

AP 5910 Basic Skills Limitation

References: Title 5, sections 55502 and 56014

- 5910.1 Basic Skills courses will be identified in the administrative software product (Datatel), and a system will be put into place to track non-exempt students taking basic skills course work.
- 5910.2 There are two categories of exempt students. First, students, who are currently enrolled in one or more English as a Second Language class, and second, students, who have been identified as learning disabled.
- 5910.3 The Counseling office will run reports every fall and spring semester to track nonexempt students who have completed 15, 20 and 25 units of basic skills. Those reports will be shared with the Counseling Department.
- 5910.4 Non-exempt students that complete 15- 19.9 units of basic skills course work will receive a letter introducing the Basic Skills Course Limitation board policy, and suggested intervention strategies, such as signing up for tutoring, meeting with a counselor, attending appropriate workshops, speaking with faculty members during office hours, and any other appropriate or related learning tools. The letter will be sent by the Dean of Enrollment Services.
- 5910.5 Non-exempt students that complete 20 – 24.9 units of basic skills course work will receive a second letter that strongly encourages them to meet with a counselor to develop a student educational plan to meet their educational goals. The letter will be sent by the Department Chair of Counseling.
- 5910.6 Non-exempt students that complete 25 units or more of basic skills course work will receive a third letter that explains a hold has been placed on their record and that they are now required to meet with a counselor to update their student educational plan and secure an exemption of the 30 unit basic skills course work limitation. The letter will be written by the Dean of Enrollment Services in consultation with the Department Chair of Counseling.
- 5910.7 Exemptions will be made on a case by case basis by a counselor and approved by the appropriate administrative staff. Counselors will adjust and modify the student educational plan and may suggest limitations for specified periods of time and for specified numbers of units.
- 5910.8 The Director of Tutoring, Learning, Computing Lab will hold workshops for faculty annually at division meetings to present the Basic Skills Course Limitation Policy and discuss successful intervention strategies to assist students.

Approved 12/7/11