Education Requirements.

## ADDITIONAL ASSOCIATE DEGREES

An Associate in Arts or an Associate in Science degree will be awarded to those currently possessing an Associate degree provided:

1. The second degree major or area of emphasis includes a minimum of 18 new units.
2. Courses used to satisfy major or area of emphasis requirements for the previous degree(s) are not used to satisfy any of the new 18 major units, and
3. A student completes the last 12 units or has completed a total of 48 units at Gavilan College.

For continuing students, the general education and major requirements for the additional degree are those listed in the college catalog for the academic year in which the student first takes courses for the first degree or any subsequent catalog thereafter. Continuous attendance is defined as enrollment in at least one regularly transcribed course per year, including summer.

### CERTIFICATES

Students may earn a Certificate of Achievement by completion of an approved program of 18 degree-applicable units of coursework oriented to career of general education. Certificates of Achievement requiring 12-18 units of coursework may also be granted when such program has been approved by the State Chancellor's Office.

Students may earn a Certificate of Completion or a Certificate of Competency by completing an approved program of non-credit coursework oriented toward career development or entry into credit programs.

For returning students, the requirements are those listed in the college catalog for the year in which the student returns or any subsequent catalog thereafter.

Amended by the Board of Trustees: May 13, 2008

Approved by the Board of Trustees: June 11, 2002

# AP 4101 Independent Study

## Reference:

*Title 5, Sections 55300 et seq.*

### Special Courses

The following transferable courses are designed for individual study under faculty supervision. They may be offered in the class schedule under each discipline in the college curriculum that is transferable to the baccalaureate level.

Interested students must have sufficient background in the discipline, from previously completed course work or equivalent experience, to enable them to meet their specific objectives in their individual contracts.

A specific contract for each course must be developed by the student, and approved by a faculty supervisor, department chair and appropriate dean. To register, the contract must be completed within the first four weeks of the semester, and filed with the Admissions and Records Office.

Contract forms are available in the Instructional Services office.

### COURSE NUMBER 22, 122

#### Field Work and Service (0.5 or 1 Unit)

Supervised fieldwork within the college and/or local agencies. Students serve in useful group activities in leadership roles prescribed for them by the faculty supervisor, and when appropriate, community agencies. A maximum of six units may be earned. These courses do not transfer to UC. They may transfer to CSU. Check with a counselor.

### COURSE NUMBER 23, 123

#### Independent Study (1 or 2 Units)

Designed to afford student specialized opportunities to continue study in a discipline at the independent study level. Working with faculty supervision, the studies may involve extensive library work, research, laboratory work or special projects. A maximum of six units may be earned.

Academic standards for independent study are the same as those applied to other credit courses.

The faculty supervisor shall evaluate student progress.

Students should have access to the faculty supervisor at least equivalent to that commonly available to students in courses conducted by other instructional methods.

The admissions office shall report to the State Chancellor's Office as required.

Amended by the Board of Trustees: May 13, 2008

Approved by the Board of Trustees: June 11, 2002

# **AP 4102 Occupational/Vocational Technical Programs**

## **Reference:**

***Title 5, Sections 55600 et seq.; Accreditation Standard 4.B.6***

Each Occupational/Vocational Technical Program shall establish an advisory committee. Members of advisory committees shall be employees selected from business or industries related to the program and served by the district, high school/university representatives, students in the program, or other interested individuals or agency representatives. Members are recommended by the department chair within the Occupational/Vocational Technical Program and the Dean of Technical and Public Services and are approved annually by the Gavilan Board of Trustees.

The competence of students completing Occupational/Vocational Programs is evidenced in state mandated competence exams.

Amended by the Board of Trustees: May 13, 2008

Approved by the Board of Trustees: June 11, 2002

## **AP 4103 Work Experience**

### **Reference:**

***Title 5, Sections 55250 et seq.***

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;

Supervising faculty maintain 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 maintain records that show consultation with the employer and the student, evaluation of the student's achievement, and the final grade.

The current plan is attached and will be updated as required by the State Chancellor's Office.

## **BP 4104 Contract Education**

**Reference:**

*Title 5, Sections 55600 et seq.*

The Gavilan Community College District may contract for instructional classes to be offered at the request of public or private agencies or group.

**See Administrative Procedure #4104**

Amended by the Board of Trustees: May 13, 2008

Approved by the Board of Trustees: June 11, 2002

## **AP 4104 Contract Education**

### **Reference:**

***Title 5, Section 55600 et seq., Accreditation Standard III.D.2***

The Gavilan Community College District will contract for instructional classes to be offered at the request of public or private agencies or groups.

Contract Education courses, trainings or activities that are developed will be consistent with the mission statement, goals and objectives of Gavilan College.

The development, review, approval and evaluation of these classes, trainings or activities will be in accordance with established procedures for Gavilan College.

The presentation for these short-term classes, trainings or activities will be in lecture, workshop or seminar format.

A contract for a specific course, training or activity will be mutually developed by the Director of Community Education and the contracting public or private agencies requesting the service.

This contract will be limited in nature and include a description of the services to be provided, fee, dates, place and other conditions and terms.

The fee for these specific services will be determined on the basis of the direct cost of instruction, supplies/materials, other services and a reasonable cost to cover administrative overhead.

Contract Education will offer certificates and continuing education units whenever possible.

Amended by the Board of Trustees: May 13, 2008

Approved by the Board of Trustees: June 11, 2002

## **BP 4105 Distance Education**

The President of the College will develop a procedure to address distance education and electronic delivery of courses, including such issues as support, workload, and intellectual property.

**See Administrative Procedure #4105**

## **AP 4105 Distance Education**

### **Reference:**

***Title 5, Section 55200 et seq., Accreditation Standard II.A.I, II.B.2***

Gavilan Joint Community College District, consistent with Strategic, Educational and Facility Master Plans, supports and incorporates Distance Learning into programs and services for students. The President of the College, in consultation with the Academic Senate, will ensure that Distance Learning is utilized in a manner that maintains academic integrity and accountability for student outcomes. Courses, resources and materials will be designed and delivered in such a way that communication and course taking opportunities are accessible to students with or without disabilities. Courses and services provided in a Distance Learning format shall be held to the same standards of quality and accountability as other courses, programs, and services including but not limited to:

- Academic rigor
- Curriculum approval processes
- Evaluation of programs and staff
- Effective and efficient use of resources
- Regular and effective contact between staff and student

“Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology”. (Title 5, section 55200) A distance education course is a course or course section where at least 51 percent of the hours of instruction occur at a distance.

### **Course Approval:**

Each proposed or existing course offered by distance education shall be reviewed and approved separately.

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in Administrative Procedures 4020, 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 President of the College 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 using the specified approval procedures for distance education courses.

**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.

Amended by the Board of Trustees: May 13, 2008

Approved by the Board of Trustees: June 11, 2002

## **BP 4110 Honorary Degrees**

**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 President of the College shall establish procedures and criteria for the award of honorary degrees.

**See Administrative Procedure #4110**

# AP 4110 Honorary Degrees

## Reference:

### *Education Code Section 70902*

Honorary degrees may be awarded to citizens on such occasions as graduation and other awards ceremonies. The degree awarded shall be an associate of arts or associate of science degree as appropriate. Recipients must have distinguished themselves in education, community or national service, or in their profession. Their service must also support the mission, values, and objectives of the college.

Recommendations for an honorary degree shall be submitted to the President of the College.

Recommendations shall include:

- Name of recipient
- Educational and professional experience
- Record of distinguished service that justifies awarding of an honorary degree
- Occasion at which degree is to be awarded

The President shall submit the award request to the President's Council for review and recommendation and then to the District Board for final approval.

## **BP 4220 Standards of Scholarship**

### **Reference:**

***Education Code Section 70902(b)(3); Title 5, Sections 55020 et seq, 55030 et seq, 55040 et seq, 55050 et seq.***

The President of the College shall establish procedures that establish standards of scholarship consistent with the provisions of Title 5, Sections 55750, 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 the District catalogs.

**See Administrative Procedures #4220**

Amended by the Board of Trustees: May 13, 2008

Amended by the Board of Trustees: November 13, 2007

Approved by the Board of Trustees: June 11, 2002

## **AP 4220 Standards of Scholarship – Delegation**

**Reference:**

***Education Code Section 70902(d); Title 5, Sections 55020 et seq, 55030 et seq, 55040 et seq, 55050 et seq.***

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.

Amended by the Board of Trustees: May 13, 2008

Approved by the Board of Trustees: June 11, 2002

## **AP 4222 Remedial Coursework**

### **Reference:**

***Title 5, Section 55756.5***

Remedial coursework consists of pre-collegiate basic skills courses.

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 for remedial coursework. A student who exhausts this unit limitation shall be referred to appropriate adult noncredit education services.

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.

Students enrolled in one or more courses of English as a Second Language and students identified as having a learning disability are exempt from the limitations of this procedure.

Students who demonstrate significant, measurable progress toward development of skills appropriate to enrollment in college-level courses may be granted a waiver of the limitations of this procedure.

Gavilan College catalogs 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.

Amended by the Board of Trustees: May 13, 2008

Approved by the Board of Trustees: June 11, 2002

## **BP 4225 Course Repetition**

### **Reference:**

***Title 5, Sections 55040-55045, 58161***

Students may repeat courses in which substandard grades (less than "C") were earned in accordance with Title 5, sections 55040-55045. The limitations on course repetition and the processes for repeating courses are enumerated in administrative procedures.

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

**See Administrative Procedure #4225**

Amended by the Board of Trustees: May 13, 2008

Amended by the Board of Trustees: November 13, 2007

Approved by the Board of Trustees: June 11, 2002

# AP 4225 Course Repetition

## Reference:

### *Title 5, Sections 55040-55045*

- Students may repeat courses in which substandard grades (D, F, NC or NP) were awarded.
- Students may repeat twice any course for which a substandard grade (D, F, NC or NP) has been received with the following limitations:

For the first repeat, student may self-select to repeat a course with a substandard grade without counselor approval.

Upon the second request to repeat a course, the student must meet with a counselor to review the reasons for the previous failures to complete the course with a satisfactory grade (A, B, C, CR or P). The counselor may require that the student receive special services (such as tutoring or assistance in one of the specialized skill labs) as a requirement of repeating the course again. Alternatively, the counselor may recommend enrollment in an earlier course in the course sequence as a condition of repeating the course again. When appropriate, the counselor may recommend that the student attempt an alternate course to satisfy the same educational objective (such as a different course that will satisfy the same general education requirement).

If, in the opinion of the counselor and the Vice President of Student Services (or Vice President of Instruction), continued attempts to improve the substandard grade seem warranted, the student will be allowed to repeat the course.

- Upon completion of a repeated course, the most recent grade earned will be computed in the cumulative grade point average and the student's academic record so annotated.
- Students may petition to repeat a course a third time for which a substandard grade (D, F, NC, NP) has been received if extenuating circumstances exist. Extenuating circumstances include verified cases of accidents, illness or other events beyond the student's control. Grades and grade points for courses repeated under this provision shall not be counted in calculating a student's grade point average although course content of the most recent attempt will be applied to graduation requirements if applicable.
- Students may repeat courses for which a passing grade (A, B, C, CR or P) has been received under the following special circumstances:
  1. Repetition is necessary in order to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. The grade and grade points received each time shall be included for purposes of calculating the student's grade point average.
  2. The course is a repeatable course, as described in Administrative Procedure, AP 4227.

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Amended by the Board of Trustees: March 9, 2010

3. The previous grade is the result of extenuating circumstances such as verified cases of accidents, illness or other events beyond the control of the student. A Request to Repeat a Course Under Special Circumstances, signed by a Gavilan counselor, is required. The grade and grade points received shall be included for purposes of calculating the student's grade point average.
  4. A significant lapse of time has occurred since the course was taken. A Request to Repeat a Course Under Special Circumstances, signed by a Gavilan counselor, is required. Grades and grade points for courses repeated under this provision shall not be counted in calculating a student's grade point average.
  5. The college has established a recency prerequisite. A Request to Repeat a Course Under Special Circumstances, signed by a Gavilan counselor, is required. Grades and grade points for courses repeated under this provision shall not be counted in calculating a student's grade point average.
- When a course has been repeated under any of the above circumstances, the student's permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.
  - Procedures for petitioning to repeat a course will be published in the Gavilan College Catalog.
  - The specific courses or categories of courses, if any which are exempt from course repetition shall be made available to students upon request.
  - Students may repeat a course taken at another accredited college or university for which substandard academic performance is recorded.
  - Gavilan will accept for course repetition the passing grade and units of a course subsequently repeated at another accredited college or university. A Petition for Academic Renewal, signed by a Gavilan College counselor, and an official transcript from the other college is required.
  - 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.

Approved by the Board of Trustees: June 11, 2002  
Amended by the Board of Trustees: November 13, 2007  
Amended by the Board of Trustees: May 13, 2008  
Amended by the Board of Trustees: March 9, 2010

## **BP 4226 Multiple and Overlapping Enrollments**

**Reference:**

***Title 5, Section 55007***

The President of the College 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 President of the College 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, 55007.

See Administration Procedure 4226

Approved by the Board Trustees: May 13, 2008

Approved by the Board of Trustees: June 11, 2002

## **AP 4226 Multiple and Overlapping Enrollments**

### **Reference:**

***Title 5, Section 55007***

A student may not enroll in two or more sections of the same credit course during the same term unless the length of the course provides that the student is not enrolled in more than one section at any given time.

A student may not enroll in two or more courses where the meeting times for the courses overlap unless:

- The student provides a valid justification, other than scheduling convenience, of the need for an overlapping schedule.
- The Student must provide written validation from both instructors addressing how overlapping hours will be made up.
- The Vice President of Student Services (or designee) approves the schedule.
- The student makes up the overlapping hours at some other time during the same week under the supervision of the instructor of the course.

Approved by the Board of Trustees: May 13, 2008

Approved by the Board of Trustees: June 11, 2002

## AP 4227 Repeatable Courses

### Reference:

***Title 5, Sections 55041, 55044, 55253 and 56029***

Under special circumstances, students may repeat courses in which a C or better grade was earned.

Repeatable courses are listed in the Gavilan College Catalog and conform to Title 5 requirements for repeatability as specified in Title 5 Section 55041:

- Repetition of the course is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.
- The content of the course differs each time it is offered.
- The course is an “activity course” in which the student meets course objectives by repeating a similar primary educational activity and gains an expanded educational experience each time the course is repeated.

Students are allowed to repeat a course without petition when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or continued paid employment. Students can repeat such courses any number of times, even if they receive a grade of C or better; however, the grade received by the student each time will be included in calculations of the student’s grade point average.

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 are allowed to repeat an occupational work experience course any number of times as long as they do not exceed the limit on the number of units of cooperative work experience set forth in Title 5 Section 55232(a).

## **BP 4230 Grading and Academic Record Symbols**

**Reference:**

***Title 5, Section 55023***

Courses shall be upgraded using the grading system established by Title 5. The grading system shall be published in the college catalog and made available to students.

The grading system shall include, and faculty shall use, the “Plus and minus” designation in combination with letter grades, except that C minus shall not be used.

**See Administrative Procedure #4230**

Amended by the Board of Trustees: May 13, 2008

Approved by the Board of Trustees: June 11, 2002

# AP 4230 Grading and Academic Symbols

## Reference:

*Title 5, Section 55023*

Symbol	Definition	Grade Point
A	Excellent	4
A-		3.7
B+		3.3
B	Good	3
B-		2.7
C+		2.3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
P	Pass (at least satisfactory-units awarded not counted in GPA)	
NP	No Pass (less than satisfactory, or failing, units not counted in GPA)	
I	<p>Incomplete (incomplete academic work for unforeseeable, emergency and justifiable reasons). The requirements to complete the course must be fulfilled during the next term of attendance (excluding summer) within the next year. For those courses that are not offered in consecutive terms, these requirements must be completed during the term when the course is next offered. The final grade will revert to an F if the incomplete grade is not made up within the semester.</p> <p>The "I" symbol shall not be used in calculating units attempted or for grade points.</p> <p>A student may petition to the Vice President of Instructional Services for a time extension due to unusual circumstances.</p>	
IP	In Progress (In Progress shall be used to denote that the class extends beyond the normal end of the academic term).	

RD Report Delayed (may be assigned by the registrar only if there is a reporting delay due to circumstances beyond the student's control).

W Withdrawal (student withdrawal from class will be designated with W only between the Monday of the fifth week - or 30% of a term, whichever is less - and the last day of the fourteenth week of instruction - or 75% of a term, whichever is less. Withdrawal at other times is as follows:

1%-30% of term	NRS (No Record Shown)
31%-75% of term	W
76%-100% of term	F

MW "Military Withdrawal" occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. The withdrawal symbol so assigned may be a "W" or, if necessary to distinguish military withdrawals, may be a "MW". Military withdrawals shall not be counted in progress probation and dismissal calculations. "W"s incurred during the period between January 1, 1990 and the effective date of this paragraph, which meet the definition of military withdrawal herein, shall not be counted in progress probation and dismissal calculations and may be changed to "MW"s.

Amended by the Board of Trustees: May 13, 2008

Approved by the Board of Trustees: June 11, 2002

## **AP 4231 Grade Changes**

### **Reference:**

***Education Code Section 76224, 76232; Title 5, Section 55025***

The instructor of the course shall determine the grade to be awarded to each student. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. "Mistake" may include, but is not limited to errors made by an instructor in calculating a student's grade and clerical errors.

The removal or change of an incorrect grade from a student's record shall only be done upon authorization by the instructor. No grade may be challenged by a student more than one year from the end of the term in which the course was taken. Exceptions may be considered on an individual basis with evidence of extenuating circumstance provided to the Vice President of Instructional Services or the Superintendent/President. Provisions shall be made to allow another faculty member to substitute for the instructor if the student has filed a discrimination complaint, if the instructor is not available or if the district determines that it is possible that there may have been gross misconduct by the original instructor. In the case of fraud, bad faith, or incompetence, the final determination concerning removal or change of grade will be made by the Vice President of Instructional Services. Grade change forms are available in the admissions office. Appeals to the President of the College shall follow the procedures in AP 5530 Student Grievance Procedures.

Approved by the Board of Trustees: June 11, 2002  
Amended by the Board of Trustees: May 13, 2008  
Amended by the Board of Trustees: March 9, 2010

## **AP 4232 Pass/No Pass**

### **Reference:**

***Title 5, Section 55022***

### Pass/No Pass Options

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.

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.

Students receiving the pass (P) grade must have achieved the course objectives equivalent to at least a "C" grade in order to receive the units of credit assigned to the course. The grade point average of a student receiving a credit (P or No Pass NP) grade will not be influenced.

A Pass/no Pass course is not included in consideration for honors such as Dean's List or President's Honor Roll.

### Pass/No Pass, Letter Grade Option

For some courses, students have the option of selecting a final grade of Pass/No Pass or a traditional letter grade of "A, "B, "C", etc. Review the course description in the schedule to determine which courses are designed as having this option.

Before selecting a grading option, students should consider the following:

Once the option has been selected, the student's decision is final and irreversible. To select one option over another, a student must complete the Grading Option form and file it with the Admissions & Records Office prior to the NRS (No Record Shown) date for the course. This date is 30% of the course length.

If the student opts for a P/NP final grade, the units are not included in the semester GPA but are considered for the purposes of academic and progress probation and dismissal.

A P/NP grade is not used in consideration of honors.

A total of 20 units of P/NP graded units (not including those courses required by the major which are designated P/NP only) may be applied to an Associate's Degree or Certificate.

The student should carefully consider the transferability of P/NP units to other institutions.

Amended by the Board of Trustees: May 13, 2008

Approved by the Board of Trustees: June 11, 2002

## **AP 4233 Withdrawal**

**Reference:**

***Title 5 Sections 55024***

Students may withdraw from a course by notifying Admissions & Records either on-line or in person.

The following grading practices apply when withdrawing from a course:

- A student who withdraws from a course prior to 30% of the class meetings being held will receive no grade of record.
- A student may withdraw from a course and receive a grade of "W" prior to completion of 75% of the class meetings for the course; thereafter, the student will receive whatever grade they would have earned, based upon the entire semester's work.
- A student may withdraw from a course up to four times and receive a grade of "W"; after a fourth "W", the student will receive the grade they would have earned, based upon the entire semester's work.
- A withdrawal may be excluded from the four-time maximum limit in the case of extenuating circumstances such as natural disasters or other circumstances beyond the control of the student including verified cases of accident or illness.

Approved by the Board of Trustees: May 13, 2008

Approved by the Board of Trustees: June 11, 2002

## **BP 4235 Credit by Examination**

**Reference:**

***Title 5, Section 55050***

Credit may be earned by students who satisfactorily pass authorized examinations.  
The President of the College shall establish administrative procedures to implement this policy.

**See Administrative Procedure # 4235**

Amended by the Board of Trustees: May 13, 2008

Approved by the Board of Trustees: June 11, 2002

# AP 4235 Credit by Examination

## Reference:

*Title 5, Section 55050*

**Credit by Examination** may be obtained by one of the following methods:

- Achievement of a score of 3 or higher on an Advanced Placement Examination administered by the College Entrance Examination Board.
- Achievement of a score that qualifies for credit by examination in the College Level Examination Program.
- Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog.
- Achievement of an examination administered by other agencies approved by the college.

## Determination of Eligibility to Take the Examination:

- The student must be currently registered in the college and in good standing,
- The course is listed in the college catalog,

Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veteran's or Social Security benefits.

Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.

## Non-Traditional Credit

Students may be granted nontraditional academic credit (e.g., military service, credit by examination, USAFI, CLEP, AP, etc.) upon proper application and, with the exception of Advanced Placement, the successful completion of 12 credit units at Gavilan College with a cumulative grade point average (GPA) of no less than 2.0 (C).

## Credit by examination ("Test Out")

Students who have a cumulative G.P.A. of 2.0 or higher in at least 12 units of college work completed at Gavilan College may petition for credit by examination during any term in which they are enrolled.

### Procedures:

1. Students who may qualify for credit by examination are:
  - a. Students who have never taken the class for credit.
  - b. Students of exceptional ability who have studied on their own.
  - c. Students with experiential background who can meet the objectives of this course.

2. Students will pay tuition for the challenged class. The fee will be equivalent to the enrollment fee associated with enrollment in the course for which the student seeks credit by examination.
3. Applications for Credit by Examination are available from the Admissions and Records Office, and require the signature of the appropriate instructor, department chairperson, and appropriate dean.
4. A copy of the graded challenge examination will be submitted to the appropriate dean's office. The type of examination is to be determined by the instructor and the department chairperson in concert with the appropriate dean.
5. The final grade sheet will be submitted to the Admissions and Records Office for posting on the student's transcript. Such posting will indicate the credit was earned by examination.
6. Students desiring to take the Challenge Examination who, due to extenuating circumstances, do not meet the above qualifications may submit a written appeal for waiver to the appropriate dean.
7. A limit of 12 units of credit by examination may be applied to the AA/AS degree.

### Procedures for Credit by Examination - Nursing Program

Students will receive the following orientation regarding Credit by Examination:

1. All nursing program students will sign a statement that they have been made aware of the college policies on Credit by Examination.
2. Students challenging a nursing course must be eligible for the course and must have met all program entry prerequisites, including admission procedures for the nursing program.
3. The college reserves the right to deny challenge to any specific course.

Advanced Placement credit will be awarded as follows:

Test Semester	Score*	Equivalent	
		Gavilan College	Units
American History	3, 4, 5	HIST 1, 2	6
Art History	3, 4, 5	ART 1A, 1B	6
Biology	3, 4, 5	BIO 10	4
Chemistry	3, 4	CHEM 30A	4
	5	CHEM 1A	5
Computer Science	3, 4, 5	CSIS 15	3
Computer Science AB	3, 4, 5	CSIS 45, 46	6
English Language and Composition	3, 4, 5	ENGL 1A	3
English Composition and Literature	3, 4	ENGL 1A	3
	5	ENGL 1A, 1B	6
(Max # Units in English = 6)			
Economics, Macro	3, 4, 5	ECON 1	3
Economics, Micro	3, 4, 5	ECON 2	3
Environmental Science	3, 4, 5	ECOL 1	4
Government & Politics	3, 4, 5	POLS 1	3
		POLS 3	3
Math/Calc AB	3, 4, 5	MATH 1A	4

Math/Calc BC	3, 4, 5	MATH 1B	4
Music Theory	3, 4, 5	MUS 3A	3
Physics B	3, 4, 5	PHYS 2A	4
Physics C	3, 4, 5	PHYS 2B	4
Psychology	3, 4, 5	PSYC 1A	3
Spanish	3, 4	SPAN 1B	5
	5	SPAN 2A	5
Statistics	3, 4, 5	MATH 5	3

\*Scores of "3" may not be accepted by some colleges and universities for all courses.

Amended by the Board of Trustees: May 13, 2008

Approved by the Board of Trustees: June 11, 2002

## **BP 4240 Academic Renewal**

### **Reference:**

***Title 5, Section 55040, 55041, 55044***

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

**See Administrative Procedure #4240**

Amended by the Board of Trustees: May 13, 2008

Approved by the Board of Trustees: June 11, 2002

# AP 4240 Academic Renewal

## Reference:

*Title 5, Section 55040, 55041, 55044*

## ACADEMIC RENEWAL

Gavilan College shall allow academic renewal in two ways: 1) with course repetition and 2) without course repetition. When academic renewal occurs, the permanent academic record shall be annotated in such a manner that all work remains legible; insuring a complete academic history, and the previous grades and credits shall be disregarded in the computation of grade point averages. Only course work taken at Gavilan College shall be considered eligible for academic renewal.

## ACADEMIC RENEWAL WITH COURSE REPETITION

1. A student may repeat any course in which a grade of D, NC, NP, or F was issued.
2. The grade received upon repetition of the course will be recorded on the student's permanent record.

## ACADEMIC RENEWAL WITHOUT COURSE REPETITION

A student may petition for the academic renewal of a maximum of three terms of substandard coursework, which is not reflective of the student's demonstrated ability. To be eligible for renewal, the following criteria must be met:

1. A period of two years has elapsed between the time of the petition and the date of the coursework to be renewed, and
2. Subsequent to the semester being renewed, the student must complete either
  - a. 30 or more units with a grade point average of 2.0 or
  - b. 24 units with a grade point average of 2.5 or
  - c. 18 units with a grade point average of 3.0

No grade or course will be removed from the student's permanent academic record. However, the record will be annotated to indicate that the coursework for that term is not computed in the grade point average. Subject completion, but not unit value, will be allowed for any course completed satisfactorily in the term(s) to be renewed for the purpose of satisfying requirements for a certificate or degree. All work, including academic renewal semesters, will be computed in determining honors (3.50) at graduation.

A copy of the amended record will be mailed to the student.

Repetition of courses will be permitted in accordance with Title V, Section 55041.—The procedure for petitioning for alleviation of substandard coursework is available through the Admissions and Records Office.

Approved by the Board of Trustees: June 11, 2002  
Amended by the Board of Trustees: May 13, 2008  
Amended by the Board of Trustees: March 9, 2010

# **BP 4250 Probation, Disqualification and Readmission**

## **Reference:**

***Education Code Section 70902(b)(3);  
Title 5, Section 55030-55034***

### **Probation**

A student shall be placed on academic probation if he or 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 or 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 fifty percent.

A student who is placed on probation may submit an appeal in accordance with procedures to be established by the President of the College.

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 fifty 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 2.0 in all units attempted in each of three (3) 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 (3) consecutive semesters reaches or exceeds fifty percent.

A student who is subject to dismissal may submit a written appeal in compliance with administrative procedures by petitioning for reinstatement to the Academic Standards Committee.

### **Readmission**

A student who has been dismissed may request reinstatement after one semester or indicate extenuating circumstances have changed. Readmission may be granted, denied or postponed according to criteria contained in administrative procedures.

The President of the College shall develop procedures for the implementation of this policy that comply with the Title 5 Requirements.

### **See Administrative Procedure 4250**

Amended by the Board of Trustees: May 13, 2008

Approved by the Board of Trustees: June 11, 2002

# AP 4250 Probation

## Reference:

*Title 5, Section 55030-55034*

### Notification of Probation

Each student is entitled to be notified of his/her academic difficulty and the availability of college support services to respond to the academic difficulty before the student is dismissed.

Notification will consist, at a minimum, of the following: At the end of the semester in which the student's grade point average falls below 2.0 in all units attempted, a notice that the student is on probation shall be sent to the student informing him/her that he/she is on academic probation.

"All units attempted" is defined as units of credit for which the student is enrolled in the community college that they attend. If the percentage of a student's recorded entries of "W," "I," "NC", and NP in at least three consecutive semesters reaches or exceeds 50% of all units in which a student has enrolled, the student shall be placed on progress probation. At the end of the third semester on which the student is on academic or progress probation, a notice that the student is subject to dismissal will be sent to the student informing him/her that he/she is subject to dismissal.

### Probationary Letter

The letter notifying the student of probation will cover, at a minimum, the significance of being on probation and description of the services available.

A student who is on academic probation and earns a semester grade point average of 1.75 or better shall not be dismissed as long as this minimum semester grade point average is maintained.

Amended by the Board of Trustees: May 13, 2008

Approved by the Board of Trustees: June 11, 2002

# AP 4255 Disqualification and Dismissal

## Reference:

*Title 5, Sections 55033, 55034*

Colleges are required to have and publish procedures to notify students of probation and dismissal, appeal of probation and dismissal and request for removal from probation and reinstatement. The following are examples.

**Standards for 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 2.0 in all units attempted in each of three (3) consecutive semesters. A student who has been placed on probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of "W", "I", "NC", and "NP" are recorded in at least 3 consecutive semesters (5 consecutive quarters) reaches or exceeds fifty percent (50%).

**Dismissal Letter:** The letter notifying the student that he/she is subject to dismissal will cover, at a minimum, reference to this procedure, explanation of what dismissal means, procedure for reinstatement, and procedure to appeal the dismissal.

**Appeal of Dismissal:** The student has the right to appeal a proposed dismissal action if the student feels that facts exist that warrants an exception to the dismissal action. The student must file the written petition of appeal in the office of admissions and records within 10 working days after the dismissal letter was mailed. If the student fails to file a written petition within this time, the student waives all future rights to appeal the dismissal action. It is the student's responsibility to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting the reasons. Petitions will be reviewed by the academic standards committee.

The student will be continued on probation until the academic standards committee decides on the student's appeal.

The decision of the academic standards committee will be communicated to the student in writing by the academic progress counselor. The academic standards committee will notify the student of its action within five working days of receipt of the student's appeal. The student may appeal the decision of the academic standards committee in writing to the Vice President of Student Services, within five working days of the date of notification of the decision of the academic standards committee. The decision of the Vice President of Student Services is final.

If the dismissal appeal is granted, the student will be continued on probation for an additional semester. At the end of the additional semester, the student's academic record will again be evaluated to determine whether the student may be removed from probation, should be dismissed, or should be continued on probation.

**Fall Dismissals:** Special circumstances exist for dismissals after the Fall semester due to the fact that students traditionally enroll before Fall grades are available. Subject to dismissal letters will be sent no later than five weeks after the end of the fall semester informing students that:

If they are enrolled in the spring semester, they will be permitted to continue on probation. Dismissal status will be reevaluated at the end of the Spring semester.

If they are not enrolled in the spring semester, they have the right to appeal dismissal in accordance with the appeal process.

**Procedure for Fall Dismissal Appeals:** Appeals for students subject to dismissal as a result of the fall grades must be filed following notification during the spring semester. The following conditions apply:

Students who are enrolled in the spring semester are required to file an appeal but will be allowed to continue on probation and have their dismissal status reevaluated at the end of the spring semester.

Students who have not enrolled in the spring semester will be dismissed unless an appeal is granted in accordance with procedures set above.

**Standards for Evaluating Appeals:** Dismissal appeals may be granted under the following circumstances:

If the dismissal determination is based on the academic record for one semester in which the record does not reflect the student's usual level of performance due to accident, illness, or other circumstances beyond the control of the student.

The student enrolls in a corrective program designed to assist him/her in improving academic skills, such as obtaining academic counseling, and/or limiting course load.

When there is evidence of significant improvement in academic achievement.

**Re-Admission after Dismissal:** In considering whether or not students may be re-admitted after a dismissal and two semester absence, the following criteria should be considered:

- Documented extenuating circumstances (considered during appeal).
- Marked improvement between the semesters on which disqualification was based.
- Semesters on which disqualification was based were atypical of past academic performance.
- Formal or informal educational experiences since completion of semesters on which disqualification was based.
- Improved GPA as a result of grade changes, fulfillment of incomplete courses, or academic renewal.

Amended by the Board of Trustees: May 13, 2008

Approved by the Board of Trustees: June 11, 2002

## **BP 4260 Pre-Requisites and Co-requisites**

### **Reference:**

***Title 5, Section 55000 et seq.***

The President of the College 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.

**See Administrative Procedure # 4260**

Amended by the Board of Trustees: May 13, 2008

Approved by the Board of Trustees: June 11, 2002

## AP 4260 Pre-Requisites and Co-requisites

### Reference:

*Title 5, Sections 55000 et seq.*

The following provides for the establishing, reviewing, and challenging of prerequisites, co-requisites, advisories on recommended preparation, and certain limitations on enrollment in a manner consistent with law and good practice. If prerequisites, co-requisites, advisories, and limitations are established unnecessarily or inappropriately, they constitute unjustifiable obstacles to student access and success. Therefore, this procedure calls for caution and careful scrutiny in establishing them. Nonetheless, 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 District has sought to foster the appropriate balance between these two concerns.

#### 1. Information in the Catalog and Schedule of Classes.

The college shall provide the following explanations both in the college catalog and in the schedule of classes:

- 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, non-credit 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 District shall reserve a seat for the student and resolve the challenge within five (5) working days. If the challenge is upheld or the District fails to resolve the challenge within the five (5) 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 or she does not pose a threat to himself or 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 Faculty Senate.
2. Establish prerequisites, co-requisites, and advisories on recommended preparation (advisories) only upon the recommendation of the Faculty Senate except that the Faculty Senate may delegate this task to the curriculum committee without forfeiting its rights or responsibilities under Section 53200-53204 of Title 5. 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.

(b) The prerequisite or co-requisite meets the scrutiny specified in one of the procedures for review of individual courses (see below), and specify which.

- (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.
4. Program Review. As a regular part of the program review process or at least every six 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 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.
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 Faculty 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. Prerequisites and Co-requisites
  - A. Levels of Scrutiny. Prerequisites and co-requisites must meet the requirements of at least one of the following subsections:
    1. The Standard Prerequisites or Co-requisites. The college may establish satisfactory completion of a course as prerequisite or co-requisite for another course provided that, in addition to obtaining the review of the faculty in the discipline or department and the curriculum committee as provided above, the college specifies as part of the course outline of record at least three of the campuses of the University of California and the California State University which reflect in their catalogs that they offer the equivalent course with the equivalent prerequisite(s) or co-requisite(s). Any combination of University of California campuses and California State University campuses is acceptable in satisfaction of this requirement.
    2. Sequential Courses Within and Across Disciplines. A course may be established as a prerequisite or co-requisite for another course provided that, in addition to the

review by faculty in the department or discipline and by the curriculum committee as described above, skills, concepts, and/or information taught in the first course are presupposed in the second course, and a list of the specific skills and/or knowledge a student must possess in order to be ready to take the second course is included in its outline of record.

3. Courses in Communication or Computation Skills. Prerequisites establishing communication or computational skill requirements may not be established across the entire curriculum unless established on a course-by-course basis. A course in communication or computation skills, or eligibility for enrollment in such a course, may be established as a prerequisite or co-requisite for any course other than another course in communication or computation skills if, in addition to the review by the faculty in the discipline or department and by the curriculum committee as provided above, the following is also done:
  - a) A list of the specific skills a student must possess in order to be ready to take the course is included in the course outline of record; and
  - b) Research is conducted as provided above.

The prerequisite or co-requisite may be established for a period of not more than two years while the research is being conducted provided that a determination is made that a student who lacks the particular skills is highly unlikely to receive a satisfactory grade because a sufficient percentage of the grade is directly dependent on these skills. This determination must be approved both by the faculty in the discipline and by the curriculum committee as provided above and must be based on a review of the syllabus as well as samples of tests and other assignments on which the grade is based.

4. Cut Scores and Prerequisites. Whether or not research is required to establish a prerequisite, data collected to validate assessment instruments and cut scores is always relevant to reviewing the prerequisites for the associated courses. If such data are insufficient to establish the cut scores, any course prerequisites established for the same course or courses may not be printed in subsequent catalogs and schedules nor enforced in subsequent semesters until the problems are resolved, and sufficient data exist to establish the cut scores. In such a case, the collection of these data shall be done in the manner prescribed above in addition to other requirements of law. Such a prerequisite may be changed to an advisory on recommended preparation while the problems are being resolved.
5. Programs. In order to establish a prerequisite for a program, the proposed prerequisite must be approved as provided for a course prerequisite in regard to at least one course that is required as part of the program.
6. Health and Safety. A prerequisite or co-requisite may be established provided that, in addition to the review by faculty in the department or division and by the curriculum committee as provided above:
  - a) The course for which the prerequisite is proposed is one in which the student might endanger his or her own health and safety or the health and safety of others; and
  - b) The prerequisite is that the student possesses what is necessary to protect his or her health and safety and the health and safety of others before entering the course.

7. Recency and Other Measures of Readiness: Recency and other measures of readiness may be established as a prerequisite or co-requisite only if, in addition to the review by the faculty in the discipline or department and by the curriculum committee as provided above, the following is also done:
- a) A list of the specific skills a student must possess in order to be ready to take the course is included in the course outline of record.
  - b) Data are gathered according to sound research practices in at least one of the following areas:
    - (1) The extent to which students, those currently enrolled in the course or those who have completed it, believe the proposed prerequisite or co-requisite is necessary.
    - (2) Comparison of the faculty members' appraisal of students' readiness for the course to whether students met the proposed prerequisite or co-requisite. The faculty appraisal could be done at any time in the semester that the college determined was appropriate and based on independent assignments, quizzes and exams, participation in courses or other indicators that the student was or was not ready to take the course.
    - (3) Comparison of students' performance at any point in the course with completion of the proposed prerequisite or co-requisite.
    - (4) Comparison of student performance in the course to their scores on assessment instruments in the manner required to validate an assessment instrument and cut scores for the course in question as described above.
  - c) The standard for any comparison done shall be that a student is highly unlikely to receive a satisfactory grade in the course unless the student has met the proposed prerequisite or co-requisite. The research design, operational definitions, and numerical standards, if appropriate, shall be developed by research personnel, discipline faculty, and representatives of the Faculty Senate. If the evidence fails to meet the standard established, each college may establish the proposed prerequisite or co-requisite as a recommended preparation and may seek to establish it as a prerequisite or co-requisite only by following the process described in this policy and any applicable college policies.
  - d) If the curriculum committee has determined as provided in these procedures that a new course needs to have a prerequisite or co-requisite, then the prerequisite or co-requisite may be established for a single period of not more than two years while research is being conducted and a determination is being made, provided that:
    - (1) All other requirements for establishing the prerequisite or co-requisite have already been met; and
    - (2) Students are informed that they may enroll in the course although they do not meet the prerequisite. However, students who lack the prerequisite may not constitute more than 20% of those enrolled in any section of the course.

Prerequisites and co-requisites that are exempt from review at the time they are, or were, established are not eligible for this exception, and the research must be conducted during the six years before they must be reviewed.

- B. Additional Rules. Title 5, Section 55202 specifies additional rules, which are to be considered part of this document as though reproduced here.
2. 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.
  3. 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.

C. 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.

Amended by the Board of Trustees: May 13, 2008

Approved by the Board of Trustees: June 11, 2002

## **BP 4300 Field Trips and Excursions**

### **Reference:**

***Title 5, Section 55220***

The President of the College 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.

**See Administrative Procedure #4300**

Amended by the Board of Trustees: May 13, 2008

Approved by the Board of Trustees: June 11, 2002

## **AP 4300 Field Trips and Excursions**

### **Reference:**

***Title 5, Section 55220***

The Gavilan Community College District will 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 Vice President of Student Services, 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 District 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 Gavilan College Business Office. 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.

No student shall be prevented from making a field trip or excursion which is integral to the completion of the course because of lack of sufficient funds. The District shall coordinate efforts of community services groups to provide funds for students in need of them.

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 such trips and all parents or guardians of minor students shall sign a statement waiving such claims.

Amended by the Board of Trustees: May 13, 2008

Approved by the Board of Trustees: June 11, 2002

## **BP 4400 Community Services Programs**

### **Reference:**

#### ***Education Code Section 78300***

The Gavilan College Board of Trustees recognizes that a comprehensive program of community services is a priority of community colleges. In order to achieve this, a balanced program of community education classes and activities supported by participant fees will be offered within the Gavilan Joint Community College District.

This program of Community Education classes and Community Services activities will be adapted to the educational needs, interests and desires of all segments served by the District and will draw upon the various academic and other resources within Gavilan College and the community. Close liaison and cooperation will be maintained with interested community groups, business and industry in the planning, organization and implementation of the program.

Community education classes and community services activities are those instructional and enrichment offerings, not supported by state apportionment, that are designed for the physical, mental, moral, economic, civic and cultural development of persons in attendance. These activities, which exist in various formats, extend the regular and traditional educational services of the District for broader community and individual benefits.

All classes and activities will be organized with educational, cultural, recreational or community services objectives. Additionally, they will be consistent with the mission statements, goals and objectives of Gavilan College.

Classes and activities will be in the areas of 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, computers, and athletics.

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. Students involved in community services classes shall be charged a fee not to exceed the cost of maintaining the classes. Classes may also be offered for remuneration by contract or with contributions or donations of individuals or groups.

**See Administrative Procedure #4400**

Amended by the Board of Trustees: May 13, 2008

Approved by the Board of Trustees: June 11, 2002

## **AP 4400 Community Services**

### **Reference:**

***Education Code Section 78300 et seq; Title 5, Sections 55002, 55160(b)***

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 governing board 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.

A list of the offerings to be made available in a semester shall be submitted to the Dean's Council for review no later than the 12<sup>th</sup> week of the previous semester. The Dean's Council will report issues such as conflicts with credit courses and new curriculum opportunities to the Curriculum Committee.

Amended by the Board of Trustees: May 13, 2008

Approved by the Board of Trustees: June 11, 2002

# **AP 4500 News Media**

## **Philosophy:**

College news media are any news/feature publications issued under the name of the college, funded by the District, and produced by students as an integral part of instruction in the journalism program. It may include, but is not limited to, student newspaper reporting, broadcast news journalism and internet news journalism. The term "editorial" refers to all content other than advertising.

College news media, as laboratory publications of the journalism program curriculum, shall provide vehicles to train students for careers in mass communication. College news media shall also serve the entire college community by reporting the news, including college events and activities, providing a forum for comment and criticism, and encouraging free expression as guaranteed in the First Amendment to the Constitution of the United States.

College news media are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion. College news media shall exercise editorial freedom in order to maintain their integrity as vehicles for free inquiry and free expression in the college community. At the same time, the editorial freedom of the college news media shall entail corollary responsibilities.

Each college newspaper or other news medium is published as a learning experience, offered under the journalism program. The editorial and advertising materials published in each news medium, including any opinions expressed, are the responsibility of the student staff. An editorial board shall be formed for the news media involved. Under appropriate state and federal court decisions, these materials are free from prior restraint by virtue of the First Amendment to the United States Constitution. These procedures are adopted so as to encourage a responsible exercise of such freedom.

## **Journalism Grievance Procedures:**

Complaints about news publications shall be addressed to the Vice President of Instructional Services for resolution. Should resolution not result, the grievance procedures in AP 5530 will be followed.