



COLLEGE COUNCIL AGENDA

October 22, 2020 | 2:30-4:30 pm | Zoom

Agenda Item

LPC Mission Statement

Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting life-long learning.

LPC Planning Priorities

- ❖ Implement the integration of all ACCJC standards throughout campus structure and processes.
- ❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- ❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.
- ❖ Coordinate resources and provide professional development for effective online instruction and remote delivery of student support services and college processes to advance equitable student outcomes.

College Council

Quorum: 9

Non-Voting Members:

Dyrell Foster, President (Chair)

Voting Members:

Kristina Whalen, V.P., Academic Svc &

Accreditation. Steering Cmte

Anette Raichbart, V.P., Administrative Services

& Budget Development Cmte

William Garcia, V.P., Student Services

Rajinder Samra, IPEC

Tom Orf, CEMC

Mike Ansell, Facilities & Sustainability

Titian Lish, Resource Allocation

TBD, Technology

Kristy Woods, Guided Pathways

Sarah Thompson, Academic Senate President

Craig Kutil, Academic Senate V.P.

David Rodriguez, Classified Senate President

TBD, Classified Senate V.P.

Saba Salehifar, LPCSG President

Esmaa Elgarguri, LPCSG Vice President

Mike Alvarez, LPC SEIU

1. Call to Order

Foster

2. Review and Approval of Agenda (1)

Foster

3. Review and Approval of Minutes (9/24/20) (3)

Foster

4. Action Items

- BPs and APs (1st Reading Chancellor's Council 10/13/20; Approved by Academic Senate 9/23/20)
Foster
 - BP 4230 Grading & Academic Record Symbols (9)
 - AP 4230 Grading & Academic Record Symbols (10)
 - BP 4231 Grade Changes (14)
 - AP 4231 Grade Changes (15)
 - BP 4232 Pass/No Pass (17)
 - AP 4232 Pass/No Pass (18)
 - BP 4235 Credit for Prior Learning (19)
 - AP 4235 Credit for Prior Learning (20)
 - AP 4236 Advanced Placement Credit (25)
 - BP 4240 Academic Renewal (26)
 - AP 4240 Academic Renewal (27)
 - BP 4250 Probation, Dismissal, & Readmission (28)
 - AP 4250 Probation, Dismissal, & Readmission (30)
 - BP 4260 Prerequisites and Co-Requisites (34)
 - AP 4260 Prerequisites and Co-Requisites (37)

5. Old Business (43)

- Fall Semester/Spring Semester Foster
- CARES Act Allocation Foster
- Budget Update Foster
- Task Force/Call to Action Foster
- EMP Update Samra

6. New Business

- Transitions
- Elementary Teacher Education AA-T Presentation (45)Reno/Kutil
- Upcoming BPs and APs (SLT Meeting: 10/19/20) Foster
 - BP 4300 Field Trips and Excursions (49)
 - AP 4300 Field Trips and Excursions (51)
 - BP 4400 Community Education Programs (57)
 - AP 4400 Community Education Programs (58)
 - AP 4500 Student News Media (60)
 - AP 4610 Instructional Service Agreements (62)
 - BP 5030 Student Fees (65)
 - AP 5030 Student Fees (72)

7. Information Items

- Approval of Program Proposal Process (76) Kutil

8. Updates (78)

- VP Academic Services Whalen
- VP Administrative Services Raichbart
- VP Student Services Garcia
 - New LPC Six Steps to Success Tab in CLASS-Web
 - College Issued E-mail Accounts for New Applicants
 - Student Mental Health Services
 - Class Schedule for Spring 2021 Update
- Accreditation Steering Committee Whalen
- Budget Development Committee Raichbart
- College Enrollment Management Committee Orf/Whalen
- Facilities and Sustainability Committee Ansell
- Institutional Planning and Effectiveness Committee Samra
- Resource Allocation Committee Lish
- Technology Committee TBD
- Guided Pathways Committee Woods
- Academic Senate Thompson
- Classified Senate Rodriguez
- LPC Student Government Salehifar
- Faculty Association Kutil
- SEIU Alvarez

9. Adjournment**10. Next Regular Meeting:** November 19, 2020



DRAFT COLLEGE COUNCIL MINUTES

Thursday, September 24, 2020 | 2:30 – 4:30 p.m. | Confer Zoom

Meeting Minutes

LPC Mission Statement

Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting life-long learning.

LPC Planning Priorities

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- ❖ Coordinate resources and provide professional development for effective online instruction and remote delivery of student support services and college processes to advance equitable student outcomes.

College Council

Quorum: 10

Members Present (voting):

William Garcia, V.P. Student Services
Kristina Whalen, VP Academic Svcs & Accreditation Steering Cmte
Anette Raichbart, V.P. Admin. Services & Budget Development Cmte
Rajinder Samra, IPEC
Titian Lish, Resource Allocation
Kristy Woods, Guided Pathways
Craig Kutil, Academic Senate VP & F/A
Saba Salehifar, LPCSG President
David Rodriguez, Classified Senate President
Jean O'Neil-Opipari, Classified Senate VP

Members Absent:

Dr. Dyrell Foster, President
Sarah Thompson, Academic Senate President
Mike Ansell, Facilities & Sustainability
TBD, Technology
Mike Alvarez, LPC SEIU
Esmaa Elgarguri, LPCSG V.P.

Guests:

Melissa Korber

1. Call to Order

Ms. Whalen called the meeting to order at 2:32 p.m.

2. Review and Approval of Agenda

Ms. Woods/Mr. Kutil/unanimous.

3. Review and Approval of Minutes (8/27/20)

Mr. Kutil/Ms. Woods/unanimous.

4. Action Items

- **CTE Committee:** Ms. Woods/Mr. Kutil/Ms. Korber indicated that the CTE Committee was approved at Academic Senate and shared the updated committee information/the new CTE Committee was unanimously approved.

5. Old Business

- **Start of the Fall Semester:** Ms. Whalen inquired about any outstanding needs that might be addressed with CARES funding. The following items were mentioned: working Hot Spots, Ethernet cables, headphones, web cams, stylists, adapters, and Wi-Fi in covered parking areas. Mr. Garcia indicated that in addition to free Wi-Fi in parking lots C and D, additional free Wi-Fi access in parking lot E under the solar panels is being researched. They are waiting for confirmation from ITS. Ms. Lish indicated that there are some equipment requests coming through RAC that have a strong COVID-related component as a result of our current remote circumstances. Ms. Whalen indicated that questions have arisen about how both faculty and students respectfully or legally comport themselves on video. Mr. Garcia compiled a list of concerns to present to District's legal counsel for clarity.
- **CARES Act Allocation:** Ms. Raichbart showed the allocation as of September 24, 2020. The information is up to date and can be found on the Administrative Services web site. Funding for personnel-related expenses will be covered by the District's portion of the CARES Act. Ms. Raichbart encouraged the committee to bring COVID-related expenses to their Deans to be included in this funding.
- **Educational Master Plan Update:** Mr. Samra reminded the committee that the EMP is a 5-year document and has 5 overarching goals and 27 strategies. Mr. Samra asked the committee whether metric goals should be included in the EMP. The alternative to including goals in the EMP is to have a separate document to track our goals. No individual opinions were shared.

- **20-21 Budget:** Ms. Raichbart indicated that since the District received an extension on the budget, LPC has received the extension as well. LPC's budget will be finalized Friday. There was an across-the-board budget cut of 5% (mainly in conferences/travel) for all programs over \$10k, showing the District that LPC is making an effort. Chancellor Gerhard talked about the budget in the recent Academic Senate meeting, and he discuss it in the October Town Meeting. The tentative budget approved in June will probably be the budget that is adopted.
- **Task Force/Call to Action:** Ms. Whalen indicated monthly President's Task force will meet on the second Thursday of each month at 10:00 a.m. The Task Force is in the process of finalizing leads for each committee. The Speaker Series is continuing with Tim Wise speaking in November. The ConnectUp program had its first training and will have another training in the future. Close to 40 employees have volunteered.
- **Accreditation Expanded Steering Committee:** Ms. Whalen indicated that the committee is systematically digging into the standards starting with 1C and 2A.

6. New Business

- **Blanket Curriculum Development Scope of Work:** Ms. Whalen indicated that work is ongoing to standardize any curriculum work that would be above and beyond one's professional responsibility with the opportunity for full-time and part-time faculty to receive pay for that work. This arose from program managers, who are often the funding managers for categorical or grants, wanting stability and standardizing compensation. This was largely authored by Vicki Shipman who worked with the Deans and now is being presented at College Council for feedback. Ms. Whalen walked the committee through the document. There was discussion about how to verify that faculty really did the work. A suggestion was made to get feedback from the Curriculum chair on this.
- **BPs and APs**
 - BP 4230 Grading & Academic Record Symbols: no changes.
 - AP 4230 Grading & Academic Record Symbols: no changes.
 - BP 4231 Grade Changes: no changes.
 - AP 4231 Grade Changes: no changes.
 - BP 4232 Pass/No Pass: no changes.
 - AP 4232 Pass/No Pass: no changes.
 - BP 4235 Credit for Prior Learning: Mr. Kutil briefed the committee on the changes. No additional changes were made.
 - AP 4235 Credit for Prior Learning: Mr. Kutil briefed the committee on the changes. No additional changes were made.
 - AP 4236 Advanced Placement Credit: Mr. Kutil suggests this be reviewed for consistency.
 - BP 4240 Academic Renewal: no changes.
 - AP 4240 Academic Renewal: no changes.
 - BP 4250 Probation, Dismissal, & Readmission: no changes.

- AP 4250 Probation, Dismissal, & Readmission: suggested change:
Current:
Probation
“A student shall be placed on academic probation if ~~he/she has~~ for an attempted a minimum of 12 semester units of work ~~and has~~ with a grade point average of...”
Proposed Change:
Probation
“A student shall be placed on academic probation if **they** attempted a minimum of 12 semester units of work with a **resulting** grade point average of ...”
- BP 4260 Prerequisites and Co-Requisites: no changes.
- AP 4260 Prerequisites and Co-Requisites: a suggestion was made to check this against AB705.

7. Information Items – none.

8. Updates

- **VP Academic Services:** Ms. Whalen indicated that LPC has been accepted into the UCLA TAP Program. The acceptance came with recommendation to remain in the program for the next two years.
- **VP Administrative Services:**
 - Co-Curricular Budgets: Ms. Raichbart showed the co-curricular budgets to-date for FY20-21 and explained that sales at the Follett Bookstore has been affected by COVID-19 when then affects each co-curricular budget. Disbursement of revenue from Follett for the remainder of FY20-21 will be at the same percentage as FY19-20. It will be allocated each quarter based on Follett’s revenue.
 - New Forms Online: Thomas Rothman has updated all Administrative Services forms and they are now available in a fillable pdf format on their web site. Please use those forms.
- **VP Student Services:** Mr. Garcia shared that Student Services opened or partially reopened four entities for fall 2020 – Admissions & Records, Campus Safety & Security, Disability Resource Center, and Student Health & Wellness Center. All four entities will remain open for the remainder of fall 2020 or until further notice. He asked that this information be shared with students and colleagues alike. This information has been shared with students via email blast and social media (Facebook and Instagram).
 - Update on Maxient Software Implementation: It is anticipated that Maxient, the computer software to report student incidents pertaining to academic integrity, discipline, grievance, mental health, and Title IX will go live in October 2020.
 - Wheels Bus Update: The Livermore Amador Valley Transit Authority (LAVTA) that operates the Wheels bus will begin charging the ridership fare beginning on Thursday, October 1, 2020. LPC employees and students may ride the Wheels bus without paying the ridership fare with an LPC identification card, which can be obtained free from the Admissions & Records Office.

- **Accreditation Steering Committee:** Ms. Whalen had no additional information.
- **Budget Development Committee:** Ms. Raichbart indicated that the Budget Development Committee is hold two different meetings right now. One meets prior to regular PBC meetings and one is held prior to the Special PBC meetings to discuss the Budget Allocation Model that the District is putting together.
- **College Enrollment Management Committee:** Ms. Whalen indicated that the committee is looking at the gap that has existed for the last couple of years between what we have actually created between FTES and target that we've been funded for. There is a need for the target to be established more closely to the actuals. The committee is looking at various data points to see what the approach has been and to look at the mixture of courses that are currently scheduled. One of the questions is that if the current schedule is offered and was filled to 100%, would the target be reached? Chabot is looking at this also. The summer fill rate was over 90%. The committee is looking at the data to determine what mixture should be on the schedule to meet the target and serve the students.
- **Facilities and Sustainability Committee:** no update.
- **Institutional Planning and Effectiveness Committee:** Mr. Samra indicated that the committee met last week and reviewed the fourth planning priority. At the next meeting, the coordinators will be discussing the current status and the plan for next year.
- **Resource Allocation Committee:** Ms. Lish indicated that the Instructional Equipment Requests have gone through the Deans and will be coming to the committee at the next meeting for review. She believes that many of those requested are related to COVID-19 and believes instructors didn't really know what to ask for. They will look at what can be funneled to the CARES Act.
- **Technology Committee:** no update.
- **Guided Pathways Committee:** Ms. Woods indicated that GP will be presenting at the October Town Meeting. All work groups have met. Currently working on Flex Day and trying to move forward with a decision on what career and academic communities will look like on campus. This would be the groups in which students could enter and explore related career and academic programs. On Flex Day the intent is to move the conversation that was started last year to something more concrete. GP members will be visiting each Senate meeting. The Committee is also working on technology platforms that will allow the program maps that were worked on last year to now be student facing and linked with careers, labor, and salaries. A meeting is scheduled for Monday to look at program mapping software that the CTE program has already purchased with Strong Workforce funds and relates a bit to the Perkins grants. The next step will be to decide on taking that to the District Technology Committee since we are in a shared agreement with Chabot to move things forward with Guided Pathways in a coordinated way. A Guided Pathways web site is being developed.
- **Academic Senate:** Mr. Kutil indicated that Academic Senate is working with the F/A to try to improve diversity of the faculty. F/A has agreed and created a task force with Academic Senate members to see if there is something than can be changed. The Academic Senate Executive Board will be meeting next week. Academic Senate looked at the Elementary Teacher

Education AA-T at their recent meeting. Chancellor Gerhard gave a budget update at the recent Senate meeting. Reducing courses was discussed, which will result in a reduction of part-time faculty. Mr. Kutil shared that Ms. Thompson led a discussion on focusing on student retention rather than student success right now and asked faculty to reach out to students.

- **Classified Senate:** Mr. Rodriguez shared that the Senate is in the process of rolling out special Senate meetings to hone in and engage classified professionals on equity and Guided Pathways. They need extra Senate time to dig into these conversations and roll out in October. They are also exploring the Caring Campus initiative. The Senate is working with Classified Professional Development Task Force with the goal of encouraging and improving offers for Classified Professionals during Flex Day and other opportunities. Topics of interest include exploring anti-racism, work of equity, work-life balance, safety, and preparedness, boosting organization and time management skills, leadership, and helping classified professionals gain more institutional knowledge and get them more involved.
- **LPC Student Government:** Ms. Salehifar shared that the LPCSG is extending the election deadline to September 30, which is the second time they have extended the deadline. Senator interviews are being held.
- **Faculty Association:** Mr. Kutil indicated that the F/A will meet on Friday. Issues include rolling blackouts, what to do when there is no power, discussions about spring format, training for faculty peer evaluations, concern about partially on-line courses, office hours, evaluating lab classes, compensation for faculty who have bought equipment in order to teach online at home, and faculty diversity.
- **SEIU:** no update.

9. Adjournment – Mr. Kutil/Ms. Woods/unanimous adjourn at 4:26 p.m.

10. Next Regular Meeting: September 22, 2020

ACTION ITEMS

**(2nd Reading Chancellor's Council
10/13/20; Approved by Academic Senate
9/23/20)**

Academic Affairs

BP 4230 GRADING AND ACADEMIC RECORD SYMBOLS

Reference:

Title 5 Section 55023 and 55024

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

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

Adopted: February 18, 2014

~~(This policy replaces current CLPCCD
Policies 5211, 5231, and 5232~~

Academic Affairs

AP 4230 GRADING AND ACADEMIC RECORD SYMBOLS

Reference:

Title 5 Section 55023 and 55024

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 of 4

B – Good – grade point of 3

C – Satisfactory – grade point of 2

D – Passing (Less than satisfactory) – grade point of 1

F – Failing – grade point of 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

IP – In progress

RD – Report delayed

W – Withdrawal

MW – Military withdrawal

EW – Excused Withdrawal; Withdrawal for Extenuating Circumstances (Ref. FA Contract Article 9L.2; Title 5 Section 55024)

The Academic Grade Point Average is an index of the quality of a student's work.

To enable the calculation of grade point average, eligibility for honors and recognition, and other scholastic status, letter grades are converted to numerical form. The grade point average (G.P.A.) is calculated by dividing total grade points by total units attempted:

$$\text{G.P.A.} = \frac{\text{Total Grade Points}}{\text{Total Units Attempted}}$$

Administrative Symbol "IP" – In Progress Mastery Learning Courses

The administrative symbol "IP" is established to indicate coursework "in progress." Its use is limited to mastery learning courses. It may be used only for a student who is making satisfactory progress toward the completion of a course but who has not completed all of the modules by the end of the semester or session.

The symbol "IP" is not a grade; therefore, it has no value in calculating unit credit, grade point average, or grade point balance. Only one symbol "IP" may be received by a student for any one mastery learning class; therefore, the class must be completed within two academic terms (semester or session). 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.

Administrative Symbol "RD" - Report Delayed

The administrative symbol "RD" may be assigned by the responsible Admissions and Records Administrator or designee. It is to be used only when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent grade/symbol, as soon as possible.

"RD" shall not be used in calculating grade point averages.

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Administrative Symbol "I" – Incomplete

Incomplete academic work for unforeseeable emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered by the instructor on the student's permanent record. The following documentation shall be maintained in writing by the responsible Admissions and Records Administrator or designee:

- The condition(s) stated by the instructor for removal of the "I."
- The letter grade to be assigned when the stipulated work has been completed or the letter grade to be assigned if the work has not been completed within the designated time limit.

The "I" shall be made up by the end of the term or semester following the date it was granted. The student may petition to extend this deadline date because of extenuating circumstances, but it will require the approval of the Chief Instructional Officer or designee, and the instructor of record.

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

Administrative Symbol "W" – Withdrawal

The "W" symbol may be used to denote withdrawal in accordance with the requirements of Title 5 Section 55024. Withdrawal from a course or courses shall be authorized through

the last day of the fourteenth week of instruction (or 75 percent of a term, whichever is less).

Withdrawals from a course or courses in extenuating circumstances after the last day of the fourteenth week (or 75 percent of the term, whichever is less) can occur upon petition of the student or representative and after consultation with the appropriate faculty. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

No notation ("W" or other) shall be made on the academic record of the student who withdraws during the first four weeks or 30 percent of a term, whichever is less. The "W" shall not be used in calculating grade point averages, but shall be used in determining probation and dismissal pursuant to Title 5 Section 55024.

A student may withdraw and receive a "W" symbol on record no more than three times in the same course. In this case, to re-enroll for the same course, a student would need to petition with approval by the Chief Instructional Officer to enroll again in a course after having reached the limit on the authorized number of "W" symbols in the same course in colleges within the district.

~~Administrative Symbol "I" – Incomplete~~

~~Incomplete academic work for unforeseeable emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered by the instructor on the student's permanent record. The following documentation shall be maintained in writing by the responsible Admissions and Records Administrator or designee:~~

- ~~• The condition(s) stated by the instructor for removal of the "I."~~
- ~~• The letter grade to be assigned when the stipulated work has been completed or the letter grade to be assigned if the work has not been completed within the designated time limit.~~

~~The "I" shall be made up by the end of the term or semester following the date it was granted. The student may petition to extend this deadline date because of extenuating circumstances, but it will require the approval of the Chief Instructional Officer or designee, and the instructor of record.~~

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

Administrative Symbol "MW" - Military Withdrawal

The Military Withdrawal ("MW") symbol is part of the Academic Record Symbols and Grade Point Average regulations to assist students who are members of an active or reserve military service, and who receive orders compelling withdrawal from courses. The "MW" symbol shall not be used in calculating units attempted for grade points or progress. There shall not be any charge for Military Withdrawal, and a full refund of enrollment fees shall be made for all class(es) from which the student must withdraw.

Upon verification of such orders, this symbol shall be assigned at any time after the No Grade of Record (NGR) period - end of second week of classes.

The "MW" shall not be counted in progress probation and dismissal calculations. Military withdrawals shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.

Upon petition of a student who receives an order compelling a withdrawal from courses, the District shall refund the entire enrollment fee unless academic credit is awarded.

Administrative Symbol "EW" - Excused Withdrawal

Excused Withdrawal occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting ~~his or her~~ course completion ability to complete a course(s). These events and may include an accident or illness, job transfer outside the geographical region, an illness in the family where the student is the primary caregiver, when the student who is incarcerated in a California state prison or county jail is released from custody or involuntarily transferred before the end of the term, when the student is the subject of an immigration action, or other circumstances making course completion impracticable. Upon consultation with the course faculty and verification of these conditions or reviewing documentation substantiating the condition, an excused withdrawal symbol may be assigned. The withdrawal symbol so assigned shall be an "EW."

Excused withdrawal shall not be counted in progress probation and dismissal calculations.

Excused withdrawal shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.

Approved: February 18, 2014

Edited August 21, 2018

Academic Affairs

BP 4231 GRADE CHANGES

Reference:

Education Code Sections 76224 and 76232;
Title 5 Section 55025

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

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

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

Adopted: February 18, 2014

~~(This is a new policy recommended by the
Policy and Procedure Service)~~

Academic Affairs

AP 4231 GRADE CHANGES

Reference:

Education Code Sections 76224 and 76232;
Title 5 Section 55025

Changing Grades

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

The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade and instructor errors. "Fraud" may include, but is not limited to, inaccurate recording or change of a grade by any person who gains access to grade records without authorization.

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

If the procedure requires that a student first request a grade change from the instructor, provisions shall be made to allow another faculty member to substitute for the instructor if the student has filed a discrimination complaint, if the instructor is not available or where the District determines that it is possible that there may have been gross misconduct by the original instructor. The grievances process as described in [Administrative Procedure Policy 5530](#) and FA Contract Article 16-3.2.c shall be followed.

In the case of fraud, bad faith, or incompetence, the final determination concerning removal or change of grade will be made by the VP of [Academic Services-Instruction](#).

In all cases, the instructor who first awarded the grade will be given written notice of the change ~~by the Office of Admissions and Records addressed by the Academic Fairness Committee~~ and documents for grade change submitted and signed by the appropriate manager. (Ref. FA Contract Article [9L.3 and 9L.4](#)).

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

Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the responsible Admissions and Records Administrator immediately. The responsible Admissions and Records Administrator 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; (Ref. FA Contract Article 9L.3)
- 3) any educational institution to which the student has transferred;
- 4) the accreditation agency; and
- 5) appropriate local law enforcement authorities.

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

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

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

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

Approved: February 18, 2014

Academic Affairs

BP 4232 PASS/NO PASS

Reference:

Title 5 Section 55022

In accordance with the Education Code and Title 5 Regulations, the District has established a grading policy which adds the "P" (pass) and "NP" (no pass) grades to the standard letter grades (A, B, C, D, F) used in colleges and universities. Courses in which a "P" (pass) grade is earned will apply toward the 60 semester units required for graduation, but will not affect the student's grade point average. A maximum of 12 semester units of "P" (pass) may be attempted and applied toward the Associate in Arts Degree. A course in which a "NP" (no pass) grade is earned will not apply toward graduation and will not affect the student's grade point average. An excess number of "NP" (no pass) grades may affect the student's academic standing.

Adopted: February 18, 2014

~~(This policy replaces current CLPCCD Policy
5230)~~

Academic Affairs

AP 4232 PASS/NO PASS

Reference:

Title 5 Section 55022

In addition to a standard letter grade, credit courses may be offered in either or both of the following categories:

- Courses in which all students are evaluated on a "pass-no pass" basis.
- Courses in which each student may elect on registration, or within 30% of the duration of the course, 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, non-letter grades of "pass-no pass" are omitted.

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

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

~~Chabot and Las Positas Colleges offer:~~

~~some courses solely for pass/no pass (P or NP) grade~~

~~some courses solely for a standard letter grade~~

~~some courses in which the student may choose to complete the course for either a pass/no pass grade OR for a standard letter grade~~

The student shall inform the Admissions and Records Office, by petition, of his/her intention to complete a course for a pass/no pass grade and the instructor shall report to the Admissions and Records Office a final grade of "P" (pass) or "NP" (no pass) for students who so petition.

Approved: February 18, 2014

~~(This is a new procedure recommended by the
Policy and Procedure Service)~~

Academic Affairs

BP 4235 CREDIT FOR PRIOR LEARNING BY EXAMINATION

Reference:

Title 5 Section 55050 and 55092

Credit for prior learning may be earned by students who satisfactorily pass authorized assessments approved by discipline faculty in eligible courses approved by the District. Authorized assessments may include the evaluation of approved external standardized examinations, industry-recognized credentials, Joint Service Transcripts, student-created portfolios, and credit by examination. The Chancellor shall rely primarily on the recommendations of the Academic Senate to establish administrative procedures to implement this Board Policy.

The District supports the general proposition that the full value of classroom learning experiences cannot be measured by any examination. Students who have achieved elsewhere an equivalent knowledge, understanding and experience to that required by regular college courses may receive units of credit based on successful completion of a comprehensive and searching course assessment examination approved by the college discipline faculty. Students may apply individually for Credit by Examination for any course offered in the catalog. In addition, the Credit by Examination process may also be used to provide credit for completion of certain coursework at the high school level, where deemed appropriate by the majority of faculty in the discipline.

Credit may be earned by students who satisfactorily pass authorized assessment examinations. The student receiving credit must be registered at one of the colleges and in good academic standing. The courses for which credit is allowed must be listed in the current college catalog. The amount of credit to be granted cannot be greater than that listed for the course in the catalog. Credit for Prior Learning by Examination is offered under the provisions of Title 5 and the process included in the Administrative Procedures. The Chancellor shall rely primarily on the Academic Senates to establish administrative procedures to implement this policy.

Adopted: February 18, 2014

~~(This policy replaces current CLPCGD Policy 5235)~~

Academic Affairs

AP 4235 CREDIT FOR PRIOR LEARNING~~BY EXAMINATION~~

Reference:

Education Code Section [66025.71](#), [66700](#), [70901](#), [70902](#), [78212](#), 79500;
Title 5 Section [55002](#), [55021](#), [55023](#), [55025](#), 55050 and [55052](#)~~55092~~

~~The District supports the general proposition that the full value of classroom learning experiences cannot be measured by an examination. Students who have achieved an equivalent knowledge, understanding, and experience required by regular college courses may receive units of credit upon successful completion of a discipline approved examination. Credit by Examination is offered under the provisions of the California Administrative Code, Title 5 and the process is included in the Administrative Policy.~~

Credit for Prior Learning may be awarded for courses listed in the current catalog of Chabot or Las Positas College. Award of credit may be made for general education, program coursework, or electives.

Students may demonstrate proficiency in a course eligible for Credit for Prior Learning and receive college credit through the approved methods for awarding credit listed below: Credit for Prior Learning may be obtained by the following methods:

- ~~• Achievement of a score of 3 or higher~~• Achievement of a satisfactory score on an Advanced Placement Examination administered by the College Entrance Examination Board;
- ~~• Achievement of a satisfactory score on a high-level International Baccalaureate (IB) examination;~~
- ~~• Achievement of a satisfactory score that qualifies for credit by examination in the College Level Examination Program (CLEP);~~
- ~~• Credit by satisfactory completion of an examination administered by the college in lieu of completion of an active course listed in the current college catalog;~~
- ~~• Achievement of an examination administered by other agencies approved by the college, such as industry recognized documentation;~~
- ~~• Evaluation of Joint Service Transcripts (JST);~~
- ~~• Assessment approved or conducted by proper authorities of the college, such as evaluation of student experience through documentation or portfolio.~~
- ~~• Credit by Examination may be obtained through achievement of a score of 3 or higher on an Advanced Placement Examination administered by the College~~

~~Entrance Examination Board, and through achievement of a score that qualifies for credit by examination in the College Level Examination Program. The Credit by Examination process may also be used to provide credit for completion of certain coursework at the high school level, where deemed appropriate by faculty of the discipline.~~

~~Credit may be awarded for prirprior experience or prior learning only for individually identified courses with subject matter similar to that of the individual's prior learning, and only for a course listed in the catalog of Chabot or Las Positas College. Award of credit may be made to electives for students who do not require additional general education or program credits to meet their goals.~~

A. Student Determination of Eligibility to receiveforfor Credit for Prior Learning:by Examination

- The student must be in good standing in the District and have an educational plan on file
- The student must have previously earned credit or noncredit from the District or be currently registered in the District
- The course is listed in the current College Catalog
- The student is not currently enrolled in the course to be challenged
- Credit by Examination: The student is registered in the District and not currently enrolled in nor received credit for a more advanced course in the same subject (may be waived by department)

- ~~1. Students applying for Credit for Prior Learning by Examination need to have documented, extensive experiences (such as listed above) that have prepared the student in the subject matter at the time of application.~~
- ~~2. Documentation must be presented at the time of application and the similar course must be in the current college catalog.~~
- ~~3. The student must be registered at the College and in good academic standing.~~
- ~~4. The student may not be enrolled or have previously completed the same course or a more advanced course for which credit by examination is requested.
—The student may challenge a course only once for credit by examination.~~
- ~~5. Credits acquired by assessment are not applicable to meeting unit load requirements such as Selective Service deferment, Veteran'sVeteran's, or Social Security benefits.~~

~~Credits acquired by assessment shall not be counted in determining the 12 semester hours of credit in residence required for an Associate Degree.~~

B. ~~Application and Administration of Credit by Discipline/Course Examination for~~ Prior Learning

1. Students, upon completion of their educational plans, shall be referred to the college's appropriate authority for assessment of prior learning if the student is a veteran or an active-duty member of the armed forces, holds industry recognized credentials, or requests credit for a course based on their prior learning.
 - 4.2. The students may apply for Credit by Examination for Prior Learning through the ~~petition~~ ~~petition~~ process for identified courses listed in the Catalogg. S
 - 2.3. Eligible courses listed in the catalog as credit by examination must be discipline approved and have with a developed a commonly accepted assessment tool. E
 - 3.4. Courses available for Credit by Examination for Prior Learning shall be disclosed on the College websites. C
 - 4.5. The petition must be approved by the relevant discipline faculty, Division Dean and Vice President of Academic Services. T
 - 5.6. Only in the case of Credit by Exam method, applicable fees/and or tuition may apply, not to exceed the enrollment fee which would be associated with the course for which the student seeks credit by exam, and must be paid at the Office of Admissions and Records. O
 - 6.7. Arrangements for completing the examination to demonstrate proficiency and meet assessment requirements and the actual administration will be made between the student and the faculty after the petition is approved. A
 - 7.8. The student must not have previously attempted the course by examination through a Credit for Prior Learning method in any manner and/or failed. T
 9. When the student completes an identified course examination the specified assessment requirements, the administering instructor will determine if the evidence adequately demonstrates mastery of the course content as set forth in the Course Outline of Record.
 10. The administering instructor has responsibility for verifying the course, the and number of units to be awarded, to be received and will assigning an appropriate grade to be forwarded to the Records Office.
 11. Grading shall be according to the regular grading system approved by the governing board pursuant to section 55023 in accordance with Administrative Procedure 4230 Grading and Academic Record Symbols, except that
 12. Students shall be offered a "Pass/-No Pass" option, in accordance with Administrative Procedure 4232 Pass/No Pass, if that option is ordinarily available for the course.
- (Title 5, Article 5, section 55050, f).

C. Awarding of Credit ~~through Credit for Prior Experience~~ by Examination Learning

- ~~1. Upon completion of the examination, the administering instructor will verify the course and number of units to be received and will assign an appropriate grade.~~
- ~~2. Grading shall be according to the regular grading system approved by the governing board pursuant to section 55023, except that students shall be offered a “pass-no pass” option if that option is ordinarily available for the course (Title 5, Article 5, section 55050, f).~~
- ~~3. Grades on transcript will reflect “credit by examination,” with a faculty issued grade.~~

~~D. Limitations of Credit by Examination~~

~~Credit by Examination coursework may not be counted as part of the 12-unit residency requirement necessary for graduation from the College.~~

- ~~1. The student’s academic record will clearly indicate that the credit was earned by assessment of prior learning.~~
~~—The student will not be permitted to receive a certificate or an associate degree using Credit by Examination for Prior Learning for more than three quarters of the units completed at the District.~~
- ~~1. Procedures that require that students, upon completion of their educational plans pursuant to Education Code Section 78212, shall be referred to the college’s appropriate authority for assessment of prior learning if the student is a veteran or an active-duty member of the armed forces, holds industry recognized credentials, or requests credit for a course based on their prior learning.~~
- ~~2.~~
- ~~3. Students shall be given the opportunity to accept, decline, or appeal the grade assigned by the faculty, and in cases of Credit by Examination, pursuant to Administrative Procedures 4230 Grading and Academic Record Symbols and 4231 Grade Changes.~~

~~An opportunity is available for students to accept, decline, or appeal decisions related to the award of credit, and in the cases of credit by examination pursuant to Title 5 Sections 55021 and 55025.~~

E. Advanced Placement Credit

~~Any student who passes a College Board Advanced Placement (AP) examination with a minimum score of 3 in a subject matter will be awarded credit in an general education area with a subject matter similar to that of the AP examination. For any AP examination that the District does not offer a course similar in content, the District will award credit in the General Education area show on the California Community College General Education AP List. If there is no General Education area that fits the AP Examination, the District may award elective credit.~~

~~The Advanced Placement Credit procedure will be posted on the District's website.~~

Approved: March 18, 2014
Edited November 20, 2017

Academic Affairs

AP 4236 ADVANCED PLACEMENT CREDIT

Reference:

Education Code Section 79500

Any student who passes a College Board Advanced Placement (AP) examination with a minimum score of three 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 the District does not offer a course similar in content, the District will award credit in the General Education area shown on the California Community College General Education AP list. If there is no General Education area that fits the AP Examination, the District may award elective credit.

The District shall post its Advanced Placement Credit procedure on ~~its~~ the college internet website.

Approved: Date

Academic Affairs

BP 4240 ACADEMIC RENEWAL

Reference:

Title 5 Section 55046

Academic Renewal is a process that permits the alleviation of substandard (D's, F's) academic coursework not reflective of the student's current scholastic ability. Previously recorded substandard academic performance may be disregarded if it is not reflective of a student's demonstrated ability. Only courses taken at the Chabot-Las Positas Community College District will apply. Work completed at other institutions may be considered for graduation eligibility only.

The Chancellor shall establish procedures that provide for academic renewal.

Adopted: February 18, 2014

~~(This policy replaces current CLPCCD Policy
5250)~~

Academic Affairs

AP 4240 ACADEMIC RENEWAL

Reference:

Title 5 Section 55046

Students may petition for academic renewal only once. For students to be eligible for academic renewal a period of at least two years must have elapsed since completion of the coursework to be disregarded. The student may submit a petition for academic renewal to the Admissions and Records Office upon completion, at a regionally accredited institution, of the following:

- a minimum of 12 units taken consecutively with a grade point average of 2.5 or better; or
- a minimum of 20 units with at least a 2.0 grade point average.

Up to 24 units of course work may be eliminated from consideration in the cumulative grade point average.

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 substandard 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 academic history.

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

Upon approval to have his/hers student's records renewed, the student's transcript shall be annotated in such a manner that all courses disregarded shall remain legible on the transcript, indicating a true and accurate history of the student's record.

Academic renewal at Chabot and Las Positas College does not guarantee that other colleges will accept this action. Acceptance of academic renewal is at the discretion of the receiving institution.

Approved: February 18, 2014, Revised September 19, 2018

Academic Affairs

BP 4250 PROBATION, DISMISSAL, AND READMISSION

Reference:

Title 5 Sections 55031-55034, ~~and 58600 et seq.~~
Education Code Sections ~~66021.6, 66025.9,~~ 70902 subdivision (b)(3), ~~and 76300;~~
~~20 U.S. Code Sections 1070 et seq.;~~
~~34 Code of Federal Regulations Section 668 (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 III.D.15

Probation

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

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

~~A student shall become ineligible for a Board of Governors (BOG) Fee Waiver if the student is placed on academic or progress probation, or any combination thereof, for two consecutive primary terms. Loss of eligibility shall become effective at the first registration opportunity after such determination is made.~~

~~Foster Youth shall not be subject to loss of BOG Fee Waiver due to placement on academic or progress probation.~~

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

~~A student may appeal the loss, due to academic or progress probation, of a BOG Fee Waiver. The appeal may be due to extenuating circumstances, or for special consideration of the specific factors associated with Veterans, CalWORKs, EOPS, and DSPS student status.~~

A student on academic probation shall be removed from probation when the student's accumulated grade point average is 2.0 or higher. A student on progress probation shall

be removed from probation when the percentage of units in the categories of "W," "I," "NC," and "NP" drops below 50 percent.

~~The BOG Fee Waiver eligibility of a student who has lost eligibility due to two consecutive primary terms of academic or progress probation will be reinstated upon satisfactory completion of a minimum of 3 semester units following the loss of eligibility effective date.~~

Dismissal

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

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

A student who is subject to dismissal may submit a written appeal in compliance with administrative procedures. Dismissal may be postponed and the student continued on probation if the student complies with the process delineated in the respective college catalog.

Readmission

A student who has been dismissed may request reinstatement through the process delineated in the respective college catalog.

Readmission may be granted, denied, or postponed according to criteria contained in administrative procedures and published in the respective college catalog.

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

Adopted: February 18, 2014

Revised: Edited August 21, 2018

Academic Affairs

AP 4250 PROBATION, DISMISSAL, AND READMISSION

Reference:

Title 5 Sections 55031- 55034, ~~55031 and 58600 et seq, 66021.6, 66025.9, and 76300~~

Probation

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

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

Continuation of a student's status on probation for three consecutive terms will subject the student to dismissal. However, 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.

Students should see a counselor to discuss their progress or academic status and for details associated with the academic standards policy.

Notification of Probation

Each student is entitled to be notified of ~~his/her academic difficulty and~~ the availability of college support services to respond to the academic difficulty before the student is dismissed. The letter notifying the student of probation will cover, at a minimum, an explanation of the probation status, the significance of being on probation, ~~and including possible loss of California College Promise Grant (formerly known as BOG Fee Waiver) eligibility. The notification must clearly state that two consecutive primary terms of probation will lead to a loss of the California College Promise Grant until the student is no longer on probation. The notification~~ must also advise students about the available student support services to assist them in maintaining eligibility.

Notification will be given, at a minimum, at the following points:

- Within 30 days following the semester in which a student is placed on academic or progress probation, the student will be provided a written notification, by email and/or by postal service, of being placed on such status.

- Within 30 days following the second semester after a student has been placed on academic or progress probation, if the student has not raised the cumulative grade point average to 2.0 or higher (academic probation) or reduced the percentage of cumulative poor progress units to below 50% (progress probation), the student will be provided a written notification, by email and/or by postal service, of continuing on such status.
- Within 30 days of the end of the third semester in which the student is on academic or progress probation, ~~a~~ A notice that will be sent to the student ~~is subject to dismissal will be sent to the student informing him/her that he/she is with information regarding the~~ subject to dismissal status.

Appeal of Probation

Under extenuating circumstances beyond the student's control or ability to foresee, exceptions to these procedures may be granted by the Administrator in charge ~~Director~~ of Admissions and Records.

~~Loss of Eligibility for California College Promise Grant~~

~~A student shall become ineligible for a California College Promise Grant (formerly known as the BOG Fee Waiver) if the student is placed on academic or progress probation, or any combination thereof, for two consecutive primary terms. Loss of eligibility shall become effective at the first registration opportunity after such determination is made.~~

~~Foster Youth shall not be subject to loss of California College Promise Grant due to placement on academic or progress probation. This exemption for Foster Youth is effective until the date specified in Education Code Section 66025.9(c).~~

~~Appeal of Loss of Eligibility for California College Promise Grant~~

~~A student may appeal the loss, due to academic or progress probation, of a California College Promise Grant. The appeal may be due to:~~

- ~~• Documented and verifiable extenuating circumstances that have now been addressed so the student may successfully maintain eligibility.~~
- ~~• Documented and verifiable extraordinary extenuating circumstances, such as serious illness or accident; death, accident or serious illness in the immediate family; or other mitigating circumstances.~~
- ~~• For special consideration of the specific factors associated with Veterans, CalWORKs, EOPS, and DSPS student status.~~

~~The appeal form, with attached documentation, should be submitted to the College Financial Aid Office. The attached documentation may include a plan developed with a counselor outlining what the student will do to improve their academic status.~~

~~The California College Promise Grant eligibility of a student who has lost eligibility due to two consecutive primary terms of academic or progress probation will be reinstated upon satisfactory completion of a minimum of 3 semester units following the loss of eligibility effective date.~~

Dismissal

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

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

The first time a student is dismissed, the student may apply for readmission after one semester (summer session not included) or non-attendance. In the case of a second dismissal, the student may apply for readmission after 5 years of non-attendance. Summer session does not count as a semester in determining academic status.

A student who is subject to dismissal may submit a written appeal in compliance with administrative procedures. Dismissal may be postponed and the student continued on probation if the student complies with the process delineated in the respective college catalog.

Dismissal Letter

The letter notifying the student ~~that he/she is of~~ subject to dismissal will cover, at a minimum, reference to this procedure, explanation of what dismissal means, procedure for reinstatement, and procedure to appeal the dismissal.

Appeal of Dismissal

The student has the right to appeal a dismissal action if the student feels that facts exist that warrant an exception to the dismissal action. The student must file the written appeal form with the ~~Administrator in charge Director~~ of Admissions and Records within thirty days after the dismissal letter was mailed. If the student fails to file a written petition within the thirty day 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 documentation supporting the reasons.

The student will ~~be~~ continued on probation until the Administrator in charge Director of Admissions and Records decides on the student's appeal.

The appeal decision of the Administrator in charge of Admissions and Records will be communicated to the student in writing within thirty days of receipt of the student's appeal. The student may appeal the decision of the ~~Administrator in charge Director~~ of Admissions and Records in writing to the Vice President of Student Services, within 5 working days of the date of notification of the appeal decision. The decision of the Vice President of Student Services is final.

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

Standards for Dismissal 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.

Readmission

A student who has been dismissed may request reinstatement through the process delineated in the respective college catalog.

Readmission may be granted, denied, or postponed according to criteria contained in administrative procedures and published in the respective college catalog.

Approved: February 18, 2014

Edited: August 21, 2018

Academic Affairs

BP 4260 PREREQUISITES AND COREQUISITES

Reference:

Title 5 Sections 55000 and 55003

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

~~The Chabot-Las Positas Community College District adopts the following policy in order to provide for the establishing, reviewing, and challenging of prerequisites, corequisites, advisories on recommended preparation, and certain limitations on enrollment in a manner consistent with law and good practices. The Governing Board recognizes that, if these prerequisites, corequisites, advisories and limitations are established unnecessarily or inappropriately, they constitute unjustifiable obstacles to student access and success and, therefore, the Board adopts this policy which calls for caution and careful scrutiny in establishing them. Nonetheless, the Board also recognizes that it is as important to have prerequisites in place where they are a vital factor in maintaining academic standards as it is to avoid establishing prerequisites where they are not needed. For these reasons, the Board also sought to establish a policy that fosters the appropriate balance between these two concerns.~~

~~1. College Policies and Procedures~~

~~Each College shall provide the following explanations both in the College Catalog and in the schedule of classes:~~

- ~~a. Definitions of prerequisites, corequisites, and limitations on enrollment including the specific differences among them and the specific prerequisites, corequisites and limitations on enrollment which have been established pursuant to Sections 55000, 55002 and 55003 of Title 5.~~
- ~~b. Procedures for a student to challenge prerequisites, corequisites, and limitations on enrollment and circumstances under which a student is encouraged to make such a challenge.~~

- c. ~~Definitions of advisories of recommended preparation, the right of a student to choose to take a course without meeting the advisory, and circumstances under which a student is encouraged to examine that right.~~

~~**2. Challenge Process** Each College shall establish procedures by which any student who does not meet a prerequisite or corequisite or who is not permitted to enroll due to a limitation on enrollment, but who provides satisfactory evidence, may seek entry into the class according to a challenge process as required in and according to provisions of Section 55003 (p-q) of Title 5 and Section 1.B.3 of the Model District Policy.~~

~~**3. Curriculum Review Process**~~

~~Each College certifies that the Curriculum Committee has been established by mutual agreement of the administration, the division faculty, and the Academic Senate as required in Section 55002 (a) (1) of Title 5. The Curriculum Committee shall:~~

- a. ~~Establish prerequisites, corequisites, advisories on recommended preparation, and limitation on enrollment pursuant to Sections 55000, 55002, 55003 and 58106 of Title 5.~~
- b. ~~Verify and provide documentation that prerequisites or corequisites meet the standard specified in one of the levels of scrutiny specified in Sections 55000 or 55003 (f) of Title 5, namely statistical validation with content review or content review alone.~~
- c. ~~Provide for a review of each prerequisite, corequisite, or advisory at least every six years pursuant to Section 55003 (b) (4) of Title 5 and Section I.D. of the Model District Policy. Any prerequisite or corequisite that is successfully challenged under subsections (1), (2), or (3) of Section 55003 (p) shall be reviewed promptly thereafter to assure that it is in compliance with all other provisions of the law.~~
- d. ~~Provide for a review of each limitation on enrollment at least every six years pursuant to Section II.C. of the Model District Policy.~~
- e. ~~The committee shall, in accordance with Title 5, Section 55003 (b) (e) establish a process to ensure that each section of the prerequisite or corequisite is to be taught by a qualified instructor and in accordance with a set of objectives and with other specifications defined in the course outline of record, as required in Section 55002 for all courses.~~

~~**4. Implementing Prerequisites, Corequisites, and Limitations on Enrollment**~~

~~Each College shall establish procedures wherein every attempt shall be made to enforce all conditions a student must meet to be enrolled through the registration process. A student is not permitted to enroll unless he or she has met all the conditions, or has met all except those for which he or she has a pending challenge, or for which further information is needed before final determination is possible of whether the student has met the condition pursuant to Section (g) 5003 of Title 5 and Section I.E. of the Model District Policy.~~

~~5. Instructor's Formal Agreement to Teach the Course as Described~~

~~Each College shall establish a procedure whereby courses for which prerequisites, corequisites, or advisories on recommended preparation are established will be taught in accordance with the course outline pursuant to Section 55003 (b) (2) of Title 5.~~

~~6. Content Review of Prerequisites~~

~~Each college opting to use content review as defined in Title 5, Section 55000 to establish prerequisites or corequisites in reading, written expression or mathematics for degree applicable courses not in a sequence shall:~~

- ~~a. In accordance with Title 5, Section 55003 (c) First adopt a plan specifying the following: the method to be used to identify courses to which prerequisites might be applied, assurances of course availability, provisions for training the curriculum committee, and the research to be used to determine the impact of new prerequisites based on content review;~~
- ~~b. In accordance with Title 5, Section 55003 (i) Yearly submit to the Chancellor a list of prerequisites and corequisites established the previous academic year, along with the level of scrutiny used in the establishing of each prerequisite;~~
- ~~c. In accordance with Title 5, Section 55003 (l), monitor the effect of prerequisites on accessibility, including evaluating for disproportionate impact described in terms of race, ethnicity, gender, age or disability, and in response develop a plan to correct any disproportionate impact discovered.~~

~~All credit course prerequisites will be validated to ensure the correlation of the prerequisite to course requirements.~~

~~Procedures for validating prerequisites will be outlined in the Administrative Procedures disseminated to all students. In all cases, guidelines established in the Education Code and Title 5 will apply.~~

Adopted: February 18, 2014

~~(This policy replaces current CLPCCD Policies 5612 and 5614)~~

Academic Affairs

AP 4260 PREREQUISITES AND CO-REQUISITES

Reference:

Title 5 Sections 55000 et seq.

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

1. Information in the Catalogs and Schedule of Courses

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

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

2. Challenge Process

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

1. If space is available in a course when a student files a challenge to the prerequisite or co-requisite, the District shall reserve a seat for the student and resolve the challenge within five working days. If the challenge is upheld or the District fails to resolve the challenge within the five working-day period, the student shall be allowed to enroll in the course.
 2. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the students registers for that subsequent term.
- B. The student shall bear the initial burden of showing that grounds exist for the challenge. Grounds for challenge shall include the following:
1. Those grounds for challenge specified in Title 5 Section 55003204(~~fp~~), additionally:
 2. The student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students. The student shall be allowed to enroll in such a course if otherwise ~~he or she would be delayed~~caused a delay of ~~by~~ a semester or more in attaining the degree or certificate specified in ~~his or her~~the student's educational plan.
 3. The student seeks to enroll in a course that has a prerequisite established to protect health and safety, and the student demonstrates ~~that he/she does not pose a threat to himself/herself or others~~competency.
 4. The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to a determination of whether the student's challenge should be upheld are or ought to be in the college's own records, then the college has the obligation to produce that information.
 - 4-5. Challenges shall be resolved in a timely manner and, if the challenge is upheld, the student shall be permitted to enroll in the course or program in question.

3. Curriculum Review Process

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

1. Establish a curriculum committee and its membership in a manner that is mutually agreeable to the college administration and the Academic Senate.
2. Establish prerequisites, co-requisites, and advisories on recommended preparation (advisories) only upon the recommendation of the academic senate except that the academic senate may delegate this task to the

curriculum committee without forfeiting its rights or responsibilities under Title 5 Sections 53200-53204 and within the limits set forth in Title 5 Section 55003. Certain limitations on enrollment must be established in the same manner.

3. Establish prerequisites, co-requisites, advisories on recommended preparation, and limitations on enrollment only if:

a) The faculty in the discipline or, if the college has no faculty member in the discipline, the faculty in the department do all of the following:

(1) Approve the course; and,

(2) As a separate action, approve any prerequisite or co-requisite, only if:

(a) The prerequisite or co-requisite is an appropriate and rational measure of a student's readiness to enter the course or program as demonstrated by a content review including, at a minimum, all of the following:

(i) involvement of faculty with appropriate expertise;

(ii) consideration of course objectives set by relevant department(s). The curriculum review process should be done in a manner that is in accordance with accreditation standards.

(iii) ~~be~~-based on a detailed course syllabus and outline of record, tests, related instructional materials, course format, type and number of examinations, and grading criteria;

(iv) specification of the body of knowledge ~~and~~/or skills which are deemed necessary at entry ~~and~~/or concurrent with enrollment;

(v) identification and review of the prerequisite or co-requisite which develops the body of knowledge ~~and~~/or measures skills identified under iv.

(vi) matching of the knowledge and skills in the targeted course (identified under iv.) and those developed or measured by the prerequisite or co-requisite (i.e., the course or assessment identified under v.); and

(vii) maintain documentation that the above steps were taken.

(3) Approve any limitation on enrollment that is being established for an honors course or section, for a course that includes intercollegiate competition or public performance, or so that a cohort of students will be enrolled in two or more courses, and, in a separate action, specify which.

(4) Approve that the course meets the academic standards required for degree applicable courses, non-degree applicable courses, non-credit courses, or community service respectively.

(5) Review the course outline to determine if a student would be highly unlikely to receive a satisfactory grade unless the student had knowledge or skills not taught in the course. If the student would need knowledge or

skills not taught in the course itself, then the course may be approved for degree applicable credit only if all requirements for establishing the appropriate prerequisite have been met excepting only approval by the curriculum committee.

(6) Review the course outline to determine whether receiving a satisfactory grade is dependent on skills in communication or computation. If receiving a satisfactory grade is sufficiently dependent on such skills, then the course may be approved for degree applicable credit only if all requirements have been met for establishing a prerequisite or co-requisite of not less than eligibility for enrollment to a degree-applicable course in English or mathematics, respectively.

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

- 6. Instructor's Formal Agreement to Teach the Course as Described** -- Each college shall establish a procedure so that courses for which prerequisites or co-requisites are established will be taught in accordance with the course outline, particularly those aspects of the course outline that are the basis for justifying the establishment of the prerequisite or co-requisite. The process shall be established by consulting collegially with the local academic senate and, if appropriate, the local bargaining unit.

Review of Individual Courses

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

- 1. Advisories on Recommended Preparation**

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

- 2. Limitations on Enrollment**

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

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

1. For any certificate or associate degree requirement which can be met by taking this course, there is another course or courses which satisfy the same requirement; and

2. The college includes in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same requirement.

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

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

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

Approved: February 18, 2014

~~(This is a new procedure recommended by the Policy and Procedure Service)~~

OLD BUSINESS

- Fall Semester/Spring Semester Foster
- CARES Act Allocation Foster
- Budget Update Foster
- Task Force/Call to Action Foster
- EMP Update Samra

NEW BUSINESS

- Transitions Foster
- Elementary Teacher Education AA-T Presentation Reno/Kutil
- Upcoming BPs and APs Foster

Elementary Teacher Education – AA.T – Associate in Arts for Transfer
LPC College Council Presentation
October 22, 2020

The Early Care and Education Department is seeking approval for the Elementary Teacher Education Associate in Arts Transfer Degree (AA.T) be added into the department offerings beginning Fall 2021. [Narrative](#) and [Course Sequence](#)

Background

In line with the ECE Department Advisory Board recommendations and other local and state community college cohorts, we recognize the importance of teacher program preparation pipelines for students as they begin their educational journey to enter the workforce. This pathway program would provide successful completion of required general education, beginning teacher education, and practicum courses for a seamless 2 year transfer process into the CSU system.

Data shows the high labor demand for ECE and TK-12 classroom teachers in the Bay Region. The [Teacher Occupations](#) publication released by the Bay Area Community College Consortium (BACCC) and the Centers of Excellence Initiative reinforces the critical need for teachers in the community. This degree would allow Las Positas College through its ECE Department to become an inclusive education hub for the community and provide a much needed resource for improving workforce disparity.

Considerations

- *Anticipated Resources/Costs* – no associated costs identified at this time
- *Need/Demand* – [Labor Market Demand for Teachers data](#)
- *Mission Appropriateness* – see [Narrative](#)
- *Curriculum and Course Sequence* – see [Course Sequence](#)
- *FTEF Required* – This new degree will require an additional .2 FTF for new ECE 100 lecture and approximately .70 FTEF for the laboratory component of this course.
- *Implementation Schedule* – Plan to implement Fall semester 2021 using a cohort model; actively seeking funding
- *Outcomes/PSLOs* – see PSLO document
- *Degree Program Mapping* – see Program Mapping document

Program Mapping Template (Program: _____)

AA
 AS
 AA-T
 AS-T
 COA
 CC

*This is an example course sequence. All plans can be modified to fit the needs of part-time students by adding more semesters.
 Students must meet with a counselor to complete an individualized educational plan.*

SEMESTER 1 - FALL

Courses	Units	Semesters Offered	Prereq?	Advisory Notes
SEMESTER TOTAL				

SEMESTER 2 - SPRING

Courses	Units	Semesters Offered	Prereq?	Advisory Notes
SEMESTER TOTAL				

SEMESTER 3 - SUMMER

Courses	Units	Semesters Offered	Prereq?	Advisory Notes
SEMESTER TOTAL				

SEMESTER 4 - FALL

Courses	Units	Semesters Offered	Prereq?	Advisory Notes
SEMESTER TOTAL				

SEMESTER 5 - SPRING

Courses	Units	Semesters Offered	Prereq?	Advisory Notes
SEMESTER TOTAL				
Total Major Coursework				
Total Units Required				

Las Positas College – Early Care & Education Department
Elementary Teacher Education – AA-T
PSLOs

1. Upon the completion of the AA-T in Elementary Teacher Education, the student will be able to demonstrate practices that promote and maintain early Elementary Education teaching standards.
2. Upon the completion of the AA-T in Elementary Teacher Education, the student will be able to successfully transition to a CSU Elementary Education Program.
3. Upon the completion of the AA-T in Elementary Teacher Education, the student will be able to synthesize child development and education research and theories to support the development and learning modalities of early Elementary Education students.

Upcoming BPs & APs

Academic Affairs

BP 4300 FIELD TRIPS AND EXCURSIONS

Reference:

Title 5 Section 55220
Government Code Section 11139.8

Field trips specifically related to the learning objectives of a course of study are encouraged by the District and the Colleges. A field trip is defined as any movement of a class outside of its regularly assigned classroom(s) for the purpose of receiving educational experiences not possible in the classroom(s).

Travel study, field trips and excursions outside of the United States require Board approval. Travel to states restricted under Government Code 11139.8 may not be approved in the absence of exceptional circumstances. Any exceptions must be approved by the Chancellor.

Field trips are defined under four classes:

Class I – Class I field trips are on-campus activities extending outside the assigned classroom(s) but limited to the boundaries of the college campus. (Authorization – First line administrator or other designated administrator).

Class II and III – Class II field trips are in-district activities conducted off campus but limited by the boundaries of the Chabot-Las Positas Community College District. (Authorization – President of the College or designee).

Class III field trips are activities conducted outside the boundaries of the Chabot-Las Positas Community College District, but within the State of California. (Authorization – President of the college or designee).

Class IV – Class IV field trips are out-of-state activities conducted outside the State of California. (Authorization – President of the college or designee). Additional authorization will be needed for travel to restricted states (Chancellor) and travel outside of the United States (Board).

~~The procedures necessary to carry out this policy are included in the Administrative Procedures.~~

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

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

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

The District shall not provide transportation for students to and from homes at public expense except as provided for residents of non-District territories as defined in the Education Code.

Adopted: February 18, 2014

Edited November 20, 2017

Academic Affairs

AP 4300 FIELD TRIPS AND EXCURSIONS

Reference:

Title 5 Section 55220

[Government Code Section 11139.8](#)

The District 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. Field trips and excursions outside of the United States require Board approval.

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

The District shall, at the discretion of the Chancellor, transport students, instructors, supervisors, or other personnel by use of District 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 be by way of itemized reimbursement in a form prescribed by the Vice Chancellor of Business Services. The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant or categorical program funds if the funds are used consistently with the funding source.

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

All persons making 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.

Class I Field Trips – Class I field trips are on-campus activities extending outside the assigned classroom(s) but limited to the boundaries of the college campus.

Authorization. First line administrator or other designated administrator.

Instructor Responsibility - A Class I field trip must be a planned educational experience which is not available in the classroom. The instructor planning a Class I field trip is responsible for:

1. Pre-planning, previewing, leading, and evaluating the field trip as an educational experience.
2. Obtaining verbal authorization from the Division Dean.
3. Advising the division office on the day of the trip of the time to be gone from the classroom and the destination.
4. Obtaining necessary clearance from the College business office for the use of campus facilities other than the assigned classroom(s). After the semester schedule is completed all unassigned space is placed under the jurisdiction of the community services office.

Class II Field Trips – Class II field trips are in-district activities conducted off campus but limited by the boundaries of the Chabot-Las Positas Community College District.

Authorization. President of the College or designee.

Instructor Responsibility - A Class II field trip must be a planned educational experience which is not available in the classroom. The instructor planning a Class II field trip is responsible for:

1. Pre-planning, previewing, leading, and evaluating the field trip as an educational experience.
2. Preparing and submitting the college Field Trip Request Form at least two weeks prior to the date of the trip. Requests will be submitted to the Division Dean or other designated manager. Approved requests will be forwarded by the Division Dean to the office of Academic Services. Approved requests will be submitted by the Vice President of Academic Services or designee to the President of the college or designee.
3. Ensuring ~~that~~ all arrangements are made.
4. Supervising the conduct of the trip.

Division Dean Responsibility - The Division Dean or other designated manager is responsible for:

1. Validating the purpose of the proposed field trip.
2. Ensuring ~~that~~ funds are available either in the division budget or through other sources to defray the costs of the trip.
3. Forwarding approved requests to the office of Academic Services.

Class III Field Trips – ~~Field-Class III field~~ trips are activities conducted outside the boundaries of the Chabot-Las Positas Community College District, but within the State of California.

Authorization. President of the College or designee.

Instructor Responsibility - A Class III field trip must be a planned educational experience which is not available in the classroom. The instructor planning a Class III field trip is responsible for:

1. Pre-planning, previewing, leading, and evaluating the field trip as an educational experience.
2. Preparing and submitting the college Field Trip Request Form at least one month prior to the date of the trip. Requests will be submitted to the Division Dean or other designated manager. Approved requests will be forwarded by the Division Dean to the office of Academic Services. Approved requests will be submitted by the appropriate Dean or designee to the President of the college or designee.
3. ~~Ensuring that~~ all necessary arrangements are made.
4. Supervising the conduct of the trip.

Division Dean Responsibility - The Division Dean or other designated manager is responsible for:

1. Validating the purpose of the proposed field trip.
2. ~~Insuring-Ensuring that~~ funds are available either in the division budget or through other sources to defray the costs of the trip.
3. Forwarding approved requests to the office of Academic Services.

Class IV Field Trips – ~~Field-Class IV field~~ trips are out-of-state activities conducted outside the State of California.

Authorization. President of the college or designee.

In accordance with the Education Code, adult students or parent/guardians of minor students must sign the waiver of claims against the District and the State of California for injury, accident, illness, or death occurring during or by reason of the field trip.

Instructor Responsibility - A Class IV field trip must be a planned educational experience which is not available in the classroom. The instructor planning a Class IV field trip is responsible for:

1. Pre-planning, previewing, leading, and evaluating the field trip as an educational experience.
2. Preparing and submitting the college Field Trip Request Form at least one month prior to the date of the trip. Requests will be submitted to the Division Dean or other designated manager. Approved requests will be forwarded by the Division Dean to the office of Academic Services. Approved requests will be submitted by the appropriate dean or designees to the President of the college or designee.
3. ~~Insuring-Ensuring that~~ all necessary arrangements are made.

4. ~~Insuring~~ Ensuring that all students and the parents or guardian of minor students have signed and returned the waiver of claims form. Forms for all students must be filed by the instructor in the Vice President of Academic Services office at least three school days before the field trip begins. Failure to file the form with the Vice President shall prevent student(s) from participating in the field trip.
5. Supervising the conduct of the trip.

Division Dean Responsibility - The Division Dean or other designated manager is responsible for:

1. Validating the purpose of the proposed field trip.
2. Ensuring funds are available either in the division budget or through other sources to defray the costs of the trip.
3. Forwarding approved requests to the office of Academic Services.

Field Experience Activities

The description of all approved field experience activities will be included in the class schedule.

The authorization for extended campus activities allows students to report directly to assigned stations off campus at scheduled dates and times. The authorization allows instructors to assign and schedule individual students to alternate stations according to the division master plan. Such assignment may or may not be under the direct supervision of the instructor.

Any movement or assignment of students not shown on the master plan and quarterly schedule will be processed as a Class II or III field trip.

Authorization for field experience activities is granted by the Board on an annual basis.

Division Responsibility - The Dean of each division or other designated manager who is involved with extended campus activities will:

1. Prepare an annual master plan for extended campus activities.
2. Submit a request for authorization to implement the plan. The master plan and request will be submitted to the Vice President of Academic Services or designee on or before February 1 of the preceding year.
3. Submit to the Vice President of Academic Services or designee each semester a schedule showing the extended campus assignments of students.
4. Ensure that all arrangements are made.
5. Coordinate the program during each semester.

Procedures Relating to Both Field Trips and Field Experience

The following limitations are established for field trips:

1. Field trips may not be scheduled on State, legal, or school holidays. Field trips during recess periods require prior discussion and approval of the Vice President of Academic Services or designee.

2. Field trips may not be scheduled during the last two weeks of any semester.
3. Students cannot be required to attend field trips when ~~admission~~ fees are charged.
4. Activities requiring ~~admission~~ fees and other such costs to students should not be scheduled during regular class hours.
5. Field trips that require students to miss other classes should be carefully coordinated in advance with the instructors involved.
6. It is the responsibility of the individual student to notify in advance the instructors of classes which ~~he or she~~ will be missed while on the field trip.
7. Students must make up work missed because of field trips.
8. There will be no penalty for students who miss a class because of a field trip required by another if the trip is verified in advance and if the student makes up the required work within the agreed time.
9. Class sessions held off campus in instructors' homes, students' homes, or elsewhere are authorized only when approved as Class II or III field trips.
10. Instructors cannot be reimbursed for time devoted to field trips held outside of the regularly assigned class hours. Under special circumstances and with appropriate approval for the classification, a field trip may be conducted in lieu of a regularly scheduled class period. In these situations, the instructor can be reimbursed for time equal to the class involved.

Instructor Responsibility

1. Each instructor sponsoring a field trip is an agent of the college and as such is responsible for making proper arrangements for the trip, including a first-aid kit, and conducting the trip in ways which ensure against negligence and safeguard the welfare of the students while under the jurisdiction of the college.
2. Each instructor planning a field trip which will take students from other classes shall prepare a notice of that activity including a roster of the names of the students involved. Copies of this notice and roster will be given to each student for presentation to the instructor(s) of the class(es) ~~he/she will~~ to be missed while on the field trip.
3. When arrangements have been made in advance to have students go on their own to a field trip destination and when the class assembles and convenes at the destination, the instructor may meet them at the destination.
4. When a class is convened on campus and moved as a group from the campus to the field trip destination the instructor must meet the class on campus and accompany it en route unless other arrangements have been approved by the Vice President of Academic Services or designee.

Transportation for Class II, III and IV field trips can be arranged in any one of several ways.

1. The use of District-owned vehicles may be requested on the Field Trip Request Form, dependent upon the number of students participating. The cost of the use of the District-owned vehicles is chargeable to the budget of the appropriate division at the current mileage rate.

2. If the number of persons exceeds the capacity of District vehicles, charter bus transportation may be requested on the Field Trip Request Form. The cost of the charter service is chargeable to the budget of the appropriate division.
3. Instructors may use their own vehicles to provide transportation for students on approved field trips. Approval must be obtained on the Field Trip Request Form.
4. The use of privately-owned vehicles to carry students on field trips is the least desirable method of transportation. Only under unique conditions should this mean of transportation be considered. Under no circumstances will privately owned vehicles be used without prior approval obtained on the Field Trip Request Form.
5. Instructors may suggest that students go on their own to destinations or events to observe, to hear, to see, or otherwise gain experience related to the course of study. The assignment must be voluntary, however, and no penalty can be assessed for students who do not or cannot complete the assignment. Alternative assignments should be provided.

Approved: February 18, 2014

~~(This new procedure replaces current
Administrative Rules and Procedure 6216)~~

Academic Affairs

BP 4400 COMMUNITY EDUCATION PROGRAMS

Reference:

Education Code Section 78300

In accordance with provisions of Education Code Section 78300 and Title 5 Section 55002(d), the District provides community education classes, workshops, and seminars in civic, literacy, health, personal development, general education, ~~and~~ career and technical education, and family and consumer science topics. These classes are designed to provide instruction and to contribute to the physical, mental, moral, economic, or civic development of the individuals enrolled therein and shall be open to all adult members of the community and minors who can benefit from the programs.

Community education classes shall not carry academic credit and shall be paid for by fees set so as to cover the full and complete cost associated with providing the classes. No state General Fund monies shall be used to establish and maintain community service classes. Students involved in community education courses shall be charged a fee not to exceed the total cost of maintaining the courses. Courses may also be offered for remuneration by contract or with contributions or donations of individuals or groups. All community education activities will be self-supporting. Refund procedures shall be established by the colleges and plainly displayed in all program publicity.

Adopted: February 18, 2014

~~(This policy replaces current CLPCCD Policy
4120)~~

Academic Affairs

AP 4400 COMMUNITY EDUCATION PROGRAMS

Reference:

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

The mission statements for Chabot and Las Positas Colleges define the commitment of each college to ~~creative and e~~ responsive programs and services for the communities they serve. Providing a variety of high quality, low-cost Community Education activities for the community ~~will responds~~ to the continuing education, cultural, and personal development needs of District residents.

Each college may provide a variety of Community Education activities including but not limited to workshops, cultural events, short-courses, classes and seminars depending on community needs, financial resources and the availability of appropriate facilities. Offerings are established and maintained in civic, literacy, health, family and consumer science, career technical and general education.

Offerings are designed to provide instruction and to contribute to the physical, mental, moral, economic, or civic development of the individuals or groups enrolled in them. Offerings are open for the admission of adults and those minors that may benefit.

The colleges will coordinate and consult with one another regarding the development, publicity and other aspects of Community Education programming. There will also be coordination between Contract Education and Community Education staff.

Accountability

The Community Education program operated by each college shall have clearly described accountability statements indicating the reporting line, areas of task responsibility associated with each Community Education staff member and fiscal procedures to account for revenue and expenditures.

General fund moneys are not expended to establish and maintain community education offerings.

Fees

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

No refunds shall be made for registration cancellations made less than one week prior to the beginning of a community education class or activity.

Approved: February 18, 2014

~~(This is a new procedure recommended by the
Policy and Procedure Service)~~

Academic Affairs

AP 4500 STUDENT NEWS MEDIA

Reference:

No References

Philosophy

~~College-Student~~ news media are any news/feature publications issued under the name of Chabot College or Las Positas College, the college, funded by the District, and produced by students as an integral part of instruction in mass communications studies~~[insert name of relevant discipline or program]~~. 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-Student~~ news media, as laboratory publications of any mass communications studies ~~the [insert name of relevant discipline or program]~~ curriculum, shall provide vehicles to train students for careers in mass communication. ~~College-Student~~ 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-Student~~ news media are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion. ~~College-Student~~ 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-student newspaper or other~~ news medium is published as a learning experience, offered under in the colleges' Mass Communications Department programs ~~[insert name of relevant discipline or program]~~. 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 journalistic 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.

The student grievance process is described in AP 5530 Student Rights and Grievances and allows for both informal and formal proceedings. These are described specifically in the administrative procedure and apply to any journalistic grievance.

~~**Informal Grievance Proceedings**—Describe a procedure that includes a written complaint to those with direct responsibility for the program and their responsibilities to respond in a timely manner.~~

~~**Formal Grievance Proceedings**—More formal grievance procedures may include a grievance hearing committee and appeal to the Chancellor or designee in a timely fashion. The procedures should include how grievance hearings should be conducted, access to and maintenance of related records, and the responsibility of the authorities to respond to the grievance in a timely fashion.~~

Approved: February 18, 2014

~~(This is a new procedure recommended by the
Policy and Procedure Service)~~

Academic Affairs

AP 4610 INSTRUCTIONAL SERVICE AGREEMENTS

Reference:

Education Code Section 78015 and 84752;
Title 5 Sections 51006, 53410, 55002, 55003, 55005, 55300-55302, 55600 et seq.,
~~55805.5~~, 58051(c) – (g), 58051.5, 58055, 58056, 58058(b), and ~~58100-58110~~58102-58108

All District instructional service agreements will be in compliance with Education Code and Title 5. The District will maintain written agreements with the contractor stating the responsibilities of each party and the district responsibility for the educational program conducted on site. It is the responsibility of the governing board, prior to establishing an instructional service agreement to meet a career education need, to conduct a study of the labor market demand, and determine whether or not the results justify the proposed program.

The agreement/contract shall contain 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 the District who has met the minimum qualifications for instruction.

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 given 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 District and has met any applicable prerequisites. The District policy on open enrollment must be published in the district college catalogue, 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 as a prerequisite public safety employment or possession of a basic course diploma. 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 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 requirements through the Credit for Prior Learning process defined in AP 4235. The college must maintain documentation that demonstrates 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 equivalency enrollment eligibility for advanced public safety courses. College publications, including the course outline 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 ~~System~~ California Community College Chancellor's Office and courses that make up the programs must be part of the approved programs, or the ~~District~~ college 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 ~~District~~ college curriculum committee as meeting Title 5 course standards, and the courses have been approved by the district 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 are applied to 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 education 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.

Approved: February 18, 2014

~~(This is a new procedure recommended by the
Policy and Procedure Service)~~

Student Services

BP 5030 FEES

References:

Education Code Sections [76300 et seq.](#); [58508, 66060, 66753, 76060.5, 76140, 76141, 76142, 76223, 76380, 76395, 78300, 79120, and 79121](#)
[76300 Title 5 Section 58520](#);
[ACCJC Accreditation Standard I.C.6, 76350, 76355, 76360, 76361, 76365, 76370, 76380, 76395, 78300, 79120, and 79121 et seq.](#)

The Board authorizes the following fees. The Chancellor shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the college catalogs.

1. Enrollment Fee (Education Code Section-76300)

Each student shall be charged a fee for enrolling in credit courses as required by law. This fee will be based upon the total number of units and will reflect adherence to Education Code and/or Title 5 guidelines and provisions.

~~The District will refund a portion of the enrollment fee under the procedural guidelines established in accordance with required code and regulations; except in cases where the refund request is due to military withdrawal (MW). Full refund shall be made to those persons receiving an "MW".~~

~~Unless expressly exempted, or entitled to a waiver, all students enrolling for college credit must pay the enrollment fee. Under Title 5, Section 58502, students must be charged the enrollment fee at the time of enrollment, but Section 58502 also allows college districts to defer collection of the enrollment fee.~~

~~The District may waive enrollment fees which were not collected in a previous semester or term where the enrollment fees were not collected as a result of the District's error in awarding a enrollment fee waiver to an ineligible student and not through the fault of the student, and to collect the enrollment fee would cause the student undue hardship.~~

~~The District will refund a portion of the enrollment fee under the procedural guidelines established in accordance with required code and regulations; except in cases where the refund request is due to military withdrawal (MW). Full refund shall be made to those persons receiving an "MW".~~

Instruments as determined by the appropriate ~~Administrative and~~ Education Code sections, and as described in the ~~applicable a~~Administrative ~~r~~Rules and

Procedures, will be utilized in the granting of fee credit(s) and waivers and enrollment fee deferments.

2. Instructional Materials Fee (Education Code ~~Section 76365; Title 5 Sections 59400-76365 et seq.~~; Title 5 Sections 69400 et seq.)

Students may only be required to provide ~~required~~ instructional ~~and other~~ materials for a credit or non-credit course, ~~which provided such materials~~ are of continuing value to the student outside the classroom setting and provided that such materials are not solely or exclusively available from the District. Instructional materials may include, but are not limited to, textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. The District shall charge instructional materials fees in accordance with CLPCCD Board Policy 5031 and Administrative Procedure 5031 – Instructional Materials Fees.

3. Parking Fee (Education Code Section 76360)

The Chancellor shall present for Board approval fees for parking. Revenue so generated will be used to provide for the parking service and related expenses to include, but not limited to, the purchase, construction, and operation and maintenance of parking facilities. Parking fees may not exceed the actual cost of providing parking and may only be charged to those who use parking services. The District shall charge parking fees in accordance with CLPCCD Board Policy 6750 and Administrative Procedure 6750 – Parking.

~~Parking fees for disabled students with current DMV placard may be waived by the Chief Student Services Officer.~~

4. Health Fee (Education Code Section-76355)

The Chancellor shall present ~~for to the~~ Board ~~for~~ approval ~~for~~ a fee to be charged to each ~~full time~~ student for student health services. A health fee will be charged each semester and term. The health fee will be charged to all students, whether or not they choose to use the health services. Not all services provided by student health services are provided free of charge to students. Select health services will incur a cost to be borne by the student. A complete listing of all health services available to students at no cost or at a cost will be posted on the student health services website at each college.

~~Revenue so generated will be used for health services~~ to include, but not limited to: costs incurred in the planning, supervision, and evaluation of student health programs and services; administrative salaries; cost of instructional materials for health education; consultants directly involved in student health service programs; rental and lease of space for the conduct of student health programs and services; cost of equipment and medical supplies; salaries of student health personnel directly involved in the delivery of student health services (including fringe benefits); student health and/or hospitalization insurance; mental health services; and travel with student health services is limited to student health personnel and only for student health related activities.- The District shall assess health fees in accordance with CLPCCD Board Policy 5200 and Administrative Procedure 5200 – Student Health Services.

Section 76355 requires the Board to adopt rules and regulations that exempt certain students from the payment of health fees by the established deadline. The District must exempt students who depend on prayer for healing, and students attending community college under an approved apprenticeship program. The District must also ensure that the existence of the two statutory exemptions is communicated effectively to students so that they will be aware of potential applicable exemptions.

Auditing of Courses (Education Code Section 76370)

The District does not allow for the auditing of courses. ~~is not permitted.~~

Physical Education Facilities (Education Code Section 76395)

Where the District incurs additional expenses because a physical education course is required to use non-District facilities, students enrolled in the course shall be charged a fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the District.

Student Transportation Costs (Education Code Section 76361)

~~Where the District incurs additional expenses due to transportation costs a fee for the purpose of recovering the cost for use of a incurred by the District for services provided to students and employees. The District may require students to pay a fee for the purpose of reducing fares for services provided to these students by common carriers or municipally-owned transit systems, or to partially or fully recover transportation costs incurred by the District. The District will charge a transportation fee by college if a majority of all students at the college vote for such a proposition. The District shall charge a transportation fee each semester and term. Revenue from the transportation fee shall be used to pay for subsidized ridership on common carriers or municipally-owned transit systems. Students may not be exempt from paying the transportation fee.~~

Student Representation Fee (Education Code Section 76060.5)

~~The college's student body association may order that an election be held for the purpose of establishing a student representation fee of one dollar (\$1) per semester to provide support for student governmental affairs representation. A student may refuse to pay the fee for religious, political, financial or moral reasons and shall submit such refusal in writing. The District shall charge a student representation fee each semester and term. Revenue from the student representation fee will be used to help establish and support the operation of a statewide community college student organization in order to support student participation and engagement in statewide higher education policy and advocacy activities to the required goals of the statewide community college student organization. Revenue from the student representation fee may also be used to provide support for governmental affairs representatives of local or statewide student body organizations who may be stating their positions and viewpoints before city, county, and district governments, and before offices and agencies of state government. Students may request to be exempt from the student representation fee without providing a reason for refusing to pay the fee by the established deadline.~~

Student Activities Fee

The District shall charge a student activities fee each semester and term. Revenue from the student activities fee may be used to support co-curricular and extracurricular activities

at the colleges. The District defines co-curricular activities in CLPCCD Board Policy 5430 and Administrative Procedure 5430 – Co-Curricular Activities. Furthermore, revenue from the student activities fee may be used to compensate student officers for fulfilling their duties per the student government or student senate constitution and bylaws. Students may request to be exempt from the student activities fee without providing a reason for refusing to pay the fee by the established deadline.

Transcript Fees (Education Code Section 76223)

The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Chancellor is authorized to establish the fee, which shall not ~~to~~ exceed the actual cost of furnishing copies of any student record.

In accordance with the Education Code, the District shall furnish upon request of students (or former students) a maximum of two (2) transcripts and/or enrollment verifications of academic record at District expense. There shall be no charge for searching for or retrieving any student record. Furthermore, federal law and regulation prohibit the charging of fees for any documentation required for a student's receipt of Title IV student financial aid.

Transcripts and/or enrollment verifications in excess of two (2) shall also be furnished upon the request of students (or former students) at a reasonable charge not to exceed the actual cost of furnishing the copy. All monies derived from this source shall be deposited in an account to support each college's Admissions and Records operations. in accordance with the allocation model. The District shall assess an additional expedited service fee when a student requests the transcript or enrollment verification copy without having to wait the usual waiting period.

International Students Application

Processing Fee (Education Code Section 76142)

The District shall charge nonresident applicants students who are both citizens and residents of a foreign country a fee to process their his/her application for admission and other documentation required by the federal government. No processing fee can be charged to an applicant who would be eligible for an exemption from nonresident tuition pursuant to Education Code section 76140, or who can demonstrate economic hardship as defined by the District in accordance with certain parameters specified in section 76142. This processing fee and regulations for determining economic hardship may be established by the Chancellor. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the U.S. government; or 2) one hundred dollars (\$100), which shall be deducted from the tuition fee at the time of enrollment.

Nonresident Tuition (Education Code Section 76140)

The District shall charge a nonresident tuition fee in order to admit nonresidents. The District shall assess nonresident tuition in accordance with CLPCCD Board Policy 5020 and Administrative Procedure 5020 – Nonresident Tuition. The District shall exempt the following students from nonresident tuition:

1. Students taking noncredit classes. (Education Code Section 76380)
2. Concurrently enrolled students (high school students enrolled in college classes) who are eligible for the ~~Senate~~ Assembly Bill 2364 waiver of nonresident tuition while still in high school.

3. Refugees and special immigrant visa holders in accordance with Assembly Bill 343, Assembly Bill 2210, and Education Code Section 68064.
4. Apprentices taking classes of related and supplemental instruction. (Education Code Section 76350 and California Labor Code 3074)
5. Students who are members of the armed forces of the United States stationed or domiciled in this state on active duty, except those assigned to California for educational purposes. (Education Code Section 68075)
6. Students who are members of the armed forces of the United States and who are eligible for the Veterans Access, Choice, and Accountability Act (VACA).
7. Out-of-state student veterans under Chapter 31, Vocational Rehabilitation and Employment (VR&E).
8. A student who is natural or adopted child, stepchild, or spouse who is dependent of a member of the armed forces of the United States stationed or domiciled in this state on active duty. (Education Code Section 68074)
9. A parent who is a federal civil service employee and their natural or adopted dependent children if the parent moved to California as a result of a military realignment action that involves the relocation of at least 100 employees. (Education Code Section 68084)
10. Certain job transferees. (Education Code Section 76143)
11. Nonresident minor students taking a class for high school credit only.
12. Students who qualify as eligible nonresident per Assembly Bill 540 and as amended.
13. A dependent of any individual killed in the September 11, 2001, terrorist attacks, if they meet the financial need requirements for the Cal Grant A program pursuant to Education Code Section 69432.7 and either the dependent was a resident of California on September 11, 2001, or the individual killed in the attacks was a resident of California on September 11, 2001.
14. A student who currently resides in California and is 19 years of age or under at the time of enrollment, who is currently a dependent or ward of the state through California's child welfare system, or was served by California's child welfare system and is no longer being served either due to emancipation or aging out of the system.

International Student Tuition

The District shall charge ~~tuition fee for~~ international students, non-immigrant aliens or students on other types of visas a set dollar per unit rate **tuition fee**, in addition to the enrollment fee in effect at the time of enrollment, and other college fees. Failure to make payment deadlines may jeopardize an international student's visa status.

Foreign Citizen/Foreign Resident Capital Outlay Fee (Education Code Section 76141)

The District shall charge nonresident students who are both citizens and residents of a foreign county a capital outlay fee. The amount of the fee cannot exceed the amount that was expended for capital outlay in the preceding fiscal year divided by the total full-time equivalent students in the preceding fiscal year. Additionally, the fee cannot be more than 50 percent of the nonresident tuition fee charged. Students are exempt from nonresident tuition fees under Education Code Section 68130.5 cannot be charged the capital outlay fee.

Community Services Classes (Education Code Section 78300)

The District shall charge students taking community service also known as community education classes a fee not to exceed the cost of maintaining community education classes. Community education classes are intended to be self-supporting, and the District is prohibited from using state General Fund money to establish and maintain such classes. The District may spend district General Fund money to establish and maintain a community education ~~classes~~program, or may provide instruction for remuneration by contract or with contributions or donations from individuals or groups. The District may also use a combination of these options to fund the ~~classes~~program. The District shall charge community education ~~services~~ fees in accordance with CLPCCD Board Policy 4400 and Administrative Procedure 4400 – Community ~~Education~~Services Programs.

Child Care Fees (Education Code Sections 66060, 79120, and 79121 et seq.)

The District shall charge child care fees for the operation of child development programs. The District has the authority to charge student parents a fee for child care services for their children in programs that are not specifically established as child development programs. The child care fees are charged to parents who voluntarily choose to use this service. The District will not charge a student a fee other than the enrollment fee to enroll in child development classes.

~~**Foreign Citizen/Resident Capital Outlay Fee** (Education Code Section 76141)~~

~~The District shall charge nonresident students who are both citizens and residents of a foreign county a capital outlay fee. The amount of the fee cannot exceed the amount that was expended for capital outlay in the preceding fiscal year divided by the total full-time equivalent students in the preceding fiscal year. Additionally, the fee cannot be more than 50 percent of the nonresident tuition fee charged. Students are exempt from nonresident tuition fees under Education Code Section 68130.5 cannot be charged the capital outlay fee.~~

Cross Enrollment (Education Code Section 66753)

The District recognizes that the cross enrollment program permits students who are enrolled at a community college, a campus of the California State University, or a campus of the University of California, under certain limited circumstances, to cross-enroll in one state-supported course per term at an institution from one of the other systems on a space-available basis at the discretion of the appropriate campus authorities on both campuses. Students do not need to go through the formal admissions process and are exempt from required fees, except that the host campus may charge participating students an administrative fee, not to exceed an amount sufficient for the campus to recover the full amount of the administrative costs it incurs.

Credit by Examination Fee (Education Code Section 76300)

The District shall charge fees for credit by examination offered pursuant to Title 5, Education Code Section 55050. A reasonable fee for credit by examination is the per unit enrollment fee established by Education Code Section 76300. Furthermore, the District may charge reasonable fees due to verifiable expenses in connection with offering credit by examination.

Refund Processing Fee (Education Code Section 58508)

The District shall retain the maximum allowable by law or regulation from enrollment fees as a refund processing fee. However, general authority is not granted to retain portions of

other mandatory fees or to charge a processing fee to refund other mandatory fees. The District may charge a refund processing fee for optional fees that students voluntarily pay, if certain conditions are satisfied.

Fee Refunds

Students may request a refund of enrollment fees as long as the student withdraws from the class during the first two weeks of instruction for a regular-term class or by the ten percent point of the length of a short-term class. Refunds are not automatic. Requests for refunds must be filed by June 30 for the academic year just ended. Credit balances do not carry over from one academic year to the next.

A student who must withdraw for military purpose shall be refunded 100% fees paid, regardless of the date of withdrawal. In this case, requests for refunds made after the end of the academic year will be honored.

Outstanding Debt Collection

The District may refer a student's outstanding debt to a collection agency and/or the State of California Franchise Tax Board (FTB) for collection. Once referred, additional fees may apply and credit rating may be affected. If debt is referred to the FTB, amounts owed may be deducted from a student's state tax refund, California lottery prize, or unclaimed property.

Returned Checks

Pursuant to Civil Code Section 1719, the District will assess a service charge for any check passed on insufficient funds.

In addition and in accordance with the Education Code and the California Community Colleges Chancellor's Office Student Fee Handbook, each college may also additional charge fees as permitted and as applicable, for admissions and records services (e.g. verification of enrollment, student identification cards, etc.) as applicable.

Date Adopted: June 17, 2014

(This policy replaces CLPCCD Policies 3215, 5121, 5245, and 5320)

Student Services

AP 5030 FEES

References:

Education Code Sections 70902 subdivision (b)(9), 76300, 76300.5, and 66025.3
[and 68120](#);
[Civil Code Section 1719](#);
Title 5 Sections 51012, 58520, and 58629;
California Community College Chancellor's Office (CCCCO) Student Fee Handbook;
ACCJC Accreditation Standard I.C.6

Required fees include:

1. **Enrollment Fee** (Education Code Section 76300 and 76300.5; Title 5 Sections 58500 and 58509)
California residents, except those exempt by law, must pay a enrollment fee for classes at the colleges.

The District may waive enrollment fees which were not collected in a previous session as a result of the District's error -through no fault of the student- in awarding a California College Promise Grant (formerly known as Board of Governors Fee Waiver) to an ineligible student, if to collect the enrollment fee would cause the student undue hardship.

2. **Nonresident Tuition Fee** with these permissive exemptions (Education Code Sections 76140 and 76140.5):
 - a. All nonresident students enrolling for 6 or fewer units; or
 - b. A student who is a citizen and resident of a foreign country who demonstrates financial need and this required exemption (Education Code Section 68130.5);
 - c. All students, other than nonimmigrant aliens under 8 U.S. Code Section 1101 subdivision (a)(15), who meet the following requirements:
 - i. ~~high~~ high school attendance in California for three or more years;
 - ii. graduation from a California high school or attainment of the equivalent thereof;
 - iii. registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
 - iv. completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption; and
 - v. in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize ~~his/her~~their immigration status, or will file an application as soon as ~~he/she~~he/she

~~v.vi.~~ is eligible to do so.

Fees authorized by law include:

- **Instructional Materials Fee** (Education Code Sections 73365, 81457, and 81458; Title 5 Sections 59400 and 59408). Each college will develop its own procedure for charging instructional materials fees. These fees will reflect actual costs of consumable materials in certain designated classes.
- **Parking Fee** (Education Code Section 76360)
Students are required to register the vehicle they wish to park on campus. Vehicles are registered at the beginning of each semester. New parking permits/decals of a different color will be issued each ~~semester~~ term. One parking permit/decals is issued for each registered vehicle upon payment of the parking fee. Daily parking tickets are available at the ticket dispenser machines located on all student lots, and the permit shall be displayed on the dashboard on the driver's side.

~~Parking fees for disabled students with current DMV placard may be waived by the College Vice President of Student Services based on financial need.~~

~~Enforcement of parking rules and regulations shall begin the third week of instruction of each semester and tickets will be issued for violators.~~

- **Health Fee** (Education Code Section 76355)
Each college will develop its own procedure for charging health fees. These fees will reflect the actual cost of health services & related expenses.
- **Noncredit courses** (Education Code Section 76385)
- **Community ~~service courses~~ Services Programs** (Education Code Section 78300)
- **Cross-Enrollment with the California State University (CSU) or University of California (UC)** (Education Code Section 66753)
- **Nonresident application processing** (Education Code Section 76142)
- **Nonresident capital outlay** (Education Code Section 76141)
- **Refund processing** (Title 5 Section 58508)
- **Credit by Examination** (Education Code Section 76300; Title 5 Section 55050)
- **Use of facilities financed by revenue bonds** (Education Code Section 81901 subdivision (b)(3))
- **Copies of student records** (Education Code Section 76223)
- ~~Telephone registration (Education Code Section 70902 subdivision (a))~~

- **Credit Card Use** (Education Code Section 70902(b)(9))
- **International Student Medical Insurance** (Education Code Section 70902(b)(9))
- **Child care** (Education Code Sections 79121 et seq. and 66060)
- **Student Center** (Education Code Section 76375; Title 5 Section 58510)
- **Student representation** (Education Code Section 76060.5; Title 5 Sections 54801 and 54805)
- **Transportation** (Education Code Sections 76361 and 82305.6)
- ~~**Instructional Tape Lease/Deposit** (Education Code Section 70902 subdivision (b)(9))~~
- **Physical fitness test** (Education Code Section 70902 subdivision (b)(9))
- **Athletic insurance** (Education Code Section 70902 subdivision (b)(9))
- **Non-District physical education facilities** (Education Code Section 76395)

Collection and Refund of Fees

- **Fee Refunds** – Students may request a refund of enrollment fees as long as the student withdraws from the class during the first two weeks of instruction for a regular-term class or by the ten percent point of the length of a short-term class. Refunds are not automatic. Requests for refunds must be filed by June 30 for the academic year just ended. Credit balances do not carry over from one academic year to the next.

A student who must withdraw for military purpose shall be refunded 100% fees paid, regardless of the date of withdrawal. In this case, requests for refunds made after the end of the academic year will be honored.

- **Fees to be collected when enacted by the Legislature** following registration by the student will be placed on the student account to be paid before the end of the term.
- **Fees collected in error** - If fees have been collected in error, the student's account will be credited for the entire amount of the error.
- **Outstanding Debt Collection** – The District may refer a student's outstanding debt to a collection agency and/or the State of California Franchise Tax Board (FTB) for collection. Once referred, additional fees may apply and credit rating may be affected. If debt is referred to the FTB, amounts owed may be deducted from a student's state tax refund, California lottery prize, or unclaimed property.

- **Returned Checks** – Pursuant to Civil Code Section 1719, the District will assess a service charge for any check passed on insufficient funds.

Prohibited Fees

The District shall not charge any fees prohibited by the California Community College Chancellor's Office (CCCCO) Student Fee Handbook.

Waiver of Fees

The District may waive enrollment fees which were not collected in a previous session where the enrollment fees were not collected as a result of the District's error in awarding a California College Promise Grant (formerly known as Board of Governors Fee Waiver) to an ineligible student and not through the fault of the student, and to collect the enrollment fee would cause the student undue hardship.

Date Approved: March 18, 2014

~~Edited: August 21, 2018~~

Program Proposal Process

Scope: This process outlines the initial program proposal process for new programs with respect to the roles of the Academic Senate and the Curriculum Committee.

Authority: Under Article 2, Section 2 of the Las Positas College Academic Senate Constitution, “the Board of Trustees shall rely primarily upon the advice and judgment of the Academic Senate regarding curriculum, including establishing prerequisites and degree and certificate requirements.” In addition, “the Board of Trustees or its designees and the Academic Senate shall reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations regarding educational program development.”

LPC Program Definition: "A program is an organized set of courses and/or services that lead to defined objectives in support of and advancement of student learning."

Examples of Programs:

- 1. Programs Subject to Academic Senate Purview:** Academic Programs, CTE Programs, or other programs subject to Academic Senate purview, including credit and noncredit courses, certificates, and degrees
- 2. Other Projects, Grant Projects, or Programs Related to 10+1:** Middle College, Community Education, learning communities, adult education offered through other educational venues

Transparency, Information, and Support: Some programs are directly subject to the purview of the Academic Senate and the Curriculum Committee. Additional programs and projects directly impact faculty and students. The Academic Senate shall approve by consent all programs in order to promote transparency, to ensure that members of the campus community have information about emerging programs and projects, and to help to build support for new programs and projects. This process is non proscriptive; it is intended to allow flexibility in the development of programs and projects.

I. Process of Approval for Programs Subject to Academic Senate Purview

New Degrees and Certificates:

- 1. Presentation to Academic Senate, including:**
 - Anticipated resources and costs, including classified professional support and administrative oversight
 - Need or demand – for CTE (LMI, advisory board), AD-T (none?), Local (similar programs in service area, some measure of need...)
 - Mission appropriateness – part of the narrative (educational master plan)
 - Curriculum required – course sequence

- FTEF required (if applicable)
 - Implementation schedule
 - Outcomes (How will success be measured?) PSLOs
 - Program map (as part of the GP process)
2. Discussion in the Academic Senate, refer to other committees if needed:
 - a. College Enrollment Management Committee
 - b. (Examples include Resource Allocation Committee, Faculty Hiring Prioritization, Facilities, CTE Committee)
 - c. Discussion in the Institutional Planning and Effectiveness Committee (Information Item)
 - d. Recommendation by CEMC and other committees to Academic Senate, as needed
 3. Initial endorsement by the Academic Senate and College Council
 4. Development of course outlines and program proposal in CurricUNET
 5. Presentation to the Curriculum Committee
 6. Approval by the Curriculum Committee
 7. Consent approval by the Academic Senate
 8. Approval by College Council
 9. Approval by the CLPCCD Board of Trustees

II. Other Projects, Grant Projects, or Programs Related to 10+1

1. Presentation to Academic Senate, including:
 - Support for the program on campus and/or state mandate
 - Anticipated resources and costs, including classified professional support and administrative oversight
 - Mission appropriateness
 - Curriculum required
 - FTES and FTEF required (if applicable)
 - Implementation schedule
 - Outcomes (How will success be measured?)
 - Plan for funding termination (Institutionalization?)
2. Discussion in the Academic Senate
3. Discussion in the Institutional Planning and Effectiveness Committee (Information Item), and other committees as needed.
4. Consent approval by Academic Senate with possible referral to other campus entities for further consideration

Updates

- VP Academic Services Whalen
- VP Administrative Services Raichbart
- VP Student Services Garcia
 - o New LPC Six Steps to Success Tab in CLASS-Web
 - o College Issued E-mail Accounts for New Applicants
 - o Student Mental Health Services
 - o Class Schedule for Spring 2021 Update
- Accreditation Steering Committee Whalen
- Budget Development Committee Raichbart
- College Enrollment Management Committee Orf/Whalen
- Facilities and Sustainability Committee Ansell
- Institutional Planning and Effectiveness Committee Samra
- Resource Allocation Committee Lish
- Technology Committee TBD
- Guided Pathways Committee Woods
- Academic Senate Thompson
- Classified Senate Rodriguez
- LPC Student Government Salehifar
- Faculty Association Kutil
- SEIU Alvarez