

College of the Canyons
November 21, 2013 3:00 p.m. to 4:30 p.m. BONH 330

A. Routine Matters

1. Call to order
2. Approval of the Agenda
3. Approval of the Consent Calendar
 - a. Academic Senate Meeting Summary : November 7, 2013 (p.2)
 - b. Curriculum Committee Meeting Summary: November 14, 2013 (p.5)
4. President's Report
5. Vice-President's Report

B. Committee Reports

1. Curriculum Regional Meeting – Ann Lowe, Chair

C. Unfinished Business

1. Senate's Proposal for New Procedures: Counseling Services – in Policy Committee
2. Proposal for Revision of Prerequisite policy – in Policy Committee
3. Orphan Courses – in SLO Committee
4. 20+ policies from Administration – in Policy Review Committee
5. ISLO Leap – under discussion at Division Level
6. Discipline Assignments for Adjunct Faculty Fall 2013 – HR compiling data
7. Proposal to split Manufacturing from Engineering Technologies Dept.
8. Proposal to split Alternative Energy Dept. into Alternative Energy and Plumbing

D. Discussion items

1. Proposed Revisions to BP 4100 and AP 4100 AA Degree (p.8)
2. Proposed Revisions to BP 4225 and AP 4225 Course Repetition (p.21)

E. Action Items

1. Proposed Revisions to BP 4250 Probation, Disqualification and Re-Admission (p.26)
2. Proposed Revisions to AP 4250 Probation (p.30)
3. Proposed New AP 4255 Disqualification and Dismissal (p.32)
4. Proposed Revisions to BP 4106 Nursing Screening Criteria (p.36)
5. Proposed Revisions to BP 4220 Standards of Scholarship (p. 37)

F. Division Reports

G. Announcements

H. Open Forum

I. Adjournment

The next Academic Senate meeting will be **December 12, 2013**
 As always everyone is w

Summary of the Academic Senate Meeting November 7, 2013

Attendance: Edel Alonso, Lee Hilliard, Deanna Riveira, David Andrus, Anais Amin, Rebecca Shepherd, Thea Alvarado, Ron Karlin, Juan Buriel, Wendy Brill-Wynkoop, Rebecca Eikey, Chelley Maple, Regina Blasberg, Ann Lowe, Peter Hepburn, Mike Sherry, Shane Ramey, Christy Richter and Ruth Rassool.

A. Routine Matters

1. Call to order: 3:00 p.m.
2. Approval of the Agenda: Approved
3. Approval of the Consent Calendar: Approved
4. Report of the Senate President, Dr. Edel Alonso:
 - The Safety Committee met Friday, November 1, 2013. Edel thanked Jim Schrage and his crew for posting the emergency evacuation posters in the right places, publishing the updated emergency booklets and putting them in the mailboxes, and holding the emergency preparedness workshops this semester. OSHA has new Hazardous Communication Standards to conform to new labels and data sheets. The district will be offering training for faculty and staff if you are in an area where you are concerned about hazardous materials. Edel asked if the Chemical Hygiene Plan had been completed and she was told they are making progress, but it is still not completed. She asked that the Safety Committee hear a presentation on the Chemical Hygiene Plan as soon as it is completed. The committee requested specific training for chemical spills including how to deal with mercury. Campus safety personnel are on campus 7:30 am to 11:30 pm although their official time is 8:00 am to 10:00 pm. It was reiterated that persons should dial 7 in case of an emergency and contact campus safety in case of an injury. Concerns were expressed about the condition of some of the women's restrooms (water on the floor, faucets that don't work and no supplies). All computer desktops have an icon for direct link to work orders so that we can all report such conditions for immediate attention. You fill one out and send it to facilities.
 - A review of other district's handling of equivalencies was discussed. Dr. Buckley completed a revision during his tenure at Grossmont Community College where they gave all faculty an 18 month period to comply with their new equivalencies. Edel has learned that minimum qualifications and equivalencies must be applied consistently to all faculty, full-time and adjunct and in the same way whether it is a full-time or part-time teaching assignment. Our options are to make all faculty, full-time and adjuncts, return to school within a time period to complete degrees to meet the new equivalencies or to grandfather all faculty under the old equivalencies and only hold new hires to the new equivalencies. There are currently 22 full-time faculty that met old equivalencies and we have seven administrators with retreat rights under the old equivalencies.
 - Enrollment Management met this week and had a productive meeting looking at items to consider on a matrix to take a look at how we make decisions about course offerings and schedules. The new language developed by a taskforce of Enrollment Management Team

last year had re-written the language to go into the Decision Making Guide and that language was approved at yesterday's meeting.

Report of the Vice-President, Paul Wickline: N/A. Paul is at the Plenary in Irvine.

B. Committee Reports:

1. Calendar Committee – Rebecca Eikey for Garrett Hooper

The Calendar Form took place and discussed that last year's proposal to convert the academic calendar to 3 consecutive terms of 16 weeks each is not doable given deadlines for transfer students to submit final transcripts to the universities. Instead, Joe Gerda explained that the college would be focusing on accelerated pathways by encouraging each department to consider offering more short-term 8 week courses each semester. Regina said that she attended one of the forums and not enough attention was placed on faculty workload issues.

2. Curriculum Committee – Ann Lowe

The updated Curriculum Handbook is finished and it will be going on the website and will also be going onto CurricUNET. The Curriculum Committee adopted the newly revised version. SB 440 was passed by the legislature establishing due dates in law for the submission of AA-T and AS-T degrees in relation to the C-ID numbering system. This new law will have a tremendous impact on the work of the Curriculum Committee. The CCC Chancellor's Office will review our schedules and catalog to make sure that we are not including courses we are not offering. We need to be in alignment.

C. Unfinished Business

1. Senate's Proposal for New Procedures: Counseling Services – in Policy Committee
2. Proposal for Revision of Prerequisite Policy – in Policy Committee
3. Orphan Courses – in SLO Committee
4. 20+ policies from Administration – in Policy Committee
5. ISLO LEAP – under discussion at division level
6. Discipline Assignments for Adjunct Faculty Fall 2013 – HR compiling data

D. Discussion Items

1. Proposal to split Manufacturing from Engineering Technologies Dept. – Regina Blasberg

Regina gave rationale for submitting a proposal for splitting the Manufacturing program from Engineering Technologies Department. The Senate will need to appoint an ad hoc committee as per its Splitting and Merging of Department Procedure. Wendy Brill and Lee Hilliard volunteered to be on the committee.

2. Proposal to split Alternative Energy Dept. into Alternative Energy and Plumbing – Regina Blasberg

Regina gave rationale for submitting a proposal to split Plumbing from the Alternative Energy Department to be merged with the Water Program under her Engineering Technologies Department. There was no discussion. The Senate will need to appoint an ad hoc committee as per its Splitting and Merging of Department Procedure. Wendy Brill and Lee Hilliard volunteered to be on the committee.

3. Proposed Revisions to BP 4250 Probation, Disqualification and Re-Admission – David Andrus

David reviewed the proposed changes to the policy. Chelley Maple was asked by Edel to give some numbers of students this would affect. The numbers are between 800 and 1200 students. After a discussion David said this was mandated by Title 5 changes and therefore necessary to be compliant. This item will be on the agenda at the next meeting as an Action item.

4. Proposed New AP 4255 Disqualification and Dismissal – David Andrus

David reviewed the proposed changes to the procedures having split dismissal (AP4255) from probation (AP4250). Some of the language had been re-worded. There was a sentence missing on the document that will be on the next one. No discussion this item will come back as an Action Item at the next Senate meeting.

5. Proposed Revisions to AP 4250 Probation – David Andrus

David reviewed the proposed changes to the procedures. There was no discussion and this will come back at the next Senate meeting as an Action Item.

E. Action Items

1. Approval of New BP 4020/AP 4020 Program and Curriculum Development: Approved
2. Approval of Revisions to Department Merger and Splitting Procedures: Approved

F. Division Reports

1. CTE: looking at some grants and issues with space.
2. Humanities: ongoing humanities series
3. SSB: has not met since last Senate meeting
4. Student Learning: Counseling Chair going to Academic Staffing to request hiring to replace 2 counselors leaving at end of this fall semester.
5. Fine and Performing Arts: has not met since last Senate meeting
6. Learning Resources: working on Share Point. TLC is already done
7. Allied Health: working on Nursing self-study. The Flu clinic is Friday, November 15, 2013
8. Math and Science: has not met since last Senate meeting
9. Student Rep: Halloween party event went well. Public Affairs individual passed away and they students will be planting trees in their honor.

G. Announcements: N/A

H. Open Forum:

David asked about bins on campus for shredding papers. This was discussed a year ago, but he has yet to see anything become of this and he has lots of papers to shred as do other faculty. Chelley suggested he speak with Jasmine Ruys. That department has contracted out for a company to come on campus and shred their paper. Talk to her and see what it would cost to have bins so faculty can shred their paperwork.

I. Adjournment: 4:22. P.M.

CURRICULUM COMMITTEE SUMMARY

November 14th, 2013

3:00 pm – 5:00 pm

BONH-330

Items on "Consent" are recommended for approval as a result of Technical Review meetings held on November 6th, 2013:

Members present: Backes, Patrick – Curriculum/Articulation Coordinator, Non-voting member; Bates, Mary – Math, Science & Engineering; Brill, David – Fine & Performing Arts; Green, Audrey – Co-Chair, Administrator; Hilliard, Lee – Career & Technical Education; Karlin, Ron – Member at Large; Lowe, Ann – Co-Chair, Faculty; Matsumoto, Saburo – Member at Large; Marengo, Anne – Social Science & Business; Ramey, Shane – Adjunct Faculty; Richter, Christy – Enrollment Service; Solomon, Diane – Member at Large; Waller, Tina – Allied Health

Members absent: Ruys, Jasmine – Admissions & Records; Stanich, Diana – Physical Education & Athletics; Voth, Joseph – Humanities

TECHNICAL CHANGE MEMOS on consent:

Subject	#	Title	Description of action	Author	Effective
COUNS	142	Learning to Learn	Revise SLO to: demonstrate a positive increase in factors that contribute to student success as measured by a pre and post assessment instrument . The Counseling Department no longer has funds to purchase the MSLQ assessment instrument and has developed its own pre and post assessment tool instead. - Approved	K. Adams	Spring 2014
THEATR	140	Acting Fundamentals	Adding "Respect for Acting" to list of suggested textbooks based on recommendations from C-ID course reviewers. - Approved	P. Winkler	Spring 2014
THEATR	190B	Classical Theatre Production	Adding "Production Script" to list of suggested textbooks based on recommendations from C-ID course reviewers. - Approved	P. Winkler	Spring 2014
THEATR	190C	Theatre Production - Comedy	Adding "Production Script" to list of suggested textbooks based on recommendations from C-ID course reviewers. - Approved	P. Winkler	Spring 2014
THEATR	191	Technical Theater Production	Adding "Production Script" and "Theatrical Design and Production" to list of suggested textbooks based on recommendations from C-ID course reviewers. - Approved	P. Winkler	Spring 2014

MODIFIED COURSES on consent:

Subject	#	Title	Description of action	Author	Effective
CMPNET	251	CCNP: ROUTE	Changed title (formerly "CCNP: Preparation for BCST"), revised SLO's (2), revised objectives and content, updated textbooks, removed prerequisite of CNPNET-157. Rationale for revision: 5 year revision and Department discussions indicated that the revised SLO would serve student assessment better than the previous SLO's. - Approved	D. Hilliard	Fall 2014
CMPNET	253	CCNP: SWITCH	Changed title (formerly "CCNP: Preparation for BCMSN"), revised SLO's (2), revised objectives and content, updated textbooks, removed prerequisite of CNPNET-157. Rationale for revision: 5 year revision and Department discussions indicated that the revised SLO would serve student assessment better than the previous SLO's. - Approved	D. Hilliard	Fall 2014
CMPNET	261	CCNA VOICE	Changed title (formerly "CCNP: Preparation for CVOICE"), revised descriptions, revised SLO's (2), revised objectives and content, updated textbooks, removed recommended preparation of CNPNET-254. Rationale for revision: 5 year revision and Department discussions indicated that the revised SLO would serve student assessment better than the previous SLO's. - Approved	D. Hilliard	Fall 2014
CMPNET	271	CCNA SECURITY	Changed title (formerly "CCNA: Preparation for SND & SNRS"), revised descriptions, revised SLO's (2), revised objectives and content, updated textbooks, removed recommended preparation of CNPNET-252. Rationale for revision: 5 year revision and Department discussions indicated that the revised SLO would serve student assessment better than the previous SLO's. - Approved	D. Hilliard	Fall 2014
GMD	173	Motion Design	Revised descriptions, revised SLO's (2) , revised objectives and content, updated textbooks. Rationale for revision: 5 year revision and SLO's revised to include lecture and lab SLO. - Approved	K. Jenkins	Fall 2014
GMD	277	Web Page Design II	Revised descriptions, revised SLO's (2) , revised objectives and content, updated textbooks. Rationale for revision: 5 year revision and SLO's revised to include lecture and lab SLO. - Approved	K. Jenkins	Fall 2014
PHILOS	110	History of Ancient Philosophy	Changed title (formerly "History of Early Philosophy"), Revised descriptions, revised SLO, revised content, updated textbooks. - Rationale for revision: Revised to match C-ID descriptor. - Approved	C. Hickey	Fall 2014
PHILOS	111	History of Modern Philosophy	Changed title (formerly "History of Philosophy – Renaissance Through the 19th Century"), revised descriptions, revised SLO, revised content, updated textbooks. Rationale for revision: Revised to match C-ID descriptor. - Approved	C. Hickey	Fall 2014

NEW COURSES:

Subject	#	Title	Description of action	Author	Effective
CHEM	201H	General Chemistry I - Honors	6 units, 90 hours of lecture, 54 hours of lab, not repeatable, new SLO's (4). New prerequisites of CHEM-151 & MATH-070. - Approved	K. Karamanis	Fall 2013

MODIFIED COURSES:

Subject	#	Title	Description of action	Author	Effective
FIRETC	120	Hazardous Materials	Revised descriptions, revised SLO's (2) , revised objectives and content, updated textbooks. - Approved	K. Karamanis	Fall 2014
PARLGL	111	Civil Litigation I	Revised descriptions, revised SLO's (2) , revised objectives and content, updated textbooks, added DLA.	K. Karamanis	Fall 2014
PARLGL	201	Aging and the Law	Revised descriptions, revised SLO's (2) , revised objectives and content, updated textbooks, added DLA.	K. Karamanis	Fall 2014

MODIFIED PROGRAMS:

Program	Degree/Certificate	Description of action	Author	Effective
Computer Networking	A.S. Degree	Moved CMPSCI-111 and 111L to a new "plus four units" section, added ESYST-101 to same section. No change in total units. - Approved	S. Millard	Fall 2014
Computer Networking	Certificate of Achievement	Moved CMPSCI-111 and 111L to a new "plus four units" section, added ESYST-101 to same section. No change in total units. - Approved	S. Millard	Fall 2014

NEW/MODIFIED PREREQUISITES:

Title	#	Title	Suggested Enrollment Limitation	Author
CHEM	201H	General Chemistry I - Honors	New prerequisites of CHEM-151 & MATH-070. - Approved	K. Karamanis
CMPNET	251	CCNP: ROUTE	Removed prerequisite of CNPNET-157. - Approved	S. Millard
CMPNET	253	CCNP: SWITCH	Removed prerequisite of CNPNET-157. - Approved	S. Millard
CMPNET	261	CCNA VOICE	Removed recommended preparation of CNPNET-254. - Approved	S. Millard
CMPNET	271	CCNA SECURITY	Removed recommended preparation of CNPNET-252. - Approved	S. Millard

NEW DISTANCE LEARNING ADDENDUMS:

Title	#	Title	TYPE OF DELIVERY	Author
PARLGL	111	Civil Litigation I	Online/Hybrid.	K. Karamanis
PARLGL	201	Aging and the Law	Online/Hybrid.	K. Karamanis
SOCI	106	Introduction to Race and Ethnicity	100% Online, Online/Hybrid (course was approved on 10/31/2013). - Approved	A. Harwood

Discussion Items:**1. Noncredit to Credit Transition Team, Skills4Success:**

2. SB-440 Information. The SB440 informational handout (see attached) was reviewed by the Curriculum Committee.

3. Update on Five Year Revision List. The updated five year revision list was reviewed by the committee.

New Courses Includes ISA's	1	Modified Non Credit Courses	-0-	Modified Prerequisites	4
New Programs	-0-	New DLA's	1	Deleted Courses	-0-
Modified Courses	9	New SLO's	4	Deleted Programs	-0-
Modified Programs	2	Modified SLO's	14	Proposals Reviewed in Technical Review Session	15
New Non Credit Courses	-0-	New Prerequisites	2	Proposals Returned from Technical Review Session	6

SB 440 (Padilla, 2013) Primary Components

1. Endorses the statewide Transfer Model Curriculum approach in statute
2. After the start of 2013-2014:
 - a. Every CCC shall create an Associate Degree for Transfer in every major/Area of Emphasis (offered by that CCC) for which there is a TMC within 18 months of the approval of the TMC.
3. Before the start of 2015-2016:
 - a. Every CCC shall create an Associate Degree for Transfer in every major/Area of Emphasis (offered by that CCC) for which there is a TMC finalized prior to start of 2013-2014 academic year.
 - b. Two Area of Emphasis TMCs will be developed.
4. Before the start of 2016-2017:
 - a. At least two more Area of Emphasis TMCs will be developed.
5. CSU to develop an admission redirection process for Associate Degree for Transfer students who apply for admission to, but are not accepted into the CSU campuses specifically applied to.
6. The CCC and CSU to develop a student-centered communication and marketing strategy in order to increase the visibility of the associate degree for transfer pathway for all students in California that includes, but is not necessarily limited to, all of the following:
 - a. Outreach to high schools in accordance with existing high school outreach programs and activities performed by the colleges and universities.
 - b. Information on the pathway prominently displayed in all community college counseling offices and transfer centers.
 - c. Associate degree for transfer pathway information provided to all first-year community college students developing an education plan to aid them in making informed educational choices.
 - d. Targeted outreach to first-year students through campus orientations and student support services programs offered by the campus that may include, but are not necessarily limited to, Federal TRIO Programs, First-Generation Experience, MESA, and Puente.
 - e. Information on the pathway prominently displayed in community college course catalogs.
 - f. Information on the pathway prominently displayed on the Internet Web sites of each community college, each campus of the California State University, and on the CaliforniaColleges.edu Internet Web site.

DRAFT PROPOSAL FOR NEW POLICY

BP 59204100 Associate Degree and Certificate Requirements

Reference: Title 5, Section 55063
 Academic Senate Resolution 9.03 F08

The Associate in Science degree shall include degrees in the Science, Technology, Engineering, Mathematics (STEM) and most Career Technical Education (CTE) programs. The Associate in Arts shall include all other disciplines.

In accordance with law and with the rules and regulations of the California Community College Board of Governors and the Santa Clarita College District Board of Trustees, the requirements for the degree Associate in Arts or Associate in Science are defined below:

~~59204100.1~~ 4100.1 Graduation Requirements

~~59204100.1a~~4100.1a Satisfactory completion of a minimum of 60 semester units of degree applicable coursework including general education, major courses, and competencies required by the catalog of which the student has rights. Catalog rights are defined in AP ~~59204100.3~~

59204100.1b A minimum of a 2.0 grade point average in a curriculum, which the District accepts toward the degree.

59204100.1c A student must earn 12 semester units in residence at the Santa Clarita Community College District.

59204100.1d A student must be in good standing at College of the Canyons.

59204100.1e A maximum of 18 semester units of coursework with the grade "P" or "CR" can be used towards the 60 degree applicable units required.

59204100.2 Major Field of Study

A student must satisfactorily complete a minimum of 18 semester units in a major field of study or an area of emphasis from those specified in the District course catalog. A minimum grade of "C" in each course in the major field of study is required. Courses taken with a grade of "P" or "CR" may not be used to meet the major requirements or area of emphasis, for the Associate Degree.

59204100.3 Multiple Majors

Multiple majors are acceptable and occur when a student works simultaneously toward the completion of more than one major field of study. Completion of the major field of study does not change if a student has declared multiple majors. Students must complete a minimum of 18

semester units in each major. An Associate in Science or Associate in Arts degree with a multiple major can be earned by completion of all general education requirements plus the courses required for the majors as outlined in the College catalog under Associate Degree Programs.

A student may opt to complete more than one major field of study. See BP 5911 for specific definitions and requirements.

5920-4 4100.4 General Education Requirements

The awarding of an Associate Degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Central to an Associate Degree, General Education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of colleges that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. College-educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most importantly, General Education should lead to better self-understanding.

Students receiving an Associate Degree must satisfactorily complete the requirements in general education selected from the following areas indicated below. A given course may meet requirements in only one area, with the exception of the Diversity Requirement, which may count in another area, if applicable.

- 59204100.4a Natural Sciences (minimum 3 semester units)—Courses in the natural sciences are those which examine the physical universe, its life forms, and its natural phenomena. To satisfy the general education requirement in natural sciences, a course shall be designed to help the student develop an appreciation and understanding of the scientific method, and encourage an understanding of the relationships between science and other human activities. This category would include introductory or integrative courses in astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physical geography, physical anthropology, physics and other scientific disciplines.)

59204100.4b Social and Behavioral Sciences (minimum 3 semester units) –Courses in the social and behavioral sciences are those which focus on people as members of society. To satisfy the general education requirement in social and behavioral sciences, a course shall be designed to develop an awareness of the method of inquiry used by the social and behavioral sciences. It shall be designed to stimulate critical thinking about the ways people act and have acted in response to their societies and should promote appreciation of how societies and social subgroups operate. This category would include introductory or integrative survey courses in

cultural anthropology, cultural geography, economics, history, political science, psychology, sociology and related disciplines.

59204100.4c Humanities (minimum 3 semester units)–Courses in the humanities are those which study the cultural activities and artistic expressions of human beings. To satisfy the general education requirement in the humanities, a course shall be designed to help the student develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and help the student develop aesthetic understanding and an ability to make value judgments. Such courses could include introductory or integrative courses in the arts, foreign languages, literature, philosophy, and religion.

59204100.4d Language and Rationality – (minimum of 6 units required) Courses in language and rationality are those which develop for the student the principles and applications of language toward logical thought, clear and precise expression and critical evaluation of communication in whatever symbol system the student uses.

- (1) English Composition (minimum 3 semester units) –Courses fulfilling the written composition requirement should include both expository and argumentative writing.
- (2) Communication and Analytical Thinking (minimum 3 semester units) –Courses fulfilling the communication and analytical thinking requirements include oral and written communication, mathematics, logic, statistics, computer language and programming, and related disciplines.

59204100.4e American Institutions Requirement (minimum 36 semester units): ~~one course needed from category (1) and one course needed from category (2); or complete courses in category (3))~~Units completed must cover categories 1 and 2 below. -- Courses in American Institutions are those which focus on the historical development of American institutions and ideals, the operation of representative democratic government under the Constitution of the United States, and the principles of state and local government established under the Constitution of this State.

(1) United States History

(2) U.S. Constitution, State and Local Government

(3) ~~History 111 or 111H AND 112 or 112H at College of the Canyons~~

59204100.4f Physical Education and Wellness ~~(2 courses or minimum 2 semester units)~~ --Courses in physical education and wellness are those which develop the knowledge and skills to empower all students to sustain regular, lifelong physical activity as a foundation for a healthy, productive, and fulfilling life.

59204100.4g Diversity Requirement – (minimum 3 semester units1 course) --Courses in Diversity examine general issues of diversity, equity, ethnocentricity, and/or ethnicity; and relationships to problems facing contemporary society, especially those resulting from prejudice, discrimination, and cultural conflict. Attention is paid to critical thinking skills which allow students to address cultural, racial, and/or gender issues in a sensitive and responsible manner and to evaluate their own attitudes and those of others.

The course used to satisfy this area may also be used to satisfy another area of General Education, if applicable.

59204100.5 Competency Requirements

All students granted an AA or AS degree shall have demonstrated college-level competence in reading, written expression, and mathematics. Courses meeting these competencies may double count in the Language and Rationality General Education area and are listed in the college catalog. A grade of "C" or higher or "P" or "CR" must be earned in the math and English courses used to fulfill this requirement.

59204100.6 Associate Degrees with General Education Exceptions

The Santa Clarita Community College District offers transfer Associate Degrees with exceptions made to the General Education Requirements listed in section [59204100.4](#). The specific exceptions are listed below. The Associate Degrees listed below have exceptions made based on current law or requirements placed on the degree by external certifying boards.

[59204100.6a](#) Requirements for AA-T and AS-T transfer majors prescribed by SB 1440 are exempt from all local General Education Requirements and may not be changed by local authorities.

[59204100.6b](#) The Liberal Arts and Sciences majors (as well as the former Transfer Studies major) are exempt from the Physical Education and Wellness requirement.

[59204100.6c](#) The RN and LVN-to-RN majors are exempt from Physical Education and Wellness and the Diversity requirement.

[59204100.6d](#) The Paralegal Studies major must meet the American Bar Association criteria. Therefore a separate General Education pattern is required for this major.

59204100.7 Courses Specified

The Santa Clarita Community College District shall specify in its college catalog the courses that may be taken by a student in each of the required areas listed above.

59204100.8 Additional Associate Degrees Subsequent to the First Associate Degree Earned

The Santa Clarita Community College District is authorized to award an additional Associate Degree provided all of the following conditions are met:

[59204100.8a](#) ~~All~~ major requirements for the additional degree must be satisfied, per student's catalog rights.

[59204100.8b](#) A minimum of 18 unduplicated semester units are completed in the new major.

[59204100.8c](#) Courses used towards the first degree may be used towards the major in the second degree, ~~unless either degree is the Liberal Arts and Sciences major (as well as the former Transfer Studies and General Arts and Sciences majors).~~

[59204100.8d](#) A minimum of 12 semester units are completed in residence within Santa Clarita Community College District after the awarding of the first degree. Students are exempt if they completed the first Associate Degree in the Santa Clarita Community College District.

[59204100.8e](#) ~~All~~ current Santa Clarita Community College District general education requirements listed above will have been met with the awarding of the first degree. If not, these additional general education courses will also be required.

[59204100.10](#) Academic Recognition at Graduation

Academic recognition at graduation will be based upon all degree applicable units from College of the Canyons and from all other regional accredited colleges where the student has completed units. Categories of academic recognition include the following.

[59204100.10a](#) Cum Laude Graduate – requires a cumulative Associate degree applicable grade point average of 3.5 - 3.69.

[59204100.10b](#) Magna Cum Laude Graduate - requires a cumulative Associate degree applicable grade point average of 3.7 - 3.89.

[59204100.10c](#) Summa Cum Laude Graduate - requires a cumulative Associate degree applicable grade point average of 3.9 - 4.0.

[59204100.10d](#) Chancellor's Honors Scholar – the student or students with the highest cumulative Associate degree applicable grade point average and has completed the College of the Canyons Honor's Program requirements; including at least a 3.5 grade point average in all University of California transferable courses.

[59204100.10e](#) Valedictorian – the student or students with the highest cumulative Associate degree applicable grade point average.

59204100.11 Credit Certificate Requirements

A Certificate of Achievement is awarded by the District when a student has successfully completed the required courses in an approved program of study as specified in the Degree Curricula and Certificate Programs in the college catalog. The Certificate of Achievement has a minimum of 18 units required.

A Certificate of Specialization is awarded by a Department in an area of specialization requiring less than 18 units of coursework. The issuance of the departmental award is not recorded on a student's official transcript.

59204100.11a For all Certificates of Achievement except the CSU General Education Breadth and the UC-IGETC and CSU-IGETC, ~~sStudents~~-Students must complete at least half of the units required for the certificate program in residence and must earn a grade of "C" or better, "P" or "CR" in each course required for the certificate.

59204100.11b For the CSU General Education Breadth Certificate of Achievement, a student must complete a minimum of 12 units in residence and complete a minimum of 30 of the 39 required units with a grade of "C" or better, "P" or "CR", including the following areas: A1- Oral Communication, A2- Written Communication, A3 – Critical Thinking, and B4- Mathematical /Quantitative Reasoning.

59204100.11c For the UC-IGETC and CSU-IGETC Certificates of Achievement, a student must complete at least one course in residence and complete all courses with a "C" or better, "P" or "CR". "P/NP" or "CR/NC" courses are acceptable up to a total of 14 units.

59204100.12 Non-Credit Certificate Requirements

Certificates of Completion and Competency are noncredit awards granted by the District to students who have demonstrated mastery skills within a noncredit area.

59204100.12a Students must complete required courses in an approved program of study as specified in the Continuing Education section of the course catalog.

[59204100.12b](#) For the Certificate of Competency within the noncredit ESL program, the student must meet the criteria for the certificate based on the combination of placement and successful course completion with a grade of “P”.

[59204100.12c](#) For the Certificate of Completion the student must complete all required courses in the approved program of study as listed in the college catalog.

Revised May 4, 2011
Revised May 4, 2011 JR
Revised May 5, 2011 JJ
Revised May 14, 2011 JJ
Revised November 10, 2011 JJ
Revised November 14, 2011 JJ
Revised December 12, 2011 JR
Revised January 4, 2012 JJ/JR
Revised February 9, 2012

Approved by the Academic Senate February 9, 2012
Revised June 3, 2013 JR
Revised October 23, 2013 JR Submitted to Policy Committee

DRAFT PROPOSAL FOR NEW ADMINISTRATIVE PROCEDURES

AP ~~59204~~100 Associate Degree and Certificate Requirements

Reference: Title V, Section 55063

5920~~4~~100.1 ~~The~~In order to receive a degree, Aa student must file a Petition for an Associate Degree in the Counseling Office by the Friday of the first week for the Fall, Spring, or Summer term, in which they will complete their degree requirements. Specific dates are published each term in the Schedule of Classes.

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5920~~4~~100.1a ~~The~~A student must send all external transcripts that include coursework to be used for the Associate Degree to the Admissions and Records Office prior to filing a petition for the Associate Degree.

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5920~~4~~100.1b Transcripts with coursework in progress during the final term must be sent to the Admissions and Records Office prior to the awarding of the degree.

5920~~4~~100.1c ~~The~~A student must file a Request for Inclusion of External Coursework form with the Admissions and Records Office to have external coursework included in the program evaluation. ~~The program evaluation is a tool used by students, Counselors, and the Graduation Technician to determine a student's progress to completion of their program.~~

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5920~~4~~100.1d Good standing is defined as not being on academic or progress probation, subject to dismissal, or dismissal status at College of the Canyons. A student's academic standing is based only on ~~COC~~ units earned at College of the Canyons.

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5920~~4~~100.1e Students may request the substitution of a course/s for a required Associate degree or certificate course/s by filing a Request for Substitution form with a Counselor. The Request will be forwarded to the Graduation Technician for approval from the appropriate Department Chair and Division Dean. If approved, the Graduation Technician will modify the Program Evaluation to include the substitution. For the AA-T or AS-T the CID number of the course requested for substitution must match the original course.

5920~~4~~100.1f ~~Occasionally, a~~A student may be granted subject credit (for example- an upper division course). Awarding subject credit is defined as the use of a course passed with a "C" or better without

unit or grade point value to meet a general education or major requirement without the units being required for that particular general education area/major. However, students must complete the Title V minimum 18 units in a major, the Title V minimum 18 units in Associate Degree General Education, the Title V minimum 60 units for the Associate Degree, and the total number of units required for CSU General Education and IGETC certification.

59204100.1g If a student misses the petition for an Associate Degree deadline for a given term, the student may petition the following term. If the student loses catalog rights, the student will need to meet all the requirements of the new catalog year.

59204100.2 The Counseling Office will review the Petition for an Associate Degree and verify the catalog year prior to submitting the petition to the Graduation Technician. The Graduation Technician will verify the student's progress towards completion of their program.

59204100.3 Associate Degree requirements are determined according to the catalog in effect at the time of first enrollment. If enrollment is continuous, then graduation requirements are taken from the catalog in effect at the time of first enrollment or any other subsequent catalog the student chooses.

When a break in enrollment occurs, graduation requirements are determined according to the catalog in effect at the time of re-entry into continuous enrollment. A break is defined as any four consecutive terms; e.g. fall, winter, spring, and summer in which the student is not enrolled.

59204100.4 A student may choose to meet the requirements of any subsequent catalog for the major while retaining the General Education requirements from the original catalog to which the student has rights. Associate Degrees for Transfer as defined by SB 1440, will be exempt from the following local requirements: American Institutions, Physical Education and Wellness, and the Diversity. The program evaluation will reflect the requirements specific to these particular degrees. The Associate of Arts Transfer degree will have an abbreviation of AA-T. The Associate of Science Transfer degree will have an abbreviation of AS-T.

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59204100.5 ———The Santa Clarita Community College District offers transfer Associate Degrees with exceptions made to the General Education Requirements listed in section 59204100.4. The specific exceptions are listed below. The Associate Degrees listed below have exceptions made based on current law or requirements placed on the degree by external certifying boards.

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59204100.56a Requirements for transfer majors prescribed by SB 1440 are exempt from all local General Education Requirements and may not be changed by local authorities.

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59204100.56b The Liberal Arts and Sciences majors (as well as the former Transfer Studies major) are exempt from the Physical Education and Wellness requirement.

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59204100.56c The RN and LVN-to-RN majors are exempt from Physical Education and Wellness and the Diversity requirement.

59204100.56d The Paralegal Studies major must meet the American Bar Association criteria. Therefore a separate General Education pattern is required for this major.

The General Education requirements for the Paralegal Studies major must meet American Bar Association criteria. Therefore, a separate General Education pattern is required for this major. The Liberal Arts and Sciences major (as well as the former Transfer Studies major) are exempt from the Physical Education and Wellness unit and course requirements.

59204100.6 Graduation with honors will include all degree applicable units from College of the Canyons and from all other regionally accredited colleges where the student has completed units. The cumulative degree applicable grade point average of 3.5 or above will be considered **required** for graduation with honors. The grade point average of 3.5 or above will be evaluated at the end of the semester prior to the term in which the student is petitioning for an Associate Degree. Academic recognition at graduation will be based upon all degree applicable units from College of the Canyons and from all other regional accredited colleges where the student has completed units. Categories of academic recognition include the following.

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Cum Laude Graduate – requires a cumulative Associate degree applicable grade point average of 3.5 - 3.69.

Magna Cum Laude Graduate - requires a cumulative Associate degree applicable grade point average of 3.7 - 3.89.

Summa Cum Laude Graduate - requires a cumulative Associate degree applicable grade point average of 3.9 - 4.0.

Chancellor's Honors Scholar – the student or students with the highest cumulative Associate degree applicable grade point average and has completed the College of the Canyons Honor's Program requirements:

including at least a 3.5 grade point average in all University of California transferable courses.

Valedictorian – the student or students with the highest cumulative Associate degree applicable grade point average.

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59204100.6a The grade point averages listed above will be evaluated at the end of the fall term prior to spring and summer term graduates and at the end of the summer term for fall graduates.

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59204100.6b The Admissions and Records office will post the academic recognition on the College official transcript once all requirements for graduation are verified.

59204100.6c The Cum Laude, Magna Cum Laude, and Summa Cum Laude graduation recognition will be included on the College of the Canyons' diploma.

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59204100.7 Students must file a petition for a Certificate of Achievement or a Certificate of Specialization in the Counseling Office during the term in which they will complete their certificate requirements.

59204100.7a Students must send all external transcripts that include coursework to be used for the certificate to the Admissions and Records Office prior to filing a petition for the certificate.

59204100.7b Transcripts with coursework in progress during the final term must be sent to the Admissions and Records Office prior to the awarding of the degree.

59204100.7c Students must file a Request for Inclusion of External Coursework form with the Admissions and Records Office to have external coursework included in their program evaluation.

59204100.7d Certificates in CSU General Education Breadth, IGETC-CSU, or IGETC-UC will be evaluated at the time a student requests certification on the transcript request.

59204100.7e The Admissions and Records office will identify students who have earned a Certificate of Competency or Certificate of Completion for continuing education program at the end of fall, spring, and summer terms.

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59204100.8 In addition to coursework, students may meet the unit and course requirement for the Physical Education and Wellness area of the degree requirements by meeting

one of the criteria below. The student must bring in appropriate documentation to the Admissions and Records Office.

59204100.8a ~~The~~ A student can provide a DD-214 or a SMART transcript from the military. The DD-214 or transcript must show a discharge of any status other than dishonorable discharge and evidence of continuous United States active duty military service for more than 181 days ~~on~~ to have the requirement fulfilled.

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59204100.8b ~~The~~ A student receives credit for training which meets the standards of the California Peace Officers Standards and Training (POST) Commission. One unit of credit will be granted for every 50 hours completed for a maximum of 10 units toward the Associate Degree.

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The units will be posted once one unit has been completed by ~~the~~ a student at College of the Canyons who completes the Inclusion of Law Enforcement Training form provided in the Admissions and Records Office. The Physical Education and Wellness requirement will then be waived.

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59204100.8c ~~The~~ A student may receive credit for public safety academy training which meets the standards of any POST certification course taken outside the District. The credit must be certified by a state government agency. This documentation may be an external transcript or a letter provided by the agency including the course outline, hours of training, and time period for which the training occurred. The Physical Education and Wellness requirement will then be waived.

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Revised May 4, 2011

[Revised May 5, 2011 JR](#)

[Revised May 14, 2011 JJ](#)

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[Revised November 7, 2011 JJ](#)

[Revised November 10, 2011 JJ](#)

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[Revised December 12, 2011 JR](#)

[Revised January 4, 2012 JJ/JR](#)

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[Approved by Academic Senate February 9, 2012](#)

[Revised October 23, 2013 JR Submitted to the Policy Committee](#)

BP ~~5904225~~ COURSE REPETITION

Reference:

Education Code Sections 66700, 70901, 70902; Title 5, Sections 550~~400~~ – 55043, 55253 and 58161

~~5904225~~ The Santa Clarita Community College District has adopted the following policy with regard to course repetition. Nothing in this policy shall conflict with Education Code section 76224 or Title 5 section 55025 that pertains to the finality of grades assigned by instructors or pertaining to the retention and destruction of student records.

~~5904225~~ 1. Definitions

- A. "Course repetition" occurs when a student who has previously received a grade in a particular course reenrolls in that course and receives a subsequent grade.
- B. For the purposes of course repetition, academic renewal, and all other grade related issues, **substandard** grades shall be defined as meaning course work for which the student has earned a "D," "F," "FW," "NC", and/or "NP."
- C. For the purpose of course repetition, academic renewal, and all other grade related issues, **non-substandard** grades shall be defined as meaning course work for which the student has earned an "A," "B," "C," "CR", or "P".
- D. For the purpose of this policy "Extenuating Circumstances" is taken to mean verified cases of accidents, illness, or other life changing events beyond the control of the student.
- E. For the purpose of this policy "Activity ~~Participatory~~ Courses" are ~~these courses where individual study or group assignments are the basic means by which learning objectives are obtained, that allow the student to meet course objectives by repeating a similar primary educational activity and gain expanded educational experience each time the course is taken.~~ Activity ~~Participatory~~ courses consist of courses in physical education, visual and performing arts, ~~courses in~~ music, fine arts, theater, or dance.
- F. For the purpose of this policy "Enrollment" occurs when a student receives an evaluative or non-evaluative symbol (A, B, C, D, F, FW, CR, NC, P, NP or W) on their transcript.

~~5904225~~ 2. The policies and procedures adopted allow course repetition under the following circumstances:

A. **Repeatable Courses**

The District will designate certain types of courses as "repeatable courses" consistent with Title 5 section 55041 and the number of course repetitions allowed for each course will be published annually in the college catalog.

1. Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree.
2. Intercollegiate athletics.
3. Intercollegiate academic or vocational competition.

Students may repeat courses listed as repeatable up to the limit set forth by the course outline of record. Students may repeat ~~activity these~~ courses for not more than three ~~semester times~~, even if one of the grades received is substandard, unless an exception provides for an additional repeat. The grade received each time shall be included for purposes of calculating the student's GPA.

B. Alleviate Substandard Grades

The District may permit a student to repeat a course in an effort to alleviate substandard grades.

- i. Students may enroll in a course for which they have earned a substandard grade or a withdrawal no more than three times.
- ii. If a student repeats a course for which he or she has earned a substandard grade or a withdrawal and receives a non-substandard grade (A, B, C, CR or P), he or she cannot repeat the course a second time.
- iii. If the student repeats a course for which he or she has earned a substandard grade or a withdrawal and receives a second substandard grade or a withdrawal, he or she can repeat the course one more time. If the student receives a withdrawal or a substandard grade on the third enrollment, the student cannot repeat the course again. A withdrawal does not alleviate the substandard grade on the previous enrollment.
- iv. After course repetition occurs to alleviate substandard grades, the previous grade and unit credit will be disregarded in computing the student's GPA for the previous two instances of substandard repetition. The course will be annotated such that the GPA calculation occurs for the most recent grade. A withdrawal does not alleviate a substandard grade.

C. Significant Lapse of Time

The District may permit or require a student to repeat a course due to significant lapse of time. Students cannot repeat courses where a non-substandard grade was received, unless there has been a significant lapse of time (36 months) and:

- i. ~~there is an~~ the district has established a recency prerequisite established ~~by for~~ at the course or program curriculum; or,
- ii. ~~there is another institution of higher education to which the student seeks transfer to~~ has established a recency requirement which the student will not be able to satisfy without repeating the course in question, ~~an established recency requirement as established by a transfer institution~~ The student may petition if 36 months has not elapsed and the student provides documentation the

repetition is necessary for the student's transfer to the institution of higher education.

- ~~ii-iii. The district determines a student must repeat an active participatory experience course due to significant lapse of time. If the student has exhausted all repetitions for the course, the district may permit one additional repetition.;~~
~~or;~~
- ~~iii. an employer mandates an employee repeat a course as a direct result of a substantiated change in industry standards. The lapse of time may be less than 36 months if the student must repeat the course due to their employer requiring the course at a sooner date.~~

Course repetition for a significant lapse of time can only occur once. All course work shall remain on the student's permanent record. When a course is repeated pursuant to this section, the previous grade and unit credit will be disregarded in computing the GPA.

D. Open Entry/ Open Exit Courses

The District may permit a student to repeat a portion of a variable unit open-entry/open-exit course. Students may enroll in a variable unit open entry/open exit course as many times as necessary to complete the entire curriculum of the course one time as described in the course outline of record. Each time a student enrolls in a physical education activity course offered on an open entry/open exit basis, regardless of the number of units for which the student enrolls, the enrollment shall count as a repetition of the course. When course repetition of a portion of a course is permitted under these circumstances, the previous grade and unit credit are to be disregarded in computing the student's GPA.

E. Legally Mandated Training

The District may permit a student to repeat a course to meet a legally mandated training requirement as a condition of continued or volunteer employment. Students may repeat a course to meet legally mandated training requirements as a condition of their continued or volunteer employment. The student may repeat the course, for credit, any number of times, regardless of whether ~~or not~~ substandard work was previously recorded and the grade and unit credit shall be included each time for the purpose of calculating the student's GPA. The District reserves the right to require a student to certify or document that course repetition is necessary to complete legally mandated training pursuant to this section.

F. Extenuating Circumstances

The District may permit a student to repeat a course, which is not designated repeatable, regardless of whether ~~or not~~ substandard academic work was previously recorded, when there are extenuating circumstances which justify the repetition. Course repetition due to extenuating circumstances may be granted when the student files a petition and the academic standard committee, or its designee, grants written approval of the petition based on a finding that the student's previous grade (whether substandard or non-substandard) was, at least in part, the result of

extenuating circumstances. The previous grade and unit credit will be disregarded in computing the student's GPA.

G. Cooperative Work Experience Course

The District may permit a student to repeat a course in general or occupational work experience. Students may repeat cooperative work experience courses for a total of 16 semester units. General work experience courses may be repeated for up to 6 semester units of credit. Occupational work experience course may be repeated up to 8 units of credit per semester. The combination of both types of work experience classes cannot exceed 16 semester units total. The grade and unit credit received each time shall be included for purposes of calculating the student's GPA.

H. Special Courses for Students with Disabilities

The District may permit a student with a disability to repeat a special class for students with disabilities any number of times based on an individual determination that such repetition is required as a disability-related accommodation for that student. Students with a disability may repeat a special class for students with disabilities any number of times based on an individualized determination that such repetition is required as a disability-related accommodation for that particular student. The previous grade and unit credit will be disregarded in computing the student's GPA each time the course is repeated.

I. Significant Change in Industry or Licensure Standards

The District may permit a student to repeat a course as a result of significant changes in industry or licensure standards such that repetition of the course is necessary for employment or licensure. Such courses may be repeated for credit any number of times. The District reserves the right to require a student to certify or document that course repetition is necessary for employment or licensure pursuant to this section.

In all conditions described above, the student's permanent academic record shall clearly indicate any courses repeated using an appropriate symbol and annotated in such a manner that work remains legible, insuring a true and complete academic history.

5904225.3 Apportionment for Course Repetition

The District may claim the attendance of students who enroll in a credit course for state apportionment as follows:

- A. The attendance of a student enrolled in credit activity course may be claimed for a maximum of four times/semesters, regardless of standard, substandard grades, or withdrawals.
- B. Where substandard academic work has been recorded, apportionment may be claimed for a maximum of three enrollments to alleviate substandard grades.
- C. The attendance of a student repeating a credit course by petition for a significant lapse of time may be counted only once beyond the prior enrollment.

- D. The attendance of a student repeating a portion of a variable unit open entry/open exit credit course may be counted for state apportionment each time the student enrolls to complete one time the entire curriculum of the course.
- E. The attendance of students in legally mandated training may be claimed without limitation.
- F. The attendance of a student repeating a credit course by petition for extenuating circumstances may be claimed for one additional enrollment.
- G. The attendance of a student repeating a cooperative work experience course may be claimed for state apportionment up to the 16 unit limit.
- H. The attendance of students in special courses for students with disabilities may be claimed without limitation.
- G-I. The attendance of students in courses necessary for employment or licensure -due to a change in industry or licensure standards may be claimed without limitation.

~~The attendance of a student with a disability may be claimed each time the student repeats a credit special class as a disability related accommodation.~~

59014225.4 4 Transfer Coursework

A. **Course Repetition Outside the District**

The Santa Clarita Community College District (SCCCD) shall permit repetition of a course which was taken in an accredited college or university and for which substandard academic work is recorded.

B. **Transfer Coursework**

In determining transfer student's credits, the SCCC, will honor similar, prior course repetition actions by other accredited colleges and universities.

C. **Grade Alleviation**

The SCCC will not alleviate substandard coursework earned at SCCC with passing coursework from another accredited institution. Students may only alleviate SCCC coursework with courses taken at SCCC. Passing coursework earned at SCCC will not alleviate a substandard grade from another accredited institution on the College of the Canyons transcript.

D. **Inclusion of Transfer Coursework**

The SCCC will include coursework taken at other accredited colleges and universities to count towards, unit totals, graduation requirements, and area requirements where applicable and appropriate.

[10/22/2013](#)

Book	Board Policies
Section	Chap 4 Academic Affairs
Title	Probation, Disqualification, and Readmission
Number	BP 4250
Status	Active
Legal	

[Title 5 Section 55034](#)

[Title 5 Section 55033](#)

[Title 5 Section 55032](#)

[Title 5 Section 55031](#)

[Title 5 Section 55030](#)

[Education Code Section 70902\(b\)\(3\)](#)

Adopted ~~November 1, 2000~~ [February 12, 2003](#)

Last Revised ~~August 1, 2007~~ [September 18, 2013](#)

BP 4250 Probation, Disqualification, and Readmission

References:

Education Code Section 70902(b)(3);

Title 5 Sections 55030-55034

~~536-4250~~ [Academic Standards/Board Policy 4250](#)

[Academic Standards: Probation, disqualification and readmission](#)

~~536-1~~ [4250.1](#) Definitions

(A) Units attempted, ~~For~~ [For](#) probation, subject to dismissal, and dismissal purposes only, all units of credit in which the student is enrolled at College of the Canyons.

(B) Units enrolled, ~~All~~ [All](#) units of credit for which the student is enrolled after the first ~~four~~ [two](#) weeks or ~~30-20~~ percent of the time the class is scheduled to meet, whichever is less, at ~~the~~ [College of the Canyons](#).

~~536-2~~ [4250.2](#) Standards for Academic Probation

Academic Probation. A student at College of the Canyons shall be placed on academic probation ~~if~~ [when](#) the student has attempted a minimum of 12 graded semester units and the student has a cumulative grade-point average of less than a 2.0.

~~536-3~~ [4250.3](#) Standards for Progress Probation

Progress Probation. A ~~College-college~~ student shall be placed on progress probation ~~if~~ [when](#) the student has enrolled in a total of at least 12 units and the percentage of all [enrolled](#) units ~~in which a student has enrolled~~ for which entries of W (Withdrawal), I (Incomplete), and ~~NC (No Credit) NP (Not Pass)~~ are recorded reaches or exceeds fifty percent.

~~536.4~~ [Removal from Probation](#) (Edited and moved to BP 4250.8)

~~(1) Academic probation. A student on academic probation for a grade-point deficiency shall be removed from probation when the student's cumulative grade-point average is 2.0 or higher.~~

~~(2) Progress probation. A student on progress probation, because of excess units for which entries of W (Withdrawal), I (Incomplete), and NC (No Credit) are recorded, shall be removed from probation when the percentage of units in this category drops below fifty percent.~~

~~536.5~~ 4250.4 Standards for Academic Subject to Dismissal

A student shall be subject to dismissal for academic performance after being placed on probation and having earned a cumulative grade-point average ~~of~~ below 2.0 for two consecutive semesters.

4250.5 Standards for Progress Subject to Dismissal

A student shall be subject to dismissal for progress after two consecutive semesters of progress probation as defined above.

~~536.6~~ 4250.6 Standards for Academic Dismissal

~~A student shall be dismissed under the following conditions:~~

- ~~(1)~~ Academic dismissal: ~~When will occur when~~ the student has earned a cumulative grade-point average of less than 2.0 in all units attempted for three consecutive semesters.

10/22/2013

~~536.6~~ 4250.7 Standards for Progress Dismissal

- ~~(2)~~ Progress dismissal: ~~When will occur when~~ the cumulative percentage of enrolled units, ~~in which the student has been enrolled~~ for which entries of W, I, and NC-NP are recorded in three consecutive semesters reaches or exceeds fifty percent.

~~536.4~~ 4250.8 Removal from Probation, Subject to Dismissal and Dismissal

- (1) Academic probation. A student on academic probation for a grade-point deficiency shall be removed from probation when the student's cumulative College of the Canyons grade- point average is 2.0 or higher.

- (2) Progress probation. A student on progress probation, because of excess units, for which entries of W (Withdrawal), I (Incomplete), and NC (No Credit) NP (Not Pass) are recorded, shall be removed from probation when the percentage of units in this category drops below fifty percent.

~~536.7~~ 4250.9 Exceptions to Dismissal

A student who is dismissed ~~may will~~ be automatically continued for one semester in subject-to-dismissal status under the following conditions:

- (1) Academic: When, in the most recent semester of enrollment, the student enrolled in ~~at least six new units credit-bearing and graded classes~~ and earned a semester grade-point average of 2.25 or higher.

- (2) Progress: When, in the most recent semester, the student completed more than 75 percent of the units in which the student enrolled.

536.8-4250.10 Appeal of Dismissal

A student who has been dismissed and wishes to continue the next semester may submit a written appeal in compliance with ~~the following~~ College procedures: [\(AP #4255.3\)](#)

~~(Updated and moved to Admin Procedures – AP 4255.3) To appeal a dismissal a student may request an appointment with a counselor (or in the case of repeated dismissal, a designated administrator) to review the mitigating circumstances which may have led to the student's dismissal.~~

~~Appeals should be based on the following:~~

- ~~1. Evidence, based on the academic record, that subject to dismissal status does not reflect the student's usual level of performance.~~
- ~~2. Circumstances beyond the control of the student, for example, accident or illness.~~
- ~~3. Evidence that the student has enrolled in a prescribed corrective program designed to assist him/her in improving academic skills.~~

[10/22/2013](#)

Continuation may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the College. Students are continued in subject-to-dismissal status in accordance with [Board Policy 536-54250.9](#).

536.9-4250.11 Readmission after Dismissal

A student who has been dismissed may request reinstatement after one semester has elapsed (excluding summer sessions and intersessions). The student ~~shall~~must consult with a counselor, prior to the start of the semester, to formulate a corrective educational plan and to obtain approval to enroll. ~~Students with multiple dismissals may be referred to a designated administrator for a case review.~~

Re-admission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the College. Readmitted students are returned in subject-to-dismissal status in accordance with policy [536-54250.9](#).

Book Administrative Procedures
Section Chap 4 Academic Affairs
Title Probation

Number **AP 4250**

Status Active

- Legal
- Title 5 Section 55030
 - Title 5 Section 55031
 - Title 5 Section 55032
 - Title 5 Section 55033
 - Title 5 Section 55034

Adopted NEW

Last Revised

Last Reviewed

AP 4250 Probation, First and Second Semester Academic and Progress Probation

References:

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

BP 4250

4250.1 Notification of Probation, and Conditions for Continuing After the First Semester on Probation

Each student is entitled to be notified of his/her academic difficulty and the availability of college support services to respond to the academic difficulty before the student is dismissed. Notification will consist, at a minimum, of the following: at the end of the first semester in which the student's cumulative grade point average in College of the Canyons coursework falls below 2.0, a notice that the student is on probation shall be sent to the student informing him/her that he/she is on academic probation, notification letter will be sent informing the student of the change of status to probation. "All units attempted" is defined as all units of credit for which the student is enrolled in at the community college that they attend. The letter will explain the basis for the status change, the conditional requirements to continue at College of the Canyons, the impact of probation on enrollment priority, and resources available.

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If the percentage of a student's recorded entries of "W," "I," "NC" and "NP" reaches or exceeds 50% of all units in which a student has enrolled at College of the Canyons, the student shall be placed on first semester progress probation. The notification procedure will be the same as for academic probation.

At the end of the third semester on which the student is on academic or progress probation, a notice that the student is subject to dismissal will be sent to the student informing him/her that he/she is subject to dismissal.

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

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

~~Because of the detrimental impact that second semester probation has on enrollment priorities, students will have a registration hold placed at the end of their first semester on probation. The hold can only be lifted at the completion of a probation workshop and the submission of a concomitant action plan. Workshops will be held in winter and summer with a few during the fall and spring semesters for late start students.~~

4250.2 Notification and Conditions for Continuing After the Second Semester on Probation

Students who are on probation at the end of their second semester will be sent a letter of notification within 2 weeks of the end of the semester. The letter will explain that they are being automatically allowed to continue at College of the Canyons because they have met the academic and/or progress conditions necessary, or they have not met the conditions for automatic continuance and will need to complete a workshop to have their registration hold released. Workshops will be held in winter and summer with a few during the fall and summer semesters for late start students.

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10/1022/2013

Book	Administrative Procedures
Section	Chap 4 Academic Affairs
Title	Disqualification and Dismissal
Number	AP 4255
Status	Active
Legal	Title 5 Section 55033 Title 5 Section 55034
Adopted	NEW
Last Revised	
Last Reviewed	

AP 4255 Disqualification ~~and~~ Dismissal, [Readmission and Appeal](#)

References:

Title 5 Sections 55033 and 55034 and BP 4250

4255_1_Notification of Dismissal and Conditions for Applying for Reinstatement: ~~A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 1.75 [Section 55033(c)(1) permits the District to establish a minimum cumulative grade point average higher than 1.75] in all units attempted in each of three consecutive semesters [Section 55033(c)(2) permits the District to establish a minimum of fewer than three consecutive semesters]. A student who has been placed on probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of "W," "I," "NC," and "NP" are recorded in at least three consecutive semesters (five consecutive quarters) reaches or exceeds fifty percent (50%). [Section 55033(c)(2) permits the District to establish a minimum percentage of units of less than fifty percent.] A student on academic or progress probation for three semesters will be dismissed at the end of the third semester on probation. A letter will be sent to the student that notifies him or her of the dismissal, explains the basis for the decision, reviews the conditions for reinstatement and explains the appeal procedure.~~ The letter will be sent within two weeks of the end of the fall or spring semester.

4255.2 Exceptions to the Dismissal Process: Students who achieve a 2.25 GPA and/or who complete 75% of units attempted in the last of three semesters will be automatically continued on Subject to Dismissal status for one semester. As long as the minimum GPA and units completed conditions are

met, students can be continued every semester until a cumulative 2.0 GPA is achieved. They will be sent a letter of notification that includes conditions for being allowed to continue on reinstated status in the future. The letter will be sent within two weeks of the end of the fall or spring semester.

BP 536.8 4255.3 -Appeal of Dismissal:

~~To appeal a dismissal a student may request an appointment with a counselor (or in the case of repeated dismissal, a designated administrator) to review the mitigating circumstances which may have led to the student's dismissal.~~

~~Appeals should be based on the following:~~

- ~~1. Evidence, based on the academic record, that subject to dismissal status does not reflect the student's usual level of performance.~~
- ~~2. Circumstances beyond the control of the student, for example, accident or illness.~~
- ~~3. Evidence that the student has enrolled in a prescribed corrective program designed to assist him/her in improving academic skills.~~

The student has the right to appeal a proposed dismissal action if the student feels believes that facts exist that warrant an exception. The student must file the written petition of appeal with the counseling office three weeks before the start of the next semester ~~[[identify where petition is filed]]~~ within [time limit] after the dismissal letter was mailed. If the student fails to file a written petition within the time limit, the student waives all future rights to appeal the dismissal action. It is the student's responsibility to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting the reasons.

Petitions will be reviewed by ~~identify who reviews petitions~~ the Counseling Appeals Committee. ~~The student will be continued on probation until the designate authority decides on the student's appeal.~~ The decision of the ~~designate authority~~ Counseling Appeals Committee will be communicated to the student in writing ~~by the designate authority~~ within two weeks [time limit] of receipt of the student's appeal. ~~The student may appeal the decision of the Counseling Appeals Committee in writing to the Counseling Department Chair within ten working days of the date of notification of the decision of the committee. The decision of the Counseling Chair is final.~~

~~The student may appeal the decision of the designate authority in writing to the CEO or designee, within [time limit] working days of the date of notification of the decision of the Appeals Committee. The decision of the CEO or designee is final.~~

If the dismissal appeal is granted, the student will be continued on probation subject to dismissal status for an additional semester. At the end of the additional semester, the student's academic record will again be evaluated to determine whether the student may be removed from probation subject to dismissal, should be dismissed, or should be continued on probation subject to dismissal in accordance with AP 4255.2.

4255.4 Readmission After Dismissal: A student who has been dismissed may request reinstatement after one semester has passed. The student must meet with a counselor no later than two weeks before the late registration enrollment period opens.

10/~~10~~22/2013

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

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

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

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

- Students who are enrolled in the spring semester will not be required to file an appeal but will be allowed to continue on probation and have their dismissal status reevaluated at the end of the spring semester.
- Students who have not enrolled in the spring semester will be dismissed unless an appeal is granted in accordance with procedures set above.

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

- If the dismissal determination is based on the academic record for one semester in which the record does not reflect the student's usual level of performance due to accident, illness, or other circumstances beyond the control of the student. Verification should be submitted with the appeal.
- The student enrolls in a corrective program designed to assist him/her in improving academic skills, such as obtaining academic counseling, and/or limiting course load.
- When there is evidence of significant improvement in academic achievement.

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

- Documented extenuating circumstances (considered during appeal).
- Marked improvement between the semesters on which disqualification was based.
- Semesters on which disqualification was based were atypical of past academic performance.
- Formal or informal educational experiences since completion of semesters on which disqualification was based.

10/1022/2013

- Improved GPA as a result of grade changes, fulfillment of incomplete courses, or academic renewal.

DRAFT PROPOSAL NEW POLICY

BP 4106 Nursing Programs

References:

Education Code Sections 66055.8, 66055.9, 70101-70107, 70120, 70124, 70125, 70128.5, 78260, 78261, 78261.3, 78261.5, 87482, 89267, 89267.3, and 92645; CCR, Title 5 Sections 55060 et seq. and 55521; Health and Safety Code Section 128050

- 4106.1 Nursing students who have already earned a baccalaureate or higher degree from a regionally accredited institution of higher learning are not required to complete any general education requirements that may be required for an associate degree. Instead, these students only need to complete the coursework necessary for licensing as a registered nurse.
- 4106.2 The District shall consider all of the following when screening nursing students:
- a) Academic degrees or diplomas, or relevant certificates, held by the applicant;
 - b) Grade point average in relevant coursework;
 - c) Life experiences or special circumstances of an applicant;
 - d) Any relevant work or volunteer experience;
 - e) Proficiency or advanced level coursework in languages other than English; and
 - f) Composite score on a California Community College Chancellor's Office approved diagnostic assessment test.

BP 4220 STANDARDS OF SCHOLARSHIP

Reference: Education Code Section 70902(b)(3); CCR Title 5 sections 55020 et seq., 55030 et seq., and 55040 et seq.

The **CEO** shall establish procedures that establish standards of scholarship consistent with the provisions of **CCR** Title 5 Sections 55020 et seq., 55030 et seq., 55040 et seq., and Board policy.

These procedures shall address: grading practices, academic record symbols, grade point average, credit by examination, academic and progress probation, academic and progress dismissal, **readmission**, academic renewal, course repetition, limits on remedial coursework, **graduation requirements**, and grade changes.

The procedures shall be described in the college catalogs.