AR ~~4114~~5050 Student Success and Support Program (SSSP)

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

1. **Components and Participation**

   ~~Following the submission of~~After submitting the admission application, first-time-in-college ~~all nonexempt (see definition below)~~ students will participate in the matriculation ~~process unless specifically exempted from selected components of the~~ process, unless they are exempt (see definition below). ~~Failure to fulfill the required components may result in a hold on a~~ the ~~student's enrollment or loss of enrollment priority until the services have been completed.~~ The matriculation components ~~shall~~ consist of ~~Assessment and~~ Course Placement, Orientation, Counseling/Advising/ ~~Other Educational Planning Services/~~Education Planning ~~Development (hereafter referred to as Counseling)~~, and ~~Follow-Up S~~services for at-risk (e.g., students on academic notice or pause) 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 application for admission to the College. Their status shall be either "matriculant" or "exempt matriculant." For purposes of this regulation, a "matriculant" is a first-time college student who enrolls at the College for the first time, whose goal is to earn a degree or certificate of achievement, transfer to a four-year college or university, or pursue basic skills instruction or English as a Second Language, excluding a student exempted pursuant to Title 5, Section 55532.

   ~~Students are considered matriculants if they are enrolling at Santa Monica College for the first time and their goal is to earn a degree at SMC, transfer to a four-year college or university, or complete a career certificate.~~

3. ~~**Exempt Matriculants**~~**Exemption From SSSP Requirements**

   An "Exemption" is a waiver or deferral of a student's participation in ~~assessment~~ orientation, course placement, counseling, advising, or student education planning otherwise required under the Student Success Support Program. ~~and placement, orientation, or counseling services, which are required of students.~~

   Any student who is exempt from ~~assessment and~~ course placement, orientation, counseling, advising, or student education planning ~~and counseling will still~~ are still eligible and are encouraged ~~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, other appropriate College communications. Course placement requirements and placement testing processes are noted also addressed in AR 4111.4.~~

Formatted: Font: (Default) Calibri, 12 pt, Character scale: 105%

Formatted: Font: (Default) Calibri, 12 pt, Bold

Formatted: Font: (Default) Calibri, 12 pt, Bold

Formatted: Font: (Default) Calibri, 12 pt, Bold

Formatted: Font: (Default) Calibri, 12 pt, Bold

~~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, Education Planning ~~(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~~ special admit (K-12) students ~~concurrently enrolled at SMC~~ pursuant to Education Code Section 76001 (see AR 4113);
   v. Have previously attended SMC and are returning after a break in enrollment. ~~for no more than four semesters.~~

b. ~~Assessment~~ Course Placement and ~~Placement~~ Assessment
Matriculants may be exempt from the ~~assessment and~~ course placement component when they have completed pertinent college-level coursework at an institutionally accredited institution, or otherwise qualify for course placement based on credit for prior learning. ~~provided they meet the exemption criteria noted in Administrative Regulation 4111.4 (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. **Student Success and Support Program Services ~~Required Institutional Services~~ (Tit. 5, § 55520)**
Santa Monica College provides the following matriculation components:

a. Orientation (Tit. 5, § 55521)
During orientation, students shall be provided with information ~~on a timely basis~~ regarding ~~the following~~:
   i. Academic expectations, ~~and~~ academic and progress notice and ~~probation~~ pause standards
   ii. Maintaining enrollment priority
   iii. Prerequisites or co-requisite challenge processes
   iv. Maintaining ~~Board of Governors (BOG) Fee Waiver~~ California College Promise Grant 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~~ English, Mathematics, and ESL Course Placement ~~(55522)~~ and Assessment (Tit. 5, § 55522/55522.5)
Santa Monica College requires all ~~matriculants~~ nonexempt students to participate in ~~English, ESL,~~ the applicable course placement process. Course placement shall comply with Education Code Section 78213, Title 5, Sections

Formatted: Font: (Default) Calibri, 12 pt, Not Highlight

Formatted: Font: (Default) Calibri, 12 pt, Bold

Formatted: Font: (Default) Calibri, 12 pt, Bold

Formatted: Font: (Default) Calibri, 12 pt

55522. ~~and mathematics assessment prior to enrolling in courses. As noted in~~

Santa Monica College:

i. ~~Utilizes assessment tests that~~ Uses all available high school performance data provided on the admission application as the primary means for placement in English and mathematics or quantitative reasoning, and accepts self-reported high school performance data when transcript or electronic data are ~~approved by the California Community Colleges Chancellor's Office to assess students' English language proficiency and computational skills;~~ not available;

ii. ~~Utilizes multiple measures in combination~~ Uses Chancellor's Office placement methods or a locally validated method consistent with ~~assessment tests to place students into courses.~~ Title 5, Section 55522, and uses guided placement, including self-placement, only when high school performance data are not available or usable with reasonable effort;

iii. ~~Validates assessment~~ Designs placement methods to maximize the probability that students will enter and ~~placement instruments for local use according~~ complete transfer-level English and mathematics or quantitative reasoning within one year, subject to the ~~CCC Chancellor's Office guidelines for the~~ exceptions and validation ~~of assessment tests to ensure they minimize or eliminate cultural or linguistic bias;~~ requirements in Education Code Section 78213;

iv. ~~Undertakes studies to ensure~~ Places United States high school graduates and students with a high school equivalency certificate who seek a certificate, degree, or transfer program directly into transfer-level English and mathematics when beginning ~~that no assessment test, method, or procedure has a disproportionate impact on particular groups of students;~~ coursework, except as authorized by Education Code Section 78213;

v. ~~Informs students of alternate means~~ Uses an assessment test for placement only when authorized by ~~which they may place into college courses;~~ the Chancellor, only for its approved purpose, and with one or more other measures; validates any assessment test and placement method for cultural or linguistic bias and disproportionate impact;

vi. ~~Notifies~~ Informs students of ~~assessment~~ their rights to access transfer-level English, mathematics or quantitative reasoning, and credit ESL; explains placement ~~requirements, including~~ options, multiple-measures policies, and challenge processes in the College Catalog, orientation and advisement materials, the College website, and counseling communications~~;~~. The ~~District~~College must annually publish placement ~~and annually reports and publicly posts placement test preparation materials.~~ results as required by Title 5, Sections 55522 and 55522.5.

c. Counseling, Advising, and Education Planning ~~Development, and Other Educational Planning Services~~ (Tit. 5, § 55523/55524)
Santa Monica College provides a variety of ~~C~~counseling and advising 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,~~ delivery methods, including technology-based strategies, to serve a continuum of student ~~needs and;~~ needs; and

iii. ~~Opportunities to develop an~~ Student education ~~plan outlining a course of study~~ plans related to ~~a student's~~ each student's academic and career goal. ~~All matriculants must develop a one or two term~~

- An abbreviated education plan is one to two terms in length and is designed to meet the immediate needs of a student for whom a comprehensive plan is not appropriate.
- A comprehensive education plan takes into account the student's interests, skills, career and education goals, major, course placement, credit for prior ~~to enrollment in their first semester. All matriculants are required~~ learning, potential transfer institutions, and all steps needed to complete the identified course of study. To the maximum extent possible, the College shall provide a comprehensive education plan ~~encompassing the required goal coursework after completing 15 degree applicable units or prior~~ to each nonexempt student before the end of ~~their third semester.~~ the student's first academic year, or within a shorter period if required by College or program policy.

~~iii.~~ • Student education plans shall be accessible, timely, recorded electronically, and reviewed as necessary to reflect the student's progress, needs, and goals.

d. Follow-up Services (Tit. 5, § 55525)
The College shall maintain a follow-up system that ~~ensures regular monitoring for~~ evaluates academic progress, detects early ~~detection~~ signs 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, and students who are on ~~academic/progress probation,~~ academic or ~~who have been disqualified. Santa Monica College will refer students when appropriate to support services and will share information about curriculum offerings.~~ progress notice or facing academic or progress pause. These services include, but are not limited to, ~~probation/disqualification~~ academic or progress notice interventions, academic early alert systems, and referral to other support services.

i. ~~Probationary Students:~~ Students on Academic or Progress Notice:
Santa Monica College requires students ~~who are~~ placed on academic ~~and/or~~ or progress ~~probation~~ notice to ~~enroll in a limited unit load~~

Formatted: Character scale: 100%
Formatted: Font: (Default) Calibri, 12 pt
Formatted: Left, Indent: Left: 0.5", Hanging: 0.25", Right: 0", Space Before: 0 pt, Line spacing: Exactly 11.95 pt, No bullets or numbering, Tab stops: Not at 1.25" + 1.25"
Formatted: Character scale: 100%
Formatted: Font: (Default) Calibri, 12 pt
Formatted: Character scale: 100%
Formatted: Font: (Default) Calibri, 12 pt
Formatted: Left

comply with applicable unit-load requirements and to meet with a counselor to develop intervention strategies ~~and/or~~ and formulate or revise an education plan to return to good ~~standing.~~ standing, consistent with applicable College regulations.

ii. ~~Disqualified Students:~~ Students Facing Academic or Progress Pause: ~~To return to good standing, disqualified students~~Students facing academic or progress pause must meet with a counselor to develop intervention strategies ~~and/or~~ and formulate or revise an education ~~plan.~~ plan consistent with applicable College regulations.

iii. Undeclared Students: ~~Matriculants~~Nonexempt students who have not ~~declared educational goals must~~ identified an education goal and course of study shall participate in ~~career~~ counseling, advising, or ~~academic selection counseling~~ other education planning services as soon as possible after ~~completing 15 degree-applicable semester units or prior to~~ admission. Nonexempt first-time students shall identify a course of study as part of the ~~end of their third semester at Santa Monica College.~~ responsibilities described in Section 5.

~~iv. Students Enrolled in Basic Skills 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.~~5. Student Responsibilities: (Tit. 5, § 55530)
a. All students shall be required to:

i. i~~—~~dentify 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;~~ a course of study;
ii. ~~be assessed to determine appropriate~~ participate in the course ~~placement;~~ placement process;
iii. complete ~~online orientation;~~ an orientation activity provided by the College;
iv. participate in ~~counseling~~ counseling, advising, or other ~~educational~~ education planning services to ~~develop, at~~ receive a ~~minimum, an abbreviated~~ student education ~~plan.~~ plan pursuant to Title 5, Sections 55523 and 55524. Failure to fulfill ~~the required services~~ these requirements may result in a hold on ~~a~~ the student's ~~enrollment or loss of enrollment priority~~ registration pursuant to Title 5, Section 58108, until the services have been completed.

~~7.~~6. Violations and Appeals (Tit. 5, § 55534)
~~Formal written complaints about the matriculation process~~Students may ~~be filed with the administrator in charge~~ challenge an alleged violation of the Student Success and Support Program ~~or designee. Records of all such~~ requirements through the ~~District's~~College's written ~~complaints~~ grievance procedures. The ~~District~~College shall investigate and attempt to resolve challenges promptly. Complaint records shall be retained ~~in the Student Success and Support Program administrator's office~~ for at least ~~3~~ three years after ~~the complaint has been resolved~~ resolution, or longer if ~~necessary to meet other requirements.~~ necessary, and made available for Chancellor review under Title 5, Section 55511.

~~When~~For a ~~complaint contains an allegation that~~ challenge alleging a violation of Title 5, Section 55522(c), the ~~District has violated~~ College shall, after completing the ~~provisions~~ challenge procedure, advise the student of the ~~Assessment policy (55522(c)), the College shall advise the student, upon completion~~ right to file an unlawful discrimination complaint under Title 5, Section 59300 et seq. Completion of the challenge ~~procedure, that he or she may file a formal complaint of unlawful discrimination, pursuant to~~ procedure constitutes an informal resolution effort under Title 5, Section ~~59300.~~ 59327.

~~Reference: California~~References: Education Code ~~of Regulations,~~ Sections 78210 et seq.; Title 5 ~~5~~ Sections ~~55500, 55502, 55510, 55511, 55512,~~ 51024 and 55500 et seq. ~~55510, 55511, 55512, 55520-55534,~~
Reviewed and/or Updated: 4/29/03
Revised: 11/25/2014 (Replaced former AR 4114 entitled Matriculation), ~~2/17/16~~ 2/17/16;
Proposed Revision: 11/12/2026

~~Update to The College throughout~~