



**Kern Community College District
Board Policy
Chapter 4 - Students/Instructional Services**

BP 4010 Academic Calendar

Reference:

Education Code Section 70902(b)(12)

The District Chancellor or designee shall, in consultation with the appropriate constituency groups, develop and submit to the Board of Trustees for approval an academic calendar.

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

**Kern Community College
District Board Policy
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BP 4020 Program, Curriculum and Course Development
Relay Primarily Upon the Advice and Judgment

References:

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

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the District Chancellor shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development; and
- consideration of job market and other related information for career and technical education programs.

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

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

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board of Trustees. Non-degree- applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board of Trustees.

Credit Hour

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

The District Chancellor will establish procedures which prescribe the definition of "credit hour" consistent with applicable Title 5 and federal regulations, ~~and Title 5, Section 55002-5~~, as they apply to community college districts.

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

~~The District Chancellor shall establish procedures to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour," where applicable.~~ The District Chancellor shall also establish procedure for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

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BP 4025 Philosophy and Criteria for Associate Degree and General Education

References:

Title 5 Section 55061:

ACCJC Accreditation Standard II.A

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

The awarding of an Associate degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics, to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems, and to develop the capacity for self-understanding.

In addition to these accomplishments, the student shall possess sufficient depth in some field of knowledge to contribute to lifetime interest.

Central to an Associate degree, general education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of colleges that those who receive their degrees must possess in common certain basic principles, concepts, and methodologies both unique to and shared by the various disciplines. College educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most important, general education should lead to better understanding.

In the establishing or modifying a general education program, ways shall be sought to create coherence and integration among the separate requirements. It is also desirable that general education programs involve students actively in examining values inherent in proposed solutions to major society problems.

The District Chancellor or designee shall establish procedures to assure that courses used to meet general education and associate degree requirements meet the standards in this policy. The procedures shall provide for appropriate Academic Senate involvement.

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BP 4030 Academic Freedom

References:

Title 5 Sections 51023:

ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation Standard 1C7
Agreement Between the Kern Community College District and the Kern Community
College District Community College Association, California Teachers Association and the
National Education Association, Article Four, A

Academic freedom enables both students and faculty the right to express their views in
speech, writing, and through electronic communication without fear of sanction. The
District recognizes the right of a faculty member to be free from censorship or restraint
which interferes with the faculty member's commitment to pursue truth and maintain
intellectual integrity.

The discussion of controversial issues in the classroom is essential to the development
of informed and responsible citizens. Instructors are to be encouraged to provide
opportunities for the development of clear thinking, balanced judgement, intelligent
choices, and an understanding of the methods and devices of propaganda.

11E1A The inherent dignity of all persons requires that we conduct ourselves with civility in all circumstances of our professional lives. This means that we do not participate in or accept, condone, or tolerate physical or verbal forms of aggression, threat, harassment, ridicule, or intimidation. The District *is* an institution of higher education and especially values a spirit of free inquiry and free speech. The District encourages the expression of a range of points of view, but we expect all expressions of content to be conducted in a manner respectful of persons. The District nurtures an atmosphere of mutual respect by treating everyone with dignity, even when the values, beliefs, or behavior of a person or group is different from our own. The District recognizes this foundation of mutual respect to be the basis of civil discourse in an academic environment. The genuine valuing of diversity serves to create the general atmosphere in which persons can thrive and realize their potential.

~~11E1B The District further protects the dignity of persons by maintaining the boundaries of both necessary and appropriate confidentiality, and by prohibiting the exploitation of all persons through sexual harassment or financial, professional, or any other form of exploitation. The District seeks to develop policies, procedures, and practices which are~~

~~both compassionate and fair. In order to assure that we are fair in our policies, procedures, and practices regarding the dignity and worth of persons, the District specifically prohibits discrimination based on race, color, ethnic group identification, ancestry, religion, gender, sexual orientation, national origin, age, and physical or mental disability. While this prohibition is necessary, it is the genuine valuing of diversity that serves to create the general atmosphere in which persons can thrive and realize their potential.~~

Also see BP/AP 3900 Speech: Time, Place, and Manner

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BP 4040 Library and Learning Support Services

References:

Education Code Section 78100;

Civil Code Section 1798.90;

ACCJC Accreditation Standard II

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

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BP 4050 Articulation

Relay Primarily Upon the Advice and Judgment

References:

Education Code Sections 66720-66744

Title 5 Section 51022(b)

ACCJC Accreditation Standard II.A.6

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

The procedures also may support articulation with institutions, including other community colleges and those that are not geographically proximate but that are appropriate and advantageous for partnership with the District.

~~The Colleges may articulate programs and courses with high schools, limited to Career and Technical Education courses, and with four-year (4-year) institutions.~~

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BP 4060 Delineation of Functions Agreements

References:

Education Code Sections 8535 and 8536

Whenever a mutual agreement with a school district or other educational entity relating to responsibility for noncredit continuing education programs is required by state law, the District Chancellor or designee shall present an appropriate memorandum of understanding to the Board for approval.

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BP 4070 Course Auditing and Auditing Fees

Reference:

Education Code Section 76370

Students may audit courses.

The fee for auditing courses shall be established by each college but not to exceed \$15.00 per unit. Students enrolled in classes to receive credit for ten or more semester credit units shall not be charged a fee to audit three or fewer semester units per semester.

No student auditing a course shall be permitted to change his/her enrollment to receive credit for the course.

Priority in class enrollment shall be given to students enrolled in the course for credit toward a degree or certificate.

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BP 4100 Graduation Requirements for Degrees and Certificates

References:

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

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

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

The District Chancellor or designee shall establish procedures to determine degree and certificate requirements that include appropriate involvement of the local curriculum committee. The procedures shall assure that graduation requirements are published in the District's catalogs and included in other resources that are convenient for students.

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BP 4106 Nursing Programs

References:

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

Nursing students who have already earned a baccalaureate or higher degree from a regionally accredited institution of higher learning are not required to complete any general education requirements that may be required for an associate degree. Instead, these students only need to complete the coursework necessary for licensing as a registered nurse.

The District shall consider all of the following when screening nursing students:

- Academic degrees or diplomas, or relevant certificates, held by the applicant;
- Grade point average in relevant coursework;
- Life experiences or special circumstances of an applicant;
- Any relevant work or volunteer experience; and
- Proficiency or advanced level coursework in languages other than English.

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BP 4110 Honorary Degrees

Reference:

Education Code Section 72122

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

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

~~4D4A The Board of Trustees may award an honorary associate degree to an individual who has distinguished himself or herself in a manner that the Board regards as worthy of recognition. See Procedure 4D4 of this Manual for procedures on Honorary Degrees.~~

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

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BP 4220 ~~Academic Regulations~~ Standards of Scholarship

References:

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

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

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

These procedures shall address: grading practices, academic record symbols, grade point average, ~~credit by examination~~ credit for prior learning, academic and progress probation, academic and progress dismissal, academic renewal, course repetition, limits on remedial coursework, and grade changes.

These procedures shall be described in the college catalogs.



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BP 4225 Course Repetition
Rely Primarily Upon Advice and Judgment

References:

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

Students may repeat courses in which substandard grades (less than "C," and including "FW") were earned. The Board has determined reasonable limitations on course repetition as described in AP 4225 titled Course Repetition.

When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

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

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

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BP 4226 Multiple and Overlapping Enrollments

References:

Title 5 Section 55007

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

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



BP 4230 Formerly 4C4

Kern Community College District
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BP 4230 Grading and Academic Record Symbols
Rely Primarily Upon the Advice and Judgment

Reference:

Title 5 Section 55023

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

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

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

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

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BP 4231 Grade Changes

Rely Primarily Upon the Advice and Judgment

References:

Education Code Sections: 76224; 76232;

Titla 5 Section 55025

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

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

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

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**BP 4235 ~~Academic Regulations~~ Credit by Examination for Prior Learning
Rely Primarily Upon Advice and Judgment**

Reference:

Title 5 Section 55050

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



BP 4240 Formerly 4C4E

**Kern Community College District
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BP 4240 Academic Renewal
Rely Primarily Upon Advice and Judgment

Reference:
Title 5 Section 55046

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

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**BP 4250 Standards for Probation, Dismissal and Readmission
Rely Primarily Upon Advice and Judgment**

References:

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

Probation

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

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

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

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

Dismissal

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

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

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

Readmission

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

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

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



BP 4260 Formerly 4A4

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

Rely Primarily Upon Advice and Judgment

References:

Title 5 Sections 55000 and 55003

The District Chancellor is authorized to establish prerequisites, co-requisites, and advisories on recommended preparation for courses in the curriculum. All such prerequisites, co-requisites, and advisories shall be established in accordance with the standards set out in Title 5. Any prerequisites, co-requisites, or advisories shall be necessary and appropriate for achieving the purpose for which they are established. The procedures shall include a way in which a prerequisite or co-requisite may be challenged by a student on grounds permitted by law. Prerequisites, co-requisites, and advisories shall be identified in District publications available to students. **See Procedure 4F9**



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BP 4300 Student Field Trips and Excursions and Transportation
(See *Procedure 4B9* and related forms)

References:

Title 5 Section 55220:

Government Code Section 11139.8

The District Chancellor or designee shall establish procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment of co-curricular activity.

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

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

~~4B9A In recognition of the value of combining academic instruction with on-site experience, the Kern Community College District establishes the following policies for instructional programs and courses in which students travel within the United States or to foreign countries.~~

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BP 4400 Community Services Program

Reference:

Education Code Section 78300

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

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

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

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

**Kern Community College District
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BP 4700 CONTROVERSIAL ISSUES IN CURRICULUM

Rely Primarily Upon the Advice and Judgment

References: None

NOTE: *This policy is unique to the Kern Community College District.*

❖ From current KCCD Policy 4B11 titled Controversial Issues in Curriculum

All criticisms of the curriculum, publications, or instructional materials authorized for use in the Kern Community College District which are directed to the attention of the Board of Trustees or the College administration must be presented in writing so that proper consideration and reply can be made. This policy also applies to textbooks, library books or materials, magazines, audio-visual aids, courses of study, or instructional guides.

4B11A Criticisms in writing must include specific reference to titles, authors, publishers, and page numbers of each individual item against which charges are made.

4B11B When such criticisms are referred to the District Chancellor, the Board of Trustees shall be notified and a committee of College personnel may be assigned to study and report on the criticisms. Interested lay citizens may be consulted. Results of such a study shall then be reported to the Board of Trustees for further action.

4B11C The discussion of controversial issues in the classroom is essential to the development of informed and responsible citizens. Instructors are to be encouraged to provide opportunities for the development of clear thinking, balanced judgment, intelligent choices, and an understanding of the methods and devices of propaganda. In such activities, instructors shall emphasize loyalty to the United States, the importance of good citizenship, and vigilance in protecting our freedom and shall refrain from using classroom privileges to promote partisan politics, sectarian religious views, or selfish propaganda of any kind.

Also see BP 4030 Academic Freedom

**Kern Community College District
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BP 4700 CONTROVERSIAL ISSUES IN CURRICULUM

References: None

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In such activities, instructors shall emphasize loyalty to the United States, the importance of good citizenship, and vigilance in protecting our freedom and shall refrain from using classroom privileges to promote partisan politics, sectarian religious views, or selfish propaganda of any kind.

Also see BP 403 Academic Freedom