

**Kern Community College
District Administrative Procedure
Chapter 4 – Academic Affairs**

AP 4010 Academic Calendar

References:

Education Code Section 79020;

Title 5 Sections 55700 et seq. and 58142

Collective Bargaining Agreement Article 1 Section C, sub-section 12

Note: This procedure is legally required.

The academic calendar includes:

- The number of days that define an academic year is 175 days of instruction and evaluation
- Per the faculty collective bargaining agreement, the academic senates are delegated the right to settle the academic calendar for their colleges. Therefore, the process for determining the academic calendar begins with each college's Academic Senate and incorporates review of the draft calendar by appropriate college and district committees with final approval by the Board of Trustees. Review and approval should commence at least two academic years prior to the calendar's activation.
- Holidays, which include:
 - New Year's Day (January 1)
 - Dr. Martin Luther King, Jr. Day (Third Monday in January)
 - Lincoln Day (February 12 or see Note below)
 - Washington Day (Third Monday in February)
 - Spring Recess
 - Memorial Day (Last Monday in May)
 - Juneteenth (June 19)
 - Independence Day (July 4)
 - Labor Day (First Monday in September)
 - Veterans Day (November 11 or see Note below)
 - Thanksgiving Day (Fourth Thursday in November)
 - Thanksgiving Recess (Fourth Friday in November)
 - Christmas Recess (December 24)

- Christmas Day (December 25)
- Other Holidays – The Board of Trustees may declare other days to be holidays and close the colleges and offices when good reason exists. (These holidays traditionally have been New Year's Eve day, the day after Thanksgiving, and Christmas Eve day.)

NOTE: Education Code Section 79020 references laws regulating the scheduling of Lincoln Day, Veterans Day, and holidays that fall on the weekends.

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AP 4020 Program and Curriculum Development

Accreditation Related

References:

Title 5 Sections 51021, 55000 et seq., and 55100 et seq.;
34 Code of Federal Regulations Part 600.2;
ACCJC Accreditation Standard II.A;
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.

Note: This procedure is legally required.

Initiation, Submission, Review, Approval, Evaluation

- The governing board relies primarily upon the advice and judgement of the academic senate for curriculum and educational program development. Each college's Academic Senate will establish a curriculum committee. Faculty on the College Curriculum Committee will ensure that the content and methods of instruction meet the academic and professional standards and expectations of the California Community College system as given in California Education Code and Title 5 regulations.
- Faculty acting through discipline areas within the academic divisions of the College shall be responsible for instructional program and course proposal development, submission, review, approval, and evaluation to the College Curriculum Committee. Working with appropriate faculty, college administration may initiate the college procedures for instructional program and course changes to the College Curriculum Committee.
- Final recommendations for program additions and modifications from the College Curriculum Committee shall be submitted to the respective college's Chief Instructional Officer who shall make a recommendation to the College President. The College President shall then submit a recommendation to the District Chancellor for approval by the Board of Trustees. Once approved by Trustees, the content is submitted for State approval.
- Program and curriculum additions and revisions are published in the respective college's catalog and Board of Trustees meeting minutes.

The District shall provide annual certification to the California Community Colleges Chancellor's Office pertaining to the approval of credit courses and credit programs as required under Title 5 Sections 55100 and 55130.

Credit Hour

Title 5 states one credit hour of community college work (one unit of credit) shall require a minimum of 48 semester hours of total student work, which may include inside and/or outside-of-class hours. A course requiring 96 hours or more total student work shall provide at least 2 units of credit. Cooperative work experience courses shall adhere to the formula for credit hour calculations identified in Title 5 Section 55256.5. Credit for clock hour designated programs shall be awarded consistent with 34 Code of Federal Regulations Part 600.2.

Kern CCD course outlines of record target 54 hours of student involvement per unit of credit. The primary term length is 16 weeks in fall and spring. Courses are generally scheduled such that they exceed the in-class hours on the course outline of record by the minimal amount. At times, courses may be scheduled for fewer hours than listed on the course outline of record as long as they meet or exceed the 48-hour minimum stated in Title 5 Section 55002.5. Course outlines of record shall designate the number of units of lecture and/or laboratory with the in-class and outside-of-class hours based on the selected number of units. Credit hours for all courses may be awarded in increments of one unit, a half-unit, or less than a half-unit.

Standard Formula (Relationship) for Hours and Units of Credit

Courses not classified as cooperative work experience use the following formula for calculating units of credit: Divide the total of all student learning hours (lecture, laboratory, and/or outside-of-class hours) by 54, then round down to the nearest 0.5 unit.

Expressed as an equation:

$[\text{Total Contact Hours} + \text{Outside-of-class Hours}] = X \text{ Units of credit}$

The result of this calculation is then rounded down to the nearest 0.5 increment. For compelling reasons and with approval of the respective college's curriculum committee, this calculation can be rounded down to the nearest .25. For example, if a course contains 180 total student learning hours (36 lecture, 72 lab, and 72 outside-of-class hours), then the unit calculation is as follows:

$$\frac{36 + 72 + 72}{54} = \frac{180}{54} = 3.33, \text{ which is rounded down to 3 units of credit}$$

Calculation Table for Semester Hours and Units (54 Hours + 1 Unit)

	Lecture (Lecture, Discussion, Seminar, and Related Work)	Activity (Activity, Lab with Homework, Studio, and Similar)	Laboratory (Traditional Lab, Natural Science Lab, Clinical, and Similar)	Total
	Ratios of In-Class/Contact Hours to Outside of Class Hours			

# of Units	1	2	2	1	3	0	Hours per Unit
	Contact Hours	Outside of Class Hours	Contact Hours	Outside of Class Hours	Contact Hours	Outside of Class Hours	
0.5	9	18	18	9	27	0	27
1.0	18	36	36	18	54	0	54
1.5	27	54	54	27	81	0	81
2.0	36	72	72	36	108	0	108
2.5	45	90	90	45	135	0	135
3.0	54	108	108	54	162	0	162
3.5	63	126	126	63	189	0	189
4.0	72	144	144	72	216	0	216
4.5	81	162	162	81	243	0	243
5.0	90	180	180	90	270	0	270

For purposes of federal financial aid eligibility, a “credit hour” shall be not less than:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately 16 weeks per semester, or the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work as required in the paragraph above, of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

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AP 4021 **Program Discontinuance**

Accreditation Related

References:

Education Code Section 78016;
Title 5 Sections 51022 and 55130;
ACCJC Accreditation Standard II.A.15

Note: This procedure is legally required.

College procedures for program discontinuance shall include:

- Appropriate involvement of the faculty and respective Academic Senates in all processes;
- Academic Senate involvement requires consideration and action taken by the Academic Senate or appropriate Senate committee;
- Appropriate notice and involvement of the affected parties in all processes;
- A plan and schedule for implementing the program deletion;
- When programs are eliminated or program requirements are significantly changed, the institution makes appropriate arrangements so that enrolled students may complete their education in a timely manner with a minimum of disruption;
- Consideration of job market and other related information for vocational and occupational programs;
- Rationale for the program deletion; and
- Consideration of the impact of the proposed deletion with evidentiary support.

The procedure for discontinuance of vocational or occupational program includes reviewing such programs every two (2) years to ensure they:

- Meet legal standards;
- Meet a documented labor market demand;
- Do not represent an unnecessary duplication of other training programs in the area; and

- Are of demonstrated effectiveness as measured by student employment and completion success of students

In addition to program discontinuance initiated by each college's procedures, the college or District administration may also initiate appropriate college procedures.

Final recommendations for program deletion shall be recommended to the respective college Chief Instructional Officer who shall make a recommendation to the College President. The College President shall then submit a recommendation to the Chancellor for approval by the Board of Trustees.

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

Accreditation Related

References:

Title 5 Section 55061:
ACCJC Accreditation Standard II.A

Note: This procedure is legally required.

The philosophy and criteria for the associate degree and general education should address the considerations contained in the references listed above. These include, but are not limited to:

- The programs of the College are consistent with the institutional mission, purposes, demographics and economics of its community.
- The philosophy and criteria regarding the associate degree references the policy of the Board of Governors that the associate degree symbolizes a successful attempt to lead students through patterns of learning experiences designed to develop certain capabilities and insight, including:
 - The ability to think and communicate clearly and effectively orally and writing;
 - Use mathematics;
 - Understand the modes of inquiry of the major disciplines;
 - Be aware of other cultures and times; and
 - Achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding.

The philosophy and criteria regarding general education references the policy of the Board of Governors that general education should lead to better self-understanding, including:

- General education is designed to introduce students to the variety of means through which people comprehend the modern world.
- General education introduces the content and methodology of the major areas of knowledge and provides an opportunity for students to develop intellectual skills, information technology facility, affective and creative capabilities, social attitudes, and an appreciation for cultural diversity.

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AP 4026 Philosophy and Criteria for International Education

References:

Education Code Section 66015.7

Note: This procedure is legally advised.

International Education should encourage programs that support learning about other cultures, global issues, and the exchange of Californians and international students and scholars such as:

- Develop courses of study in as many fields as possible to increase students' understanding of global issues and cultural differences;
- Offer courses in languages other than English to train students to communicate effectively in other cultures and to enhance their understanding of other nations' values;
- Provide opportunities for students in all majors to participate in Study Abroad programs to enrich their academic training, perspectives, and personal development;
- Provide opportunities for domestic and international students to interact effectively and routinely share their views, perceptions, and experiences in educational settings; and
- Develop innovative public educational forums and venues to explore global issues and showcase world cultures.

For international students and scholars,

- Encourage the presence of qualified students from other countries with sufficient geographic diversity to inspire an appreciation for differences among cultures and a deeper understanding of the values and perspectives of other people;
- Facilitate faculty exchange and collaborative partnership programs with institutions in other countries;
- Initiate collaborative research undertakings to address issues of global significance; and
- Recruit and retain the world's best and brightest faculty to educate California's students as globally competent citizens.

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AP 4030 Academic Freedom

Accreditation Related

References:

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

Note: This procedure is legally advised.

General Principles

Academic Freedom: See the collective bargaining agreement between Kern CCD and the CCA faculty union for the academic freedom statement.

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AP 4040 Library and Learning Support Services

References:

Education Code Section 78100:
ACCJC Accreditation Standard II.B

Each college shall maintain a library collection that supports the mission of the college and the curriculum.

The recommendation of individual instructors and/or advisory groups may be utilized in the selection of instructional resource material.

Library faculty shall have the same freedoms as teaching faculty and students and shall choose books and other resources based on the interest, information and potential for enlightenment of students. As far as practical, books and other resources will be selected to present all points of view concerning current international, national, and local issues. Books or other resources shall not be excluded due to actual or perceived controversial content, or due to the author's actual or perceived status in a protected group, political activity, and/or philosophical views.

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AP 4050 Articulation

Rely Primarily Upon the Advice and Judgment

Accreditation Related

References:

Education Code Section 66720-66744;
Title 5 Sections 51022 subdivision (b) and 55051;
ACCJC Accreditation Standard II.A.10

Note: This procedure is legally required.

Articulation agreements shall identify the courses approved by the Kern Community College District Board of Trustees that are comparable and transferable between/among the community colleges, high schools, and/or four-year (4-year) institutions.

Articulation of courses and programs with four-year (4-year) institutions shall be the responsibility of the College President or designee. University articulation agreements may include, but shall not be limited to, general education requirements and major subject prerequisites. Individual articulation agreements shall be updated and maintained at each respective college.

Articulation of courses and programs with high schools shall be the responsibility of the College President or designee. A plan for articulation shall be developed and implemented by each respective college.

Using procedures developed by each college's respective curriculum committee, appropriate discipline faculty will determine comparability of an articulated high school course to a specific college course that has been recommended by the Curriculum Committee, and approved by the Board of Trustees.

Articulated high school courses may be applied to college requirements in lieu of comparable college courses to partially satisfy:

1. The requirements for a certificate program, including the total number of units required for a certificate; and/or
2. The major requirements in a degree program.

Articulated high school courses used to partially satisfy certificate or major requirements shall be clearly noted as such on the student's academic record if credit for these comparable college courses has been earned via credit by examination.

With respect to articulated high school courses, credit by examination will only be granted when the final examination for the high school course has the approval of appropriate discipline faculty of the respective college, and the student passes this examination with a satisfactory grade ("A", "B", or "C").

Except through credit by examination, articulated high school courses may not be used to satisfy:

1. The requirement that students complete at least 60 units in order to receive an associate degree; or
2. Any general education requirement for the associate degree.

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AP 4051 University Transfer Agreements

Accreditation Related

References:

Education Code Sections 66720-66744
Title 5 Section 51022(b)
ACCJC Accreditation Standard II.A.6

University transfer agreements shall specify the curricular requirements and the level of achievement that must be attained by community college students to transfer to the campus, undergraduate college, or major of choice at the four-year institution.

Credit will be awarded from other institutions under the following guidelines;

- Students applying to receive lower division credit for coursework completed at other colleges must submit official transcripts from such colleges for evaluation.
- Lower-division credits from other institutions accepted by the colleges of the Kern Community College District are subject to review and evaluation by any college or university to which a student may subsequently transfer.
- Credit for lower-division courses transferred from other collegiate institutions are evaluated and awarded credit under the principle of "like credit for like work." Such courses are accepted for unit credit, as well as for the satisfaction of lower-division course requirements. Evaluators may be assisted by appropriate discipline faculty as necessary.
- Community colleges do not routinely accept upper-division courses. When a petition for credit in an upper-division course is submitted to any of the Kern CCD colleges, each respective college has the ability to determine procedures for awarding credit for upper-division coursework, if any. However, each college's evaluators are required to seek assistance from appropriate discipline faculty in determining whether the upper-division course content satisfies lower-division course requirement(s).

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AP 4070 Course Auditing and Auditing Fees

Reference:

Education Code Section 76370

Note: This procedure is legally advised.

A course audit shall be approved under one of two conditions:

- Participation by audit serves as a specific educational purpose necessary to achieve the student's educational goal; or
- Participation by audit benefits other registered participants in performance arts or intercollegiate athletics courses.

Class attendance as an auditor shall be permitted upon approval from the instructor.

The Audit Form must be submitted to the Office of Admissions and Records after the first day of the class. The audit form will not be processed until students who wish to register for credit have been given the opportunity to do so.

Students who audit courses must pay the non-refundable audit fee is \$15.00 per unit per term. Students enrolled in 10 or more other units will not be charged an audit fee. Enrollment fees may not be used to pay for auditing a class.

Units associated with auditing courses are not counted toward minimum requirements for financial aid, student employment, etc...

After the commencement of the course, a student shall not be permitted to change enrollment status from credit to audit, or from audit to credit.

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AP 4100 Graduation Requirements for Degrees and Certificates

Rely Primarily Upon the Advice and Judgment

References:

Title 5 Sections 55000 et seq.

Note: This procedure is legally required.

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 degree-applicable, college work (including transfer coursework, if applicable) and maintain a minimum cumulative grade point average (GPA) of 2.0. In accordance with the Program & Course Approval Handbook, "There may also be additional graduation requirements at individual colleges, such as physical education. Some students who intend to transfer will complete more than 60 semester or 90 quarter units in order to meet all requirements for the associate degree."

For a baccalaureate degree, a student must satisfactorily complete at least 120 degree-applicable semester units, of which 24 semester units must be in upper-division courses, including a minimum of 6 semester units of upper-division general education courses. Additionally, students must identify a major that includes a minimum of 18 semester units of lower-division courses and 18 semester units of upper-division courses. Students must maintain a minimum cumulative grade point average (GPA) of 2.0.

"College work" refers to courses acceptable toward the associate or baccalaureate 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" or in an area of emphasis involving lower-division coursework which prepares students for a field of study, or for a specific major at the University of California or the California State University. Completion of coursework with minimum grades of "C" or "P" must be earned in each course required in the major/area of emphasis. Any course taken on a "Pass/No Pass" basis with a grade of "P" shall apply toward the major/area of emphasis units provided a "P" is equivalent to a "C" or better, per Title 5 Section 55063(a)(2).

College work must include at least 12 semester units of study in residence. Exceptions to the residence requirement may be waived by the Board when an injustice or undue hardship would otherwise result.

At a minimum, general education requirements must include course work in the natural sciences, social and behavioral sciences, humanities, and language and rationality. Ethnic studies must be offered in at least one of these required areas.

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

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 (COA), a student must successfully complete a program of study or curriculum that consists of 8 or more semester units of degree-applicable credit coursework (per Title 5, section 55070(c)). The awarding of a certificate of achievement demonstrates that the student has completed coursework and developed capabilities relating to career or general education.

The District may establish shorter credit programs, such as Job Skills Certificates

Content and assessment standards shall ensure that certificate programs are consistent with the mission of the Kern 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, such as job skills certificates, may be given any name or designation deemed appropriate, except for certificate of achievement, certificate of completion, or certificate of competency.

The District may obtain approval for a direct assessment competency-based program for the California Community College Chancellor's Office.

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AP 4101 Independent Study

References:

Title 5 Sections 55230 et seq.

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

Independent Study courses also allow students the opportunity to fulfill an immediate need due to circumstances beyond their control as determined by the Chief Instructional Officer at the respective college to meet a specific requirement for their degree, certificate, major, or for transfer.

Independent study in this context refers to a course that is not regularly scheduled, but for which it is expected that the student will interact directly with the instructor on an individual basis. Title 5, section 55232 requires that independent study courses must maintain the same academic standards as applied to other credit or noncredit courses.

Independent Study courses will be conducted by qualified faculty in accordance with the course outline of record to permit students to complete course material independently under the supervision and direction of the assigned faculty.

Academic standards applicable to Independent Study courses shall be the same as those applied to other credit and non-credit courses.

Students enrolled in Independent Study courses will be evaluated, and their progress recorded, in the same manner as students enrolled in other courses.

Faculty conducting Independent Study courses shall, at a minimum, be available to students in the same manner as for students in other courses, including the use of scheduled office hours.

Attendance for Independent Study course must be reported as outlined in the CCCC Student Attendance Accounting Manual (SAAM).

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AP 4102 Career and Technical Education Programs

Accreditation Related

References:

- Title 5 Sections 55600 et seq.;
- 2 Code of Federal Regulations Part 200 (The Federal Education Department General Administrative Regulations, 2nd Edition);
- 34 Code of Federal Regulations Part 600 (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);
- ACCJC Accreditation Standard II.A.14

Note: This procedure is legally required.

Consistent with federal regulations pertaining to federal financial aid eligibility, the Chief Instructional Officer at each college will ensure compliance with the United States Department of Education's disclosure requirements for each of the college's gainful employment programs by disclosing federally-mandated information about the programs to prospective students. The each college shall make the required disclosures available to prospective students in promotional materials and on its website.

Each college's Chief Instructional Officer shall establish procedures to ensure that the college meets these reporting requirements whenever the college intends to add a new gainful employment program.

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AP 4103 Work Experience

References:

Title 5 Sections 55250 et seq.

Note: This procedure is legally required.

The District Work Experience Plan is developed and submitted to the Board of Trustees and shall include:

- The systematic design of a program whereby students gain realistic learning experiences through employment;
- A specific description of the respective responsibilities of the college, the student, the employer, and other cooperating agencies;
- A description of support services available to students, such as counseling and academic support;
- A sufficient number of qualified academic personnel to direct the program;
- Processes that assure students' employment-based learning experiences are documented with written measurable learning objectives, the criteria students are required to meet and upon which they are evaluated, and the basis for awarding grades and credit is described;
- Adequate clerical and instructional services are provided;
- A statement that the District has officially adopted the District Work Experience Plan, subject to approval by the Board of Trustees.

The colleges shall have processes which address:

- The maintenance of records that include the type and units of work experience in which a student is enrolled, where employed, job held, basis for determining student qualifications, statement of student hours worked, evaluation of performance, and that a work permit was issued.
- That supervising faculty must maintain records that document consultation with the employer and the student, evaluation of the student's achievement, and the final grade earned.

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AP 4104 Contract Education

Reference:

Title 5 Section 55170

Note: This procedure is legally advised.

The District may contract with public or private agencies or groups to offer instructional programs and classes.

Contract Education programs may only be offered pursuant to a written agreement between the District and the entity desiring the program, setting forth the program details and the price per student.

The Board of Trustees must ratify all such agreements.

The Chief Instructional Officer or the Vice Chancellor, Education Services will be responsible for determining if a course or program may be offered through contract education.

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AP 4105 Distance and Correspondence Education

Accreditation Related

References:

Title 5 Sections 53200 et seq.; 55200 et seq.;
34 Code of Federal Regulations Part 602.17 (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);
ACCJC Accreditation Standard II.A.1
Disabilities Act (ADA) and Section 508 of the Rehabilitation Act of 1973

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

Consistent with federal regulations pertaining to federal financial aid eligibility, the District must authenticate or verify that the student who registers in a Distance Education or Correspondence Education courses is the same student who participates in, completes, and receives credit for the course or program. At the time of registrations, each respective college will provide to each student at the time of registration, a statement of the process to protect student privacy and estimated additional student charges associated with verification of student identity, if any.

The Chief Instructional Officer shall utilize one or more of the following methods to authenticate or verify the student's identity:

- Secure credentialing/login and password;
- Proctored examinations; and/or
- New or other technologies and practices that are effective in verifying student identity.

Definition of Distance Education: Distance Education refers to instruction in which the instructor and student are separated by time or distance and interact through the assistance of technology.

Definition of Correspondence Education: Correspondence Education refers to education provided through one or more courses by a community college or district under which the college or district provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. Interaction between the instructor and student is limited due to separation, is not regular and substantive, and is primarily initiated by the student. Correspondence courses are typically self-paced, although a regular cycle of assignment submissions and delivery of feedback should be established for facilitated learning. If a course is part correspondence and part residential training, it is considered a correspondence course. Correspondence education is not distance education.

Course Approval: Each proposed or existing course offered by distance education shall be reviewed and approved separately. Separate approval is mandatory if any portion of the instruction in a course or a course section is designed to be provided through distance education.

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in AP 4020 Program and Curriculum Development. Distance education courses shall be approved under the same conditions and criteria as all other courses.

Certification: When approving distance education courses the Chief Instructional Officer will certify the following:

- **Course Quality Standards:** The same standards of course quality are applied to the distance education courses as are applied to in-person classes.
- **Course Quality Determinations:** Determinations and judgments about the quality of the distance education course were made with the full involvement of the appropriate discipline faculty and the curriculum committee approval procedures.

Instructor Contact in Distance Education Courses: Each section of the course that is delivered through distance education will include regular effective contact between instructor and students, as well as among students, either synchronously or asynchronously. Any portion of a class conducted through distance education must include regular and effective contact between instructor and students and among students, either synchronously or asynchronously through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, voice mail, e-mail, and/or other activities. Regular and effective contact is an academic and professional matter pursuant to sections 53200 et seq.

Instructor Contact in Correspondence Education Courses: Each section of a course conducted through correspondence education will be established through a cycle of assignment submissions and comprehensive, responsive feedback, as determined by the Chief Instructional Officer or designee. Instructors will be responsible for ensuring that each student will receive ongoing support toward making meaningful academic progress.

Students who participate in correspondence education will have access to student support services, including counseling, library searches, research assistance, and tutoring or other learning support through mail, email, telephone or in-person contact, as determined by the Chief Instructional Officer or designee.

Addendum to Course Outline of Record: An addendum to the official course outline of record shall be made if any portion of the instruction of a new or existing course is provided through distance education. The addendum must be approved according to the District's curriculum approval procedures. The addendum must address the following:

- How course outcomes will be achieved in a distance education mode;
- How the portion of instruction delivered via distance education provides regular and effective contact between instructors and students, student to student; and
- How the portion of instruction delivered via distance education meets the requirements of the Americans with Disabilities Act (ADA) and Section 508 of the Rehabilitation Act of 1973.

Duration of Approval: All distance and correspondence education courses approved under this procedure will remain in effect until substantive changes of the course outline of record.

Faculty Selection and Workload: Instructors of Distance Education and/or Correspondence Education courses shall be selected by the same procedures used to determine all instructional assignments. Instructors shall possess the minimum qualifications for the discipline into which the course's subject matter most appropriately falls. The instructors must be prepared to teach in a distance education delivery method consistent with District policies and negotiated agreements.

Correspondence Education Students: A student is considered to be “enrolled in correspondence courses” if correspondence courses constitute 50 percent or more of the courses in which the student is enrolled during a financial aid award year. Refer to AP 5130 regarding financial aid eligibility requirements.

In order for a correspondence education student to be considered a full-time student at the District, at least one-half of the student’s coursework must be made up of non- correspondence coursework that meets one-half of the District’s requirement for full-time students.

- 12 semester hours for a program that measures progress in credit hours and uses standard terms per academic term.
- 24 semester hours for a program that measures progress in credit hours and does not use terms, over the weeks of instructional time in the academic year, or the prorated equivalent if the program is less than one academic year.
- For a program that measures progress in credit hours and uses nonstandard terms (terms other than semesters, trimesters, or quarters) the number of credits as determined by:
 1. Dividing the number of weeks of instructional time in the term by the number of weeks of instructional time in the program's academic year; and
 2. Multiplying the fraction determined under paragraph (3)(A) of this definition by the number of credit hours in the program's academic year.
- 24 clock hours per week for a program that measures progress in clock hours,. A “clock hour” for correspondence education purposes is defined as sixty (60) minutes of preparation in a correspondence course.
- A series of courses or seminars that equals 12 semester hours in a maximum of 18 weeks.
- The work portion of a cooperative education program in which the amount of work performed is equivalent to the academic workload of a full-time student.

Course Section Enrollment Capacity: Maximum and minimum class sizes will be determined by the College President or designee after consultation with faculty chairs. Class size decisions at each campus shall be made in a fair and consistent manner based on pedagogical and enrollment management considerations.

Use of District-Approved Learning Management System

Faculty choosing to incorporate a learning management system (LMS) into their course(s) must be the Kern CCD-approved LMS.

Regular and Substantive Interaction

The faculty member teaching an online or hybrid (face-to-face and online credit instruction) course shall engage in regular and effective student contact:

- a. Respond to student questions, emails, and other communications within 48 hours, Saturdays, Sundays, non-instructional days and leave days excepted;
- b. Regularly (at least twice a week) initiate contact with students in the online classroom;
- c. Monitor student-to-student interaction in classroom activities requiring interaction;
- d. Select and incorporate some combination of the following student authentication strategies to verify student identity or authenticate the originality of work.
 1. Use proctors for tests and require id's.
 2. Use an originality tool to prevent plagiarism.
 3. Become familiar with students' individual writing styles by requiring a variety of writing tasks, such as discussion forums, paragraph-length answers on exams, and formal research papers.
 4. Require specific research paper topics for which the instructor knows the secondary sources thoroughly.
 5. Employ a lock-down browser system, to prevent students from exiting the exam and surfing the web for answers.
 6. Design test questions to be randomly drawn from banks of questions and shuffled so that each student gets a different set of questions.
 7. Design tests to be open-book but with a limited amount of time to complete.
 8. Require forced completion on exams so student cannot re-enter a test.
 9. Set a short window for testing completion, i.e., one or two days to take an exam rather than a week.
 10. Create a unique password for each exam.
- e. Provide information to students regarding items 1 – 4 above on the class syllabus.
- f. The faculty member teaching an online or hybrid course shall include all course syllabus information as described in the CCA contract within the District's adopted class management system and likewise shall conduct all discussion forums, wikis, and other student-to-student class interactivity entirely within the class management system.

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AP 4110 Honorary Degrees

Reference:

Education Code Section 72122

NOTE: This procedure is **legally advised**.

Procedures for nominating and selecting recipients of honorary degrees shall include:

- a) Nominations for recipients of honorary degrees must be submitted in writing to the College President by February 1st for consideration for the May graduation ceremony
- b) The written statement must adhere to the criteria for awarding honorary degrees and include:
 - i) Name and contact information of person making nomination;
 - ii) Name of nominee; and
 - iii) Clear explanation of why the individual should be awarded an honorary degree
- c) The College President shall meet with the respective Vice Presidents and the President of the Academic Senate for review, validation of merits, and final recommendation.
- d) The College President will forward the name(s) of the successful candidate(s) to the Chancellor for recommendation to the Board of Trustees.
- e) Honorary degrees shall specify “Honorary” on the diploma.

Further documentation may be requested of the person making the nomination as deemed necessary.

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AP 4222 Non-degree Applicable Basic Skills Courses

Rely Primarily Upon the Advice and Judgment

Accreditation Related

References:

Education Code Section 78213;
Title 5 Section 55035:
ACCJC Accreditation Standard II.A.4

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

Remedial coursework consists of pre-collegiate basic skills courses. -

A student's need for remedial coursework shall be determined using appropriate assessment instruments, methods, or procedures.

No student shall receive more than 30 semester units for remedial coursework. A student who exhausts this unit limitation shall be referred to appropriate adult noncredit education services.

No student shall be required to enroll in remedial English or mathematics coursework that lengthens their time to complete a degree unless placement research that includes consideration of high school grade point average and coursework shows that those students are highly unlikely to succeed in transfer-level coursework in English and mathematics. A student may be required to enroll in additional concurrent support, including additional language support for English as a Second Language students during the same semester that they take a transfer-level English or mathematics course. But only if the Vice President of Instruction determines the support will increase their likelihood of passing the transfer-level English or mathematics course. The Vice President of Instruction shall minimize the impact on student financial aid and unit requirements for the degree by exploring embedded and low or noncredit support options.

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.

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

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AP 4225 Course Repetition

References:

Education Code Section 76224;
Title 5 Sections 55040, 55041, 55042, 55043, 55253, 56029, and 58161

Note: This procedure is legally required.

Only the following types of courses are designated as repeatable:

- Courses for which repetition is necessary to meet the major requirements of California State University (CSU) or University of California (UC) for completion of a bachelor's degree;
- Intercollegiate athletics course; and
- Intercollegiate academic or vocational competition 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. This limit applies even if the student receives an unsatisfactory grade or "W" during one or more enrollments, or if a student petitions for repetition due to extenuating circumstances.

Repetition to Alleviate Unsatisfactory Coursework in Non-repeatable Courses:

When a student repeats a course designated as repeatable to alleviate unsatisfactory academic work ("D," "F," "FW," "NP," or "NC"), the previous grade and credit shall be disregarded in the computation of grade point averages. No more than two unsatisfactory grades may be alleviated.

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. When course repetition occurs, the student's permanent academic record shall be annotated in such a manner to ensure 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.

If the District is claiming apportionment under Title 5 Section 58161, students may petition

for approval to register for up to a total of four (4) semester courses designated as repeatable,

including courses in which unsatisfactory grades (less than "C," and including "FW," "NP," or "NC") were awarded in one or more enrollments. If the student is repeating the course to alleviate substandard academic work, the respective colleges may disregard the first two (2) unsatisfactory grades if the student repeats the class two or more times. Students may also petition to register in active participatory credit courses that are related in content, in Physical Education, Visual Arts, and/or Performing Arts, including courses in which unsatisfactory grades were awarded in one or more enrollments.

Each college must provide the following information to students regarding petitioning for approval:

- 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 (36 months) or the District has established a recency prerequisite; Repetition is permitted even when less than 36 months has elapsed if the student provides documentation that repetition is necessary for transfer to another institution of higher education;

- Provisions for repeating a course taken at another accredited college or university for which unsatisfactory academic performance is recorded; and
- Circumstances under which students may repeat courses in which a "C" or better grade was earned. Course repetition requires verification that extenuating or extraordinary circumstances exist which justify such repetition. Extraordinary circumstances are those which would justify the College providing the student refund. Extenuating circumstances include 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.

Number of Course Repetitions:

- Students may not enroll in a course more than four (4) times, except in limited circumstances described below. Enrollments include any combination of withdrawals and repetitions.
- Pursuant to District policy, students may repeat a cooperative work experience course up to the limit on the number of units of cooperative work experience units set forth in Title 5 Section 55253 (a).
- Students with disabilities may repeat courses specifically designed for students with disabilities an unlimited number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for the student in accordance with guidance specified in Title 5 Section 56029. The previous grade and credit will be disregarded in computing the student's grade point average (GPA).

- Students may repeat a course an unlimited number of times to meet a legally-mandated training requirement as a condition of continued paid or volunteer employment regardless of the student's previously earned grade.
- Students may petition to repeat a course needed for employment or licensing due to a significant change in the industry or licensure standards. Students may repeat these courses any number of times subject to appropriate documentation.

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AP 4226 Multiple and Overlapping Enrollments

Rely Primarily Upon the Advice and Judgment

References:

Title 5 Sections 55007

Note: This procedure is legally required.

Students may only enroll in two (2) or more sections of the same credit course during the same term if the courses do not occur simultaneously. A student may not enroll in two (2) or more courses where the meeting times for the courses overlap, unless:

- The student provides a valid justification, other than scheduling convenience; of the need for an overlapping schedule;
- The Chief Instructional Officer approves the schedule; or
- The student recovers the overlapping hours at another time during the same week under the supervision of the course instructor.

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AP 4227 Repeatable Courses

Rely Primarily Upon the Advice and Judgment

References:

Title 5 Sections 55040, 55041, 55253, and 56029

Note: This procedure is legally required

A course may be repeated once for an unsatisfactory grade without petition, and may be repeated more than once with petition under the provisions of BP 4225. Petitions for additional repeats are available in the Office of Admissions and Records.

A course for which a grade of “A,” “B,” “C,” “CR,” or “P” was earned may be repeated due to extenuating circumstances as defined in Policy 4C4D1B. The petition for requesting permission to repeat the course is available in the Office of Admissions and Records and must be approved prior to registration for the course. The petition requires documentation of the extenuating circumstances.

Courses in which students a “W” grade was earned may be repeated twice under the provisions of BP 4225. Petitions for additional repeats are available in the Office of Admissions and Records

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

- Courses for which repetition is necessary to meet the major requirements of California State University (CSU) or University of California (UC) for completion of a bachelor's degree;
- Intercollegiate athletics course; and
- Intercollegiate academic or vocational competition courses.

The colleges of Kern CCD must identify and designate such repeatable courses in their respective catalogs.

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

- Students may not enroll in a course more than four (4) times, except in limited circumstances described below. Enrollments include any

combination of withdrawals and repetitions.

- Pursuant to District policy, students may repeat a cooperative work experience course up to the limit on the number of units of cooperative work experience units set forth in Title 5 Section 55253 (a).
- Students with disabilities may repeat courses specifically designed for students with disabilities an unlimited number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for the student in accordance with guidance specified in Title 5 Section 56029. The previous grade and credit will be disregarded in computing the student's grade point average (GPA).
- Students may repeat a course an unlimited number of times to meet a legally-mandated training requirement as a condition of continued paid or volunteer employment regardless of the student's previously earned grade.
- Students may petition to repeat a course needed for employment or licensing due to a significant change in the industry or licensure standards. Students may repeat these courses any number of times subject to appropriate documentation.

The colleges of Kern CCD shall develop and implement a mechanism to properly monitor course repetition.

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AP 4228 Course Repetition - Significant Lapse of Time

Rely Primarily Upon the Advice and Judgment

Reference:

Title 5 Section 55043

NOTE: This procedure is **legally advised**.

Students may be permitted or required to repeat courses in which a "C" or better grade was earned when a significant lapse of time occurred of no less than 36 months since the grade was obtained, and:

- The respective college has established a recency prerequisite for a course or program; or

An institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course; or

- When a student needs to repeat an active participatory experience course in Physical Education, Visual Arts, Performing Arts, or a course that is related in content due to a significant lapse of time.

Each repetition attempt will be counted toward the established repetition limits. However, an additional repetition due to significant lapse of time may be permitted or required by the respective college when a student has exhausted the number of permitted repetitions.. When a course is repeated due to a significant lapse of time, the respective college may disregard the previous grade and credit when computing a student's grade point average.

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AP 4229 Course Repetition – Variable Units

Rely Primarily Upon the Advice and Judgment

Reference

Title 5 Section 55044

Note: This procedure is legally advised

Students may be permitted to enroll in variable unit open-entry/open-exit courses as many times as necessary to enable completion of the course curriculum.

Students may not repeat variable unit open-entry/open-exit courses unless:

- The course is required for legally-mandated training; or
- The course is a special class for students with disabilities which needs to be repeated; or
- Repetition of the course is justified by extenuating circumstances; or
- The student wishes to repeat the course to replace a previously earned unsatisfactory grade.

A student may not enroll in a variable unit open-entry/open exit active participatory course in Physical Education, Visual Arts, or Performing Arts more than once.

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AP 4230 Grading and Academic Record Symbols

Rely Primarily Upon the Advice and Judgment

References:

Title 5 Sections 55023 and 55024

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

Grades from a grading system shall be averaged on the basis of the point equivalencies to determine a student's grade point average using only the following evaluative symbols:

Evaluative Symbols:

A- Excellent (Grade Point= 4)

B- Good (Grade Point = 3)

C - Satisfactory (Grade Point = 2)

D - Less than satisfactory (Grade Point=1)

F - Failing (Grade Point = 0) P - Passing (At least satisfactory - units awarded not counted in GPA)

NP - No Pass (Less than satisfactory, or failing - units not counted in GPA)

SP - Satisfactory Progress towards completion of the course (Used for noncredit courses only and is not supplanted by any other symbol)

Non-Evaluative Symbols:

I - Incomplete: Incomplete academic work for unforeseeable, emergency and justifiable reasons. The condition for removal of the "I" shall be stated by the instructor in a written record. The record shall contain the conditions for the removal of the "I" and the grade assigned in lieu of its removal. The record must be given to the student with a copy on file with the respective college's Director of Admissions & Records until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The "I" may be made up no later than one (1) year following the end of the term in which it was

assigned. The "I" symbol shall not be used in calculating units attempted nor for grade points.

IP - In Progress: The "IP" symbol shall only be used in courses which extend beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment an evaluative symbol (grade) must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student's permanent record for the term in which the course is completed. The "IP" symbol shall not be used in calculating grade point averages. If a student enrolled in an "open-entry, open-exit" course is assigned an "IP" and does not re-enroll in that course during the subsequent term, the appropriate faculty will assign an evaluation symbol (grade) to be recorded on the student's permanent record for the course.

RD - Report Delayed: The "RD" symbol may only be assigned by the respective college's Director of Admissions & Records when a delay in reporting the student's grade occurs due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.

W - Withdrawal: The "W" symbol may be used to denote withdrawal in accordance with the requirements of Title 5 Section 55024.*

MW- Military Withdrawal: The "MW" symbol may be used to denote military withdrawal in accordance with Title 5 Section 55024.*

EW - Excused Withdrawal: The "EW" symbol may be used to denote withdrawal in accordance with Title 5 Section 55024.*

*Refer to AP 5130 for information on the impact of 'W', 'EW', and 'MW' symbols on satisfactory academic progress."

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AP 4231 Grade Changes

Rely Primarily Upon the Advice and Judgment

References:

Education Code Sections 76224 and
76232; Title 5 Section 55025

Note: This procedure is legally required

Changing Grades

The instructor of the course shall determine the grade to be awarded to each student.

When grades are given for any course of instruction taught at colleges of Kern Community College District, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.

Any student may file a written request with the Chief Instructional Officer, or designee, of the respective college to correct or remove information recorded in the student's records which the student alleges to be:

- (1) Inaccurate;
- (2) An unsubstantiated personal conclusion or inference;
- (3) A conclusion or inference outside of the observer's area of competence; or
- (4) Not based on the personal observation of a named person with the time and place of the observation noted.

The removal or change of an incorrect grade from a student's record shall only be done by the instructor who first awarded the grade 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.

A student's first request of a grade change shall be from the instructor. Provisions shall be made by the Chief Instructional Officer, or designee, to designate 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 all cases, the instructor who first awarded the grade will be given written notice of the change.

Student-Initiated Grade Change Requests

Refer to AP 5530, Student Rights and Grievances, for student-initiated grade change requests. In all cases of student-initiated grade changes, the instructor who first awarded the grade will receive written notice if a change of grade is made.

AP 5530 requires that a student first request a grade change from the instructor. In cases where the student has filed a discrimination complaint, or if the instructor is not available, or where the District determines a possibility of gross misconduct by the original instructor, provisions shall be made to all the Faculty Chair of the department, or designee, to substitute for the instructor of record.

The colleges may develop a timeframe by which students may initiate grade change requests. Exceptions to this timeframe may be made if it is determined that the grade was awarded as a result of a mistake, fraud, bad faith, or incompetence by the instructor.

Students may be required to provide documentation to support the request for a grade change to include, but not limited to, graded assignments and tests from the class in question, or substantiation of verifiable extenuating circumstances.

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 Chief Instructional Officer, or designee. No more than five (5) 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 Chief Instructional Officer, or designee, immediately. The Chief Instructional Officer, or designee, 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 disciplinary proceedings and subsequent action in accordance with District policies and procedures, and , shall be reported to the appropriate law enforcement agency having jurisdiction over the college where the incident occurred.

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AP 4232 Pass/No Pass

Rely Primarily Upon the Advice and Judgment

Reference:

Title 5 Section 55022, 55023 & 55270.8.

Note: This procedure is legally advised

Courses may be offered in the following categories:

- Courses in which all students are evaluated on a "Pass-No Pass" basis; and/or
- Courses in which each student may elect upon registration, or at any time during the semester, decide 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" shall not be included.

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. Satisfactory Progress "SP" is a possible grade option for students in noncredit courses.

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

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AP 4235 Credit for Prior Learning

Rely Primarily Upon the Advice and Judgment

References:

Education Code Section; 79500
Title 5 Sections: 55050 and 55052

Note: This procedure is legally advised

Students demonstrating proficiency in a course eligible for Credit for Prior Learning may receive college credit through the approved alternative methods for awarding credit listed below:

- Achievement of a satisfactory score on an Advanced Placement (AP) examination;
- Achievement of a satisfactory score on a high-level International Baccalaureate (IB) examination;
- Achievement of a satisfactory score on the College Level Examination Program (CLEP);
- Evaluation of Joint Service Transcripts (JST);
- Achievement of an examination administered by other agencies approved by the District;
- Evaluation of industry-recognized credential documentation;
- Evaluation of student-created portfolios; or
- Satisfactory completion of an institutional examination, known as Credit by Examination, administered by the college in lieu of completion of an active course listed in the current college catalog.

Determination of Eligibility for Credit for Prior Learning

- The student must be in good standing in the District;
- The student must have previously earned credit or noncredit from the District or be currently registered in the District;
- Current students must have an Educational plan on file;
- The course is listed within the student's catalog rights;
- The student is not currently enrolled in the course to be challenged; and

- For Credit by Examination, the student must be registered in the District and not currently enrolled in, nor received credit, for a more advanced course in the same subject. This requirement may be waived by the appropriate academic department. Credits acquired by examination are not applicable to meeting of unit load requirements for eligibility to receive Selective Service deferment, Veterans, or Social Security benefits. Credits acquired by examination shall not be applied in determining the 12 semester hours of credit in residence required for an associate degree.

Prior Learning Assessment Grading Policy

- Grading shall be according to the regular grading system in accordance with AP 4230.
- Students shall be offered a “Pass/No Pass” option in accordance with AP 4232, if that option is ordinarily available for the course of interest.
- Pursuant to AP 4230 and AP 4231, students shall be given the opportunity to accept, decline, or appeal the grade assigned by the faculty. as well as in cases of Credit by Examination.

Transcription of Credit for Prior Learning

- The student’s academic record shall be clearly annotated to reflect that credit was earned by assessment of prior learning.

Advanced Placement See [AP 4236](#).

International Baccalaureate

Students requesting Credit for Prior Learning using International Baccalaureate shall receive credit for completing a satisfactory score on a District-approved high-level International Baccalaureate (IB) examination under the following circumstances:

- Official IB transcripts must be on file in the respective college’s Office of Admissions & Records; and
- The student achieved a minimum acceptable score on the IB examination as recommended by the District’s IB Equivalency Guide

College Level Examination Program

Students requesting Credit for Prior Learning using the College Level Examination Program shall receive credit for completing a satisfactory score on a District-approved College Level Examination Program (CLEP) under the following circumstances:

- Official CLEP transcripts must be on file in the respective college’s Office of Admissions & Records; and
- The student achieved a minimum acceptable score on the CLEP examination as recommended by the District’s CLEP Equivalency Guide.

Credit for Military Service/Training

Students interested in Credit for Prior Learning using Joint Service Transcripts (JSTs) shall receive credit as recommended by the American Council on Education (ACE) Directory and approved by the appropriate discipline faculty of the college under the following circumstances:

- The student shall complete the Credit for Prior Learning petition; and
- Official transcripts must be on file in the Records Office. These may include Joint Services Transcript (JST), Sailor/Marine American Council on Education Registry Transcript (SMART), Army and American Council on Education Registry Transcript Service (AARTS), Community College of the Air Force (CCAF), Coast Guard Institute (CGI), DANTES/USAFI, Defense Language Institute Foreign Language Transcripts (DLIFLC), Defense Manpower Data Center (DMDC), DLPT Examinee Results, DA Form 330 Language Proficiency Questionnaire, or verified copies of DD214 or DD295 military records.
 - Credit course equivalency shall be determined by the faculty of the appropriate discipline

Industry-Recognized Credentials

Students interested in Credit for Prior Learning using industry-recognized credential(s) shall receive credit as recommended by the appropriate faculty chair or faculty designee under the following circumstances:

- The student shall complete the Credit for Prior Learning petition;
- Each college's Office of Admissions & Records shall grant credit for industry recognized credential(s) that have already been evaluated and approved by the appropriate faculty chair or faculty designee; and
- If an industry recognized credential(s) has not yet been evaluated and approved by the appropriate faculty:
 - The student meets with the college designee to receive further instructions for industry-recognized credential(s) assessment;
 - The student submits all industry recognized credential documents to the college designee for assessment of prior learning; and
 - If the faculty chair or faculty designee determine the industry certification adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the recorded grade, attach the industry-recognized credential(s), and forward the completed petition and supporting documents to the Office of Admissions & Records to be kept on file and recorded on the student transcript.

Student-Created Portfolio Assessment

Students interested in Credit for Prior Learning using a student-created portfolio shall receive credit as recommended by the appropriate faculty chair or faculty designee under the following circumstances:

- A department-approved portfolio assessment rubric for the course is on file;
- The student shall complete the Credit for Prior Learning assessment petition available in the Office of Admissions & Records or Counseling office;
- The student meets with the faculty chair or faculty designee to receive further instructions for student-created portfolio assessment;
- The student submits all portfolio documents to the faculty chair or faculty designee for assessment of prior learning; and
- If the faculty chair or faculty designee determines the student-created portfolio adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the appropriate grade and forward it to the Office of Admissions & Records to be kept on file and recorded on the student transcript

Credit by Examination

The appropriate faculty chair or faculty designee shall determine whether a student requesting Credit by Examination is sufficiently prepared to warrant this opportunity based upon a review of previous course work and/or experience.

Students petitioning to earn course credit through Credit by Examination are encouraged to informally discuss the matter with the faculty chair or faculty designee, and instructor prior to initiating the formal process. All steps must be completed in the order listed or the Petition for Credit by Examination shall not be processed. The Petition for Credit by Examination must be completed prior to the end of the current semester or session.

Each College will award college course credit for successful completion of an examination administered by the appropriate departmental faculty upon satisfactory completion of an examination administered by the respective college in lieu of completion of a course listed in the College Catalog.

The College Credit by Examination Process:

Students demonstrating mastery of course objectives through experience in the workplace, foreign language proficiency, or another process outside the conventional academic setting, students may earn credit by receiving a passing grade on an examination administered by the appropriate academic department. The completion of Credit by Examination may require the demonstration of other skills or the completion of assignments in addition to an examination.

Upon completion of an education plan, students interested in Credit for Prior Learning using Credit by Examination shall receive credit as recommended by the appropriate faculty chair or faculty designee under the following circumstances:

The Credit by Examination Procedures

- The student shall complete the Credit for Prior Learning assessment petition available in the Office of Admissions & Records or Counseling office.
- The student shall meet with the appropriate faculty chair or faculty designee for further instructions for Credit by Examination
- If the faculty chair or faculty designee determines the Credit by Examination assessment measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the recorded grade and forward to the Office of Admission & Records to be kept on file and recorded on the student transcript. Completed exam materials must remain on file with the department/program for three (3) years.

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AP 4236 Advanced Placement Credit

Rely Primarily Upon the Advice and Judgment

Reference:

Education Code Section 79500

Note: This procedure is legally required

Any student who passes a College Board Advanced Placement (AP) examination with a minimum score of three (3) in a subject matter will be awarded credit in a General Education area with a subject matter similar to that of the AP examination.

For any AP examination that a college does not offer a course similar in content, the respective college will award credit in the General Education area shown on the California Community College General Education AP List. If a General Education area does not fit the AP Examination, the respective college may award elective credit.

Each college shall post its Advanced Placement Credit procedure on its website.

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AP 4237 Credit Allowed from Other Institutions

Rely Primarily Upon the Advice and Judgment

Note: This procedure is unique to Kern CCD.

Credit will be awarded from other institutions under the following guidelines;

- Students applying to receive lower division credit for course work completed at other colleges must submit official transcripts from such colleges for evaluation.
- Lower-division credits from other institutions accepted by the colleges of the Kern Community College District are subject to review and evaluation by any college or university to which a student may subsequently transfer.
- Credit for lower-division courses transferred from other collegiate institutions are evaluated and awarded credit under the principle of "like credit for like work." Such courses are accepted for unit credit, as well as for the satisfaction of lower-division course requirements. Evaluators may be assisted by appropriate discipline faculty as necessary.
- Community colleges do not routinely accept upper-division courses. When a petition for credit in an upper-division course is submitted to any of the Kern CCD colleges, each respective college has the ability to determine procedures for awarding credit for upper-division coursework, if any. However, each college's evaluators are required to seek assistance from appropriate discipline faculty in determining whether the upper-division course content satisfies lower-division course requirement(s).

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AP 4240 **Academic Renewal**

Rely Primarily Upon the Advice and Judgment

Reference:

Title 5 Section 55046

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

Students may petition for academic renewal of unsatisfactory academic performance under the following conditions:

- Students must have achieved a grade point average of at least 2.5 in 18 units; and
- At least 2 years must have elapsed since the coursework to be removed was completed.

Up to 20 units of coursework may be eliminated from consideration in the calculation of the student's cumulative grade point average (GPA).

Specific courses and/or categories of courses that are exempt from academic renewal must be described. Academic renewal actions are irreversible. When academic renewal procedures permit previously-recorded unsatisfactory coursework to be disregarded in the computation of a student's grade point average, the student's permanent academic record should contain an accurate record of all coursework to ensure a complete and accurate record of academic history.

Academic renewal procedures may not conflict with the respective college's obligation to retain and destroy records or interfere with the instructor's obligation to determine a student's final grade.

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AP 4250 Probation

Rely Primarily Upon the Advice and Judgment

References:

Title 5 Sections 55031- 55034

Note: This procedure is legally required

Notification of Probation - Each student is entitled to be notified of his/her academic difficulty and the availability of college support services to address the academic difficulty before the student is dismissed. At a minimum, notification will consist, 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 academic probation shall be sent to the student informing him/her/they that he/she/they is on academic probation. "All units attempted" is defined as all units of credit in which the student is enrolled.

If the percentage of a student's recorded entries of "W," "I," "NC," and "NP" reaches or exceeds fifty percent (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 in which the student is on academic or progress probation, a notice that the student is subject to dismissal will be sent to the student.

Probationary Letter - The letter notifying the student of probation will address, at a minimum, the significance of being placed on probation and description of the student services available.

Counseling for Probationary Students - Each student on probation may be provided counseling and guidance service, including regulation of the student's program as determined by the Counseling Office of each college. A student on academic or progress probation may be limited by the respective college to specified courses and the number of units that may be attempted.

Change of Probationary Status

A student on academic probation and earns a semester grade point average (GPA) of 2.0 or better shall not be dismissed under the condition that the minimum semester GPA is maintained.

A student on progress probation due to an excess of units for which entries of "W," "I," and "NC" are recorded shall be removed from probation when the percentage of units in this category falls below fifty percent (50%).

**Kern Community College District
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Chapter 4 – Academic Affairs**

AP 4255 Dismissal and Readmission

Rely Primarily Upon the Advice and Judgment

References:

Title 5 Sections 55033 and 55034

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

Standards for Dismissal: A student on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units attempted in three (3) consecutive semesters. A student on probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of "W," "I," "NC," and "NP" are recorded in at least (3) three consecutive semesters reaches or exceeds fifty percent (50%).

Dismissal Letter: At a minimum, the letter notifying the student that the student is subject to dismissal will address:

- 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 to the Counseling Office within ten (10) business days prior to the start of the semester. If the student fails to file a written petition within ten (10) business days, the student waives all future rights to appeal the dismissal action. In the written petition, the student must provide a clear statement of the grounds on which continued enrollment should be granted, and must provide evidence supporting the reasons. Petitions will be reviewed by the appropriate personnel. The student will continue on probation until a determination is made regarding the student's appeal.

The decision of the College Vice President, or designee, will be communicated to the student in writing. The Vice President, or designee, will notify the student of its action within ten (10) business days of receipt of the student's appeal. The student may appeal the decision of the Vice President, or designee, in writing to a given designee within ten (10) working days of the date of notification of the decision. The decision of the Vice President is final. Each college

shall publish its specific processes.

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

Fall Dismissals: Special circumstances may exist for dismissals after the Fall semester in the event that students enroll prior to the availability of Fall grades. "Subject to Dismissal" letters will be sent no later than one (1) month after the start of the Spring semester informing students that:

- If they are enrolled in the Spring semester, they will be permitted to continue on probation. Dismissal status will be reevaluated at the end of the Spring semester.
- If they are not enrolled in the Spring semester, they have the right to appeal dismissal in accordance with the appeal process.

Procedure for Fall Dismissal Appeals: Appeals for students subject to dismissal as a result of the Fall semester grades must be submitted following notification during the Spring semester under the following conditions:

- Students 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 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 enhance the acquisition or improvement of academic skills, such as obtaining academic counseling, and/or limiting course load; or
- When there is evidence of significant improvement in academic achievement.

Re-Admission after Dismissal: In considering readmission after a dismissal and two-semester absence, the following criteria should be applied:

- Documented extenuating circumstances (considered during appeal);
- Marked improvement between the semesters in which disqualification was based;
- Semesters in which disqualification was based were atypical of past academic

performance;

- Formal or informal educational experiences since completion of semesters in which disqualification was based; and
- Improved GPA as a result of grade changes, fulfillment of incomplete courses, or academic renewal.

A student who has been placed on academic probation for three (3) consecutive semesters shall be disqualified for admission to classes the following semester unless, during the last semester of enrollment, the student earned a grade point average of 2.0 or higher, in which case the student shall be placed on continued probation. For purposes of academic standing only, summer session is the equivalent of a semester. A student who is disqualified may be conditionally readmitted upon petition to the College President or designee following campus procedures.

A student who has been placed on progress probation for three (3) consecutive semesters shall be disqualified for admission to classes the following semester unless, during the last semester of enrollment, the percentage of units with entries of "W," "I," and "NC" was less than fifty percent (50%), in which case the student shall be placed on continued probation. For purposes of academic standing only, summer session is the equivalent of a semester. A student who is disqualified may be conditionally readmitted upon petition to the College President or designee following campus procedures.

For the purposes of the corresponding procedures above, semesters shall be considered consecutive on the basis of student enrollment (e.g., Fall semester followed by a Fall semester shall be considered consecutive regardless of the number of intervening semesters in which the student was not enrolled).

1. Students who are disqualified as a result of progress probation, and whose cumulative course completion rate is between twenty-six percent (26%) and fifty percent (50%), may be admitted to any of the Kern CCD colleges, but limited to enrollment in seven units.
2. Students who are disqualified for a second time will be disqualified for a specific time period of either one (1) semester or one (1) year, depending on the circumstances. For this level of disqualification, students will have the right to appeal the decision to the College Vice President designated for this responsibility, but counselors/advisors are not authorized to override the disqualification. Readmission after disqualification also requires approval of the college Vice President designated for this responsibility. Disqualified students may be required to enroll in a class organized to meet the needs of students who demonstrate ongoing academic difficulties.
3. Students enrolled in a disqualified status will have strict holds placed on any change in class schedules, or registration for subsequent semesters. Disqualified students are required to have regular appointments with a counselor/advisor to discuss academic progress, plan for subsequent semesters, approval for any change in class schedules, and approval for subsequent registration.

4. Students enrolled under the status of "disqualified" whose grade point average for the current term is at least 2.0, or whose course completion rate for that term exceeds fifty percent (50%), will be removed from the disqualified list and readmitted under continued probation.

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AP 4260 Prerequisites and Co-requisites

Rely Primarily Upon the Advice and Judgment

References:

Title 5 Sections 53200 et seq.; 55000 et seq.; and 55200 et seq.

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

Prerequisites, co-requisites, advisories, and limitations are necessary to ensure that students succeed in their coursework and have access to the courses they require. Prerequisites are a vital factor in maintaining academic standards. Prerequisites, co-requisites, advisories, and limitations shall 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 colleges of Kern CCD 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 enroll in a course without meeting the advisory, and circumstances under which a student is encouraged to exercise that right.

D. Definitions of contract courses, co-requisite, noncredit basic skills courses, 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 College shall reserve a seat for the student and resolve the challenge within five (5) working days. If the challenge is upheld or the College fails to resolve the challenge within the five (5) working-day period, the student shall be allowed to enroll in the course.
2. If space is not 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 student registers for that subsequent term.

B. Grounds for challenge shall include the following:

1. The 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/she/they would be delayed by a semester or more in attaining the degree or certificate specified in his/her/their 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/they does not pose a threat to himself/herself/theirself or others; or
4. The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, the college has the obligation to produce facts and information that are, or ought to be, in its records that are essential to a determination..

C. Curriculum Review Process

The curriculum review process shall, at a minimum be, in accordance with each 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 does not have any faculty members in the discipline, the faculty in the department) do each 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. Ensure 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 accepting 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) above,

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 college 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/they has met all the conditions or has met all except those for which he/she/they has a pending challenge, or for which further information is needed before final determination is possible of whether the student has met the condition; and
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 bargaining unit.

Review of Individual Courses

If the student's enrollment in a course or program is to be contingent on meeting 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, an advisory on recommended preparation will 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 above. This process is required whether the college describes 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 limitations at least every six years. For example, as part of program review. The following requirements must also be met to establish particular limitations on enrollment:

A. **Performance Courses:** The college may establish auditions or try-outs 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 results in a disproportionate impact on any historically under-represented group. If so, a plan shall be adopted to seek to remedy the disproportionate impact. If disproportionate impact has been found, the limitation on enrollment may not be printed in subsequent catalogs or schedules nor enforced in any subsequent term until such a plan has been endorsed by the department and the college administration, and put into effect.

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

C. **Blocks of Courses or Sections:** Blocks of courses or blocks of sections of courses are two or more courses or sections for which enrollment is limited in order to create a cohort of

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

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AP 4300 Field Trips and Excursions

References:

Government Code Section 11139.8; Title 5
Section 55220

NOTE: The following procedure is **legally advised**.

The colleges of Kern CCD may conduct field trips and excursions in connection with courses of instruction or college-related social, educational, cultural, athletic or musical activities to and from places in California, or any other state, the District of Columbia, or a foreign country for students. All field trips must be for purposes directly related to the educational mission of the college. These purposes are generally defined as educational experiences which cannot be duplicated on campus and are directly related to course content.

The colleges shall engage instructors, supervisors, and other personnel as may be necessary for such excursions or field trips who desire to contribute their services beyond the normal period for which they are employed by the District.

The colleges shall transport students, instructors, supervisors or other personnel by use of college equipment, contract to provide transportation, or arrange transportation by the use of other equipment. When District equipment is used, the District shall obtain liability insurance, and, if travel is to and from a foreign country, the liability insurance shall be secured from a carrier licensed to transact insurance business in the foreign country.

The District may pay expenses of instructors, chaperones and other personnel participating in a field trip or excursion. Payment shall occur by itemized reimbursement in a form prescribed by each college. 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 intent and purpose of the funding source.

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

All persons participating in a field trip or excursion shall be deemed to have waived all claims against the District for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking such trips and all parents or guardians of minor students shall sign a statement waiving such claims. Refer to Student Travel Forms as applicable.

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AP 4400 Community Services Program

References:

Education Code Sections 78300 et seq.; Title 5
Sections 55002 and 55160(b)

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

Community Services offerings are established and maintained in civic, vocational, literacy, health, homemaking, technical and general education programs, including, but not limited to, classes in the fields of music, drama, art, handicraft, science, literature, nature study, nature contacting, aquatic sports and athletics.

Community Services offerings are designed to provide instruction that contribute to the physical, mental, moral, economic, or civic development of the individuals or groups enrolled in them.

Offerings are open for admission to adults and to those minors who may benefit, as in the judgment of the Board of Trustees.

General Fund monies are not to be expended to establish or maintain Community Service offerings.

Students enrolled in community service offerings may be charged a fee not to exceed the cost of maintaining community service classes, or classes may be provided for remuneration by contract, or with contributions or donations of individuals or groups.

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AP 4500 Student News Media

References:

Education Code Section 66301

Note: The following procedure is **legally advised**.

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

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

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

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

Journalism Grievance Procedures

Definition of a Grievance - A grievance is a complaint that alleges facts which, if true: Would demonstrate a violation of the grievant's right to free inquiry, free speech, or fair treatment; contains allegations that appear to be substantially credible; and is not frivolous.

Student grievances arising from the operation of laboratory publications of the journalism curriculum may be processed pursuant to Administrative Procedure 5530, Student Grievance Procedures.

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AP 4610 Instructional Service Agreements

References:

Education Code Sections 78015 and 84752;

Title 5 Sections 51006, 53410, 55002, 55003, 55005, 55300-55302, 55600 et seq., 58051 subdivision (c) - (g), 58051.5, 58055, 58056, 58058 subdivision (b), and 58102-58108

NOTE: This procedure is **legally advised**.

An instructional service agreement is an agreement between the District and public agencies or private organizations to provide college-level training for the agency's or organization's employees or members.

The District may claim apportionment for classes provided through instructional service agreements provided pursuant to Education Code and Title 5 requirements.

Prior to establishing a new career and technical education program through the process defined in AP 4020, the respective college shall conduct a job market study of the labor market area and determine whether the results justify the proposed career and technical education program.

The colleges must have a written agreement with the public agency contractor stating the responsibilities of each party and that the college or District is responsible for the educational program conducted on site.

The agreement/contract contains procedures, terms and conditions relating to:

- Enrollment period;
- Student enrollment fees;
- The number of class hours sufficient to meet the stated performance objectives;
- Supervision and evaluation of students;
- Withdrawal of students prior to completion of a course or program; and
- Cancellation and termination of the arrangement.

Instruction claimed for apportionment under the agreement/contract shall be under the immediate supervision and control of an employee of District who has met the minimum qualifications for instruction (Cal. Code Regs., tit. 5, § 58058).

Instructors must provide supervision and control necessary for the protection of the health and safety of students and may not have any other assigned duty during the instructional activity. Generally, faculty must be physically present in the classroom or lab or within line-of-sight of the students.

Where the instructor is not a paid employee, the District shall have a written agreement or contract with each instructor conducting instruction for which full-time employees are to be reported and stating that the District has the primary right to control and direct the instructional activities of the instructor.

The District shall list the minimum qualifications for instructors teaching these courses and that the qualifications are consistent with requirements in other similar courses offered in the District.

The course must be held at facilities which are clearly identified as being open to the general public. Enrollment in the course must be open to any person who has been admitted to the colleges of Kern CCD and has met all applicable prerequisites. District policy on open enrollment must be published in the college catalog. Colleges shall publish a schedule of classes, and any addenda to the schedule of classes, along with a description of the course and information about whether the course is offered for credit and is transferable.

Course outlines of record for advanced public safety courses will not list employment or possession of a basic course diploma as a prerequisite public safety. Appropriate health and safety prerequisites or enrollment limitations can include the requirement to pass a California Department of Justice Live Scan or other additional requirements that comply with the law.

Course outlines of record for advanced public safety courses should include a sufficiently detailed list of prerequisites that are directly related to the content of the advanced course so that all prospective students can be assessed for enrollment eligibility. Prerequisites may not be established or construed to prevent academically qualified persons not employed in public safety agencies from enrolling in and attending courses.

A student may request an evaluation of his/her/their previous experience and coursework to determine if it is equivalent to the listed requirements. A student found not to meet the prerequisite requirements may challenge the prerequisites through the District's prerequisite challenge process. The District must maintain documentation that demonstrates its processes for assessing student eligibility for enrollment were followed.

College publications shall inform students regarding the method by which they may seek an evaluation for equivalent enrollment eligibility for advanced public safety courses. College publications, including the course outline or record and syllabi, shall include a notification that approval of equivalent enrollment eligibility is not a guarantee that state regulatory or licensing agencies will also grant equivalency for licensure or employment purposes.

Degree and certificate programs must have been approved by the California Community

Colleges Chancellor's Office and courses that comprise the programs must be part of the approved programs, or the District must have received delegated authority to approve those courses locally.

The courses of instruction are specified in the agreement, the outlines of record for such courses and are approved by the respective college's curriculum committee as meeting Title 5 course standards, and the courses have been approved by the Board of Trustees.

Procedures used by the District to assure that faculty teaching different sections of the same course teach in a manner consistent with the approved outline of record for that course. Courses and faculty covered under the agreement and students are held to a comparable level of rigor.

Records of student attendance and achievement shall be maintained by the District. Records will be open for review at all times by officials of the District and submitted on a schedule developed by the District.

It is agreed that both contractor and the District shall ensure that ancillary and support services are provided for the students.

The District must certify that it does not receive full compensation for the direct educational costs of the course from any public or private agency, individual or group.

The District is responsible for obtaining certification verifying that the instructional activity to be conducted will not be fully funded by other sources.

The District shall comply with the requirements of Title 5 Sections 55230-55232 concerning approval by adjoining high school or community college districts and use of non-district facilities if classes are to be located outside the boundaries of the District.