

IMPERIAL COMMUNITY COLLEGE DISTRICT

AP 4050 Articulation

Reference: Education Code Section 66720-66744;
Title 5, Section 51022(b); ACCJC Accreditation Standard 4.D.4.II.A.10 (formerly II.A.6.a.)

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

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

The Articulation Officer has the responsibility of establishing and maintaining accurate and up-to-date articulation documents with the institutions in the seven high school districts in Imperial County, all California State Universities (CSU), all University of California (UC), the California private/independent institutions and out-of-state colleges and universities as appropriate.

The Articulation Officer is the liaison between the facilities for articulation and curriculum matters as they affect the institution on statewide and local policies with concerns to transferability of courses and the establishment of articulation and transfer agreements for underrepresented students.

The following articulation documents and transfer admission programs are available from the Articulation Officer:

UNIVERSITY OF CALIFORNIA SYSTEM

BERKELEY
DAVIS
IRVINE
LOS ANGELES
MERCED
RIVERSIDE
SAN DIEGO
SANTA BARBARA
SANTA CRUZ
SAN FRANCISCO

CALIFORNIA STATE UNIVERSITY SYSTEM

CPSU, SAN LUIS OBISPO
CSPU, POMONA
CSU, BAKERSFIELD
CSU CHANNEL ISLANDS
CSU, CHICO

CSU, DOMINGUIZ HILLS

CSU, EAST BAY

CSU, FRESNO

CSU, FULLERTON

~~CSU, HAYWARD~~

CSU, LONG BEACH

CSU, LOS ANGELES

CSU, MARITIME

CSU, MONTEREY BAY

CSU, NORTHRIDGE

CSU, SACRAMENTO

CSU, SAN BERNARDINO

CSU, SAN MARCOS

CSU, STANISLAUS

HUMBOLDT STATE UNIVERSITY

SAN DIEGO STATE UNIVERSITY

SAN FRANCISCO STATE UNIVERSITY

SAN JOSE STATE UNIVERSITY

SONOMA STATE UNIVERSITY

CALIFORNIA PRIVATE/INDEPENDENT COLLEGES & UNIVERSITIES

ALLIANT INTERNATIONAL UNIVERSITY (Formerly USIU)

CHRISTIAN HERITAGE COLLEGE

~~CLEVELAND CHIROPRACTIC COLLEGE~~

LOMA LINDA UNIVERSITY

NATIONAL UNIVERSITY

POINT LOMA NAZARENE UNIVERSITY

UNIVERSITY OF REDLANDS

UNIVERSITY OF SAN DIEGO

UNIVERSITY OF SOUTHERN CALIFORNIA

UNIVERSITY OF THE PACIFIC

WOODBURY UNIVERSITY

UNIVERSITY OF PHEONIX

AZUZA PACIFIC UNIVERSITY

OUT-OF-STATE

BRIGHAM YOUNG UNIVERSITY (UTAH)

NEW MEXICO STATE UNIVERSITY

NORTHERN ARIZONA UNIVERSITY

VINCENNES UNIVERSITY (INDIANA)

KANSAS STATE UNIVERSITY

COLORADO STATE UNIVERSITY

UNIVERSITY OF ARIZONA

ARIZONA STATE UNIVERSITY

NEW MEXICO HIGHLANDS UNIVERSITY

GRAND CANYON UNIVERSITY

OUT-OF-COUNTRY

CETY'S (MEXICALI)

College Credit for Regional Occupational Program Courses (Old BP 5.27.9)

Imperial Valley College grants credit toward the associate degree for completion of specific Regional Occupational Program (ROP) and high school courses which have been articulated with Imperial Valley College courses. IVC credit is granted for those courses only when:

1. The articulated course has been completed with at least a "B" grade.
2. The High School/ROP instructor has recommended the student.
3. The higher level course is completed at IVC with at least a "C" grade for a Business Office Technology or a Nursing course and at least a "B" grade for an Administration of Justice course.

Students who intend to participate in this program should follow the procedure listed below:
Procedure:

1. The student must be currently enrolled at Imperial Valley College.
2. The student must file an official ROP Certificate or an official high school transcript, which will include grade and High School/ROP instructor recommendation with the Dean of Admissions at Imperial Valley College.
3. After the higher level course is completed at IVC with the required grade, the student must petition to receive credit for the articulated course. An IVC counselor must sign the petition and attach a copy of the ROP Certificate and IVC transcript to the petition.

Institutions with Articulated Courses

Brawley Union High School
Calexico High School
Calipatria High School
Central Union High School
Holtville High School
Regional Occupational Program (ROP)
Southwest High School
San Pasqual

For specific courses, see articulation agreements which are on file in the Vocational Education Office and the Counseling Center Office.

Advanced Placement - Nursing

Students with previous nursing education and/or work experience may be eligible for advanced placement in the nursing curriculum. Credit may be granted for previous general education courses taken within five years. General education courses taken longer than five years ago will be evaluated on an individual basis. Evaluation of all previous academic and work experience is done on an individual basis by the nursing faculty. Details are available in the nursing office.

Advanced Placement Policy

Imperial Valley College offers two advanced placement tracks for LVNs wishing to advance to the RN level. Advanced placement applies to ALL LVNs including IVC VN graduates. Admission is based on a space available basis.

Track I

Applicants who meet the admission criteria of the Imperial Valley College Nursing Program will be granted advanced placement upon meeting all of the following requirements:

1. Copy of high school transcript or diploma of GED.
 2. Hold current license to practice as a Vocational Nurse in California.
 3. Complete one year of employment after being licensed as and LVN.
 4. Complete the following courses with a grade of a "C" or better before applying:
 - ANAT 10* (or Anat 8 and Physio I)
 - BIO 21*
 - ENG 1A
 - PSYCH 1A**
 - PSYCH 35**
 - Humanities Elective
 - Oral Communication
 - American InstitutionsCourses must be taken within the past five(5) years.
- ** Courses must be taken within the past ten (10) years.

Students are advised to meet with their counselor to confirm both Nursing and Degree requirements for graduation.

A minimum grade point average of 2.0 (C) on completed college work is required.

5. Pass the National League for Nursing (NLN) Mobility Profile I exams:
 - Foundations of Nursing (to pass through NS 1AR, 1BR, and 2 BR)
 - Nursing Care of Childbearing and Nursing Care of the Child (to pass through NS 2AR)

Tests are scored by NLN. Results will be reviewed with the student. Each examination requires a three (3)-hour block of time. Arrangements to take the exams are made through the Nursing Learning Center, (760) 355-6429.

Track I qualifies the student for an 1) Associate of Science degree from Imperial Valley College and 2) writing the licensure examination to become a RN.

Application Procedure

1. Make an appointment with the director of nursing to determine admission.
2. Apply to the Nursing Program. Deadlines are August 1st for Spring admission and March 1st for Fall admission. Attach copies of LVN license and CPR certification. Letters of recommendation are not required.
3. Submit official transcripts of previous college courses outside of Imperial Valley College.
4. Submit verification of work employment as an LVN.
5. Complete necessary health forms.

~~6. Complete the NS 5, Transition Course, offered in the Summer only.~~

~~Course of Study~~

~~After completion of previously identified advanced placement procedures:~~

Track I	Units
NS 3A(R)	6.5
NS 3B(R)	6.5
NS 4B	5.5
NS 4C	1
NS 4A	3.5
Humanities Elective	3
Oral Communication	3
American Institutions	3-6

~~Students must meet Nursing and Degree requirements for graduation.~~

~~Track II~~

~~Track II (30 unit option) qualifies the LVN to meet the California Board of Registered Nursing requirements for taking the licensure examination by requiring eight (8) units of science courses and 22 units of nursing courses.~~

~~Students should be aware that the Track II, 30-Unit Option Program is only available in the State of California, thus, students would be eligible for the NCLEX-RN license exam in California only. The Track II nursing student does not graduate from the IVC Nursing Program and is therefore, not eligible for the IVC nursing graduate pin. There is no 5-year limit of science courses.~~

~~Application Procedure:~~

~~After completion of entrance requirements:~~

- ~~1. Make an appointment with the director of nursing to determine admission.~~
- ~~2. Apply to the Nursing Program by the deadlines of August 1st for Spring and March 1st for Fall. Attach a copies of LVN license and CPR certification.~~
- ~~3. Submit official transcripts of previous college courses outside of Imperial Valley College.~~
- ~~4. Complete necessary health forms.~~
- ~~5. It is strongly recommended that students complete the NS 5, Transition Course, which includes check-off of skills required to enter NS 3AR, and take the National League for Nursing (NLN) exams (Foundations of Nursing and Nursing Care of Childbearing and Nursing Care of the Child) for assessment review only.~~

~~Course of Study~~

Track II	Units
PHYSIO I	4
BIO 22	4
NS 3A(R)	6.5
NS 3B(R)	6.5

_____	NS 4B	_____	5.5
_____	NS 4A	_____	3.5

_____	TOTAL	_____	30.00

Military Credit

A Guide to the Evaluation of Educational Experiences in the Armed Services, American Council on Education is used to evaluate military school credit. (Board Resolution No. 8365)

1. Presentation of the DD214 (minimum of 180 days active duty to include basic training) to the Veterans Assistant may allow the veteran 4 units of credit for basic training in the military service of the United States of America (2 units for physical education and 2 units for health education).
2. Additional military credit will be considered by petition and presentation of proper documentation.
3. Total number of units of military credit is not to exceed 16.

Credit for Upper Division Course Work

Upper division credit may not be applied toward an Associate Degree. The only exception is the credit received for an upper division course which is also offered as a lower division course.

AP 4050 Articulation

References:

Education Code Section 66720-66744;

Title 5 Section 51022(b);

ACCJC Accreditation Standard II.A.10 (formerly II.A.6.a)

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

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

Revised 2/07, 11/14

**IMPERIAL COMMUNITY COLLEGE DISTRICT
AP 4110 Honorary Degrees**

Reference:
Education Code Section 70902

The CEO ~~Superintendent/President~~ notifies the Student Services Coordinator of the name of the person to receive an honorary degree. The Student Services Coordinator will provide an honorary degree to the CEO ~~Superintendent/President~~.

AP 4110 Honorary Degrees

Reference:

Education Code Section 70902

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

IMPERIAL COMMUNITY COLLEGE DISTRICT

AP 4100 Graduation Requirements for Degrees and Certificates

Reference: Title 5, Sections 55060 et seq., ~~55800 et seq.~~; ~~Accreditation Standards 2.1, 4.A and B~~

Associate Degrees

~~The Board of Trustees, on recommendation of the president and faculty of the College, is authorized in accordance with Article 12, Section 102, of the State Administrative Code, Title 5, to confer the~~ For the Associate of Arts (A.A.) and the Associate in Science (A.S.) degree, a student must demonstrate competence in reading, in written expression, and in mathematics. The student must satisfactorily complete 60 semester units of college work. ~~Conditions under which the degrees are granted are outlines in the section on graduation requirements.~~

~~The community college degree is awarded to a student who fulfills a two-year organized program of work, either of an occupational vocational technical type or of a lower-division four-year college type. A student who wishes to transfer to the upper division of a four-year college must satisfy the course, unit, and grade requirements of the college he/she wishes to enter.~~

A definition of "college work" that provides that courses acceptable toward the associate degree include those that have been properly approved pursuant to Title 5 Section 55002(a), or, if completed at other than a California community college, would reasonably be expected to meet the standards of that section.

The work must include at least 18 semester units in general education and at least 18 semester units in a major listed in the Community Colleges "Taxonomy of Programs."

The work must include at least 12 semester units of study in residence; exceptions to the residence requirement can be made by the Board when an injustice or undue hardship would result.

The general education requirements must include a minimum of work in the natural sciences, the social and behavioral sciences, humanities, and language and rationality.

Students may petition to have noncredit courses counted toward the satisfaction of requirements for an associate degree.

Ethnic studies must be offered.

District policies and procedures regarding general education and degree requirements must be published in the college catalog and must be filed with the California Community Colleges Chancellor's Office.

Certificates

~~Occupational Certificates are awarded to convey evidence that well-defined levels of proficiency have been attained in designated occupational fields. Certificate programs are available in some of the occupational areas for which the college offers the Associate Degree. To qualify for an Occupational Certificate, a student must:~~

~~Complete all courses listed for a particular certificate.~~

~~Achieve a "C" grade average (2.0 GPA) for all courses used to complete the certificate.~~

~~File a certificate petition with the Registrar not later than the end of the fourth week of each semester and the first week of the summer session.~~

~~Credit for Correspondence and Extension Courses~~

~~A student may petition to have a maximum of six units of credit counted toward graduation for correspondence or extension courses which meet the following standards:~~

~~Courses must have been taken from a recognized accredited college or university having a correspondence or extension division.~~

~~Courses must be designated as recommended for lower division credit by the college or university.~~

~~It is the responsibility of the student to submit evidence establishing the above standards.~~

For a certificate of achievement, a student must successfully complete a course of study or curriculum that consists of 18 or more semester units of degree-applicable credit coursework. The certificate of achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.

Shorter credit programs that lead to a certificate may be established by the District.

Content and assessment standards for certificates shall ensure that certificate programs are consistent with the mission of *[Imperial Community College District]*, meet a demonstrated need, are feasible, and adhere to guidelines on academic achievement.

Certificates for which California Community Colleges Chancellor's Office approval is not sought may be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion, or certificate of competency.

AP 4100 Graduation Requirements for Degrees and Certificates

References:

Title 5 Sections 55060 et seq.

Note: *This procedure is **legally required**. Local practice may be inserted. Procedures must address at least the following:*

For the Associate in Arts or Associate in Science degree, a student must demonstrate competence in reading, in written expression, and in mathematics. The student must satisfactorily complete at least 60 semester units or 90 quarter units of college work.

A definition of "college work" that provides that courses acceptable toward the associate degree include those that have been properly approved pursuant to Title 5 Section 55002(a), or, if completed at other than a California community college, would reasonably be expected to meet the standards of that section.

The work must include at least 18 semester units or 27 quarter units in general education and at least 18 semester units or 27 quarter units in a major listed in the Community Colleges "Taxonomy of Programs."

The work must include at least 12 semester units or 18 quarter units of study in residence; exceptions to the residence requirement can be made by the Board when an injustice or undue hardship would result.

The general education requirements must include a minimum of work in the natural sciences, the social and behavioral sciences, humanities, and language and rationality.

Students may petition to have noncredit courses counted toward the satisfaction of requirements for an associate degree.

Ethnic studies must be offered.

District policies and procedures regarding general education and degree requirements must be published in the college catalog and must be filed with the California Community Colleges Chancellor's Office.

For a certificate of achievement, a student must successfully complete a course of study or curriculum that consists of *[18 or more semester units or 27 or more quarter units]* of degree-applicable credit coursework. The certificate of achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.

Shorter credit programs that lead to a certificate may be established by the District.

Content and assessment standards for certificates shall ensure that certificate programs are consistent with the mission of *[District]*, meet a demonstrated need, are feasible, and adhere to guidelines on academic achievement.

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Revised 8/06, 8/07, 2/08

IMPERIAL COMMUNITY COLLEGE DISTRICT

AP4222 Remedial Coursework

Reference: Title 5 Section 55035
[ACCJC Accreditation Standard II.A.4.](#)

~~I. Remedial Coursework Definition~~

~~The remedial courses shall include non-degree applicable basic skills credit courses in reading, writing, computation, and English as a Second Language designed to ensure acquisition of those skills necessary for successful completion of associate degree, transfer, and occupational courses.~~

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 [or 45 quarter 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.

Imperial Community College District catalogs shall include a clear statement of the limited applicability of remedial coursework toward fulfilling degree requirements and any exemptions that apply to this limitation.

II. Unit Limitation

~~A. A student is permitted to earn a cumulative total of thirty (30) semester units of remedial courses.~~

~~B. Credit course units transferred from other colleges will not count in the 30-unit limitation.~~

~~III. Exemptions~~

~~All remedial courses taken by students enrolled in English as a Second Language course and students identified by the district as having a verified learning disability are exempt from the 30-unit limitation. Students with other verified disabilities may be exempt on a case-by-case basis.~~

~~IV. Notification~~

~~Students will not be permitted to enroll in remedial courses above their individual 30-unit limit unless a waiver has been granted.~~

~~Students will be notified of the unit limitation policy and waiver procedures when their enrollment reaches or exceeds eighteen (18) units in the designated remedial coursework.~~

~~Students who have exhausted the unit limitation shall be referred for further remedial work to appropriate course alternatives.~~

~~V. Waiver~~

~~A. Students may submit a petition to the Admissions & Records Office for a one-time only waive of the 30-unit limitation. The petition must be submitted prior to the date the requested course(s) begin.~~

~~B. Petitions for waiver must include specific documentation of the student's measurable progress toward the development of skills necessary for college-level courses as corroborated by satisfactory overall grade point average, competency assessment, or coursework completed.~~

~~C. Petitions for waiver must specify the number of units, the coursework, and time necessary to attain the desired skill level.~~

~~VI. Reinstatement~~

~~A student may petition the Admissions & Records Office for reinstatement to the credit course program upon demonstration of skill levels appropriate for college-level coursework as corroborated by faculty recommendation, satisfactory overall grade average, competency assessment, or coursework completed elsewhere.~~

AP 4222 Remedial Coursework

References:

Title 5 Section 55035;
[ACCJC Accreditation Standard II.A.4](#)

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

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.

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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.

[District] 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.

Revised 9/05, 2/08, [4/15](#)

IMPERIAL COMMUNITY COLLEGE DISTRICT AP 4225 Course Repetition

Reference:

Education Code Section 76224;

Title 5, Sections 55040, 55041, 55042, 55043, 55253, 56029

Students may petition for approval to repeat up to a total of **4 enrollments** in which substandard grades (less than "C," and including "W") were awarded in the following courses:

- Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree;
- Intercollegiate athletics courses; and
- Intercollegiate academic or vocational competition courses. Such courses may be repeated no more than four times for semester courses or six times for quarter courses.

Students may enroll in activity courses in physical education, visual arts, or performing arts. Such courses may not be repeated for more than **[four semesters or six quarters]**. This limit applies even if the student receives a substandard grade or "W" during one or more enrollment or if a student petitions for repetition for repetition due to extenuating circumstances.

[Insert local processes for petitioning for approval]

To repeat a class a student must complete the Petition to Repeat form and meet with a counselor for approval. If approval is granted the student must then submit this petition to Admissions & Records for processing.

When a student repeats a class to alleviate substandard academic work, the previous grade and credit shall be disregarded in the computation of grade point averages.

When a student with a disability repeats a class, the previous grade and credit shall be disregarded in the computation of grade point averages.

Courses that are repeated shall be recorded on the student's permanent academic record using an appropriate symbol. In the event a student receives a substandard grade in a repeatable course, the district may permit the student to take the course again for the purpose of alleviating the previous substandard grade. (55042(c).) Pursuant to this provision the student may alleviate up to two substandard grades. However, the district may permit a subsequent passing grade to only alleviate the immediately preceding grade, and only if that immediately preceding grade is substandard.

Annotating the permanent academic record shall be done in a manner that all work remains legible, insuring a true and complete academic history.

Nothing can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or District procedures relating to retention and destruction of records.

Note: *Inclusion of the following depends on District practice. The elements are optional.*

- ~~Students may petition for approval to repeat up to a total *three* enrollments in which substandard grades (less than “C,” and including “FW,” “NP,” or “NC”) were awarded as long as the District does not claim apportionment under Title 5 Section 58161. The District may disregard the first two substandard grades if the student repeats the class two or more times.~~

[Insert local processes for petitioning for approval, which may include]

- ~~A list of the specific courses or categories of courses, if any, which are exempt from course repetition.~~
- ~~Requirements to repeat courses after a significant amount of time [*include a definition of significant lapse of time, such as 36 months*] or the District has established a recency prerequisite.~~
- Students may petition to enroll again in a course in which they received a satisfactory grade if the District has determined that a significant lapse of time has occurred (more than 3 years) and the course is required by the district as a recency prerequisite or by another institution of higher education to which the student seeks to transfer and that institution requires the student to have taken the course more recently than the student’s last enrollment. The significant lapse of time exception cannot be used if the student did not earn a satisfactory grade the last time he or she enrolled in the course.
- ~~An institute of higher learning established a recency requirement, which the student will not be able to satisfy without repeating the course. A student may petition for repetition if less than **36 months** have elapsed and the student provides documentation that the repetition is necessary for transfer. (55043(a)(2).)~~
- ~~Provisions for repeating a course taken at another accredited college or university for which substandard academic performance is recorded.~~ Substandard coursework completed at another accredited college or university will be recorded on an academic transcript, however not counted toward the number of times a student can repeat a course at Imperial Valley College.
- ~~Circumstances under which students may repeat courses in which a C or better grade was earned~~ are if that grade was due at least in part to extenuating or extraordinary circumstances. Such course repetition requires a finding that extenuating or extraordinary circumstances exist which justify such repetition. Extraordinary circumstances are those which would justify the District providing

the student a refund. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Grades awarded for courses repeated under these provisions *may* be included when calculating a student's grade point average. Students will need to provide documentation to support this exception.

- ~~Limits on the number of times students may repeat a course.~~
- Students may not enroll in a course more than three times, except in limited circumstances, described below. Enrollments include any combination of withdrawals and repetitions.
- Students ~~are allowed to~~ may repeat an occupational cooperative work experience course if a college only offers one course in occupational work experience in a given field and that course is not offered as a variable unit open-entry/open-exit course. Where only one work experience course is offered subject to the above conditions, students may be permitted to repeat this course any number of times pursuant to District policy any number of times as long as they do not exceed the limits on the number of units of cooperative work experience set forth in Title 5 Section 55253(a).
- Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for the student for one of the reasons specified in Title 5 Section 56029. ***[Note: The District may allow the previous grade to be disregarded when computing the GPA each time the course is repeated. If the District determines to do so, include: The District will disregard previous grades in computing the student's GPA each time the course is repeated.]*** The District will disregard previous grades in computing the student's GPA each time the course is repeated.
- Students may repeat a course any number of times where it is required for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment, regardless of whether the student recorded substandard work. ***[Insert local procedure for students to certify the course is legally mandated.]*** Courses that may be repeated due to a legally mandated training requirement are listed on the appropriate repeat petition.
- Students may petition to repeat a course needed for employment or licensing because of a significant change in the industry or licensure standards. Students may take these courses any number of times. ***[Insert policy to require students to certify the course is needed because of a significant change in the industry or licensure standards.]*** Students will need to provide documentation to support this exception.

SUBSTANDARD GRADES AND COURSE WITHDRAWALS (D, F, NC, NP, W)

~~Students who have earned one of the following evaluative grades of D, F, NC, or NP may take the course one additional time and registration will be allowed automatically. No petitioning process is required.~~

- ~~• Grades earned for both attempts will remain on the student's transcript.~~
- ~~• After the second evaluative grade is earned, the first grade will no longer be included in the cumulative GPA.~~
- ~~• The second grade will be included in the calculation of the cumulative GPA.~~

~~Students who have earned two evaluative symbols of D, F, NC, NP or W in a course will be blocked from registering for the course again. Students may petition for permission to take the course one additional time.~~

~~Students who have earned three evaluative symbols of D, F, NC, NP or W in a course may petition to take the course again due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.~~

~~All grades will be reflected on the student's transcript with the most recent grade included in the calculation of the GPA.~~

~~GRADES OF C OR HIGHER EARNED PREVIOUSLY~~

~~Students will be blocked from registering for a course in which they have previously earned a grade of A, B, C, CR, or P.~~

~~Through the petitioning process, students may request consideration to be allowed to take the course one additional time under one of the following conditions:~~

- ~~1. Significant length of time has passed since the course was first taken (usually 5 years or more) and students can verify their need to take the course again to advance to a higher level course.~~
- ~~2. A course must be repeated due to a recency requirement for the course or the program of study.~~
- ~~3. Students who have earned a grade of C or higher in a course may petition to take the course again due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.~~

~~If the request is approved, additional credit will not be awarded. The new grade earned will replace the previous grade earned in the calculation of GPA. All grades will be reflected on the student's transcript.~~

~~REPETITION FOR LEGALLY MANDATED TRAINING REQUIREMENT~~

~~When students must repeat courses to meet a legally mandated training requirement as a condition of continued paid or volunteer employment they will automatically be blocked from registration. To repeat a course to meet a legally mandated training requirement students will need to complete the Request to Repeat Course Due to Legally Mandated Training Requirement form.~~

~~All grades will be reflected on the student's transcript and included in the calculation of the GPA.~~

~~**REPEATABLE COURSES – SEE ADMINISTRATIVE PROCEDURE 4227**
(REPEATABLE COURSES)~~

~~Each time students repeat a repeatable course the grade or symbol will be included in the maximum number of times allowed for the course. If a student repeats a repeatable course in which a substandard grade has previously been earned, the previous grade and credit may be excluded from the computation of the GPA, but the repeat will count toward the number of times the student may take the course. A student may repeat a repeatable course a maximum of four semesters even if a substandard grade is earned during one or more of the enrollments.~~

~~If a significant lapse of time has occurred (usually 5 years or more), through the petitioning process students may be allowed to take a repeatable course one more time. Students will be required to verify their need to take the course again for a specific purpose.~~

~~**COURSES FOR DISABLED STUDENTS – See Administrative Procedure 4227**
(Repeatable Courses)~~

~~**WORK EXPERIENCE – See Administrative Procedure 4227 (Repeatable Courses)**~~

AP 4225 Course Repetition

References:

Education Code Section 76224;

Title 5 Sections 55040, 55041, 55042, 55043, 55253, and 56029

Note: *This procedure is **legally required**. Local practice may be inserted here, which must include the following:*

Students may petition for approval to repeat up to a total of [*insert number*] units in which substandard grades (less than “C,” and including “FW”) were awarded in the following courses:

- Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor’s degree;
- Intercollegiate athletics courses; and
- Intercollegiate academic or vocational competition courses. Such courses may be repeated no more than four times for semester courses or six times for quarter courses.

Students may enroll in activity courses in physical education, visual arts, or performing arts. Such courses may not be repeated for more than [four semesters or six quarters]. This limit applies even if the student receives a substandard grade or “W” during one or more enrollment or if a student petitions for repetition for repetition due to extenuating circumstances.

[Insert local processes for petitioning for approval]

When a student repeats a class to alleviate substandard academic work, the previous grade and credit shall be disregarded in the computation of grade point averages.

When a student with a disability repeats a class, the previous grade and credit shall be disregarded in the computation of grade point averages.

Courses that are repeated shall be recorded on the student’s permanent academic record using an appropriate symbol.

Annotating the permanent academic record shall be done in a manner that all work remains legible, insuring a true and complete academic history.

Nothing can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or District procedures relating to retention and destruction of records.

Note: *Inclusion of the following depends on District practice. The elements are optional.*

Students may petition for approval to repeat up to a total of [**insert number that is not more than three**] units in which substandard grades (less than “C,” and including “FW,” “NP,” or “NC”) were awarded as long as the District does not claim apportionment under Title 5 Section 58161. The District may disregard the first two substandard grades if the student repeats the class two or more times.

[Insert local processes for petitioning for approval, which may include]

- A list of the specific courses or categories of courses, if any, which are exempt from course repetition.
- Requirements to repeat courses after a significant amount of time [**include a definition of significant lapse of time, no less than 36 months**] or the District has established a recency prerequisite.
- An institute of higher learning established a recency requirement, which the student will not be able to satisfy without repeating the course. A student may petition for repetition if less than [**set period of time, such as 36 months**] have elapsed and the student provides documentation that the repetition is necessary for transfer.
- Provisions for repeating a course taken at another accredited college or university for which substandard academic performance is recorded.
- Circumstances under which students may repeat courses in which a C or better grade was earned. Such course repetition requires a finding that extenuating or extraordinary circumstances exist which justify such repetition. Extraordinary circumstances are those which would justify the District providing the student a refund. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Grades awarded for courses repeated under these provisions [**Note: When a course is repeated pursuant to this section, the District may allow the previous grade and credit to be disregarded in computing the student's GPA -- select shall or may**] be included when calculating a student's grade point average.
- Limits on the number of times students may repeat a course.
- Students may not enroll in a course more than three times, except in limited circumstances, described below. Enrollments include any combination of withdrawals and repetitions.
- Students ~~are allowed to may~~ repeat an occupational-cooperative work experience course ~~if a college only offers one course in occupational work~~

~~experience in a given field and that course is not offered as a variable-unit open-entry/open-exit course pursuant to District policy any number of times. Where only one work experience course is offered subject to the above conditions, students may be permitted to repeat this course any number of times as long as they do not exceed the limits on the number of units of cooperative work experience set forth in Title 5 Section 55253(a).~~

- Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for the student for one of the reasons specified in Title 5 Section 56029. ***[Note: The District may allow the previous grade to be disregarded when computing the GPA each time the course is repeated. If the District determines to do so, include: The District will disregard previous grades in computing the student's GPA each time the course is repeated.]***
- Students may repeat a course any number of times where it is required for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment, regardless of whether the student recorded substandard work. ***[Insert local procedure for students to certify the course is legally mandated.]***
- Students may petition to repeat a course needed for employment or licensing because of a significant change in the industry or licensure standards. Students may take these courses any number of times. ***[Insert policy to require students to certify the course is needed because of a significant change in the industry or licensure standards.]***

Revised 7/02, 8/03, 8/06, 8/07, 2/08, 4/09, 9/12, 10/13, 10/15

**IMPERIAL COMMUNITY COLLEGE DISTRICT
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.
- An appropriate district official, Director of Admissions and Records, 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.

Committee Review: Student Services Council Revised 07/14/14
Academic Senate _____; College Council _____
President's Cabinet _____

AP 4226 Multiple and Overlapping Enrollments

Reference:

Title 5 Sections 55007

Note: *Insert local practice, which **must include** procedures that ensure the following :*

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.
- An appropriate district official [**designate**] 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.

New 8/07

Note: This procedure is legally required.

New Policy

IMPERIAL COMMUNITY COLLEGE DISTRICT AP 4227 Repeatable Courses

Reference:

Title 5 Sections 55040, 55041, 55253, and 56029

Only the following types of courses may be designated as repeatable:

- Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree;
- Intercollegiate athletics courses; and
- Intercollegiate academic or vocational competition courses. Such courses may be repeated no more than four times for semester courses or six times for quarter courses.

The District must identify and designate such repeatable courses in its catalog.

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

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 received 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 may enroll in activity courses in physical education, visual arts, or performing arts. Such courses may not be repeated for more than **four semesters or six quarters**. This limit applies even if the student receives a substandard grade or "W" during one or more enrollment or if a student petitions for repetition due to extenuating circumstances.

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 if a college only offers one course in occupational work experience in a given field and that course is not offered as a variable unit open-entry/open-exit course. Where only one occupational work experience course is offered subject to the above conditions, students may be

Note: *This procedure is legally required.*

New Policy

permitted to repeat this 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 55253(a).

The District shall develop and implement a mechanism to allow it to properly monitor course repetition.

AP 4227 Repeatable Courses

References:

Title 5 Sections 55040, 55041, 55253, and 56029

Note: *This procedure is **legally required**.*

Only the following types of courses may be designated as repeatable:

- Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree;
- Intercollegiate athletics courses; and
- Intercollegiate academic or vocational competition courses. Such courses may be repeated no more than four times for semester courses or six times for quarter courses.

The District must identify and designate such repeatable courses in its catalog.

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

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 received 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 may enroll in activity courses in physical education, visual arts, or performing arts. Such courses may not be repeated for more than [**four semesters or six quarters**]. This limit applies even if the student receives a substandard grade or "W" during one or more enrollment or if a student petitions for repetition for repetition due to extenuating circumstances.

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 if a college only offers one course in occupational work experience in a given field and that course is not offered as a variable unit open-entry/open-exit course. Where only one occupational work experience course is offered subject to the above conditions, students may be permitted to repeat this course any number of times as long as they do not exceed the limit on the number of units of cooperative work experience set forth in Title 5 Section 55253(a).

The District shall develop and implement a mechanism to allow it to properly monitor course repetition.

New 2/08, Revised 9/08, 4/09, 10/13

IMPERIAL COMMUNITY COLLEGE DISTRICT

AP 4230 Grading and Academic Record Symbols

Reference: Title 5, Section 55023

Evaluative Symbols

A	Excellent
B	Good
C	Satisfactory
D	Pass, less than satisfactory
F	Failing
P	Pass (at least satisfactory)
NP	No Pass (less than satisfactory)

Non-Evaluative Symbols

I	Incomplete
IP	In Progress
RD	Report Delayed
W	Withdrawal
MW	Military Withdrawal

Symbol Definitions

~~P/NP~~ Some courses may be taken for P/NP grades only; others may be designated by the appropriate divisions to be taken for either standard letter grades or for grades of P/NP. Students must select this option using the online registration system by the deadline to register for the course.

- ~~1. P will reflect the student has earned the equivalent of a grade of C or higher.~~
- ~~2. NP will reflect the student has earned the equivalent of a grade of D or F.~~
- ~~3. P grades are permissible in the student's major field if permitted or allowed by the division or department.~~
- ~~4. Students applying for P/NP grading must adhere to the same class standards or regulations as a student receiving a standard letter grade.~~
- ~~5. If the course in which a P grade is earned is a prerequisite requirement for another course, the grade of P will satisfy the prerequisite requirement.~~
- ~~6. A maximum of 16 units taken on a P/NP basis may be applied toward a degree.~~

~~I: An incomplete contract may be negotiated for UNFINISHED WORK, OTHERWISE PASSING indicating that (because of medical or other sufficient reason) an important assignment such as a term paper, final examination, or experiment is missing.~~

~~— An incomplete (I) grade, which is not made up by the end of the sixth week of the next regular semester, shall be converted to a letter grade. The letter grade shall be used in computing grade point average.~~

~~— Incomplete symbols should be assigned for academic work under unforeseeable, emergency and justifiable reasons at the end of the term.~~

~~IP: In progress "IP" symbol is used only when a course extends beyond the normal end of the academic term. A grade will be assigned at the end of the course.~~

~~RD: The RD symbol may be assigned temporarily by the Admissions and Records Office when there is a delay in reporting grades due to circumstances beyond the control of the students.~~

~~W: Students may withdraw (drop) courses up to 75% of the term, or the length of the course if short-term. No notation will be made on students' records for drops completed prior to census for the course. Symbols of W shall be recorded for courses dropped on census day through the 75 percent date.~~

~~— Instructors shall drop students who are no-shows and may drop students for excessive absences up to the 75% date.~~

~~Letter grades shall be assigned to students who are not dropped by the 75% date.~~

~~— Administrative drops may be done after the 75% date for verified extenuating circumstances which are clearly beyond the control of the student such as documented cases of serious accident, illness, or death of an immediate family member.~~

~~— Drop procedures for students will be established by the Admissions and Records Office and published in the Class Schedule each term.~~

~~MW: Military withdrawal occurs when students who are members of an active or reserve U.S. military service receive orders compelling a withdrawal from courses. The MW symbol will be assigned upon receipt of a copy of the student's official military orders.~~

~~— Symbols of MW will not be used in the calculation of progress probation or dismissal.~~

~~— Students will maintain "continuous enrollment" status for graduation requirements during their time of absence due to their military orders.~~

~~Refunds of fees paid, or reversal of fees still owed, will be made for the term in which military withdrawal occurs.~~

Grade Point Averaging

~~The total number of units earned for courses in which a student has earned a grade of A is multiplied by 4. The same type of calculation is done for units earned of B, C, D, and F. The grade point average is then calculated by dividing the total number of grade points earned by the total number of units attempted in which grades of A, B, C, D, and F were assigned.~~

~~Grades for repeated courses will be included or excluded as indicated in the Course Repetition policies.~~

~~In calculating student's degree applicable grade point averages, grades earned in non-degree applicable courses shall be included.~~

See BP 4230

AP 4230 Grading and Academic Record Symbols

Reference:

Title 5 Section 55023

Note: *This procedure is **legally required**. Local practice may be inserted, but must comply with Title 5. The grading symbols permitted include the following:*

Evaluative symbols:

- A – Excellent
- B – Good
- C – Satisfactory
- D – Passing (Less than satisfactory)
- F – Failing
- P – Pass (At least satisfactory)
- NP – No Pass (Less than satisfactory)

Non-Evaluative symbols:

- I – Incomplete
- IP – In progress
- RD – Report delayed
- W – Withdrawal
- MW – Military withdrawal

Note: *Districts that have adopted “plus-minus” grades would insert those grades.*

Districts that have adopted the “FW” grade symbol (unofficial withdrawal) would insert that symbol under the list of evaluative symbols.

Revised 9/01, 8/07

IMPERIAL COMMUNITY COLLEGE DISTRICT

AP 4231 Grade Changes

Reference: *Education Code Section 76224 and 76232;*
Title 5, Section ~~55760~~ 55025

Changing Grades

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. ~~or incompetency. The removal or change of an incorrect grade from a student's record shall only be done upon authorization by the instructor of the course.~~ "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade and clerical errors. "Fraud" may include, but is not limited to, inaccurate recording or change of a grade by any person who gains access to grade records without authorization.

The removal or change of an incorrect grade from a student's record shall only be done pursuant to Education Code Section 76232 or by an alternative method that ensures that each student shall be afforded an objective and reasonable review of the requested grade change.

If the procedure requires that a student first request a grade change from the instructor, 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 where 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 incompetency, the final determination concerning removal or change of grade will be made by the Chief Instructional Officer or his/her designee.

In all cases, the instructor who first awarded the grade will be given written notice of the change.

Grade changes are initiated by the instructor of record by submission of a "Change of Grade" form to the Chief Instructional Officer for approval. The "Change of Grade" form is then sent to the Admissions and Records Office for processing.

No grade or "W" symbol will be changed for any reason or circumstances after three years from the end of the term in which the grade was assigned. ~~(Local practice)~~

Security of Grade Records

The District shall implement security measures for student records that assure no person may obtain access to student grade records without proper authorization. These measures shall be installed as part of any computerized grade data storage system.

The measures implemented by the District shall include, but not necessarily be limited to, password protection for all student grade data bases, locking mechanisms for computer stations from which student grade data bases can be viewed, and strict limits on the number of persons who are authorized to change student grades.

Persons authorized to change grades shall be designated by the **Director of Admissions and Records**. No more than five District employees may be authorized to change student grades. Only regular full-time employees of the District may be authorized to change grades. Student workers shall not have access to grade records, and student workers may not change grades at any time.

Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the **Director of Admissions and Records** immediately. The **Director of Admissions and Records** shall immediately take steps to lock the grade storage system entirely while an investigation is conducted.

If any student's grade record is found to have been changed without proper authorization, the District will notify 1) the student; 2) the instructor who originally awarded the grade; 3) any educational institution to which the student has transferred; 4) the accreditation agency; and 5) appropriate local law enforcement authorities.

Whenever a grade is changed for any reason, corrected transcripts will be sent to any educational institution to which a student has transferred.

Any student or employee who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be subject to discipline in accordance with District policies and procedures.

Any person who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be reported to the appropriate law enforcement agency having jurisdiction over the college where the incident occurred.

Also see BP 3310 titled Records Retention and Destruction and BP/AP 5040 titled Student Records

See BP 4231

AP 4231 Grade Changes

References:

Education Code Sections 76224 and 76232;
Title 5 Section 55025

Note: *This procedure is legally required. The following language is provided as a sample. Local practice may be inserted, but must comply with the Education Code and Title 5 and address the following:*

Changing Grades

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. "Fraud" may include, but is not limited to, inaccurate recording or change of a grade by any person who gains access to grade records without authorization.

The removal or change of an incorrect grade from a student's record shall only be done pursuant to Education Code Section 76232 or by an alternative method that ensures that each student shall be afforded an objective and reasonable review of the requested grade change.

If the procedure requires that a student first request a grade change from the instructor, 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 where 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 [*designate position*].

In all cases, the instructor who first awarded the grade will be given written notice of the change.

Security of Grade Records

The District shall implement security measures for student records that assure no person may obtain access to student grade records without proper authorization. These measures shall be installed as part of any computerized grade data storage system.

The measures implemented by the District shall include, but not necessarily be limited to, password protection for all student grade data bases, locking mechanisms for computer stations from which student grade data bases can be viewed, and strict limits on the number of persons who are authorized to change student grades.

Persons authorized to change grades shall be designated by the [*insert designated position, e.g. "Director of Admissions and Records."*] No more than five District employees may be authorized to change student grades. Only regular full-time employees of the District may be authorized to change grades. Student workers shall not have access to grade records, and student workers may not change grades at any time.

Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the [*designated position*] immediately. The [*designated position*] shall immediately take steps to lock the grade storage system entirely while an investigation is conducted.

If any student's grade record is found to have been changed without proper authorization, the District will notify 1) the student; 2) the instructor who originally awarded the grade; 3) any educational institution to which the student has transferred; 4) the accreditation agency; and 5) appropriate local law enforcement authorities.

Whenever a grade is changed for any reason, corrected transcripts will be sent to any educational institution to which a student has transferred.

Any student or employee who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be subject to discipline in accordance with District policies and procedures.

Any person who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be reported to the appropriate law enforcement agency having jurisdiction over the college where the incident occurred.

Note: *The District may insert procedures related to processes for seeking grade changes, time limits, if any, and appeals to the [CEO]. Suggested procedures for doing so are contained in AP 5530 titled Student Grievance Procedures.*

Also see BP 3310 titled Records Retention and Destruction and BP/AP 5040 titled Student Records

Revised 8/06, 8/07, 2/08

IMPERIAL COMMUNITY COLLEGE DISTRICT
AP 4232 Pass/No Pass

Reference: Title 5, Section 55752

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

1. Courses in which all students are evaluated on a “~~credit/no credit~~ pass-no pass” basis.
2. Courses in which each student may elect ~~on registration or by the last day to register for the course,~~ to take the course on a “~~credit/no credit~~ pass-no pass” basis. ~~at the time of registration or no later than the end of the first 30 percent of the term, or 30 percent of the course if a short-term course.~~

A student electing to be evaluated on the “~~credit/no credit~~ pass-no pass” basis will receive both course credit and unit credit upon satisfactory completion of the course. ~~Grades of P and NP are not included in the computation of student’s grade point averages. “credit/no credit” are omitted from GPA calculations.~~

A ~~credit~~ pass (P) grade ~~of “CR”~~ is granted for performance that is equivalent to the letter grade of “C” or better. A student who fails to perform satisfactorily will be assigned a “no-~~credit~~ pass” grade (NP). ~~of “NC.”~~

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.

No BP

AP 4232 Pass/No Pass

Reference:

Title 5 Section 55022

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

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

- Courses in which all students are evaluated on a "pass-no pass" basis.
- Courses in which each student may elect on registration, or within [**time limit established by District**], to take the course on a "pass-no pass" basis.

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

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

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

Note: *The District may insert its local practice on how pass/no pass classes are identified and how students select the pass/no pass option. The District must replace "credit/no credit" with "pass/no-pass" by Fall 2009.*

Revised 8/07, 2/08

IMPERIAL COMMUNITY COLLEGE DISTRICT
4250 Probation, ~~Dismissal, Reinstatement~~

Reference: Title 5, Sections 55030, 55031, 55032, 55033 55034, ~~55754, 55755, 55756, 55759~~

NOTE: *This procedure is legally required. Local practice may be inserted, but should address the minimum requirements in the following examples.*

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 all units of credit for which the student is enrolled in at the community college that they attend.

If the percentage of a student's recorded entries of "W," "I," "NC" and "NP" 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.

SCHOLASTIC PROBATION

~~Students who have attempted 12 or more units at Imperial Valley College (IVC) as shown on their transcript will be placed on academic probation if the cumulative grade point average is below 2.00 for all grades earned at IVC.~~

~~Students will be removed from academic probation when their cumulative grade point average at IVC is 2.00 or higher.~~

SCHOLASTIC DISMISSAL

~~Students on Scholastic Probation will be dismissed if they earn a cumulative grade point average of less than 1.75 in all units attempted for three consecutive semesters of enrollment, excluding winter intersession and summer.~~

~~Students who are dismissed will not be allowed to take classes the following semester. They will be required to meet with a Counselor to develop a corrective plan of action as soon as they have been notified of their dismissal status~~

~~LACK-OF-PROGRESS PROBATION~~

~~Students who have attempted 12 or more units at Imperial Valley College (IVC) as shown on their transcript will be placed on Lack-of-Progress Probation when the percentage of all units attempted for which symbols of W, I, NP (and former grade NC) are earned at IVC reaches 50 percent or more.~~

~~Students will be removed from Lack-of-Progress Probation when the percentage of all units attempted at IVC for which symbols of W, I, and NP (NC) are earned drops below 50 percent.~~

~~LACK-OF-PROGRESS DISMISSAL~~

~~Students who have earned Lack-of-Progress Probation for three consecutive semesters, excluding winter intersession and summer, will be dismissed.~~

~~Students who are dismissed will not be allowed to take classes the following Fall Semester. They will be required to meet with a Counselor to develop a corrective plan of action as soon as they have been notified of their dismissal status.~~

~~REINSTATEMENT~~

~~Students seeking reinstatement after scholastic or lack-of-progress dismissal must submit a petition for reinstatement to the Office of Admissions and Records.~~

~~Petitions may be acted on by the Director of Admissions & Records or referred to the Admissions, Registration and Petitions Committee for consideration. Decisions made by the Committee are final.~~

~~NOTIFICATION TO STUDENT~~

~~When students are placed on probation, or are dismissed, students will be notified of their status as soon as possible prior to the beginning of the next term. This notification will include an explanation of the probationary/dismissal standards, requirements for return to good standing, and services available.~~

AP 4250 Probation

References:

Title 5 Sections 55030, 55031, 55032, 55033, and 55034

NOTE: *This procedure is **legally required**. Local practice may be inserted, but should address the minimum requirements in the following examples.*

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 all units of credit for which the student is enrolled in at the community college that they attend.

If the percentage of a student's recorded entries of "W," "I," "NC" and "NP" 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.

Revised 8/06, 8/07, 3/12

**IMPERIAL COMMUNITY COLLEGE DISTRICT
AP 4255 Dismissal and Readmission**

Reference: Title 5 Sections 55033 and 55034

Note: This procedure is **legally required**. Local practice may be inserted, but should address the minimum requirements in the following 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 1.75 [Section 55033(c)(1) permits the District to establish a minimum cumulative grade point average higher than 1.75] in all units attempted in each of three consecutive semesters [Section 55033(c)(3) permits the District to establish a minimum of fewer than three 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 three consecutive semesters (five consecutive quarters) reaches or exceeds fifty percent (50%). [Section 55033(c)(2) permits the District to establish a minimum percentage of units of less than fifty percent.]

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 to the **Admissions & Records Office** within **10 instruction days** after the dismissal letter was mailed. If the student fails to file a written petition within **10 instruction days**, 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 **Admissions, Registration and Petition Committee**.

The student will be continued on probation until the **Admissions, Registration and Petition Committee** decides on the student's appeal.

The decision of the **Admissions, Registration and Petition Committee** will be communicated to the student in writing by the **Admissions, Registration and Petition Committee Chair**. The **Admissions, Registration and Petition Committee Chair** will notify the student of its action within **five instructional days** of receipt of the student's appeal. The student may appeal the decision of the **Admissions, Registration and Petition Committee** in writing to the **[CEO or designee]**, within **five instructional days** of the date of notification of the decision of the **Admissions, Registration and Petition Committee**. The decision of the **[CEO or designee]** is final.

Committee Review: Student Services Council 08/22/14
Academic Senate _____; College Council _____
President's Cabinet _____

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.

Note: *The following standards are not legally required, but are **suggested as good practice.***

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 **January** 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 will not be 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. Verification should be submitted with the appeal.
- 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's 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.

AP 4255 Dismissal and Readmission

References:

Title 5 Sections 55033 and 55034

Note: This *procedure is legally required*. Local practice may be inserted, but should address the minimum requirements in the following 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 1.75 [Section 55033(c)(1) permits the District to establish a minimum cumulative grade point average higher than 1.75] in all units attempted in each of three consecutive semesters [Section 55033(c)(3) permits the District to establish a minimum of fewer than three 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 three consecutive semesters (five consecutive quarters) reaches or exceeds fifty percent (50%). [Section 55033(c)(2) permits the District to establish a minimum percentage of units of less than fifty percent.]

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 warrant an exception to the dismissal action. The student must file the written petition of appeal **[[identify where petition is filed]** within **[time limit]** after the dismissal letter was mailed. If the student fails to file a written petition within the **[time limit]**, 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 **[identify who reviews petitions]**.

The student will be continued on probation until the **[designate authority]** decides on the student's appeal.

The decision of the **[designate authority]** will be communicated to the student in writing by the **[designate authority]**. The **[designate authority]** will notify the student of its action within **[time limit]** of receipt of the student's appeal. The student may appeal the decision of the **[designate authority]** in writing to the **[CEO or designee]**, within **[time limit]** working days of the date of notification of the decision of the **[Appeals Committee]**. The decision of the **[CEO or designee]** 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.

Note: *The following standards are not legally required, but are **suggested as good practice**.*

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 [**month**] 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:

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- Students who are enrolled in the spring semester will not be 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. Verification should be submitted with the appeal.
- 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 semesters 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.

Revised 8/06, **2/08**, 10/13

IMPERIAL COMMUNITY COLLEGE DISTRICT AP4260 Prerequisites and Co-requisites

Reference: Title 5, Sections 55200 et seq.

~~The following provides for the establishing, reviewing,~~ Prerequisites, co-requisites, advisories, and limitations are necessary to ensure that students succeed in their coursework 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~~ have access to the courses they require. It is important to have prerequisites in place where they are a vital factor in maintaining academic standards. It is also necessary to ensure that prerequisites, co-requisites, advisories, and limitations ~~are established unnecessarily or inappropriately, they~~ do not 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, the Education Code requires that prerequisites, co-requisites, advisories, and limitations be established based solely on content review or content review with statistical validation.

1. Information in the Catalog and Schedule of ~~Classes~~ Courses.

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

- A. Definitions of prerequisites, co-requisites, and limitations on enrollment including the differences among them and the specific prerequisites, co-requisites, and limitations on enrollment that have been established.
- B. Procedures for a student to challenge prerequisites, co-requisites, and limitations on enrollment and circumstances under which a student is encouraged to make such a challenge. The information about challenges must include, at a minimum, the specific process including any deadlines, the various types of challenge that are established in law, and any additional types of challenge permitted by the college.
- C. ~~Define~~ Definitions of advisories on recommended preparation, the right of a student to choose to take a course without meeting the advisory, and circumstances under which a student is encouraged to exercise that right.
- D. Definitions of contract course, co-requisite, noncredit basic skills course, non-degree-applicable basic skills courses, prerequisite and satisfactory grade.

2. Challenge Process

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

B.C. Curriculum Review Process

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

1. Establish a curriculum committee and its membership in a manner that is mutually agreeable to the college administration and the academic senate.
2. Establish prerequisites, co-requisites, and advisories on recommended preparation (advisories) only upon the recommendation of the academic senate except that the academic senate may delegate this task to the curriculum committee without forfeiting its rights or responsibilities under Section 53200-53204 of Title 5. Title 5 Sections 53200-53204 and within the limits set forth in Title 5 Section 55003. Certain limitations on enrollment must be established in the same manner.
3. Establish prerequisites, co-requisites, advisories on recommended preparation, and limitations on enrollment only if:

- a) The faculty in the discipline or, if the college has no faculty member in the discipline, the faculty in the department do all of the following:
- (1) Approve the course; and,
 - (2) As a separate action, approve any prerequisite or co-requisite, only if:
 - (a) The prerequisite or co-requisite is an appropriate and rational measure of a student's readiness to enter the course or program as demonstrated by a content review including, at a minimum, all of the following:
 - (i) involvement of faculty with appropriate expertise;
 - (ii) consideration of course objectives set by relevant department(s). The curriculum review process should be done in a manner that is in accordance with accreditation standards.
 - (iii) be based on a detailed course syllabus and outline of record, tests, related instructional materials, course format, type and number of examinations, and grading criteria;
 - (iv) specification of the body of knowledge and/or skills which are deemed necessary at entry and/or concurrent with enrollment;
 - (v) identification and review of the prerequisite or co-requisite which develops the body of knowledge and/or measures skills identified under iv.
 - (vi) matching of the knowledge and skills in the targeted course (identified under iv.) and those developed or measured by the prerequisite or co-requisite (i.e., the course or assessment identified under v.); and
 - (vii) maintain documentation that the above steps were taken.

~~(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.
- d) If the District chooses to use content review as defined in Title 5 of the Code of California Regulations section 55000(c) to define prerequisites and co-requisites in reading, written expression, or mathematics for courses that are degree applicable and are not in a sequence, it must adopt a plan consistent with Title 5 of the Code of California Regulations section 55003(c).

4. Program Review. As a regular part of the program review process or at least every six years, except that the prerequisites and co-requisites for vocational courses or programs shall be reviewed every two years, the college shall review each prerequisite, co-requisite, or advisory to establish that each is still supported by the faculty in the discipline or department and by the curriculum committee and is still in compliance with all other provisions of this policy and with the law. Any prerequisite or co-requisite that is still supported shall be reviewed promptly thereafter to assure that it is in compliance with all other provisions of this policy and with the law.

5. Implementing Prerequisites, Co-requisites, and Limitations on Enrollment. Implementation of prerequisites, co-requisites, and limitations on enrollment must be done in a consistent manner and not left exclusively to the classroom instructor. Every attempt shall be made to enforce all conditions a student must meet to be enrolled in the classcourse 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 academic senate and, if appropriate, the local bargaining unit.

Review of Individual Courses

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

1. 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 classes 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 academic 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.1. Additional Rules. Title 5, Section 55202 specifies additional rules, which are to be considered part of this document as though reproduced here.~~

1. **Advisories on Recommended Preparation**

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

2. **Limitations on Enrollment**

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

- A. Performance Courses. The college may establish audition or try-out as a limitation on enrollment for courses that include public performance or intercollegiate competition such as but not limited to band, orchestra, theater, competitive speech, chorus, journalism, dance, and intercollegiate athletics provided that:
1. For any certificate or associate degree requirement which can be met by taking this course, there is another course or courses which satisfy the same requirement; and
 2. The college includes in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same requirement.
 3. 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.

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

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

Prerequisite, Co-requisite, or Limitations on Enrollment Challenge Process

~~Any student who does not meet the prerequisite or co-requisite or who is not permitted to enroll in a class due to a limitation on enrollment, may file a student petition to challenge the requirements. The grounds for challenge as specified in Section 55210 (f) of Title 5 include the following:~~

- ~~1. The prerequisite or co-requisite has not been established in accordance with the district policy.~~
- ~~2. The prerequisite or co-requisite is in violation of Title 5.~~
- ~~3. The prerequisite or co-requisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.~~
- ~~4. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or co-requisite.~~
- ~~5. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or co-requisite has not been made reasonably available.~~

~~The student has the obligation to provide satisfactory evidence that the challenge should be upheld. 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.~~

~~Students who wish to challenge a prerequisite or co-requisite or any limitations on enrollment should:~~

~~1. Submit a student petition which spells out the grounds for challenge along with any evidence in support of the challenge, to the appropriate Division Chairperson. The student shall be allowed to remain in class or, if the student is not enrolled in the class but space is available at the time the challenge is filed, the college shall reserve a seat for the student until the challenge is resolved.~~

~~3. The Division Chairperson will review the petition and resolve the challenge in no more than five working days. If the challenge is upheld, or the college fails to resolve the challenge within the five-day period, the student will be allowed to remain in the course. If no space was available in the course when the challenge is filed, the student shall be permitted to enroll for the subsequent term.~~

~~4. If the challenge is denied by the Division Chairperson, the student may appeal that decision to the Petitions Committee.~~

~~5. Upon resolution of the challenge, the Division Chairperson shall forward the student petition and all attachments to the Dean of Admissions for institutional approval and filing in the student's permanent record.~~

~~1.~~

See BP4260

AP 4260 Prerequisites and Co-requisites

References:

Title 5 Sections 55000 et seq.

NOTE: This procedure is **legally required**. Districts may insert their local practice here. The following example ~~is based on the California Community Colleges Model District Policy~~ was developed by the California Community Colleges Chancellor's Office Task Force in conjunction with the State Academic Senate ~~and Chief Instructional Officers~~. Districts should consult with local counsel before deviating from this example.

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

1. Information in the Catalog and Schedule of Courses.

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

- A. Definitions of prerequisites, co-requisites, and limitations on enrollment including the differences among them and the specific prerequisites, co-requisites, and limitations on enrollment that have been established.
- B. Procedures for a student to challenge prerequisites, co-requisites, and limitations on enrollment and circumstances under which a student is encouraged to make such a challenge. The information about challenges must include, at a minimum, the specific process including any deadlines, the various types of challenge that are established in law, and any additional types of challenge permitted by the college.
- C. Definitions of advisories on recommended preparation, the right of a student to choose to take a course without meeting the advisory, and circumstances under which a student is encouraged to exercise that right.
- D. Definitions of contract course, co-requisite, noncredit basic skills course, non-degree-applicable basic skills courses, prerequisite and satisfactory grade.

2. Challenge Process

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

1. If space is available in a course when a student files a challenge to the prerequisite or co-requisite, the 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/she does not pose a threat to himself/herself or others.
4. The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to a determination of whether the student's challenge should be upheld are or ought to be in the college's own records, then the college has the obligation to produce that information.

C. Curriculum Review Process

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

1. Establish a curriculum committee and its membership in a manner that is mutually agreeable to the college administration and the academic senate.
2. Establish prerequisites, co-requisites, and advisories on recommended preparation (advisories) only upon the recommendation of the academic senate except that the academic senate may delegate this task to the curriculum committee without forfeiting its rights or responsibilities under Title 5 Sections 53200-53204 and within the limits set forth in Title 5 Section 55003. Certain limitations on enrollment must be established in the same manner.
3. Establish prerequisites, co-requisites, advisories on recommended preparation, and limitations on enrollment only if:
 - a) The faculty in the discipline or, if the college has no faculty member in the discipline, the faculty in the department do all of the following:
 - (1) Approve the course; and,

- (2) As a separate action, approve any prerequisite or co-requisite, only if:
 - (a) The prerequisite or co-requisite is an appropriate and rational measure of a student's readiness to enter the course or program as demonstrated by a content review including, at a minimum, all of the following:
 - (i) involvement of faculty with appropriate expertise;
 - (ii) consideration of course objectives set by relevant department(s). The curriculum review process should be done in a manner that is in accordance with accreditation standards.
 - (iii) be based on a detailed course syllabus and outline of record, tests, related instructional materials, course format, type and number of examinations, and grading criteria;
 - (iv) specification of the body of knowledge and/or skills which are deemed necessary at entry and/or concurrent with enrollment;
 - (v) identification and review of the prerequisite or co-requisite which develops the body of knowledge and/or measures skills identified under iv.
 - (vi) matching of the knowledge and skills in the targeted course (identified under iv.) and those developed or measured by the prerequisite or co-requisite (i.e., the course or assessment identified under v.); and
 - (vii) maintain documentation that the above steps were taken.
- (3) Approve any limitation on enrollment that is being established for an honors course or section, for a course that includes intercollegiate competition or public performance, or so that a cohort of students will be enrolled in two or more courses, and, in a separate action, specify which.
- (4) Approve that the course meets the academic standards required for degree applicable courses, non-degree applicable courses, non-credit courses, or community service respectively.
- (5) Review the course outline to determine if a student would be highly unlikely to receive a satisfactory grade unless the student had knowledge or skills not taught in the course. If the student would need knowledge or skills not taught in the course itself, then the course may be approved for degree applicable credit only if all requirements for establishing the appropriate prerequisite have been met excepting only approval by the curriculum committee.
- (6) Review the course outline to determine whether receiving a satisfactory grade is dependent on skills in communication or computation. If receiving a satisfactory grade is sufficiently

dependent on such skills, then the course may be approved for degree applicable credit only if all requirements have been met for establishing a prerequisite or co-requisite of not less than eligibility for enrollment to a degree-applicable course in English or mathematics, respectively.

- b) A course which should have a prerequisite or co-requisite as provided in (5) or (6) but for which one or more of the requirements for establishing a prerequisite have not been met may only:
 - (1) Be reviewed and approved pursuant to the standards for non-degree applicable credit, non-credit, or community service; or
 - (2) Be revised and reviewed as required to meet the criteria for establishing the necessary prerequisites or co-requisites.
 - c) The curriculum committee also reviews the course and prerequisite in a manner that meets each of the requirements specified above.
 - d) If the District chooses to use content review as defined in Title 5 of the Code of California Regulations section 55000(c) to define prerequisites and co-requisites in reading, written expression, or mathematics for courses that are degree applicable and are not in a sequence, it must adopt a plan consistent with Title 5 of the Code of California Regulations section 55003(c).
4. Program Review. As a regular part of the program review process or at least every six years, except that the prerequisites and co-requisites for vocational courses or programs shall be reviewed every two years, the college shall review each prerequisite, co-requisite, or advisory to establish that each is still supported by the faculty in the discipline or department and by the curriculum committee and is still in compliance with all other provisions of this policy and with the law. Any prerequisite or co-requisite that is still supported shall be reviewed promptly thereafter to assure that it is in compliance with all other provisions of this policy and with the law.
5. Implementing Prerequisites, Co-requisites, and Limitations on Enrollment. Implementation of prerequisites, co-requisites, and limitations on enrollment must be done in a consistent manner and not left exclusively to the classroom instructor. Every attempt shall be made to enforce all conditions a student must meet to be enrolled in the course through the registration process so that a student is not permitted to enroll unless he/she has met all the conditions or has met all except those for which he/she has a pending challenge or for which further information is needed before final determination is possible of whether the student has met the condition.
6. Instructor's Formal Agreement to Teach the Course as Described. Each college shall establish a procedure so that courses for which prerequisites or co-requisites are established will be taught in accordance with the course outline, particularly those aspects of the course outline that are the basis for justifying the establishment of the prerequisite or co-requisite. The process

shall be established by consulting collegially with the local academic senate and, if appropriate, the local bargaining unit.

Review of Individual Courses

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

1. Advisories on Recommended Preparation

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

2. Limitations on Enrollment

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

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

1. For any certificate or associate degree requirement which can be met by taking this course, there is another course or courses which satisfy the same requirement; and
2. The college includes in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same requirement.

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

such a plan has been endorsed by the department and the college administration and put into effect.

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

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

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