



---

**Board Policy**  
Chapter 4 – Academic Affairs

---

**BP 4010 ACADEMIC CALENDAR**

The calendar for the academic year will be determined through the collective bargaining process. The Superintendent/President shall, in consultation with the appropriate groups, submit an academic calendar to the Board of Trustees for approval.

**Flexible Calendar**

The flexible calendar requirements will comply with Education Code and Title 5 statutes. The dates of the activities will be subject to collective bargaining.

**Course Time Patterns**

The Board of Trustees authorizes the establishment of guidelines for standard class scheduling time patterns to ensure compliance with Title 5 and to facilitate student scheduling.

**Final Examinations**

The Board of Trustees authorizes the establishment of a schedule for the administration of final examinations for full semester classes. The specific days for final examinations are determined through the collective bargaining process.

**Religious Holidays**

In accordance with Education Code Sections 262 and 76121, the District policy is to ensure that programs and activities are free from discrimination based on religion.

Also see AR 7342 Holidays.

**References:**

*Education Code Sections 70902(b)(12) and 84890;*  
*Government Code Sections 3540 et seq.;*  
*Title 5 Sections 55700, 55720-55732, and 58023*

---

**Adopted:** December 4, 2000 (for BP 5510, BP 5520, BP 5530, BP 5540, and BP 5550)

**Revised:**

*(Replaces SMC BP 5510, BP 5520, BP 5530, BP 5540, and BP 5550)*



---

**Board Policy**  
Chapter 4 – Academic Affairs

---

**BP 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT**

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Superintendent/President shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures shall include appropriate involvement of the faculty and Academic Senate in all processes, including:

- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development; and
- consideration of job market and other related information for career and technical education programs.

**Establishment of Courses and Programs**

The administration, in consultation with the Curriculum Committee, the Academic Senate and affected faculty and departments, shall develop and implement processes for the establishment, modification, discontinuance, and review of instructional courses or programs consistent with Title 5 and the Education Code. The aforementioned process will culminate in a recommendation to the Superintendent/ President for appropriate action.

All new programs shall be approved by the Board of Trustees.

All new programs shall be submitted to the California Community Colleges Chancellor's Office for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

### **Credit Hour**

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a “credit hour” program or a “clock hour” program.

The Superintendent/President will establish procedures which prescribe the definition of “credit hour” consistent with applicable federal regulations, as they apply to community college districts.

The Superintendent/President shall establish procedures to assure that curriculum at the District complies with the definition of “credit hour” or “clock hour,” where applicable. The Superintendent/President shall also establish procedure for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

### **Units of Credit**

The Board of Trustees authorizes the use of the Carnegie Unit Formula as the relationship between hours of student work and units earned. The normal expectation for a semester-length course is that for each week, a minimum of:

One hour of lecture = one unit of credit

Three hours of lab/studio/activity = one unit of credit

### **References:**

*Education Code Sections 70901(b), 70902(b), and 78016;*

*Title 5, Sections 51000, 51022(a), 55002(b)(1)(B), 55100, 55130 and 55150;*

*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;*

*34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8;*

*ACCJC Accreditation Standards II.A and II.A.9*

---

**Adopted:** December 4, 2000 (for BP 5110 and BP 5320)

**Revised:**

*(Replaces SMC BP 5110 and BP 5320)*



**Board Policy**  
Chapter 4 – Academic Affairs

---

**BP 4026      PHILOSOPHY AND CRITERIA FOR INTERNATIONAL EDUCATION**

The Board of Trustees authorizes the College overseas study abroad in accordance with standards established by the Western Association Accrediting Commission for Community and Junior Colleges.

**Reference:** *Education Code Section 66015.7*

---

**Adopted:** December 4, 2000

**Revised:**

*(Replaces SMC BP 5430)*



**Board Policy**  
Chapter 4 – Academic Affairs

---

**BP 4050     ARTICULATION**

The Santa Monica Community College District has established articulation agreements with proximate high schools and four-year colleges as well as with other institutions to which SMC students choose to transfer.

The Superintendent/President shall establish administrative regulations that assure appropriate articulation of the District's educational programs with proximate high schools and baccalaureate-level institutions.

The administrative regulations also may support articulation with institutions, including other community colleges and those that are not geographically proximate but that are appropriate and advantageous for partnership with the District.

***References:***

*Education Code Sections 66720-66744;*  
*Title 5, Section 51022(b);*  
*ACCJC Accreditation Standard II.A.10*

---

**Adopted:** May 7, 2001

**Revised:**

*(Replaces SMC BP 4115)*



**BP 4060**

---

**Board Policy**  
Chapter 4 – Academic Affairs

---

**BP 4060      DELINEATION OF FUNCTIONS AGREEMENTS**

Whenever a mutual agreement with a school district or other educational entity relating to responsibility for noncredit continuing education programs is required by state law, the Superintendent/President shall present an appropriate memorandum of understanding to the Governing Board for approval.

***References:***

*Education Code Sections 8535 and 8536*

---

**Adopted:**

*(This is a new policy)*



**BP 4070**

---

**Board Policy**  
Chapter 4 – Academic Affairs

---

**BP 4070 COURSE AUDITING AND AUDITING FEES**

Auditing of classes is not permitted at Santa Monica College. All students attending credit or noncredit classes at Santa Monica College must be officially enrolled through Admissions and Records. Those attending not-for-credit classes must be enrolled through the Community Services office. Students are permitted to take courses on a pass/no pass basis, subject to other academic policies on grades included in the College catalog.

The auditing policy shall be published in college catalogs and class schedules.

***References:***

*Education Code Section 76370*

*Board Policy 4232 – Pass/No Pass*

---

**Adopted:** December 4, 2000

**Revised:**

*(Replaces SMC BP 5350)*



**Board Policy**  
Chapter 4 – Academic Affairs

---

**BP 4100 GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES**

The Santa Monica Community College District shall follow graduation requirements within the guidelines established by Title 5.

The District grants degrees to those students who have completed the subject requirements for graduation and who have maintained a 2.0 average in subjects attempted. Students must also complete the education, enrollment and competency requirements set forth in Title 5.

Students may be awarded a Certificate of Achievement upon successful completion of a minimum of 16 or more semester units or 24 or more quarter units of degree-applicable coursework designed as a pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education.

The Superintendent/President shall establish administrative regulations to determine degree and certificate requirements that include appropriate involvement of the local curriculum committee. The regulations shall assure that graduation requirements are published in the college catalog and included in other resources that are convenient for students.

**References:**

*Education Code Section 70902(b)(3);*

*Title 5 Sections 55060 et seq.*

---

**Adopted:** December 4, 2000 (for BP 5130) and May 7, 2001 (for BP 4360)

**Revised:**

*(Replaces SMC BP 4360 and BP 5130)*





**Board Policy**  
Chapter 4 – Academic Affairs

---

**BP 4105 DISTANCE EDUCATION**

The Board of Trustees authorizes the use of communication technology for instruction of students who are physically separated from their instructor. The college will ensure that any class offered as a distance education class meets the same academic standards in terms of objectives and course content as courses taught traditionally.

**References:**

*Title 5 Sections 55200 et seq.;*

*34 Code of Federal Regulations Part 602.17 (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 II.A.1*

---

**Adopted:** December 4, 2000

**Revised:**

*(Replaces SMC BP 5420)*



**BP 4110**

---

**Board Policy**  
Chapter 4 – Academic Affairs

---

**BP 4110 HONORARY DEGREES**

Honorary degrees may be awarded at commencement or some other equally appropriate time. The names of persons receiving honorary degrees must be approved by the Board of Trustees.

The Superintendent/President shall establish procedures and criteria for the award of honorary degrees.

***References:***

*Education Code Sections 70902 and 72122*

---

**Adopted:**

*(This is a new policy)*



**Board Policy**  
Chapter 4 – Academic Affairs

---

**BP 4225 COURSE REPETITION**

Students may repeat courses in which substandard grades (less than "C," and including "FW") were earned. The Board has determined reasonable limitations on course repetition as described in AR 4225 Course Repetition.

When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

Under special circumstances, students may repeat courses in which a C or better grade was earned. The special circumstances are defined in administrative regulations.

The Santa Monica Community College District has a Course Repetition policy that allows a student who has earned a grade of D, F, or NP in a course to repeat that course only once.

**References:** Title 5 Sections 55040, 55041, 55042, 55044, and 58161

---

**Adopted:** May 7, 2001

**Revised:**

*(Replaces SMC BP 4350)*



**Board Policy**  
Chapter 4 – Academic Affairs

---

**BP 4226      MULTIPLE AND OVERLAPPING ENROLLMENTS**

The Superintendent/President shall establish administrative regulations to ensure that students may only enroll in two or more sections of the same credit course during the same term if the length of the course provides that the student is not enrolled in more than one section at any given time.

In addition, these regulations shall ensure that students may only enroll in two or more courses where the meeting times overlap under the conditions specified in Title 5 Section 55007.

**Reference:** *Title 5 Section 55007*

---

**Adopted:**

*(This is a new policy)*



**Board Policy**  
Chapter 4 – Academic Affairs

---

**BP 4230 GRADING AND ACADEMIC RECORD SYMBOLS**

The Santa Monica Community College District has established a grading system for evaluating student course work as defined in AR 4230 Grading and Academic Record Symbols Courses shall be graded using the grading system established by Title 5. Grades earned will be recorded on the student’s permanent record. The grading system shall be published in each college’s catalog and made available to students.

**Reference:** *Title 5 Section 55023*

---

**Adopted:** December 4, 2000 (for BP 5310) and May 7, 2001 (for BP 4310)

**Revised:**

*(Replaces SMC BP 4310 and BP 5310)*



**Board Policy**  
Chapter 4 – Academic Affairs

---

**BP 4232 PASS/NO PASS**

The college may offer courses on a pass/no pass grading system in the following categories in accordance with Title 5 Section 55022:

1. Courses wherein all students are evaluated on a pass/no pass basis.
2. Courses wherein each student may elect on registration, or within such time thereafter as provided in the college regulations, to take courses on a pass/no pass basis.

**Reference:** *Title 5 Section 55022*

---

**Adopted:** December 4, 2000

**Revised:**

*(Replaces SMC BP 5311)*



**Board Policy**  
Chapter 4 – Academic Affairs

---

**BP 4235 CREDIT BY EXAMINATION**

The District offers credit by examination and may grant credit to any actively enrolled student in good standing who satisfactorily passes examinations previously approved by the college administration. Credit will only be granted for courses corresponding to Santa Monica College courses. Credit earned by examination shall be clearly annotated on the student’s permanent record and added to units completed. Such credit shall not be counted in graded computation. Credit by examination shall not apply toward the residence requirements of the Associate in Arts degree.

The District does not grant college credit for “life experience.”

The Superintendent/President shall establish administrative regulations to implement this policy.

**Reference:** Title 5 Section 55050

---

**Adopted:** December 4, 2000

**Revised:**

*(Replaces SMC BP 5330)*



**Board Policy**  
Chapter 4 – Academic Affairs

---

**BP 4240 ACADEMIC RENEWAL**

The Santa Monica Community College District has an Academic Renewal policy to alleviate past academic performance of a student when such work is not reflective of their current demonstrated achievement. Academic renewal is designed to review past unsatisfactory grades attained by a student. It is based on the recognition that, due to unusual circumstances, the change of major, or circumstances beyond the control of a student, the past unsatisfactory work will negatively affect an individual's academic standing and unnecessarily prolong the rate at which they may complete their current objectives.

Previously recorded substandard academic performance may be disregarded if it is not reflective of a student's demonstrated ability.

The Superintendent/President shall establish administrative regulations that provide for academic renewal.

**Reference:** Title 5 Section 55046

---

**Adopted:** May 7, 2001

**Revised:**

*(Replaces SMC BP 4330)*





---

**Board Policy**  
Chapter 4 – Academic Affairs

---

**BP 4250 PROBATION, DISMISSAL, READMISSION AND PROGRESS RENEWAL**

**Probation**

A student shall be placed on academic probation if they have attempted a minimum of 12 semester units of work and has a grade point average of less than a "C" (2.0).

A student shall be placed on progress probation if they have 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 who is placed on probation may submit an appeal in accordance with administrative regulations to be established by the Superintendent/President in instances when the student wishes to enroll in additional units beyond those previously authorized.

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 the threshold specified in the administrative regulation.

**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 2.0 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 for entries of "W," "I," "NC," and "NP" is 50% or greater of all units in at least three consecutive semesters.

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's appeal is granted.

## **Readmission**

A student who has been dismissed may request reinstatement once the period of dismissal has lapsed.

Readmission may be granted, denied, or postponed according to criteria contained in administrative regulations.

## **Progress Renewal**

The Santa Monica Community College District has a Progress Renewal policy to alleviate past excessive withdrawals/progress probation from a student's record when such work is not reflective of their current demonstrated achievement. It is based on the recognition that, due to unusual circumstances, the change of major, or circumstances beyond the control of a student, the past withdrawal work will negatively affect an individual's progress standing and unnecessarily prolong the rate at which they may complete his/her current objectives.

The Superintendent/President shall develop administrative regulations for the implementation of this board policy that comply with the Title 5 requirements.

## **References:**

*Education Code Section 70902(b)(3);  
Title 5 Sections 55030-55034*

---

**Adopted:** May 7, 2001

**Revised:**

*(Replaces SMC BP 4340)*



**Board Policy**  
Chapter 4 – Academic Affairs

---

**BP 4260 PREREQUISITES, CO-REQUISITES, AND ADVISORIES**

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

The Curriculum Committee, established by mutual agreement of the administration and the Academic Senate shall:

1. Oversee the establishment of prerequisites, corequisites, advisories on recommended preparation and limitation on enrollment;
2. Oversee verification and documentation that newly proposed prerequisites or corequisites meet the scrutiny specified in one of the measures of readiness;
3. Review the appropriateness of conditions under which limitations on enrollment are established by a department;
4. Review, in conjunction with the instructional department, any prerequisite or corequisite which is successfully challenged promptly thereafter to assure that it is in compliance with all other provisions of the law.

The 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 so that a student is not permitted to enroll unless they have met all the conditions or have met all except those for which they have a pending challenge or for which further information is needed before final determination is possible of whether the student has met the condition.

### **Audition/Portfolio Requirements for Class Admittance**

The Board of Trustees authorizes the establishment of audition and portfolio review requirements for specific classes and program.

**References:** Title 5, Sections 55000, 55002, 55003, 55202, and 58106

---

**Adopted:** December 4, 2000 (for BP 5120 and BP 5340)

**Revised:**

*(Replaces SMC BP 5120 and BP 5340)*



**Board Policy**  
Chapter 4 – Academic Affairs

---

**BP 4300 FIELD TRIPS AND EXCURSIONS**

Field trips are components of regularly scheduled classes designed to provide experiences connected with specific elements of the course curriculum. The Board of Trustees authorizes this method of instruction as a means of enhancement to the curriculum delivery process.

The Superintendent/President shall establish administrative regulations 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.

**Reference:** Title 5 Section 55220

---

**Adopted:** December 4, 2000

**Revised:**

*(Replaces SMC BP 5450)*



**Board Policy**  
Chapter 4 – Academic Affairs

---

**BP 4400 COMMUNITY SERVICES PROGRAMS**

The Board of Trustees authorizes the offering of Community Services courses and programs in a “not-for-credit” mode to respond to community needs.

Community services courses shall be open for admission of adults and of minors who can benefit from the programs.

**Fees for Community Services Courses**

The Board of Trustees authorizes the determination of fees by the Superintendent/ President for all community services courses provided that the fees collected for any course shall be based on the cost of the community service program. No General Fund monies may be expended to establish or maintain community services courses. Students involved in community services courses shall be charged a fee not to exceed the cost of maintaining the courses. Courses may also be offered for remuneration by contract or with contributions or donations of individuals or groups.

**References:**

*Education Code Section 78300;*  
*Title 5, Section 55002(c) and (d)*

---

**Adopted:** December 4, 2000 (for BP 5150) and May 7, 2001 (for BP 4123)

**Revised:**

*(Replaces SMC BP 4123 and BP 5150)*



**Board Policy**  
Chapter 4 – Academic Affairs

---

**BP 4500 NONCREDIT (ADULT) EDUCATION**

**Noncredit (Adult) Education**

The Board of Trustees acknowledges the offering of noncredit courses as an “essential and important function” of the community college as articulated in the Master Plan for Higher Education and authorizes the offering of such courses.

***References:***

*Education Code Section 78300;*  
*Title 5, Section 55002(c) and (d)*

---

**Adopted:** December 4, 2000

**Revised:**

*(Replaces SMC BP 5140)*



**Board Policy**  
Chapter 4 – Academic Affairs

---

**BP 4700 GUEST SPEAKERS/SOLICITATION IN THE CLASSROOM**

A qualified academic employee of the college must be present at all times while a class is in session. A guest speaker may be used in a class providing the instructor of record or other academic employee is also present.

**Solicitation in the Classroom**

Instructors are not permitted to inappropriately use the classroom as a forum for solicitation of funds, sale of merchandise or promotion of business ventures, lease, or rentals, nor are they permitted to allow other college employees, students, or guests to do so. An exception to this policy may occur when necessary course materials need to be sold through an authorized college source to students in the classroom.

**Adopted:** December 4, 2000 (for BP 5220 and BP 5460)

**Revised:**

*(Replaces SMC BP 5220 and BP 5460)*





---

**Board Policy**  
Chapter 4 – Academic Affairs

---

**BP 4800      ADVISORY BOARDS**

The District may appoint community advisory boards for vocational or other programs. Appointments may be made directly by the Superintendent/President or by the Superintendent/President’s designee. Advisory boards may also establish procedures by which recommendations for advisory board membership may be made to the Superintendent/President.

Advisory boards are chaired by the Superintendent/President or designee, unless another structure has been established. Advisory boards may develop a set of standing rules or operational procedures, provided such rules or procedures are in compliance with District policies and procedures, and state rules and regulations.

The role of vocational program advisory boards is to make recommendations on curriculum and other issues relative to insuring students enrolled in the programs are trained to meet industry demands. These advisory boards may also provide additional opportunities such as mentorships and internships, recommend adjunct faculty, and assist in fundraising or other development activities for the program.

The role of other program advisory boards is to serve as a conduit for student and community issues relative to the program and to assist in fundraising or other development activities for the program. Advisory boards may make recommendations on any topic relative to the program but all program decisions are the responsibility of the District. The District may not assign to advisory boards responsibilities or powers for which the District is legally or fiscally responsible. A list of advisory boards shall be submitted annually to the Office of the Superintendent/President and provided to the Board of Trustees.

*Also see BP 3995 General Advisory Board.*

---

**Adopted:** May 1, 2000

**Revised:** November 15, 2000

*(Replaces SMC BP 2640)*