

COMMITTEE MEMBERSHIP

Karen Legg
Chair
Counseling Department

Esau Tovar
Vice Chair
Interim Dean, Enrollment Services
310-434-4012

Members

Sara Boosheri
Professor, Mathematics

Laurie Guglielmo
Chair, Counseling Department

Shannon Herbert
Professor, English

Deyna Hearn
Dean, Student Life

Denise Kinsella
Associate Dean, IEC

Lucy Kluckhohn-Jones
Professor, Microbiology

Alicia Villalpando
Counselor, Transfer Center

Student Representatives

Caitlin Corker
Diana Gutierrez

Interested Parties (non-voting)

Benny Blaydes
Counselor, Associated Students

Gail Fukuhara
Counselor, International Counseling Center

Nathalie Laille
Counselor, Disabled Students Center

Annmarie Leahy
Recording Secretary

Maribel Lopez
Professor, Mathematics

Fall 2014 Meetings

2:00 – 3:45 p.m.
HSS-261 (Academic Senate Conference Room)

September 9, 23
October 7, 21
November 4, 25

JOINT ACADEMIC SENATE STUDENT AFFAIRS COMMITTEE

Santa Monica College

AGENDA

NOVEMBER 25, 2014

1. Public Comments
2. Approval of Minutes
3. Chair's Report
 - a. Academic Senate Actions
4. Old Business
 - i. AR 4114—Matriculation
 - ii. AR 4331—Academic Renewal
 - iii. AR 4332—Progress Renewal
 - iv. Proposed AR on Number of Degrees and Certificates Awarded to a Student
5. New Business
 - a. Spring 2015 plans
6. Announcements

Student Affairs Committee
Minutes Tuesday, November 4, 2014

Attendees: Karen Legg - Chair, Esau Tovar - Vice Chair, Lucy Kluckhohn-Jones, Laurie Guglielmo, Sara Boosheri, Denise Kinsella, Gail Fukuhara, Benny Blaydes, Nathalie Laille, Alicia Villalpando.

Excused/Absent: Deyna Hearn, Shannon Herbert, Jeffrey Lewis (Student Rep), Diana Guterrez (Student Rep), Caitlin Corker (Student Rep).

Agenda

1. Call to order 2:15 pm
2. Motion to approve minutes from October 21, 2014 by Denise Kinsella, 2nd by Sara Boosheri. The committee voted unanimously to approve the minutes with a few grammatical errors corrected.
4. Old Business
 - a. AR 4114—Matriculation
 - i. The committee revised the wording of “Basic Skills Students” to read “Students Enrolled in Basic Skills Courses” for clarification purposes. A few other small changes were made for clarification purposes.
 - b. AR 4331—Academic Renewal
 - i. This AR was updated to include the information that Academic Renewal is irreversible.
 - ii. This AR was updated to reflect that the AR does not just refer to students whose educational objectives have changed. It was noted that this AR refers to students whose previous performance is not reflective of their current demonstrated abilities.
 - iii. A few other small changes were made for clarification purposes.
 - c. AR 4332—Progress Renewal
 - i. This AR was updated to include the information that Academic Renewal is irreversible.
 - ii. This AR was updated to reflect that the AR does not just refer to students whose educational objectives have changed. It was noted that this AR refers to students whose previous performance is not reflective of their current demonstrated abilities.
 - iii. A few other small changes were made for clarification purposes.
 - d. Proposed AR on Number of Degrees and Certificates Awarded to a student.
 - i. Esau advised the committee that PromoPathways and the Public Policy Program have been tested for a few semesters now to identify students who are eligible for degrees but they have not requested the degrees.
 - ii. The legal opinion from the Chancellor’s office is that students do not have a right to refuse a degree. The committee wants to know if that means SMC will force students to accept the degrees.
 - iii. The committee was informed that if SMC grants degrees to students who are eligible and receive financial aid, in some circumstances SMC would be required to pay back the financial aid award to the federal government. Also if SMC is found to be out of compliance, our continued participation with Title IV Funds could be hindered.
 - iv. The majority of SMC students are on financial aid and committee members wanted clarification as to whether a student is no longer eligible for financial aid after they receive a degree or if the cutoff point is 90 units.

- v. The committee is extremely concerned about the implications of granting degrees to a student on financial aid if the degree they are eligible for is not the student's educational goal. Some examples of specific points of concern highlighted were: STEM students who will certainly be eligible for a general science degree before they have completed the STEM program and any student who wants a transfer degree, versus just an AA/AS.
- vi. The committee recommended communication go out the counseling staff to advise them specifically what is happening with fast tracking.
- vii. Gail mentioned that a F1 student had come into the office with a note about being granted a degree and none of the counselors were aware that this was happening. The counselors would like to be able to properly advise/guide students regarding this new change.
- viii. The committee further expressed concerns for the impact on F1 students because most other countries will stop financial aid once a degree is granted, even if it is not in line with the educational goal of the student. Additionally, the students may not be aware that accepting a degree from SMC will end their financial aid.
- ix. The committee wants to understand if there will always be an opt out option for the students and if so what the specific opt out timeframe is.
- x. The committee expressed a desire to be able to educate the students early on about the implications of accepting a degree, without discouraging them from doing so.

6. Meeting Adjourned at 3:30pm

Respectfully submitted by Ann Marie Leahy

Rationale for Revisions:

This administrative regulation is being revised to bring us into compliance with the requirements enacted by the Student Success Act of 2012, 402, which among other things redefined the matriculation process at California Community Colleges. The Act also articulated specific requirements constituting the Student Support and Success Program.

ARTICLE 4100 ADMISSION AND REGISTRATION**AR 4114 Matriculation Student Success and Support Program**

Student success is the responsibility of the student and the institution, supported by well-coordinated and evidence-based student and instructional services to foster student academic success. The goal of the Student Success and Support Program (SSSP) is to increase California community college student access and success through the provision of core matriculation services, including assessment and placement, orientation, counseling, advising, and other educational planning services, with the goal of providing to provide students with the support services necessary to assist them in achieving their education goal and identified course of study.

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1. Components and Participation

Following the submission of the admission application, all students will participate in the matriculation process unless specifically exempted from selected components of the process. Failure to fulfill the required components may result in a hold on a student's enrollment or loss of enrollment priority until the services have been completed. The matriculation components shall consist of Assessment and Placement, Orientation, Counseling/Advising/Other Educational Planning Services/Education Plan Development (hereafter referred to as Counseling), and Follow-Up Services for at-risk students. Details concerning these components and exemptions are noted below.

2. Matriculation Status

Matriculation status shall be established for all new students at the time they submit their applications for admission to the College. Their status shall be either "matriculant" or ~~deferred~~ "exempt matriculant."

Students are considered matriculants if they are enrolling in college at Santa Monica College for the first time ~~or and~~ their goal is to obtain an Associate of Arts degree, ~~or to transfer to a four-year college or university, or to complete an occupational goal~~ a career certificate. ~~International students who are studying on an F-1 visa are considered matriculants and shall not be exempted from any of the matriculation components.~~

3. Exempt Matriculants

An "Exemption" is a waiver or deferral of a student's participation in assessment and placement, orientation, or counseling services which are required of students.

Any student who is exempt from assessment and placement, orientation, and counseling will still be given the opportunity to participate in these services. Exempt students may be subjected to the loss of priority enrollment as noted in Section 4 below. Information on exemptions and waivers is available in the [College Catalog and the Schedule of Classes](#). Exemptions concerning assessment and placement testing are noted in [AR 4111.4](#).

Once the period for exemption expires, students become matriculants, and must then meet any requirements from which they were initially exempted.

a. [Orientation and Counseling \(excluding education plan development\)](#)

Matriculants may be exempt from the orientation and the counseling component if they meet any of the following requirements:

- i. [Have completed an Associate Degree or higher;](#)
- ii. [Have enrolled for a reason other than career development or advancement, transfer, attainment of a degree or certificate, or completion of basic skills or English as a Second Language course sequence;](#)
- iii. [Have enrolled solely to take courses that are legally mandated for employment as defined in Title 5, Section 55000 or necessary in response to a significant change in industry or licensure standards;](#)
- iv. [Are high school students concurrently enrolled at SMC;](#)
- v. [Have previously attended SMC and are returning after a break in enrollment for no more than four semesters.](#)

b. [Assessment and Placement](#)

Matriculants may be exempt from the assessment and placement component provided they meet the exemption criteria noted in [Administrative Regulation 4411.4 \(Section 3\)](#).

c. [Education Plan Development](#)

Matriculants may be exempt from the student education plan development requirement (part of the Counseling component) only if they are not a first-time college student.

4. [Required Institutional Services \(55520\)](#)

Santa Monica College provides the following matriculation components:

a. [Orientation \(55521\)](#)

During orientation, students shall be provided with information on a timely basis regarding the following:

- i. [Academic expectations and progress and probation standards](#)
- ii. [Maintaining enrollment priority](#)

- iii. Prerequisites or co-requisite challenge processes
- iv. Maintaining Board of Governors (BOG) Fee Waiver eligibility
- v. Description of available programs, support services, financial aid assistance, campus facilities, and how they can be accessed
- vi. Academic calendar and important timelines
- vii. Enrollment and college fees
- viii. Available education planning services

b. Assessment and Placement (55522)

Santa Monica College requires all matriculants to participate in English, ESL, and mathematics assessment, prior to enrolling in courses. As noted in AR 4111.4, § Santa Monica College:

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- i. Utilizes assessment tests that are approved by the California Community Colleges Chancellor's Office to assess students' English language proficiency and computational skills;
- ii. Utilizes multiple measures in combination with assessment tests to place students into courses.
- iii. Validates assessment and placement instruments for local use according to the CCC Chancellor's Office guidelines for the validation of assessment tests to ensure they minimize or eliminate cultural or linguistic bias;
- iv. Undertakes studies to ensure that no assessment test, method, or procedure has a disproportionate impact on particular groups of students;
- v. Informs students of alternate means by which they may place into college courses;
- vi. Notifies students of assessment and placement requirements, including placement test preparation materials.

c. Counseling, Education Plan Development, and Other Educational Planning Services (55523/55524)

Santa Monica College provides a variety of Counseling services to new and continuing students, including:

- i. Assistance to students in the exploration of education and career interests and aptitudes and identification of an education and career goal and course of study;
- ii. The provision of information, guided by sound counseling principles and practices, using a broad array of delivery, including technology-based strategies, to serve a continuum of student needs and;
- iii. Opportunities to develop an education plan outlining a course of study related to a student's academic and career goal. All matriculants must develop a one or two term abbreviated education plan prior to enrollment in their first semester. All matriculants are required to complete a comprehensive education plan encompassing the required goal coursework after completing 15-degree applicable units or prior to the end of their third semester.

d. Follow-up Services (55525)

The College shall maintain a follow-up system that ensures regular monitoring for early

detection of academic difficulty and provides students with advice or referral to specialized services or curriculum offerings when necessary. Follow-up services shall be targeted to at-risk students, specifically students enrolled in basic skills courses, students who have not yet identified an education goal and course of study, ~~or~~ students who are on academic/progress probation, or who have been disqualified. Santa Monica College will refer students when appropriate to support services and will share information about curriculum offerings. These services include, but are not limited to, probation/disqualification interventions, academic early alert systems, and referral to other support services.

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i. Probationary Students:

Santa Monica College requires students who are placed on academic and/or progress probation to enroll in a limited unit load and to meet with a counselor to develop intervention strategies and/or formulate an education plan to return to good standing.

ii. Disqualified Students:

To return to good standing, disqualified students must meet with a counselor to develop intervention strategies and/or revise an education plan.

iii. Undeclared Students:

Matriculants who have not declared educational goals must participate in career or academic selection counseling after completing 15 degree applicable semester units or prior to the end of their third semester at Santa Monica College.

iv. ~~Students Enrolled in Basic Skills~~ Students Courses: (55520)

Santa Monica College shall provide Basic Skills students with the opportunity to participate in a variety of support services, such as counseling services, counselor outreach to Basic Skills courses, tutoring, and supplemental instruction.

5. Accommodations

Accommodations for the select groups below may be provided by the College.

a. Students with Disabilities:

Santa Monica College shall provide reasonable accommodations to the disability-related needs of individual students. Such accommodation shall be determined through an interactive process and on a case by case basis. Participation in the Disabled Student Programs & Services (DSPS) program is voluntary and, therefore, no student with a disability shall be denied an accommodation for the assessment because he or she chooses not to use the services provided by that program. Consultation is available with the ADA 504 Compliance Officer, if necessary.

b. Extended Opportunity Programs and Services (EOPS):

EOPS is authorized to provide services that are over, above, and in addition to services otherwise provided to all credit-enrolled students. Participation in EOPS is voluntary and no student may be denied necessary support because he or she chooses not to use

[specialized services provided by this program.](#)

- c. [English Language Learners:](#)
[Santa Monica College shall ensure that SSSP services are accessible for English language learners and are appropriate to their needs. Modified or alternative services for limited or non-English-speaking students may be provided in English as a Second Language programs.](#)

6. Student Responsibilities: (55530)

- a. [All students shall be required to:](#)
- i. [identify an education and career goal after completion of the 15th unit of degree-applicable coursework, or prior to the end of the third semester, whichever comes first. Failure to fulfill the mandatory SSSP requirements may result in a hold on a student's enrollment or loss of enrollment priority until the services have been completed.](#)
 - ii. [engage diligently in course activities and complete assigned coursework; and](#)
 - iii. [complete courses and maintain progress toward an education goal.](#)
- b. [Nonexempt first time students, prior to their first enrollment, shall be required to:](#)
- i. [identify an education goal;](#)
 - ii. [be assessed to determine appropriate course placement;](#)
 - iii. [complete online orientation;](#)
 - iv. [participate in counseling or other educational planning services to develop, at a minimum, an abbreviated student education plan. Failure to fulfill the required services may result in a hold on a student's enrollment or loss of enrollment priority until the services have been completed.](#)

7. Program Effectiveness and Improvement

[Santa Monica College shall establish a program of institutional research for the ongoing evaluation of the services funded through the Student Success and Support Program and use the research results as a basis to continuously improve services to students.](#)

8. Violations and Appeals (55534)

[Formal written complaints about the matriculation process may be filed with the administrator in charge of the Student Success and Support Program or designee. Records of all such written complaints shall be retained in the Student Success and Support Program administrator's office for at least 3 years after the complaint has been resolved or longer if necessary to meet other requirements.](#)

[When a complaint contains an allegation that the District has violated the provisions of the Assessment policy \(55522\(c\)\), the College shall advise the student, upon completion of the challenge procedure, that he or she may file a formal complaint of unlawful discrimination, pursuant to Section 59300.](#)

~~1. Student Matriculation Rights~~

~~All students who participate in the matriculation process are entitled to the following:~~

~~A. Admission to the College subject to Federal, State of California and Santa Monica College Board of Trustees policies and regulations, and the availability of classes.~~

~~B. Information about the SMC campus and its satellite locations, the enrollment process, the matriculation process, and the Santa Monica College Board of Trustees policies relating to students.~~

~~C. Access to a matriculation process that will facilitate participation in all components.~~

~~D. An English/ESL and/or math assessment instrument approved by the Chancellor's Office of the California Community Colleges.~~

~~E. An English/ESL and/or math assessment recommendation that utilizes information and advisement based upon multiple measures.~~

~~F. Counseling assistance in the selection and enrollment of approved student classes.~~

~~G. Information about special programs, prerequisites, corequisites, advisories, and procedures.~~

~~H. Information and referrals regarding Santa Monica College student support services, such as financial aid.~~

~~I. Follow-up counseling services to enhance academic and personal performances and identify skill deficiencies that impact their academic performances.~~

~~J. Matriculation services for ethnic, language minority students and students with disabilities appropriate to their needs, and where necessary, modifications in the matriculation process or use of alternative instruments and/or methods or procedures to accommodate the needs of these students.~~

~~2. General Student Matriculation Responsibilities~~

~~All students are responsible for the following:~~

~~A. Declaring specific educational goals no later than the semester before attempting their 16th unit of credit at Santa Monica College.~~

~~B. Meeting with a counselor within 90 days of declaring their educational goals to develop educational plans that shall include (a) the courses required to meet the matriculants' educational goals and (b) any special programs and/or student services that would support the attainment of those educational goals.~~

~~C. Attending class and completing assigned course work.~~

~~D. Completing courses and pursuing educational plans to reach their academic or career goals.~~

~~E. Meeting with counselors whenever there is a change in their existing educational plans and creating revised educational plans consistent with their new academic or career goals.~~

3. Special Matriculation Responsibilities

~~Matriculants have the following responsibilities in order to ensure that they achieve their educational and personal goals:~~

~~A. Probationary students – Santa Monica College requires students who are placed on academic and/or progress probation (as stated in SMC Board Policies) to develop contracts with counselors for returning to good standing.~~

~~B. Undeclared Students – Santa Monica College requires matriculants who have not declared educational goals to participate in career or academic selection counseling no later than the semester before attempting their 16th unit of credit at Santa Monica College.~~

~~C. Students Enrolled in Pre-College Courses—Santa Monica College requires matriculants who are enrolled in pre-college courses to plan with their instructors the next courses in the instructional sequence and to see counselors to develop a program for the ensuing semester.~~

~~4. Matriculants (Deferred)~~

~~Students who have had prior college experience and/or who do not plan to transfer or complete an occupational course of study, may opt to defer their matriculation process until the semester before attempting their 16th unit of credit at Santa Monica College, at which time they become matriculants. Information on exemptions and waivers is available in the *Assessment Brochure*, the *Schedule of Classes* and the college website.~~

Deferred matriculants shall:

- A. Complete the admissions component;
- B. Be given orientation materials at the time of application submission;
- C. Be exempt from English or ESL and math assessment unless they plan to take English/ESL or math classes;
- D. Be permitted to participate in counseling and advisement.

5. Matriculation Components and Participation

All students will participate in the matriculation process unless specifically exempted from selected components of the process. The matriculation components shall consist of admission, orientation, assessment, counseling/advisement, and follow up. All students shall complete the admissions component regardless of their matriculation status. All students enrolled in graded classes shall be included in the follow up component.

All matriculants are required to participate in the following components:

A. English, ESL or math assessment, prior to enrolling in those classes.

B. Orientation

Santa Monica College requires all matriculants to participate in the orientation component. Matriculants are exempt from the orientation component if they

- (1) have completed an AA Degree or higher, or
- (2) are enrolled only in ungraded classes, or
- (3) are high school students enrolled only in advanced placement classes, or
- (4) are enrolled only in not for credit classes, or
- (5) have previously attended SMC and are returning after discontinued enrollment for no more than one semester.

~~C. Assessment~~

~~Santa Monica College requires all matriculants to participate in English, ESL or math assessment, prior to enrolling in those classes. Students are exempt from the assessment component if they have assessment results from or have met the course prerequisites at another accredited college. Students may use an assessment score from another college for initial placement recommendation only, provided that an equivalent course can be identified by the department.~~

~~D. Counseling and Advisement~~

~~Santa Monica College requires that all matriculants update their student educational plans with their counselors no later than the semester before attempting their 16th unit of credit.~~

~~E. Follow up~~

~~The College shall maintain a follow-up system that ensures regular monitoring for early detection of academic difficulty.~~

6. Prerequisite Challenges

~~See SMC Board of Trustees Policy Section 5120 on Prerequisites/Corequisites.~~

7. Student Matriculation Complaints

~~Formal written complaints about the matriculation process may be filed with the administrator in charge of matriculation. These complaint forms can be obtained from the Matriculation Office. Records of all such written complaints shall be retained in the matriculation administrator's office for at least 3 years after the complaint has been resolved and shall be subject to review by the Chancellor as part of the statewide evaluation required under Section 55512 of Title 5.~~

Reference: California Code of Regulations, Title 5, Sections 55500, [55502](#), [55510](#), [55511](#), [55512](#), [55516](#), [55518](#), [55520-55534](#).

Reviewed and/or Updated: 4/29/03

[Revised: October 7, 2014](#)

Rationale for Revisions:

Santa Monica College's policy on academic and progress renewal is very restrictive in contrast to most California community colleges. As transfer admission to UCs and CSUs continues to be more competitive, SMC students who performed poorly early in their academic career have a more difficult time gaining admission to the university. Many students who earned a substandard grade in a course at SMC go on to repeat the course at another institution for any number of reasons. Given our current policy, these students are unable to petition for academic or progress renewal because the course was repeated elsewhere. However, Title 5 does not prohibit community colleges to academic/progress renew a course because it was subsequently repeated elsewhere. It should be noted that both UCs and CSUs will recognize academic/progress renewal transcript notations so long as the community college approves them. What this means is that a qualifying substandard grade will be disregarded in the calculation of the transferable GPA and our students will be able to compete on an even ground with other students who attend colleges with academic/progress renewal policies similar to the one we advance in the revisions below.

AR 4331 Academic Renewal

Academic Renewal is a process intended to facilitate degree and certificate completion and/or removal from academic probation. The student must meet with a counselor and complete an academic renewal petition. A maximum of 30 semester units, **including up to two substandard grades in the same course**, may be disregarded under this policy. Final approval of the petition will be granted by the Admissions and Records Office. Once approved, academic renewal is irreversible.

To qualify for academic renewal, the student must meet the following criteria:

- ~~1. The student's educational objectives have changed such that repetition of the coursework at SMC is no longer appropriate.~~

~~2. The student has not repeated the coursework at SMC or any other institution.~~

~~1. Coursework to be disregarded is limited to 'D' and 'F' grades in courses not subsequently completed with a C or higher at SMC.~~

~~2. The student's performance is not reflective of their demonstrated ability. The student must have completed a minimum of 36 semester units ~~with~~ at least a 2.0 GPA, or a minimum of 24 semester units ~~with~~ at least a 2.5 GPA, or a minimum~~

of 15 semester units ~~of~~ with at least a 3.0 GPA at an accredited college subsequent to the coursework to be disregarded. Units must be consecutive and must have begun any time after the coursework to be disregarded.

43. There must be a lapse of at least two years since completion of the most recent coursework to be disregarded. All coursework will remain legible on the student's permanent record ensuring a true and complete record. The student's permanent record shall be annotated so that it is readily evident to all users of the record that any course disregarded may not satisfy certificate, degree, or general education course requirements.

Reference: Title 5 Section 5576555046: Education Code Section 7622470901.5

Reviewed and/or Updated: 12/09/03, 7/22/08

Revised: November 24, 2014

AR 4332 Progress Renewal

Progress Renewal is a process intended to facilitate degree and certificate completion and/or removal from progress probation. The student must meet with a counselor and complete a progress renewal petition. All coursework will remain legible on the student's permanent record ensuring a true and complete record. A maximum of 30 semester units, **including up to two Withdrawal ("W"), No Pass ("NP"), or No Credit ("NC"), or any combination of two of these notations/grades in the same course** may be disregarded under this policy. Final approval of the petition will be granted by the Admissions and Records Office. Once approved, progress renewal is irreversible.

To qualify for progress renewal, the student must meet the following criteria:

~~The student's educational objectives have changed such that repetition of the coursework at SMC is no longer appropriate.~~

~~The student has not repeated the coursework at SMC or any other institution.~~

1. Coursework to be disregarded is limited to **Withdrawal ("W"), and No Credit ("NC"), and No Pass ("NP") notations/grades, of non-repeated SMC coursework.**
2. The student's performance is not reflective of their demonstrated ability. The student must have completed a minimum of 36 semester units of with at least a 2.0 GPA, or a minimum of 24 semester units of with at least a 2.5 GPA, or a minimum of 15 semester units of with at least a 3.0 GPA at an accredited college subsequent to the coursework to be disregarded. Units must be consecutive and must have begun any time after the coursework to be disregarded. Any **Withdrawal ("W"), Incomplete ("I"), or No Credit ("NC"), or No Pass ("NP") notation/grades** received during this time-frame will ~~void the petition~~ make the student ineligible for progress renewal.

~~4-3.~~ There must be a lapse of at least two years since completion of the most recent coursework to be disregarded.

Reviewed and/or Updated: 12/09/03; 07/22/08

Revised: November 4, 2014

5 CCR § 55046

§ 55046. Academic Renewal Without Course Repetition.

(a) The governing board of each community college district shall adopt and publish policies and procedures pertaining to the alleviation of previously recorded substandard academic work, as defined in section 55000, which is not reflective of a student's demonstrated ability. Such policies and procedures shall include a clear statement of the educational principles upon which they are based, and shall be referred to as academic renewal procedures. When academic renewal procedures adopted by the district permit previously recorded, substandard course work to be disregarded in the computation of grade point averages, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

(b) Policies and procedures adopted pursuant to subdivision (a) shall not conflict with:

- (1) section 55025 of this subchapter and Education Code section 76224, pertaining to the finality of grades assigned by instructors; or
- (2) chapter 2.5 (commencing with section 59020) of division 10 of this part pertaining to the retention and destruction of records.

(c) The policies and procedures adopted pursuant to subdivision (a) shall address all of the following:

- (1) The maximum amount of coursework that may be alleviated;
- (2) The amount of academic work to have been completed at a satisfactory level (minimum 2.00) subsequent to the coursework to be alleviated;
- (3) The length of time to have elapsed since the coursework to be alleviated was recorded;
- (4) A description of any specific courses and/or categories of courses that are, for any reason, exempt from consideration under the alleviation procedures;
- (5) The procedures to be followed by students in petitioning for alleviation; and
- (6) The personnel responsible for implementing the procedures.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902 and 76224, Education Code.

HISTORY

1. New section filed 5-16-2008; operative 6-15-2008. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2008, No. 21).

2. Amendment of subsection (a) filed 8-6-2013; operative 9-5-2013. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2013, No. 32).

This database is current through 11/7/14 Register 2014, No. 45

5 CCR § 55046, 5 CA ADC § 55046

Rationale for Revisions:

TBW

AR 4356 Number of Degrees and Certificates Awarded to a Student

Santa Monica College may award an Associate Degree, Certificate of Achievement, or Department Certificate to a student upon completion of all required coursework and scholarship requirements as noted in Administrative Regulations 4350 (Graduation Requirements), 4354 (Career and Department Certificates of Completion), 4354.1 (IGETC Certificate of Achievement), and 4354.2 (CSUGE Certificate of Achievement).

The College is authorized under California Code of Regulations Title 5, Section 55063, to confer upon a student a degree/certificate without requiring the student to first petition for conferral. The Admissions and Records Office shall establish a procedure by which it notifies potential awardees of its intent to confer the degree/certificate and avail them with the opportunity for refusal by a specific deadline.

There shall be no limitation imposed by the College upon the maximum number of degrees that may be awarded for any given student, provided the program requirements have been met.

Created: 11/3/14

Authority cited: Title 5, Section 55063

-----Original Message-----

From: Bruckman, Steve [mailto:Sbruckman@CCC.CO.EDU]
Sent: Wednesday, August 08, 2012 1:51 PM
To: Penny Johnson
Cc: Michalowski, Linda
Subject: conferring degrees

Dear Vice President Johnson,

You have asked me whether a college is authorized to confer a degree upon a student if a student does not desire to receive the degree. Title 5 section 55063 provides that "The governing board of a community college district shall confer the associate degree upon a student..." who has met the degree requirements. The use of the word "shall" indicates that this is a mandatory obligation of the district and does not allow for discretion. The title 5 section does not contain any provisions indicating that a student has the right or ability to prevent the conferring of the degree. Therefore, the district is not required to obtain the student's consent before conferring a degree.

If you have any questions, please let me know.

Steven Bruckman
Executive Vice Chancellor for Operations & General Counsel California Community Colleges Chancellor's Office
1102 Q Street, 4th Floor
Sacramento, CA 95811-6549
(916) 445-8752 Office/Voice/Email
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5 CCR § 55063

§ 55063. Minimum Requirements for the Associate Degree.

The governing board of a community college district shall confer the associate degree upon a student who has demonstrated competence in reading, in written expression, and in mathematics, and who has satisfactorily completed at least 60 semester units or 90 quarter units of degree-applicable credit course work (as defined in section 55002(a)) which falls into the categories described in section 55062. A college may also accept toward satisfaction of this requirement courses that were not completed at a California community college that would reasonably be expected to meet or exceed the standards of section 55002(a).

Effective for all students admitted to a community college for the Fall 2009 term or any term thereafter, competence in written expression shall be demonstrated by obtaining a satisfactory grade in an English course at the level of the course typically known as Freshman Composition (either Freshman Composition or another English course at the same level and with the same rigor, approved locally) or by completing an assessment conducted pursuant to subchapter 6 of this chapter (commencing with section 55500) and achieving a score determined to be comparable to satisfactory completion of the specified English course. Satisfactory completion of an English course at the level of Freshman Composition shall satisfy both this competency requirement and the coursework requirement set forth in subdivision (b)(1)(D)(i) of this section.

Effective for all students admitted to a community college for the Fall 2009 term or any term thereafter, competence in mathematics shall be demonstrated by obtaining a satisfactory grade in a mathematics course at the level of the course typically known as Intermediate Algebra (either Intermediate Algebra or another mathematics course at the same level, with the same rigor and with Elementary Algebra as a prerequisite, approved locally) or by completing an assessment conducted pursuant to subchapter 6 of this chapter (commencing with section 55500) and achieving a score determined to be comparable to

satisfactory completion of the specified mathematics course. Satisfactory completion of a mathematics course at the level of Intermediate Algebra shall satisfy both this competency requirement and the coursework requirement set forth in subdivision (b)(1)(D)(ii) of this section.

The competency requirements for written expression and mathematics may also be met by obtaining a satisfactory grade in courses in English and mathematics taught in or on behalf of other departments and which, as determined by the local governing board, require entrance skills at a level equivalent to those necessary for Freshman Composition and Intermediate Algebra respectively. Requirements for demonstrating competency in reading shall be locally determined.

The required 60 semester or 90 quarter units of course work must be fulfilled in a curriculum accepted toward the degree by a college within the district (as shown in its catalog). It must include at least 18 semester or 27 quarter units in general education and at least 18 semester or 27 quarter units in a major or area of emphasis as prescribed in this section. Of the total required units, at least 12 semester or 18 quarter units must be completed in residence at the college granting the degree. Exceptions to residence requirements for the associate degree may be made by the governing board when it determines that an injustice or undue hardship would be placed on the student.

(a) Requirements for a major or area of emphasis.

(1) At least 18 semester or 27 quarter units of study must be taken in a single discipline or related disciplines, as listed in the community colleges "Taxonomy of Programs," or in an area of emphasis involving lower division coursework which prepares students for a field of study or for a specific major at the University of California or the California State University.

(2) Effective for all students admitted to a community college for the Fall 2009 term or any term thereafter, each course counted toward the unit requirement of this subdivision must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no pass" basis.

(b) General Education Requirements.

(1) Students receiving an associate degree shall complete a minimum of 18 semester or 27 quarter units of general education coursework which includes a minimum of three semester or four quarter units in each of the areas specified in paragraphs (A), (B) and (C) and the same minimum in each part of paragraph (D). The remainder of the unit requirement is also to be selected from among these four divisions of learning or as determined by local option:

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

(B) Social and Behavioral Sciences. Courses in the social and behavioral sciences are those which focus on people as members of society. To satisfy the general education requirement in social and behavioral sciences, a course shall be designed to develop an awareness of the method of inquiry used by the social

and behavioral sciences. It shall be designed to stimulate critical thinking about the ways people act and have acted in response to their societies and should promote appreciation of how societies and social subgroups operate. This category would include introductory or integrative survey courses in cultural anthropology, cultural geography, economics, history, political science, psychology, sociology and related disciplines.

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

(D) Language and Rationality. Courses in language and rationality are those which develop for the student the principles and applications of language toward logical thought, clear and precise expression and critical evaluation of communication in whatever symbol system the student uses. Such courses include:

(i) English Composition. Courses fulfilling the written composition requirement shall be designed to include both expository and argumentative writing.

(ii) Communication and Analytical Thinking. Courses fulfilling the communication and analytical thinking requirement include oral communication, mathematics, logic, statistics, computer languages and programming, and related disciplines.

(2) Ethnic Studies will be offered in at least one of the areas required by subdivision (1).

(c) While a course might satisfy more than one general education requirement, it may not be counted more than once for these purposes. A course may be used to satisfy both a general education requirement and a major or area of emphasis requirement. Whether it may be counted again for a different degree requirement is a matter for each college to determine. Students may use the same course to meet a general education requirement for the associate degree and to partially satisfy a general education requirement at the California State University, if such course is accepted by that system to satisfy a general education requirement.

(d) For the purpose of this section, "satisfactorily completed" means either credit earned on a "pass-no pass" basis or a grade point average of 2.0 or better in community college credit courses in the curriculum upon which the degree is based.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

HISTORY

1. New section filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).

2. Amendment and redesignation of former subsection (b)(3) as subsection (b)(2) filed 5-16-2008; operative 6-15-2008. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2008, No. 21).

This database is current through 10/17/14 Register 2014, No. 42

5 CCR § 55063, 5 CA ADC § 55063