



District Council on Academic Affairs - DCAA

Agenda February 28, 2013 - 2:00 p.m. DAC Lakin Boardroom

- Approval of January 31, 2013 meeting notes

OLD BUSINESS

1. BP/AP 4030 Academic Freedom – currently under review by Moorpark College Academic Senate and will return to February DCAA meeting (Riley Dwyer)
2. BP/AP 4100 – Graduation Requirements for Degrees and Certificates (Academic Senates) – under review by Academic Senates and DTRW-I – revised AP 4100 with edits from DTRW-I 2.14.13 attached
3. BP/AP 4240 – Academic Renewal (Academic Senates) – under review by Academic Senates
4. AP 4260 Pre-requisites and Co-requisites – under review by Articulation Officers listserv – to return to DCAA with comments (Shannon Davis)
5. BP/AP 4300 Field Trips and Excursions (Academic Senates) – reviewed and revised by DTRW-I 1.24.13; reviewed by DCAA 1.31.13, currently under review by Academic Senates
6. BP/AP 5055 – Priority Enrollment (Jane Harmon/Clare Geisen) – status update on legal review and Cabinet discussion on student athletes
7. BOT Strategic Objective 1.A Discussion – Districtwide General Education Subcommittee – Status Update (Mary Rees)
8. Enrollment Management (Riley Dwyer) – no handouts
9. DTRW-I Report (Erika Endrijonas) – no handouts
10. DTRW-SS Report (Erika Endrijonas) – no handouts

NEW BUSINESS

1. BP/AP 4500 News Media (proposed drafts) – Cabinet request for DCAA review
2. BP/AP 5013 Students in the Military – drafts from DTRW-SS 2.14.13
3. BP/AP 5015 Residence Determination – drafts from DTRW-SS 2.14.13
4. BP/AP 5020 Nonresident Tuition – drafts from DTRW-SS 2.14.13

CONSENT ITEMS

Moorpark/Oxnard/Ventura College Curriculum Submissions from February 14, 2013
DTRW-I meeting

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

DCAA
February 28, 2013

Approval of January 31, 2013
Meeting Notes

Ventura County Community College District

2012-2013 Academic Year

District Council on Academic Affairs - DCAA

Meeting Notes

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

MEETING NOTES PRIOR TO APPROVAL AT 2.28.13 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 (MC), Daniel Chavez (VC)
Clare Geisen (DAC), Policy/Procedure, Chancellor's Liaison

Absent: Clare Geisen, Hamza Shah

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 2:05 pm.			
Approval of November 29, 2012 Meeting Notes	The minutes were approved with recommended changes and abstentions from Shannon Davis, Gloria Arevalo, Angelica Gonzales, and Jim Merrill.			
BoT Strategic Objective 1.A Discussion – Districtwide General Education Subcommittee – Status Update Objective: Establish a General Education Subcommittee to	Ms. Rees stated general education items are currently under review with the Districtwide General Education Subcommittee and will meet later in the month of February to define and reduce discrepancies across the campuses. The final recommendations will be presented to DCAA when completed.			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
develop ideas to improve commonality among courses at each college.				
BP/AP 5010 Admissions and Concurrent Enrollment Status (Erika Endrijonas/Jane Harmon) – incorporate AB 540 changes into policy/procedure	Dr. Endrijonas stated her intention was not to separate Admissions from Concurrent Enrollment in the Board policy/procedure at the November DCAA meeting, but rather to be in compliance with the California Dream Act. Dr. Endrijonas indicated the policy and administrative procedure titles should be consistent. This policy/procedure will go forward to the February 20 Policy Committee.	Agendize BP/AP 5010 for February 20 Policy Committee	February 13	Laurie Nusser
Policies and administrative procedures – 2 year review cycle required for accreditation (Clare Geisen/Jane Harmon/Peter Sezzi)	<p><u>BP/AP 5055 – Priority Enrollment</u> Dr. Harmon reviewed the revisions and provided a handout from the Student Success Initiative indicating recently released enrollment priorities. Paula Munoz, guest, Ventura College EOPS Coordinator, spoke to the newly revised administrative procedure advocating for EOPS students to remain as priority enrollment group one students. There was discussion to clarify decisions made at the October and November DCAA meetings and the work flow process of review by DCAA and DTRW-SS. There was also discussion regarding priority groups one and two.</p> <p>There was consensus from the Committee to obtain legal counsel to acquire an opinion regarding the verb “ensure” within the description. After legal review, this procedure will return to the Academic Senates and DCAA. This procedure must be implemented by fall 2014. There was discussion regarding giving priority registration to student athletes. It was decided to return this issue to Cabinet once again for reconsideration.</p> <p><u>BP/AP 4030 Academic Freedom – assigned to</u></p>	There was no decision regarding responsibility for these action items.		

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p><u>DCAA for review on policy/procedure tracking sheet</u> Ms. Brown stated this is currently under review with the Moorpark College Academic Senate and will return to DCAA for February.</p> <p><u>AP 4260 Pre-requisites and Co-requisites under review by Academic Senates (Peter Sezzi)</u> Articulation Officers will send this to their listserv and discussion ensued regarding content review format. Everyone will send their comments to Dr. Harmon regarding feedback from the listserv groups. The title should be the same as referenced in Title 5, Section 55003.</p> <p><u>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)</u> This will be reviewed by the Academic Senates before moving on to Chancellor's Cabinet, Policy Committee, and subsequently the Board of Trustees meeting in April.</p> <p><u>BP/AP 4100 – Graduation Requirements for Degrees and Certificates (Academic Senates)</u> There was discussion regarding equality among students for required criteria in order for graduation. BP/AP 4100 is still under review by the Academic Senates and will return to DCAA for February. Agendize for February's DTRW-I meeting. Both the legislative format/clean versions will go to the Academic Senates.</p> <p><u>BP/AP 4240 – Academic Renewal (Angelica</u></p>	<p>Agendize for February 28 DCAA meeting</p> <p>Send to listserv groups</p> <p>Agendize on Academic Senate meetings. *Notify Laurie for submission to Policy Committee</p> <p>Academic Senate Review</p> <p>Agendize for February 28 DCAA meeting</p>	<p>February 22</p> <p>As soon as possible</p> <p>Before the next meetings</p> <p>February 13</p> <p>Before the next meetings</p> <p>February 22</p>	<p>Laurie Nusser</p> <p>Articulation Officers</p> <p>Academic Senate Presidents</p> <p>Academic Senate Presidents</p> <p>Academic Senate Presidents</p> <p>Laurie Nusser</p>

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p><u>Gonzales)</u> Ms. Gonzales provided the history of review for this policy/procedure, which requires further review by the Academic Senates and will come back to DCAA. There was discussion regarding the third bullet point under “Eligibility” for the twelve month rule.</p> <p><u>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</u> As stated previously in the meeting notes, there is no need to separate admissions and concurrent enrollment. This is a completed issue and will go forward to Policy Committee. Title should change and be consistent between Board policy and administrative procedure.</p>	<p>Academic Senate Review</p> <p>Agendize for February 28 DCAA meeting</p> <p>Agendize for February 20 Policy Committee meeting</p>	<p>Before the next Academic Senate meetings</p> <p>February 22</p> <p>February 13</p>	<p>Academic Senate Presidents</p> <p>Laurie Nusser</p> <p>Laurie Nusser</p>
Pre-requisites/Co-requisites New Title 5 Regulations AP 4025 and AP 4260 (Peter Sezzi/Erika Endrijonas)	These policies are under review with DTRW-I and the Academic Senates.			
DTRW-I Report (Erika Endrijonas)	Curriculum was the only item to go forward to DCAA from DTRW-I.			
DTRW-SS Report (Erika Endrijonas)	All items were discussed at DCAA that were discussed at DTRW-SS.			
Consent Item College Curriculum Submissions	Dr. Harmon called for any items to be pulled from the DCAA consent agenda. There were no requests and all curriculum will go forward to the Board.			
Enrollment Management	Ms. Dwyer inquired as to whether the other colleges were interested in this topic. The development of the Educational Master Plan (EMP) and focus groups were discussed indicating	Agendize for February 28 DCAA meeting	February 22	Laurie Nusser

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	the DTRW workgroups would potentially be an appropriate focus group. Ms. Dwyer will forward the Academic Senate for California Community Colleges Enrollment Management document to the DCAA members and this issue will be agendized for DCAA's February 28 meeting.			
Other Business	<p>Dr. Harmon requested all members review the items before coming to the meeting so they can be pushed forward and not stagnate or bottleneck.</p> <p>An updated Board Policy/Procedure Tracking Report dated January 31, 2013 was provided to the Committee.</p>	Review all items in meeting packets prior to meetings	Ongoing	All members
Next Meeting Date:	February 28, 2012 – 2 pm			

DCAA
February 28, 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
February 28, 2013

BP/AP 4100 – Graduation Requirements
for Degrees and Certificates



Book	VCCCD Board Policy Manual
Section	Chapter 4 Academic Affairs
Title	BP 4100 GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES
Number	BP 4100
Status	Active
Legal	Title 5, Sections 55800, et. seq. California Education Code Section 70902(b)(3)
Adopted	February 16, 2006
Last Reviewed	May 8, 2012

The District grants the degrees of Associate in Arts and Associate in Science to those students who have completed the subject requirements for graduation and who have maintained a 2.0 average in subjects attempted. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations. Students may be awarded a Certificate of Achievement upon successful completion of courses of study or curriculum for which the District offers a certificate. The District has certificate programs that upgrade and develop occupational and vocational proficiency.

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

See [Administrative Procedure 4100](#).

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.** ~~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.

Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4100 GRADUATION REQUIREMENTS FOR DEGREES, CERTIFICATES, <u>AND PROFICIENCY AWARDS</u>
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.

Original version: Sdavis 12/12/12
DTRW-I edits and review 2.14.13
DCAA review 2.28.13

- 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.

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DTRW-I edits and review 2.14.13

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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~~ Office.

- **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

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DCAA review 2.28.13

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

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- 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.

DCAA
February 28, 2013

BP/AP 4240 – Academic Renewal



Book	VCCCD Board Policy Manual
Section	Chapter 4 Academic Affairs
Title	BP 4240 ACADEMIC RENEWAL
Number	BP 4240
Status	Active
Legal	Title 5, Section 55044
Adopted	June 23, 2009
Last Reviewed	October 11, 2011

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

See [Administrative Procedure 4240](#).

Last Modified by Laurie Nusser on October 14, 2011

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.

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. ~~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 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 20 semester units with a minimum 2.0 cumulative GPA
- The colleges of the VCCCD will honor similar actions by other 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.

11.14.12 input from DTRW-SS

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
February 28, 2013

AP 4260 Pre-requisites and
Co-requisites



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 \(75 KB\)](#)

AP 4260 Prerequisites and Co-requisites

The following provides for the establishing, reviewing, and challenging of prerequisites, co-requisites, advisories on recommended preparation, and certain limitations on enrollment in a manner consistent with law and good practice.

1. Information in the Catalog and Schedule of Classes

The college shall provide the following explanations in the college catalog and Schedule of Classes:

- 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 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 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. The Challenge is evaluated by the discipline faculty with oversight by the dean of the area.
 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 55003 (m).
 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.

The student seeks to enroll in a course that has a prerequisite established to protect health and safety, and the student demonstrates that he or she does not pose a threat to himself or 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 or as delegate to the curriculum committee without forfeiting its rights or responsibilities under Section 53200-53204 of Title 5. 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 outline of record, tests, recommended instructional materials, course format, type and number of examinations, and assessment 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.

The prerequisite or co-requisite meets the scrutiny specified in one of the procedures for review of individual courses (see below), and specify which.

- (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.

4. **Program Review.** As a regular part of the program review process or at least every six years, or more frequently as appropriate, 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 or she has met all the conditions or has met all except those for which he or 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.** The District's Collective Bargaining Agreement with the American Federation of Teachers (AFT) outlines the responsibilities of the instructor in delivery of courses. The Collective Bargaining Agreement also specifies the scope and process of a peer-conducted instructor evaluation processes to ensure that courses for which prerequisites or co-requisites are established will be taught in accordance with the course outline.

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. Prerequisites and Co-requisites

A. **Levels of Scrutiny.** Prerequisites and co-requisites must meet the requirements of at least one of the following subsections:

1. **The Standard Prerequisites or Co-requisites.** The college may establish satisfactory completion of a course as prerequisite or co-requisite for another course provided that, in addition to obtaining the review of the faculty in the discipline or department and the curriculum committee as provided above, the college specifies as part of the course outline of record at least three of the campuses of the University of California and the California State University which reflect in their catalogs that they offer the equivalent course with the equivalent prerequisite(s) or co-requisite(s). Any combination of University of California campuses and California State University campuses is acceptable

in satisfaction of this requirement.

2. Sequential Courses Within and Across Disciplines. A course may be established as a prerequisite or co-requisite for another course provided that, in addition to the review by faculty in the department or discipline and by the curriculum committee as described above, skills, concepts, and/or information taught in the first course are presupposed in the second course, and a list of the specific skills and/or knowledge a student must possess in order to be ready to take the second course is included in its outline of record.
3. Courses in Communication or Computation Skills. Prerequisites establishing communication or computational skill requirements may not be established across the entire curriculum unless established on a course by course basis. A course in communication or computation skills, or eligibility for enrollment in such a course, may be established as a prerequisite or co-requisite for any course other than another course in communication or computation skills if, in addition to the review by the faculty in the discipline or department and by the curriculum committee as provided above, the following is also done:
 - a) A list of the specific skills a student must possess in order to be ready to take the course is included in the course outline of record; and Research is conducted as provided above per regulation.
The prerequisite or co-requisite may be established for a period of not more than two years while the research is being conducted provided that a determination is made that a student who lacks the particular skills is highly unlikely to receive a satisfactory grade because a sufficient percentage of the grade is directly dependent on these skills. This determination must be approved both by the faculty in the discipline and by the curriculum committee as provided above and must be based on a review of the syllabus as well as samples of tests and other assignments on which the grade is based.
4. Cut Scores and Prerequisites. Whether or not research is required to establish a prerequisite, data collected to validate assessment instruments and cut scores is always relevant to reviewing the prerequisites for the associated courses. If such data are insufficient to establish the cut scores, any course prerequisites established for the same course or courses may not be printed in subsequent catalogs and schedules nor enforced in subsequent semesters until the problems are resolved, and sufficient data exist to establish the cut scores. In such a case, the collection of these data shall be done in the manner prescribed above in addition to other requirements of law. Such a prerequisite may be changed to an advisory on recommended preparation while the problems are being resolved.
5. Programs. In order to establish a prerequisite for a program, the proposed prerequisite must be approved as provided for a course prerequisite in regard

to at least one course that is required as part of the program.

6. Health and Safety. A prerequisite or co-requisite may be established provided that, in addition to the review by faculty in the department or division and by the curriculum committee as provided above:
 - a) The course for which the prerequisite is proposed is one in which the student might endanger his or her own health and safety or the health and safety of others; and
 - b) The prerequisite is that the student possesses what is necessary to protect his or her health and safety and the health and safety of others before entering the course.
7. Recency and Other Measures of Readiness: Recency and other measures of readiness may be established as a prerequisite or co-requisite only if, in addition to the review by the faculty in the discipline or department and by the curriculum committee as provided above, the following is also done:
 - a) A list of the specific skills a student must possess in order to be ready to take the course is included in the course outline of record.
 - b) Data are gathered according to sound research practices in at least one of the following areas:
 - (1) The extent to which students, those currently enrolled in the course or those who have completed them, believe the proposed prerequisite or co-requisite is necessary. Comparison of the faculty members' appraisal of students' readiness for the course to whether students met the proposed prerequisite or co-requisite. The faculty appraisal could be done at any time in the semester that the college determined was appropriate and based on independent assignments, quizzes and exams, participation in courses or other indicators that the student was or was not ready to take the course.
 - (3) Comparison of students' performance at any point in the course with completion of the proposed prerequisite or co-requisite.
 - (4) Comparison of student performance in the course to their scores on assessment instruments in the manner required to validate an assessment instrument and cut scores for the course in question as described above.
 - c) The standard for any comparison done shall be that a student is highly unlikely to receive a satisfactory grade in the course unless the student has met the proposed prerequisite or co-requisite. The research design, operational definitions, and numerical standards, if appropriate, shall be developed by research personnel, discipline faculty, and representatives of the academic senate. If the evidence fails to meet the standard established, each college may establish the proposed prerequisite or co-requisite as a recommended preparation and may seek to establish it as a prerequisite or co-requisite only by following the process described in this policy and any applicable college policies.

- d) If the curriculum committee has determined as provided in these procedures that a new course needs to have a prerequisite or co-requisite, then the prerequisite or co-requisite may be established for a single period of not more than two years while research is being conducted and a determination is being made, provided that:

- (1) All other requirements for establishing the prerequisite or co-requisite have already been met; and
- (2) Students are informed that they may enroll in the course although they do not meet the prerequisite. However, students who lack the prerequisite may not constitute more than 20% of those enrolled in any section of the course.

Prerequisites and co-requisites that are exempt from review at the time they are, or were, established are not eligible for this exception, and the research must be conducted during the six years before they must be reviewed.

- B. Additional Rules. Title 5, Section 55202 specifies additional rules, which are to be considered part of this document as though reproduced here.

2. 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.

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, or more frequently as appropriate; 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.

DCAA
February 28, 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
February 28, 2013

BP/AP 5055 – Priority Enrollment
Status Update



Book	VCCCD Board Policy Manual
Section	Chapter 5 Student Services
Title	BP 5055 ENROLLMENT PRIORITIES
Number	BP 5055
Status	Active
Legal	Title 5, Section 58108 Title 5, Section 58106 Title 5, Section 51006
Adopted	April 18, 2006
Last Reviewed	March 13, 2012

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](#).

Last Modified by Laurie Nusser on March 14, 2012



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, military veterans, 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)
3. Continuing students with 30-44 units*
4. Continuing students with 15-29 units*
5. Continuing students with 1-14 units*
6. Newly matriculated students and returning students with less than 76 units
7. New students who have not gone through matriculation
8. Open registration for all students (except "9." below), including students with 76+ units (unless granted a waiver under item 2 above)
9. 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

Last Modified by Laurie Nusser on March 14, 2012

DCAA
February 28, 2013

BOT Strategic Objective 1.A Discussion –
Districtwide General Education
Subcommittee – Status Update
NO HANDOUTS

DCAA
February 28, 2013

DTRW-I Report
NO HANDOUTS

DCAA
February 28, 2013

DTRW-SS Report
NO HANDOUTS

DCAA
February 28, 2013

BP/AP 4500 News Media
(proposed drafts)

Book	VCCCD Board Policy Manual
Section	Chapter 4 Academic Affairs
Title	BP 4500 STUDENT NEWS MEDIA
Number	BP 4500
Status	PROPOSED
Legal	Education Code Section 76120
Adopted	
Last Reviewed	

The Chancellor will establish student news media procedures that recognize the exercise of free expression by students upon the premises of each community college maintained by the District. Such procedures shall not prohibit the right of students to exercise free expression, except that expression which is obscene, libelous, or slanderous according to current legal standards, incites students as to create a clear and present danger of the commission of unlawful acts on community college premises, violates lawful community college regulations, or causes substantial disruption of community college operations.

See Administrative Procedure AP 4500.

Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4500 STUDENT NEWS MEDIA
Number	AP 4500
Status	Active
Legal	
Adopted	June 16, 2010
Last Reviewed	June 9, 2010

Philosophy

Student news media are any news/feature publications issued under the Colleges, funded by the District, and produced by students as an integral part of instruction in journalism. They may include, but are not limited to, student news productions online, in print, and broadcast journalism when produced under the advisement of a campus-appointed student news media advisor, or under the advisement of a campus-appointed student news media advisor and the auspices of a student editorial board. The term "editorial" refers to all content other than advertising.

Student news media, as laboratory publications of the journalism curriculum, shall provide vehicles to train students for careers in the media and mass communications. Student news media shall also serve the Colleges in the Ventura County Community College District by reporting the news, including college events and activities, providing a forum for comment and criticism, and encouraging free expression as guaranteed in the First Amendment to the Constitution of the United States.

Student news media are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion on college campuses. Student news media shall exercise editorial freedom in order to maintain their integrity as vehicles for free inquiry and free expression in the VCCCD community. At the same time, the editorial freedom of the college news media shall entail corollary responsibilities.

Each student news medium is published as a learning experience. The editorial and advertising materials published in each news medium, including any opinions expressed, are the responsibility of the student staff. An editorial board will be formed, and written editorial policies developed to guide the student news media organization. Under appropriate state and federal court decisions, these materials are free from prior restraint by virtue of the First Amendment to the United States Constitution. These procedures are adopted so as to encourage a responsible exercise of such freedom.

DCAA
February 28, 2013

BP/AP 5013 Students in the Military

BP 5013 Students in the Military

Reference:

Education Code Sections 68074, 68075, 68075.5; Title 5, Section 55758, 54041, 54042, 54050, 58620

~~The colleges of the Ventura County Community College District shall provide services for students in the Military for the purpose of furthering equality of educational opportunity and academic success. The purpose is to bring the student and the district into agreement regarding the student's educational goal through the district's established programs, policies, procedures and requirements.~~

The ~~VCCCD Board of Trustees~~ Chancellor shall establish procedures defining enrollment priorities, limitations, and processes for students in the Military in compliance with federal and state law.

AP 5013 STUDENTS IN THE MILITARY

References:

Education Code Sections 68074, 68075, and 68075.5;
Title 5 Sections 55023, 55024, 54041, 54042, 54050, and 58620;
Military and Veterans Code Section 824

Residence Determinations for Military Personnel and Dependents

A student who is a member of the armed forces of the United States stationed in California on active duty, ~~except a member of the armed forces assigned for educational purposes to a state-supported institution of higher education~~, is entitled to resident classification only for the purpose of determining tuition and fees. Such student shall retain resident classification in the event that the member of the armed forces is thereafter transferred on military orders to a place outside of California or thereafter retires from active duty, so long as the student remains continuously enrolled in the colleges of the District.

An undergraduate student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification only for the purpose of determining tuition and fees. Such student shall retain resident classification if he/she is thereafter transferred on military orders to a place outside of California, so long as the student remains continuously enrolled in the District.

A student who was a member of the armed forces of the United States stationed in California on active duty for more than one year immediately prior to being discharged from the armed forces is entitled to resident classification only for the purpose of determining tuition and fees, for the length of time he or she lives in California after being discharged up to the minimum time necessary to become a resident.

A parent who is a federal civil service employee and his/her natural or adopted dependent children are entitled to resident classification only for the purpose of determining tuition and fees if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.

A student claiming the residence classifications provided for in this procedure must provide a statement from the student's commanding officer or personnel officer providing evidence of active duty assignment to California and the date of the assignment to California, ~~and that the assignment to active duty in California is not for educational purposes~~. A student claiming the residence classifications provided for here for the dependent of military personnel shall provide a statement from the military person's commanding officer or personnel officer that the military person's active duty station assignment is in California ~~on active duty~~ as of the residence determination date, or has been transferred outside of California on active duty after the residence determination date, or that the military person has retired from active duty after the residence determination date. (Title 5 Sections 54041; 54042)

~~Withdrawal Policies for Members of the Military~~ Military Withdrawal Based on Orders

Military withdrawal occurs when students who are members of an active or reserve United States military service receive orders compelling withdrawal from classes. Upon verification of orders, the

appropriate withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made on the permanent academic record for withdrawals.

Students requesting military withdrawal must present a petition for withdrawal and a copy of the military orders, ~~or other acceptable documentation~~, which ~~verifies~~ verify the dates and location of military assignment that compelled or compels withdrawal from classes. Other types of verifying documentation may be considered only if orders are unavailable providing they verify the dates and location of military assignment that compelled or compels withdrawal from classes. Military withdrawal may be requested at any time upon the student's return to college.

A grade of MW shall be recorded on the permanent academic record upon approval of petition for military withdrawal that occurs after the third week of full-semester length classes or 16% of total meetings of short-term classes. MW grades shall not be counted as one of the three enrollment attempts allowed to achieve a standard (passing) grade of C/P or better (course repetition), or in the calculation of a student's academic progress for the determination of academic standing.

The student will be eligible to receive a full refund for all fees paid in the term for which the military withdrawal was granted. The cost of books and supplies may be eligible for refund pursuant to the policies and procedures of the campus bookstore.

Credit for Military Educational Training

The colleges of the Ventura County Community College District will recognize and grant credit to service personnel for formal educational training completed in the United States armed forces provided such credit is not a duplication of work taken previously.

Service personnel may be allowed credit for formal service school courses offered by the United States military service recommended in the Guide to the Evaluation of Educational Experiences in the armed services of the American Council on Education. The credit allowed will be based upon the recommendations specified in the Guide.

Students must submit an official transcript of military education to the Registrar's Office for evaluation of military credit. The maximum amount of credit which may be allowed toward satisfaction of college requirements shall be 12 units. All military credit will be posted to the student's transcript as units earned.

DCAA
February 28, 2013

BP/AP 5015
Residence Determination

Book VCCCD Board Policy Manual

Section Chapter 5 Student Services

Title BP 5015 RESIDENCE DETERMINATION

Number BP 5015

Status Active

Legal Education Code Sections 68040; 76140; Title 5, Sections 54000, et seq.

Adopted April 18, 2006

Students shall be classified at the time of each application for admission or registration as a resident or nonresident student.

A resident is any person who has been a bona fide resident of California for at least one year on the residence determination date. The residence determination date shall be the day immediately preceding the first day of a semester or summer session for which the student applies to attend.

Residence classification shall be made for each student at the time applications for admission are accepted or registration occurs and whenever a student has not been in attendance for more than one semester. A student previously classified as a nonresident may be reclassified as of any residence determination date.

The Chancellor shall enact procedures to assure that residence determinations are made in accordance with Education Code and Title 5 regulations.

See Administrative Procedure 5015.

AP 5015 Residence Determination

References:

Education Code Sections 68000 et seq. and 68130.5;
Title 5 Sections 54000 et seq.

Note: *This procedure is **legally required** except as noted. Districts may insert their local practices here. The following is provided as an illustrative example.*

Residence Classification – Residency classifications shall be determined for each student at the time of each registration application for admission ~~and whenever a student has not been in attendance for more than one semester.~~ Residence classifications ~~are to be made~~ in accordance with the following provisions:

- A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend.
- Residence classification is the responsibility of the Registrar's Office.

Students ~~must~~ shall be notified of residence determination within 14 calendar days of submission of application.

Rules Determining Residence

- ~~• A student who has resided in the state for more than one year immediately preceding the residence determination date is a resident.~~
- ~~• A student who has not resided in the state for more than one year immediately preceding the residence determination date is a nonresident.~~

The residence of each student enrolled in or applying for enrollment in any class or classes maintained by this District shall be determined in accordance with the Education Code which states that every person has, in law, a residence. In determining the place of residence, the following rules are to be observed:

- Every person who is married or eighteen years of age, or older, and under no legal disability to do so, may establish residence.
- A person may have only one residence.
- A residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose and to which one returns in seasons of repose.
- A residence cannot be lost until another is gained.
- The residence can be changed only by the union of act and intent.

- A man or a woman may establish his or her residence. A woman's residence shall not be derivative from that of her husband.
- The residence of the parent with whom an unmarried minor child maintains his/her place of abode is the residence of the unmarried minor child. When the minor lives with neither parent, the minor's residence is that of the parent with whom the last place of abode was maintained, provided the minor may establish his/her residence when both parents are deceased and a legal guardian has not been appointed.
- The residence of an unmarried minor who has a parent living cannot be changed by the minor's own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control.

Determination of Resident Status

~~A resident is a student who has been a bona fide resident of the state for one year prior to the residence determination date. A bona fide resident is a person whose residence is in California as determined above except:~~

- ~~• A student who is a minor and remains in this state after the parent, who was previously domiciled in California and has established residence elsewhere, shall be entitled to retain resident classification until attaining the age of majority and has resided in the state the minimum time necessary to become a resident, so long as continuous attendance is maintained at an institution.~~
- ~~• A student who is a minor and who provides evidence of being entirely self-supporting and actually present in California for more than one year immediately preceding the residence determination date with the intention of acquiring a residence therein, shall be entitled resident classification until he/she has resided in the state the minimum time necessary to become a resident.~~
- ~~• A student who has not been an adult for one year immediately preceding the residence determination date for the semester for which the student proposes to attend an institution shall have the immediate premajority-derived California residence, if any, added to the post-majority residence to obtain the one year of California residence.~~
- ~~• A student holding a valid credential authorizing service in the public schools of this state, who is employed by a school district in a full-time position requiring certification qualifications for the college year in which the student enrolls in an institution, shall be entitled to resident classification if each student meets any of the following requirements:~~

- ~~○ He/she holds a provisional credential and is enrolled in courses necessary to obtain another type of credential authorizing service in the public schools.~~
- ~~○ He/she holds a credential issued pursuant to Education Code Section 44250 and is enrolled in courses necessary to fulfill credential requirements.~~
- ~~○ He/she is enrolled in courses necessary to fulfill the requirements for a fifth year of education prescribed by subdivision (b) of Education Code Section 44259.~~
- ~~○ A student holding a valid emergency permit authorizing service in the public schools of this state, who is employed by a school district in a full-time position requiring certification qualifications for the academic year in which the student enrolls at an institution in courses necessary to fulfill teacher credential requirements, is entitled to resident classification only for the purpose of determining the amount of tuition and fees for no more than one year. Thereafter, the student's residency status will be determined under the other provisions of this procedure.~~
- ~~● A student who is a full-time employee of the California State University, the University of California or a community college, or of any state agency or a student who is a child or spouse of a full-time employee of the California State University, the University of California or a community college, or of any state agency may be entitled to resident classification, until the student has resided in the state the minimum time necessary to become a resident.~~
- ~~● A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification. If the member of the armed forces of the United States later transferred on military orders to a place outside this state, or retires as an active member of the armed forces of the United States, the student dependent shall not lose his or her resident classification until he/she has resided in the state the minimum time necessary to become a resident.~~
- ~~● A student who is a member of the armed forces of the United States stationed in this state on active duty, except a member of the Armed Forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification only for the purpose of determining the amount of tuition and fees.~~
- ~~● A student who was a member of the armed forces of the United States stationed in this state on active duty for more than one year immediately prior to being discharged from the armed forces is entitled to resident classification for the~~

~~length of time he/she lives in this state after being discharged up to the minimum time necessary to become a resident.~~

- ~~• A student who is a minor and resides with his or her parent in a district or territory not in a district shall be entitled to resident classification, provided that the parent has been domiciled in California for more than one year prior to the residence determination date for the semester, quarter or term for which the student proposes to attend.~~
- ~~• A student who is a native American is entitled to resident classification for attendance at a community college if the student is also attending a school administered by the Bureau of Indian Affairs located within the community college district.~~
- ~~• A student who is a federal civil service employee and his or her natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.~~
- ~~• A student who resides in California and is 19 years of age or under at the time of enrollment, who is currently a dependent or ward of the state through California's child welfare system, or was served by California's child welfare system and is no longer being served either due to emancipation or aging out of the system, may be entitled to resident classification until he/she has resided in the state the minimum time necessary to become a resident.~~
- ~~• A student who lives with a parent who earns a livelihood primarily by performing agricultural labor for hire in California and other states, and the parent has performed such labor in this state for at least two months per year in each of the two preceding years, and the parent resides in this District and the parent of the student has claimed the student as a dependent on his state or federal personal income tax return if he/she has sufficient income to have personal income tax liability shall be entitled to resident classification.~~

Reclassification – A student previously classified as a non-resident may be reclassified as of any residence determination date upon submission of a Request for Residency Reclassification and adequate documentation to support that California residency has been established. A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend.

Petitions Requests for Residency Reclassification are to be submitted to the appropriate office as identified above. Written documentation may will be required of the student in support of the reclassification request.

~~Petitions Reclassification requests must be submitted prior to the semester for which reclassification is to be effective. Extenuating circumstances may be considered in cases where a student failed to petition for reclassification prior to the residency determination date. In no case, however, may a student receive a non-resident tuition refund after the date of the first census.~~

~~A questionnaire to determine financial independence must be submitted with the petition is included in the request for reclassification. Determination of financial independence is not required for students who were classified as non-residents by the University of California, the California State University, or another community college District (Education Code Section 68044).~~

A student shall be considered financially independent for purposes of residence reclassification if the applicant meets all of the following requirements:

- Has not and will not be claimed as ~~an exemption~~ a deduction for state and federal tax purposes by his/her parent in the calendar year prior to the year the reclassification application is made;
- Has not lived and will not live for more than six weeks in the home of his/her parent during the calendar year the reclassification application is made.

A student who has established financial independence may be reclassified as a resident if the student has met the requirements of Title 5 Sections 54020, 54022, and 54024.

Failure to satisfy all of the financial independence criteria listed above does not necessarily result in denial of residence status if the one year requirement is met and demonstration of intent is sufficiently strong.

Financial dependence in the current or preceding calendar year shall weigh more heavily against finding California residence than financial dependence in the preceding second and third calendar years. Financial dependence in the current or preceding calendar year shall be overcome only if (1) the parent on whom the student is dependent is a California resident, or (2) there is no evidence of the student's continuing residence in another state.

The Registrar's Office will make a determination, based on the evidence and notify the student not later than 14 days of receipt of the petition for reclassification.

Students have the right to appeal according to the procedures ~~above~~ below.

Non-Citizens – The District ~~will~~ may admit any non-citizen who is 18 years of age or a high school graduate.

If non-citizens are present in the United States illegally or with any type of temporary visa, they will be classified as non-residents and charged non-resident tuition unless they meet the exceptions contained below.

If, for at least one year and one day prior to the start of the semester in question, a non-citizen has possessed any immigration status that allows him/her to live permanently in the United States and she or he meets the California residency requirements, the student can be classified as a resident.

A student who is without lawful immigration status may be exempted from payment of non-resident tuition pursuant to AB540 provided they submit verifiable documentation to certify that ~~classified as a resident~~ if he or she meets the following requirements:

- high school attendance in California for three or more years;
- graduation from a California high school or attainment of the equivalent thereof;
- registration for classes not earlier than the fall semester or quarter of 2001-2002;
- the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he or she is eligible to do so.
- 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.

The initial residency classification will be made at the time the student applies for admission. ~~Students may file residency questionnaire forms through the third week of the semester to request a review of their residency status.~~ Final residency determination is made by the Registrar's Office. Students may appeal the decision.

Right To Appeal – Students who have been classified as non-residents have the right to a review of their classification (Title 5 Section 54010 (a)). Any student, following a final decision of residence classification by the Registrar's Office may make written appeal to the Dean of Student Services within 30 calendar days of notification of final decision by the college regarding classification.

Appeal Procedure – The appeal is to be submitted to Dean of Student Services, ~~which must forward it to the~~ **[designate, such as Chief Student Services Officer]** ~~within five working days of receipt. Copies of the original application for admission, the residency questionnaire, and evidence or documentation provided by the student, with a cover statement indicating upon what basis the residence classification decision was made, must be forwarded with the appeal. The appeal must include a cover letter indicating~~

the student's rationale, and the documented, verifiable evidence as to why his or her residency classification is incorrect.

The Dean of Student Services shall review all ~~the~~ applicable records including the application for admission (may be a copy of the student's online admission application), the residency reclassification request form and supporting documentation, and ~~has the right to~~ may request additional information from either the student or the Admissions Registrar's Office.

Within 30 calendar days of receipt, the Dean of Student Services shall send a written determination to the student. The determination shall state specific facts on which the appeal decision was made.

Revised 2/02, 2/11

DCAA
February 28, 2013

BP/AP 5020
Nonresident Tuition

Book VCCCD Board Policy Manual

Section Chapter 5 Student Services

Title BP 5020 NONRESIDENT TUITION

Number BP 5020

Status Active

Legal Education Code Sections 68050, 68051, 68052, 68130, 76141

Adopted April 18, 2006

Consolidation

Nonresident students shall be charged nonresident tuition for all units enrolled.

No later than February 1 of each year, the Chancellor shall bring to the Board for approval an action to establish nonresident tuition for the following fiscal year. The fee shall be calculated in accordance with guidelines contained in applicable state regulations and/or the California Community College Attendance Accounting Manual.

The Chancellor shall establish procedures regarding collection, waiver, and refunds of nonresident tuition.

The Chancellor is authorized to implement a fee to be charged ~~only to persons who are both citizens and residents of foreign countries~~ pursuant to existing law to students who are not residents of California, including persons who are classified as international students. The Board finds and declares that this fee does not exceed the amount expended by the district for capital outlay in the preceding year divided by the total FTES in the preceding fiscal year.

~~**Students' self-certification may serve as proof of high school attendance and graduation (or its equivalent).**~~ ~~Students' self-certification may serve as proof of high school attendance and graduation (or its equivalent).~~ No later than February 1 of each year, the Chancellor shall bring to the Board for approval an action to establish international student tuition for the following fiscal year. The fee shall be calculated in accordance with guidelines contained in applicable state regulations and/or the California Community College Attendance Accounting Manual.

Students who would otherwise be charged this fee shall be exempt if they demonstrate that they are a victim of persecution or discrimination in the county of which they are a citizen and resident, or if they demonstrate economic hardship. Students shall be deemed victims of persecution or discrimination if they present evidence that they are citizens and residents of a foreign country and that they have been admitted to the United States under federal regulations permitting such persons to remain in the United States. Students shall be deemed to have demonstrated economic hardship if they present evidence

that they are citizens and residents of a foreign country and that they are receiving Aid to Families with Dependent Children, Supplemental Income/State Supplementary benefits, or general assistance.

See Administrative Procedures 5020.

Book	VCCCD Administrative Procedure Manual
Section	Chapter 5 Student Services
Title	AP 5020 NONRESIDENT TUITION
Number	AP 5020
Status	UNDER REVIEW
Legal	Education Code Sections 76140 et seq.
Adopted	April 14, 2009

1. Nonresident Tuition

The nonresident and capital outlay surcharge fees will be set by the VCCCD Board of Trustees no later than February 1 of each year. The calculation will reflect the expense of education in the preceding fiscal year according to the Budget and Accounting Manual.

Students who are not residents of California, including persons who are classified as international students, for one year prior to the first day of the term will be charged nonresident tuition and a capital outlay surcharge at the Board-approved rate per semester unit unless they are exempted by statute. All N nonresident students must pay nonresident tuition in addition to the California Community College enrollment mandatory fees.

2. Reclassification to California Resident

~~Any student who believes that he/she should be reclassified as a resident student has the responsibility to request a change of classification in the Admissions Office prior to registration and in accordance with AP 5015~~

~~A student who believes that he or she should be reclassified as a resident student has the responsibility to request a change of classification in Residency Reclassification Request to the Admissions Office prior to registration and~~

A student may be considered for reclassification to California resident status if they have resided in California for no less than one year and one day immediately preceding the term for which residency is requested; and are able to present verifiable documentation to support the actions they have taken to establish California residency.

A student previously classified as a non-resident may be reclassified as of any residence determination date upon submission of a Request for Residency Reclassification and adequate documentation to support that California residency has been established in accordance with AP 5015.

3. Exemptions from Payment of Nonresident Tuition

Military Resident Exemption: ~~Non-resident U.S.:~~

Military personnel on active duty in California (except those assigned for educational purposes ~~to state-supported institutions of higher education~~) are granted a waiver of nonresident tuition until they are discharged from ~~their~~ military services. Their Dependents of active duty military personnel are granted a waiver for a period of one year from the date they enter California. Upon expiration of the waiver, evidence must be provided as to the date the student surrendered his/her out-of-state residence to become a resident of California. ~~The~~ Any student who does not submit adequate evidence that California residency has been established will be classified as a

nonresident and charged nonresident tuition until ~~one year has elapsed since the out-of-state residence was surrendered~~ such time as California residency has been established.

California High School Graduate Attendance and Graduation Exemption (AB540):

Students without lawful immigration status and U.S. citizens who are not residents of California may be entitled to exemption from nonresident tuition if they meet all of the following criteria:

- who attended high school in California for three or more years
- graduated from a California high school or attained the equivalent
- filed an affidavit stating that they have filed or will file an application to legalize their immigration status as soon as possible
- are exempt from nonresident tuition. Students without lawful immigration status must file an affidavit stating that the student has filed an application to legalize their immigration status, or will do so as soon as possible. Students' self-certification may serve as proof of high school attendance and graduation (or its equivalent). 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.

Nonimmigrant alien students (students who are present in the U.S. on a nonimmigrant visa) are not eligible for this exemption.

Eligibility for an AB540 exemption does not result in the student being classified as a California resident.

September 11, 2001 Exemption:

If an individual who was killed in the terrorist attacks on the World Trade Center in New York City, the Pentagon in Washington, D.C., or the crash of United Airlines Flight 93 was a resident of California on September 11, 2001, or if their dependent was a resident on that date and if they meet the financial need requirement for the Cal Grant A Program, the dependents of this individual may be exempt from nonresident tuition. If the dependent is a spouse, the exemption applies until January 1, 2013. If the dependent is a child, the exemption applies until the person reaches the age of 30.

Other Exemptions

Other limited exemptions from non-resident tuition may be authorized. Eligibility for exemption shall be approved by the campus Vice President of Business Services or his or her designee.

4. Payment

Fees must be paid in full at the time of registration, or payment arrangements must be made using the district-approved payment plan option.

5. Refunds

The same refund guidelines apply as those for other registration fees. Courses must be dropped by the refund deadlines for each semester/session to generate a fee credit or refund. Nonresident Tuition is refunded at a rate of 100% for classes that are dropped by the 10% withdrawal deadline, and at a rate of 50% for classes that are dropped by the 20% withdrawal deadline. No fee credits or refunds are issued for withdrawals that occur after the 20% withdrawal deadline.

DCAA
February 28, 2013

Moorpark College
Curriculum Submissions
from February 14, 2013
DTRW-I meeting

MOORPARK COLLEGE

New Degree

Business, Certificate of Achievement

New Courses

DANC M55B	Dance Rehearsal and Performance II	2.0
EATM M15EL	Wildlife Education Spring Spectacular Lab	1.5
PHTC M53	Laboratory Practice in Photography IV	1.5

Revised Courses

BUS M33	Business Law	3.0
BUS M39	Business Communications	3.0
DANC M18	Dance Somatics/Conditioning for Dance	2.0
NS M01	Beginning Nursing Science	4.0
NS M01L	Beginning Clinical Nursing Lab I	4.5
NS M04L	Advanced Nursing Science Clinical Nursing Laboratory	5.0 4.5
PSY M06	Introduction to Behavioral Research Methods	3.0

New Degree

Business, Certificate of Achievement

Study in business leads to a wide range of opportunities in a variety of industries such as banking, health care/biotechnology, law, entertainment, defense, computer/electronics, and education, as well as in government and non-profit organizations.

To earn a Certificate of Achievement in Business, students complete 19 specified units that provide an introduction to the primary disciplines within business as preparation for entering or advancing in the workforce.

Required Courses: complete the following courses (16 units)

ACCT M110	Financial Accounting	4.0
BUS M30	Introduction to Business	3.0
BUS M31	Introduction to Management.....	3.0
BUS M37	Marketing.....	3.0
BUS M39	Business Communications	3.0

Electives: select and complete one course (3 units) from the following

BUS M32	Small Business Management	3.0
BUS M33	Business Law	3.0
ECON M01	Principles of Microeconomics	3.0
ECON M02	Principles of Macroeconomics.....	3.0
ECON M02H	Honors: Principles of Macroeconomics.....	3.0

TOTAL UNITS**19.0**

New Courses

DANC M55B	Dance Rehearsal and Performance II	2.0
Prerequisites:	DANC M55A	
Recommended Prep:	Recommended concurrent enrollment in a dance technique class	
Hours:	6 lab	

Covers the specific demands of performing in a small or medium sized dance ensemble with greater performance responsibilities. Focuses on learning repertory choreographed by students, faculty, and guest artists through rehearsal and performance. May explore various styles and genres of artistic dance, including ballet, modern, tap, hip hop, jazz, and ethnic dance traditions. Culminates in a performance of the works learned in a formal concert environment. Moorpark College Faculty has defined Dance Rehearsal as a family of courses which includes DANC M55A and M55B. A student may take a maximum of four (4) courses from a family. Applies to the Associate Degree. Transfer credit: CSU

EATM M15EL	Wildlife Education Spring Spectacular Lab	1.5
Prerequisites:	Admission to the EATM program and EATM M15CL	
Hours:	4.5 lab	

Provides a supervised Wildlife Education production and performance involving live animals for the annual Spring Spectacular event to be repeated over several weekends. Stresses advanced animal handling, safety and training. Applies to the Associate Degree.

PHTC M53	Laboratory Practice in Photography IV	1.5
Prerequisites:	PHTC M52	
Hours:	4.5 lab	

Provides an opportunity in the lab to develop mastery and expand the student's digital or film processing skills or studio lighting capabilities. Allows students to develop and enhance their commercial photography portfolio geared towards advanced commercial industry specifications. Applies to the Associate Degree. Transfer credit: CSU

Revised Courses

BUS M33	Business Law	3.0
Prerequisites:	None	
Recommended Prep:	BUS M28 30 or ENGL M02	
Hours:	3 lecture	

Examines the fundamental legal principles pertaining to business transactions. ~~Focuses on contract law.~~ **Explores** the origins of legal systems, **sources of law**, and **judicial and administrative processes and procedures**. **Focuses on contract law**, including torts, **agency**, ~~basics of criminal law,~~ **business organizations**, sales and leases, ~~agency,~~ and ethics. Applies to Associate Degree. Transfer credit: CSU; UC (BUS M33 and BUS M34 combined: maximum credit, one course)

BUS M39	Business Communications	3.0
Prerequisites:	None ENGL M01A or ENGL M01AH	
Recommended Prep:	BUS M28 or ENGL M02 or ENGL M01 and Word Processing skill	
Hours:	3 lecture	

Applies the principles of ethical and ~~Introduces effective communications skills by preparing and analyzing business~~ **to the creation of letters, memos, emails, and written and oral reports, and oral presentations for a variety of business situations.** Emphasizes **planning, gathering, organizing, composing** and ~~presenting information for decision making, interviewing and negotiating in a multicultural arena~~ **revising business documents using word processing software for written documents and presentation-graphics software to create and deliver professional-level oral reports.** Applies to Associate Degree. Transfer credit: CSU

DANC M18	Dance Somatics/Conditioning for Dance	2.0
Prerequisites:	None Student must have completed at least one of the dance technique or performing classes at Moorpark College which includes the following: DANC M10A-D, M11A-D, M12A-D, M16, M17 or M55	
Hours:	21 lecture, 3 lab	

Presents information pertaining to ~~the~~ anatomy, kinesiology, nutrition, basic injury prevention, and self-care practices needed for a dancer's best performance. Includes a survey of supplemental training methods often used by dancers to support their performance. **Practices fundamental conditioning and repatterning techniques often used to improve dance performance. Introduces somatic practices which may include Yoga, Pilates, Bartenieff Fundamentals, Resistance Training, Foam Rolling, Franklin Imagery or other current conditioning practices which will support a dancer's training and overall health and fitness.** Applies to the Associate Degree. Transfer credit: CSU; UC

NS M01	Beginning Nursing Science	4.0
Prerequisites:	Admission to Nursing Program and completion of Nursing Program prerequisites	
Corequisites:	NS M01L	
Hours:	4 lecture	

Part 1: Provides the theoretical concepts of patient-centered, evidence-based fundamental nursing care of adult and geriatric patients using the nursing process related to health promotion and self-care deviations in common and emerging healthcare settings. Presents the foundations of nursing practice and the nursing process, legal and ethical frameworks, diversity, head-to-toe assessment and documentation addressing all body systems for the adult and geriatric client, theoretical concepts of skills associated with activities of daily living, maintenance of a safe environment, and growth and nutrition.

Part 2: Provides the theoretical concepts of patient-centered, evidence-based beginning medical-surgical nursing care of adults using the nursing process related to health promotion and self-care deviations in common and emerging healthcare settings. Presents the concept of care pertaining to medication administration, the perioperative period, comfort, pain, diabetes mellitus, and care of patients with basic health-deviations of the cardiovascular system, and health-deviations of the musculoskeletal system. Introduces the nursing process as the foundation for nursing practice, the nursing skills and principles necessary to implement for process, and the roles of the nurse as provider, manager, and contributor to the profession. Emphasizes nursing values: caring, integrity, ethical practices, diversity, education, service, and quality. Utilizes the concepts of Orem's Self-Care model and focuses on assessment, identifying the client's universal self-care requisites: air, water, food, elimination, activity, social, safety, and normalcy in the adult and elder. Covers assessment of the integumentary, musculoskeletal, respiratory, cardiac, gastrointestinal, genitourinary, and neurological systems, including sleep, comfort, and pain. Addresses nursing actions related to health promotion and treatment of deviations: endocrine, cardiac, and respiratory. Applies to Associate Degree.
Transfer credit: CSU

NS M01L	Beginning Clinical Nursing Lab I	4.5
Prerequisites:	Admission to Nursing Program and completion of Nursing Program prerequisites	
Corequisites:	NS M01	
Hours:	14 lab	

Part 1: Applies fundamental, patient-centered, evidence-based nursing care to simulated patients in the skills lab setting and one selected adult/geriatric patient in extended, rehabilitation, or acute care settings using the nursing process related to health promotion and self-care deviations. The focuses is on practice and demonstration of communication, physical assessment, activity of daily living, identification of actual and potential health deviations, and documentation of the nursing process.

Part 2: Applies beginning medical-surgical, patient-centered, evidence-based nursing care to 1-2 adult patients with common, acute, and chronic health care needs in the acute care setting using the nursing process related to health promotion and self-care deviations. The focus is on medication administration, IV maintenance, application of safety/technical skills, the nursing process, communication, responsibility and accountability, and organization and prioritization. ~~Applies the nursing process to 1-2 selected adult and geriatric patients with nursing actions related to health promotion and deviations in: integumentary, musculoskeletal, genitourinary, gastrointestinal, neurological, endocrine, cardiac, and respiratory systems in the acute and extended care settings.~~ Applies to the Associate Degree. Transfer credit: CSU

NS M04L	Advanced Nursing Science Clinical Nursing Laboratory	5.04.5
Prerequisites:	NS M03 and MS M03L	
Corequisites:	NS M04	
Hours:	13.5 lab	

Part 1: Provides application of patient-centered, evidence-based nursing care to 1-6 adult patients with common to complex, acute, and chronic health care needs in the acute care setting using the nursing process related to health promotion and self-care deviations.

Part 2: Provides the application of patient-centered, evidence-based nursing care to patients in a precepted acute care environment using the nursing process related to health promotion and self-care deviations. ~~Applies organizational, leadership and management skills in providing care to a group of patients in the intensive care, acute and ambulatory care settings.~~ Applies to Associate Degree. Transfer credit: CSU

PSY M06	Introduction to Behavioral Research Methods	3.0
Prerequisites:	PSY M01 or PSY M01H and MATH M15 or MATH M15H	
Hours:	3 lecture	

Introduces basic research concepts and principles of behavioral science; descriptive and experimental research approaches; problem identification, hypothesis formation and testing; experimental variables and controls; validity and reliability; experimental, quasi-experimental, and single participant research designs; and research ethics. Requires research study and ~~manuscript~~ **term paper** using American Psychological Association (APA) guidelines and format. Applies to Associate Degree. Transfer credit: CSU; UC

DCAA
February 28, 2013

Oxnard College
Curriculum Submissions
from February 14, 2013
DTRW-I meeting

OXNARD COLLEGE

Revised Programs

Associate in Arts in Sociology for Transfer

Associate in Arts in Sociology for Transfer

Required Core Course (3 9 units):		Units
SOC R101	Introduction to Sociology	3
SOC R102	Social Problems	3
SOC R111	Introduction to Social Research	3
List A - Required Additional Courses (6 units):		
SOC R102	Social Problems	3
SOC R103	Race and Ethnic Relations	3
SOC R111	Introduction to Social Research	3
SOC R125	Introduction to Statistics in Sociology	3
or		
MATH R105	Introductory Statistics	4
List B - Select three one of the following courses (9 3 units):		
SOC R103	Race and Ethnic Relations	3
SOC R104	Sex Roles	3
SOC R106	Contemporary Family in American Society	3
SOC R116	Crime and Society	3
Any course from List A not already selected above		3
Total Required Units		18

DCAA
February 28, 2013

Ventura College
Curriculum Submissions
from February 14, 2013
DTRW-I meeting

VENTURA COLLEGE

New Courses

ART V13D	Life Drawing IV	3 units
ART V50A	Beginning Handbuilding	3 units
AUTO V49	California BAR Smog License Update Course	1 unit
DANC V10C	Modern III	2 units
DANC V10D	Modern IV	2 units
DANC V13C	Tap III	2 units
DANC V13D	Tap IV	2 units
DANC V15C	Ballet III	2 units
DANC V15D	Ballet IV	2 units
DANC V29C	Jazz III	2 units
DANC V29D	Jazz IV	2 units
DANC V30B	Dance Performance II	3 units
DANC V30C	Dance Performance III	3 units
DANC V30D	Dance Performance IV	3 units
DANC V50C	Composition III	2 units
DANC V50D	Composition IV	2 units
THA V10D	Production and Performance IV	3 units

Revised Courses

ART V53A	Ceramic Glaze Theory I	2 3 units
ART V53B	Ceramic Glaze Theory II	2 3 units
ART V73A	Digital Imaging	3 units
BUS V07A	Business Calculations	2.5 units
BUS V29	Medical Insurance	3 units
DANC V10A	Modern Dance I	4 5 2 units
PHOT V73A	Digital Imaging	3 units

New Courses

ART V13D	Life Drawing IV	3 Units
Prerequisite:	ART V13C	
Hours:	2 lecture, 4 laboratory weekly	

This course provides advanced instruction in drawing the human figure from the live model. Emphasis will be on demonstrating the figure's allegorical and symbolic potential, as well as the most advanced level of human anatomy and proportion. Course exercises will cover advanced surface musculature and skeletal anatomy, but will also develop students' repertoire of non-traditional and mixed medias. Students will produce large-scale drawings, sequential drawings, and colored drawings.

Ventura College faculty has defined Life Drawing as a family of courses which includes ART V13A, ART V13B, ART V13C, and ART V13D. A student may take a maximum of four (4) courses from a family. Field trips may be required. Transfer credit: CSU.

ART V50A	Beginning Handbuilding	3 Units
Hours:	2 lecture, 4 laboratory weekly	

This course is an introduction to the development of handbuilt ceramic forms. Topics include experimentation with basic techniques, and decoration related to non-wheel thrown historical forms.

Field trips may be required. Transfer credit: CSU.

AUTO V49	California BAR Smog License Update Course	1 Unit
Recommended Preparation:	Student should be an automotive major or have a California smog license.	
Hours:	1 lecture weekly	

This short course will cover selected areas of automotive technology. This course will meet the smog license update training requirements of the State of California, Bureau of Automotive Repair. Field trips may be required. Offered on a pass/no pass basis only.

New Courses - Continued

DANC V10C	Modern III	2 Units
Recommended Preparation:	DANC V10B or equivalent skills	
Hours:	1 lecture, 3 laboratory weekly	

The course builds on techniques and skills learned in Modern I and II. Emphasis will be placed on the refinement of technique, the introduction of new movement, and the development of heightened technical skills.

Ventura College faculty has defined Modern as a family of courses which includes DANC V10A, DANC V10B, DANC V10C, and DANC V10D. A student may take a maximum of four (4) courses from a family. Field trips may be required. Transfer credit: CSU.

DANC V10D	Modern IV	2 Units
Recommended Preparation:	DANC V10C or equivalent skills	
Hours:	1 lecture, 3 laboratory weekly	

The course builds on techniques and skills learned in Modern I, II, and III. Emphasis will be placed on the refinement of technique, the introduction of new movement, and the development of advanced technical skills.

Ventura College faculty has defined Modern as a family of courses which includes DANC V10A, DANC V10B, DANC V10C, and DANC V10D. A student may take a maximum of four (4) courses from a family. Field trips may be required. Transfer credit: CSU.

DANC V13C	Tap III	2 Units
Recommended Preparation:	DANC V13B or equivalent skills	
Hours:	1 lecture, 3 laboratory weekly	

This course builds on techniques and skills learned in Tap I and II. Emphasis will be placed on the refinement of technique, the introduction of new movement, and the development of technical skills to intermediate/advanced level.

Ventura College faculty has defined Tap as a family of courses which includes DANC V13A, DANC V13B, DANC V13C, and DANC V13D. A student may take a maximum of four (4) courses from a family. Field trips may be required. Transfer credit: CSU.

New Courses - Continued

DANC V13D	Tap IV	2 Units
Recommended Preparation:	DANC V13C or equivalent skills	
Hours:	1 lecture, 3 laboratory weekly	

This course builds on techniques and skills learned in Tap I, II, and III. Emphasis will be placed on the refinement of technique, the introduction of new movement, and the development of technical skills at an advanced level.

Ventura College faculty has defined Tap as a family of courses which includes DANC V13A, DANC V13B, DANC V13C, and DANC V13D. A student may take a maximum of four (4) courses from a family. Field trips may be required. Transfer credit: CSU.

DANC V15C	Ballet III	2 Units
Recommended Preparation:	DANC V15B or equivalent skills	
Hours:	1 lecture, 3 laboratory weekly	

The course builds on techniques and skills learned in Ballet I and II. Emphasis will be placed on the refinement of technique, the introduction of new movement and the development of technical ballet skills at an intermediate/advanced level.

Ventura College faculty has defined Ballet as a family of courses which includes DANC V15A, DANC V15B, DANC V15C, and DANC V15D. A student may take a maximum of four (4) courses from a family. Field trips may be required. Transfer credit: CSU.

DANC V15D	Ballet IV	2 Units
Recommended Preparation:	DANC V15C or equivalent skills	
Hours:	1 lecture, 3 laboratory weekly	

The course builds on techniques and skills learned in Ballet I, II and III. Emphasis will be placed on the refinement of technique, the introduction of new movement and the development of technical ballet skills at an advanced level.

Ventura College faculty has defined Ballet as a family of courses which includes DANC V15A, DANC V15B, DANC V15C, and DANC V15D. A student may take a maximum of four (4) courses from a family. Field trips may be required. Transfer credit: CSU.

New Courses - Continued

DANC V29C	Jazz III	2 Units
Recommended Preparation:	DANC V29B or equivalent skills	
Hours:	1 lecture, 3 laboratory weekly	

The course builds on techniques and skills learned in Jazz I and II. Emphasis will be placed on the refinement of technique, the introduction of new movement, the development of heightened technical skills, and the analysis of jazz as an art form, both in cultural and historical contexts. Ventura College faculty has defined Jazz as a family of courses which includes DANC V29A, DANC V29B, DANC V29C, and DANC V29D. A student may take a maximum of four (4) courses from a family. Field trips may be required. Transfer credit: CSU.

DANC V29D	Jazz IV	2 Units
Recommended Preparation:	DANC V29C or equivalent skills	
Hours:	1 lecture, 3 laboratory weekly	

The course builds on techniques and skills learned in Jazz I, II, and III. Emphasis will be placed on the refinement of technique, the introduction of new movement, the development of heightened technical skills, and the analysis of jazz as an art form, both in cultural and historical contexts. Ventura College faculty has defined Jazz as a family of courses which includes DANC V29A, DANC V29B, DANC V29C, and DANC V29D. A student may take a maximum of four (4) courses from a family. Field trips may be required. Transfer credit: CSU.

DANC V30B	Dance Performance II	3 Units
Recommended Preparation:	DANC V30A or equivalent skills	
Hours:	1 lecture, 6 laboratory weekly	

This course supplies students with the opportunity to develop professional performance skills at an intermediate level. All students will engage in the rehearsal and choreographic collaborative process to develop their ensemble and performance skills to create new and traditional repertoire. During the semester the students will have the opportunity to perform in multiple venues.

Ventura College faculty has defined Dance Performance as a family of courses which includes DANC V30A, DANC V30B, DANC V30C, and DANC V30D. A student may take a maximum of four (4) courses from a family. Field trips may be required. Transfer credit: CSU.

New Courses - Continued

DANC V30C	Dance Performance III	3 Units
Recommended Preparation:	DANC V30B or equivalent skills	
Hours:	1 lecture, 6 laboratory weekly	

This course supplies students with the opportunity to develop professional performance skills at an intermediate/advanced level. All students will engage in the rehearsal and choreographic collaborative process to develop their ensemble and performance skills to create new and traditional repertoire. During the semester the students will have the opportunity to perform in multiple venues.

Ventura College faculty has defined Dance Performance as a family of courses which includes DANC V30A, DANC V30B, DANC V30C, and DANC V30D. A student may take a maximum of four (4) courses from a family. Field trips may be required. Transfer credit: CSU.

DANC V30D	Dance Performance IV	3 Units
Recommended Preparation:	DANC V30C or equivalent skills	
Hours:	1 lecture, 6 laboratory weekly	

This course supplies students with the opportunity to develop professional performance skills at an advanced level. All students will engage in the rehearsal and choreographic collaborative process to develop their ensemble and performance skills to create new and traditional repertoire. During the semester the students will have the opportunity to perform in multiple venues.

Ventura College faculty has defined Dance Performance as a family of courses which includes DANC V30A, DANC V30B, DANC V30C, and DANC V30D. A student may take a maximum of four (4) courses from a family. Field trips may be required. Transfer credit: CSU.

DANC V50C	Composition III	2 Units
Recommended Preparation:	DANC V50B or equivalent skills	
Hours:	1 lecture, 3 laboratory weekly	

This course will build on skills learned in composition II. Emphasis will be placed on developing group work for the stage and site specific choreography. Through improvisation the student will examine a variety of environments to develop movement and set works in relationship to the space. Topics will include experimenting with time, dynamics, shaping and multiple performance techniques and how they relate to the environment, other bodies in the space and the audience.

Ventura College faculty has defined Composition as a family of courses which includes DANC V50A, DANC V50B, DANC V50C, and DANC V50D. A student may take a maximum of four (4) courses from a family. Field trips may be required. Transfer credit: CSU.

New Courses - Continued

DANC V50D	Composition IV	2 Units
Recommended Preparation:	DANC V50C or equivalent skills	
Hours:	1 lecture, 3 laboratory weekly	

This course will build on skills learned in composition III. The course will focus on creating hybrid choreographic processes. Students will create three short studies and one fully realized ten minute work that will be performed in the dance performance concert. Class time will be spent working on choreography, viewing and examining how identity, multiple dance genres, space, music, technology, theatricality, narrative and text is combined in contemporary performances. Topics will include improvisation as a source for movement invention, mixing of multiple dance styles, text, music/sound design, props and theatrical conventions. Ventura College faculty has defined Composition as a family of courses which includes DANC V50A, DANC V50B, DANC V50C, and DANC V50D. A student may take a maximum of four (4) courses from a family. Field trips may be required. Transfer credit: CSU.

THA V10D	Production and Performance IV	3 Units
Hours:	1.5 lecture, 4.5 laboratory weekly	

This course provides supervised practical experience in an acting role, as a stage manager, designer, director, production assistant, or crew member in the preparation and performance of a Ventura College theatre production. Ventura College faculty has defined Theatre Production as a family of courses which includes THA V10A, THA V10B, THA V10C, and THA V10D. A student may take a maximum of four (4) courses from a family. Field trips may be required. Transfer credit: CSU.

Revised Courses

ART V53A Ceramic Glaze Theory I 2-3 Units
Prerequisite: ART V 51A
Hours: ~~4 lecture-laboratory~~ 2 lecture, 4 laboratory weekly

This course is an introduction to *and investigation into* the nature of clay and glaze ingredients. Students will experiment with found clays and simple glaze formulation and testing. ~~Fees will be required.~~ Field trips may be required. Formerly Art 53A. Transfer credit: CSU; UC.

ART V53B Ceramic Glaze Theory II 2-3 Units
Prerequisite: ART V 53A
Hours: ~~4 lecture-laboratory~~ 2 lecture, 4 laboratory weekly

~~This course is an investigation of glaze composition, characteristics and methods of modification.~~ *provides continuing experience in the development of glazes, their uses, modifications, and firing processes. Students will explore the designs of kilns, firing methods, and firing effects on glazes and clays.*
~~Fees will be required.~~ Field trips may be required. Formerly Art 53B. Transfer credit: CSU; UC.

ART V73A Digital Imaging 3 Units
Prerequisite: ART V 11A *or* ART V 69; and ART V 12A
Recommended Preparation: *ART V70A or equivalent skills*; and computer fundamentals.
Hours: ~~6 lecture-laboratory~~ 2 lecture, 4 laboratory weekly

This course is a creative exploration of digital image editing. Using their own photographs, and image editing software such as Adobe Photoshop, students engage in color and value correction, special effects, and creative cropping. This course emphasizes digital image problem solving with attention given to successful artistic composition. Students learn to scan, manipulate, and enhance digital images for graphic and fine art reproduction.
~~Fees will be required.~~ Field trips may be required. ~~ART V73/PHOT V73 may be taken in any combination for a maximum of 2 times.~~ Formerly Art 73 *ART V73*. Same as PHOT V73A. Transfer credit: CSU; UC.

Revised Courses - Continued

BUS V07A	Business Calculations	2.5 Units
Recommended Preparation:	MATH V 01 or 1 to 2 years of high school Algebra with a grade C or better	
Hours:	5 lecture-laboratory 1 lecture, 4.5 laboratory weekly	

This course ~~introduces basic business math skills using a calculator and takes the student step-by-step through fundamental arithmetic concepts and a real-world application of techniques. Topics include calculation of percentages as applied to~~ **is a skills-based course in calculations used in business. It includes fractions, decimal notations, percentages, and equations that are applied to business-related topics. Topics include** sequential operations, trade discounts, partial payment **of loans, early payoff, operating ratios,** chain discounts, markup and markdown, payroll, taxes (payroll, real estate, sales, loans), proration, simple and compound interest, and part compared to the whole; ~~insurance costs for life insurance, real estate, auto, and medical;~~ **when evaluating annuities and other assets; and U.S. rule and Merchant's rule for calculating interest; inventory and.** **It also includes insurance costs related to both personal and business liabilities. Inventory and** turnover methods, including depreciation methods; ~~analyzing business,~~ **will be covered. Business** financial statements and operating ratios; ~~and evaluating annuities based on future and present value, early payoff, and regular payments~~ **will be created and evaluated and used to make business decisions in business-related class assignments.** Students will learn how to complete basic tasks ~~business math calculations~~ on the computer.

Formerly Bus 7A. Transfer credit: CSU.

BUS V29	Medical Insurance	3 Units
Recommended Preparation:	BUS V 11 or typing 30 wpm	
Hours:	3 2.5 lecture, 1.5 laboratory weekly	

This course develops an understanding of the leading types of medical insurance programs with instruction and drill in ~~completing medical insurance forms for private insurance programs, such as~~ **performing the steps in medical billing for** Blue Cross, Blue Shield, **PPOs, and HMOs, as well as** Workers' Compensation, Medicare, Tricare, ~~HMOs, PPOs, and Medicaid,~~ and develops ~~basic.~~ **Basic** skills in professional service coding and diagnostic coding **are also covered. It** ~~This~~ **course** includes instruction in the overall claims process from claim submission to reimbursement. Collection strategies are also covered. ~~The course will enhance medical vocabulary by providing training in spelling, pronunciation, and definitions of medical terminology as they apply to medical insurance forms.~~
Formerly Bus 29.

Ventura College faculty has defined Modern as a family of courses which includes DANC V10A, DANC V10B, DANC V10C, and DANC V10D. A student may take a maximum of four (4) courses from a family. Field trips may be required. May be taken for a maximum of 2 times. Formerly DANC V10. Transfer credit: CSU; UC.

PHOT V73A	Digital Imaging	3 Units
Prerequisite:	ART V 11A or ART V 69 ; and ART V 12A	
Recommended Preparation:	ART V70A or equivalent skills ; and computer fundamentals.	
Hours:	6 lecture-laboratory 2 lecture, 4 laboratory weekly	

This course is a creative exploration of digital image editing. Using their own photographs, and image editing software such as Adobe Photoshop, students engage in color and value correction, special effects, and creative cropping. This course emphasizes digital image problem solving with attention given to successful artistic composition. Students learn to scan, manipulate, and enhance digital images for graphic and fine art reproduction.

Fees will be required. Field trips may be required. ~~ART V73/PHOT V73 may be taken in any combination for a maximum of 2 times. Formerly Photo 73~~ **PHOT V73**. Same as ART V73A. Transfer credit: CSU; UC.