



District Technical Review Workgroup - Instructional (DTRW-I)

AGENDA

January 11, 2018 - 1:00 – 3:00 p.m.

DAC Lakin Boardroom

- **Approval of November 9, 2017 & November 30, 2017 Meeting Notes**

- **Curriculum Submissions**

MOORPARK COLLEGE

New Courses

MUS M11 Songwriting

Units

3

OXNARD COLLEGE

New Courses

FT R090 USLA Lifeguard Academy I

Units

3

SAM Code Changes

ASL R103 American Sign Language 3 ~~(D) Possibly Occupational~~
ASL R104 American Sign Language 4 ~~(D) Possibly Occupational~~
BUS R122 Human Resource Management ~~(B) Advanced Occupational~~

(E) Non-Occupational

(E) Non-Occupational

(C) Clearly Occupational

VENTURA COLLEGE

No submission (Curriculum Committee Meeting was canceled due to fire)

CURRENT BUSINESS:

- Final CourseLeaf discussion/decision (Dave Fuhrmann to join meeting @1pm)
- Update from Regional Curriculum Meeting – 11/18/17 in Long Beach (M. Bowen/S. Davis)
- Continued Discussion: Accelerated Deadlines, Catalog Production
- 2016-2017 Course Summary Sheet (see attachment)
- 2016-2017 DTRW-I Goals and Accomplishments (see attachment)
- 2017-2018 DTRW-I Goals
- Remaining AP/BPs for review:
 - 4225: Disqualification and Dismissal
 - 5010: Admissions and Concurrent Enrollment
 - 5030: Fees
 - 5055: Enrollment Priorities
- T5 GE Pattern – T. Brabander
- Future Agenda Items

Next Meeting Date:

January 18, 2018 (Noncredit Training) – DAC Boardroom, Camarillo, 1pm

February 8, 2018 (DTRW-I) – DAC Boardroom, Camarillo, 1pm



ITEMS IN RESERVE:

- AP 3550 : Drug Free Environment further discussion (see attachment) – R. Post
- AP/BP 4235: Credit By Examination; review by Articulation Officers (November meeting)
- Military Credit Discussion – Articulation Officers (November meeting)
- BP/AP applicable to DTRW-I (Spring)
- Articulation with Adult Education – Articulation Officer (Spring)
- TAG Agreements/Current Articulation Agreements
- Non-credit BP

Ventura County Community College District

2017-2018 Academic Year **District Technical Review Workgroup – Instructional (DTRW-I)** **Meeting Notes---DRAFT** **Thursday, November 9, 2017 - 1:00 p.m. – 3:00 p.m.**

Members: Chancellor's Designee: Kim Hoffmans, Chair (VC)
Faculty Co-Chair: Nenagh Brown (MC)
Vice Presidents: Lisa Putnam (Interim OC), Julius Sokenu (MC), Kimberly Hoffmans (VC)
Faculty Chair/Co-Chairs of Curriculum Committees: Shannon Davis (OC), Jerry Mansfield (MC), Michael Bowen (VC)
Articulation Officers: Shannon Davis (OC), Letrisha Mai (MC), Thao Brabander (VC)
Academic Senate Presidents: Diane Eberhardy (OC), Nenagh Brown (MC), Lydia Morales (VC)
Administrative Officer to the Chancellor & Board of Trustees: Patti Blair (DAC)

Guests:

Absent: Patti Blair, Michael Bowen, Nenagh Brown, Julius Sokenu

Recorder: Sarah Ayala

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome and Announcements	<i>K. Hoffmans welcomed everyone and the meeting commenced at 1:05pm.</i>			
Approval of October 12, 2017 Meeting Minutes	<i>Corrections to notes on OC's submissions: Page 2 – CRM R107 – move to separate line Page 7 – ENGL 1A – change to Page 7 – “English R125...” UNITS (not “does”) not match “MC and VC's...” Add – “Recommend that this course change to 3 units to align with C-ID and other District Colleges. Page 7 – MUS R140 – at the end, CMUS 100 should be 130.</i>			
Announcements	<i>Combo meeting to review AP/BPs with DTRW-SS? Thoughts? Hesitation from this committee because group is so big. This committee is not inclined to think a joint meeting would be beneficial.</i>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
CURRICULUM SUBMISSIONS				
<p>New Degrees/Courses/Revised Courses</p> <p>Moorpark/Oxnard/Ventura Submissions</p>	<p><u>MOORPARK COLLEGE CREDIT CURRICULUM</u></p> <p>New Courses</p> <p>CS M10P Introduction to Computer Programming Using Python Language, 4</p> <p>EDU M10 Developing Literacy in Diverse Classrooms, 3</p> <p>EDU M80 Internship in Education, 1-4</p> <p>HOSP M100 Introduction to Hospitality, 3</p> <p>HOSP M120 Hospitality Cost Control, 3</p> <p>HOSP M130 Introduction to Food and Beverage Management, 3</p> <p>HOSP M140 Introduction to Hotel Management, 3</p> <p>MUS M31 Musical Theatre & Opera Workshop, 1</p> <p>New Programs</p> <p>Associate in Science in Hospitality Management for Transfer (AST), 18-19</p> <p>Associate in Science in Environmental Science for Transfer (AS-T), 42-44</p> <p>Certificate of Achievement in Hospitality Management, 18</p> <p><u>NONCREDIT CURRICULUM</u></p> <p>New Courses</p> <p>ESL M901 High-Beginning Noncredit ESL, 61.25-70</p> <p>ESL M902 Low-Intermediate Noncredit ESL, 61.25-70</p> <p>ESL M903 High-Intermediate Noncredit ESL, 61.25-70</p> <p>ESL M904 Advanced Noncredit ESL, 61.25-70</p> <p>New Programs</p> <p>Certificate of Completion in English as a Second Language: Foundational, 122.5-140</p> <p>Certificate of Completion in English as a Second Language: Academic, 122.5-140</p> <p><i>CS M1P: Plan is to develop a certificate in Computer Science</i></p> <p><i>EDU M10: Requirement for a program at CUCI</i></p>			

HOSP Courses – OC expressed a concern regarding enrollments in their hospitality program – they are experiencing low enrollment and they don't want new courses to affect them further. OC is anticipating growth with new faculty that was just hired. They don't want it to be negatively impacted by a competing program.

College of the Canyons, who is also in our SCCRC region, also has a competing program.

DTRW-I group recommended that MC take this information back to college so that they are aware.

MUS M32 should be MUS M31 – error in the Course ID

*AST Environmental Science – TMC came out in September
Concern over way course is presented – some may see it as confusing. MC to make List A look like List B to clarify possible confusion.*

Noncredit – ESL courses belong to 2 different Certificates of Completions

FINAL RECOMMENDATION: *These new and revised courses and/or programs will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval with changes discussed if necessary.*

OXNARD COLLEGE

New Courses

ENGL R098L Intermediate Composition: Writing and Revision
Support for ENGL R097, 2

ENGL R198C College Writing Skills and Support, 2

TOP Code Changes

BUS R120 Introduction to Business ~~0504.00~~ **0506.00**, 3

New Programs

Associate in Science in Nutrition and Dietetics for Transfer
(Nutrition and Dietetics AS-T), 25-30

Associate in Science in Public Health Science (Public Health
Science AS-T), 23-27

Proficiency Award in Accounting for Entrepreneurs, 5.5
 Proficiency Award in Marketing for Entrepreneurs, 4.5
 Proficiency Award in Entrepreneurship, 9

ENGL courses – modeled after the California acceleration project requisite program. They are not basic skills and are experimental Courses

*ENGL R098L – non transferable
 ENGL R198C - transferable*

Note: When listing honors courses, MC just uses a slash to separate honors and a non-honors co-listing to save space.

For Proficiency Awards, all campuses need clarification if these are being reported in MIS and Banner, and at the State.

FINAL RECOMMENDATION: *These new and revised courses and/or programs will go forward to Chancellor's Cabinet, Consultation Council, and subsequently to the Board for full approval with changes discussed if necessary.*

VENTURA COLLEGE **NONCREDIT CURRICULUM**

New Courses

BUS N161 Microsoft Word, 0
 BUS N162 Microsoft Excel, 0
 BUS N163 Microsoft PowerPoint, 0
 BUS N164, Computer Fundamentals and Productivity Tools, 0

Revised Courses

BIOL V31/ ~~Introductions to Methods of Biotechnology and~~
 BIOT V31 ~~Molecular Biology~~
Applied Biotechnology with Laboratory, 2 4

BIOT V31/ ~~Introductions to Methods of Biotechnology and~~
 BIOL V31 ~~Molecular Biology~~
Applied Biotechnology with Laboratory, 2 4

MUS V39 Introduction to Music Technology, 2 3
 NS V20 Patient-Centered Care I and Family-Centered Care
 of Children, 9

SAM Code Changes

BUS V02 Income Tax Fundamentals
~~Advanced~~ **Occupational**
 BUS V04 Computerized Payroll Accounting
~~Advanced~~ **Occupational**
 CD V10 Introduction to Children with Special Needs
~~Possibly~~ **Occupational**

TOP Code Changes

BUS V17 Computer Applications ~~0514.00~~ **0506.00**
 BUS V90 Directed Studies in Business ~~0501.00~~ **0506.00**
 NS V31 ~~The Nursing Process Applied: Health Care Deviations II~~
**Patient-Centered Care II and Maternal
 Newborn and Mental Health Nursing: 30-U**

SAM & TOP Code Changes

NS V30 ~~The Nursing Process Applied to the Client
 Health Care Deviations II~~
**Patient-Centered Care II and Maternal
 Newborn and Mental Health Nursing**
Advanced Occupational, 4230.00 1230.10

NS V40 ~~The Nursing Process Applied: Health Care
 Deviations III~~
**Patient-Centered Care III and Transition
 to Professional Practice**
Advanced Occupational, 4230.00 1230.10

NS V41 ~~The Nursing Proc Applied to the Client w/ Hlth Care
 Dev III~~
**Patient-Centered Care III and Transition
 to Professional Practice: 30-UO**
Advanced Occupational, 4230.00 1230.10

	<p><i>BUS courses: VC will have them on the credit side, and these are the non-credit versions.</i></p> <p><i>Total hours? Need them listed and on the COR.</i></p> <p><i>Should the title be slightly different to avoid any confusion?</i></p> <p><i>For credit courses counterparts – why aren't there labs associated with the Microsoft PowerPoint and Computer Fundamentals and Productivity Tools courses?</i></p> <p><i>BIOL V31/BIOT V31 – remove “formerly”</i> <i>BIOT V31/BIOL V31 – remove “formerly”</i> <i>Correction on C-ID – add “X”</i> <i>Make sure not to include note about letter grade in catalog. It was only there to present the change to the group.</i></p> <p><i>NSV20 does not need to go to the Board. Revise “No” to not be capitalized.</i></p> <p>FINAL RECOMMENDATION: <i>These new and revised courses and/or programs will go forward to Chancellor’s Cabinet, Consultation Council, and subsequently to the Board for full approval with changes discussed if necessary.</i></p>			
CURRENT BUSINESS				
Faculty Co-Chair Election	1 nomination for Nenagh Brown. Group voted - all in favor of electing Nenagh Brown as faculty co-chair.			
Non-Credit Training: 1/18/18 or 1/25/18	Noncredit training will be 1/18/17. Time TBA.			
Regional Curriculum Meeting 1/18/17 in Long Beach	Presented by Academic Senate and will be in Long Beach.	Add to Dec Agenda. Update from anyone who attended		
Replacement for Current Curriculum Management System/COR Meeting Follow Up	<p>Dave Fuhrmann:</p> <p>CurricUNET rep can present to group. Next week – a few times via webinar.</p> <p>E-Lumen representative would like to present. Impressive list of colleges using it. But we'd have to use their SLO management system if we were to switch. Includes online catalog.</p>			

	<p>Conference call to be set after last demo to make a decision. Goal is to get this to the Board in December. Dave to prepare Board presentation</p> <p>Articulation Officer Meeting wrap-up: final consensus was that creating a common COR template between all 3 colleges is possible.</p>			
Continued Discussion: Accelerated Deadlines, Catalog Production & Catalog Disclaimer	<p>Regarding catalog disclaimer: Thao has been working on this and is bringing it to DTRW-I as it will affect all of our catalogs. Would like the blurb to become a District-wide thing in our catalogs. VC Curriculum Committee has seen the verbiage and approved implementation.</p> <p>Reps from OC and MC don't think Curriculum Committees at their campuses need to see this. Can move forward.</p> <p>With including this verbiage, we must still try to work with students as much as we can first before enforcing this language. We should be open and flexible.</p> <p>Group agreed to move forward with this verbiage in the catalogs.</p>			
2016/2017 Course Summary Sheet	Due to time constraints, this item was postponed until the next DTRW-I Meeting	Put on Dec Agenda		
2016/2017 DTRW-I Goals and Accomplishments	Due to time constraints, this item was postponed until the next DTRW-I Meeting	Put on Dec Agenda		
2017/2018 DTRW-I Goals	Due to time constraints, this item was postponed until the next DTRW-I Meeting	Put on Dec Agenda		
Previously Reviewed AP/BPs Follow Up Final Recommendation Spreadsheet 4021: Program Discontinuance	Due to time constraints, this item was postponed until the next DTRW-I Meeting	Put on Dec Agenda		
BP/AP 4020: Curriculum Development	Due to time constraints, this item was postponed until the next DTRW-I Meeting	Put on Dec Agenda		
Future Agenda Items	No items were requested for the agenda at this time.			
Adjournment	K. Hoffmans adjourned the meeting at 2:58 pm.			
Next Meeting Date:	November 30, 2017 (AP/BP Review) – DAC Boardroom December 14, 2017 (DTRW-I) – DAC Boardroom			

Ventura County Community College District

2017-2018 Academic Year
District Technical Review Workgroup – Instructional (DTRW-I)
AP/BP Review Meeting Notes---DRAFT
Thursday, November 30, 2017 - 1:00 p.m. – 4:00 p.m.

Members: Chancellor's Designee: Kim Hoffmans, Chair (VC)
Faculty Co-Chair: Nenagh Brown (MC)
Vice Presidents: Lisa Putnam (Interim OC), Julius Sokenu (MC), Kimberly Hoffmans (VC)
Faculty Chair/Co-Chairs of Curriculum Committees: Shannon Davis (OC), Jerry Mansfield (MC), Michael Bowen (VC)
Articulation Officers: Shannon Davis (OC), Letrisha Mai (MC), Thao Brabander (VC)
Academic Senate Presidents: Diane Eberhardy (OC), Nenagh Brown (MC), Lydia Morales (VC)
Administrative Officer to the Chancellor & Board of Trustees: Patti Blair (DAC)

Guests: Vice Chancellor Rick Post

Absent: Patti Blair

Recorder: Sebastian Szczebiot

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome and Announcements	<i>K. Hoffmans welcomed everyone and the meeting commenced at 1:05 pm</i>			
Announcements	<i>January 18 – Non-Credit Training at 1 pm until 4 pm</i> <i>Location: DAC – we will ask for room information</i>			
Discussion regarding the pros and cons of CurricUNET Meta vs. CourseLeaf	Training to transfer curriculum to Meta took two years at Alan Hancock College. SBCC did not require as long but they have dedicated team. Regarding our capacity in making a digital catalog:	Group moved forward with courseleaf		

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>CurricUNET Meta has the catalog included. It is interesting to note that it looks similar to the new CourseLeaf product, rather than the old curricunet.</p> <p>How about the cost of migration, in addition to the cost of the program.. for example, for faculty training.</p> <p>CourseLeaf migration of courses, specifically, seems to be manageable. Programs are not the worry. Up to two years ago we didn't even have programs in curricUNET. Plus there are more classes than programs.</p> <p>For faculty there is concern that CourseLeaf is clunky and that there is a learning curve. But this might be the case with either of the choices</p> <p>CourseLeaf says they are compatible with default version of banner. What version do we have?</p> <p>Neither is compatible with TrackDat (?)</p>	Invite Dave Fuhrmann back for next meeting		
AP/BP Review: AP/BP 4070: Auditing and Auditing Fees	<p>Changes to policy are now to go DTRW-S; agenda due tomorrow!</p> <p>FINAL RECOMMENDATION: <i>Move to DTRW-S</i></p>			
AP/BP 4102: Career Technical Education Programs	<p>Change to legal references.</p> <p>Changes added during meeting will need to go to DTRW-S</p> <p>FINAL RECOMMENDATION: <i>Move to DTRW-S</i></p>			

AP/BP 4222: Remedial Coursework	<p>Definition of “remedial” needs to be updated/expanded.</p> <p>Seb will email to AO’s.</p> <p>FINAL RECOMMENDATION: <i>Define remedial coursework and incorporate AB705.</i></p>			
AP/BP 4225: Course Repetition	<p>Goes to BoardDocs.</p> <p>FINAL RECOMMENDATION: <i>send to policy committee</i></p>			
AP/BP 4227: Repeatable Courses	<p>Goes to BoardDocs.</p> <p>FINAL RECOMMENDATION: <i>send to policy committee</i></p>			
AP/BP 4250: Probation	<p>FINAL RECOMMENDATION: <i>Move to DTRW-S</i></p>			
AP 4225: Disqualification and Dismissal	<p>The following items have been tabled until the December meeting.</p> <p>FINAL RECOMMENDATION: <i>Review tabled until next meeting</i></p>			
AP/BP 5010: Admissions and Concurrent Enrollment	<p>FINAL RECOMMENDATION: <i>Review tabled until next meeting</i></p>			
AP/BP 5030: Fees	<p>FINAL RECOMMENDATION: <i>Review tabled until next meeting</i></p>			
AP/BP 5055: Enrollment Priorities	<p>FINAL RECOMMENDATION: <i>Review tabled until next meeting</i></p>			
Adjournment	K. Hoffmans adjourned the meeting at 4:01 pm			
Next Meeting Date:	<i>December 14, 2017 (Regular DTRW-I Meeting)-DAC Boardroom</i>			

DRAFT

MOORPARK COLLEGE

New Courses		Units
MUS M11	Songwriting	3

New Courses

MUS M11	Songwriting	3 Units
Prerequisite:	MUS M02B and MUS M02BL	
Class Hours:	3 lecture weekly	
C-ID:	Aligned with CMUS 150X	

Explores the process, skills, and techniques of songwriting. Analyzes the chord structure, form, rhythm, melody, harmony, and lyrics of various songs. Requires demonstration of understanding through composition and performance of original song
Applies to Associate Degree. Transfer credit: CSU.

OXNARD COLLEGE

New Courses

FT R090	USLA Lifeguard Academy I	3 units
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SAM Code Changes

ASL R103	American Sign Language 3	(D) Possibly Occupational	(E) Non-Occupational
ASL R104	American Sign Language 4	(D) Possibly Occupational	(E) Non-Occupational
BUS R122	Human Resource Management	(B) Advanced Occupational	(C) Clearly Occupational

New Courses

FT R090	USLA Lifeguard Academy I	3 units
Hours:	2 lecture weekly, 3 lab weekly	
Limitations:	Valid CPR (BLS) Healthcare Provider card; Swim Test Completion 500 yards within 12 minutes; Advanced First Aid card	

The Oxnard College Lifeguard Academy is a 90 hour introductory level course for aspiring emergency responders interested in career opportunities as Aquatic Rescuers either within lifeguard agencies or the fire service. This rigorous academy includes lecture and hands on training in the ocean environment and follows the United States Lifesaving Association required course curriculum for Aquatic Rescue Response Teams and Open Water Lifeguard Certification. The course will include training in marine weather, aquatic hazards, communications, lifesaving rescue techniques, specialized equipment use, night rescues, medical aid, lifesaving history and aquatic agency career paths. To successfully complete the academy, students must be athletically fit with strong swimming skills. *Field trips will be required.*

SAM Code Changes

ASL R103	American Sign Language 3	4 units
Prerequisite:	ASL R102	
Hours:	4 lecture weekly	

This course will continue the study of conversational American Sign Language with expanded information on ASL grammar, syntax, spatial referencing, and vocabulary development. Dialogues, short stories, and narratives will incorporate discussion of Deaf culture and detailed descriptions of people and surroundings. Field trips may be required.

Transfer credit: CSU, UC

Note: SAM code changed from ~~(D) Possibly Occupational~~ to (E) Non-Occupational

ASL R104	American Sign Language 4	4 units
Prerequisite:	ASL R103	
Hours:	4 lecture weekly	

This course will build on skills acquired in ASL R103, and includes more complex ASL grammatical features, vocabulary building in context, in-depth study of classifiers, comprehension and development of narratives and dialogue, and understanding and recitation of ASL stories. Class discussions will center on the analysis of current and historical issues of cultural significance to the Deaf community. Field trips may be required.

Transfer credit: CSU, UC

Note: SAM code changed from ~~(D) Possibly Occupational~~ to (E) Non-Occupational

BUS R122	Human Resource Management	3 units
Hours:	3 lecture weekly	

This course examines the concepts of human resource organization and management including finance, operation, and compliance with federal government regulations, internal organization and the personnel practices including collective bargaining of the organization as an employer and its role with employees. Field trips may be required.

Transfer credit: CSU, UC

Note: SAM code changed from ~~(B) Advanced Occupational~~ to (C) Clearly Occupational

DTRW-I Recommendations				
AY 2016-2017	Moorpark	Oxnard	Ventura	Totals
New Courses	46	48	52	146
Revised Courses	26	3	23	52
Reactivated Courses			5	5
Deleted Courses				
New Programs	12	1	8	21
Revised Programs				
Deleted Programs		4		4



District Technical Review Workgroup- Instruction

The purpose of the District Technical Review Workgroup - Instructional (DTRW-I) is:

- To put into practice the collaboration of faculty and administration in ensuring the technical and legal accuracy of new and substantially revised courses and programs approved by each College's Curriculum Committee;
- To safeguard the primacy of each College Curriculum Committee and the College faculty in the design and modification of courses and programs.
- To review and develop Board policies, administrative procedures and standard operating practices in the instructional area prior to submission through Cabinet and the District Consultation Council to the Chancellor and Board of Trustees;
- To serve as a body providing operational and procedural advice to Cabinet and the District Consultation Council for issues that impact instruction District-wide.

The DTRW-I is an advisory group to the Chancellor through Cabinet and the District Consultation Council. It reviews curriculum submitted by the three VCCCD College Curriculum Committees. The DTRW-I is responsible for reviewing new and substantially revised courses and programs prior to submission through Cabinet and Consultation Council to the Chancellor and the Board of Trustees. DTRW-I is responsible for ensuring the technical and legal accuracy of all components of new and substantially revised courses and programs. In addition, the DTRW-I may choose to review and provide advice on questions regarding the interpretation of curricular regulations. To fulfill these charges, members of this workgroup are assigned responsibility for remaining current on all regulations and laws related to curriculum.

GOALS 2016-2017

#	GOALS	ACCOMPLISHMENTS
1	Share best practices	Ongoing related course and program curriculum (credit and noncredit) and Board policies, administrative procedures and standard operating practices.
2	Comply with current State curriculum policies and standards	Members attended Curriculum Institute and other related training to stay current on State policies and standards.
3	Advise on transfer compliance	Articulation Officers Trustee presentation
4	Review and make recommendations on relevant District BPs and APs	Reviewed 19 BP/AP's and made recommendation.



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GOALS 2017-2018

#	GOALS	ACCOMPLISHMENTS
1	Share best practices	
2	Comply with current State curriculum policies and standards	
3	Advise on transfer compliance	
4	Review and make recommendations on relevant District BPs and APs	



Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4225 COURSE REPETITION
Number	AP 4225
Status	Under Consideration
Legal	California Education Code, Section 76224 Title 5, Section 55023 Title 5, Section 55024(a)(10) and 55024(d)(1) Title 5, Section 55029 Title 5, Section 55040(b)(9) Title 5, Section 55041(c)(6) Title 5, Section 55042 Title 5, Section 55043 Title 5, Section 55044 Title 5, Section 55045 Title 55252(a)(b) Title 5, Section 55253 Title 5, Section 56029 Title 5, Section 58161
Adopted	June 16, 2010
Last Revised	April 8, 2014

[*Added legal reference](#)

General Guidelines for Repetition of Credit Courses

Pursuant to Title 5, students are permitted three enrollment attempts to achieve a standard (passing) grade. Students may be permitted, under special circumstances, to repeat non-repeatable credit courses in which standard (passing) grades have been awarded. Students may also repeat credit courses that are designated as repeatable in the colleges' catalogs providing the maximum number of allowed enrollments per course or set of courses is not exceeded.

All enrollment attempts that result in an evaluative or non-evaluative grade on a student's permanent record are counted for purposes of this administrative procedure and pursuant to Title 5, Section 55023. Evaluative symbols are defined as standard passing grades of A, B, C or P/CR; and substandard grades of D, F and NP/NC. Non-evaluative symbols are defined as W.

Courses that are repeated shall be recorded on the student's permanent academic record using an appropriate

symbol.

Annotating the permanent academic record shall be done in a manner that all work remains legible, insuring a true and complete academic history.

Nothing herein can conflict with Education Code, Section 76224, pertaining to the finality of grades assigned by instructors, or with Title 5 or District procedures relating to retention and destruction of records.

Apportionment may be claimed for a maximum of three enrollment attempts to achieve a standard (passing) grade. The District may claim apportionment for one additional enrollment attempt under the following circumstances:

- Approved repetition due to significant lapse of time as defined in this section,
- Approved repetition due to extenuating circumstances as defined in this section if the course is not designated as repeatable.

The District may claim apportionment for students' enrollments without limitation under the following circumstances and if all other requirements are met:

- Approved attendance for legally mandated training as defined in [AP 4227](#)
- Approved attendance of a student with a disability in credit special classes as a disability accommodation as defined in [AP 4227](#)
- The attendance of a student repeating cooperative work experience courses pursuant to Title 5, Section 55253
- The attendance of a student withdrawing as a result of extraordinary conditions pursuant to Title 5, Section 55024 (a)(10)
- The attendance of a student receiving a military withdrawal pursuant to Title 5, Section 55024 (d)(1)
- The attendance of a student repeating a course for significant change in industry or licensure standards pursuant to Title 5, Section 55040(b)(9).

The District may claim state apportionment for students' enrollments in credit courses that are designated as repeatable as provided by Title 5, Section 55041 for a maximum of four semesters. 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 VCCCD AP 4225 and [AP 4227](#).

The District may permit enrollment in credit courses beyond the limits set forth in [BP 4225](#), AP 4225 and [AP 4227](#) providing apportionment is not claimed for such additional enrollments.

The District will develop and implement a mechanism for the proper monitoring of course repetitions.

Course Repetition to Alleviate a Substandard Grade

A non-repeatable course in which a grade of C/P/CR or better is earned may not be repeated except as allowed under special circumstances (see [AP 4227](#)). Students are permitted a total of three enrollment attempts to achieve a standard (passing) grade. This rule applies to courses taken at any regionally accredited college, in which the student received a substandard grade as defined above. Once a passing grade of C/P/CR or better is received, he or she may not repeat the course again under this section. However, repetition may be allowable under special circumstances as defined below and in [AP 4227](#).

A student who has taken a class three times and received a substandard grade each time may petition to take the class again. The petition must state verifiable extenuating circumstances that affected the student's past performance in the class and/or additional steps the student has taken to prepare to succeed in the petitioned course. Approved repetitions beyond the third attempt may not be claimed for apportionment. For purposes of this section, extenuating circumstances are verifiable cases of illness, accident, or other circumstances beyond the control of the student.

In order to identify acceptable equivalencies in course and grading scale, course comparability shall be determined chiefly by content, as defined in the catalog course description, and not by course title or units.

The first two substandard grades will be excluded from the student's grade point average calculations if the student enrolls in and completes the class two or more times. The student's permanent record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

If a student repeats a repeatable course in which a substandard grade has been recorded, the substandard grade and credit may be disregarded provided that no additional repetitions are permitted beyond those limits specified in 55041(c)(6). No more than two substandard grades may be alleviated pursuant to this section.

A student who receives a substandard grade in a course that was approved for repetition due to a significant lapse of time will be permitted to utilize the grade alleviation process described in this section when the course in question is not designated as repeatable.

In determining the transfer of a student's credits, similar prior course repetition actions by other accredited colleges and universities shall be honored.

Apportionment may be claimed for a maximum of three enrollment attempts to achieve a standard (passing) grade.

COURSE REPETITION ALLOWED UNDER SPECIAL CIRCUMSTANCES

Course Repetition Due to Significant Lapse of Time

Students may petition only one time to repeat a course in which a standard (passing) grade has already been awarded providing that the following conditions have been met:

1. The course was successfully completed more than three years prior, and:
 - a) the District has established a recency prerequisite for the course or;
 - b) 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. A student may petition to repeat a course where less than 3 years has elapsed if documents show that repetition is necessary for the student's transfer to the institution of higher education.

If it is determined that a student needs to repeat a repeatable active participatory course in physical education/kinesiology or visual or performing arts, or an active participatory experience course that is related in content (defined as a "family of courses") due to a significant lapse of time, that repetition shall count toward the maximum number of enrollments that are allowed, except if the student has already exhausted the allowable course limitation, one additional repetition can be permitted due to lapse of time.

An active participatory course is one in which "individual study or group assignments are the basic means by which learning objectives are obtained." (55000(a)).

When a course is repeated pursuant to this section, both grades and credits will be included in the calculations of the grade point average.

The attendance of a student repeating a course due to lapse of time may be claimed only one time for apportionment funding.

Course Repetition Due to Extenuating Circumstances

Students may petition to repeat a course that is not designated as a repeatable course based on a finding that the student's previous grade (whether substandard or passing) was, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond

the control of the student.

Petitions for course repetition under this section must be approved in writing by the appropriate designated administrator.

When a course is repeated pursuant to this section, the previous grade and credit will be excluded from the calculations of the grade point average, provided that no more than two substandard grades are excluded by course repetition.

The attendance of a student repeating a credit course by approved petition pursuant to this section may be claimed for apportionment funding for a maximum of one time.

Repetition of Variable Unit, Open Entry/Open Exit Courses

Students may enroll in a variable unit, open entry/open exit course as many times as necessary to complete one time the entire curriculum of the course as described in the course outline of record, but may not repeat any portion of the curriculum for the course unless:

1. the course is required for legally mandated training;
2. the course is a special class for students with disabilities which the student needs to repeat as a verified disability-related accommodation;
3. repetition of the course to retake a portion of the curriculum is justified by verified extenuating circumstances; or
4. the student wishes to repeat the course to alleviate substandard work recorded for a portion of the curriculum.

Students repeating a portion of a course pursuant to this section are subject to the repetition limitations applicable to repeatable courses.

When a course is repeated pursuant to this section, the previous grade and credit will be excluded from the calculations of grade point average.

Repetition of Special Classes for Students with Disabilities

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation. Such determination will generally be provided by a qualified instructor or academic counselor. The individualized determination must verify one of the following conditions:

- The success of the student in other general and/or special classes is dependent on additional repetitions of the specific special class in question;
- Additional repetitions of the special class in question are essential to completing the student's preparation for enrollment into other regular or special classes; or
- The student has a student education contract which involves a goal other than completion of the special class in question and repetition of the course will further achieve that goal.

The attendance of a student with a disability may be claimed for state apportionment each time the student repeats a special class as a disability-related accommodation which is justified by one of the circumstances noted above. When a grad is received pursuant to this section, the grade received each time will be included in the calculations of grade point average.

Repetition of Cooperative Work Experience Education Courses

Students are allowed to repeat a cooperative work experience course if a college only offers one course in cooperative work experience. Where only one work experience course is offered, students may be permitted to repeat this course any number of times as long as they do not exceed the limits on the number of units of cooperative work experience set forth in Title 5, Section 55253(a), 55252(a), and 55252(b).

Occupational work experience and general work experience are types of cooperative work experience. (Title 5,

Section 55252). Occupational work experience "is supervised employment extending classroom occupational learning at an on-the-job learning station relating to the students' educational or occupational goal." (Title 5, Section 55252(b). General work experience, on the other hand, does not have to be related to the students' education goals but is supervised employment that helps the student acquire "desirable work habits, attitudes and career awareness." (Title 5, Section 55252(a)).

Significant Change in Industry or Licensure Standards:

Students may petition to repeat a course needed for employment or licensure because of a significant change in industry or licensure standards. Students may take these courses any number of times.

Refer to [AP 4227](#) for information on course repetition allowed absent substandard academic work.

Last Modified by Andrea Rambo on July 11, 2017



Book	VCCCD Board Policy Manual
Section	Chapter 4 Academic Affairs
Title	BP 4225 COURSE REPETITION FOR SUBSTANDARD GRADES
Number	BP 4225
Status	Active
Legal	Title 5, Section 55765 Title 5, Section 55764 Title 5, Section 55763 Title 5, Section 55762 Title 5, Section 55761
Adopted	February 16, 2006
Last Reviewed	April 8, 2014

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

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

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

See [Administrative Procedure 4225](#).

Last Modified by Laurie Nusser on April 9, 2014



Book	VCCCD Administrative Procedure Manual
Section	Chapter 5 Student Services
Title	AP 5010 Admissions and Concurrent Enrollment
Number	AP 5010
Status	Under Consideration
Legal	California Education Code, Section 76000 California Education Code, Section 76004
Adopted	April 18, 2006
Last Revised	November 11, 2014

*Added legal reference

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 District may deny or place conditions on a student enrollment upon a finding by the Board or designee that the applicant has been expelled within the preceding five years or is undergoing expulsion procedures in another California community college district, and that the applicant continues to present a danger to the physical safety of the students and employees of the District.

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

2. Admission Procedures for Students Over 18

Specific and current admission procedures are published in the most recent versions of the college 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 any 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 California resident who is an apprentice as defined in Section 3077 of the Labor Code.

For the purpose of admission to the colleges of the Ventura County Community College District, students'

self-certification may serve as proof of high school attendance and graduation or its equivalent, Students may be required to provide verification of high school graduation; or in the case of home schooled students, verification from an accredited high school district that the home school curriculum completed meets the criteria for exemption from California Compulsory Attendance Laws, for financial aid eligibility or other purposes.

Admission may be granted to other persons who are determined to be capable of benefiting 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.

Residency shall be determine 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.

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).

Non-citizens without lawful immigration status shall be admitted classified as a non-resident but exempted from payment of non-resident tuition provided they submit verifiable documentation to certify they meet the following 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;
- 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.

Non resident students who are U.S. citizens and who reside in a foreign country will be admitted and classified as nonresidents but exempted from payment of nonresident tuition provided they meet all of the following requirements:

- Demonstrate a financial need for the exemption.
- Has a parent or guardian who has been deported or was permitted to depart voluntarily under the Federal Immigration and Nationality Act.
- Moved abroad as a result of the deportation or voluntary departure.
- Lived in California immediately before moving abroad.
- Attended a public or private secondary school in California for three or more years.
- Upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education.
- Will be living in California and will file an affidavit with the community college stating that he or she intends to establish residency in California as soon as possible.
- Documentation shall be provided by the student as required by the statute as specified in Education Code, section 76140(a)(5).
- Students receiving this exemption do not receive resident status for the purpose of tuition or financial aid. Rather they are exempt from nonresident tuition under this law. Application for this exemption is initiated at the Admissions and Records Office on the student's primary campus.

4. 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 advanced 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 eleven (11) ~~six (6)~~ units per semester or term, unless the special admission student (either part-time or full-time) is enrolled under the terms of an existing AB288 College and Career Access Pathway (CCAP) Partnership Agreement effective at the time of enrollment. ~~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.~~

Special part-time admissions students who are determined to be nonresidents may be admitted and classified as nonresidents but exempt from paying nonresident tuition per California Ed. Code, Section 76141. The following conditions apply:

- The term "special admission student" refers to concurrently enrolled K-12 students who have been recommended by the principal of the pupil's school and have parental permission to attend a community college during any session or term and who enroll in 11 or fewer units per semester, in accordance with Education Code, Section 76001. (Except that parental permission may not be required for special admission students who are 18 years of age or older.)
- The exemption does not apply to full-time special admissions students.
- This exemption does not apply to categories of students who would be precluded from qualifying for AB 540 nonresident tuition exemption; i.e., a) students who reside outside of California and enroll via Distance Education and b) students on most nonimmigrant visas.
- T and U nonimmigrant visas are eligible for this exemption.
- Students receiving this exemption do not receive resident status for the purpose of tuition or financial aid. Rather they are exempt from nonresident tuition under this law. Application for this exemption is initiated at the Admissions and Records Office on the student's primary campus.

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.

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.

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.

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

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.

Last Modified by Andrea Rambo on July 7, 2017



Book	VCCCD Board Policy Manual
Section	Chapter 5 Student Services
Title	BP 5010 ADMISSIONS AND CONCURRENT ENROLLMENT
Number	BP 5010
Status	Active
Legal	California Education Code, Sections 76000, 76001, 76002 California Education Code, Section 76038 Labor Code Section 3077 U.S. Department of Education regulations on the Integrity of Federal Financial Aid Programs under Title IV of the Higher Education Act of 1965 as amended
Adopted	April 18, 2006
Last Revised	November 11, 2014

The Chancellor shall establish procedures regarding the admission of students, non-residents, and special part-time and full-time admissions students.

See [Administrative Procedure 5010](#)

Last Modified by Andrea Rambo on March 10, 2017



Book	VCCCD Administrative Procedure Manual
Section	Chapter 5 Student Services
Title	AP 5030 FEES
Number	AP 5030
Status	Under Consideration
Legal	Student Fee Handbook, California Community College Chancellor's Office Title 5, Section 51012 California Education Code, Section 66025.3 California Education Code Section 76001(d) California Education Code Section 76004(q) California Education Code Section 76004(p) California Education Code, Section 76300 California Education Code, Section 70902(b)(9)
Adopted	April 14, 2009
Last Revised	May 10, 2016

****Added legal references**

Required fees include:

Enrollment (E.C. 76300; 5 CCR 58500-58509)

- A per unit enrollment fee of \$46 shall be charged each student enrolled per term or session. Enrollment fees will be waived for low income students who demonstrate eligibility according to income standards established by the Board of Governors. Concurrent high school students are exempt from enrollment fees with certain limits.

- Nonresident tuition with these permissive exemptions (E.C. 76140, 76140.5):

1. All nonresident students enrolling for 6 or fewer units; or
2. A student who is a citizen and resident of a foreign country who demonstrates financial need

- Nonresident tuition with these mandatory exemptions (E.C. 76004(p), 76001(d)):

1. All qualifying nonresident special "part-time" students (other than those with a non-immigrant status, such as those present in the United States on a B Visitor Visa *) under an AB 288 College and Career Access Pathways Partnership (CCAP) dual enrollment agreement with a school district, are permitted to enroll in up to 15 credit units and the units may not constitute more than four community college courses per term.
2. All qualifying nonresident special "part-time" students under a non-CCAP dual or concurrent qualifying nonresident special "part-time" students under a non-CCAP dual or concurrent enrollment agreement, are permitted to enroll in up to 11.99 credit units per term in accordance with Education Code section 76001(d).

Note: Attendance generated by exempted nonresident special "part-time" students listed above is eligible to be

reported for apportionment purposes.

In addition to the enrollment fees of \$46 per unit, nonresident students are assessed nonresident tuition fees. For Fall 2016 that rate will be \$235 per unit. AB 540 added Education Code Section 68130.5 which provides for exemption of these fees for students who met certain criteria, such as graduating from or having attended a California high school for more than three years.

Fees authorized by law include:

- Non-District physical education facilities (E.C. 76395)
- Noncredit courses (E.C. 76385)
- Community service courses (E.C. 78300)
- Auditing of courses (E.C. 76370)
- Persons auditing a course shall be charged a fee of not more than \$15.00 per unit per semester. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester.
- Instructional materials (E.C. 73365, 81457, 81458; 5 CCR 59400-59408)
- Athletic insurance (E.C. 70902(b)(9))
- Cross-Enrollment with CSU or UC (E.C. 66753)
- Health (E.C. 76355)

The District charges a mandatory health fee for both full-time and part-time students at an amount as defined by Education Code 76355. The current health fee is \$19 for the fall and spring semesters and \$16 for the summer session.

The following students are exempted from payment of the fee:

- Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.
- Students who are attending a community college under an approved apprenticeship training program.
- Students who are exclusively enrolled in one or more noncredit courses.
- Special part-time students enrolled under an AB288 College and Career Access Pathways Partnership Agreement with a school district.

Parking (E.C. 76360)

A parking fee will be assessed per term to students to park on District property parking lots for automobiles and motorcycles as stipulated in Education Code Section 76360. The current parking permit fees are as follows.

Item	Fall/Spring Semester	Summer Session
Automobile	\$52.00	\$26.00
BOGW students	\$30.00	\$25.00
Motorcycle	\$35.00	\$15.00
Ridesharing/Carpooling*	\$35.00	\$15.00

*To encourage ridesharing and carpooling, the parking permit fee shall not exceed thirty-five dollars (\$35) per fall and spring semesters and fifteen dollars (\$15) per summer semester for a student who certifies that he or she regularly has two or more passengers commuting to the community college with him or her in the vehicle parked at the community college.

- Transportation (E.C. 76361, 82305.6)
- Student representation (E.C. 76060.5; 5 CCR 54801-54805)
A \$1 fee per semester shall be collected at the time of registration and used solely by the Associated

Students to advocate and lobby city, county, state and/or federal government in support of issues of interest to the student body at large. Students may refuse to pay the fee for religious, political, financial, or moral reasons.

- An optional fee of \$5 per semester at Moorpark College, \$7 per semester at Oxnard College, and \$7 per semester at Ventura College shall be collected at the time of registration and used by the Student Activities Office at each College for sole use of funding student life. Under the supervision of the senior administrator of student services or designee, the fee will be disbursed into the following accounts: Associated Students General Fund, Associated Student Reserve, Student Clubs and Organizations, and Student Activities. Students may opt out for any reason. All funds collected will follow the guidelines set forth in VCCCD [Board Policy 5420](#).
- Student Center (E.C. 76375; 5 CCR 58510)
A Student center fee of \$1 per unit, up to a maximum of \$10 per student per fiscal year, will be assessed for the purpose of financing, constructing, expanding, remodeling, refurbishing and operating a Student Center.
- Copies of student records (E.C. 76223)
The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. No charge shall be made for furnishing up to two official transcripts of students' records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record. The current fee to the student or former student, after having provided the first two transcripts free of charge, for processing transcript requests online is \$3.00 per transcript. Mailed transcripts will incur an additional delivery fee. Expedited shipping is available for mailed transcripts with no attachments. Same day over the counter official transcript orders can be made at Admissions and Records after payment is made to the Student Business Office on campus for \$15 per transcript. Students may access their unofficial transcripts free of charge through the student web portal (MyVCCCD) or by request from the Admissions and Records Office.
- Dormitory (E.C. 81670)
- Child care (E.C. 79121 et seq., 66060)
- Nonresident capital outlay (E.C. 76141)
Education Code section 76141 authorizes community college districts to charge all nonresident students a capital outlay fee. The current fee is \$14 per semester unit.
- Nonresident application processing (E.C. 76142)
Education Code Section 76142 permits the governing board of each community college district to establish a processing fee for international nonresident applicants. The current fee is \$50 per applicant.
- Credit by Examination (E.C. 76300; 5 CCR 55753)
Fees charged for credit by examination offered pursuant to Title 5, section 55050 are optional fees for service. Persons applying to earn credit by examination will be charged a fee equal to the per unit enrollment fee established per Education Code 76300. The current fee is \$46 per unit.
- Use of facilities financed by revenue bonds (E.C. 81901(b)(3))
- Refund processing (5 CCR 58508)
Section 58508 of Title 5 of the California Code of Regulations permits districts to retain a maximum \$10 from enrollment fees as a refund processing fee. Refunds of the enrollment fee, health fee, non-resident tuition and other fees associated with registration shall be made to eligible students who file a refund request by the published deadline. VCCCD enrollment fee refund requests are subject, once a semester, to the withholding of a \$10.00 administrative fee.
- Telephone/Internet registration (E.C. 70902(a)) The District does not charge this fee (formerly known as the "Remote registration fee").
Physical fitness test (E.C. 70902(b)(9))
- Instructional Tape Lease/Deposit (E.C. 70902(b)(9))
- Credit Card Use (E.C. 70902(b)(9))
- International Student Medical Insurance (E.C. 70902(b)(9))

Prohibited fees include:

[All fees exempted under the terms of an AB288 College and Career Pathway Partnership Agreement \(CCAP\)](#)

effective at the time of registration for students admitted to a VCCCD constituent college as a special part-time student pursuant to Education Code Section 76004(q).

Late application (CCCCO Student Fee Handbook)

Add/drop (CCCCO Student Fee Handbook)

Mandatory student activities (CCCCO Student Fee Handbook)

Student Identification Cards (CCCCO Student Fee Handbook)

Student Body Organization (CCCCO Student Fee Handbook)

Nonresident application (CCCCO Student Fee Handbook)

Field trip (5 CCR 55450, 55451)

For dependents of certain veterans (E.C. 66025.3)

For dependents of certain victims of the September 11, 2001, terrorist attacks (CCCCO Student Fee Handbook)

For certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor (E.C. 66025.3)

Required or funded services (CCCCO Student Fee Handbook)

Refundable deposits (CCCCO Student Fee Handbook)

Distance education (other than the statutorily authorized enrollment fee) (CCCCO Student Fee Handbook)

Mandatory mailings (CCCCO Student Fee Handbook)

Rental of practice rooms (CCCCO Student Fee Handbook) Apprenticeship courses (E.C. 76350)

Technology fee (CCCCO Student Fee Handbook)

Late payment fee (5 CCR 58502, 59410)

Nursing/healing arts student liability insurance (5 CCR 55234)

Cleaning (CCCCO Student Fee Handbook)

Breakage (CCCCO Student Fee Handbook)

Test proctoring (CCCCO Student Fee Handbook)

Other fees/fines:

The District may assess and collect other fees/fines that are not prohibited by statute or law, such as parking fines and library fines.

Collection and refund of fees (within published refund deadlines) include:

- The District shall collect fees when enacted by the Legislature following registration by the student
- The District shall refund fees collected in error
- The District shall refund fees that are refundable because of a reduction in the educational program of the District
- The District shall refund fees that are refundable because of the student's reduction in units or withdrawal from an educational program
- The District shall refund fees that are refundable because of changes in law or regulation authorizing and establishing enrollment fees
- The District shall provide notice to students of availability of exemptions from certain mandatory and authorized fees

Last Modified by Andrea Rambo on July 27, 2017



Book	VCCCD Board Policy Manual
Section	Chapter 5 Student Services
Title	BP 5030 FEES
Number	BP 5030
Status	Active
Legal	California Education Code, Section 76050.5 California Education Code, Section 76142 California Education Code, Section 76223 California Education Code, Section 76300 California Education Code, Section 76355 California Education Code, Section 76360 California Education Code, Section 76365 California Education Code, Section 76370 California Education Code, Section 76395 Student Fee Handbook, California Community College Chancellor's Office Title 5, Sections 55753 and 59400
Adopted	June 18, 2008
Last Revised	April 14, 2015
Last Reviewed	May 10, 2016

The Board authorizes the following fees. The Chancellor shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from, or for whom the fee is waived, are properly enrolled and accounted for. Fee amounts shall be published in the college catalogs.

Enrollment fee:

Education Code Section 76300

- Each student shall be charged a fee for enrolling in credit courses as required by law.

Auditing fees:

Education Code Section 76370

- Persons auditing a course shall be charged a fee of not more than \$15.00 per unit per semester. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester.

Health fee: The Chancellor shall present to the Board for approval a fee to be charged to each full time student for student health services.

Education Code Section 76355

- The District shall charge each full time student a fee for health supervision and services as determined by state law.

Parking fee:

Education Code Section 76360

- The Chancellor shall present for Board approval fees for parking for students.

Instructional Materials:

Education Code Section 76365; Title 5, Sections 59400, et seq.

- Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District.

Physical Education Facilities:

Education Code 76395

- Where the District incurs additional expenses because a physical education course is required to use non-district facilities, students enrolled in the course shall be charged a fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the district.

Student Representation Fee:

Education Code 76060.5

- Students will be charged a \$1 fee per semester to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee for religious, political, financial or moral reasons and shall submit such refusal in writing.

Student Activity Fee:

Education Code 70902(b)(9); CCCCO Student Fee Handbook

- A fee of \$5 per semester at Moorpark College, \$7 per semester at Oxnard College, and \$7 per semester at Ventura College shall be collected at the time of registration and used by the Student Activities Office at each College for sole use of funding student life. Students may refuse to pay the fee for religious, political, financial, or moral reasons. All funds collected will follow the guidelines set forth in VCCCD [Board Policy 5420](#).

Transcript Fees:

Education Code 76223

- The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Chancellor is authorized to establish the fee, which shall not exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two (2) transcripts of students' records, or for two (2) verifications of various records. There shall be no charge for searching for or retrieving any student record.

International Students Application Processing Fee:

Education Code Section 76142

- The District shall charge students who are both citizens and residents of a foreign country a fee to process his or her application for admission. This processing fee and regulations for determining economic hardship may be established by the Chancellor. The fee shall not exceed the lesser of 1) the actual cost of

processing an application and other documentation required by the U.S. government; or 2) one hundred dollars (\$100), which may be deducted from the tuition fee at the time of enrollment.

Credit by Examination Fee:

Title 5, Section 55753, Education Code 76300, Student Fee Handbook, California Community Colleges
Chancellor's Office

- Persons applying to earn credit by examination will be charged a fee equal to the per unit enrollment fee for the class that is being challenged.

See [Administrative Procedure 5030](#).

Last Modified by Andrea Rambo on March 10, 2017



Book	VCCCD Administrative Procedure Manual
Section	Chapter 5 Student Services
Title	AP 5055 Enrollment Priorities
Number	AP 5055
Status	Under Consideration
Legal	California Education Code Section 11300 California Education Code, Section 66025.8 et. seq. California Education Code, Section 66025.9 et. seq. California Education Code, Section 67003.5 et. seq. California Education Code Section 76001 Title 5, Section 58106 Title 5, Section 58108 Title 5, Section 58311
Adopted	April 14, 2009
Last Revised	March 7, 2017

The Ventura County Community College District assigns enrollment priority to all new, continuing, and returning students in accordance with the California Education Code and Title 5 Administrative Code. Enrollment priority is also known as registration priority.

NEW STUDENTS: receive enrollment priority after completing orientation, assessment and a student educational plan. These may be accomplished in different ways including, but not limited to, completing the online orientation or attending an in-person session; taking the assessment tests, submitting transcripts of other college work completed and/or other test scores for evaluation; completing a one or two-semester “abbreviated” educational plan, or developing a comprehensive educational plan that is approved by an academic counselor.

- Exemption from a service: New students have the right to request an exemption from orientation, assessment, and educational planning activities based on criteria identified below; students who claim exemption will not be eligible for enrollment priority. The exemption criteria are as follows:
 - Student has earned an Associate or higher degree.
 - Student is a Special Admission student (concurrently enrolled minor).
 - Student is enrolling solely to take a course that is legally mandated for employment or necessary in response to a significant change in industry or licensure standards.

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

Continuing students receive enrollment priority based on the number of completed and in-progress degree-applicable units taken at any of the colleges in this district providing they have not been placed on academic or progress probation or more serious academic sanction for two consecutive terms. Transfer units are not used to calculate enrollment priority.

Limitations

- Continuing students who have earned more than 90 units will lose enrollment priority and will register during open registration unless they successfully petition for a waiver that reinstates them to the previous enrollment priority. The petition for reinstatement of enrollment priority is initiated through a counseling appointment.
- Students may petition for reinstatement of registration priority if they are enrolled in a high-unit major or program of study, high-unit transfer major; or are registering for their last semester at a college within the VCCCD.
- Continuing students who are placed on academic or progress probation or more serious academic sanction for two consecutive terms will lose enrollment priority and will register during open registration. Students who lose their priority may appeal if they have verifiable extenuating circumstances as defined below; an approved appeal will result in the reinstatement of enrollment priority. The petition to appeal loss of enrollment priority is initiated through a counseling appointment.
- Extenuating circumstances are defined as verifiable cases of accident, illness or other circumstances beyond the student's control. Appeals must be supported by verifiable documentation of circumstances.

RETURNING STUDENT: a student who has been previously enrolled at any of the colleges in the district, but has not been enrolled for either of the previous two primary semesters.

Returning students who have not attended in at least one year, who have completed fewer than 90 units, are in good academic standing in the Ventura County Community College District, and have completed orientation assessment and an educational plan will have registration priority over returning students who do not meet these criteria.

SPECIAL ADMISSION STUDENT: a concurrently enrolled minor attending public, private or home school who is also taking classes at a college in the District or a high school student enrolled under the terms of an existing AB288 College and Career Access Pathway (CCAP) Partnership Agreement.

Special Admission students register behind other groups as designated by California Education Code, Section 76001(e)(1). Where the District has an MOU with specific high schools that designate them as partners in a "middle college high school" agreement, the students from those high schools will be afforded priority over other special admission students.

ASSIGNMENT OF ENROLLMENT PRIORITIES IN THE VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

Pursuant to Title 5 Sections 58106, 58108; Education Code Section 66025.8 et. seq. within the Ventura County Community College District, priority registration appointments are assigned based on the following criteria and in the following order:

1) Priority as defined by statute for:

- CalWORKS students
- EOPS students
- DSPS students
- Foster youth and former foster youth
- Homeless students
- Military Veterans and active duty personnel

Note: All continuing and returning students in the above groups must be in good academic standing; all new students in the above groups must have completed orientation, assessment, and an educational plan.

2) Student athletes beyond their first semester as verified by a designated athletics counselor and students currently participating in a First Year Experience cohort. All continuing students must be in good academic standing; students new to the college must have completed orientation, assessment, and an educational plan.

3) Continuing students with 76-90 units* who are in good academic standing.

4) Continuing students with 45-75 units* who are in good academic standing.

5) Continuing students with 30-44 units* who are in good academic standing.

6) Continuing students with 15-29 units* who are in good academic standing.

7) Continuing students with 1-14 units* who are in good academic standing, and Middle College Special Admission

high school students as described in Education Code section 11300 and part of a partnership with the California Community Colleges Chancellor's Office and the California Department of Education, or high school students enrolled under the terms of an existing AB288 College and Career Access Pathway (CCAP) Partnership Agreement.

8)

- a) New students who have completed orientation, assessment, and an educational plan
- b) Returning students who have not attended in at least one year, who have completed fewer than 90.5 units, are in good academic standing in the Ventura County Community College District, and have completed orientation, assessment, and an educational plan.

9) Open registration for all students (excluding Special Admission students), including:

- All students that have been placed on academic or progress probation or more serious academic sanction for two consecutive terms unless they successfully appeal for reinstatement of enrollment priority based on verifiable extenuating circumstances.
- New and returning students who choose to be exempt from participating in orientation, assessment, and/or the development of a student educational plan (see Exemption information above).
- Continuing and returning students with more than 90 units unless they successfully petition for reinstatement of enrollment priorities.

10) Other Special Admission high school students not associated as Middle College and other concurrently enrolled minors.

DEFINITIONS

Abbreviated Educational Plan: A plan that identifies the courses a new student will take in their first one or two semesters. An abbreviated educational plan may be developed by a student with or without the help of an academic counselor, and is not approved by a counselor. Abbreviated educational plans are required for all new non-exempt students; however, a comprehensive educational plan will also satisfy this requirement.

Comprehensive (Active) Educational Plan: A plan that identifies the courses a student must take to complete their informed program of study and reach their educational goals. The comprehensive educational plan is generally at least two semesters long, and ideally will be long enough to identify everything a student must do to achieve their educational goal.

Good Academic Standing: Defined solely for purposes of assigning enrollment priority as a student who has not been placed on academic or progress probation or more serious academic sanction for two consecutive terms. Students who are on probation for two consecutive terms will lose enrollment priority for the next term.

Informed Program of Study: The degree, certificate or transfer program of study that a student declares upon completing 15 units of college coursework. The "informed program of study" is the basis for a student's comprehensive educational plan.

Primary Semesters: fall and spring

See [Board Policy BP 5055 Enrollment Priorities](#).

Last Modified by Andrea Rambo on June 27, 2017



Book	VCCCD Board Policy Manual
Section	Chapter 5 Student Services
Title	BP 5055 Enrollment Priorities
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Status	Active
Legal	Title 5, Section 58108 Title 5, Section 58106 Title 5, Section 51006
Adopted	April 18, 2006
Last Reviewed	March 7, 2017

The Chancellor, in consultation with the Academic Senates, shall establish procedures defining enrollment priorities, limitations, and processes for student challenge, which shall comply with Title 5 regulations.

See [Administrative Procedure 5055 Enrollment Priorities](#).

Last Modified by Patti Blair on April 9, 2017