

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

Board Policy Manual



Chapter 4

Academic Affairs

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BP 4010 Academic Calendar

Reference:

Education Code Section 70902(b) (12)

The Chancellor or his or her designee shall negotiate with the Ventura County Federation of College Teachers AFT Local 1828 to develop the terms and conditions of an academic calendar.

Adopted: February 16, 2006
Revised: _____
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BP 4020 Program and Curriculum Development

Reference:

***Education Code Section 70902(b); 78016
Title 5, Section 51022, 55130***

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 Chancellor, in consultation with the Academic Senates, 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;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development.
- Consideration of job market and other related information for vocational and occupational programs.

All new programs and program deletions shall be approved by the Board.

New courses that are not part of an existing approved program and all new programs shall be submitted to the Office of the Chancellor for the California Community Colleges for approval as required.

See Administrative Procedures 4020.

Adopted: February 16, 2006
Revised: _____
Revised: _____

Revised: _____
Revised: _____
Revised: _____

BP 4022 Course Approval

Reference:

Title 5, Section 55100

The Chancellor will develop an administrative procedure that establishes processes for developing credit and non-credit courses.

See Administrative Procedure 4022.

Adopted: June 23, 2009
Revised: _____

BP 4025 Philosophy and Criteria for Associate Degree and General Education

Reference:

Title 5, Section 55805; Accreditation Standard II.A.3

Courses that are designated to fulfill the general education and depth requirements shall meet the following philosophy.

The awarding of an Associate degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics, to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems, and to develop the capacity for self-understanding.

In addition to these accomplishments, the student shall possess sufficient depth in some field of knowledge to contribute to lifetime interest.

Central to an Associate degree, general education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of colleges that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. College educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most important, general education should lead to better understanding.

In the establishing or modifying a general education program, ways shall be sought to create coherence and integration among the separate requirements. It is also desirable that general education programs involve students actively in examining values inherent in proposed solutions to major society problems.

The Chancellor shall establish procedures to assure that courses used to meet general education and associate degree requirements meet the standards in this policy. The procedures shall provide for appropriate Academic Senate involvement.

See Administrative Procedure 4025.

Adopted: February 16, 2006
Revised: _____
Revised: _____

Revised: _____
Revised: _____
Revised: _____

BP 4030 Academic Freedom

Reference:

Title 5, Section 51023; Accreditation Standard II.A.7.

The primary purpose of a college is to promote the exploration of ideas and the discovery and dissemination of knowledge and understanding. The college is to be an open forum for ideas and issues to be raised, challenged, and tested.

Academic freedom is the cornerstone of a college. Intellectual ferment is absolutely dependent upon academic and intellectual freedom. Freedom in teaching is fundamental for the protection of both faculty and students in teaching and learning. Freedom in research is fundamental to the advancement of knowledge.

The 1940 A.A.U.P. Statement of Principles on Academic Freedom and Tenure with 1970 Interpretative Notes* from the American Association of College Professors provides a nationally recognized definition of academic freedom, its protections and its responsibilities.

Academic Freedom

(a) Academic employees are entitled to freedom in the classroom in discussing their subject, but they should be conscientious regarding teaching subject matter which has no relation to their subject.

(b) Academic employees are entitled to full freedom in research and in the publication of results, subject to the adequate performance of their other academic duties, but research for pecuniary return should be based upon an understanding with the authorities of the institution.

(c) Academic employees are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and institution by their utterances. Hence, they should at all times be accurate, should show respect for the opinions of others, and indicate that they are not speaking for the institution.

It is the policy of VCCCD that all academic employees, regardless of their employment status, should enjoy the privileges and exercise the responsibilities inherent in academic freedom as defined by the AAUP statement. In addition, all VCCCD employees enjoy the same protection and responsibilities within the context of their obligations. Furthermore, faculty tenure constitutes the strongest procedural safeguard of academic freedom and individual responsibility, and as such, is essential for the maintenance of intellectual liberty and high standards in teaching and scholarship.

* The footnote from the 1970 Interpretative Notes on the AAUP Statement reads: "The intent of this statement is not to discourage what is 'controversial.' Controversy is at the heart of free academic inquiry which the entire statement is designed to focus. The passage serves to underscore the need for teachers to avoid persistently intruding material which has no relation to the subject."

Reference: this policy has been adapted almost verbatim from the California State University System's statement on Academic Freedom, which is in turn substantially based on AAUP's 1040 Statement of Principles on Academic Freedom and Tenure with 1970 Interpretative Notes.

Adopted: April 18, 2006

Revised: _____

Adopted: February 16, 2006
Revised: _____
Revised: _____

Revised: _____
Revised: _____
Revised: _____

BP 4040 Library Services

Reference:

Education Code Section 78100

The District shall have library services that are an integral part of the educational program.

Adopted: February 16, 2006
Revised: _____
Revised: _____

Revised: _____
Revised: _____
Revised: _____

BP 4050 Articulation

Reference:

Title 5, Section 51022(b).

The Chancellor, in consultation with the Academic Senates, shall establish procedures that assure appropriate articulation of the District's educational programs with proximate high schools and baccalaureate institutions.

The procedures 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.

See Administrative Procedures 4050.

Adopted: February 16, 2006
Revised: _____
Revised: _____

Revised: _____
Revised: _____
Revised: _____

BP 4060 Delineation of Functions Agreements

Reference:

Education Code Sections 8535; 8536

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 Chancellor shall present an appropriate memorandum of understanding to the Board for approval.

Adopted: February 16, 2006
Revised: _____
Revised: _____

Revised: _____
Revised: _____
Revised: _____

BP 4070 Auditing and Auditing Fees

Reference:

Education Code Section 76370

Students may audit courses.

The fee for auditing courses shall be no more than \$15.00 per unit per semester. Students enrolled in classes to receive credit for ten (10) or more semester credit units shall not be charged a fee to audit three or fewer semester units per semester.

No student auditing a course shall be permitted to change his or her enrollment to receive credit for the course.

Priority in class enrollment shall be given to students enrolled in the course for credit towards a degree or certificate.

Adopted: February 16, 2006
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Revised: _____

Revised: _____
Revised: _____
Revised: _____

BP 4100 Graduation Requirements for Degrees and Certificates

Reference:

Education Code Section 70902(b) (3); Title 5, Sections 55800, et seq.

The District grants the degrees of Associate in Arts and Associate in Science 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 general education residency and competency requirements set forth in Title 5 regulations

Students may be awarded a Certificate of Achievement upon successful completion of courses of study or curriculum for which the District offers a certificate. The District has certificate programs that upgrade and develop occupational and vocational proficiency.

The Chancellor, in consultation with the Academic Senates, shall establish procedures to determine degree and certificate requirements and to assure that graduation requirements are published in the district's catalog(s) and included in other resources that are convenient for students.

See Administrative Procedures 4100.

Adopted: February 16, 2006
Revised: _____
Revised: _____

Revised: _____
Revised: _____
Revised: _____

BP 4101 Independent Study

Reference:

Title 5, Sections 55230 et seq.

The Chancellor will develop an administrative procedure that establishes independent study courses. The following topics shall be included in the administrative procedure:

- Eligibility for Participation
- Application Process
- Limits for Independent Study
- Academic Standards and Evaluation

See Administrative Procedure 4101.

Adopted: June 23, 2009
Revised: _____

BP 4110 Honorary Degrees

Reference:

Education Code Section 72122

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.

The Chancellor, in consultation with the Academic Senates, shall establish procedures and criteria for the award of honorary degrees.

See Administrative Procedures 4110.

Adopted: February 16, 2006
Revised: _____
Revised: _____

Revised: _____
Revised: _____
Revised: _____

BP 4220 Standards of Scholarship

Reference:

***Education Code Section 70902(b) (3);
Title 5, Sections 55750, et seq.***

The Chancellor shall, in consultation with the Academic Senates, establish procedures that define standards of scholarship consistent with the provisions of Title 5, Sections 55750, et seq. and Board policy.

These procedures shall address: grading practices, academic record symbols, grade point average, credit by examination, academic and progress probation, academic and progress dismissal, academic renewal, course repetition, limits on remedial coursework, and grade changes.

These procedures shall be described in the Ventura County Community College District catalogs.

See Administrative Procedures 4220.

Adopted: February 16, 2006
Revised: _____
Revised: _____

Revised: _____
Revised: _____
Revised: _____

BP 4225 Course Repetition for Substandard Grades

Reference:

Title 5, Sections 55761-55765

Students may repeat courses in which substandard grades, less than "C," were earned.

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 procedures.

See Administrative Procedure 4225.

Adopted: February 16, 2006
Revised: _____
Revised: _____

Revised: _____
Revised: _____
Revised: _____

BP 4230 Grading Symbols

Reference:

Title 5, Section 55758;

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

The grading system shall be published in the college catalog(s) and made available to students.

See Administrative Procedure 4230.

Adopted: February 16, 2006
Revised: _____
Revised: _____

Revised: _____
Revised: _____
Revised: _____

BP 4235 Credit by Examination

Reference:

Title 5, Section 55753

Credit may be earned by students who satisfactorily pass authorized examinations. The Chancellor shall, in consultation with the Academic Senates, establish administrative procedures to implement this policy.

See Administrative Procedure 4235.

Adopted: February 16, 2006
Revised: _____
Revised: _____

Revised: _____
Revised: _____
Revised: _____

BP 4240 Academic Renewal

Reference:

Title 5, Section 55044

Previously recorded substandard academic performance may be disregarded if it is not reflective of a student's demonstrated ability. The Chancellor shall, in consultation with the Academic Senates, establish procedures that provide for academic renewal.

See Administrative Procedure 4240.

Adopted: June 23, 2009

Revised: _____

BP 4250 Probation, Disqualification and Readmission

Reference:

***Education Code Section 70902(b) (3);
Title 5, Section 55754, 55755, 55756, 55759, 55764***

Probation

A student shall be placed on academic probation if he or she has 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 he or 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" and "NC" were recorded reaches or exceeds fifty percent.

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

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" and "NC" drops below fifty percent.

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 (3) 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" and "NC" are recorded in at least three (3) consecutive semesters reaches or exceeds fifty 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 meets established district criteria, such as evidence of extenuating circumstances or shows significant improvement in academic achievement.

Readmission

A student who has been dismissed may request reinstatement. Readmission may be granted, denied or postponed according to criteria contained in administrative procedures.

The Chancellor, in consultation with the Academic Senates, shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

Adopted: February 16, 2006
Revised: _____
Revised: _____

Revised: _____
Revised: _____
Revised: _____

See Administrative Procedure 4250.

Adopted: February 16, 2006
Revised: _____
Revised: _____

Revised: _____
Revised: _____
Revised: _____

BP 4260 Pre-Requisites and Co-requisites

Reference:

Title 5, Section 55200

The Board establishes prerequisites, co-requisites and advisories on recommended preparation for courses in the curriculum upon recommendation of the Chancellor in consultation with the Academic Senates. 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 procedures 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.

See Administrative Procedure 4260.

Adopted: February 16, 2006
Revised: _____
Revised: _____

Revised: _____
Revised: _____
Revised: _____

BP 4300 Field Trips and Excursions

Reference:

Title 5, Section 55450

The Chancellor shall, in consultation with the Academic Senates, 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.

No district funds shall be used to support student expenses for out-of-state field trips or excursions. The expenses of instructors, chaperons, and other personnel traveling with students may be paid from district funds.

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

See Administrative Procedure 4300.

Adopted: February 16, 2006
Revised: _____
Revised: _____

Revised: _____
Revised: _____
Revised: _____

BP 4400 Community Services Programs

Reference:

Education Code Section 78300

The District maintains community services programming which responds to the demand of its citizens.

Its community services offerings shall be designed to contribute to the physical, mental, moral, economic or civic development of the individuals or groups enrolled in them.

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

No General Fund monies may be expended to establish or maintain community services classes. Students involved in community services classes shall be charged a fee not to exceed the cost of maintaining the classes. Classes may also be offered for remuneration by contract or with contributions or donations of individuals or groups.

See Administrative Procedure 4400.

Adopted: February 16, 2006
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Revised: _____

Revised: _____
Revised: _____
Revised: _____