



District Council on Academic Affairs - DCAA

Agenda January 31, 2013 - 2:00 p.m. DAC Lakin Boardroom

- Approval of November 29, 2012 meeting notes (December was dark)
- BOT Strategic Objective 1.A Discussion – Districtwide General Education Subcommittee – Status Update (Mary Rees) – AP 4025 Philosophy and Criteria for Associate Degree and General Education – under review by the Subcommittee and also under review by Academic Senates. (Peter Sezzi)
- Policies and administrative procedures – 2 year review cycle required for accreditation (Clare Geisen/Jane Harmon/Peter Sezzi)
 - BP/AP 5055 – Priority Enrollment (Jane Harmon) – review revisions from 1.24.13 DTRW-SS Meeting
 - BP/AP 4030 Academic Freedom – assigned to DCAA for review on policy/procedure tracking sheet
 - AP 4260 Pre-requisites and Co-requisites under review by Academic Senates (Peter Sezzi)
 - BP/AP 4300 Field Trips and Excursions – reviewed and revised by DTRW-I; now up for review by DCAA for final approval before Policy Committee 2.20.13 (Terry Cobos)
 - BP/AP 4100 – Graduation Requirements for Degrees and Certificates (Academic Senates)
 - BP/AP 4240 – Academic Renewal (Ramiro Sanchez)
 - BP/AP 5010 Admissions and Concurrent Enrollment Status (Erika Endrijonas) – Separation of Admission and Concurrent Enrollment Status – assign revision of the BP/AP to a DCAA member
- Enrollment Management (Riley Dwyer)



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- DTRW-I Report (Erika Endrijonas)
 - DTRW-SS Report (Erika Endrijonas)
 - CONSENT ITEMS: Moorpark/Oxnard/Ventura College Curriculum Submissions from December/January

Next Meeting Date: February 28, 2013 – DAC Lakin Boardroom

DCAA – JANAUARY 31, 2013

Approval of 11.29.13 Meeting Notes

Ventura County Community College District

2012-2013 Academic Year
District Council on Academic Affairs - DCAA
Meeting Notes

November 29, 2012 - 2:00 p.m. – DAC Lakin Boardroom
MEETING NOTES PRIOR TO APPROVAL AT 1.31.13 DCAA MEETING

Members: Chancellor's Designee: Jane Harmon (MC)
Faculty Co-Chair: Peter Sezzi (VC)
Executive Vice Presidents: Erika Endrijonas (OC), Jane Harmon (MC), Ramiro Sanchez (VC)
Vice President, Business Services Designee: David Keebler (VC)
Academic Senate Presidents: Linda Kamaila (OC), Riley Dwyer (MC), Peter Sezzi (VC)
College Faculty Designees: Teresa Bonham (OC), Nenagh Brown (MC), Angelica Gonzales (VC)
Additional Faculty Designees: Jim Merrill (OC), Mary Rees (MC), Gloria Arevalo (VC)
Policy and Administrative Procedures: Clare Geisen (DAC) (Policy/procedure, Chancellor's Cabinet Liaison/guest)
Student Government Representatives: Juan Smith (OC), Hamza Shah and Lanny Hernandez (MC), Daniel Chavez (VC)
Clare Geisen (DAC), Policy/Procedure, Chancellor's Liaison

Absent: Gloria Arevalo (VC), Clare Geisen (DAC), Angelica Gonzales (VC) (represented by Beatriz Herrera), Jim Merrill (OC), Hamza Shah (MC)

Recorder: Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome	Dr. Harmon called the meeting to order at 2:02 pm. Dr. Harmon requested a change in the order of the agenda to move the Consent Curriculum item to the front of the agenda.			
Approval of October 25, 2012 Meeting Notes	The minutes were approved with recommended changes and with abstention from Beatriz Herrera (attending on behalf of Angelica Gonzalez).			
BoT Strategic Objective 1.A Discussion – Districtwide General Education	Ms. Rees provided a status update on the General Education Subcommittee and indicated the Subcommittee reviewed BP/AP 4025 Pre-			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>separate BP/APs instead of being combined.</p> <p>Dr. Endrijonas also stated the only legal citation in the CCLC policy is Education Code Section 76000 and the following phrase should be added to our policy and administrative procedure:</p> <p><i>“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.”</i></p> <p>Moorpark College indicated they needed more time to review this policy and will come back with comments for the January DCAA meeting.</p>			
<p>Policies and administrative procedures – 2 year review cycle required for accreditation (Clare Geisen/Jane Harmon/Peter Sezzi)</p>	<p>Dr. Harmon met with Ms. Geisen to review the policy/procedure tracking sheet and determined which policy/procedure chapters require review by DTRW-I or DTRW-SS. There was discussion regarding the timing of the DTRW-I and SS meetings. DTRW-I and SS will send the policies/procedures to Academic Senates after the DTRW meetings for their Senate meeting. There was also discussion regarding the timing of Academic Senate meetings to get feedback in time for the next DTRW meetings. The January DCAA meeting will be moved to January 31 (the fifth Thursday) to accommodate the policy and procedure review.</p> <p>The Academic Senates will now receive copies of the meeting notes from DTRW-I and SS.</p>	<p>Send meeting notes to Academic Senate presidents after DTRW</p>	<p>After approval of meeting notes</p>	<p>Laurie Nusser</p>

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
		meetings.		
Pre-requisites/Co-requisites New Title 5 Regulations AP 4025 and AP 4260 (Peter Sezzi/Erika Endrijonas)	Mr. Sezzi will review the CCLC version of these policies and procedures, send them to DTRW-I and the Academic Senates, and then to DCAA via email. Ms. Nusser will be copied on the emails.	Send new versions of AP 4025 and 4260 to Academic Senates/DTRW-I. Copy Laurie Nusser on the emails.	January	Peter Sezzi
DTRW-I Report (Ramiro Sanchez)	This is a new standing agenda item for DCAA. Mr. Sanchez provided an update from the November DTRW-I meeting and noted items that will come back to the group.			
DTRW-SS Report (Ramiro Sanchez)	This is a new standing agenda item for DCAA. Mr. Sanchez provided an update from the November DTRW-I meeting and noted items that will come back to the group.			
Consent Item College Curriculum Submissions	<p>This is a new standing agenda item for DCAA. Future curriculum changes made after DTRW-I meetings will be sent to Ms. Nusser by the curriculum techs for review by DCAA. The process for Board agenda curriculum submission was discussed and will now be added as an attachment to the agenda item as submitted to DCAA, unless there are changes at DCAA. The curriculum items are added to BoardDocs by the executive assistant to the presidents at each college.</p> <p>Dr. Endrijonas asked if the new procedure of consent curriculum going to DCAA is to be included as a change in the Participatory Governance Handbook. DCAP has decided that the PGH will be reviewed on a yearly basis instead of a two year review.</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>Outcome of DCAA Curriculum Review:</p> <p>Moorpark College: Recommendation: All items will go forward to the Board.</p> <p>Oxnard College: Recommendation: There was discussion regarding transferability issues for Film Studies. New math classes on October's submission went to the Board agenda and will need to be pulled for the December 11 Board meeting. These items were pulled as the math classes were replaced with Transitional Math I and II, instead of Transitional Math I, II, and III. Recommendation: All items will go forward to the Board.</p> <p>Ventura College: Recommendation: All items will go forward to the Board.</p> <p>There was discussion regarding suggested revisions to the Participatory Governance Handbook regarding curriculum submission through governance committees, which include curriculum review through DCAA on a consent calendar. Also, the charge of DCAA was intended to be broad-based and to promote broad-based dialogue. The charge should include college program planning and Districtwide program planning. DCAA is to review curriculum from a District perspective. Example given: not duplicating expensive programs.</p>			
Other Items	Ms. Rees raised a concern regarding the current District policy of offering math courses only two levels below college. There was a discussion regarding the policy and whether a District basic	Check for interest on a basic skills ad-hoc committee	January 31	Mary Rees

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	skills ad-hoc committee would be helpful. Ms. Rees will check to see if there is support for such a committee.			
Next Meeting Date:	January 31, 2013 2 pm			

DRAFT

DCAA – JANUARY 31, 2013

General Education Subcommittee

Status Update

and

Review of Current AP 4025 Philosophy and
Criteria for Associate Degrees and General
Education

(current BP/AP 4025 attached)



Book	VCCCD Board Policy Manual
Section	Chapter 4 Academic Affairs
Title	BP 4025 PHILOSOPHY AND CRITERIA FOR ASSOCIATE DEGREE AND GENERAL EDUCATION
Number	BP 4025
Status	Active
Legal	Title 5, Section 55805 Accreditation Standard II.A.3
Adopted	February 16, 2006
Last Reviewed	June 19, 2012

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](#).

Last Modified by Laurie Nusser on July 2, 2012



Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4025 PHILOSOPHY AND CRITERIA FOR ASSOCIATE DEGREE AND GENERAL EDUCATION
Number	AP 4025
Status	Active
Legal	Accreditation Standard II.A.3 Title 5, Section 55063 Title 5, Section 55062 Title 5, Section 55061
Adopted	July 14, 2009
Last Reviewed	June 19, 2012

Philosophy and Criteria for Associate Degree

The philosophy and criteria for the associate degree and general education of the Ventura County Community College District address the considerations contained in the references listed above. These include, but are not limited to:

The programs of District colleges are consistent with the District mission, objectives, demographics and economics of its community.

The philosophy and criteria regarding the associate degree reference the policy of the Board of Governors that the associate degree symbolizes a successful attempt to lead students through patterns of learning experiences designed to develop certain capabilities and insight, including but not limited to:

- To think, communicate, speak, and write clearly and effectively
- To understand and apply mathematical concepts
- To understand the modes of inquiry of the major disciplines
- To be aware of other cultures and time periods
- To achieve insights gained through experience in thinking about ethical problems
- To develop the capacity for self understanding

The Curriculum Committee of each District college establishes a curriculum proposal and review process that methodically and consistently validate the above principles within the college's course and program inventory.

At a secondary level, the District Technical Review Workgroup (DTRW) provides technical oversight to ensure that the colleges' course and program curriculum are in regulatory compliance.

Philosophy and Criteria for General Education

The philosophy and criteria regarding general education reference the policy of the Board of Governors that general education should lead to better self-understanding, including:

- Understand the modes of inquiry and critique used in the natural, social, and behavioral sciences and the humanities

- Understand and appreciate the role of culture and the arts in society and in one's personal life
- Think logically and communicate effectively
- Understand and adopt the concepts of personal health and fitness to enhance the quality of life
- Recognize the multitude of diversities in the physical and human environments and how these diversities impact individuals and society
- Understand the connections among the various disciplines
- Use a variety of means to find information, examine it critically, and apply it appropriately
- Work ethically and effectively with others
- Apply the skills necessary for successful living in an ever-changing and global environment
- Become productive workers and life-long learners
- Meet the objectives of general education

General education is designed to introduce students to the variety of means through which people comprehend the modern world.

General education introduces the content and methodology of the major areas of knowledge and provides an opportunity for students to develop intellectual skills, information technology proficiency, affective and creative capabilities, social aptitude, and an appreciation for cultural diversity.

To meet the objectives of general education, the District college shall develop Student Learning Outcomes in the following areas, and place general education courses in accordance with those outcomes into the appropriate general education areas:

- Natural Sciences: A minimum of 6 units including one course in Biological Sciences and one course in Physical Science.
- Social and Behavioral Sciences: A minimum of 6 units including one course in American History/Institutions and one course in other Social and Behavioral Science.
- Humanities: A minimum of 6 units including one course in Fine Arts/Performing Arts and one course in any other Humanities.
- Language and Rationality: A minimum of 6 units including one course in English Composition and one course from Communication/Analytical Thinking.
- Health/Physical Education: No unit minimum. One Health Education course and one Physical Education Activity course.
- Ethnic/Women's Studies: Students selecting an Associate in Arts degree in General Studies must complete a minimum of 3 units in Ethnic/Women's Studies.

The Curriculum Committee of the colleges, as part of the curriculum proposal and review process, will specifically address the placement of courses into the general education areas. Elements of the review process will include, at a minimum, the following:

- The alignment of the course outcome to general education outcome of the proposed area
- The rigor and comprehensive nature of the course as a lower-division introduction into the discipline
- Applicability of the course for fulfilling CSU GE-Breadth or IGETC for transfer

Completion of the District College General Education pattern shall be required for all Associate degrees except:

- When prohibited by legislated transfer degrees that require completion of CSU GE-Breadth and/or IGETC and forbid additional District requirements.
- When the degree is designed specifically for transfer and another general education pattern (such as CSU GE-Breadth, IGETC, or a university's native GE pattern) more adequately serves the needs of the students.

Last Modified by Laurie Nusser on July 2, 2012

DCAA – JANUARY 31, 2013

BP/AP 5055 Enrollment Priorities



Book: VCCCD Administrative Procedure Manual
Section: Chapter 5 Student Services
Title: AP 5055 ENROLLMENT PRIORITIES
Number: AP 5055
Status: Active
Legal: California Education Code, Section 66025.8 et. seq.
Title 5 Section 58106
Adopted: April 14, 2009
Last Reviewed: March 13, 2012

Pursuant to Title 5 Section 58106; Education Code Section 66025.8 et. seq. within the Ventura County Community College District, registration appointments are given in the following order:

1. ~~EOPS students, DSPS students, CalWORKS students,~~ Active military, military veterans, foster youth, and former foster youth as defined by statute
2. ~~Continuing students with 45-75 units* (waivers for majors exceeding 75 units may be requested through the Counseling Department)~~
2. EOPS students, DSPS students
3. Continuing students with 45-75 units* (waivers for majors exceeding 75 units may be requested through the Counseling Department)
4. Continuing students with 30-44 units*
5. Continuing students with 15-29 units*
6. Continuing students with 1-14 units*
7. Newly matriculated students and returning students with less than 76 units
8. New students who have not gone through matriculation
9. Open registration for all students (except "9-10." below), including students with 76+ units (unless granted a waiver under item 2 above)
10. Special admission high school students

*Completed and in progress VCCCD units. Basic skills and non-degree applicable units shall not be counted.

Continuing Student: a student who has been enrolled in one or more of the two previous primary semesters.

Returning Student: a student who has been previously enrolled, but not enrolled for either of the previous two primary semesters.

Primary Semesters: fall and spring



Book	VCCCD Administrative Procedure Manual
Section	Chapter 5 Student Services
Title	AP 5055 ENROLLMENT PRIORITIES
Number	AP 5055
Status	Active
Legal	California Education Code, Section 66025.8 et. seq. Title 5 Section 58106
Adopted	April 14, 2009
Last Reviewed	March 13, 2012

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9. Special admission high school students

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Returning Student: a student who has been previously enrolled, but not enrolled for either of the previous two primary semesters.

Primary Semesters: fall and spring

Last Modified by Laurie Nusser on March 14, 2012

Student Success Task Force Recommendation 3.1

Title 5, Section 58108 Enrollment Priority Regulation

Timeline



****Districts may implement the new priority enrollment requirements earlier than Fall 2014***

BOARD OF GOVERNORS OF THE CALIFORNIA COMMUNITY COLLEGES
REVISIONS TO TITLE 5 REGULATIONS:
ENROLLMENT PRIORITIES

1. Section 58108 of article 1 of subchapter 2 of chapter 9 of division 6 of title 5 of the California Code of Regulations is amended to read:

§ 58108. Registration and Enrollment Procedures.

(a) Districts shall adopt policies and procedures for registration and standards for enrollment in any course shall be only those which that are consistent with these and other sections of Title 5 and uniformly administered by appropriately authorized employees of the district.

(b) It is the intent of the Board of Governors of the California Community Colleges to provide priority registration for students who enroll in a community college for the purpose of degree or certificate attainment, transfer to a four-year college or university, or career advancement.

(c) Registration priority, in the order of priority listed below, shall be provided to students:

(1) who have completed orientation, assessment, and developed student education plans and are eligible as a member of the armed forces or a veteran pursuant to Education Code section 66025.8 or as a foster youth or former foster youth pursuant to Education Code section 66025.9;

(2) who have completed orientation, assessment, and developed student education plans and are eligible and receiving services through Disabled Student Programs and Services or Extended Opportunity Programs and Services;

(3) who are continuing students not on academic or progress probation for two consecutive terms as defined in section 55031 and first time students who have completed orientation, assessment, and developed student education plans.

(d) Districts are not required to apply the registration priorities identified in subdivisions (c)(2) and (c)(3) of this section for courses offered during summer or intersessions.

(e) A district may provide students identified in subdivision (c)(1) or (c)(2) of this section with the same level of registration priority as long as a district ensures students identified in (c)(1) receive registration priority as required by Education Code sections 66025.8 and 66025.9.

(f) To the extent districts have the capacity and resources to require orientation, assessment, and education plans for continuing students, districts may establish orientation, assessment and education plans or any combination thereof as a condition for registration priority.

(g) Within the state registration priorities identified in subdivision (c) of this section, districts may establish the relative order of priority for additional subcategories of

students within each of the three levels. Similarly situated students in the groups specified in subdivisions (c)(1) and (c)(2), respectively, shall be granted equal priority.

(h) Districts may establish additional registration priorities for students with priority lower than student groups covered by subdivision (c) of this section.

(i) Registration priority specified in subdivision (c) of this section shall be lost at the first registration opportunity after a student:

(1) is placed on academic or progress probation or any combination thereof as defined in section 55031 for two consecutive terms; or

(2) has earned one hundred (100) or more degree-applicable semester or quarter equivalent units at the district.

(A) For purposes of this section a unit is earned when a student receives a grade of A, B, C, D or P as defined in section 55023.

(B) The 100-unit limit does not include units for non-degree applicable English as a Second Language or basic skills courses as defined in section 55000(j) or special classes as defined in section 55000.

(C) Districts may set the unit limit lower than 100 units and may consider units from other higher education institutions.

(D) Districts may adopt policies to exempt from the 100-unit limit categories of students, including but not limited to, those enrolled in high unit majors or programs.

(E) Districts may exempt from the 100-unit limit units earned through credit by examination, advanced placement, International Baccalaureate, or other similar programs.

(i) Beginning in the spring 2013 term, districts shall notify students who are placed on academic or progress probation, or who have earned 75 percent or more of the unit limit, of the potential for loss of enrollment priority. The district shall notify the student that a second consecutive term on academic or progress probation will result in the loss of priority registration until the student is no longer on probation or that enrollment priority will be lost when the student reaches the unit limit.

(k) Except as otherwise provided by state law, no student shall be required to confer or consult with or be required to receive permission to enroll in any class from any person other than those employed by the college in the district.

(l) Students will not be required to participate in any preregistration activity not uniformly required; nor shall the college or district allow anyone to place or enforce nonacademic requisites that are not expressly authorized in this chapter or in state law as barriers to enrollment in or the successful completion of a class.

~~No registration procedures shall be used that result in restricting enrollment to a specialized clientele.~~

~~The following registration procedures are permissible: special registration assistance to the handicapped or disadvantaged student as defined by statute, for the purpose of providing equalization of educational opportunity; and enrollment of students in accordance with a priority system established pursuant to legal authority by the local board of trustees.~~

(m) With respect to accessibility to off-campus sites and facilities, no student is to be required to make any special effort not required of all students to register in any class or

course section. Once enrolled in the class, all students must have equal access to the site.

(n) Each community college district shall establish written procedures by which a student may appeal the loss of priority enrollment status due to extenuating circumstances, or where a student with a disability applied for, but did not receive reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student. Districts may allow students who have demonstrated significant academic improvement to appeal the loss of priority enrollment status. Significant academic improvement is defined as achieving no less than the minimum grade point average and progress standard established in section 55031 for the term or terms.

(o) Districts shall ensure that the requirements of this section are adopted in local board policies and fully operational for registration for fall 2014 courses. Districts shall ensure that all policies and course catalogs reflect the requirements of this section and that appropriate and timely notice is provided to students.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 84500, Education Code.

BOARD OF GOVERNORS OF THE CALIFORNIA COMMUNITY COLLEGES
REVISIONS TO TITLE 5 REGULATIONS:
COURSE REPEATABILITY

1. Section 55000 of article 1 of subchapter 1 of chapter 6 of division 6 of title 5 of the California Code of Regulations is amended to read:

§ 55000. Definitions.

For the purpose of this chapter, the following definitions shall apply:

(a) "Active participatory courses" are those courses where individual study or group assignments are the basic means by which learning objectives are obtained.

~~(a)~~ (b) "Advisory on recommended preparation" means a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

(c) "All units attempted" means all units of credit for which the student has enrolled in the current community college district of attendance.

(d) "CR" means "credit" and is a symbol used to denote that a student received credit for at least satisfactory work in a course taken on a "credit-no credit basis" prior to the Fall 2009 term.

~~(b)~~ (e) "Community Services Offering" means a fee-supported community services class authorized pursuant to Education Code section 78300 and approved pursuant to subdivision (d) of section 55002 for which state apportionment is not claimed and credit is not awarded.

~~(c)~~ (f) "Content review" means a rigorous, systematic process developed in accordance with sections 53200 to 53204, approved by the Chancellor as part of the district matriculation plan required under section 55510, and that is conducted by faculty to identify the necessary and appropriate body of knowledge or skills students need to possess prior to enrolling in a course, or which students need to acquire through simultaneous enrollment in a corequisite course.

~~(d)~~ (g) "Contract Course" means a course which a community college district offers under a contract pursuant to Education Code section 78021 with a public or private agency, corporation, association, or other organization.

~~(e)~~ (h) "Corequisite" means a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course.

~~(f)~~ (i) "Course" means an organized pattern of instruction on a specified subject offered by a community college pursuant to subdivisions (a), (b) or (c) of section 55002.

(j) "Course repetition" occurs when a student who has previously received an evaluative symbol in a credit course, as set forth in section 55023, re-enrolls in that course and receives an evaluative symbol.

(k) "Courses that are determined to be legally mandated" are courses that are required by statute or regulation as a condition of paid or volunteer employment.

(l) "Courses that are related in content" are those courses with similar primary educational activities in which skill levels or variations are separated into distinct courses with different student learning outcomes for each level or variation.

~~(g)~~ (m) "Educational program" is an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education.

(n) "Enrollment" occurs when a student receives an evaluative or nonevaluative symbol pursuant to section 55023 in a credit course.

(o) "Extraordinary conditions" are those conditions meeting the requirements of section 58509(a) allowing a community college to provide a full refund of enrollment fees to a student.

(p) "Intercollegiate academic or vocational competition course" is a course that is designed specifically for participation in non-athletic competitive events between students from different colleges that are sanctioned by a formal collegiate or industry governing body. The participation in the event must be directly related to the course content and objectives pursuant to subdivisions (a) or (b) of section 55002.

(q) "Intercollegiate athletic course" is a course in which a student athlete is enrolled to participate in an organized competitive sport sponsored by the district or a conditioning course which supports the organized competitive sport.

(r) "NC" means "no credit" and is a symbol used to denote that a student did not receive credit for a course taken on a "credit-no credit basis" prior to the Fall 2009 term.

~~(h)~~ (s) "Necessary and appropriate" means that a strong rational basis exists for concluding that a prerequisite or corequisite is reasonably needed to achieve the purpose that it purports to serve. This standard does not require absolute necessity.

~~(i)~~ (t) "Noncredit basic skills courses" are those courses in reading, writing, computation, and English as a Second Language which are designated by the community college district as noncredit courses pursuant to subdivision (c) of section 55002.

~~(j)~~ (u) "Nondegree-applicable basic skills courses" are those courses in reading, writing, computation, and English as a Second Language which are designated by the community college district as nondegree-applicable credit courses pursuant to subdivision (b) of section 55002.

~~(k)~~ (v) "Prerequisite" means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.

~~(l)~~ (w) "Satisfactory grade" means that, for the course in question, the student's academic record has been annotated with the symbol A, B, C or P as those symbols are defined in section 55023.

(x) "Special classes" means those instructional activities designed to address the educational limitations of students with disabilities who would be unable to substantially benefit from regular college classes even with appropriate support services or accommodations as set forth in section 56028.

(y) "Substandard academic work" means course work for which the grading symbols "D," "F," "FW," "NP" or "NC" (as defined in section 55023) have been recorded.

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

2. Section 55023 of article 2 of subchapter 1 of chapter 6 of division 6 of title 5 of the California Code of Regulations is amended to read:

§ 55023. Academic Record Symbols and Grade Point Average.

(a) Except as provided in subdivisions (b) and (c), grades from a grading system shall be averaged on the basis of the point equivalencies to determine a student's grade point average using only the following evaluative symbols:

<i>Symbol</i>	<i>Definition</i>	<i>Grade Point</i>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Less than satisfactory	1
F	Failing	0
P	Passing (At least satisfactory - units awarded not counted in GPA. Has the same meaning as "CR" as that symbol was defined prior to June 30, 2007.)	
NP	No Pass (Less than satisfactory, or failing - units not counted in GPA. NP has the same meaning as "NC" as that symbol was defined prior to June 30, 2007.)	

(b) The governing board of a community college district may use "plus" and "minus" designations in combination with letter grades, except that the grade of C minus shall not be used. If pluses and minuses are used, the grade point value of a plus shall be computed by adding 0.3 to the value assigned to the letter grade with which it is combined, and the grade point value of a minus shall be computed by subtracting 0.3 from the value assigned to the letter grade with which it is combined, except that no grade point value shall be less than 0 or greater than 4.0.

(c) Regardless of whether the governing board elects to use plus and minus grading, it may provide for the use of the "FW" grade symbol to indicate that a student has both ceased participating in a course some time after the last day to officially withdraw from the course without having achieved a final passing grade, and that the student has not received district authorization to withdraw from the course under extenuating circumstances. The "FW" symbol may not be used if a student has qualified for and been granted military withdrawal. If "FW" is used, its grade point value shall be zero (0).

(d) The governing board of each community college district shall publish the point equivalencies for the grades used in subdivision (a), or, subdivisions (a) and (b) (if pluses and minuses are used) in the catalog or catalogs of each college in the district as a part of its grading policies. In the event the governing board chooses to use the “FW” described in subdivision (c), it shall be included in the grading system and point equivalencies published in the catalog.

(e) The governing board of each community college district may authorize the use, under controls and conditions specified below, of only the following nonevaluative symbols:

<i>Symbol</i>	<i>Definition</i>
I	<p>Incomplete: Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an “I” symbol being entered in the student's record. The condition for the removal of the “I” shall be stated by the instructor in a written record. This record shall contain the conditions for the removal of the “I” and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the registrar until the “I” is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.</p> <p>The “I” may be made up no later than one year following the end of the term in which it was assigned.</p> <p>The “I” symbol shall not be used in calculating units attempted nor for grade points. The governing board shall provide a process whereby a student may petition for a time extension due to unusual circumstances.</p>
IP	<p>In progress: The “IP” symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates that work is “in progress,” but that assignment of an evaluative symbol (grade) must await its completion. The “IP” symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student's permanent record for the term in which the course is completed. The “IP” shall not be used in calculating grade point averages. If a student enrolled in an “open-entry, open-exit” course is assigned an “IP” at the end of a term and does not re-enroll in that course during the subsequent term, the appropriate faculty will assign an evaluative symbol (grade) in accordance with subdivision (a) or (a) and (b) (if plus and minus grading is used) to be recorded on the student's permanent record for the course.</p>
RD	<p>Report Delayed: The “RD” symbol may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a</p>

	student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.
W	Withdrawal: The "W" symbol may be used to denote withdrawal in accordance with the requirements of section 55024.
MW	Military Withdrawal: The "MW" symbol may be used to denote military withdrawal in accordance with section 55024.

(f) In calculating students' degree-applicable grade point averages, grades earned in nondegree-applicable credit courses shall not be included.

(g) The governing board of each district shall adopt rules and regulations governing the inclusion or exclusion of units in which a student did not receive a grade or "pass-no pass" or from which the student withdrew in accordance with rules adopted by the district.

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

3. Section 55030 of article 3 of subchapter 1 of chapter 6 of division 6 of title 5 of the California Code of Regulations is repealed:

~~§ 55030. Definitions.~~

~~For the purposes of this chapter, the following terms shall have the specified meanings:~~

~~(a) "All units attempted" means all units of credit for which the student is enrolled in the current community college of attendance. The governing board of each district shall adopt rules and regulations governing the inclusion or exclusion of units in which a student did not receive a grade or "pass-no pass" or from which the student withdrew in accordance with rules adopted by the district governing board.~~

~~(b) "CR" means "credit" and is a symbol used to denote that a student received credit for at least satisfactory work in a course taken on a "credit no credit basis" prior to the Fall 2009 term.~~

~~(c) "NC" means "no credit" and is a symbol used to denote that a student did not receive credit for a course taken on a "credit no credit basis" prior to the Fall 2009 term.~~

~~Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902, and 76000, Education Code.~~

4. Section 55040 of article 4 of subchapter 1 of chapter 6 of division 6 of title 5 of the California Code of Regulations is amended to read:

§ 55040. District Policy for Course Repetition.

(a) The governing board of each community college district shall adopt and publish policies and procedures pertaining to the repetition of credit courses. Such policies and procedures shall not conflict with section 55025 or Education Code section 76224, pertaining to the finality of grades assigned by instructors, or with subchapter 2.5 (commencing with section 59020) of chapter 10 of this division, pertaining to the retention and destruction of student records.

~~(b) For purposes of course repetition, academic renewal, and all other related provisions in this division, the following terms shall have the meanings specified below:~~

~~(1) "Course repetition" occurs when a student who has previously received an evaluative symbol as defined in section 55023, in a particular course re-enrolls in that course and receives an evaluative symbol as defined in section 55023.~~

~~(2) "Substandard academic work" means course work for which the grading symbols "D," "F," "FW," "NP" or "NC" (as defined in sections 55023 and 55030) have been recorded.~~

~~(c)~~ (b) The policies and procedures adopted pursuant to subdivision (a) may:

(1) designate certain types of courses as "repeatable courses" consistent with the requirements of section 55041.

(2) allow permit a student to repeat a course in an effort to alleviate substandard academic work consistent with the requirements of section 55042.

(3) permit or require a student to repeat a course due to significant lapse of time consistent with the requirements of section 55043.

(4) permit a student to repeat a portion of a variable unit open-entry/open-exit course which the student previously completed only under the circumstances described in section 55044.

(5) permit a student to repeat a course which is not designated as a repeatable course, regardless of whether ~~or not~~ substandard academic work was previously recorded, where the district determines, consistent with section 55045, that there are extenuating circumstances which justify the repetition.

(6) permit a student to repeat a course in occupational work experience under the circumstances described in section 55253. When an occupational work experience course is repeated pursuant to that section, the grade received each time shall be included for purposes of calculating the student's grade point average.

(7) permit a student with a disability to repeat a special class for students with disabilities any number of times based on an individualized determination that such repetition is required as a disability-related accommodation for that particular student for one of the reasons specified in section 56029. The district policy may allow the previous grade and credit to be disregarded in computing the student's GPA each time the course is repeated.

(8) permit a student to repeat a course determined to be legally mandated as defined in section 55000, regardless of whether substandard academic work has been recorded. Such courses may be repeated for credit any number of times. The governing board of a district may establish policies and procedures requiring students to certify or document that course repetition is legally mandated.

(9) permit a student to petition the district to repeat a course as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for employment or licensure. Such courses may be repeated for credit any number of times. The governing board of the district may establish policies and procedures requiring students to certify or document that there has been a significant change in industry or licensure standards necessitating course repetition.

(c) The policies and procedures adopted by the governing board of each community college district pursuant to subdivision (a) may not permit student enrollment in active participatory courses, as defined in section 55000, in physical education, visual arts or performing arts that are related in content, as defined in section 55000, more than four times for semester courses or six times for quarter courses. This limitation applies even if a student receives a substandard grade or "W" during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstances as provided in section 55045.

(d) When course repetition occurs pursuant to this section, the student's permanent academic record shall clearly indicate any courses repeated using an appropriate symbol and be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

(e) Notwithstanding the limits set forth above, apportionment will be limited as set forth in section 58161.

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

5. Section 55041 of article 4 of subchapter 1 of chapter 6 of division 6 of title 5 of the California Code of Regulations is repealed:

~~§ 55041. Repeatable Courses.~~

~~(a) The district policy and procedures on course repetition adopted pursuant to section 55040 may designate as repeatable courses only those courses described in this section.~~

~~(b) If a district permits repetition of courses regardless of whether substandard academic work has been recorded, repetition shall be permitted, without petition, in instances when such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Such courses must conform to all attendance accounting, course approval, and other requirements imposed by applicable provisions of law. Such courses may be repeated for credit any number of times. The governing board of a district may establish policies~~

and procedures requiring students to certify or document that course repetition is necessary to complete legally mandated training pursuant to this subdivision.

~~(c) The district policy adopted pursuant to section 55040 may also designate courses of the types described in this subdivision as repeatable courses, subject to the following conditions:~~

~~(1) The district must identify the courses which are to be repeatable, and designate such courses in its catalog.~~

~~(2) The district must determine and certify that each identified course is one in which either:~~

~~(A) the course content differs each time it is offered; or~~

~~(B) the course is an activity course where the student meets course objectives by repeating a similar primary educational activity and the student gains an expanded educational experience each time the course is repeated for one of the following reasons:~~

~~(i) Skills or proficiencies are enhanced by supervised repetition and practice within class periods; or~~

~~(ii) Active participatory experience in individual study or group assignments is the basic means by which learning objectives are obtained.~~

~~(3) Activity courses which may qualify as repeatable courses meeting the requirements of paragraph (2)(B) of this subdivision include, but are not limited to the following:~~

~~(A) Physical education courses; or~~

~~(B) Visual or performing arts courses in music, fine arts, theater or dance.~~

~~(4) foreign language courses, ESL courses and nondegree-applicable basic skills courses are not considered "activity courses" for purposes of paragraph (2)(B) of this subdivision).~~

~~(5) The district must develop and implement a mechanism for the proper monitoring of such repetition.~~

~~(6) Students may repeat a course pursuant to this subdivision for not more than three semesters or five quarters. For purposes of this subdivision, semesters or quarters include summer or intersessions.~~

~~(7)(A) Except as provided in subparagraph (B) of this paragraph, where a college establishes several levels of courses which consist of similar educational activities, the repetition limitation in paragraph (6) of this subdivision applies to all levels of courses that involve a similar primary educational activity regardless of whether the repetitions reflect multiple enrollments in a single course or in multiple courses involving the same primary activity.~~

~~(B) Visual or performing arts courses in music, fine arts, theater or dance which are part of a sequence of transfer courses are not subject to subparagraph (A) of this paragraph.~~

~~(d) When a course is repeated pursuant to this section, the grade received each time shall be included for purposes of calculating the student's grade point average.~~

~~Note: Authority cited: Section 70901, Education Code. Reference: Sections 70901, 70902 and 76000, Education Code.~~

6. Section 55041 of article 4 of subchapter 1 of chapter 6 of division 6 of title 5 of the California Code of Regulations is added to read:

§ 55041. Repeatable Courses.

(a) Districts may only designate the following types of courses as repeatable:

(1) Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree. The governing board of a district must retain supporting documentation that verifies that the repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree. The supporting documentation must be retained by the district as a Class 3 record basic to audit as required by section 59020 et seq.;

(2) Intercollegiate athletics, as defined in section 55000; and

(3) Intercollegiate academic or vocational competition, as defined in section 55000, where enrollment in the course and courses that are related in content, as defined in 55000, is limited to no more than four times for semester courses or six times for quarter courses. This enrollment limitation applies even if the student receives a substandard grade or "W" during one or more of the enrollments in such a course or petitions for repetition due to special circumstances as provided in section 55045.

(b) The district must identify all courses which are repeatable and designate such courses in its catalog.

(c) When a course is repeated pursuant to this section, the grade received each time shall be included for purposes of calculating the student's grade point average.

(d) Notwithstanding the limitations above, apportionment will be limited as set forth in section 58161.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902 and 76000, Education Code.

7. Section 55043 of article 4 of subchapter 1 of chapter 6 of division 6 of title 5 of the California Code of Regulations is amended to read:

§ 55043. Course Repetition Due to Significant Lapse of Time.

(a) In addition to permitting course repetition in the circumstances described in other provisions of this article, a district may also permit or require repetition of a course where the student received a satisfactory grade the last time he or she took the course but the district determines that there has been a significant lapse of time of no less than 36 months since that grade was obtained and:

(1) the district has properly established a recency prerequisite for a course or program pursuant to section 55003, ~~or has otherwise defined "significant lapse of time" in its policy on course repetition; or~~

(2) another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course in question. Pursuant to petition, a district may allow repetition where less than 36 months have elapsed pursuant to this subdivision if the student documents the repetition is necessary for the student's transfer to the institution of higher education.

(b) If the district determines that a student needs to repeat an active participatory experience course, as defined in section 55000, in physical education or visual or performing arts, or an active participatory experience course that is related in content, as defined in section 55000, an activity course of the type described in subdivision (c)(2)(B) of section 55041 due to significant lapse of time, that repetition shall be counted in applying the limit on repetitions set forth in subdivision (c)(6) of section 55041 section 55040(c) except that, if the student has already exhausted the number of repetitions permitted under subdivision (c)(6), an additional repetition due to significant lapse of time may be permitted or required by the district.

(c) When a course is repeated pursuant to this section, the district policy may allow the previous grade and credit to be disregarded in computing the student's GPA.

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

8. Section 58161 of article 5 of subchapter 2 of chapter 9 of division 6 of title 5 of the California Code of Regulations is amended to read:

§ 58161. Apportionment for Course Enrollment.

(a) A community college district may claim the attendance of students who enroll for enrollments in credit courses for state apportionment only if so authorized by this section and if all other requirements of this chapter-division are satisfied. For purposes of this section, the definition of enrollment found in section 55000 shall apply an enrollment occurs when a student receives an evaluative or nonevaluative symbol pursuant to section 55023.

(b) A district may claim state apportionment for an enrollment in a credit course for the attendance of a student who receives a satisfactory grade, as defined in section 55000, one time unless an exception applies.

(a)-(c) A district may claim state apportionment for the attendance of students for enrollments totaling a maximum of three semesters or five quarters times including summer sessions and intersessions, per credit course and if all other requirements of this chapter-division are satisfied. For purposes of this section, enrollments include any combination of withdrawals and repetitions.

(d) Notwithstanding subdivisions (b) and (c) of this section, a district may claim state apportionment for the attendance of students for enrollments in credit courses designated as repeatable, as provided in section 55041, and courses that are related in content, as defined in section 55000, for no more than four times for semester courses

or six times for quarter courses. This limitation applies even if a student receives a substandard grade or “W” during one or more of the enrollments in such a course.

~~(b)-(e)~~ Notwithstanding subdivisions ~~(a)-(b), (c), (d) and (e)~~ of this section, a district may claim state apportionment for one additional enrollment if all other requirements of this ~~chapter division~~ are met and only in the following circumstances:

(1) The attendance of a student for an enrollment in a credit course resulting in that student’s repetition of repeating a the credit course because the district determines pursuant to section 55043 that there has been a significant lapse of time of no less than 36 months since the student previously took successfully completed the course, unless an exception to the 36 month requirement applies.

(2) The attendance of a student for an enrollment in a credit course which is a repetition of repeating a the credit course pursuant to section 55045 due to extenuating circumstances, if such credit course is not designated as repeatable pursuant to section 55041(c).

~~(c)-(f)~~ Notwithstanding subdivisions ~~(a)-(b), (c) and (d)~~ of this section, a district may claim state apportionment for the attendance of students in credit courses for students’ enrollments in the credit courses without limitation if all other requirements of this chapter division are met and in the following circumstances:

(1) The attendance of a student in legally mandated training as provided in section ~~55041(b).~~ 55040(b)(8).

(2) The attendance of a student with a disability may be claimed for state apportionment for each time the student repeats enrollment by that student in a credit special class as a disability-related accommodation which is justified by one of the circumstances described in section 56029.

(3) The attendance of a student ~~repeating for each enrollment in~~ a portion of a variable unit open entry/open exit credit course, that is necessary for the student to complete one time the entire curriculum of the course as described in the course outline of record, may be counted for state apportionment only to the extent that repetition of such courses is permitted pursuant to section 55044.

(4) The attendance of a student ~~repeating for each enrollment in~~ a cooperative work experience course pursuant to section 55253 ~~may be claimed for state apportionment without limitation.~~

(5) The attendance of a student withdrawing as a result of extraordinary conditions pursuant to section 55024(a)(10).

(6) The attendance of a student receiving a military withdrawal (“MW”) pursuant to section 55024(d)(1).

(7) The attendance of a student withdrawing as a result of discriminatory treatment pursuant to section 55024(a)(8).

(8) The attendance of a student in a course as a result of a change in industry or licensure standards such that repetition of the course is necessary for employment or licensure as set forth in section 55040(b)(9).

~~(d) Notwithstanding subdivisions (a), (b) and (c) of this section, a district may claim state apportionment for students’ enrollments in credit courses designated as repeatable as provided in section 55041(c) for a maximum of four semesters or six~~

~~quarters. This limitation applies even if a student receives a substandard grade during one or more of the enrollments in such a course or petitions for repetition due to special circumstances as provided in section 55045.~~

~~(e)(g)~~ To the extent permitted by article 4 of subchapter 1 of chapter 6, a district may permit enrollment in credit courses beyond the limits set forth in this section, but such additional enrollments may not be claimed for state apportionment.

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

9. Section 58162 of article 5 of subchapter 2 of chapter 9 of division 6 of title 5 of the California Code of Regulations is amended to read:

§ 58162. Intercollegiate Athletics.

(a) State apportionment may be claimed for the attendance of students enrolled in approved courses of intercollegiate athletics, as defined in section 55000, which are otherwise eligible for state assistance.

(b) State apportionment for students in courses of intercollegiate athletics shall not be claimed for more than ~~175-350~~ hours of attendance for each enrolled student in each fiscal year for each sport in which the student participates. Of the 350 hours of attendance, no more than 175 hours can be claimed for student enrollment in courses dedicated to the sport, and no more than 175 hours can be claimed for student enrollment in courses that focus on conditioning or skill development for the sport.

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

10. Section 58166 of article 5 of subchapter 2 of chapter 9 of division 6 of title 5 of the California Code of Regulations is amended to read:

§ 58166. Field Trips.

(a) State apportionment may be claimed for the attendance of students in courses which include a field trip or excursion pursuant to section 55220.

~~(b) State apportionment for the attendance of students in courses which include a field trip or excursion shall not be claimed for more than forty-eight hours per unit of credit earned. No more attendance may be claimed for a field trip or excursion than if the class were held on campus.~~

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

DCAA – JANUARY 31, 2013

BP/AP 4030 Academic Freedom



Book	VCCCD Board Policy Manual
Section	Chapter 4 Academic Affairs
Title	BP 4030 ACADEMIC FREEDOM
Number	BP 4030
Status	Active
Legal	Title 5, Section 51023; Accreditation Standard II.A.7
Adopted	April 18, 2006

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 AAUP 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.



Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4030 ACADEMIC FREEDOM
Number	AP 4030
Status	Active
Legal	Title 5, Section 51023, Accreditation Standard II.A.7.
Adopted	July 14, 2009
Last Reviewed	June 25, 2009

The Office of Instruction/The Office of Student Learning

The Office of Instruction/The Office of Student Learning safeguards and supports the Ventura County Community College District Board Policy on Academic Freedom. The Chief Instruction Officer facilitates informal and formal dialogue on cases of alleged infringement.

The Academic Senate

The Academic Senate advocates the philosophy of Academic Freedom as articulated by the AAUP, and supports the VCCCD Board Policy on Academic Freedom. From time to time, the Academic Senate issues proclamations or resolutions on issues pertinent to Academic Freedom to inform and instruct college faculty and staff. The Academic Senate partners with The Office of Instruction/The Office of Student Learning to ensure uniform and equitable Academic Freedom practices.

Process to Examine and Resolve Charges of Academic Freedom Infringement

Steps for Informal Resolution:

- Consultation and resolution with Department Chair and Dean
- Consultation and resolution with Chief Instruction Officer

If the faculty member is dissatisfied with the informal process, formal resolution can be initiated.

Steps for Formal Resolution:

- Faculty submits official charges to the President in writing
- Within 10 days, the President appoints a joint Deans' Council/Academic Senate Hearing Committee (2 deans, 3 faculty)
- Within 10 days of committee formation, the committee meets to review the charge of infringement
- Within 30 days of the first committee meeting, the committee makes a recommendation to the President for resolution
- The President issues final findings within 10 days of receiving the committee recommendation

DCAA – JANUARY 31, 2013

BP/AP 4260 Pre-requisites and Co-requisites

From: Peter Sezzi

Sent: Friday, January 18, 2013 10:35 AM

To: Laurie Nelson-Nusser

Subject: RE: 10.25.12 Action Item from DCAA - AP 4025 and AP 4260

Hi Laurie,

Thanks for the reminder. Upon my review, here is what I have noticed about the CCLC changes to AP 4260. All my comments and page numbers will refer to the CCLC version, unless otherwise noted.

On page 1 the first paragraph (the "preamble" if you will) differs completely from our current version.

On page 2, Section 1.B.1., the Title 5 Section cited [55201(f)] differs from our current version.

On page 3, Section 1.C.2., the following phrase is appended to the end of the first sentence "and within the limits set forth in Title 5 Section 55003." We should pull this section of T5 and include it in the next DCAA agenda packet under this agenda item.

On page 4, Section 1.C.3.d. is entirely new. The most relevant part here is the addition that our District must "adopt a plan consistent with Title 5...section 55003(c)."

On page 4, Section 1.C.6. we should carry over the old language from our current AP 4260 found in section 2.C.6.

All my subsequent notes shall refer to our current AP.

On page 3, Section 2.C.3 [immediately following subsec (vii)] the sentence "The prereq or co-req meets the scrutiny..." has been removed.

On page 4, Section 2.C.6, we should be carry over this language into the new AP's Section 1.C.6.

On pages 4-7, the entirety of the language from "1. Prerequisites and Co-requisites" through "B. Additional Rules" has been removed. This seems like a major issue. Perhaps this section seems redundant but it appears to satisfy (perhaps only partially) when the draft AP states that a plan that must be adopted as per T5 sec 55003(c).

I think that both our current AP and the draft CCLC version should go to the next DCAA meeting. Lets also send my summary above, as well as the relevant sections of Title 5 which I have attached and the following link to the ASCCC, which contains much relevant and useful information about content review and prereqs: <http://asccc.org/papers/implementing-content-review-communication-and-computation-prerequisites>.

Thanks for your help and patience, Laurie.

--Peter

Peter H. Sezzi

Academic Senate President &

Associate Librarian

Evelyn & Howard Boroughs Library

Ventura College



Book	VCCCD Board Policy Manual
Section	Chapter 4 Academic Affairs
Title	BP 4260 PRE-REQUISITES AND CO-REQUISITES
Number	BP 4260
Status	Active
Legal	Title 5, Section 55200
Adopted	February 16, 2006

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.



Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4260 PREREQUISITES AND CO-REQUISITES
Number	AP 4260
Status	Active
Legal	Reference: Title 5, Sections 55000 et seq.
Adopted	June 16, 2010
Last Reviewed	June 9, 2010

[AP 4260 Prerequisites and Corequisites.pdf \(75 KB\)](#)



Book	Administrative Procedures
Section	Chap 4 Academic Affairs
Title	Prerequisites and Co-Requisites
Number	AP 4260
Status	Active
Legal	Title 5 Sections 55000 et seq.
Adopted	February 1, 2000
Last Revised	March 31, 2012
Last Reviewed	September 30, 2012

AP 4260 Prerequisites and Co-requisites

References:

Title 5 Sections 55000 et seq.

NOTE: *This procedure is **legally required**. Districts may insert their local practice here. The following example is based on the California Community Colleges Model District Policy developed by the California Community Colleges Chancellor's Office Task Force in conjunction with the State Academic Senate and Chief Instructional Officers.*

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

1. Information in the Catalog and Schedule of Courses.

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

- A. Definitions of prerequisites, co-requisites, and limitations on enrollment including the differences among them and the specific prerequisites, co-requisites, and limitations on enrollment that have been established.

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

2. Challenge Process

- A. Any student who does not meet a prerequisite or co-requisite or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the course as follows:
 - 1. If space is available in a course when a student files a challenge to the prerequisite or co-requisite, the District shall reserve a seat for the student and resolve the challenge within five (5) working days. If the challenge is upheld or the District fails to resolve the challenge within the five (5) working-day period, the student shall be allowed to enroll in the course.
 - 2. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the students registers for that subsequent term.
- B. Grounds for challenge shall include the following:
 - 1. Those grounds for challenge specified in Title 5 Section 55201(f).
 - 2. The student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students. The student shall be allowed to enroll in such a course if otherwise he or she would be delayed by a semester or more in attaining the degree or certificate specified in his or her educational plan.
 - 3. The student seeks to enroll in a course that has a prerequisite established to protect health and safety, and the student demonstrates that he/she does not pose a threat to himself/herself or others.
 - 4. The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to a determination of whether the student's challenge should be upheld are or ought to be in the college's own records, then the college has the obligation to produce that information.

C. Curriculum Review Process

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

1. Establish a curriculum committee and its membership in a manner that is mutually agreeable to the college administration and the academic senate.
2. Establish prerequisites, co-requisites, and advisories on recommended preparation (advisories) only upon the recommendation of the academic senate except that the academic senate may delegate this task to the curriculum committee without forfeiting its rights or responsibilities under Title 5 Sections 53200-53204 and within the limits set forth in Title 5 Section 55003. Certain limitations on enrollment must be established in the same manner.
3. Establish prerequisites, co-requisites, advisories on recommended preparation, and limitations on enrollment only if:
 - a. The faculty in the discipline or, if the college has no faculty member in the discipline, the faculty in the department do all of the following:
 1. Approve the course; and,
 2. As a separate action, approve any prerequisite or co-requisite, only if:
 - a. The prerequisite or co-requisite is an appropriate and rational measure of a student's readiness to enter the course or program as demonstrated by a content review including, at a minimum, all of the following:
 - i. involvement of faculty with appropriate expertise;
 - ii. consideration of course objectives set by relevant department(s). The curriculum review process should be done in a manner that is in accordance with accreditation standards.
 - iii. be based on a detailed course syllabus and outline of record, tests, related instructional materials, course format, type and number of examinations, and grading criteria;
 - iv. specification of the body of knowledge and/or skills which are deemed necessary at entry and/or concurrent with enrollment;
 - v. identification and review of the prerequisite or co-requisite which develops the body of knowledge and/or measures skills identified under iv.
 - vi. matching of the knowledge and skills in the targeted course (identified under iv.) and those developed or measured by the prerequisite or co-requisite (i.e., the course or assessment identified under v.); and
 - vii. maintain documentation that the above steps were taken.
3. Approve any limitation on enrollment that is being established for an honors course or section, for a course that includes intercollegiate competition or public performance, or so that a cohort of students will be enrolled in two or more courses, and, in a separate action, specify which.
4. Approve that the course meets the academic standards required for degree applicable courses, non-degree applicable courses, non-credit courses, or community service respectively.
5. Review the course outline to determine if a student would be highly unlikely to receive a satisfactory grade unless the student had knowledge or skills not taught in the course. If the student would need knowledge or skills not taught in the course itself, then the course may be approved for degree applicable credit only if all requirements for establishing the appropriate prerequisite have been met excepting only approval by the curriculum committee.
6. Review the course outline to determine whether receiving a satisfactory grade is dependent on skills in communication or computation. If receiving a satisfactory grade is sufficiently dependent on such skills, then the course may be approved for

degree applicable credit only if all requirements have been met for establishing a prerequisite or co-requisite of not less than eligibility for enrollment to a degree-applicable course in English or mathematics, respectively.

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

Review of Individual Courses

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

1. Advisories on Recommended Preparation

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

2. Limitations on Enrollment

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

- A. Performance Courses. The college may establish audition or try-out as a limitation on enrollment for courses that include public performance or intercollegiate competition such as but not limited to band, orchestra, theater, competitive speech, chorus, journalism, dance, and intercollegiate athletics provided that:
 1. For any certificate or associate degree requirement which can be met by taking this course, there is another course or courses which satisfy the same requirement; and
 2. The college includes in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same requirement.

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

- B. Honors Courses. A limitation on enrollment for an honors course or an honors section of a course may be established if, in addition to the review by the faculty in the discipline or department and by the curriculum committee as provided above, there is another section or

another course or courses at the college which satisfy the same requirements. If the limitation is for an honors course and not only for an honors section, the college must also include in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same associate degree or certificate requirement.

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

Revised 8/07, 7/11, 3/12, 9/12

 [AP 4260 Prerequisites and Co-requisites Rev. 9-30-12.doc \(43 KB\)](#)

Last Modified by Jane Wright on October 24, 2012



Book	Board Policies
Section	Chap 4 Academic Affairs
Title	Pre-requisites and Co-requisites
Number	BP 4260
Status	Active
Legal	Title 5 Section 55000 Title 5 Section 55003
Adopted	November 1, 2000
Last Revised	February 1, 2008

BP 4260 Pre-Requisites and Co-requisites

References:

Title 5 Sections 55000 and 55003

Note: *This policy is legally required.*

The [CEO] is authorized to establish pre-requisites, co-requisites and advisories on recommended preparation for courses in the curriculum. All such pre-requisites, co-requisites, and advisories shall be established in accordance with the standards set out in Title 5. Any pre-requisites, 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 pre-requisite or co-requisite may be challenged by a student on grounds permitted by law. Pre-requisites, co-requisites, and advisories shall be identified in District publications available to students.

Revised 2/08

 [BP 4260 Pre-requisites and Co-requisites.doc \(28 KB\)](#)

Last Modified by Jane Wright on March 13, 2012



Implementing Content Review for Communication and Computation Prerequisites

Submitted by kyoko on Tue, 04/19/2011 - 11:00pm

Session: Spring 2011

Topic: Curriculum

Committee: Curriculum Committee

Abstract:

This paper is one of a collection of papers written by the Academic Senate for California Community Colleges (ASCCC) to support the use of content review as the basis for establishing communication and computation prerequisites. *Student Success: The Case for Establishing Prerequisites Through Content Review* was adopted at the Fall 2010 Academic Senate Plenary Session and provides the rationale for recommending a Title 5 change that would permit the use of content review as the primary means of validating communication and computation prerequisites. This paper serves as a follow-up to the earlier one, providing guidance for local colleges that wish to move from statistical validation of prerequisites to reliance on content review. While content review has always been a required component of the process of assessing the skills needed for student success in a given course, the use of content review absent statistical validation will require a review and possible modification of existing content review processes to ensure the necessary rigor. A third paper on the use of multiple measures, a component of the assessment for placement process is also planned. Any change in local prerequisite practices that increases the use of communication and computation prerequisites will require planning to ensure that resources are allocated to meet any increased demand for assessment and counseling services and basic skills course offerings. This paper provides not only an overview of effective practices relating to content review, but also suggestions regarding more global considerations. Because the use of prerequisites will likely increase in the future as reliance on content review as the means of validating prerequisites becomes more common, planning to minimize negative unintended consequences is critical. Assuring students on-going access to courses for which they are prepared must be a primary consideration as changes are made to further student success through the appropriate use of prerequisites.

RECOMMENDATIONS:

- Local senates should review the current status of district policy and procedure regarding the establishment of prerequisites.

- Local senates should consider making a presentation to the local board of trustees to explain the opportunity to improve student success implicit in the revised Title 5 regulations relating to the establishment of prerequisites.
- Local senates should determine the role to be played by the senate and the curriculum committee in establishing a college plan for modifying local practices with respect to prerequisites, especially if clear delegation of duties to the curriculum committee is not already in place.
- The discipline faculty should work with the college research office to explore and evaluate areas of the curriculum with anomalous rates of student retention and success.
- The academic senate should begin conversations with the individuals or committees charged with overseeing enrollment management and play an active role in ensuring that adjustments in course offerings are made such that student access is preserved; the implementation of new prerequisites will likely require a compensatory increase in basic skills sections.

RESOLUTIONS:

- Adopt Implementing Content Review for Communication and Computation Prerequisites Paper
- Ensuring Rigorous Content Review to Establish Prerequisites
 Content-Review-Spring-2011.pdf

5 CA ADC § 55003

§ 55003. Policies for Prerequisites, Corequisites and Advisories on Recommended Preparation.

Cal. Admin. Code tit. 5, § 55003

Barclays Official California Code of Regulations [Currentness](#)

Title 5. Education

Division 6. California Community Colleges

Chapter 6. Curriculum and Instruction

Subchapter 1. Programs, Courses and Classes

Article 1. Program, Course and Class Classification and Standards

➡§ 55003. Policies for Prerequisites, Corequisites and Advisories on Recommended Preparation.

(a) The governing board of a community college district may establish prerequisites, corequisites, and advisories on recommended preparation, but must do so in accordance with the provisions of this article. Nothing in this subchapter shall be construed to require a district to establish prerequisites, corequisites, or advisories on recommended preparation; provided however, that a prerequisite or corequisite shall be required if the course is to be offered for associate degree credit and the curriculum committee finds that the prerequisite or corequisite is necessary pursuant to sections 55002(a)(2)(D) or 55002(a)(2)(E). Unless otherwise specified in this section, the level of scrutiny required to establish prerequisites, corequisites, and advisories on recommended preparation shall be based on content review as defined in subdivision (c) of section 55000 or content review with statistical validation as defined in subdivision (f) of this section. Determinations about prerequisites and corequisites shall be made on a course-by-course or program-by-program basis.

(b) A district governing board choosing to establish prerequisites, corequisites, or advisories on recommended preparation shall, in accordance with the provisions of sections 53200-53204, adopt policies for the following:

(1) the process for establishing prerequisites, corequisites, and advisories on recommended preparation. Such policies shall provide that in order to establish a prerequisite or corequisite, the prerequisite or corequisite must be determined to be necessary and appropriate for achieving the purpose for which it is being established.

(2) procedures to assure that courses for which prerequisites or corequisites are established will be taught in accordance with the course outline of record, particularly those aspects of the course outline that are the basis for justifying the establishment of the prerequisite or corequisite.

(3) the process to ensure that each section of the prerequisite or corequisite is to be taught by a qualified instructor and in accordance with a set of objectives and with other specifications defined in the course outline of record, as required in section 55002 for all courses.

(4) the process, including levels of scrutiny, for reviewing prerequisites and corequisites to assure that they remain necessary and appropriate. These processes shall provide that at least once each six years all prerequisites and corequisites established by the district shall be reviewed, except that prerequisites and corequisites for vocational courses or programs shall be reviewed every two years. These processes shall also provide for the periodic review of advisories on recommended preparation.

(5) the bases and process for an individual student to challenge the application of a prerequisite or corequisite.

(c) A district governing board choosing to use content review as defined in subdivision (c) of section 55000 to establish prerequisites or corequisites in reading, written expression or mathematics for degree-applicable courses not in a sequence shall first adopt a plan specifying:

(1) the method to be used to identify courses to which prerequisites might be applied;

(2) assurance that courses are reasonably available to students when prerequisites or corequisites have been established using content review as defined in subdivision (c) of section 55000. Such assurance shall include sufficient availability of the following:

(A) appropriate courses that do not require prerequisites or corequisites, whether basic skills or degree-applicable courses; and

(B) prerequisite or corequisite courses;

(3) provisions for training for the curriculum committee; and

(4) the research to be used to determine the impact of new prerequisites based on content review.

(d) Prerequisites or corequisites may be established only for any of the following purposes:

(1) the prerequisite or corequisite is expressly required or expressly authorized by statute or regulation; or

(2) the prerequisite will assure, consistent with section 55002, that a student has the skills, concepts, and/or information that is presupposed in terms of the course or program for which it is being established, such that a student who has not met the prerequisite is highly unlikely to receive a satisfactory grade in the course (or at least one course within the program) for which the prerequisite is being established; or

(3) the corequisite course will assure, consistent with section 55002, that a student acquires the necessary skills, concepts, and/or information, such that a student who has not enrolled in the corequisite is highly unlikely to receive a satisfactory grade in the course or program for which the corequisite is being established; or

(4) the prerequisite or corequisite is necessary to protect the health or safety of a student or the health or safety of others.

(e) Except as provided in this subdivision, no prerequisite or corequisite may be established or renewed unless it is determined to be necessary and appropriate to achieve the purpose for which it has been established. A prerequisite or corequisite need not be scrutinized using content review as defined by subdivision (c) of section 55000 or content review with statistical validation as defined by subdivision (f) of this section, if:

(1) it is required by statute or regulation; or

(2) it is part of a closely-related lecture-laboratory course pairing within a discipline; or

(3) it is required by four-year institutions; or

(4) baccalaureate institutions will not grant credit for a course unless it has the particular communication or computation skill prerequisite.

(f) Content review with statistical validation is defined as conducting a content review (as defined in subdivision (c) of section 55000) and the compilation of data according to sound

research practices which shows that a student is highly unlikely to succeed in the course unless the student has met the proposed prerequisite or corequisite.

(g) If the curriculum committee, using content review with statistical validation, initially determines, pursuant to section 55002(a)(2)(E), that a new course needs to have a communication or computation skill prerequisite or corequisite, then, despite subdivision (e) of this section, the prerequisite or corequisite may be established for a single period of not more than two years while the research is being conducted and the final determination is being made, provided that all other requirements for establishing the prerequisite or corequisite have been met. The requirements of this subdivision related to collection of data shall not apply when the prerequisite or corequisite is required for enrollment in a program, that program is subject to approval by a state agency other than the Chancellor's Office and both of the following conditions are satisfied:

(1) colleges in at least six different districts have previously satisfied the data collection requirements of this subdivision with respect to the same prerequisite or corequisite for the same program; and

(2) the district establishing the prerequisite or corequisite conducts an evaluation to determine whether the prerequisite or corequisite has a disproportionate impact on particular groups of students described in terms of race, ethnicity, gender, age or disability, as defined by the Chancellor. When there is a disproportionate impact on any such group of students, the district shall, in consultation with the Chancellor, develop and implement a plan setting forth the steps the district will take to correct the disproportionate impact.

(h) Prerequisites, corequisites, and advisories on recommended preparation must be identified in college publications available to students as well as the course outline of any course for which they are established.

(i) By August 1 of each year districts choosing to establish prerequisites, corequisites or advisories shall submit to the Chancellor's Office in the manner specified by the Chancellor the prerequisites and corequisites that were established during the prior academic year. Districts shall also specify the level of scrutiny, i.e., content review as defined in subdivision (c) of section 55000 or content review with statistical validation as defined in subdivision (e) of this section, used to determine whether the prerequisite or corequisite was necessary and appropriate for achieving the purpose for which it was established.

(j) Prerequisites establishing communication or computational skill requirements may not be established across the entire curriculum unless established on a course-by-course basis.

(k) The determination of whether a student meets a prerequisite shall be based on successful completion of an appropriate course or on an assessment using multiple measures, as required by section 55521(a)(3). Any assessment instrument shall be selected and used in accordance with the provisions of subchapter 6 (commencing with section 55500) of this chapter.

(l) If a prerequisite requires precollegiate skills in reading, written expression, or mathematics, the district shall:

(1) ensure that courses designed to teach the required skills are offered with reasonable frequency and that the number of sections available is reasonable given the number of students who are required to meet the associated skills prerequisites and who diligently seek enrollment in the prerequisite course.

(2) monitor progress on student equity in accordance with section 54220. Monitoring shall include:

(A) conducting an evaluation to determine the impact on student success including whether the prerequisite or corequisite has a disproportionate impact on particular groups of students described in terms of race, ethnicity, gender, age or disability, as defined by the Chancellor.

(B) where there is a disproportionate impact on any such group of students, the district shall, in consultation within the Chancellor, develop and implement a plan setting forth the steps the district will take to correct the disproportionate impact.

(m) Whenever a corequisite course is established, sufficient sections shall be offered to reasonably accommodate all students who are required to take the corequisite. A corequisite shall be waived as to any student for whom space in the corequisite course is not available.

(n) No exit test may be required to satisfy a prerequisite or corequisite unless it is incorporated into the grading for the prerequisite or corequisite course.

(o) The determination of whether a student meets a prerequisite shall be made prior to his or her enrollment in the course requiring the prerequisite, provided, however, that enrollment may be permitted pending verification that the student has met the prerequisite or corequisite. If the verification shows that the student has failed to meet the prerequisite, the student may be involuntarily dropped from the course. If the student is dropped, the applicable enrollment fees shall be promptly refunded.

Otherwise a student may only be involuntarily removed from a course due to excessive absences or as a result of disciplinary action taken pursuant to law or to the student code of conduct.

(p) Any prerequisite or corequisite may be challenged by a student on one or more of the grounds listed below. The student shall bear the initial burden of showing that grounds exist for the challenge. Challenges shall be resolved in a timely manner and, if the challenge is upheld, the student shall be permitted to enroll in the course or program in question. Grounds for challenge are:

(1) The prerequisite or corequisite has not been established in accordance with the district's process for establishing prerequisites and corequisites;

(2) The prerequisite or corequisite is in violation of this section;

(3) The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;

(4) The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite;

(5) The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available; or

(6) Such other grounds for challenge as may be established by the district governing board.

(q) In the case of a challenge under subdivision (p)(3) of this section, the district shall promptly advise the student that he or she may file a formal complaint of unlawful discrimination pursuant to subchapter 5 (commencing with section 59300) of chapter 10 of this division. If the student elects to proceed with the challenge, completion of the challenge procedure shall be deemed to constitute an informal complaint pursuant to section 59327.

(r) District policies adopted pursuant to this section shall be submitted to the Chancellor's Office as part of the district's matriculation plan pursuant to section 55510.

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 of section and Note filed 4-25-2011; operative 5-25-2011. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2011, No. 18).

5 CCR § 55003,  **5 CA ADC § 55003** 

This database is current through 1/4/13 Register 2013, No. 1

END OF DOCUMENT

5 CA ADC § 55000

§ 55003. Definitions.

Cal. Admin. Code tit. 5, § 55000

Barclays Official California Code of Regulations [Currentness](#)

Title 5. Education

Division 6. California Community Colleges

Chapter 6. Curriculum and Instruction

Subchapter 1. Programs, Courses and Classes

Article 1. Program, Course and Class Classification and Standards

§ 55000. Definitions.

For the purpose of this chapter, the following definitions shall apply:

- (a) "Active participatory courses" are those courses where individual study or group assignments are the basic means by which learning objectives are obtained.
- (b) "Advisory on recommended preparation" means a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.
- (c) "All units attempted" means all units of credit for which the student has enrolled in the current community college district of attendance.
- (d) "CR" means "credit" and is a symbol used to denote that a student received credit for at least satisfactory work in a course taken on a "credit-no credit basis" prior to the Fall 2009 term.
- (e) "Community Services Offering" means a fee-supported community services class authorized pursuant to Education Code section 78300 and approved pursuant to subdivision (d) of section 55002 for which state apportionment is not claimed and credit is not awarded.
- (f) "Content review" means a rigorous, systematic process developed in accordance with sections 53200 to 53204, approved by the Chancellor as part of the district matriculation plan required under section 55510, and that is conducted by faculty to identify the necessary and appropriate body of knowledge or skills students need to possess prior to enrolling in a course, or which students need to acquire through simultaneous enrollment in a corequisite course.
- (g) "Contract Course" means a course which a community college district offers under a contract pursuant to Education Code section 78021 with a public or private agency, corporation, association, or other organization.
- (h) "Corequisite" means a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course.
- (i) "Course" means an organized pattern of instruction on a specified subject offered by a community college pursuant to subdivisions (a), (b) or (c) of section 55002.
- (j) "Course repetition" occurs when a student who has previously received an evaluative symbol in a credit course, as set forth in section 55023, re-enrolls in that course and receives an evaluative symbol.
- (k) "Courses that are determined to be legally mandated" are courses that are required by statute or regulation as a condition of paid or volunteer employment.

- (l) "Courses that are related in content" are those courses with similar primary educational activities in which skill levels or variations are separated into distinct courses with different student learning outcomes for each level or variation.
- (m) "Educational program" is an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education.
- (n) "Enrollment" occurs when a student receives an evaluative or nonevaluative symbol pursuant to section 55023 in a credit course.
- (o) "Extraordinary conditions" are those conditions meeting the requirements of section 58509(a) allowing a community college to provide a full refund of enrollment fees to a student.
- (p) "Intercollegiate academic or vocational competition course" is a course that is designed specifically for participation in non-athletic competitive events between students from different colleges that are sanctioned by a formal collegiate or industry governing body. The participation in the event must be directly related to the course content and objectives pursuant to subdivisions (a) or (b) of section 55002.
- (q) "Intercollegiate athletic course" is a course in which a student athlete is enrolled to participate in an organized competitive sport sponsored by the district or a conditioning course which supports the organized competitive sport.
- (r) "NC" means "no credit" and is a symbol used to denote that a student did not receive credit for a course taken on a "credit-no credit basis" prior to the Fall 2009 term.
- (s) "Necessary and appropriate" means that a strong rational basis exists for concluding that a prerequisite or corequisite is reasonably needed to achieve the purpose that it purports to serve. This standard does not require absolute necessity.
- (t) "Noncredit basic skills courses" are those courses in reading, writing, computation, and English as a Second Language which are designated by the community college district as noncredit courses pursuant to subdivision (c) of section 55002.
- (u) "Nondegree-applicable basic skills courses" are those courses in reading, writing, computation, and English as a Second Language which are designated by the community college district as nondegree-applicable credit courses pursuant to subdivision (b) of section 55002.
- (v) "Prerequisite" means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.
- (w) "Satisfactory grade" means that, for the course in question, the student's academic record has been annotated with the symbol A, B, C or P as those symbols are defined in section 55023.
- (x) "Special classes" means those instructional activities designed to address the educational limitations of students with disabilities who would be unable to substantially benefit from regular college classes even with appropriate support services or accommodations as set forth in section 56028.
- (y) "Substandard academic work" means course work for which the grading symbols "D," "F," "FW," "NP" or "NC" (as defined in section 55023) have been recorded.

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

HISTORY

1. Repealer of chapter 1 (subchapters 1-3, sections 55000-55144, not consecutive) and new chapter 1 (articles 1-2, sections 55000-55180, not consecutive) filed 12-21-81; effective thirtieth day thereafter (Register 81, No. 52). For prior history, see Registers 80, No. 11; 77, No. 45; and 71, No. 9.
2. Amendment filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).
3. Editorial correction of History 2 (Register 95, No. 20).
4. Amendment 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).
5. New subsections (a), (c)-(d), (j)-(l), (n)-(r) and (x)-(y) and subsection relettering filed 12-27-2012; operative 1-26-2013. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2013, No. 1).

5 CCR § 55000,  **5 CA ADC § 55000** 

This database is current through 1/4/13 Register 2013, No. 1

DCAA – JANUARY 31, 2013

BP/AP 4300

Field Trips and Excursions

Book	VCCCD Board Policy Manual
Section	Chapter 4 Academic Affairs
Title	BP 4300 FIELD TRIP AND EXCURSIONS
Number	BP 4300
Status	Active
Legal	Title 5, Section 55450 <u>55220</u>
Adopted	February 16, 2006

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 unless the expenses are paid with auxiliary, grant or categorical program funds if the funds are used consistently with the statutory, regulatory, or contractual conditions applicable to the expenditure of such funds. 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.

Book VCCCD Administrative Procedure Manual
Section Chapter 4 Academic Affairs
Title AP4300 FIELD TRIPS AND EXCURSIONS
Number AP 4300
Status
Legal Title 5, Section 55220
Adopted

The District may conduct field trips and excursions that are officially recognized and approved by the District, in connection with courses of instruction or college-related social, educational, cultural, athletic or musical activities to and from places in California, or any other state, the District of Columbia, or a foreign country for students.

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

The District may, at the discretion of the College President or designee, transport students, instructors, supervisors or other personnel by use of District equipment, contract to provide transportation, or arrange transportation by the use of other equipment.

When District equipment is used, the District shall obtain liability insurance, and if travel is to and from a foreign country, the liability insurance shall be secured from a carrier licensed to transact insurance business in the foreign country.

The District may pay expenses of instructors, chaperones and other personnel participating in a field trip or excursion. Expenses of students participating in a field trip or excursion may not be paid with District funds unless the expenses are paid with auxiliary, grant or categorical program funds if the funds are used consistently with the statutory, regulatory, or contractual conditions applicable to the expenditure of such funds.

No student shall be prevented from making a field trip or excursion which is integral to the completion of the course because of lack of sufficient funds.

All persons making a field trip or excursion shall be deemed to have waived all claims against the District for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking such trips and all parents or guardians of minor students shall sign a statement waiving such claims.

All students and staff participating in field trips or excursions shall at all times adhere to the standards of conduct as stated in Board Policy 5500, and to other District policies and procedures regulating student conduct.

Standard operating procedures are available under Business Tools.

DCAA – JANUARY 31, 2013

BP/AP 4100 – Graduation Requirements for
Degrees and Certificates

Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4100 GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES
Number	AP 4100
Status	Active
Legal	Title 5, Section 55024 , Title 5, Section 55023 , Title 5, Section 55022 , Title 5, Section 55063 , Title 5, Section 55064 , Title 5, Section 55062 , Title 5, Section 55061 , Title 5, Section 55072 , Title 5, Section 55070 , Title 5, Section 55060 , Title 5, Section 55002 , Title 5, Section 55000.5
Adopted	June 16, 2010
Last Reviewed	May 8, 2012

As authorized by the California Code of Regulations, Title 5 (Education) section 55063, the Ventura County Community College District (VCCCD) Governing Board confers the Associate in Arts degree, the Associate in Science degree, Associate in Arts for Transfer (AA-T), the Associate in Science for Transfer (AS-T) and Certificates of Achievement on students who provide the required transcripts, meet the respective requirements listed in this AP and the college catalog, and who file with the appropriate college office an application for a degree and/or certificates. In accordance with Title 5 section 55070, the VCCCD also confers locally approved Proficiency Awards.

Only those courses which have been designated as appropriate to the associate degree in accordance with Title 5, Section 55063 and that meet the standards and criteria described in Title 5, Section 55002 and have been properly approved pursuant to this section, shall be applied to any degree or certificate awarded by the district. Courses completed at institutions other than a California community college, are expected to meet the same standards. District policies and procedures regarding general education and program requirements must be published in the college catalog and must be filed with the State Chancellor's Office.

Graduation Requirements for Degrees, Certificates, and Proficiency Awards of the District Colleges must address the following:

Associate Degrees and Associate Degrees for Transfer

For the Associate in Arts (AA) or Associate in Science (AS) degree, a student must:

- Demonstrate competency in reading, in written expression, and in mathematics as defined in Title 5 section 55063 for the appropriate catalog year.
- Satisfactorily complete at least 60 semester units of degree-applicable college work.
- Achieve a cumulative grade point average of no less than 2.0 in all degree-applicable college and university coursework attempted.

- Complete the major and/or are of emphasis coursework, a minimum of 18 semester units, prescribed in a State Chancellor's Office approved AA or AS with no less than a "C" or "P" in each course
- Complete the required specified subjects and units in general education as defined in AP 4025.
- Complete a minimum of 12 semester units in residency at the college granting the degree. Exceptions to the residency requirement can be made by the Board when an injustice or undue hardship would result.

For the Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) degrees a student must:

- Complete 60 CSU transferable semester units.
- Achieve a CSU transferable GPA of no less than 2.0.
- Complete the major coursework, a minimum of 18 semester units, prescribed in a State Chancellor's Office approved AA-T or AS-T with no less than a "C" or "P" in each course.
- Complete the CSU GE-Breadth pattern or IGETC pattern for CSU.
- Complete 12 semester units in residence at the college granting the degree.

Certificates of Achievement

The Certificate of Achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education. Certificate programs may also be approved for fewer units (a minimum of 12 and a maximum of 17.5 semester units of degree-applicable credit coursework), in this case, the same scholarship and residency standards would apply.

For a Certificate of Achievement, a student must:

- Complete the major coursework, a minimum of 18 semester units (or between 12 and 17.5 units in a low-unit certificate), prescribed in a State Chancellor's Office approved Certificate of Achievement.
- Complete all applicable coursework in a state approved Certificate of Achievement with no less than a "C" or "P" in each course.
- Achieve a cumulative GPA of no less than 2.0 in all degree-applicable college work.
- Complete 12 semester units in residence at the college granting the degree.

Proficiency Awards

Shorter credit programs that lead to a Proficiency Award may be established by the District. Content and assessment standards for Proficiency Awards shall ensure that these programs are consistent with the District Colleges' mission, meet a demonstrated need, are feasible, and adhere to guidelines on academic achievement. Proficiency Awards cannot be memorialized on a student transcript.

For a Proficiency Award, a student must:

- Complete all applicable coursework in a VCCCD Board approved Proficiency Award with no less than a "C" or "P" in each course.

Graduation Application Procedure

- Students must file a petition for a degree, certificate, and/or proficiency award through the Counseling Office.
- District Colleges offer three graduation dates: Summer term, Fall semester, and Spring semester.
- Graduation ceremonies are conducted at the end of the Spring semester.
- Graduation petition deadline dates are locally announced at each District College.

Course Substitution for Major and/or General Education Requirements

Occasionally a student may have difficulty in completing exact major and/or general education requirements as specified in the college catalog due to circumstances of class schedule conflicts, class cancellation, related but nonequivalent coursework taken outside of this college district, or circumstances beyond the control of the student. Under such circumstances, a student may file a Petition for Course Substitution for Major and/or General Education Requirements to seek approval from the appropriate college officials to substitute one or more courses in a designated major, an area of emphasis, and/or in general education. The petition forms are available in the Counseling Center.

- **Reciprocity for Local General Education Requirements**
Colleges shall apply courses taken at other regionally accredited colleges or universities toward general education requirements in the areas where the student would have received credit at the institution where they were originally taken or in the area where the college granting the degree places or would place a comparable course, whichever best facilitates the student's degree completion. (ASCCC Resolution 09.02 Spring 2010)
- **Reciprocity for CSU GE-Breadth or IGETC Requirements**
Students who are required to complete CSU GE-Breadth or IGETC for their particular degree, such as General Studies pattern III or Associate Degrees for Transfer, or Certificates of Achievement in CSU GE-Breadth or IGETC, shall have their courses evaluated for reciprocity according to the rules set forth by either CSU GE-Breadth in Executive Order (EO) 1065 or in the most current version of the IGETC Standards.
- **Course Substitution within approved Associate Degrees for Transfer (AA-T/AS-T)**
While the C-ID system establishes course-to-course reciprocity, where C-ID descriptors are not in place or where the substitution does not involve deeming two courses comparable, substitution decisions must be informed by the judgment of counseling or discipline faculty. When an AA-T or AS-T is being conferred, any substitutions made must result in the awarding of a degree that is consistent with the parameters defined by the TMC (Transfer Model Curriculum). The colleges are encouraged to apply courses successfully completed as part of a TMC-aligned degree at one college for requirements within their own degrees to the greatest extent deemed possible and reasonable, but substitutions should only be made in instances where the TMC allows flexibility, as the local AA-T or AS-T degree awarded must remain consistent with parameters of the TMC for the specific discipline. (ASCCC Resolution 15.01 Spring 2011 and ASCCC statements on Reciprocity, Course Substitution and Credit by Exam - in light of AA-T and AS-T degrees August 2012)

Double Counting

While a course might satisfy more than one general education requirement, it may not be counted more than once for these purposes within sections A-D of the district general education pattern. A course may not satisfy more than one requirement within a major and/or area of emphasis, even if it is an option in more than one section of a major and/or area of emphasis. However, a course may be used to satisfy both a general education requirement and a major or area of emphasis requirement. A course may also be used to satisfy requirements in 2 or more different majors, whether for an Associate degree, Associate degree for Transfer, Certificate of Achievement, or Proficiency Award. The units, however, may never be counted more than once toward the units required for the specific degree, certificate or proficiency award.

Catalog Rights/Continuous Enrollment

A student remaining in continuous enrollment at one or more of the colleges of the Ventura County Community College District (VCCCD) or at any other regionally accredited college or university, may meet the VCCCD graduation requirements in effect at the time of his/her entering or at any time thereafter. This applies only to graduation requirements and not to policies, procedures, or other regulations. Catalog rights/continuous enrollment are defined as attendance in at least one term each calendar year. Any academic record symbol entered on a transcript (A-F, CRE, P, NP, I, IP, RD, W, MW and prior to Fall 2009: CR and NC) shall constitute enrollment or attendance.

A student who has not maintained continuous enrollment is considered to be under new requirements when returning unless the student is granted a petition/waiver for extenuating circumstances. This petition must be initiated by the student through a college counselor and approved by the appropriate dean or designee.

Students should be made aware that other governing agencies may impose more restrictive limitations concerning the definitions of continuous enrollment or continuous attendance. Some agencies define continuous enrollment as remaining in attendance both fall and spring semesters. Some will not accept selected academic record symbols (such as Ws). Those affected by more restrictive guidelines include students receiving financial aid and alien students.

Academic Year

The Fall semester is the first term of an academic year. A summer term, whether one or more sessions, constitutes the last term of an academic year.

Guidelines for Additional Degrees, Certificates of Achievement, and Proficiency Awards

Any college in the Ventura County Community College District will award additional associate degrees, certificates of achievement and proficiency awards to students with degrees earned either in the United States or at foreign institutions that meet the following criteria:

1.) **U.S. Degrees:** A student who has earned an associate degree or higher at any regionally accredited institution in the United States may earn additional associate degrees. Institutions must be regionally accredited by one of the following accrediting bodies:

- Middle States Association of Colleges and Schools, Commission on Higher Education
- New England Association of Schools and Colleges, Commission on Institutions of Higher Education
- New England Association of Schools and Colleges, Commission on Technical and Career Institutions
- North Central Association of Colleges and Schools, The Higher Learning Commission
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools, Commission on Colleges
- Western Association of Schools and Colleges, Accrediting Commission for Community and Junior College
- Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities

2.) **Foreign Degrees:** A student who already holds an Associate degree or higher degree from any foreign institution accredited by one of the above accepted regionally U.S. accrediting bodies or evaluated as equivalent to a regionally accredited institution by one of the member agencies of the National Association of Credential Evaluation Services or one approved by the California Commission on Teacher Credentialing may also earn additional degrees at one of the colleges of the VCCCD.

Additional degrees can be in a specific major, General Studies with an area of emphasis, an Associate Degree for Transfer, or an additional option or emphasis within the major of the original degree.

Students with transcripts in either of the above categories must complete the following minimum Title 5 requirements for the catalog year covering the additional degree(s). These include:

- Residency requirements: Students must complete a minimum of 12 semester units at the community college granting the degree.
- Competency requirements in reading, written expression and mathematics as defined by Title 5 section 55063. *Students pursuing an AA-T or AS-T will have met these competency requirements by completion of either CSU GE-Breadth or IGETC.*
- General Education - Title 5 minimums include 18 units of General Education with
 - 3 semester units of Natural Sciences
 - 3 semester units of Social and Behavioral Sciences
 - 3 semester units of Arts and Humanities
 - 3 semester units in English Composition
 - 3 semester units in Communication and Analytical Thinking
 - 3 additional semester units in one of the five areas above.

- **Major Requirements:** Students must complete all required courses listed in the college catalog for the appropriate year for the specific major, Associate Degree for Transfer, area of emphasis or area of option for the additional degree(s).
- **Scholarship:** Students must meet the standards of scholarship in effect for the catalog year covering the additional degree(s) including the following:
 - Courses for Associate degree majors must have a grade of “C” or “P” or better beginning Fall 2009.
 - Courses for Certificates of Achievement must have a grade of “C” or “P” or better beginning Fall 2012.
 - Courses for Proficiency Awards must have a grade of “C” or “P” or better beginning Fall 2012.

Coursework taken for previously earned degrees may be used to fulfill the above requirements if deemed comparable by a counselor and/or discipline faculty.

No additional general education or local graduation requirements may be required

Exceptions to Graduation Requirements

Appeals to the above policy may be submitted to the Executive Vice President, or designee. Exceptions may be granted under extenuating circumstances or when there has not been sufficient opportunity to enroll in required courses.

Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4100 GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES
Number	AP 4100
Status	Active
Legal	Title 5, Section 55024 Title 5, Section 55023 Title 5, Section 55022 Title 5, Section 55063 , Title 5, Section 55064 , Title 5, Section 55062 , Title 5, Section 55061 Title 5, Section 55072 Title 5, Section 55070 Title 5, Section 55060 Title 5, Section 55002 Title 5, Section 55000.5
Adopted	June 16, 2010
Last Reviewed	May 8, 2012

~~Graduation Requirements for Degrees and Certificates of the District Colleges must address the following:~~

- ~~• Standards of Scholarship:~~
 - ~~◦ Students must achieve a cumulative grade point average of no less than 2.0 in all degree-applicable college and university coursework attempted.~~
 - ~~◦ Courses used for Areas of Emphasis, Majors, Certificates of Achievement, or Proficiency Awards must be completed with a grade of C or better or “P” in each course.~~

As authorized by the California Code of Regulations, Title 5 (Education) section 55063, the Ventura County Community College District (VCCCD) Governing Board confers the Associate in Arts degree, the Associate in Science degree, **Associate in Arts for Transfer (AA-T), the Associate in Science for Transfer (AS-T)** and Certificates of Achievement on students who provide the required transcripts, meet the respective requirements listed in this AP and the college catalog, and who file with the appropriate college office an application for a degree and/or certificates. In accordance with Title 5 section 55070, the VCCCD also confers locally approved Proficiency Awards.

Only those courses which have been designated as appropriate to the associate degree in accordance with Title 5, Section 55063 and that meet the standards and criteria described in Title 5, Section 55002 and have been properly approved pursuant to this section, shall be applied to any degree or certificate awarded by the district. Courses completed at institutions other than a California community college, are expected to meet the same standards. District policies and procedures regarding general education and degree requirements must be published in the college catalog and must be filed with the State Chancellor’s Office.

Graduation Requirements for Degrees ~~and~~ Certificates, **and Proficiency Awards** of the District Colleges must address the following:

Associate Degrees and Associate Degrees for Transfer

For the Associate in Arts (AA) or Associate in Science (AS) degree, a student must: ~~demonstrate competence in reading, in written expression, and in mathematics.~~

- **Demonstrate competency in reading, in written expression, and in mathematics as defined in Title 5 section 55063 for the appropriate catalog year.**
- ~~The student must~~ Satisfactorily complete at least 60 semester units of degree-applicable college work.
- **Achieve a cumulative grade point average of no less than 2.0 in all degree-applicable college and university coursework attempted.**
- ~~A definition of “college work” provides that courses acceptable toward the associate degree include those that have been properly approved pursuant to Title 5, Section 55002(a), or, if completed at other than a California community college, would reasonably be expected to meet the standards of that section. The work must include:
 - at least 18 semester units in general education as noted in AP 4025.
 - at least 18 semester units in a major listed in the Community Colleges “Taxonomy of Programs” or 18 semester units in an area of emphasis approved by the CCCCQ.~~
- **Complete the major and/or are of emphasis coursework, a minimum of 18 semester units, prescribed in a State Chancellor’s Office approved AA or AS with no less than a “C” or “P” in each course**
- Complete the required specified subjects and units in general education as defined in AP 4025.
- **Complete a minimum of at least 12 semester units in residence at the college granting the degree.**; ~~e~~Exceptions to the residence requirement can be made by the Board when an injustice or undue hardship would result
- ~~The general education requirements must include a minimum amount of work in the natural sciences, the social and behavioral sciences, humanities, and language and rationality.~~
- ~~Ethnic studies must be offered.~~

For the Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) degrees a student must:

- **Complete 60 CSU transferable semester units.**
- **Achieve a CSU transferable GPA of no less than 2.0.**
- **Complete the major coursework, a minimum of 18 semester units, prescribed in a State Chancellor’s Office approved AA-T or AS-T with no less than a “C” or “P” in each course.**
- **Complete the CSU GE-Breadth pattern or IGETC pattern for CSU.**
- **Complete 12 semester units in residence at the college granting the degree.**

Certificates of Achievement

~~For a Certificate of Achievement, a student must successfully complete a course of study that has been approved by the CCCCCO and that consists of 18 or more semester units of degree-applicable credit coursework. Additionally, a student must earn a cumulative grade point average of not less than 2.0 in all degree-applicable college and university coursework attempted and must complete at least 12 semester units in residence at the college granting the certificate. Certificate programs may also be approved for fewer units (a minimum of 12 and a maximum of 17.5 semester units of degree-applicable credit coursework), in this case, the same scholarship and residency standards would apply.~~ The Certificate of Achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education. **Certificate programs may also be approved for fewer units (a minimum of 12 and a maximum of 17.5 semester units of degree-applicable credit coursework), in this case, the same scholarship and residency standards would apply.**

For a Certificate of Achievement, a student must:

- **Complete the major coursework, a minimum of 18 semester units (or between 12 and 17.5 units in a low-unit certificate), prescribed in a State Chancellor's Office approved Certificate of Achievement.**
- **Complete all applicable coursework in a state approved Certificate of Achievement with no less than a "C" or "P" in each course.**
- **Achieve a cumulative GPA of no less than 2.0 in all degree-applicable college work.**
- **Complete 12 semester units in residence at the college granting the degree.**

Proficiency Awards

Shorter credit programs that lead to a Proficiency Award may be established by the District. Content and assessment standards for Proficiency Awards shall ensure that these programs are consistent with the District Colleges' mission, meet a demonstrated need, are feasible, and adhere to guidelines on academic achievement. ~~A student must complete all applicable coursework used for proficiency Award with a grade of C or better or "P" in each course.~~ Proficiency Awards cannot be memorialized on a student transcript.

For a Proficiency Award, a student must:

- **Complete all applicable coursework in a VCCCD Board approved Proficiency Award with no less than a "C" or "P" in each course.**

Graduation Application Procedure

- Students must file a petition for a degree and/or certificate through the Counseling Office.
- District Colleges offer three graduation dates: Summer term, Fall semester, Spring semester.
- Graduation ceremonies are conducted at the end of the Spring semester.

- Graduation petition deadline dates are locally announced at each District College.

Course Substitution for Major and/or General Education Requirements ~~Variance in Major Requirements~~

Occasionally a student may have difficulty in completing exact major **and/or general education** requirements as specified in the college catalog due to circumstances of class schedule conflicts, class cancellation, related but nonequivalent coursework taken outside of this college district, or circumstances beyond the control of the student. Under such circumstances, a student may file a **Petition for Course Substitution for Major and/or General Education Requirements** ~~Petition for Variance~~ to seek approval from the appropriate college officials to substitute one or more courses in a designated major, an area of emphasis, **and/or** in general education. The petition forms are available in the Counseling Center.

- **Reciprocity for Local General Education Requirements**
Colleges shall apply courses taken at other regionally accredited colleges or universities toward general education requirements in the areas where the student would have received credit at the institution where they were originally taken or in the area where the college granting the degree places or would place a comparable course, whichever best facilitates the student's degree completion. (ASCCC Resolution 09.02 Spring 2010)
- **Reciprocity for CSU GE-Breadth or IGETC Requirements**
Students who are required to complete CSU GE-Breadth or IGETC for their particular degree, such as General Studies pattern III or Associate Degrees for Transfer, or Certificates of Achievement in CSU GE-Breadth or IGETC, shall have their courses evaluated for reciprocity according to the rules set forth by either CSU GE-Breadth in Executive Order (EO) 1065 or in the most current version of the IGETC Standards.
- **Course Substitution within approved Associate Degrees for Transfer (AA-T/AS-T)**
While the C-ID system establishes course-to-course reciprocity, where C-ID descriptors are not in place or where the substitution does not involve deeming two courses comparable, substitution decisions must be informed by the judgment of counseling or discipline faculty. When an AA-T or AS-T is being conferred, any substitutions made must result in the awarding of a degree that is consistent with the parameters defined by the TMC (Transfer Model Curriculum). The colleges are encouraged to apply courses successfully completed as part of a TMC-aligned degree at one college for requirements within their own degrees to the greatest extent deemed possible and reasonable, but substitutions should only be made in instances where the TMC allows flexibility, as the local AA-T or AS-T degree awarded must remain consistent with parameters of the TMC for the specific discipline. (ASCCC Resolution 15.01 Spring 2011 and ASCCC statements on Reciprocity, Course Substitution and Credit by Exam - in light of AA-T and AS-T degrees August 2012)

Double Counting

While a course might satisfy more than one general education requirement, it may not be counted more than once for these purposes **within sections A-D of the district general education pattern. A course may not satisfy more than one requirement within a major and/or area of emphasis, even if it is an option in more than one section of a major and/or area of emphasis. However, A** a course may be used to satisfy both a general education requirement and a major or area of emphasis requirement. **A course may also be used to satisfy requirements in 2 or more different majors, whether for an Associate degree, Associate degree for Transfer, Certificate of Achievement, or Proficiency Award. The units, however, may never be counted more than once toward the units required for the specific degree, certificate or proficiency award.**

Catalog Rights/Continuous Enrollment

A student remaining in continuous enrollment at one or more of the colleges of the Ventura County Community College District (VCCCD) or at any other regionally accredited college or university, may meet the VCCCD graduation requirements in effect at the time of his/her entering or at any time thereafter. This applies only to graduation requirements and not to policies, procedures, or other regulations. Catalog rights/continuous enrollment are defined as attendance in at least one term each calendar year. Any academic record symbol entered on a transcript (A-F, CR, CRE, NC, P, NP, I, IP, RD, W, MW) shall constitute enrollment or attendance.

A student who has not maintained continuous enrollment is considered to be under new requirements when returning unless the student is granted a petition/waiver for extenuating circumstances. This petition must be initiated by the student through a college counselor and approved by the appropriate dean or designee.

Students should be made aware that other governing agencies may impose more restrictive limitations concerning the definitions of continuous enrollment or continuous attendance. Some agencies define continuous enrollment as remaining in attendance both fall and spring semesters. Some will not accept selected academic record symbols (such as Ws). Those affected by more restrictive guidelines include students receiving financial aid and alien students.

Academic Year

The Fall semester is the first term of an academic year. A summer term, whether one or more sessions, constitutes the last term of an academic year.

Guidelines for Additional Degrees

Any college in the Ventura County Community College District will award additional associate degrees, ~~under the following conditions:~~ **certificates of achievement and proficiency awards to students with degrees earned either in the United States or at foreign institutions that meet the following criteria:**

1.) U.S. Degrees: A student who has earned an associate degree at any regionally accredited institution **in the United States** may earn additional associate degrees. **Institutions must be regionally accredited by one of the following accrediting bodies:**

- **Middle States Association of Colleges and Schools, Commission on Higher Education**
- **New England Association of Schools and Colleges, Commission on Institutions of Higher Education**
- **New England Association of Schools and Colleges, Commission on Technical and Career Institutions**
- **North Central Association of Colleges and Schools, The Higher Learning Commission**
- **Northwest Commission on Colleges and Universities**
- **Southern Association of Colleges and Schools, Commission on Colleges**
- **Western Association of Schools and Colleges, Accrediting Commission for Community and Junior College**
- **Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities**

2.) Foreign Degrees: A student who already holds an Associate degree or higher degree from any foreign institution accredited by one of the above accepted regionally U.S. accrediting bodies or evaluated as equivalent to a regionally accredited institution by one of the member agencies of the National Association of Credential Evaluation Services or one approved by the California Commission on Teacher Credentialing may also earn additional degrees at one of the colleges of the VCCCD.

Additional degrees can be in a specific major, General Studies with an area of emphasis, an Associate Degree for Transfer, or an additional option or emphasis within the major of the original degree.

Students with transcripts in either of the above categories must complete the following minimum Title 5 requirements for the catalog year covering the additional degree(s). These include:

- **Residency requirements:** Students must complete a minimum of 12 semester units at the community college granting the degree.
- **Competency requirements in reading, written expression and mathematics as defined by Title 5 section 55063.** *Students pursuing an AA-T or AS-T will have met these competency requirements by completion of either CSU GE-Breadth or IGETC.*
- **General Education - Title 5 minimums include 18 units of General Education with**
 - **3 semester units of Natural Sciences**
 - **3 semester units of Social and Behavioral Sciences**
 - **3 semester units of Arts and Humanities**
 - **3 semester units in English Composition**
 - **3 semester units in Communication and Analytical Thinking**
 - **3 additional semester units in one of the five areas above.**

- **Major Requirements:** Students must complete all required courses listed in the college catalog for the appropriate year for the specific major, Associate Degree for Transfer, area of emphasis or area of option for the additional degree(s).
- **Scholarship:** Students must meet the standards of scholarship in effect for the catalog year covering the additional degree(s) including the following:
 - Courses for Associate degree majors must have a grade of “C” or “P” or better beginning Fall 2009.
 - Courses for Certificates of Achievement must have a grade of “C” or “P” or better beginning Fall 2012.
 - Courses for Proficiency Awards must have a grade of “C” or “P” or better beginning Fall 2012.

Coursework taken for previously earned degrees may be used to fulfill the above requirements if deemed comparable by a counselor and/or discipline faculty.

No additional general education or local graduation requirements may be required.

~~Additional degrees can be in a specific major, a general studies area of emphasis or an additional option within the field of the original degree.~~

~~Students must meet all minimum Title 5 requirements for the catalog year covering the additional degree(s). These include, but are not limited to residency requirements, a minimum of 12 additional units for each degree (i.e., a minimum total of 72 units for a second degree and 84 units for a third degree, etc.) and competency requirements in written expression and mathematics.~~

~~Students must complete all required major/emphasis courses listed in the appropriate year's catalog for the specific major, area of emphasis or area of option for the additional degree(s). A student who already holds an Associate degree or higher degree from any regionally accredited institution or one evaluated as equivalent to a regionally accredited institution only needs to complete minimum Title 5 requirements and the major/emphasis requirements to earn an additional degree. No further general education or local additions will be required.~~

Exceptions to Graduation Requirements

Appeals to the above policy may be submitted to the Executive Vice President, or designee.

Waivers may be granted under extenuating circumstances or when there has not been sufficient opportunity to enroll in required courses.

DCAA – JANUARY 31, 2013

BP/AP 4240 – Academic Renewal

AP 4240 Academic Renewal

Reference:

Title 5 Section ~~55044~~ 55046

Students may petition to have a portion of previous college work disregarded in meeting academic requirements in the colleges of the VCCCD when that work is not considered to be reflective of the student's present demonstrated ability and level of performance. Academic Renewal is intended to facilitate the completion of requirements necessary for an academic degree or certificate, or transfer.

Academic Renewal Options

A student may petition to disregard a maximum of 24 semester units of any courses with less than a "C" or equivalent grade. Academic renewal may not be applied to any course that has been used to satisfy associate degree, certificate of achievement, IGETC or CSU-GE transfer general education breadth requirements. A student may disregard a maximum of 24 or fewer semester units of any courses with less than a "C" or equivalent grade taken during any five terms maximum (summer is considered one term), not necessarily consecutively.

- ~~• once only, to eliminate grade point calculations and credits from selected portions of previous college work which is not reflective of the student's present demonstrated ability and level of performance. The student may petition for Academic Renewal to disregard previous substandard college work by selecting one of the following options:~~
- ~~• Disregard a maximum of 15 or fewer semester units of any courses with less than a "C" or equivalent grade taken during any one or two terms (maximum two terms), not necessarily consecutively; or~~
- ~~• Disregard all courses from two consecutive terms (one summer or intersession may be regarded as equivalent to one semester at the student's discretion). Courses and units taken at any institution may be disregarded.~~

Eligibility

To qualify for academic renewal, students must do all of the following:

- ~~• Complete at least 12 units in residence in the colleges of the VCCCD~~
- ~~• Submit official transcripts of all college work~~
- ~~• Wait for twelve months years since after the course work to be disregarded was is completed (summer intersession may be counted as a term)~~
- ~~• The student has subsequently completed at least 30 semester units with a minimum 2.40 GPA~~ Students must demonstrate recent academic success based on the coursework they have completed at any regionally accredited college after the coursework that is being petitioned for exclusion through academic renewal. Recent academic success may be demonstrated by one of the following:
 - Completing at least 12 semester units with a minimum 3.0 cumulative GPA, or
 - Completing at least 15 semester units with a minimum 2.5 cumulative GPA, or
 - Completing at least 24 semester units with a minimum 2.0 cumulative GPA
- The colleges of the VCCCD will honor similar actions by other regionally accredited colleges and universities in determining grade point averages and credits.

Petition Process

The petition form for this purpose, ~~is~~ "Petition for Academic Renewal" is initiated by the student through a Counseling appointment.

Recording of Academic Renewal:

Once the Petition ~~of~~ for Academic Renewal is granted, the student's permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

Academic renewal actions are permanent and irreversible.

The student should be aware that other colleges or universities may have different policies concerning Academic Renewal and may not honor this policy.

DCAA – JANUARY 31, 2013

BP/AP 5010 Admissions and Concurrent Enrollment

Book	VCCCD Board Policy Manual
Section	Chapter 5 Student Services
Title	BP 5010 ADMISSIONS AND CONCURRENT ENROLLMENT
Number	BP 5010
Status	Active
Legal	Education Code Section <u>48800, 48800.5 68000 et seq.</u> , 76000, 76001, 76002; Labor Code Section 3077
Adopted	April 18, 2006

The District shall admit the following students ~~who meet one of the following requirements and who are determined to be capable of profiting from the instruction offered:~~

- ~~Any person over the age of 18 and~~ California resident possessing a high school diploma or its equivalent.
- Other persons who are over the age of 18 years and who, in the judgment of the Chancellor or his or her designee are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.
- Persons who are apprentices as defined in Section 3077 of the Labor Code

The district may admit other persons who meet the criteria set forth in AP 5010 and are determined to be capable of profiting from the instruction offered:

Admission Concurrently Enrolled Special Admission Students

The district may admit concurrently enrolled special admission students providing they are determined to be able to benefit from advanced scholastic or vocational education, and they meet the criteria set forth in AP 5010.

For purposes of this section, concurrently enrolled special admission students are defined as minors and persons 18 years of age or older enrolled in grades K through 12 in an accredited public or private school, or an approved home school program who are eligible to attend pursuant to section 48800 et seq. A home school program that is affiliated with an accredited public or private K-12 school district, or for which an affidavit is on file with the California Department of Education will be considered an approved home school program.

Concurrently enrolled special admission students may be admitted as a special part-time or special full-time student in any session or term.

- ~~Any student whose age or class level is equal to grades K-12 is eligible to attend as a special part time student for advanced scholastic or vocational courses.~~

- ~~Any student whose age or class level is equal to grades K-12 is eligible to attend as a special full time student~~
- ~~Any student enrolled in K-12 may attend summer session.~~

The Chancellor shall establish procedures regarding ability to benefit and admission of high school and younger students.

Denial of Requests for Admission:

- If the Board denies a request for special full time or part time enrollment by a pupil who is identified as highly gifted, the board will record its findings and the reason for denying the request in writing within 60 days.
- The written recommendation and denial shall be issued at the next regularly scheduled board meeting that occurs at least 30 days after the pupil submits the request to the District.

The Chancellor shall establish procedures regarding evaluation of requests for special full time or part time enrollment by a pupil who is identified as highly gifted.

~~Claims for State Apportionment for Concurrent Enrollment:~~

Claims for state apportionment submitted by the district based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

Nonresidents:

The district may admit any person who is determined to be a nonresident of California under conditions stipulated herein providing the admission criteria set forth in AP 5010 is met and upon payment of all required nonresident tuition and fees See BP 5020, AP 5020 regarding nonresident tuition and fees). Nonresidents are defined as:

- U.S. citizens who are legal residents of a state other than California
- Immigrant aliens (permanent residents) who are legal residents of a state other than California
- Non-immigrant aliens who are citizens and legal residents of their home country
- Non-U.S. citizens who do not have lawful immigration status
- Any person who does not have a legal right to establish residency in California or, if he/she has the legal right to establish residency in California, has not demonstrated the combination of physical presence and intent sufficiently to warrant a determination of California residency.

Residency shall be determined in compliance with section 68000 et seq. of the California Education Code. The Chancellor shall establish procedures regarding compliance with statutory and regulatory criteria for residency of community college students.

The attendance of nonresident students shall not be claimed for apportionment funding except as allowed by law under the California Education Code and Title 5 Administrative Code.

See Administrative Procedure 5010, Board Policy 5020 and Administrative Procedure 5020.

AP 5010 Admissions

Reference:

Education Code Section 76000

1. Designated Authority and Responsibility for the Admissions Process

Responsibility for the admission process in the colleges of the District is assigned to the appropriate administrator or designee in the Office of Admissions and Records. The appropriate administrator or designee makes initial admission determinations.

2. Admission Procedures for Students Over 18

Specific and current admission procedures are published in the most recent versions of the college ~~schedule of classes~~, catalog, and website.

All prospective students must complete and sign a valid admissions application to be admitted to the college. Applications may be submitted in written format or online. Each person applying for admission or enrollment to the colleges of the Ventura County Community College District is classified as a 'resident' or a 'non-resident' for purposes of admission and/or tuition. The admission application will be the basis for initial residency determination. (See BP 5015, AP 5015 – Residency Determination, and BP 5020, AP 5020 – Nonresident Tuition)

Admission to the colleges of the Ventura County Community College District is open to anyone California resident who possesses a high school diploma or equivalent (certificate of proficiency, GED), any adult 18 years of age or older who may benefit from instruction offered, and any ~~person~~ California resident who is an apprentice as defined in Section 3077 of the Labor Code.

Students' self-certification may serve as proof of high school attendance and graduation or its equivalent, except that home schooled students may be required to provide verification from an accredited high school district that the home school curriculum completed is deemed equivalent to graduation from an accredited high school.

Admission may be granted to other persons who are determined to be capable of benefitting from the instruction offered, including minors who are concurrently enrolled in grades K-12 and persons who are not California residents, including nonimmigrant aliens. Additional admission criteria apply as stated below.

3. Admission Procedures for Non-Resident Students That Include a Determination of Residence Status

A U.S. citizen who is determined to be a resident of another state may be admitted under conditions stipulated by the governing board and on payment of non-resident tuition, capital outlay surcharge, enrollment fees, health fees, and other applicable fees.

U.S. citizens who are determined to be non-residents, but who submit verifiable documentation to certify that they meet the following criteria, will remain classified as a nonresident but may be exempted from payment of non-resident tuition pursuant to AB 540:

- High school attendance in California for three or more years, and;
- Graduation from a California high school or attainment of the equivalent thereof
- Verifiable documentation shall include the self-certifying affidavit required by the California Community Colleges' Chancellor's Office, and may include high school transcripts or other acceptable documents verifying attendance and graduation.

A non-citizen who holds or is applying for an F1 or M1 student visa may only be admitted under conditions stipulated by the governing board, and upon submission of a completed International Student Application packet and ~~on~~ payment of an application processing fee, non-resident tuition and foreign student surcharge, enrollment fees, health fees, and other applicable fees.

Non-citizens holding other non-immigrant visas may be admitted under conditions stipulated by the governing board, and upon presentation of their visa at the Admissions and Records Office for verification and determination of residency status. Non-immigrant students who are determined to be eligible to establish California residency under the terms of their visa will initially be classified as nonresidents and required to submit additional documentation in support of their request for residency reclassification. (See BP 5015 and AP 5015, Residency Determination).
~~as non-residents or residents as determined by the conditions of the visa and the student's ability provide documentation in support of the establishment of California residence pursuant to California Education Code.~~

Non-citizens without lawful immigration status ~~may~~ shall be classified as a non-residents but exempted from payment of non-resident tuition ~~if he or she~~ provided they submit verifiable documentation to certify that they meets the following ~~requirements~~ criteria:

- High school attendance in California for three or more years, and;
- Graduation from a California high school or attainment of the equivalent thereof, and;
- ~~The filing of an affidavit that attests that the student has filed an application to legalize his/her immigration status or will do so as soon as he/she is eligible~~
Verifiable documentation shall include the self-certifying affidavit required by the California Community Colleges' Chancellor's Office, and may include high school transcripts or other acceptable documents verifying attendance and graduation.

~~4. Publication of Admissions Policies and Procedures~~

~~Specific and current admission procedures are published in the most recent versions of the college schedule of classes, catalog, and website.~~

5. Minors as Special Admission Students

In accordance with the California Education Code, minors may be permitted to take college courses under very specific circumstances. The intent of Special Admissions is to provide minors who can benefit from advanced scholastic and vocational education the opportunity to take college-level courses that are not available through their primary school or other alternatives.

Special Admission students are required to complete and submit an application for college admission, a Special Admission packet that includes the Recommendation for Special Admission (required every semester), Memorandum of Understanding, and a transcript (for high school students) or a letter from the primary school principal attesting to the student's ability to benefit from advance scholastic or vocational education (for K-8 students). Additional documentation, including the college instructor's written permission, may be required.

Students admitted as part-time special admission students may enroll in a maximum of six (6) units per semester or term, unless approved for additional units by the designated college administrator. Under no circumstances may a part-time special admission student enroll in more than eleven (11) units in a regular semester.

Parents and students applying for Special Full-time Admission status must contact the Registrar's Office. Petitions for Special Full-Time Admission will be considered only after the parent and student have exhausted all alternatives available through the secondary school district that the student would be attending. The decision to admit a minor as a special full-time admission student may be subject to the availability of classes. Special full-time admission students are required to complete at least 12 units in each primary term, and to maintain continuous enrollment until reaching the age of 18.

Under the Family Educational Rights and Privacy Act, once a student of any age is attending an institution of post-secondary education, all rights pertaining to the inspection, review and release of his/her educational records belong to the student without regard to the student's age. Therefore all students, regardless of age, must provide written consent for the release of their college transcripts and/or college records.



Book	Board Policies
Section	Chap 5 Student Services
Title	Admissions and Concurrent Enrollment
Number	BP 5010
Status	Active
Legal	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 Education Code Sections 76000, 76001, and 76002 Labor Code Section 3077
Adopted	November 1, 2000
Last Revised	February 1, 2004
Last Reviewed	August 31, 2011

BP 5010 Admissions and Concurrent Enrollment

References:

Education Code Sections 76000, 76001, and 76002;

Labor Code Section 3077;

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 Section 668.16(p)

The District shall admit students who meet one of the following requirements and who are capable of profiting from the instruction offered:

- Any person over the age of 18 and possessing a high school diploma or its equivalent.
- Other persons who are over the age of 18 years and who, in the judgment of the [**CEO**] or his/her designee are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.
- Persons who are apprentices as defined in Labor Code Section 3077.

Note: *This policy language is **legally required** in an effort to show good faith compliance with the applicable federal regulations.]*

The District shall in its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion. The **CEO** shall establish procedures for evaluating the validity of a student's high school completion.

Note: *Admission of high school and younger students is not mandated by law. However, if the District wishes to do so and there is agreement with the school district(s), this board policy should identify students who may be admitted (generally by age or grade level) and the status (special part-time [Education Code Section 48800], or special full time [Education Code Section 48800.5]).*

Districts may also make a statement regarding summer school attendance. Examples of such policies are listed below.

Boards that admit special part-time or full-time students must comply with the requirements of Education Code Section 76001(b) regarding findings and reasons for denying any such request by pupils who are identified as highly gifted. Language is included below. Apportionment for the concurrent enrollment of high school students can only be claimed if the enrollment meets the criteria of Education Code Section 76002. Language is included below.

Admission – Any student whose age or class level is equal to grades [**insert grade levels**] is eligible to attend as a special part-time student for advanced scholastic or vocational courses.

Any student whose age or class level is equal to grades [**insert grade levels**] is eligible to attend as a special full-time student.

Any student enrolled in [**insert grade level**] may attend summer session.

The [**CEO**] shall establish procedures regarding ability to benefit and admission of high school and younger students.

Denial of Requests for Admission – If the Board denies a request for special full time or part time enrollment by a pupil who is identified as highly gifted, the board will record its findings and the reason for denying the request in writing within 60 days.

The written recommendation and denial shall be issued at the next regularly scheduled board meeting that occurs at least 30 days after the pupil submits the request to the District.

The [**CEO**] shall establish procedures regarding evaluation of requests for special full time or part time enrollment by a pupil who is identified as highly gifted.

Claims for State Apportionment for Concurrent Enrollment – Claims for state apportionment submitted by the district based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

The [**CEO**] shall establish procedures regarding compliance with statutory and regulatory criteria for concurrent enrollment.

Note: *Nonresident students, including international students, are addressed in BP 5020 titled Nonresident Tuition. The District is not required to admit nonresident students, and thus is not*

required to admit international students. However, if the District admits nonresident students, it should not exclude international students as a matter of policy based on that status alone, because the district has no authority to discriminate on the basis of national origin.

See Administrative Procedures [#].

Revised 2/04, 7/11

 [BP 5010 Admission and Concurrent Enrollment.doc \(37 KB\)](#)

Last Modified by Jane Wright on March 13, 2012



Book	Administrative Procedures
Section	Chap 5 Student Services
Title	Admissions
Number	AP 5010
Status	Active
Legal	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 Education Code Section 76000
Adopted	November 1, 2000
Last Revised	August 31, 2011

AP 5010 Admissions

Reference:

Education Code Section 76000;

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 Section 668.16(p)

Note: *This procedure is **legally required**. Local practice can be inserted here, so long as it does not conflict with the general admissions requirements of Education Code Section 76000. The District should address:*

- Designated authority and responsibility for the admissions process
- Admission procedures for students over 18 with a high school diploma
- Admission criteria and procedures for students over 18 without a high school diploma
- Admission procedures for non-resident students that include a determination of residency status (AP 5015 titled Residence Determination)
- Publication of admissions policies and procedures

The Chief Instructional Officer shall be responsible for evaluating the validity of a student's high school completion if the college or the United States Department of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education.

Revised 7/11

 [AP 5010 Admissions Rev. 9-15-11.doc \(32 KB\)](#)

Last Modified by Jane Wright on March 13, 2012

DCAA – JANUARY 31, 2013

Moorpark College
Curriculum Submission
December 2012
Reviewed and Revised by DTRW-I 12.13.12

(There were no submissions
for January 2013 to DTRW-I)

MOORPARK COLLEGE

New Degrees/Programs

Art History – AA-T
FTVM Production – Certificate of Achievement
Geography – AS-T
Studio Art – AA-T

Revised Degrees/Programs

Film Television Media – AA

New Courses

ARTH M10H	Honors: Art Appreciation	3.0
ART M79B	Figure Sculpting II	3.0
THA M08	Script Analysis	3.0
THA M10B	Theatre Production: Performance II	3.0
THA M10C	Theatre Production: Performance III	3.0
THA M10D	Theatre Production: Performance IV	3.0
THA M11B	Theatre Production: Technical II	3.0
THA M11C	Theatre Production: Technical III	3.0
THA M11D	Theatre Production: Technical IV	3.0
THA M14B	Improviseational Comedy II	1.5
THA M14C	Improviseational Comedy III	1.5
THA M14D	Improviseational Comedy IV	1.5

Revised Courses

ART M42	Advanced Illustration	3.0
ART M72	Ceramic Design I	3.0
ART M74	Glaze Design I	3.0
ART M110	Gallery Practices/Portfolio	4 3.0
CHEM M01A	General Chemistry I	5.0
CHEM M12	Introductory Chemistry I	5.0
CHEM M12H	Honors: Introductory Chemistry I	5.0

New Degrees/Programs

Art History – AA-T

The Associate in Arts in Art History for Transfer (AA-T in Art History) is intended for students who plan to transfer and complete a bachelor's degree in Art History, or a similar major at a CSU campus. A student graduating with an Associate in Arts in Art History for Transfer Degree may transfer to a CSU Campus to complete a Bachelor's Degree in Art, Art History, Fine Arts, History, Studio Arts or similar programs. Students completing this degree (AA-T) are guaranteed admission to the CSU system but not necessarily to a particular campus or major of choice. Students should consult with a counselor for more information on university admission and transfer requirements as this AA-T in Art History degree may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system.

To earn an Associate in Arts Degree with a major in Art History, students must complete the following:

1. 60 CSU transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA.
3. Completion of 18-20 specified major units. All courses in the major must be completed with a grade of C or better (Title 5 §55063).
4. Certified completion of the California State University General Education-Breadth pattern or the Intersegmental General Education Transfer Curriculum (IGETC for CSU) pattern.

Required Core - complete the three following courses (9 units):		Units
ART M30	Drawing and Composition I	3.0
ARTH M11	History of Art: Prehistoric through Gothic	3.0
ARTH M12	History of Art: Renaissance through Modern	3.0

List A - complete one course (3 units):		Units
ARTH M14	History of Art: Asian	3.0

List B - select and complete one studio art course from the following list (3 units):		Units
ART M20	Two-Dimensional Design	3.0
ART M23	Three-Dimensional Design	3.0
ART M31	Drawing and Composition II	3.0
ART M32	Beginning Life Drawing I	3.0
ART M43	Beginning Painting I	3.0
ART M44	Beginning Painting II	3.0
ART M49	Water Color I	3.0
ART M50	Water Color II	3.0

ART M70	Beginning Ceramics I.....	3.0
ART M77	Beginning Sculpture I.....	3.0
ART M79	Figure Sculpture	3.0
ART M90	Beginning Printmaking I	3.0
ART M91	Beginning Printmaking II.....	3.0
GR M31	Design II.....	3.0
MM M40	3D Fundamentals.....	3.0
PHOT M10	Beginning Photography.....	3.0

List C - select and complete one of the following courses (3-5 units):

ARTH M13 History of Art: Modern through Contemporary 3.0

or

Any course from List A or List B not already used

or

Any course articulated as CSU GE Area C1

or

Any course articulated as CSU GE Area C2 in: a language other than English (except ASL); Art; History; Humanities (except HUM M02); Philosophy; Religion/Religious Studies; or The History of Costume.

or

Any course articulated as CSU GE Area D1, D3, D4 or D6

Total Units**18.0-20.0**

FTVM Production – Certificate of Achievement

To earn a Certificate of Achievement in Production, students must complete 13-14 units. The Film/Television/Media courses are designed for students who plan professional careers in the film, television or radio industry. The training provided by these classes leads to positions in management or in the creative elements of the entertainment industry. Study is directed toward developing competence in specific areas of the mass communication professionals.

Core Courses – select and complete three courses (8 units):Units

FTVM M11	Introduction to Scriptwriting: Film, TV & Radio	3.0
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FTVM M20	Introduction to Television Studio	3.0
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or

FTVM M30	Digital Camera Production/Editing	3.0
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FTVM M90	Film/Television Portfolio	2.0
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Select and complete 5 to 6 units:.....Units

Core Course not selected may also be used

FTVM M21	Intermediate Television Studio	3.0
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FTVM M26	Broadcast News Production	3.0
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FTVM M34	Producing and Directing for Film and TV	3.0
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FTVM M37	Digital Filmmaking/Preproduction.....	3.0
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FTVM M38	Digital Filmmaking/Production and Post	3.0
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FTVM M40	Audio Production	3.0
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or

FTVM M70	Digital Editing	1.0
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and

FTVM M70LA	Digital Editing – Avid	1.0
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Total Units	13.0-14.0
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Geography – AS-T

Geography is a dynamic discipline that is concerned with where things are located on the surface of the earth, why they are located where they are, and how places are similar and/or different. Geographers further examine our interaction with the environment and how physical and cultural landscapes change through time. There are two main branches of geography: physical geography, which focuses on the processes that drive the earth's climate, create landforms, and govern the distribution of plants and animals; and human geography, which focuses on cultural phenomenon such as, population, development, agriculture, language and religion. Geography students are trained to examine the spatial organization of physical features and human activities at a variety of spatial scales from local to global. A background in geography is a necessity for careers involving business, economics, planning, education, history, international relations, cartography, conservation, GIS, demography, transportation, tourism and others.

The Associate in Arts Degree in Geography for Transfer (AA-T in Geography) is intended for students who plan to transfer and complete a Bachelor's degree in Geography, or a similar major at a CSU campus. Students completing the AA-T degree in Geography are guaranteed admission to the CSU system, but not necessarily to a particular CSU campus or major of their choice. Students should consult with a counselor for more information on university admission and transfer requirements, as this AA-T in Geography may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system.

To earn an AA-T in Geography, students must complete the following:

1. 60 CSU transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA.
3. Completion of 18-19 specified major units. All courses in major must be completed with a grade of C or better (Title 5 § 55063).
4. Certified completion of the California State University General Education-breadth pattern or the Intersegmental General Education Transfer Curriculum (IGETC for CSU) pattern.

Required Core Courses (6 units):		Units
GEOG M01	Physical Geography	3.0
GEOG M02	Cultural Geography	3.0

List A. Select and complete 6 to 7 units from the following:		Units
GEOG M01L	Physical Geography Lab	1.0
GEOG M03	World Regional Geography	3.0
or		
GEOG M03H	Honors: World Regional Geography	3.0
GEOG M05	Introduction to Meteorology	3.0

GEOG M10	Geography of California.....	3.0
GIS M01	Introduction to Mapping and Geographic Information Systems.....	3.0

List B. Select and complete 6 units from the following:Units

ANTH M02	Cultural Anthropology	3.0
GEOL M02	Physical Geology.....	3.0
GEOL M03	Earth History	3.0
GEOL M61	Natural Disasters	3.0

Any course not selected from List A

Total Units**18.0-19.0**

Studio Arts– AA-T

Students who complete the Associate in Arts in Studio Arts for Transfer Degree (AA-T in Studio Arts) will develop strong foundation level art skills in a variety of mediums and techniques. Courses will stimulate conceptual thinking, problem solving and critical analysis through direct application and experience, as well as foster an understanding of art within history and culture. Students who major in the field of art have a variety of opportunities open to them. Choices include careers in teaching, art criticism, historic preservation, museum/gallery practices, or work as practicing artists in ceramics, painting, sculpture, drawing, or applied art.

The AA-T in Studio Arts is intended for students who plan to transfer and complete a Bachelor's degree in Arts, Studio Arts, or a similar major at a CSU campus. Students completing the AA-T in Studio Arts are guaranteed admission to the CSU system, but not necessarily to a particular CSU campus or major of their choice. Students should consult with a counselor for more information on university admission and transfer requirements, as this AA-T in Studio Arts may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system.

To earn an AA-T in Studio Arts, students must complete the following:

1. 60 CSU transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA.
3. Completion of 24 specified major units. All courses in major must be completed with a grade of C or better (Title 5 § 55063).
4. Certified completion of the California State University General Education-breadth pattern or the Intersegmental General Education Transfer Curriculum (IGETC for CSU) pattern.

Required Core: complete the following courses (12 units):Units

ART M20	Two-Dimensional Design.....	3.0
ART M23	Three-Dimensional Design.....	3.0
ART M30	Drawing and Composition I	3.0
ARTH M12	History of Art: Renaissance through Modern	3.0

List A. Select and complete one courses (3 units) from the following:.....Units

ARTH M11	History of Art: Prehistoric through Gothic.....	3.0
ARTH M13	History of Art: Modern through Contemporary	3.0
ARTH M14	History of Art: Asian	3.0

List B. Select and complete three (3) courses (9 units) from the following:Units

Drawing:

ART M31	Drawing and Composition II	3.0
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or		
ART M32	Beginning Life Drawing I	3.0
Painting:		
ART M43	Beginning Painting I.....	3.0
Printmaking:		
ART M90	Beginning Printmaking I	3.0
Ceramics:		
ART M70	Beginning Ceramics I.....	3.0
Sculpture:		
ART M77	Beginning Sculpture I.....	3.0
Digital Art:		
MM M10	Introduction to Digital Media.....	3.0
Photography:		
PHOT M10	Beginning Photography	3.0
Second Semester Courses:		
ART M44	Beginning Painting II	3.0
ART M50	Water Color II	3.0
ART M71	Beginning Ceramics II.....	3.0
ART M91	Beginning Printmaking II.....	3.0
Total Units	24.0

Revised Degrees/Programs

Film Television Media – AA

The study of Film Television Media leads to a broad range of employment opportunities in the entertainment industry. The Associate in Arts in Film Television Media degree offers an education to students who seek careers in various production jobs such as: Film and Television Producers, Film and Television Directors, Film and Video Editors, Camera Operators for Television and Motion Pictures, and Broadcast Technicians. The major provides training that leads to positions in management or creative capacities or in related scholarly areas. Study is directed toward developing competence in specific areas of the mass media professions and providing a general knowledge of mass communication theory.

Core Courses - select and complete two courses (6 units):.....Units

FTVM M01	Media and Society	3.0
or		
JOUR M01	Media and Society	3.0
FTVM M11	Introduction to Scriptwriting: Film, TV & Radio	3.0
FILM M10	Introduction to Cinema.....	3.0

List A - select and complete two courses (6 units):Units

FTVM M20	Introduction to Television Studio.....	3.0
FTVM M30	Digital Camera Production/Editing.....	3.0
FTVM M38	Digital Filmmaking/Production and Post.....	3.0
FTVM M40	Audio Production	3.0

List B - select and complete 6 -7 units:.....Units

FTVM M26	Broadcast News Production	3.0
FTVM M34	Producing and Directing for Film and TV	3.0
FTVM M37	Digital Filmmaking/Preproduction.....	3.0
FTVM M52A	Acting for Film and Television I.....	3.0
or		
THA M09A	Acting for Film and Television I.....	3.0
FTVM M70	Digital Editing	1.0
FTVM M70LA	Digital Editing – Avid	1.0
FTVM M80	Film Television Media Internship	1.0-3.0
FTVM M90	Film/Television Portfolio	2.0
FILM M25	History of International Cinema: Emergence to World War II.....	3.0
FILM M26	History of International Cinema: World War II to the Present	3.0
Any course from Core or List A not previously selected		
Total Units	18.0-19.0

New Courses

ARTH M10H	Honors: Art Appreciation	3.0
Prerequisites:	None	
Hours:	3 lecture	

Studies general art concepts including the major principles and techniques used to create visual art objects in diverse media. Assists students in developing informed perceptions and evaluations of works of art and understanding of the diverse historical, cultural and theoretical contexts across the world. Examines art theory, terminology, themes, design principles and other components of visual and performing arts. Honors work challenges students to be more analytical and creative through expanded assignments, real-world applications and enrichment opportunities. Students cannot complete both ART M10 and ART M10H because credit will only be awarded to the first course completed. Applies to the Associate Degree. Transfer credit: CSU.

ART M79B	Figure Sculpture II	3.0
Prerequisites:	ART M79A	
Hours:	1 lecture, 6 lab	

Expands technical and conceptual skills in the sculpting of the human figure from live models; materials include clay, wire, and mixed media. Continues studies of structure, proportion, and balance. Emphasizes individual and self-expressive approaches to sculpting the human form. Develops further awareness of historical and contemporary concerns in figure sculpture. Moorpark College Faculty has defined Sculpture as a family of courses which includes ART M77, M78, M79A and M79B. A student may take a maximum of four (4) courses from a family. Applies to the Associate Degree. Transfer credit: CSU.

THA M08	Script Analysis	3.0
Prerequisites:	None	
Hours:	3 lecture	

Explores the reading, analyzing and understanding of play scripts in a variety of genres and styles. Develops skills in how to read a play to discover its structure, the playwright's methods of creating plot, character and imagery, and an understanding of how theatrical texts are distinct from other forms of literature. Applies to the Associate Degree. Transfer credit: CSU

THA M10B	Theatre Production: Performance II	3.0
Prerequisites:	THA M10A	
Hours:	9 lab	

Allows students to rehearse and perform as actors utilizing introductory to intermediate level skills in a college production staged for public performance. Involves the use of varying content each semester with production schedules and will range from classical to contemporary, published comedic, dramatic and/or musical theatre material. Moorpark College faculty has defined Theatre Production - Acting as a family of courses which includes THA M10A, THA M10B, THA M10C, and THA M10D. A student may take a maximum of four (4) courses from a family. Applies to the Associate Degree. Transfer credit: CSU

THA M10C	Theatre Production: Performance III	3.0
Prerequisites:	THA M10B	
Hours:	9 lab	

Allows students to rehearse and perform as an actor utilizing intermediate to advanced level skills in a college production staged for public performance. Involves the use of varying content each semester with production schedules and will range from classical to contemporary, published comedic, dramatic and/or musical theatre material. Moorpark College faculty has defined Theatre Production - Acting as a family of courses which includes THA M10A, THA M10B, THA M10C, and THA M10D. A student may take a maximum of four (4) courses from a family. Applies to the Associate Degree. Transfer credit: CSU

THA M10D	Theatre Production: Performance IV	3.0
Prerequisites:	THA M10C	
Hours:	9 lab	

Allows students to rehearse and perform as an actor utilizing advanced level skills in a college production staged for public performance. Involves the use of varying content each semester with production schedules and will range from classical to contemporary, published comedic, dramatic and/or musical theatre material. Moorpark College faculty has defined Theatre Production - Acting as a family of courses which includes THA M10A, THA M10B, THA M10C, and THA M10D. A student may take a maximum of four (4) courses from a family. Applies to the Associate Degree. Transfer credit: CSU

THA M11B	Theatre Production: Technical II	3.0
Prerequisites:	THA M11A	
Hours:	9 lab	

Allows students to perform a range of introductory to intermediate level supervised technical theatre assignments in support of a college production staged for public performance. Includes such supervised duties as assistant director, stage manager, prop master, costume assistant, crew head, rail, deck or other technical positions. Moorpark College faculty has defined Theatre Production - Technical as a family of courses which includes THA M11A, THA M11B, THA M11C, and THA M11D. A student may take a maximum of four (4) courses from a family. Applies to the Associate Degree. Transfer credit: CSU

THA M11C	Theatre Production: Technical III	3.0
Prerequisites:	THA M11B	
Hours:	9 lab	

Allows students to perform a range of intermediate to advanced level supervised technical theatre assignments in support of a college production staged for public performance. Includes such supervised duties as assistant director, stage manager, prop master, costume assistant, crew head, rail, deck or other technical positions. Moorpark College faculty has defined Theatre Production - Technical as a family of courses which includes THA M11A, THA M11B, THA M11C, and THA M11D. A student may take a maximum of four (4) courses from a family. Applies to the Associate Degree. Transfer credit: CSU

THA M11D	Theatre Production: Technical IV	3.0
Prerequisites:	THA M11C	
Hours:	9 lab	

Allows students to perform a range of advanced level supervised technical theatre assignments in support of a college production staged for public performance. Includes such supervised duties as assistant director, stage manager, prop master, costume assistant, crew head, rail, deck or other technical positions. Moorpark College faculty has defined Theatre Production - Technical as a family of courses which includes THA M11A, THA M11B, THA M11C, and THA M11D. A student may take a maximum of four (4) courses from a family. Applies to the Associate Degree. Transfer credit: CSU.

THA M14B	Improviseational Comedy II	1.5
Prerequisites:	THA M14A	
Hours:	0.5 lecture, 3 lab	

Provides introductory to intermediate level instruction in improviseational and ensemble acting skills, as well as the development of solo and group comedic material from improvisation. Culminates with a public performance of the material developed in class. Moorpark College faculty has defined Improviseational Comedy as a family of courses which includes THA M14A, THA M14B, THA M14C, and THA M14D. A student may take a maximum of four (4) courses from a family. Applies to the Associate Degree. Transfer credit: CSU.

THA M14C	Improviseational Comedy III	1.5
Prerequisites:	THA M14B	
Hours:	0.5 lecture, 3 lab	

Provides intermediate to advanced level instruction in improviseational and ensemble acting skills, as well as the development of solo and group comedic material from improvisation. Culminates with a public performance of the material developed in class. Moorpark College faculty has defined Improviseational Comedy as a family of courses which includes THA M14A, THA M14B, THA M14C, and THA M14D. A student may take a maximum of four (4) courses from a family. Applies to the Associate Degree. Transfer credit: CSU

THA M14D	Improviseational Comedy IV	1.5
Prerequisites:	THA M14C	
Hours:	0.5 lecture, 3 lab	

Provides advanced level instruction in improviseational and ensemble acting skills, as well as the development of solo and group comedic material from improvisation. Culminates with a public performance of the material developed in class. Moorpark College faculty has defined Improviseational Comedy as a family of courses which includes THA M14A, THA M14B, THA M14C, and THA M14D. A student may take a maximum of four (4) courses from a family. Applies to the Associate Degree. Transfer credit: CSU.

Revised Courses

ART M42 Advanced Illustration 3.0
Prerequisites: **ART M20 and ART M41**
Hours: **12 lecture, 63 lab**

Emphasizes development of individual style through advanced illustration techniques **and creative experimentation of media**. Requires **the creation of a series of individual projects reflecting the developmental style**. (~~Same course as GR M42.~~) Applies to the Associate Degree. Transfer credit: CSU

ART M72 Ceramic Design I 3.0
Prerequisites: ~~ART M203~~ and ART M71
Hours: 1 lecture, 6 lab

Explores clay bodies, glaze materials and calculations, and firing techniques through independent projects. Develops individual growth and creative expression. **Moorpark College Faculty has defined Ceramics as a family of courses which includes ART M70, M71, M72, M73, M74, and M75. A student may take a maximum of four (4) courses from a family.** (Formerly ART M09A.) Applies to the Associate Degree. Transfer credit: CSU; UC

ART M74 Glaze Design I 3.0
Prerequisites: ~~None~~ **ART M71**
Hours: 1 lecture, 6 lab

Introduces glaze formulations and ceramic technology, including clays; **and kilns**; firing. Continues work in all forms of clay construction, technique, and design. **Moorpark College Faculty has defined Ceramics as a family of courses which includes ART M70, M71, M72, M73, M74, and M75. A student may take a maximum of four (4) courses from a family.** (Formerly ART M60F.) Applies to the Associate Degree. Transfer credit: CSU

ART M110 Gallery Practices/Portfolio ~~13.0~~ 3.0
Prerequisites: ART M20 or ART M23 or equivalent ~~level of~~ **design skills**
Hours: 1 lecture, **6 lab**

Introduces gallery practices through exhibition selection and design, installation, documentation, and promotion of exhibits in the campus art gallery. Involves the development of a personal portfolio that will be prepare students for transfer and/or professional artistic activity outside the college environment. (Formerly ART M60A.) Applies to Associate Degree. Transfer credit: CSU

DCAA – JANUARY 31, 2013

Oxnard College
Curriculum Submission
December 2012
Reviewed and Revised by DTRW-I 12.13.12

(There were no submissions
for January 2013 to DTRW-I)

OXNARD COLLEGE

New Courses

DA R105	First Aid/Personal Safety	3
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OXNARD COLLEGE

New Courses

Page 2

DA R105	First Aid/Personal Safety	3 Units
Hours:	3.0 lecture	
Prerequisite:	None	

This course develops safety awareness and positive reactions to emergency situations. It covers ways of reacting to persons suffering from traumatic shock as well as ways of interacting with and calming family members of injured persons. The course includes, but is not limited to, recognition and standard treatment procedures for four life-threatening situations (unconsciousness, breathing, circulation-pulse, and severe bleeding); use of the Automated External Defibrillator (AED); care for poisoning, fractures, emergencies, shock; identification and prevention of sexually transmitted diseases; injury prevention and safety of infants, toddlers/preschoolers and young children; and preventative drug education. Students successfully completing the course receive a National Safety Council First Aid Card, Adult and Child and Infant CPR Cards, and an Automated External Defibrillation (AED) Card. (Same as HED R105) Course is offered Pass/No Pass (P/NP) at student's option. *Transfer credit: UC, CSU. C-ID: KIN 101.*

OXNARD COLLEGE

Revised Courses

AT R016	Auto Electronics	3
HED R105	First Aid/Personal Safety	3

OXNARD COLLEGE

Revised Courses

Page 4

AT R016	Auto Electronics	3 Units
Hours:	3.0 lecture	
Prerequisites:	AT R015 or AT R015L	
Advisory:	AT R010 and AT R013	

This course is designed for advanced students or technicians in the auto service industry. This course covers various types of electronic systems, ignition systems, computer management, and fuel injection control systems. Scan tool devices used in diagnosis of today's modern vehicles will be covered. Field trips may be required.

HED R105	First Aid/Personal Safety	3 Units
Hours:	3.0 lecture	
Prerequisite:	None	

This course develops safety awareness and positive reactions to emergency situations. It covers ways of reacting to persons suffering from traumatic shock as well as ways of interacting with and calming family members of injured persons. The course includes, but is not limited to, recognition and standard treatment procedures for four life-threatening situations (unconsciousness, breathing, circulation-pulse, and severe bleeding); use of the Automated External Defibrillator (AED); care for poisoning, fractures, emergencies, shock; identification and prevention of sexually transmitted diseases; injury prevention and safety of infants, toddlers/preschoolers and young children; and preventative drug education. Students successfully completing the course receive **a National Safety Council** ~~an American Red Cross Standard~~ First Aid Card, Adult and Child and Infant CPR Cards, and an Automated External Defibrillation (AED) Card. **(Same as DA R105)** Course is offered Pass/No Pass (P/NP) at student's option. *Transfer credit: UC, CSU. C-ID: KIN 101.*

OXNARD COLLEGE

New Programs

Associate in Arts in Anthropology for Transfer

Associate in Arts in Deaf Studies

Associate in Arts in Political Science for Transfer

Associate in Arts in Anthropology for Transfer

Required Core Courses:		Units
ANTH R101	Introduction to Biological Anthropology	3
ANTH R102	Introduction to Cultural Anthropology	3
ANTH R103	Introduction to Archaeology	3

List A. Select a minimum of 3 units from the following.

These courses are commonly required as additional courses for a BA in Anthropology. CSU Channel Islands, Chico and Long Beach specifically require ANTH R115.

ANTH R115	Introduction to Linguistics	3
MATH R105	Introductory Statistics	4
or		
PSY R103	Beginning Statistics for Behavioral Science	3
or		
SOC R125	Introduction to Statistics in Sociology	3

List B. Science and methods block: Select 1-2 courses (3-5 units) from the following.

Students may take any course in List A not already selected above; and/or any combination of coursework from List B.

GEOL R101	Physical Geology	3
and		
GEOL R101L	Physical Geology Lab	1
SOC R111	Introduction to Social Research	3

List C. Cultural block: Select 1 course (3 units minimum) from the following.

Students may take any course not selected from List A or List B; OR one of the following.

ANTH R105	Sex, Gender and Culture	3
ANTH R106	Culture and Personality	3
ANTH R107	The Anthropology of Native Americans	3
ANTH R110	People and Cultures of the World	3
ANTH R111	Magic, Witchcraft and Religion: Anthropology of Belief	3
ANTH R113	Ancient Civilizations of the Americas	3
COMM R113	Intercultural Communication	3

Total Required Units 18-20

Associate in Arts in Deaf Studies

Required Courses:		Units
ASL R101	American Sign Language 1	3
ASL R102	American Sign Language 2	3
ASL R103	American Sign Language 3	4
ASL R104	American Sign Language 4	4
ASL R110	Introduction to Deaf Studies	3

Required Additional Courses:

Complete one course from the following:

COMM R113	Intercultural Communication	3
ENGL R102	Critical Thinking through Composition and Literature	4

Total Required Units	20-21
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Associate in Arts in Political Science for Transfer

Required Core Course (3 units)		Units
POLS R101	Government of the United States I: Institutions and Politics	3

List A. Select 3 courses (9 units) from the following:

POLS R100	Introduction to Politics	3
POLS R104	International Relations	3
POLS R108	Comparative Politics	3
PHIL R114	Social Philosophy	3

List B. Select 2 courses (6 units) from the following:

Any course in List A not already selected above:

ANTH R102	Introduction to Cultural Anthropology	3
ANTH R105	Sex, Gender and Culture	3
ANTH R110	People and Cultures of the World	3
ECON R100	Modern American Economy	3
ECON R101	Introduction to the Principles of Macroeconomics	3
ECON R102	Introduction to the Principles of Microeconomics	3
HIST R100A	History of World Civilizations I	3
HIST R100B	History of World Civilizations II	3
HIST R102	History of the United States I	3
HIST R103	History of the United States II	3
HIST R109	History of Mexico	3
HIST R116	History of the Americas II	3
HIST R117	History of American Women	3
POLS R102	Government of the United States: Institutions and Laws	3
POLS R105	Current Issues in Domestic and Foreign Politics	3
SOC R101	Introduction to Sociology	3
SOC R102	Social Problems	3
SOC R104	Sex Roles	3
SOC R108	Sociology of the Chicano Community	3
SOC R125	Introduction to Statistics in Sociology	3

Total Required Units 18

DCAA – JANUARY 31, 2013

Ventura College
Curriculum Submission
December 2012

Reviewed by DTRW-I 12.13.12

VENTURA COLLEGE

Deleted Degrees/Programs

Associate in Science Degree/Certificate of Achievement in Commercial Art

Families Proposal due to changes to repeatability

ART

DANCE

KINESIOLOGY

THEATRE ARTS

ART

FAMILY NAME	POSSIBLE LEVEL NAMES OR DISTINCT BUT RELATED COURSES			
Life Drawing	ART V13A Life Drawing I	ART V13B Life Drawing II	ART V13C Life Drawing III	ART V13D Life Drawing IV (NEW)

DANCE

FAMILY NAME	POSSIBLE LEVEL NAMES OR DISTINCT BUT RELATED COURSES			
Modern	DANC V10A Modern I	DANC V10B Modern II	DANC V10C Modern III (NEW)	DANC V10D Modern IV (NEW)
Tap	DANC V13A Tap I	DANC V13B Tap II	DANC V13C Tap III (NEW)	DANC V13D Tap IV (NEW)
Ballet	DANC V15A Ballet I	DANC V15B Ballet II	DANC V15C Ballet III (NEW)	DANC V15D Ballet IV (NEW)
Jazz	DANC V29A Jazz I	DANC V29B Jazz II	DANC V29C Jazz III (NEW)	DANC V29D Jazz IV (NEW)
Composition	DANC V50A Composition I	DANC V50B Composition II	DANC V50C Composition III (NEW)	DANC V50D Composition IV (NEW)
Dance Performance	DANC V30A Dance Performance I	DANC V30B Dance Performance II (NEW)	DANC V30C Dance Performance III (NEW)	DANC C30D Dance Performance IV (NEW)

KINESIOLOGY

FAMILY NAME	POSSIBLE LEVEL NAMES OR DISTINCT BUT RELATED COURSES					
COMBATIVES	KIN V52 Self Defense and Assault Prevention	KIN V 50A Aikido 1	KIN V 50B Aikido 2 (NEW)	KIN V 76A Tai Chi 1	KIN V 76B Tai Chi 2 (NEW)	
RESISTANCE TRAINING	KIN V10 Aerobic and Strength Training	KIN V26 Weight Training & Conditioning	KIN V32 Power Body Building & Sculpting	KIN V34 Circuit Training		
INDIVIDUAL SPORTS	KIN V 44A Tennis 1	KIN V 44B Tennis 2	KIN V 42A Golf 1	KIN V 42B Golf 2 (NEW)		
WELLNESS	KIN V70A Yoga 1	KIN V70B Yoga 2 (NEW)	KIN V73 Holistic Movement	KIN V74A Core Applications of Kinesiology	KIN V74B Advanced Core Applications of Kinesiology (NEW)	KIN V72 Stress Management Relaxation Exercises (NEW)
TEAM SPORTS	KIN V 40A Basketball 1	KIN V 40B Basketball 2 (NEW)	KIN V 46A Volleyball 1	KIN V 46B Volleyball 2	KIN V48A Soccer 1	KIN V 48B Soccer 2 (NEW)
INDOOR CARDIO-VASCULAR CONDITIONING	KIN V12 Bicycle Conditioning : Spinning	KIN V14 Step Aerobics	KIN V16 Functional Fitness & Self Defense	KIN V18 Cardiovascular Fitness: Machine Training	KIN V19 Indoor Fitness Cross Training (NEW)	KIN V28 Conditioning: Designed for Women
OUTDOOR AEROBIC FITNESS	KIN V20 Restorative Cardiovascular Conditioning: Walking	KIN V21 Fitness Walking/ Jogging (NEW)	KIN V22 Running for Fitness	KIN V23 Advanced Running/ Interval Training (NEW)	KIN V24 Life Fitness	
AQUATICS	KIN V02 Swimming 1	KIN V03 Swimming 2	KIN V04 Swimming 3	KIN V06 Swimming 4		

THEATRE ARTS

FAMILY NAME	POSSIBLE LEVEL NAMES OR DISTINCT BUT RELATED COURSES			
THEATRE PRODUCTION	THA V 10A Production and Performance I	THA V10B Production and Performance II	THA V10C Production and Performance III	THA V10D Production and Performance IV (NEW)
ACTING	THA V02A Fundamentals of Acting I	THA V02B Advanced Acting	THA V31A Acting for Film and Television I	THA V31B Acting for Film and Television II (NEW)

DCAA – JANUARY 31, 2013

Ventura College
Curriculum Submission
January 2013

Reviewed and Revised by DTRW-I 1.24.13

VENTURA COLLEGE

New Degrees/Programs

Certificate of Achievement in Administrative Assistant

New Courses

MATH V22	Introduction to Linear Algebra	3 units
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Revised Courses

MM V10 ART V68	Introduction to Multimedia and Multimedia Digital Art Applications	3 units
MM V20 ART V69	Visual Design for Multimedia Digital Art	3 units
MM V74A ART V70A	Adobe Photoshop I for Digital and Fine Art	3 units
MM V74B ART V70B	Adobe Photoshop II for Digital and Fine Art	3 units
MM V80 ART V77	Dreamweaver for Website Development Design	3 units
CS V13	Object-Oriented Programming	3 units
CS V30	Beginning C++	3 units
CS V40	Beginning Java	3 units
POLS V05	Introduction to International Relations	3 units

Certificate of Achievement

ADMINISTRATIVE ASSISTANT

REQUIRED COURSES:		Units
BUS V07A	Business Calculations	2.5
BUS V21	Administrative Assistant	16.0
		18.5

Recommended courses: In addition to the required courses listed above, it is recommended that students who seek to obtain additional insight into the field of study consider taking one or more of the following courses: BUS V44, V45. Although these supplemental courses may be of value to the student, please note that they do NOT satisfy the requirements for this degree.

New Courses

MATH V22	Introduction to Linear Algebra	3 Units
Prerequisite:	MATH V 21B	
Hours:	3 lecture weekly	

This is an introductory course in linear algebra, developing the techniques and theory needed to solve and classify systems of linear equations. It will cover linear systems, solution techniques (including row operations, Gaussian elimination, and matrix algebra), determinants, vector spaces (including properties of vectors, inner products, norms, and orthogonality), linear transformations, eigenvalues and eigenvectors, and applications to topics in linear algebra.

Transfer credit: CSU.

Revised Courses

~~MM V10~~ **ART V68** Introduction to ~~Multimedia and Multimedia~~ **Digital Art** Applications 3 Units
Recommended preparation: ~~ART V11A and/ or ART V12A; basic English and math skills;~~
and computer fundamentals
Hours: ~~6 lecture laboratory~~ **2 lecture, 4 laboratory** weekly

This course is designed for students who wish to pursue a career in ~~multimedia~~ **digital media** or are interested in utilizing ~~multimedia-media arts~~ tools in their current profession. It is an overview of the ~~multimedia-digital media arts~~ industry including commercial, artistic, and technical aspects of development and production, including philosophical and cultural implications. Topics covered will include ~~;-defining multimedia-media arts,~~ history of ~~multimedia-digital arts,~~ **multimedia-digital arts** hardware/software, ~~multimedia-digital arts~~ applications, occupational opportunities, composition of development teams, critical evaluation of ~~multimedia-digital media arts,~~ and ~~;-the future of multimedia-digital art.~~

~~Fees may be required.~~ Formerly ~~IdS-20 MM V10~~. Transfer credit: CSU.

~~MM V20~~ **ART V69** Visual Design for ~~Multimedia~~ **Digital Art** 3 Units
Recommended preparation: ~~MM V10-ART V68 or equivalent;~~ **and ART V11A and/ or**
ART V12A; ~~basic English and math skills;~~ and computer
fundamentals
Hours: ~~6 lecture laboratory~~ **2 lecture, 4 laboratory** weekly

This course is an introduction to the visual elements and principles of design, and their application to ~~multimedia-digital media~~. Using the computer and traditional media, students will work with line, shape/form, value, space, light, volume, perspective, texture/pattern, scale/proportion, typographical design, and color in a series of progressive projects designed to develop the aesthetic sensitivity and basic technical knowledge required to create effective ~~multimedia-digital media~~ images.

~~Fees may be required.~~ **Formerly MM V20.** Transfer credit: CSU, UC.

Revised Courses - Continued

~~MM V74A~~ **ART V70A** Adobe Photoshop I *for Digital and Fine Art* 3 Units
Recommended preparation: **ART V11A and/ or ART V12A**; ~~basic English and math~~
~~skills~~; and computer fundamentals
Hours: ~~6 lecture laboratory~~ **2 lecture, 4 laboratory** weekly

This course is designed for students who desire hands-on experience in industry-standard digital image processing software. The image correction and manipulation software gives students an understanding of the tools and techniques needed to produce professional quality results for print and Web images. Students will complete technical tutorials, create a CD-ROM cover, Web banners, and a final print or Web project.

~~Fees will be required. Field trips may be required. May be taken for a maximum of 2 times.~~
Formerly ~~IDS V74A~~ **MM V74A**. Transfer credit: CSU.

~~MM V74B~~ **ART V70B** Adobe Photoshop II *for Digital and Fine Art* 3 Units
Prerequisite: ~~MM V74A~~ **ART V70A**
Recommended preparation: **ART V11A and/ or ART V12A**; ~~basic English and math~~
~~skills~~; and computer fundamentals
Hours: ~~6 lecture laboratory~~ **2 lecture, 4 laboratory** weekly

This course is designed as a hands-on, intermediate course in the technical and artistic aspects of Adobe Photoshop. Students will learn intermediate tools and techniques needed to produce professional quality results for print and Web images. The course will include independent creative projects comprised of written proposals, timelines, and storyboarding.

~~Fees will be required. Field trips may be required. May be taken for a maximum of 2 times.~~
Formerly ~~IDS V74B~~ **MM V74B**. Transfer credit: CSU.

Revised Courses - Continued

MM V80 ART V77	Dreamweaver for Website Development Design	3 Units
Recommended preparation:	ART V11A and/ or ART V12A; basic English and math skills; and computer fundamentals	
Hours:	6 lecture-laboratory 2 lecture, 4 laboratory weekly	

This course is designed to introduce the basics of website development, using graphics, text, animation, and current computer software. Students will preview how these essentials are organized in order to plan and construct websites, adding links, navigation, frames, and tables. Students will create a website, learn the delivery process, and ~~examine~~ **learn** how to access and work with a Web server.

~~Fees will be required. Field trips may be required. May be taken for a maximum of 2 times.~~
Formerly MM V80. Transfer credit: CSU.

CS V13	Object-Oriented Programming	3 Units
Prerequisite:	CS V11 or equivalent; and MATH V03 or MATH V03A- V03E or MATH V 13B or 1 year of high school intermediate algebra (Algebra II) or any higher-level math course with grade of C or better	
Hours:	2.5 lecture, 1.5 laboratory weekly	

This course introduces the concepts of object-oriented programming to students with a background in the procedural paradigm. The course begins with a review of control structures and data types, with emphasis on structured data types and array processing. It then moves on to introduce the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. Other topics include an overview of programming language principles, simple analysis of algorithms, basic searching and sorting techniques, and an introduction to software engineering issues.

~~Fees will be required. Field trips may be required.~~ Transfer credit: CSU; UC.

Revised Courses - Continued

CS V30	Beginning C++	3 Units
Prerequisite:	CS V 04 or equivalent; and MATH V03 or MATH V03A- V03E or MATH V13B or 1 year of high school intermediate algebra (Algebra II) or any higher-level math course with grade of C or better	
Recommended Preparation:	CS V 11 or equivalent	
Hours:	2.5 lecture, 1.5 laboratory weekly	

This course introduces the student to the concepts of object-oriented programming. The course reviews control structures and data types with emphasis on structured data types and array processing. It introduces the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. Other topics include an overview of programming language principles, analysis of algorithms, and an introduction to software engineering issues. A complete object-oriented development framework is presented that encourages extensibility, reusability, and manages complexity.

~~Fees will be required.~~ Field trips may be required. Formerly MATH V55. Transfer credit: CSU; UC.

CS V40	Beginning Java	3 Units
Prerequisite:	CS V 04 or equivalent; and MATH V03 or MATH V03A- V03E or MATH V13B or 1 year of high school intermediate algebra (Algebra II) or any higher-level math course with grade of C or better	
Hours:	2.5 lecture, 1.5 laboratory weekly	

This course introduces the student to fundamental concepts of object-oriented programming with Java. Topics include data types, control structures, functions, arrays, files, and the mechanics of running, testing, and debugging. It then moves on to introduce the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. The course also offers an introduction to the historical and social context of computing and an overview of computer science as a discipline.

~~Fees will be required.~~ ~~Field trips may be required.~~ Formerly MATH V56. Transfer credit: CSU; UC.

Revised Courses - Continued

POLS V05	Introduction to International Relations	3 Units
Hours:	3 lecture weekly	

This course presents an *introductory* inquiry into the field of international relations ~~where~~ *nations-theory. Analyses will be made of how and why countries* interact officially and unofficially in a condition of war, peace, and change. *Examination will also be made of national, international, transnational, and sub-national actors, and their institutions, interactions, and process as they relate to global issues.* Emphasis will be placed on the universal competition for power, crisis management, war, peace, arms control, disarmament, and the various endeavors intended to bring about world peace and cooperation.

Formerly PolSci 5. Transfer credit: CSU; UC.