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## **District Council on Academic Affairs - DCAA**

### **Agenda March 28, 2013 - 2:00 p.m. DAC Lakin Boardroom**

- Approval of February 28, 2013 meeting notes

#### **OLD BUSINESS**

1. BP/AP 4240 – Academic Renewal (Academic Senates) – under review by Academic Senates (correct version sent to DCAA members via email 3.5.13)
2. AP 4260 Pre-requisites and Co-requisites – review draft developed from MiraCosta College model by Peter Sezzi and VC Academic Senate
3. BP/AP 4500 Student News Media – returned from 3.11.13 Chancellor’s Cabinet Needs to return to DCAA. (Note from Cabinet: All students involved in news media should be members of a class. Also, change “college” to “student” in last line of third paragraph on AP.)
4. BP/AP 5013 Students in the Military – corrected versions emailed 3.06.13 to DCAA members
5. BP/AP 5015 Residence Determination – corrected versions emailed 3.06.13 to DCAA members
6. BP/AP 5020 Nonresident Tuition – corrected versions emailed 3.06.13 to DCAA members)
7. BP/AP 5055 – Priority Enrollment (Ramiro Sanchez/Jane Harmon) – status update on legal review and Administrative Council discussion on student athletes – review revised AP 5055 from 2.28.13 DCAA meeting
8. BOT Strategic Objective 1.A Discussion – Districtwide General Education Subcommittee – Status Update (Mary Rees)
9. Enrollment Management (Riley Dwyer) – no handouts
10. DTRW-I Report (Erika Endrijonas) – no handouts
11. DTRW-SS Report (Erika Endrijonas) – no handouts

#### **NEW BUSINESS**

1. 2013-2014 DCAA Meeting Schedule (Jane Harmon/PeterSezzi) – no handouts
2. DCAA Governance Self-Appraisal (Clare Geisen) – no handouts
3. BP/AP 5035 Withholding of Student Records for Non-repayment of Financial Obligations (from 3.07.13 DTRW-SS)
4. BP/AP 5040 Student Records and Directory Information (from 3.07.13 DTRW-SS)
5. BP/AP 5052 Open Enrollment (from 3.07.13 DTRW-SS)
6. BP/AP 5200 Student Health Services (from 3.07.13 DTRW-SS)
7. BP/AP 5205 Student Accident Insurance (from 3.07.13 DTRW-SS)



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8. BP/AP 5210 Communicable Diseases (from 3.07.13 DTRW-SS)
  9. BP/AP 5300 Student Equity (from 3.07.13 DTRW-SS)
  10. BP/AP 5400 Associated Student Elections (from 3.07.13 DTRW-SS)
  11. BP/AP 5500 Standards of Conduct (from 3.07.13 DTRW-SS)
  12. BP/AP 5520 Discipline Procedure (from 3.07.13 DTRW-SS)
  13. BP/AP 5530 Student Rights and Grievances (from 3.07.13 DTRW-SS)

**CONSENT ITEMS**

Moorpark/Oxnard/Ventura College Curriculum Submissions from March 7, 2013  
DTRW-I meeting

Next Meeting Date: April 25, 2013 – DAC Lakin Boardroom

## DCAA 3.28.13 AGENDA

Approval of February 28, 2013 meeting notes

Ventura County Community College District

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

February 28, 2013 - 2:00 p.m. – DAC Lakin Boardroom  
**MEETING NOTES PRIOR TO APPROVAL AT 3.28.13 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: Nenagh Brown (MC), Shannon Davis (OC), 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:** Daniel Chavez, Riley Dwyer, David Keebler, Hamza Shah, Juan Smith

**Recorder:** Laurie Nelson-Nusser

**Notes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Welcome</b>	Dr. Harmon called the meeting to order at 2:04 pm.			
<b>Approval of January 31, 2013 Meeting Notes</b>	The minutes were approved with a minor change and abstention from Clare Geisen.			
<b>OLD BUSINESS</b>				
1. BP/AP 4030 Academic Freedom – currently under review by Moorpark College Academic Senate and will return to February DCAA meeting (Riley Dwyer)	DCAA approved BP/AP 4030 with minor corrections to the Board policy. The administrative procedure had no changes. This policy and procedure will go forward to Cabinet for review, before heading to the March Policy Committee for recommendation to the full Board for approval.	Agendize BP/AP 4030 on Chancellor’s Cabinet 3.11.13 meeting	3.08.13	Laurie Nusser

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
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	Ventura College Academic Senate made changes to the administrative procedure (AP) at their last meeting. Mr. Sezzi will send the Ventura College revisions to the colleges’ curriculum chairs (sent via DropBox while in the meeting). This policy and procedure are still under review by the Moorpark Curriculum Committee. This item will come back to the next DCAA meeting for final review and Mr. Sezzi will send the final revised version to Ms. Nusser. This item is to go to the Board in April.	Review Ventura College Academic Senate’s revisions  Send final revisions to Laurie Nusser Agendize for 3.28.13 DCAA	ASAP  3.22.13  3.22.13	Curriculum Chairs  Peter Sezzi  Laurie Nusser
3. BP/AP 4240 – Academic Renewal (Academic Senates) – under review by Academic Senates	The most current version of AP 4240 was reviewed at the 1.24.13 DTRW-SS meeting, however, the 11.14.12 version was included in the DCAA agenda packet. There was dialog regarding academic renewal options, the petition process at the colleges, and districtwide standardization of procedures. The latest version of the procedure will be sent to DCAA and will also be reviewed by the Moorpark Academic Senate prior to the March DCAA meeting. This issue will return to DCAA in March for discussion.	Send latest version of AP 4240 to DCAA and Academic Senate presidents  Agendize for 3.28.13 DCAA	ASAP  3.22.13	Angelica Gonzales  Laurie Nusser
4. AP 4260 Pre-requisites and Co-requisites – under review by Articulation Officers listserv – to return to DCAA with comments (Shannon Davis)	Ms. Davis reported only one response was received from the articulation officer listserv and many responses were received requesting our version when approved. Ms. Davis provided the Miracosta College version of AP 4260. There was discussion regarding the timing of approval of the procedure to enable AA-T curriculum submission for approval. Ms. Rees, Ms. Kama’ila, and Mr. Sanchez will review the Miracosta Administrative Procedure and the current VCCCD Administrative Procedure to meld the versions together and develop a draft for review by the Academic Senates before the March DCAA meeting and will subsequently go to the April Policy Committee	Develop VCCCD draft of AP 4260  Send Miracosta College version of AP 4260 to Laurie Nusser	3.22.13  ASAP	Mary Rees, Linda Kama’ila, Ramiro Sanchez  Shannon Davis

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	meeting. Ms. Davis will send the Miracosta version to Ms. Nusser for distribution to all DCAA members.	for distribution.		
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	All Academic Senates and DCAA have approved the policy and procedure as presented. This policy and procedure will go forward to Cabinet for review, before heading to the March Policy Committee for recommendation to the full Board for approval.	Agendize BP/AP 4300 on Chancellor’s Cabinet 3.11.13 meeting	3.08.13	Laurie Nusser
6. BP/AP 5055 – Priority Enrollment (Jane Harmon/Clare Geisen) – status update on legal review and Cabinet discussion on student athletes	The 1.31.13 DCAA revised version of the administrative procedure was reviewed and further changes were made by DCAA. The student athlete priority issue will be brought to Cabinet to discuss their inclusion within the priority groups. Mr. Sezzi will send the final revised version to Ms. Nusser, who will send it to the Academic Senates for review prior to returning to DCAA for March.	Send final revised 2.28.13 version of AP 5055 Agendize student athlete priority for next Cabinet meeting Agendize for 3.28.13 DCAA	ASAP  3.08.13  3.22.13	Peter Sezzi  Laurie Nusser  Laurie Nusser
7. BOT Strategic Objective 1.A Discussion – Districtwide General Education Subcommittee – Status Update (Mary Rees)  Objective: Establish a General Education Subcommittee to develop ideas to improve commonality among courses at each college.	Ms. Rees provided a report on the Districtwide General Education Subcommittee and noted there have been very good and productive discussions within this group. Articulation officers created a Course Disparity List among the three colleges, which was reviewed by the Subcommittee at their last meeting. There was discussion at the Subcommittee regarding General Education F – Ethnic/Gender Studies. The draft for AP 4025 will go to Academic Senates from the Subcommittee. The Subcommittee will meet in April to review all issues. AP 4025 should be approved by the end of March to include in the DCAA agenda.			
8. Enrollment Management (Riley Dwyer) – no handouts	This discussion was tabled due to the absence of Ms. Dwyer.			
9. DTRW-I Report (Erika Endrijonas) – no handouts	All items were discussed at DCAA that were discussed in DTRW-I in February.			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
10. DTRW-SS Report (Erika Endrijonas) – no handouts	All items were discussed at DCAA that were discussed in DTRW-SS in February.			
<b>NEW BUSINESS</b>				
1. BP/AP 4500 News Media (proposed drafts) – Cabinet request for DCAA review	DCAA has approved the policy and procedure as presented. This policy and procedure will go forward to Cabinet for review, before heading to the March Policy Committee for recommendation to the full Board for approval.	Agendize BP/AP 4500 on Chancellor's Cabinet 3.11.13 meeting	3.08.13	Laurie Nusser
2. BP/AP 5013 Students in the Military	The correct versions were handed out at the meeting, which still require review by the Academic Senates. Ms. Nusser will send them to the Academic Senate presidents and the corrected version will return to DCAA for March.	Distribute current version to Academic Senates Agendize for 3.28.13 DCAA	ASAP  3.22.13	Laurie Nusser  Laurie Nusser
3. BP/AP 5015 Residence Determination	The correct versions were handed out at the meeting, which still require review by the Academic Senates. Ms. Nusser will send them to the Academic Senate presidents and will return to DCAA for March.	Distribute current version to Academic Senates Agendize for 3.28.13 DCAA	ASAP  3.22.13	Laurie Nusser  Laurie Nusser
4. BP/AP 5020 Nonresident Tuition	The correct versions were handed out at the meeting, which still require review by the Academic Senates. Ms. Nusser will send them to the Academic Senate presidents and will return to DCAA for March.	Distribute current version to Academic Senates Agendize for 3.28.13 DCAA	ASAP  3.22.13	Laurie Nusser  Laurie Nusser
<b>Curriculum Submissions Moorpark, Oxnard, Ventura</b>	All curriculum submissions were approved without objection. Ms. Davis moved, Ms. Rees seconded, all in favor.	Add curriculum to 3.12.13 Board agenda	ASAP	EA to college presidents
<b>Next Meeting Date:</b>	March 28, 2013 – 2 pm – DAC Lakin Boardroom			

## DCAA 3.28.13 AGENDA

### **OLD BUSINESS**

BP/AP 4240 – Academic Renewal (Academic Senates) – under review by Academic Senates (correct version sent to DCAA members via email 3.5.13)





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, or transfer.

## Academic Renewal Options

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

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

## Eligibility

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

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

## Petition Process

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

## Recording of Academic Renewal:

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

Academic renewal actions are permanent and irreversible.

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

## DCAA 3.28.13 AGENDA

AP 4260 Pre-requisites and Co-requisites –  
review draft developed from MiraCosta College  
model by VC Academic Senate



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.

## AP 4260 Prerequisites, Co-requisites and Advisories on Recommended Preparation

The faculty in the discipline or, if the college has no faculty member in the discipline, the faculty in the department are responsible for approving courses and establishing their associated prerequisites/co-requisites as separate actions. The approval of a prerequisite or co-requisites must be based on the determination that it is an appropriate and rational measure of a student's readiness to enter a degree-applicable credit course or program.

Determinations about prerequisites and co-requisites shall be made only on a course-by-course or program-by-program basis, including those establishing communication and computational skill requirements *(per Title 5 55003(a) and (j) respectively)*.

Courses for which prerequisites or co-requisites are established will be taught by a qualified instructor and in accordance with the course outline, particularly those aspects of the course outline that are the basis for justifying the establishment of the prerequisites or co-requisites *(per Title 5 55003(b)(2) and (3))*.

### A. Establishing Prerequisites and Co-requisites

In order to establish a prerequisite or co-requisite, the prerequisite or co-requisite must be determined to be necessary and appropriate for achieving the purpose for which it is being established *(per Title 5 55003(b)(1))*. Necessary and appropriate shall be understood to mean reasonably needed to achieve the purpose that it purports to serve: absolute necessity is not required *(per Title 5 55000(h))*. Prerequisites and co-requisites may be established only for any of the following purposes *(per Title 5 55003(d))*.

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1. The prerequisite or co-requisite is expressly required or expressly authorized by statute or regulation; or
2. The prerequisite will assure that a student has the skills, concepts, and/or information that is presupposed in terms of the course or program for which it is being established, such that a student who has not met the prerequisite is highly unlikely to receive a satisfactory grade in the course (or at least one course within the program) for which the prerequisite is being established; or
3. The co-requisite course will assure that a student acquires the necessary skills, concepts, and/or information, such that a student who has not enrolled in the co-requisite is highly unlikely to receive a satisfactory grade in the course or program for which the co-requisite is being established; or
4. The prerequisite or co-requisite is necessary to protect the health or safety of a student or the health and safety of others.

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[3.28.13 DCAA review – revisions from PSezzi VC Academic Senate to existing AP 4260](#)

## B. Level of Scrutiny

The level of scrutiny required for establishing prerequisites, co-requisites, and advisories on recommended preparation are content review or content review with statistical validation (per Title 5 55003(a)).

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1. Content review is a rigorous, systemic process conducted by discipline faculty that identifies the necessary and appropriate body of knowledge or skills students need to possess prior to enrolling in a course, or which students need to acquire through simultaneous enrollment in a co-requisite course.(per Title 5 55000 (c)). At a minimum, content review shall include the following;

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a. Careful review of the course including components such as course outline of record\_(COR) syllabi, sample exams, assignments, instructional materials, and/ or grading criteria

b. Using the CORs of both the target and proposed prerequisite course, identification of required skills/knowledge student must have prior to enrolling in the -target course and matching those skills/knowledge to the proposed prerequisites course

c. Documentation that verifies the above steps were taken.

2. Statistical validation is a ~~compilation~~~~complication~~ of data according to sound research practices that shows a student is highly unlikely to succeed in the course unless the student has met the proposed prerequisite or co-requisite (per Title 5 55003(f)). When this level of scrutiny is used, the college shall follow the guidelines specified in Title 5 55003(g).

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## C. Exemption from Scrutiny

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A prerequisite or co-requisite shall be exempt from scrutiny if it satisfies any of the following criteria (per Title 5 55003(e)): 1.It is required by statute or regulation; or 2.It is part of a closely related lecture-laboratory course pairing within a discipline; or 3.It is required by a four-year institution; or 4.Baccalaureate institutions will not grant credit for a course unless it has a particular communication or computational skill prerequisite.

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## D. Curriculum Review Process

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~~Each The college's~~ Curriculum Committee is responsible for the curriculum review process, and its membership is determined in a manner that is ~~determined by mutually agreeable to the college administration and the college's A~~cademic S~~enate~~ (per Title 5 55002(a0(1))). ~~A college C~~urriculum ~~C~~ommittee reviews and approves the

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3.28.13 DCAA review – revisions from PSezzi VC Academic Senate to existing AP 4260

establishment of prerequisites, co-requisites, and advisories on recommended preparation only upon the recommendation of the Academic Senate except that the Academic Senate may delegate this task to the Curriculum Committee without forfeiting its right or responsibility under Title 5 53200-53204.

When content review is used to establish prerequisites or co-requisites in reading, written expression, or mathematics for degree applicable courses not in a sequence, the college Curriculum Committee will do all the following:

- \* Provide training to Curriculum Committee members on the establishment of co-requisites/prerequisites
- \* Inform faculty about regulations regarding the establishment of co-requisites/prerequisites using content review
- \* Direct faculty to the college's Office of Institutional Research to help with the following: a) identify courses that may increase the likelihood of student success with the establishment of a prerequisite or co-requisite; b) prioritize which courses should be considered for the establishment of new co-requisites or prerequisites; c) monitor any disproportionate impact that may occur based on the establishment of a prerequisite or co-requisite
- \* Assure through communication with the college's Executive Vice-President's Office that prerequisite course, co-requisites courses, and courses that do not require prerequisites or co-requisites, whether basic skills or degree-applicable courses, are reasonably available.

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### **1. Standards for Approval of Prerequisites and Co-requisites.**

A College's Curriculum Committee's will review the course outlines to determine if a student would be highly unlikely to receive a satisfactory grade unless the student has knowledge or skills not taught in the course. The course outline will be reviewed to determine if success in the course is dependent upon communication or computation skills, in which case the course shall require as prerequisites or co-requisites eligibility for enrollment in associate degree credit courses in English and/or mathematics, respectively (per Title 5 55002(a)(2)(D) and (E)). If a course requires pre-collegiate skills in reading, written expression, or mathematics, the college will do the following (*per Title 5 55003(l)*).

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- a. Ensure these courses and sections are offered with reasonable frequency
- b. Monitor progress on student equity in accordance with title 54220 as follows:

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\* The college will conduct an evaluation to determine if the prerequisite has a disproportionate impact on student success.

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\* Where there is disproportionate impact on any group of students, the

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—college will, in consultation with the Chancellor, develop and implement a plan setting for the steps the district will take to correct the ~~disproportionate~~ disproportionate impact.

## 2. Periodic review of Prerequisites and Co-requisites.

Using an appropriate level of scrutiny, the college will review all established CTE courses and program prerequisites, co-requisites, and advisories every two years to ensure they remain necessary and appropriate; all other established course and program prerequisites, co-requisites, and advisories will be reviewed every six years (*per title 5 55003(b)(4)*).

### E. Challenging Co-requisites and Prerequisites

Whenever ~~a prerequisite and/or~~ co-requisites courses ~~are~~ established, sufficient sections shall be offered to reasonably accommodate all students who are required to take the pre-or co-requisite. A prerequisite and/or co-requisite shall be waived when space in the pre-and/or co-requisite course is not available (per Title 5 55003(m)). A student may challenge any prerequisite or co-requisite by submitting a challenge form at the time of registration to the Admission and ~~R~~Records and Registration Office. The student will be enrolled in the requested class if space is available. The challenge will be reviewed and the student notified of the decision within five (5) working days per AP 5052. If the challenge is denied, the student will be dropped from the class and refunded all applicable fees (*per Title 5 55003(o)*).

Grounds for challenge are as follows (per Title 5 55003(p)):

1. The prerequisite or co-requisites not been established in accordance with the district's process for establishing prerequisites and co-requisites
2. The prerequisites or co-requisites is in violation of Title 5 55003
3. The prerequisite or co-requisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner
4. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or co-requisite
5. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or co-requisite course has not been made reasonably available.

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[3.28.13 DCAA review – revisions from PSezzi VC Academic Senate to existing AP 4260](#)



## DCAA 3.28.13 AGENDA

BP/AP 4500 Student News Media – returned  
from 3.11.13 Chancellor's Cabinet

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-student 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 3.28.13 AGENDA

BP/AP 5013 Students in the Military – corrected  
versions emailed 3.06.13 to DCAA members

## **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

### **Tuition and Fees for Military Personnel and Dependents**

Active duty military personnel and their dependents, military veterans and their dependents are subject to the same criteria and regulations regarding the establishment of California residency as other non-resident students. The information provided herein refers to the assignment of California residency based on active-duty or discharged veteran status solely for the purposes of determining the tuition and fees for eligible service members, former service members and their dependents.

A student who is a member of the Armed Forces of the United States stationed in this state on active duty is entitled to resident classification only for the purpose of determining the amount of tuition and fees.

If that member of the Armed Forces of the United States who is in attendance at an institution is thereafter transferred on military orders to a place outside this state where the member continues to serve in the Armed Forces of the United States, he or she shall not lose his or her resident classification so long as he or she remains continuously enrolled at that institution.

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 is entitled to resident classification only for the purpose of determining the amount of tuition and fees.

If that member of the Armed Forces of the United States, whose dependent natural or adopted child, stepchild, or spouse is in attendance at an institution, (1) is thereafter transferred on military orders to a place outside this state where the member continues to serve in the Armed Forces of the United States, or (2) is thereafter retired as an active member of the Armed Forces of the United States, the student dependent shall not lose his or her resident classification so long as he or she remains continuously enrolled at that institution.

### **Military Veteran Exception:**

A community college 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 shall be exempt from paying nonresident tuition for up to one year if he or she files an affidavit with the community college stating that he or she intends to establish residency in California as soon as possible.

The one year exemption provided in paragraph (1) shall be used while the student lives in this state and within two years of being discharged.

A former member of the Armed Forces of the United States who received a dishonorable or bad conduct discharge shall not be eligible for an exemption pursuant to this section.

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)

Note that the residency status conferred under this section does not entitle students to the full benefits of classification as a California resident. Students will need to petition for reclassification to California resident status as soon as they are eligible to do so.

#### **~~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.

### **Priority Registration for Military Veterans**

Military veterans will be accorded level one priority registration in compliance with state and federal law.

### **Veterans' Administration Education Assistance Programs**

The colleges of the Ventura County Community College District are approved to process claims for students who are eligible to receive educational benefits under various Veterans' Administration Education Assistance Programs.



## DCAA 3.28.13 AGENDA

BP/AP 5015 Residence Determination –  
corrected versions emailed 3.06.13 to DCAA  
members

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.

Revised ~~10/28/12~~ 11/14/12

DTRW-SS review 1.24.13

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## 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 classification is the responsibility of the Registrar's Office and 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 pursuant to California Education Code and Title 5 Administrative Code. and 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.~~

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- ~~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~~

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~~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.~~

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- ~~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.~~

### **Residency Determination for Military Personnel and Dependents**

Consult BP/AP 5013 "Students in the Military" for information regarding residency determination as applied to active-duty military personnel and their dependents.

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**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.

**Comment [j1]:** During my training, Elias said that there is no deadline for a student to submit their documentation to clear their residency. As long as they have resided long enough and provide the documentation, we could change their residency at any time in the term.

~~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). The determination that a student is not financially independent will weigh against a request for reclassification.~~

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 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

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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~~ without lawful immigration status 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.

Non-citizens who are undocumented or are present in the U.S. in an immigration status that does not allow them to establish residency here may become eligible for California residency once they take steps to change their immigration status to one that does allow the establishment of U.S. and California residency, and are able to meet all other requirements for California residency.

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 or designee within 30 calendar days of notification of final decision by the college regarding classification.

**Appeal Procedure** – ~~The appeal is to be submitted to the appropriate dean, 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 appropriate dean 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 appropriate dean shall send a written determination to the student. The determination shall state specific facts on which the appeal decision was made.

## DCAA 3.28.13 AGENDA

BP/AP 5020 Nonresident Tuition – corrected  
versions emailed 3.06.13 to DCAA members)

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 the charging, 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~~

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~~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.

Revised ~~40/28/12~~ 11/14/12

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~~

Students 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 that express their intent 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. Exceptions to Payment of Nonresident Tuition

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

A student who is a member of the Armed Forces of the United States stationed in this state on active duty is entitled to resident classification only for the purpose of determining the amount of tuition and fees.

If that member of the Armed Forces of the United States who is in attendance at an institution is thereafter transferred on military orders to a place outside this state where the member continues to serve in the Armed Forces of the United States, he or she shall not lose his or her resident classification so long as he or she remains continuously enrolled at that institution.

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 is entitled to resident classification only for the purpose of determining the amount of tuition and fees.

If that member of the Armed Forces of the United States, whose dependent natural or adopted child, stepchild, or spouse is in attendance at an institution, (1) is thereafter transferred on military orders to a place outside this state where the member continues to serve in the Armed Forces of the United States, or (2) is thereafter retired as an active member of the Armed Forces of the United States, the student dependent shall not lose his or her resident classification so long as he or she remains continuously enrolled at that institution.

#### Military Veteran Exception:

A community college 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 shall be exempt from paying nonresident tuition for up to one year if he or she files an affidavit with the community college stating that he or she intends to establish residency in California as soon as possible.

The one year exemption provided in paragraph (1) shall be used while the student lives in this state and within two years of being discharged.

A former member of the Armed Forces of the United States who received a dishonorable or bad conduct discharge shall not be eligible for an exemption pursuant to this section.

#### Civil Service Employee Exception:

A student 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.

#### AB540 California High School Graduate Attendance and Graduation Exception:

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 Exception:

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.

A student who remains in this state after his or her parent, who was theretofore domiciled in California for at least one year immediately prior to leaving and has, during the student's minority and within one year immediately prior to the residency determination date, established residence elsewhere, shall be entitled to resident classification until he or she has attained the age of majority and has resided in the state the minimum time necessary to become a resident, so long as, once enrolled, he or she maintains continuous attendance at an institution.

Care and control exception for minors:

A student shall be entitled to resident classification if, immediately prior to enrolling at an institution, he or she has lived with and been under the continuous direct care and control of any adult or adults, other than a parent, for a period of not less than two years, provided that the adult or adults having control have been domiciled in California during the year immediately prior to the residence determination date. This exception shall continue until the student has attained 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.

Exception for minor dependents of California resident parent:

Notwithstanding Section 68062, a student who (a) has not been an adult resident of California for more than one year and (b) is either the dependent child of a California resident who has had residence in California for more than one year prior to the residence determination date, or has a parent who has both contributed court-ordered support for the student on a continuous basis and

has been a California resident for a minimum of one year, shall be entitled to resident classification. This exception shall continue until the student has resided in the state the minimum time necessary to become a resident, so long as continuous attendance is maintained at an institution.

**Bureau of Indian Affairs exception:**

A student who is a graduate of any school located in California that is operated by the United States Bureau of Indian Affairs, including, but not limited to, the Sherman Indian High School, shall be entitled to resident classification. This exception shall continue so long as continuous attendance is maintained by the student at an institution.

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. As used in this section, "native American" means an American Indian.

**Public School Credentials exception:**

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 is entitled to resident classification if that student meets any of the following requirements:

- (1) He or she holds a provisional credential and is enrolled at an institution in courses necessary to obtain another type of credential authorizing service in the public schools.
- (2) He or she holds a credential issued pursuant to Section 44250 and is enrolled at an institution in courses necessary to fulfill credential requirements.
- (3) He or she is enrolled at an institution in courses necessary to fulfill the requirements for a fifth year of education prescribed by subdivision (b) of Section 44259.

(b) Notwithstanding any other provision of law, 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 shall be subject to Article 5 (commencing with Section 68060).

**Exception for employee of state agency or institution assigned to work out of state:**

A student who is a full-time employee of an institution or of any state agency who is assigned to work outside of the state, or a student who is a child or spouse of a full-time employee of an institution or of any state agency who is assigned to work outside of the state, may be entitled to resident classification, as determined by the governing boards, until he or she has resided in the state the minimum time necessary to become a resident.

**Amateur Student Athlete exception:**

DTRW-SS review 1.24.13  
DCAA review 2.28.13 – sent for Academic Senate Review 3.06.13  
DCAA review 3.28.13



Any amateur student athlete in training at the United States Olympic Training Center in Chula Vista is entitled to resident classification for tuition purposes until he or she has resided in the state the minimum time necessary to become a resident. "Amateur student athlete," for purposes of this section, means any student athlete who meets the eligibility standards established by the national governing body for the sport in which the athlete competes.

Federal civil service employee exception:

A student who is a federal civil service employee and his or her natural or adopted dependent children are entitled to resident classification at a California community college 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 pursuant to Section 68017, so long as the student continuously attends an institution of public higher education.

It shall be the responsibility of the California Community Colleges, the California State University, and the University of California to certify qualifying military mission realignment actions under this section.

Exception for minors who emancipate from or age out of California child welfare system:

A student who currently 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 or she has resided in the state the minimum time necessary to become a resident.

#### 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 3.28.13 AGENDA

BP/AP 5055 – Priority Enrollment  
(Ramiro Sanchez/Jane Harmon) – status  
update on legal review and Administrative  
Council discussion on student athletes – review  
revised AP 5055 from 2.28.13 DCAA meeting



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

VCCCD Administrative Procedure Manual

Chapter 5 Student Services

Title: AP 5055 ENROLLMENT PRIORITIES

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 to matriculated students in good standing in the following order:

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

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

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

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

**Primary Semesters:** fall and spring

## DCAA 3.28.13 AGENDA

BOT Strategic Objective 1.A Discussion –  
Districtwide General Education Subcommittee –  
Status Update (Mary Rees)  
No handouts

## DCAA 3.28.13 AGENDA

Enrollment Management (Riley Dwyer)  
No handouts

## DCAA 3.28.13 AGENDA

DTRW-I Report (Erika Endrijonas)  
No handouts

DTRW-SS Report (Erika Endrijonas)  
No handouts

## DCAA 3.28.13 AGENDA

2013-2014 DCAA Meeting Schedule  
(Jane Harmon/Peter Sezzi)



## DCAA 3.28.13 AGENDA

DCAA Governance Self-Appraisal  
(Clare Geisen)  
No handouts

## DCAA 3.28.13 AGENDA

BP/AP 5035 Withholding of Student Records for  
Non-repayment of Financial Obligations (from  
3.07.13 DTRW-SS)

Book VCCCD Board Policy Manual  
Section Chapter 5 Student Services  
Title BP 5035 WITHHOLDING OF STUDENT RECORDS for NONREPAYMENT OF FINANCIAL OBLIGATIONS  
Number BP 5035  
Status Active  
Legal Title 5, Section 59410  
Adopted April 18, 2006

~~Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation shall have grades, transcripts, diplomas, and registration privileges withheld.~~

The Governing Board shall establish administrative procedures in accordance with state law which allow that grades, transcripts, diplomas and registration privileges, or any combination thereof, shall be withheld from any student or former student who has been provided with written notice that he or she has failed to pay a proper financial obligation due the district or a college within the district.

Book VCCCD Administrative Procedure Manual  
Section Chapter 5 Student Services  
Title AP 5035 WITHHOLDING OF STUDENT RECORDS for  
NONREPAYMENT OF FINANCIAL OBLIGATIONS

Number AP 5035  
Status Active  
Legal Title 5, Section 59410  
Adopted April 14, 2009  
Last Reviewed March 12, 2009

The colleges of the District shall withhold grades, transcripts, diplomas, and registration privileges, or any combination thereof, from any student or former student who fails to pay a proper financial obligation due the District or a college, provided that the student shall be given written notification and the opportunity to explain if the financial obligation is in error.

The definition of proper financial obligation shall include, but is not limited to: student tuition and fees; obligations incurred through the use of facilities, equipment or materials; library fines; unreturned library books; materials remaining improperly in the possession of the student; and/or any other unpaid obligation a student or former student owes to the District. A proper financial obligation does not include any unpaid obligation to a student organization.

The Registrar's Office, upon proper notification and justification by administrators in charge of student discipline, may withhold grades, transcripts, diplomas and registration privileges, or any combination thereof, for students who are under suspension, academic or progress probation, or are in violation of any disciplinary contract.

Any item or items withheld shall be released when the student satisfactorily meets the financial obligation.

## DCAA 3.28.13 AGENDA

BP/AP 5040 Student Records and Directory  
Information (from 3.07.13 DTRW-SS)

Book	VCCCD Board Policy Manual
Section	Chapter 5 Student Services
Title	BP 5040 STUDENT RECORDS AND DIRECTORY INFORMATION
Number	BP 5040
Status	Active
Legal	Education Code Sections 76200, et seq.; Title 5, Sections 54600, et seq.
Adopted	November 3, 2009
Last Reviewed	October 15, 2009

The Chancellor shall establish administrative procedures and safeguards in compliance with applicable federal and state laws relating to the privacy and release of student records which assure that:

- Student records are maintained and released in compliance with applicable state and federal laws regardless of students' age.
- Any currently enrolled or former student of the District has a right of access to any and all student records relating to him or her maintained by the District.
- No District representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.
- Students shall be notified annually in the colleges' catalogs and/or through other means of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information.
- Directory information may include: student's name; address; telephone number; date of birth; major field of study; participation in officially recognized activities and sports; dates of attendance; degrees and awards received; the most recent educational institution attended by the student; and weight and height of members of athletic teams.
- Student records cannot be accessed or modified by any person not authorized to do so.

See Administrative Procedure 5040.

## DCAA 3.28.13 AGENDA

BP/AP 5052 Open Enrollment (from 3.07.13  
DTRW-SS)

Book VCCCD Board Policy Manual  
Section Chapter 5 Student Services  
Title BP 5052 OPEN ENROLLMENT  
Number BP 5052  
Status Active  
Legal Title 5 Section 51006, 55003 and 58106  
Adopted April 18, 2006

The policy of the Ventura County Community College District is that, unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college(s) and who meets such prerequisites as may be established pursuant to section 55003 regulations contained in Article 2.5 (commencing with Section 55200) of Subchapter 1 of Chapter 6 of Division 6 of Title 5 of the California Code of Regulations. The Chancellor shall assure that this policy statement is published in the catalog(s) and schedule(s) of classes and addenda to the schedule of classes.

~~Enrollment in specific courses or programs may be limited due to health and safety considerations, facility limitations, faculty workload, the availability of qualified instructors, funding limitations, the constraints of regional planning, or legal requirements imposed by statute, regulations or contracts. The District may use procedures that are consistent with any of the approaches described in Title 5 Section 58106 for determining enrollment into affected courses when any of the factors for enrollment limitations are present. Enrollment may also be subject to any the enrollment priority system pursuant to language contained in established by AP 5055 titled Enrollment Priorities.~~

The Chancellor shall establish administrative procedure that includes the right of a student to challenge an enrollment limitation established pursuant to section 58106 of Division 6 of Title 5 of the California Code of Regulations.

See Administrative Procedure 5052.



## DCAA 3.28.13 AGENDA

BP/AP 5200 Student Health Services  
(from 3.07.13 DTRW-SS)



Book	VCCCD Board Policy Manual
Section	Chapter 5 Student Services
Title	BP 5200 STUDENT HEALTH SERVICES
Number	BP 5200
Status	Active
Legal	Education Code Section 76401
Adopted	April 18, 2006

Student health services shall be provided in order to contribute to the education aims of students by promoting physical and emotional well being through health oriented programs and services.

Book VCCCD Administrative Procedure Manual  
Section Chapter 5 Student Services  
Title AP 5200 STUDENT HEALTH SERVICES  
Number AP 5200  
Status  
Legal **Education Code Section 76401; Title V, Section 54702**  
Adopted  
Last Reviewed

The Student Health Center on each campus is funded by the Student Health Fee (per Education Code Section 76355), and shall be available upon request to students who are currently registered ~~in the current semester at the time of service~~ and have paid the health fee. Incoming students, accepted to academic programs with health requirements as entry prerequisites, may have their health requirements met through the student health centers.

Written practices and protocols for Student Health Center staff ~~and procedures specific to registered nursing and licensed clinical social work activity in student health services~~ are maintained in the offices of the Student Health Services Coordinator.

Student health services are not comprehensive and are not structured to address all the health care needs of District students.

Services may include:

- Clinical Care Services
- Health Education
- Mental Health Services

#### Special Services

The primary focus of Clinical Care services is assessment, treatment and referral. Services may include: first aid and basic emergency care, immunizations, TB screenings, lab work, and medication associated with acute illness, communicable disease control, and fee-based health appraisals for academic programs requiring medical clearance.

As a secondary function, and to maintain the health of the campus community, the Student Health Centers may offer lab work or immunization for a fee.

Clinical Care Services are not a substitute for a student's primary medical care. Ongoing treatment will be referred to a student's own physician. Medical management should be supplemental to the primary treatment plan established by the student's own physician. If the student does not have a primary care provider, effort is made to connect them with community resources and transfer care.

Health education occurs during both Clinical Care and as outreach activities, and supports the goal of prevention.

The primary focus of Mental Services is crisis management and short term psychological counseling, and the safety of the general college population from potential disruption of the learning environment by the student in crisis. Mental Health services center on prevention, stabilization, initiation of case management and referral. ~~prevention, crisis intervention, and initiation of case management for referral.~~

No health fee supported services are conducted expressly for student athletes or athletic teams beyond the scope of services provided to the general student population.

No health fee supported services may be used for providing care/services to employees. Services rendered to VCCCD employees for first aid, TB clearance, and required immunizations will be financially supported by the employee or VCCCD.

Special Services include Student Insurance Program, and participation on Campus Behavior Intervention, and Emergency Preparedness.

## DCAA 3.28.13 AGENDA

BP/AP 5205 Student Accident Insurance  
(from 3.07.13 DTRW-SS)



Book	VCCCD Board Policy Manual
Section	Chapter 5 Student Services
Title	BP 5205 STUDENT ACCIDENT INSURANCE
Number	BP 5205
Status	Active
Legal	Education Code Section 72506
Adopted	April 18, 2006

The District shall assure that students are covered by accident insurance in those instances required by law or contract.

Book VCCCD Administrative Procedure Manual  
Section Chapter 5 Student Services  
Title AP 5205 STUDENT AND ATHLETE ACCIDENT INSURANCE  
Number AP 5205  
Status PROPOSED  
Legal **Education Code Section 72506, 76355**  
Adopted  
Last Reviewed

Student and Athlete accident insurance is funded by the Student Health Fee (Title 5, Education & California Education Code Section 76355). The Student Health Fee may not fund the athletic accident insurance portion of the policy (California Education Code Section 76355). The athletic accident insurance is funded by the athletic division.

Student and Athlete insurance is available to:

- Enrolled and registered students injured while attending regularly scheduled classes at college or while attending college-sponsored activities, including club activities, or traveling under college supervision to and from college sponsored events.
- Enrolled and registered student athletes injured while participating in or attending any regularly scheduled practice or competition supervised by an authorized representative of the college or while traveling directly to and from practice or competition with other members as a group, provided such travel is supervised by an authorized representative of the college.
- Child(ren) of enrolled and registered students while in or about the child care facility provided by the college, provided that the facility is on the college campus.
- Official Visitors who have been formally invited to the campus or who are on campus to conduct research or to address the faculty and/or students. Vendors and non-student spectators, regardless of activity, are not Official Visitors.

The District or their representative(s) is not authorized to guarantee payment of Student and Athlete Accident Insurance claims. Questions regarding payment of claims are directed to the current student and athletic accident insurance vendor.

## DCAA 3.28.13 AGENDA

BP/AP 5210 Communicable Diseases  
(from 3.07.13 DTRW-SS)





Book	VCCCD Board Policy Manual
Section	Chapter 5 Student Services
Title	BP 5210 COMMUNICABLE DISEASE
Number	BP 5210
Status	Active
Legal	Education Code Section 76403
Adopted	April 18, 2006

The Chancellor shall establish procedures necessary to assure cooperation with local public health officials in measures necessary for the prevention and control of communicable diseases in students.

See Administrative Procedure 5210.



Book VCCCD Administrative Procedure Manual  
Section Chapter 5 Student Services  
Title AP 5210 COMMUNICABLE DISEASES  
Number AP 5210  
Status PROPOSED – NO AP 5210 IN BOARDDOCS  
Legal Education Code Section 76403  
Adopted  
Last Reviewed

The District shall:

Cooperate with local health officers in measures necessary for the prevention and control of communicable diseases in students

Ensure compliance with any immunization program required by the State Department of Health Services regulations.

## DCAA 3.28.13 AGENDA

BP/AP 5300 Student Equity  
(from 3.07.13 DTRW-SS)

Book VCCCD Board Policy Manual  
Section Chapter 5 Student Services  
Title BP 5300 STUDENT EQUITY  
Number BP 5300  
Status Active  
Legal Education Code Sections 66030; 66250, et seq.; 72010 et seq.; Title 5, Section 54220  
Adopted April 18, 2006

~~The Board is committed to assuring student equity in educational programs and college services. The Chancellor shall establish and implement a student equity plan that meets the Title 5 standards for such a plan. The Colleges of the District shall establish and implement a student equity plan that meets Title 5 standards for such practice.~~

See Administrative Procedure 5300.



Book VCCCD Administrative Procedure Manual  
Section Chapter 5 Student Services  
Title AP 5300 STUDENT EQUITY  
Number AP 5300  
Status PROPOSED – NO AP 5300 IN VCCCD BOARDDOCS  
Legal Education Code Sections 66030, 66250 et seq., and 72010 et seq.; Title 5 Section 54220  
Adopted  
Last Reviewed

Each college in the District has a student equity plan. The plan is filed as required to the Chancellor’s Office of California Community Colleges following approval by the Board.

The Student Equity Plan shall address:

- Involvement by appropriate people from the community who can articulate the perspective and concerns of historically underrepresented groups.
- The active involvement of the groups on campus.
- Campus-based research as to the extent of student equity.
- Institutional barriers to equity.
- Goals for access, retention, degree and certificate completion, English as a Second Language (ESL) and basic skills completion, and transfer for each historically underrepresented group.
- Activities most likely to be effective to attain goals, including coordination of existing student equity related programs.
- Sources of funds for the activities in the plan.
- A schedule and process for evaluation of progress toward the goals.
- An executive summary that describes the groups for whom goals have been set, the goals, the initiatives that the District/each College will undertake to achieve the goals, the resources budgeted for that purpose, and the District officer or employee who can be contacted for further information.

The Student Equity Plan shall be developed, reviewed, maintained, and updated under the supervision of the EVP for Student Learning, or designee, on each campus.

## DCAA 3.28.13 AGENDA

BP/AP 5400 Associated Student Elections  
(from 3.07.13 DTRW-SS)



Book VCCCD Administrative Procedure Manual  
Section Chapter 5 Student Services  
Title BP 5400 ASSOCIATED STUDENTS ORGANIZATIONS  
Number BP 5400  
Status Active  
Legal Education Code Section 76060  
Adopted April 18, 2006  
Last Reviewed

The students of the District are authorized to organize student body associations. The Board hereby recognizes ~~that these~~ associations as the Associated Students of ~~the District at Moorpark, Oxnard, and Ventura College~~s.

The Associated Students organization is recognized as the official voice for the students in District decision-making processes. It may conduct other activities as approved by the Chancellor. The Associated Students activities shall not conflict with the authority or responsibility of the Board or its officers or employees.

The Associated Students organizations shall conduct itself in accordance with state laws and regulations and administrative procedures established by the Chancellor. Advisement Guidance will be provided to the Associated Students for proper direction and assistance with all student activities.

The Associated Students organizations shall be granted the use of the District premises subject to such administrative procedures as may be established by the Chancellor. Such use shall not be construed as transferring ownership or control of the premises.

See Administrative Procedure 5400.



Book VCCCD Administrative Procedure Manual  
Section Chapter 5 Student Services  
Title AP 5400 ASSOCIATED STUDENTS ORGANIZATIONS  
Number AP 5400  
Status PROPOSED – NO AP 5400 IN VCCCD BOARDDOCS  
Legal Education Code Section 76060  
Adopted  
Last Reviewed

Each College of the Ventura County Community College District shall have one Associated Students Organization.

Membership in student organizations is open to all students. Both day and evening student representatives shall be encouraged.

Policies and practices of the Associated Students shall be outlined in the Constitution and By-laws as established and reviewed regularly by student leadership.

The Associated Students Organizations may conduct such activities as are consistent with the purposes of the organization, the educational and social goals of the College, and approved policies and procedures of the College and the District.

A governing body shall be elected that shall keep an account of its meetings, expenditures, authorizations, and policies established. Meetings will be held in compliance with the Brown Act.

A simple majority of the elected voting members of the Associated Students Organization governing body shall constitute a quorum.



## DCAA 3.28.13 AGENDA

BP/AP 5500 Standards of Conduct  
(from 3.07.13 DTRW-SS)

## BP 5500 STANDARDS OF CONDUCT—DRAFT 2013

Book	VCCCD Board Policy Manual
Section	Chapter 5 Student Services
Title	BP 5500 STANDARDS OF CONDUCT
Number	BP 5500
Status	Active
Legal	Education Code Section 66300; Accreditation Standard II.A.7.b
Adopted	April 13, 2010
Last Reviewed	March 11, 2010

The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension or expulsion of a student.

The Board shall consider any recommendation from the Chancellor for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the college catalog and other means. Students who violate any of the following standards for student conduct while on the college campus or at on or off-campus college-sponsored activities are subject to the procedures outlined in Administrative Procedures 5520: Student Discipline Procedures:

1. Causing, attempting to cause, or threatening to cause physical injury to another person or to one's self.
2. Possession, sale or otherwise furnishing a weapon, including but not limited to, any actual or facsimile of a firearm, knife, explosive or other dangerous object, or any item used to threaten bodily harm without written permission from a district employee, with concurrence of the College President.
3. Use, possession (except as expressly permitted by law), distribution, or offer to sell alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, other controlled substances or dangerous drugs while on campus or while participating in any college-sponsored event.
4. Presence on campus while under the influence of alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, other controlled substances or dangerous drugs except as expressly permitted by law. [This includes the use or possession of medically authorized marijuana while on school property.](#)
5. Committing or attempting to commit robbery or extortion.
6. Causing or attempting to cause damage to District property or to private property on campus.
7. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
8. Willful or persistent smoking [, use of other tobacco products, or "electronic cigarettes"](#) in any area where smoking has been prohibited by law or by regulation of the college or the District.
9. Engaging in [\\_harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.](#)

The District's response to instances of sexual harassment will follow the processes identified in Board Policy and Administrative Procedures 3430.

[10. Engaging in \*stalking\*, intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation and cyberbullying.](#)

110. Obstruction or disruption of classes, administrative or disciplinary procedures, or authorized college activities.

124. Disruptive behavior, willful disobedience, profanity, vulgarity or other offensive conduct, or the open and persistent defiance of the authority of, or persistent abuse of, District/college personnel in performance of their duties.

132. Academic dishonesty, cheating, or plagiarism.

143. Forgery; alteration or misuse of District/college documents, records or identification; or knowingly furnishing false information to the District/college or any related off-site agency or organization.

154. Unauthorized entry to or use of District/college facilities.

165. Violation of district/college rules and regulations including those concerning student organizations, the use of District/college facilities, or the time, place, and manner of public expression or distribution of materials.

[17. Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises, or the violation of lawful District regulations, or the substantial disruption of the orderly operation of the District.](#)

186. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

197. Unauthorized preparation, giving, selling, transfer, distribution, or publication of any recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to written class materials, except as permitted by District policy, or administrative procedure.

2048. Violation of professional ethical code of conduct in classroom or clinical settings as identified by state licensing agencies (Board of Registered Nursing, Emergency Medical Services Authority, Title 22, Peace Officers Standards & Training, California Department of Public Health). Students who engage in any of the above are subject to the procedures outlined in AP 5520.

See Administrative Procedure 5500.

ABP 5500 STANDARDS OF CONDUCT—DRAFT 2013

Book	VCCCD <del>Board Policy Manual</del> <u>Administrative Procedure</u>
Section	Chapter 5 Student Services
Title	<del>BP-AP</del> 5500 STANDARDS OF CONDUCT
Number	<del>BP-AP</del> 5500
Status	<del>Active</del> <u>PROPOSED</u>
Legal	Education Code Section 66300; Accreditation Standard II.A.7.b
Adopted	<del>April 13, 2010</del>
Last Reviewed	<del>March 11, 2010</del>

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The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

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~~The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension or expulsion of a student.~~

~~The Board shall consider any recommendation from the Chancellor for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.~~

~~The procedures shall be made widely available to students through the college catalog and other means. Students who violate any of the following standards for student conduct while on the college campus or at on or off-campus college sponsored activities are subject to the procedures outlined in Administrative Procedures 5520: Student Discipline Procedures:~~

1. Causing, attempting to cause, or threatening to cause physical injury to another person or to one's self.
2. Possession, sale or otherwise furnishing a weapon, including but not limited to, any actual or facsimile of a firearm, knife, explosive or other dangerous object, or any item used to threaten bodily harm without written permission from a district employee, with concurrence of the College President.
3. Use, possession (except as expressly permitted by law), distribution, or offer to sell alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, other controlled substances or dangerous drugs while on campus or while participating in any college-sponsored event.
4. Presence on campus while under the influence of alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, other controlled substances or dangerous drugs except as expressly permitted by law. This includes the use or possession of medically authorized marijuana while on school property.
5. Committing or attempting to commit robbery or extortion.
6. Causing or attempting to cause damage to District property or to private property on campus.
7. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.

DTRW-SS review 3.07.13 submitted by P. Ewins

DCAA review 3.28.13

8. Willful or persistent ~~smoking, usesmoking, use~~ of other tobacco products, or “electronic cigarettes” in any area where smoking has been prohibited by law or by regulation of the college or the District.

9. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law. The District’s response to instances of sexual harassment will follow the processes identified in Board Policy and Administrative Procedures 3430.

10. Engaging in ~~stalking~~, intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation and cyberbullying.

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11. Obstruction or disruption of classes, administrative or disciplinary procedures, or authorized college activities.

12. Disruptive behavior, willful disobedience, profanity, vulgarity or other offensive conduct, or the open and persistent defiance of the ~~authority or~~ authority or persistent abuse of District/college personnel in performance of their duties.

13. Academic dishonesty, cheating, or plagiarism.

14. Forgery; alteration or misuse of District/college documents, records or identification; or knowingly furnishing false information to the District/college or any related off-site agency or organization.

15. Unauthorized entry to or use of District/college facilities.

16. Violation of district/college rules and regulations including those concerning student organizations, the use of District/college facilities, or the time, place, and manner of public expression or distribution of materials.

17. Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises, or the violation of lawful District regulations, or the substantial disruption of the orderly operation of the District.

18. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

19. Unauthorized preparation, giving, selling, transfer, distribution, or publication of any recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to written class materials, except as permitted by District policy, or administrative procedure.

20. Violation of professional ethical code of conduct in classroom or clinical settings as identified by state licensing agencies (Board of Registered Nursing, Emergency Medical Services Authority, Title 22, Peace Officers Standards & Training, California Department of Public Health). Students who engage in any of the above are subject to the procedures outlined in AP 5520.

See ~~Administrative Procedure~~Board Policy 5500.

DTRW-SS review 3.07.13 submitted by P. Ewins

DCAA review 3.28.13

## DCAA 3.28.13 AGENDA

BP/AP 5520 Discipline Procedure  
(from 3.07.13 DTRW-SS)

Book	VCCCD <del>Administrative Procedure Manual</del> <u>Board Policy</u>
Section	Chapter 5 Student Services
Title	<u>BAP 5520 STUDENT DISCIPLINE PROCEDURE</u>
Number	<u>BAP 5520</u>
Status	Active
Legal	Reference: Education Code Section 66300, 72122, 76030
Adopted	<del>June 16, 2010</del>
Last Reviewed	<del>June 9, 2010</del>

~~The Chancellor shall assure that a clear and effective Administrative Procedure is in place for the purpose of this procedure is to providing e a prompt and equitable means to address violations of the Student Code of Conduct (See BP 5500), which provides to the student or students involved appropriate due process rights. This procedure will be applied in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.~~

These Board Policies and Administrative Procedures are not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Sections 66301 and 76120, and will not be used to punish expression that is protected.

~~See Administrative Procedure 5520 Student conduct must conform to the Student Code of Conduct established by the Governing Board of the Ventura County Community College District in collaboration with college administrators and students. Violations of such rules are subject to disciplinary actions which are to be administered by appropriate college authorities. The Ventura County Community College District has established procedures for the administration of the penalties enumerated here. College authorities will determine the appropriate penalty(ies).~~

**Definitions of key terms:**

~~Chief Student Services Officer (CSSO). A college's Executive Vice President or Vice President of Student Services, or designee.~~

~~Day. A calendar day, unless otherwise specified in this procedure. If the final day to take any action required by this procedure falls on a Saturday, Sunday, or other day that the administrative office of the District are closed, the date for such action shall be extended to the next business day. Similarly, if the final day to take any action required by this policy occurs during summer session, or during an intersession, but the basis for discipline arose during an academic term prior to that summer or intersession, the final day to take any required action shall be extended to the first business day of the next academic term.~~

~~District. The Ventura County Community College District.~~

~~Good cause for disciplinary action. As used in this procedure, "good cause" for disciplinary action includes any violation of the VCCCD Student Code of Conduct as set forth in Board Policy 5500 and Education Code section 76033, when the conduct is related to college activity or college attendance, including but not limited to:~~

- ~~1. Causing, attempting to cause, or threatening to cause physical injury to another person or to one's self.~~

DTRW-SS 3.07.13 – original PEwins 3.21.13 post DTRW-SS  
DCAA review 3.28.13

- ~~2. Possession, sale or otherwise furnishing a weapon, including but not limited to, any actual or facsimile of a firearm, knife, explosive or other dangerous object, or any item used to threaten bodily harm without written permission from a District employee, with concurrence of the College President.~~
- ~~3. Use, possession (except as expressly permitted by law), distribution, or offer to sell alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, other controlled substances or dangerous drugs while on campus or while participating in any college-sponsored event.~~
- ~~4. Presence on campus while under the influence of alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, other controlled substances or dangerous drugs except as expressly permitted by law.~~
- ~~5. Committing or attempting to commit robbery or extortion.~~
- ~~6. Causing or attempting to cause damage to District property or to private property on campus.~~
- ~~7. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.~~
- ~~8. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.~~
- ~~9. Engaging in harassing or discriminatory behavior. The District's response to instances of sexual harassment will follow the processes identified in Board Policy and Administrative Procedures 3430.~~
- ~~10. Obstruction or disruption of classes, administrative or disciplinary procedures, or authorized college activities.~~
- ~~11. Disruptive behavior, willful disobedience, profanity, vulgarity or other offensive conduct, or the open and persistent defiance of the authority of, or persistent abuse of, District/college personnel in performance of their duties.~~
- ~~12. Academic dishonesty, cheating, or plagiarism.~~
- ~~13. Forgery; alteration or misuse of District/college documents, records or identification; or knowingly furnishing false information to the District/college or any related off-site agency or organization.~~
- ~~14. Unauthorized entry to or use of District/college facilities.~~
- ~~15. Violation of District/college rules and regulations including those concerning student organizations, the use of District/college facilities, or the time, place, and manner of public expression or distribution of materials.~~
- ~~16. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.~~
- ~~17. Unauthorized preparation, giving, selling, transfer, distribution, or publication of any recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to written class materials, except as permitted by District policy, or administrative procedure.~~
- ~~18. Violation of professional ethical code of conduct in classroom or clinical settings as identified by state licensing agencies (Board of Registered Nursing, Emergency Medical Services Authority, Title 22, Peace Officers Standards & Training, California Department of Public Health).~~

~~For purposes of student discipline under this procedure, conduct is related to college activity or college attendance if it occurs during or in conjunction with any program, activity, or event connected with District coursework, sponsored or sanctioned by the District or a college of the District, or funded in whole or in part by the District or college, whether the activity or event occurs on or off campus or during or outside of instructional hours.~~

~~**Instructor.** Any academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student's educational program.~~

~~**Student.** Any person currently enrolled as a student at any college or in any program offered by the District.~~



Time Limit. Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties in writing.

### **Definitions of types of discipline listed in order of severity**

The following sanctions may be imposed upon any student found to have violated the standards of student conduct. The selection of the degree of severity of sanction to be imposed shall be commensurate with the severity of offense. The availability of a less severe sanction does not preclude imposition of a more severe sanction in any circumstance where the more severe sanction is deemed appropriate.

Warning. Documented written notice by the CSSO to the student that continuation or repetition of specific conduct may be cause for other disciplinary action. A warning is retained in the college discipline files for two complete academic years.

Reprimand. Written notice to the student by the CSSO that the student has violated the Standards of Student Conduct. A reprimand serves as documentation that a student's conduct in a specific instance does not meet the standards expected at the college and as a warning to the student that further violations may result in further disciplinary sanctions. A reprimand is permanently retained in the college discipline files.

Temporary Removal from Class. Exclusion of the student by an instructor for good cause for the day of the removal and the next class meeting. [Education Code Section 76032.]

Short-term Suspension. Exclusion of the student by the CSSO, or designee, for good cause from one or more classes or activities for a period of up to ten (10) consecutive school days. [Education Code Sections 76030 and 76031.]

Disciplinary Probation and/or Temporary Ineligibility to Participate in Extracurricular Activities and/or Temporary Denial of Other Privileges. Placement of the student on probation by the College President or designee, for good cause, for a specified period of time not to exceed one academic year during which a student's fitness to continue to attend school, in light of the student's disciplinary offenses, is tested; and/or temporary exclusion of the student by the College President or designee, for good cause, from extracurricular activities for a specified period of time; and/or temporary denial of other specified privileges, by the College President or designee for good cause.

Immediate Interim Suspension. The College President or designee may order immediate suspension of a student where he or she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) days. A suspended student shall be prohibited from being enrolled in any community college within the District for the period of the suspension. [Education Code Sections 66017 and 76031; cf. Penal Code Section 626.2.]

Long-term Suspension. Exclusion of the student by the College President for good cause from one or more classes and/or activities, or from all classes and/or activities of the college for up to the remainder of the semester and the following semester. A student suspended from all classes and/or activities shall be prohibited from being enrolled in any community college within the District for the period of the suspension. [Education Code Sections 76030 and 76031.]

Expulsion. Exclusion of the student by the Board of Trustees from all colleges in the District for one or more terms when other means of correction fail to bring about proper conduct, or when the presence of the student causes a continuing danger to the physical safety of the student or others. [Education Code Section 76030.]

In addition to the above sanctions, the sanction of restitution may be imposed upon a student, where appropriate, to compensate for loss, damage, or injury. Furthermore, the sanction of administrative hold, to prevent a student from enrolling, may be placed on a student's records by the District if a long-term suspension from all classes and/or activities, or expulsion has been imposed following the formal hearing described below, or the student has failed to meet with the CSSO, or designee, regarding a pending disciplinary matter.

### **Procedures for Disciplinary Actions (listed in order of severity)**

Any times specified in these procedures may be shortened or lengthened if there is mutual written concurrence by all parties.

[DTRW-SS 3.07.13 – original PEwins 3.21.13 post DTRW-SS DCAA review 3.28.13](#)

### **Warning**

The CSSO or designee, upon recommendation from an instructor or other District or college employee, shall review the report of alleged misconduct. If it is determined that there has been a violation of the Student Code of Conduct or the Education Code, the CSSO or designee will notify the student that the continuation and/or repetition of misconduct may result in more serious disciplinary action. This notification may be delivered orally or in writing. Documentation of the misconduct and/or the notice given to the student shall be retained in the District discipline files for two complete academic years. Warnings may be appealed directly to the College President. Students may not request a student conduct hearing to appeal a warning. [Cf. Education Code Section 76232—challenging content of student records.]

### **Reprimand**

The CSSO or designee, upon recommendation from an instructor or other District or college employee, shall review the report of alleged misconduct. If it is determined that there has been a serious violation of the Student Code of Conduct or the Education Code, the CSSO or designee will notify the student that the continuation and/or repetition of misconduct may result in even more serious disciplinary action. This notification will be delivered in writing. Documentation of the misconduct and the written notice given to the student shall be permanently retained in the District discipline files. Reprimands may be appealed directly to the College President. Students may not request a hearing to appeal a reprimand.

### **Temporary Removal from Class**

Any instructor may remove a student from his or her class for good cause for the day of the removal and the next class meeting. The instructor shall immediately report the removal to his/her supervising administrator and the CSSO or designee. A meeting shall be arranged between the student and the instructor regarding the removal prior to the day that the student is eligible to return to class. If the instructor or the student makes the request, the CSSO or designee shall attend the meeting. The student is not allowed to return to the class for the day of removal and the next class meeting without the concurrence of the instructor. Nothing herein will prevent the CSSO or designee from recommending further disciplinary action in accordance with these procedures based on the facts that led to the removal. [Education Code Section 76032.]

### **Suspensions and Expulsions**

Before any disciplinary action to suspend or expel is taken against a student, the following procedures will apply:

Notice. The CSSO or designee will provide the student with written notice of the conduct warranting the discipline, stating the facts on which the proposed discipline is based, and providing any evidence on which the college may rely in the imposition of discipline. Evidence which may identify other students or which would result in the revelation of test questions or answers need not be provided in advance, and if feasible may be presented under circumstances which maintain the anonymity of other students, or assures the security of test questions or answers. The notice shall be deemed delivered if it is personally served on the student, or the student's parent or guardian if the student is a minor, or deposited in U.S. mail to the student's most recent address on file with the college. The notice will include the following:

- the specific section of the Standards of Student Conduct or Education Code that the student is accused of violating;
- a specific statement of the facts supporting the proposed discipline;
- any evidence on which the college may rely in the imposition of discipline. Evidence that may identify other students or which would result in the revelation of test questions or answers need not be provided in advance. Testimony relating to students not subject to discipline may be presented in a manner that protects the anonymity or safety of the third party student. If such testimony is needed, it may be presented under circumstances that protect the safety of such students or maintains the anonymity of other students, as the hearing officer may determine to be in the interests of justice. Similarly, evidence relating to test questions or answers may be presented, if possible, only in a manner that maintains the security of test questions or answers;

- ~~the right of the student to meet with the CSSO or designee to discuss the accusation, or to respond in writing, or both; and~~
- ~~the level of the discipline that is being proposed.~~

~~Time limits. The notice described above must be provided to the student as soon as possible and no later than 14 days from the date on which the conduct took place or became known to the CSSO or designee;~~

~~Meeting. If the student chooses to meet with the CSSO or designee, the meeting must be requested within 7 days and must occur within 14 days after the notice is provided. At the meeting, the student must again be told the facts leading to the accusation, and must be given an opportunity to respond orally or in writing to the accusation, or both, in order to state why the proposed disciplinary action should not be taken.~~

~~Short-term Suspension. Within 10 days after the delivery of the notice, or within 10 days of a meeting if the student requests a meeting, or within 10 days of receiving the student's statement as to why the proposed disciplinary action should not be implemented, the CSSO shall decide whether to impose a short-term suspension, whether to impose some lesser disciplinary action, or whether to end the matter. Written notice of the CSSO's decision shall be provided to the student and, if the student is a minor, to the student's parent or guardian. The notice will include the length of time of the suspension, or the nature of the lesser disciplinary action, as well as any conditions or limitations placed on the student during the short-term suspension. The notice will include the right of the student to request a meeting with the College President or designee within 7 days of notification of the recommended disciplinary action. The notice shall be deemed delivered if it is personally served on the student, or the student's parent or guardian if the student is a minor, or deposited in U.S. mail to the student's most recent address on file with the college. Such meeting shall be held within 14 days after receipt of the student's written request for a meeting. Failure of the student to appear at the meeting will constitute a waiver of the student's right to a meeting. The meeting shall be conducted in any manner deemed appropriate by the College President, provided that the student is offered the opportunity to provide his or her version of events, and any evidence that supports his or her version of the events. The CSSO, or designee, may also provide evidence contradicting the student's version of the facts. If either the student or the CSSO, or designee, is offered the opportunity to present evidence or the testimony of witnesses, the other party must be given the opportunity to cross-examine such witnesses. The meeting shall be closed and confidential, and all witnesses shall be excluded from the meeting except when testifying. Neither the student nor the CSSO, or designee, shall be entitled to representation by an attorney in this proceeding; however if the student is a minor, the student may be accompanied by his/her parent or guardian. After the conclusion of the meeting, the College President or designee shall determine whether a preponderance of evidence supports the charges against the student, and shall provide the student with written notice of his/her decision, and the factual basis therefor, within 7 days of the conclusion of the hearing. The College President's decision on a short-term suspension shall be final and shall be reported to the District's Chancellor.~~

~~Long-term Suspension. Within 7 days after the delivery of the notice, or within 7 days of a meeting with the CSSO, or designee, if the student requested a meeting, the College President shall, based on the recommendation from the CSSO, or designee, decide whether to impose a long-term suspension. Written notice of the College President's decision shall be provided to the student and, if the student is a minor, to the student's parent or guardian. The notice shall be deemed delivered if it is personally served on the student, or the student's parent or guardian if the student is a minor, or deposited in U.S. mail to the student's most recent address on file with the college. The notice will include the length of time of the proposed suspension, as well as a statement that the student will be prohibited from being enrolled in any college within the District for the period of the suspension. The notice will include the factual allegations on which the proposed suspension is based, any evidence in the possession of the District on which it will rely in support of the recommended suspension, the right of the student to request a formal hearing before a long-term suspension is imposed, and a copy of the procedures for the hearing.~~

~~Expulsion. Within 7 days after the delivery of the notice, or within 7 days of a meeting if the student requests a meeting, the College President shall, pursuant to a recommendation from the CSSO, decide whether to recommend expulsion to the Chancellor and Board of Trustees. Written notice of the College President's decision shall be provided to the student and, if the student is a minor, to the student's parent or guardian. The notice shall be deemed delivered if it is personally served on the student, or the student's parent or guardian if the student is a minor, or deposited in U.S. mail to the student's most recent address on file with the college. The notice will include the right of the student to request a formal hearing before expulsion is imposed, the factual allegations on which the proposed~~

expulsion is based, any evidence in the possession of the District on which it will rely in support of the recommended suspension, and a copy of the procedures for the hearing.

### **Hearing Procedures for Long-term Suspension and Expulsion**

Request for Hearing. Within 7 days after receipt of the College President's decision regarding a long term suspension or expulsion, the student may request a formal hearing before a hearing panel. The request must be made in writing to the College President and must include a date and the signature of the student or, if the student is a minor, the student's parent or guardian. The notice shall be deemed delivered if it is personally served on the student, or the student's parent or guardian if the student is a minor, or deposited in U.S. mail to the student's most recent address on file with the college. If the request for hearing is not received within 7 days after the student's receipt of the College President's decision or recommendation in the case of expulsion, the student's right to a hearing shall be deemed waived.

Schedule of Hearing. The formal hearing shall be held within 21 days after a formal request for hearing is received. The parties involved will be asked to attend the hearing and will be given sufficient notice in writing as to the time and place at least 10 days prior to the hearing date. Notice of the date of the hearing shall be deemed delivered if it is personally served on the student, or the student's parent or guardian if the student is a minor, or deposited in U.S. mail to the student's most recent address on file with the college.

Hearing Panel. The hearing panel for any disciplinary action shall be composed of one administrator, one faculty member, and one student. At the beginning of the academic year, and no later than October 1<sup>st</sup>, the College President, the president of the Academic Senate, and the Associated Students president shall each provide the names of at least two persons willing to serve on Student Disciplinary Hearing Panels. The College President shall appoint the Hearing Panel from the names in this pool; however, no administrator, faculty member or student who has any personal involvement in the matter to be decided, who is a necessary witness, who is a relative of any party or witness, or who could not otherwise act in a neutral manner shall serve on a Hearing Panel. Upon notification of the Hearing Panel's composition, the student and the District shall each be allowed one peremptory challenge. The College President shall substitute the challenged member or members and replace them with another member of the panel pool to achieve the appropriate Hearing Panel composition. In the event the pool names are exhausted in any one category, further designees shall be submitted by the College President (for administrators), the President of the Academic Senate (for faculty), or the Associated Student President (for students). The chairperson may, by giving written notice to both parties, reschedule the hearing as necessary pending the submission of alternate designees.

A quorum shall consist of all three members of the committee.

Hearing Panel Chair. The College President shall appoint one member of the Hearing Panel to serve as the chair. The decision of the Hearing Panel Chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by both other members of the Hearing Panel to the contrary.

Hearing Process. Prior to commencement of the hearing, the members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student, and all applicable student due process policies and administrative procedures. The facts supporting the accusation shall be presented by a college representative who shall be the CSSO or designee.

After consultations with the parties, in the interests of justice, a time limit on the amount of time provided for each party to present its case, or any rebuttal, may be set by the hearing panel. Formal rules of evidence shall not apply. All members of the campus community shall be bound by the student code of conduct or code of professional ethics to provide only true testimony. Witnesses who are not members of the campus community will testify under oath subject to the penalty of perjury. Any relevant evidence may be admitted at the discretion of the Hearing Panel Chair, in consultation with the Hearing Panel. Hearsay evidence will be admissible, but will be insufficient, alone, to establish a charge against the student. The Hearing Panel Chair, in consultation with the Hearing Panel, shall be responsible for determining the relevancy of presented evidence and testimony, the number of witnesses permitted to testify, and the time allocated for testimony and questioning. The Hearing Panel Chair, in consultation with the Hearing Panel, shall further be responsible for instructing and questioning witnesses on behalf of the Hearing Panel, and for dismissing any persons who are disruptive or who fail to follow instructions. The Hearing Panel Chair shall have the final decision on all procedural questions concerning the hearing.

Unless the Hearing Panel determines to proceed otherwise, the college representative and the student shall each be permitted to make an opening statement. Thereafter, the college representative shall make the first presentation, followed by the student. The college representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the college representative to establish by a preponderance of the evidence that the facts alleged are true. The Hearing Panel may request legal assistance for the Panel itself through the College President. Any legal advisor provided to the Hearing Panel may be present during the hearing and in any deliberations in an advisory capacity to provide legal counsel but shall not be a member of the panel or vote with it.

Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party shall have the right to be represented by a single advisor but not a licensed attorney. The student shall, in consultation with the Hearing Panel, have the right to be served by a translator or qualified interpreter to ensure the student's full participation in the proceedings.

Hearings shall be closed and confidential. No other persons except the student and, the college representative and their non-attorney representatives and/or translators/interpreters, if any, a court reporter, if any, individual witnesses, the Hearing Panel members, and the Hearing Panel's legal counsel, if any, shall be present. Witnesses shall not be present at the hearing when not testifying, unless all parties and the Hearing Panel agree to the contrary. The rule of confidentiality shall prevail at all stages of the hearing. Moreover, the Hearing Panel members shall ensure that all hearings, deliberations, and records remain confidential in accordance with the Family Educational Rights and Privacy Act (FERPA), California Education Code Section 76200 et seq., and District Board Policies and Administrative Procedures related to the privacy of student and employee records.

The hearing shall be recorded by the District by electronic means such as audiotape, videotape, or by court reporting service and shall be the only recording made. No other recording devices shall be permitted to be used at the hearing. Any witness who refuses to be recorded shall not be permitted to give testimony. A witness who refuses to be recorded shall not be considered to be unavailable within the meaning of the rules of evidence, and therefore no exception to the hearsay rule for unavailability shall apply to such witness. The Hearing Panel Chair shall, on the record, at the beginning of the hearing, ask all persons present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The recording shall remain the property of the District and shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the recording; however, any transcript of the recording requested by the student shall be provided at the student's own expense.

Following the close of the hearing, the Hearing Panel shall deliberate in closed session. These deliberations shall not be electronically recorded and the proceedings shall be confidential. Within 7 days following the close of the hearing, the hearing panel shall prepare and send to the College President a written decision. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Student Code of Conduct was violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on any matters outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing. The District shall maintain records of all Disciplinary Hearings in a secure location on District premises for a period of 7 years.

#### **College President's Decision**

- Long-term suspension. Within 14 days following receipt of the hearing panel's recommended decision, the College President shall render a final written decision. The College President may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the College President modifies or rejects the hearing panel's decision, the College President shall review the record of the hearing, and shall prepare a new written decision that contains specific factual findings and conclusions. The decision of the College President shall be final, and shall be reported to the District Chancellor.
- Expulsion. Within 14 days following receipt of the hearing panel's recommended decision, the College President shall render a written recommended decision to the Chancellor. The College President may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the College President modifies or rejects the hearing panel's decision, he or she shall review the record of the

hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The College President's decision shall be forwarded to the Chancellor as a recommendation to the Board of Trustees.

#### **Board of Trustees Decision**

The Board of Trustees shall consider any recommendation from the Chancellor for expulsion at the next regularly scheduled meeting of the Board after receipt of the recommended decision.

The Board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures. [Education Code Section 72122.]

The student (and the parent or guardian if the student is a minor) shall be notified in writing, by certified mail, by personal service, or by such method of delivery as will establish receipt, at least 72 hours prior to the meeting, of the date, time, and place of the Board's meeting.

The student may, within 48 hours after receipt of the notice, request that the hearing be held as a public meeting.

Even if a student has requested that the Board consider an expulsion recommendation in a public meeting, the Board will hold in closed session any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting.

The Board may accept, modify or reject the findings, decisions and recommendations of the Chancellor. If the Board modifies or rejects the Chancellor's recommendation, the Board shall review the record of the hearing, and shall, within 30 days or by the next regular meeting of the Board, whichever is later, prepare a new written decision which contains its specific factual findings and conclusions. The decision of the Board shall be final.

The final action of the Board on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District.

Book VCCCD Administrative Procedure Manual  
Section Chapter 5 Student Services  
Title AP 5520 STUDENT DISCIPLINE PROCEDURE  
Number AP 5520

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Status Active ~~—~~ THERE IS NO BP IN VCCCD BOARDDOCS

Legal ~~—~~ Reference: Education Code Section 66300, 66301, 72122, 76030, 76102, 76003, 66017, 76031, 76032, 76232, 76200

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~~Education Code Section 66300, 72122, 76030~~

Adopted June 16, 2010

Last Reviewed June 9, 2010

The purpose of this procedure is to provide a prompt and equitable means to address violations of the Student Code of Conduct, which provides to the student or students involved appropriate due process rights. This procedure will be applied in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

These Administrative Procedures are not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Sections 66301 and 76120, and will not be used to punish expression that is protected.

Student conduct must conform to the Student Code of Conduct established by the Governing Board of the Ventura County Community College District in collaboration with college administrators and students. Violations of such rules are subject to disciplinary actions which are to be administered by appropriate college authorities. The Ventura County Community College District has established procedures for the administration of the penalties enumerated here. College authorities will determine the appropriate penalty(ies).

#### Definitions of key terms:

Chief Student Services Officer (CSSO). A college's Executive Vice President or Vice President of Student Services, or designee.

Day. A calendar day, unless otherwise specified in this procedure. If the final day to take any action required by this procedure falls on a Saturday, Sunday, or other day that the ~~administrative office of the District are~~ college is closed, the date for such action shall be extended to the next business day. Similarly, ~~if the final day to take any action required by this policy occurs~~ any action is required while the faculty or staff member involved is "off contract" or otherwise unavailable, ~~the timeline will commence when the faculty member returns to active contract status.~~

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~~during summer session, or during an intersession, but the basis for discipline arose during an academic term prior to that summer or intersession, the final day to take any required action shall be extended to the first business day of the next academic term.~~

District. The Ventura County Community College District.

Good cause for disciplinary action. As used in this procedure, "good cause" for disciplinary action includes any violation of the VCCCD Student Code of Conduct as set forth in Board Policy 5500 and Education Code section 76033, when the conduct is related to college activity or college attendance, including but not limited to:

1. Causing, attempting to cause, or threatening to cause physical injury to another person or to one's self.

Comment [p1]: This will need to be updated to match the conduct code.

Original draft from P. Ewins received 3.05.13

DTRW-SS 3.07.13 first reading

DCAA review 3.28.13

2. Possession, sale or otherwise furnishing a weapon, including but not limited to, any actual or facsimile of a firearm, knife, explosive or other dangerous object, or any item used to threaten bodily harm without written permission from a District employee, with concurrence of the College President.
3. Use, possession (except as expressly permitted by law), distribution, or offer to sell alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, other controlled substances or dangerous drugs while on campus or while participating in any college-sponsored event.
4. Presence on campus while under the influence of alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, other controlled substances or dangerous drugs except as expressly permitted by law.
5. Committing or attempting to commit robbery or extortion.
6. Causing or attempting to cause damage to District property or to private property on campus.
7. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
8. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
9. Engaging in harassing or discriminatory behavior. The District's response to instances of sexual harassment will follow the processes identified in Board Policy and Administrative Procedures 3430.
10. Obstruction or disruption of classes, administrative or disciplinary procedures, or authorized college activities.
11. Disruptive behavior, willful disobedience, profanity, vulgarity or other offensive conduct, or the open and persistent defiance of the authority of, or persistent abuse of, District/college personnel in performance of their duties.
12. Academic dishonesty, cheating, or plagiarism.
13. Forgery, alteration or misuse of District/college documents, records or identification; or knowingly furnishing false information to the District/college or any related off-site agency or organization.
14. Unauthorized entry to or use of District/college facilities.
15. Violation of District/college rules and regulations including those concerning student organizations, the use of District/college facilities, or the time, place, and manner of public expression or distribution of materials.
16. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
17. Unauthorized preparation, giving, selling, transfer, distribution, or publication of any recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to written class materials, except as permitted by District policy, or administrative procedure.
18. Violation of professional ethical code of conduct in classroom or clinical settings as identified by state licensing agencies (Board of Registered Nursing, Emergency Medical Services Authority, Title 22, Peace Officers Standards & Training, California Department of Public Health).

For purposes of student discipline under this procedure, conduct is related to college activity or college attendance if it occurs during or in conjunction with any program, activity, or event connected with District coursework, sponsored or sanctioned by the District or a college of the District, or funded in whole or in part by the District or college, whether the activity or event occurs on or off campus or during or outside of instructional hours.

**Instructor/Faculty.** Any academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student's educational program.

**Student.** Any person currently enrolled as a student at any college or in any program offered by the District.

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Time Limit. Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties in writing.

#### **Definitions of types of discipline listed in order of severity**

The following sanctions may be imposed upon any student found to have violated the standards of student conduct. The selection of the degree of severity of sanction to be imposed shall be commensurate with the severity of offense. The availability of a less severe sanction does not preclude imposition of a more severe sanction in any circumstance where the more severe sanction is deemed appropriate.

Warning. Documented written notice by the CSSO or designee to the student that continuation or repetition of specific conduct may be cause for other disciplinary action. A warning is retained in the college discipline files for two complete academic years.

Reprimand. Written notice to the student by the CSSO or designee that the student has violated the Standards of Student Conduct. A reprimand serves as documentation that a student's conduct in a specific instance does not meet the standards expected at the college and as a warning to the student that further violations may result in further disciplinary sanctions. A reprimand is permanently retained in the college discipline files.

Temporary Removal from Class. Exclusion of the student by an instructor~~an instructor~~ for good cause for the day of the removal and the next class meeting. [Education Code Section 76032.]

Short-term Suspension. Exclusion of the student by the CSSO, or designee, for good cause from one or more classes or activities for a period of up to ten (10) consecutive school days. [Education Code Sections 76030 and 76031.]

Disciplinary Probation and/or Temporary Ineligibility to Participate in Extracurricular Activities and/or Temporary Denial of Other Privileges. Placement of the student on probation by the College President or designee, for good cause, for a specified period of time, not to exceed one academic year, during which a student's fitness to continue to attend school, in light of the student's disciplinary offenses, is tested~~evaluated~~; and/or temporary exclusion of the student by the College President or designee, for good cause, from extracurricular activities for a specified period of time; and/or temporary denial of other specified privileges, by the College President or designee for good cause.

Immediate Interim Suspension. The College President or designee may order immediate interim suspension of a student where he or she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) days. A suspended student shall be prohibited from being enrolled in any community college within the District for the period of the suspension. [Education Code Sections 66017 and 76031; cf. Penal Code Section 626.2.]

Long-term Suspension. Exclusion of the student by the College President for good cause from one or more classes and/or activities, or from all classes and/or activities of the college for up to the remainder of the semester and the following semester. A student suspended from all classes and/or activities shall be prohibited from being enrolled in any community college within the District for the period of the suspension. [Education Code Sections 76030 and 76031.]

Expulsion. Exclusion of the student by the Board of Trustees from all colleges in the District for one or more terms when other means of correction fail to bring about proper conduct, or when the presence of the student causes a continuing danger to the physical safety of the student or others. [Education Code Section 76030.]

In addition to the above sanctions, the sanction of restitution may be imposed upon a student, where appropriate, to compensate for loss, damage, or injury. Furthermore, the sanction of administrative hold, to prevent a student from enrolling, may be placed on a student's records by the District if a long-term suspension from all classes and/or activities, or expulsion has been imposed following the formal hearing described below, or the student has failed to meet with the CSSO, or designee, regarding a pending disciplinary matter.

#### **Procedures for Disciplinary Actions (listed in order of severity)**

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Any times specified in these procedures may be shortened or lengthened if there is mutual written concurrence by all parties.

#### **Warning**

The CSSO or designee, upon recommendation from ~~an instructor~~Faculty or other District or college employee, shall review the report of alleged misconduct. If it is determined that there has been a violation of the Student Code of Conduct or the Education Code, the CSSO or designee will notify the student that the continuation and/or repetition of misconduct may result in more serious disciplinary action. This notification may be delivered orally or in writing. Documentation of the misconduct and/or the notice given to the student shall be retained in the District discipline files for two complete academic years. Warnings may be appealed directly to the College President. Students may not request a student conduct hearing to appeal a warning. [Cf. Education Code Section 76232 - challenging content of student records.]

#### **Reprimand**

The CSSO or designee, upon recommendation from ~~an instructor~~Faculty or other District or college employee, shall review the report of alleged misconduct. If it is determined that there has been a serious violation of the Student Code of Conduct or the Education Code, the CSSO or designee will notify the student that the continuation and/or repetition of misconduct may result in even more serious disciplinary action. This notification will be delivered in writing. Documentation of the misconduct and the written notice given to the student shall be permanently retained in the District discipline files. Reprimands may be appealed directly to the College President. Students may not request a hearing to appeal a reprimand.

#### **Temporary Removal from Class**

Any ~~instructor~~Instructor may remove a student from his or her class for good cause for the day of the removal and the next class meeting. The ~~instructor~~Instructor shall immediately report the removal to his/her supervising administrator and the CSSO or designee. A meeting shall be arranged between the student and the ~~instructor~~Instructor regarding the removal prior to the day that the student is eligible to return to class. If the ~~instructor~~Instructor or the student makes the request, the CSSO or designee shall attend the meeting. The student is not allowed to return to the class for the day of removal and the next class meeting without the concurrence of the ~~instructor~~Instructor. Nothing herein will prevent the CSSO or designee from recommending further disciplinary action in accordance with these procedures based on the facts that led to the removal. [Education Code Section 76032.]

#### **Suspensions and Expulsions**

Before any disciplinary action to suspend or expel is taken against a student, the following procedures will apply:

**Notice.** The CSSO or designee will provide the student with written notice of the conduct warranting the discipline, stating the facts on which the proposed discipline is based, and providing any evidence on which the college may rely in the imposition of discipline. Evidence which may identify other students or which would result in the revelation of test questions or answers need not be provided in advance, and if feasible may be presented under circumstances which maintain the anonymity of other students, or assures the security of test questions or answers. The notice shall be deemed delivered if it is personally served on the student, or the student's parent or guardian if the student is a minor, or deposited in U.S. mail to the student's most recent address on file with the college. The notice will include the following:

- the specific section of the Standards of Student Conduct or Education Code that the student is accused of violating;
- a specific statement of the facts supporting the proposed discipline;
- any evidence on which the college may rely in the imposition of discipline. Evidence that may identify other students or which would result in the revelation of test questions or answers need not be provided in advance. Testimony relating to students not subject to discipline may be presented in a manner that

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protects the anonymity or safety of the third party student. If such testimony is needed, it may be presented under circumstances that protect the safety of such students or maintains the anonymity of other students, as the hearing officer may determine to be in the interests of justice. Similarly, evidence relating to test questions or answers may be presented, if possible, only in a manner that maintains the security of test questions or answers;

- the right of the student to meet with the CSSO or designee to discuss the accusation, or to respond in writing, or both; and
- the level of the discipline that is being proposed.

Time limits. The notice described above must be provided to the student as soon as possible and no later than 14 days from the date on which the conduct took place or became known to the CSSO or designee;

Meeting. If the student chooses to meet with the CSSO or designee, the meeting must be requested within 7 days and must occur within 14 days after the notice is provided. At the meeting, the student must again be told the facts leading to the accusation, and must be given an opportunity to respond orally or in writing to the accusation, or both, in order to state why the proposed disciplinary action should not be taken.

Short-term Suspension. Within 10 days after the delivery of the notice, or within 10 days of a meeting if the student requests a meeting, or within 10 days of receiving the student's statement as to why the proposed disciplinary action should not be implemented, the CSSO, or designee, shall decide whether to impose a short-term suspension, whether to impose some lesser disciplinary action, or whether to end the matter. Written notice of the CSSO ~~s~~ or designee's decision shall be provided to the student and, if the student is a minor, to the student's parent or guardian. The notice will include the length of time of the suspension, or the nature of the lesser disciplinary action, as well as any conditions or limitations placed on the student during the short-term suspension. The notice will include the right of the student to request a meeting with the College President or designee within 7 days of notification of the recommended disciplinary action. The notice shall be deemed delivered if it is personally served on the student, or the student's parent or guardian if the student is a minor, or deposited in U.S. mail to the student's most recent address on file with the college. Such meeting with the college President or designee shall be held within 14 days after receipt of the student's written request for a meeting. Failure of the student to appear at the meeting will constitute a waiver of the student's right to a meeting. The meeting shall be conducted in any manner deemed appropriate by the College President, provided that the student is offered the opportunity to provide his or her version of events, and any evidence that supports his or her version of the events. The CSSO, or designee, may also provide evidence contradicting the student's version of the facts. If either the student or the CSSO, or designee, is offered the opportunity to present evidence or the testimony of witnesses, the other party must be given the opportunity to cross-examine such witnesses. The meeting shall be closed and confidential, and all witnesses shall be excluded from the meeting except when testifying. Neither the student nor the CSSO, or designee, shall be entitled to representation by an attorney in this proceeding; however if the student is a minor, the student may be accompanied by his/her parent or guardian. After the conclusion of the meeting, the College President or designee shall determine whether a preponderance of evidence supports the charges against the student, and shall provide the student with written notice of his/her decision, and the factual basis therefor for this decision, within 7 days of the conclusion of the hearing. The College President's decision on a short-term suspension shall be final and shall be reported to the District's Chancellor.

Long-term Suspension. Within 7-10 days after the delivery of the notice, or within 7-10 days of a meeting with the CSSO, or designee, if the student requested a meeting, the College President shall, based on the recommendation from the CSSO, or designee, decide whether to impose a long-term suspension. Written notice of the College President's decision shall be provided to the student and, if the student is a minor, to the student's parent or guardian. The notice shall be deemed delivered if it is personally served on the student, or the student's parent or guardian if the student is a minor, or deposited in U.S. mail to the student's most recent address on file with the college. The notice will include the length of time of the proposed suspension, as well as a statement that the student will be prohibited from being enrolled in any college within the District for the period of the suspension. The notice will include the factual allegations on which the proposed suspension is based, any evidence in the possession of the

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District on which it will rely in support of the recommended suspension, the right of the student to request a formal hearing before a long-term suspension is imposed, and a copy of the procedures for the hearing. The College President or designee may invoke immediate, and if necessary, consecutive interim suspension(s) of a student awaiting a formal hearing where he or she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order.

**Comment [p2]:** This is problematic because it allows the student to return to class while awaiting the decision.

Expulsion. Within 7-10 days after the delivery of the notice, or within 7-10 days of a meeting if the student requests a meeting, the College President shall, pursuant to a recommendation from the CSSO, or designee, decide whether to recommend expulsion to the Chancellor and Board of Trustees. Written notice of the College President's decision shall be provided to the student and, if the student is a minor, to the student's parent or guardian. The notice shall be deemed delivered if it is personally served on the student, or the student's parent or guardian if the student is a minor, or deposited in U.S. mail to the student's most recent address on file with the college. The notice will include the right of the student to request a formal hearing before expulsion is imposed, the factual allegations on which the proposed expulsion is based, any evidence in the possession of the District on which it will rely in support of the recommended suspension, and a copy of the procedures for the hearing. The College President or designee may invoke immediate and if necessary, consecutive, interim suspension(s) of a student awaiting a formal hearing where he or she concludes that immediate, suspension is required to protect lives or property and to ensure the maintenance of order.

#### **Hearing Procedures for Long-term Suspension and Expulsion**

Request for Hearing. Within 7-10 days after receipt of the College President's decision regarding a long-term suspension or expulsion, the student may request a formal hearing before a hearing panel. The request must be made in writing to the College President and must include a date and the signature of the student or, if the student is a minor, the student's parent or guardian. The notice shall be deemed delivered if it is personally served on the student, or the student's parent or guardian if the student is a minor, or deposited in U.S. mail to the student's most recent address on file with the college. If the request for hearing is not received within 7-10 days after the student's receipt of the College President's decision or recommendation in the case of expulsion, the student's right to a hearing shall be deemed waived.

Schedule of Hearing. The formal hearing shall be held within 21 days after a formal request for hearing is received. The parties involved will be asked to attend the hearing and will be given sufficient notice in writing as to the time and place at least 10 days prior to the hearing date. Notice of the date of the hearing shall be deemed delivered if it is personally served on the student, or the student's parent or guardian if the student is a minor, or deposited in U.S. mail to the student's most recent address on file with the college.

Hearing Panel. The hearing panel for any disciplinary action shall be composed of one administrator, one faculty member, and one student. At the beginning of the academic year, and no later than October 1<sup>st</sup>, the College President, the president of the Academic Senate, and the Associated Students president shall each provide the names of at least two persons willing to serve on Student Disciplinary Hearing Panels. The College President shall appoint the Hearing Panel from the names in this pool; however, no administrator, faculty member or student who has any personal involvement in the matter to be decided, who is a necessary witness, who is a relative of any party or witness, or who could not otherwise act in a neutral manner shall serve on a Hearing Panel. Upon notification of the Hearing Panel's composition, the student and the District shall each be allowed one peremptory challenge. The College President shall substitute the challenged member or members and replace them with another member of the panel pool to achieve the appropriate Hearing Panel composition. In the event the pool names are exhausted in any one category, further designees shall be submitted by the College President (for administrators), the President of the Academic Senate (for faculty), or the Associated Student President (for students). The chairperson may, by giving written notice to both parties, reschedule the hearing as necessary pending the submission of alternate designees.

**Comment [p3]:** Student grievance hearing stipulates it cannot be the chair. Should they be the same? I have no strong feelings which way it should be ...but same would be nice.

A quorum shall consist of all three members of the committee.

Hearing Panel Chair. The College President shall appoint one member of the Hearing Panel to serve as the chair. The decision of the Hearing Panel Chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by both other members of the Hearing Panel to the contrary.

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Hearing Process. Prior to commencement of the hearing, the members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student, and all applicable student due process policies and administrative procedures. ~~The facts supporting the accusation shall be presented by a college representative who shall be the CSSO or designee. A college representative who shall be the CSSO or designee shall present the facts supporting the accusation.~~

After consultations with the parties, in the interests of justice, a time limit on the amount of time provided for each party to present its case, or any rebuttal, may be set by the hearing panel. Formal rules of evidence shall not apply. All members of the campus community shall be bound by the student code of conduct or code of professional ethics to provide only true testimony. Witnesses who are not members of the campus community will testify under oath subject to the penalty of perjury. Any relevant evidence may be admitted at the discretion of the Hearing Panel Chair, in consultation with the Hearing Panel. Hearsay evidence and written statements will be admissible, but will be insufficient, alone, to establish a charge against the student. The Hearing Panel Chair, in consultation with the Hearing Panel, shall be responsible for determining the relevancy of presented evidence and testimony, the number of witnesses permitted to testify, and the time allocated for testimony and questioning. The Hearing Panel Chair, in consultation with the Hearing Panel, shall further be responsible for instructing and questioning witnesses on behalf of the Hearing Panel, and for dismissing any persons who are disruptive or who fail to follow instructions. The Hearing Panel Chair shall have the final decision on all procedural questions concerning the hearing.

**Comment [p4]:** How and where would this be enforced?

Unless the Hearing Panel determines to proceed otherwise, the college representative and the student shall each be permitted to make an opening statement. Thereafter, the college representative shall make the first presentation, followed by the student. The college representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the college representative to establish by a preponderance of the evidence that the facts alleged are true. The Hearing Panel may request legal assistance for the Panel itself through the College President. Any legal advisor provided to the Hearing Panel may be present during the hearing and in any deliberations in an advisory capacity to provide legal counsel but shall not be a member of the panel or vote with it.

Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party shall have the right to be represented by a single advisor but not a licensed attorney. The student shall, in consultation with the Hearing Panel, have the right to be served by a translator or qualified interpreter to ensure the student's full participation in the proceedings.

Hearings shall be closed and confidential. No other persons except the student and, the college representative and their non-attorney representatives and/or translators/interpreters, if any, a college appointed court reporter, if any, individual witnesses, the Hearing Panel members, and the Hearing Panel's legal counsel, if any, shall be present. Witnesses shall not be present at the hearing when not testifying, unless all parties and the Hearing Panel agree to the contrary. The rule of confidentiality shall prevail at all stages of the hearing. Moreover, the Hearing Panel members shall ensure that all hearings, deliberations, and records remain confidential in accordance with the Family Educational Rights and Privacy Act (FERPA), California Education Code Section 76200 et seq., and District Board Policies and Administrative Procedures related to the privacy of student and employee records.

The hearing shall be recorded by the District by electronic means such as audiotape, videotape, or by court reporting service and shall be the only recording made. No other recording devices shall be permitted to be used at the hearing. Any witness who refuses to be recorded shall not be permitted to give testimony. A witness who refuses to be recorded shall not be considered to be unavailable within the meaning of the rules of evidence, and therefore no exception to the hearsay rule for unavailability shall apply to such witness. The Hearing Panel Chair shall, on the record, at the beginning of the hearing, ask all persons present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The recording shall remain the property of the District and shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the recording; however, any transcript of the recording requested by the student shall be provided at the student's own expense.

Following the close of the hearing, the Hearing Panel shall deliberate in closed session. These deliberations shall not be electronically recorded and the proceedings shall be confidential. Within 7 days following the close of the hearing, the hearing panel shall prepare and send to the College President a written decision. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Student Code of Conduct was violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on any matters outside of that record. The record consists of the original accusation,

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the written response, if any, of the student, and the oral and written evidence produced at the hearing. The District shall maintain records of all Disciplinary Hearings in a secure location on District premises for a period of 7 years.

#### **College President's Decision**

- Long-term suspension. Within 14 days following receipt of the hearing panel's recommended decision, the College President shall render a final written decision. The College President may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the College President modifies or rejects the hearing panel's decision, the College President shall review the record of the hearing, and shall prepare a new written decision that contains specific factual findings and conclusions. The decision of the College President shall be final, and shall be reported to the District Chancellor.
- Expulsion. Within 14 days following receipt of the hearing panel's recommended decision, the College President shall render a written recommended decision to the Chancellor. The College President may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the College President modifies or rejects the hearing panel's decision, he or she shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The College President's decision shall be forwarded to the Chancellor as a recommendation to the Board of Trustees.

#### **Board of Trustees Decision**

The Board of Trustees shall consider any recommendation from the Chancellor for expulsion at the next regularly scheduled meeting of the Board after receipt of the recommended decision.

The Board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures. [Education Code Section 72122.]

The student (and the parent or guardian if the student is a minor) shall be notified in writing, by certified mail, by personal service, or by such method of delivery as will establish receipt, at least 72 hours prior to the meeting, of the date, time, and place of the Board's meeting.

The student may, within 48 hours after receipt of the notice, request that the hearing be held as a public meeting.

Even if a student has requested that the Board consider an expulsion recommendation in a public meeting, the Board will hold in closed session any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting.

The Board may accept, modify or reject the findings, decisions and recommendations of the Chancellor. If the Board modifies or rejects the Chancellor's recommendation, the Board shall review the record of the hearing, and shall, within 30 days or by the next regular meeting of the Board, whichever is later, prepare a new written decision which contains its specific factual findings and conclusions. The decision of the Board shall be final.

The final action of the Board on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District.

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## DCAA 3.28.13 AGENDA

BP/AP 5530 Student Rights and Grievances  
(from 3.07.13 DTRW-SS)

## BP 5530 STUDENT RIGHTS AND GRIEVANCES

Book VCCCD Board Policy  
Section Chapter 5 Student Services  
Title BP 5530 STUDENT RIGHTS AND GRIEVANCES  
Number BP 5530  
Status Active  
Legal Title IX, Education Amendments of 1972; Education Code Section 76224(a)  
Adopted  
Last Reviewed

The Chancellor shall insure the placement of a clear and efficient procedure is to provide a prompt and equitable means of resolving student grievances. These procedures shall be available to any student who reasonably believes the college decision or action has adversely affected his or her status, rights, or privileges as a student.

See AP 5530



AP 5530 STUDENT RIGHTS AND GRIEVANCES

Book VCCCD Administrative Procedure Manual  
Section Chapter 5 Student Services  
Title AP 5530 STUDENT RIGHTS AND GRIEVANCES  
Number AP 5530  
Status Active  
Legal Title IX, Education Amendments of 1972; Education Code Section 76224(a)  
Adopted ~~June 16, 2010~~  
Last Reviewed ~~June 9, 2010~~

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The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. These procedures shall be available to any student who reasonably believes the college decision or action has adversely affected his or her status, rights, or privileges as a student.

A grievance is an allegation of a violation of any of the following:

1. Sex discrimination as prohibited by Title IX of the Higher Education Amendments of 1972.
2. Financial aid determinations made at the college or District level.
3. Course grades, to the extent permitted by Education Code Section 76224(a), which provides: "When grades are given for any course of instruction taught in a community college District, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final." "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade and clerical errors.
4. The exercise of rights of free expression protected by the state and federal constitutions, Education Code Sections 66301 and 76120, and District Board Policy and Administrative Procedures concerning the right of free expression.
5. Violation of published District rules, Board Policies, and Administrative Procedures, except as set forth below.

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This procedure does not apply to:

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1. Challenges to the process for determining satisfaction of prerequisites, corequisites, advisories, and limitations on enrollment. Information on challenges to prerequisites is available from the Office of Academic Affairs.
2. Allegations of harassment or discrimination on the basis of any protected characteristic as set forth in Board Policies 3410 and 3430 and 5 California Code of Regulations Section 53900 et seq. Such complaints may be initiated under the procedures described in the college catalogs.
3. Appeals for residency determination. Residency appeals should be filed with the Admissions and Records Office.
4. Student disciplinary actions, which are covered under separate Board Policies and Administrative Procedures.
5. Police citations (i.e. "tickets"); complaints about citations must be directed to the Campus Police.
6. Evaluation of the professional competence, qualifications, or job performance of a District employee.
7. Claims for money or damages against the District.

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Information about other procedures is listed in the college catalogs or may be obtained from the Office of Student Learning.

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The alleged wrong must involve an unjust action or denial of a student's rights as defined above. A grievance exists only when such an error or offense has resulted in an injury or harm that may be corrected through this grievance procedure. As noted above there may be other procedures applicable to various other alleged injuries or harms, and this grievance procedure may not be the sole or exclusive remedy, and it may not be necessary to exhaust this process before presenting allegations to other government agencies or the courts. The outcome of a grievance must be susceptible to producing a tangible remedy to the student complaining or an actual redress of the wrong rather than a punishment for the person or persons found in error. For example, a grievance seeking only the dismissal of a District employee is not viable.

## Definitions

College President. The institutions Chief Executive Officer

Chief Student Services Officer (CSSO). A college's Executive Vice President or Vice President of Student Services, or designee.

College Grievance Officer. The administrator in charge of student discipline and/or grievances who shall assist students in seeking resolution by informal means; if informal

Comment [pe1]: The CSSO is not mentioned again in the document. No need to define

Comment [pe2]: The president is referred to throughout the document....not the CSSO.

[DTRW-SS review 3.07.13 \(original submission P. Ewins 3.12.13\)](#)

[DCAA review 3.28.13](#)

means are not successful, the College Grievance Officer shall assist students by guiding them through the formal grievance process.

Day. A calendar day unless otherwise specified in this procedure. If the final day to take any action required by this procedure falls on a Saturday, Sunday, or other day that the ~~administrative offices of the District are~~ District College is closed, the date for such action shall be extended to the next business day. Similarly, if ~~any action is required while the faculty or staff member involved is "off contract" or otherwise unavailable, the timeline will commence when the faculty member returns to active contract status. the final day to take any action required by this procedure occurs during summer session or during an intersession, but the basis for the grievance arose prior to that summer or intersession, the final day to take any required action shall be extended to the first business day of the next academic term.~~

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Grievant. Any student currently enrolled in the college, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).

Respondent. Any person claimed by a Grievant to be responsible for the alleged grievance.

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### **Informal Resolution**

Informal meetings and discussion between persons directly involved in a grievance are essential at the outset of a dispute. A student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to filing a formal grievance, and shall attempt to solve the problem with the person with whom the student has the grievance or dispute. If a student cannot resolve a grievance informally with the Respondent, then the student will request a meeting with the Respondent's administrator, manager, or division chairperson, who shall meet with the student in an attempt to resolve the issue and may meet with the student and Respondent either jointly or separately. An equitable solution should be sought before persons directly involved in the case have stated official or public positions that might tend to polarize the dispute and render a solution more difficult.

At any time, the student may request the assistance of the College Grievance Officer in understanding or arranging the informal resolution process.

At no time shall any of the persons directly or indirectly involved in the case use the fact of such informal discussion, the fact that a grievance has been filed, or the character of

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the informal discussion for the purpose of strengthening the case for or against persons directly involved in the dispute or for any purpose other than the settlement of the grievance.

### **Formal Resolution**

In the event an informal resolution is not reached, the grievant shall submit a preliminary written statement of the grievance to the College Grievance Officer within 90 days of the incident on which the grievance is based, or 90 days after the student knew or with reasonable diligence should have known of the basis for the grievance, whichever is later.

Within 10 days following receipt of the preliminary written statement of the grievance, the College Grievance Officer shall advise the student of his or her rights and responsibilities under these procedures, and assist the student, if necessary, in the final preparation of the formal written statement of the grievance.

The submission of this formal signed and dated written description of the complaint signals the beginning of the formal resolution, serves as the request for a hearing, and shall serve as the dated start of the hearing timeline.

The College Grievance Officer will submit a copy of the formal written grievance to the Respondent. The Respondent will be given an opportunity to submit a written response to the allegations to the College Grievance Officer. This response must be received within 10 days. A and a copy of the response -will be sent to the Grievant.

### **Hearing Procedures**

Grievance Hearing Committee. The hearing panel for any grievance shall be composed of one administrator, one faculty member and one student. At the beginning of the academic year, and no later than October 1st, the College President, the President of the Academic Senate, and the Associated Students President shall each establish a list of at least two persons who will serve on student Grievance Hearing Committees. The College President will identify two administrators; the President of the Academic Senate will identify two faculty; and the Associated Students President will identify two students. The College President, or designee, shall appoint the Grievance Hearing Committee from the names in this pool; however, no administrator, faculty member or student who has any personal involvement in the matter to be decided, who is a necessary witness, who is a relative of any party or witness, or who could not otherwise act in a neutral manner shall serve on the Grievance Hearing Committee.

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Upon notification of the Grievance Hearing Committee composition, the Respondent and Grievant shall each be allowed one preemptory challenge, excluding the chairperson. The College President, or designee, shall substitute the challenged member or members from the panel pool to achieve the appropriate Grievance Hearing Committee composition. In the event that the pool names are exhausted in any one category, further designees shall be submitted by the College President (for administrators), the President of the Academic Senate (for faculty), or the Associated Student President (for students).

The Grievance Officer shall sit with the Grievance Hearing Committee but shall not serve as a member or vote. The Grievance Officer shall coordinate all scheduling of hearings, and shall serve to assist all parties and the Grievance Hearing Committee to facilitate a full, fair and efficient resolution of the grievance.

A quorum shall consist of all three members of the Committee.

Grievance Hearing Committee Chair. The College President, or designee, shall appoint one member of the Grievance Hearing Committee to serve as the chair. The decision of the Grievance Hearing Committee Chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by both other members of the Grievance Hearing Committee to the contrary.

Time Limits: Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties in writing.

Hearing Process. Within 14 days following receipt of the formal written statement of the grievance and request for hearing, the College President or designee shall appoint a specific Grievance Hearing Committee as described above and submit the names to both the Grievant and the RespondantRespondent. The Grievant and the Respondant shall have 7 days to approve or request changes to the hearing committee within the parameters stated above. Within 14 days of the confirmation of the hearing committee The Grievance Hearing Committee and the Grievance Officer shall meet in private and without the parties present to determine whether the written statement of the grievance presents sufficient grounds for a hearing.

The determination of whether the Statement of Grievance presents sufficient grounds for a hearing shall be based on the following considerations:

- The statement satisfies the definition of a grievance as set forth above;
- The statement contains facts which, if true, would constitute a grievance under these procedures;

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- The grievant is a student, which under certain circumstances includes applicants and former students, and meets the definition of “grievant” as set forth in these procedures;
- The grievant is personally and directly affected by the alleged grievance;
- The grievance seeks a remedy which is within the authority of the hearing panel to recommend or the college president to grant:
- The grievance was filed in a timely manner;
- The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.

If the grievance does not meet all of the above requirements, the Grievance Hearing Committee Chair shall notify the student in writing of the rejection of the request for a grievance hearing, together with the specific reasons for the rejection and the procedures for appeal. This notice will be provided within 7 days of the date the decision is made by the Grievance Hearing Committee.

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The student may appeal the Grievance Hearing Committee’s determination that the statement of grievance does not present a grievance as defined in these procedures by presenting his/her appeal in writing to the College President within 7 days of the date the student received that decision. The College President shall review the statement of grievance in accordance with the requirements for a grievance provided in these procedures, but shall not consider any other matters, including any facts alleged in the appeal that were not alleged in the original grievance. The College President’s decision whether or not to grant a grievance hearing shall be final and not subject to further appeal.

If the statement of the grievance satisfies each of the requirements The College Grievance Officer shall schedule a grievance hearing to begin within 30 days following the decision to grant a Grievance Hearing. All parties to the grievance shall be given at least 10 days’ notice of the date, time and place of the hearing.

Before the hearing commences, the members of the Grievance Hearing Committee shall be provided with a copy of the grievance, the written response provided by the Respondent, and all applicable policies and administrative procedures. The Grievance Hearing Committee may request other documents as needed.

A time limit on the amount of time provided for each party to present its case, or any rebuttal, may be set by the Grievance Hearing Committee. Formal rules of evidence shall not apply. All witnesses shall be bound by the student code of conduct and professional codes of ethics to present truthful evidence. Any witnesses not so bound will testify under oath, subject to the penalty of perjury. Any relevant evidence may be

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admitted at the discretion of the Grievance Hearing Committee Chair, in consultation with the College Grievance Officer and Grievance Hearing Committee. Hearsay evidence will be admissible, but will be insufficient, alone, to establish the allegations.

Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify.

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The Grievance Hearing Committee Chair, in consultation with the Grievance Hearing Officer and Grievance Hearing Committee, shall be responsible for determining the relevancy of presented evidence and testimony, the number of witnesses permitted to testify, and the time allocated for testimony and questioning. The Grievance Hearing Committee Chair, in consultation with the Grievance Hearing Committee, shall further be responsible for instructing and questioning witnesses on behalf of the Grievance Hearing Committee, and for dismissing any persons who are disruptive or who fail to follow instructions. The Grievance Hearing Committee Chair, in consultation with the College Grievance Officer, shall have the final decision on all procedural questions concerning the hearing.

The Grievance Hearing Committee shall conduct the hearing in accordance with established standards of administrative procedure. Unless the Grievance Hearing Committee determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the grievant shall make the first presentation, followed by the respondent. The grievant may present rebuttal evidence after the respondent completes presentation of his or her evidence. The burden shall be on the grievant to prove by a preponderance of the evidence that the facts alleged are true and that a grievance has been established as presented in the written statement of the complaint.

Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party to the grievance may represent him or herself, and may be represented by a person of his or her choice, except that neither party shall be represented by an attorney. The Grievance Hearing Committee may request legal assistance for the Committee itself through the College President. Any legal advisor provided to the Grievance Hearing Committee may be present during all testimony and deliberations in an advisory capacity to provide legal counsel but shall not be a member of the panel or vote with it.

The grievant shall, in consultation with the College Grievance Officer, have the right to be served by a translator or qualified interpreter to ensure his/her full participation in the proceedings.

Hearings shall be closed and confidential. No other persons except the Grievant and his/her representative and/or translator/interpreter, the Respondent and his/her representative, scheduled single witnesses, the College Grievance Officer, the

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Grievance Hearing Committee members, and the Committee's legal advisor, if any, shall be present. Witnesses shall not be present at the hearing when not testifying, unless all parties and the Grievance Hearing Committee agree to the contrary. The rule of confidentiality shall prevail at all stages of the hearing. Moreover, the Grievance Hearing Committee members shall ensure that all hearings, deliberation, and records remain confidential in accordance with the Family Educational Rights and Privacy Act (FERPA), California Education Code Section 76200 et seq., and District Board Policies and Administrative Procedures related to the privacy of student and employee records.

The hearing shall be recorded by the District by electronic means such as audiotape, videotape, or by court reporting service and shall be the only recording made. No other recording devices shall be permitted to be used at the hearing. Any witness who refuses to be recorded shall not be permitted to give testimony. A witness who refuses to be recorded shall not be considered to be unavailable within the meaning of the rules of evidence, and therefore an exception to the hearsay rule for unavailability shall not apply to such witness.

At the beginning of the hearing, on the record, the Grievance Hearing Committee Chair shall ask all persons present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The recording shall remain the property of the District and shall remain in the custody of the District at all times, unless released to a professional transcribing service. Any party to the grievance may request a copy of the recording. Any transcript of the hearing requested by a party shall be produced at the requesting party's expense.

Following the close of the hearing, the Grievance Hearing Committee shall deliberate in closed session. These deliberations shall not be electronically recorded and the proceedings shall be confidential for all purposes. Within 30 days following the close of the hearing, the Grievance Hearing Committee shall prepare and send a written decision to the College Grievance Officer to be forwarded to College President. The decision shall include specific factual findings regarding the grievance, and shall include specific conclusions regarding whether a grievance has been established as defined in these procedures. The decision shall also include a specific recommendation regarding the relief to be afforded the Grievant, if any. The decision shall be based only on the record of the hearing, and not on any matters outside of that record. The record consists of the original grievance, any written response, and the oral and written evidence produced at the hearing, and additional information or documentation related to the hearing that is requested by the Grievance Hearing Committee. The District shall maintain records of all Grievance Hearings in a secure location on District premises for a period of 7 years.

### **College President's Decision**

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The College President, at his/her discretion, may accept, reject, or modify the findings, decision, and recommendations of the Grievance Hearing Committee. The factual findings of the Grievance Hearing Committee shall be accorded great weight. The College President may additionally remand the matter back to the Grievance Hearing Committee for further consideration of issues specified by the College President. Within 21 days following receipt of the Grievance Hearing Committee's decision and recommendation(s), the College President shall send to all parties his or her written decision, together with the Grievance Hearing Committee's decision and recommendations. If the College President elects to reject or modify the Grievance Hearing Committee's decision or a finding or recommendation contained therein, the College President shall review the record of the hearing, and shall prepare a new written decision that contains specific factual findings and conclusions. The decision of the College President shall be final, subject only to appeal as described below.

Any party to the grievance may appeal the decision of the College President after a hearing before a Grievance Hearing Committee by filing an appeal with the Chancellor. The Chancellor may designate a District administrator to review the appeal and make a recommendation.

Any such appeal shall be submitted in writing within 5 days following receipt of the College President's decision and shall state specifically the grounds for appeal.

The written appeal shall be sent to all concerned parties by the Chancellor or designee. All parties may submit written statements, within 5 days of receipt, in response to the appeal.

The Chancellor or designee may review the record of the hearing and the documents submitted in connection with the appeal, but shall not consider any matters outside of the record and the appeal.

If the Chancellor chooses a designee to review the record and appeal statements, that designee shall make a written recommendation to the Chancellor regarding the outcome of the appeal. The Chancellor may decide to sustain, reverse or modify the decision of his/her designee.

The decision on appeal shall be reached within 21 days after receipt of the appeal documents. The Chancellor's decision shall be in writing and shall include a statement of reasons for the decision. Copies of the Chancellor's appeal decision shall be sent to all parties.

The Chancellor's decision shall be final.

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## DCAA 3.28.13 AGENDA

Moorpark College Curriculum Submissions from  
March 7, 2013 DTRW-I meeting

## MOORPARK COLLEGE

### New Degrees

Music, AA-T  
Philosophy, AA-T

### New Courses

BIOL M02AH	Honors: General Biology I	5.0
NS M09	Basic Skills for the Health Care Professional	0.5

### Revised Courses

ANAT M01	Human Anatomy	4.0
COL M02	<del>College Individual</del> Tutoring <b>Methods</b>	1.0
MUS M30A	Applied Music - Woodwind	1.0
MUS M30B	Applied Music – Brass	1.0
MUS M30C	Applied Music – Strings	1.0
MUS M30D	Applied Music – Piano	1.0
MUS M30E	Applied Music – C1 Guitar	1.0
MUS M30F	Applied Music – Percussion	1.0
MUS M30G	Applied Music Instrument – Voice	1.0
PHSO M01	Human Physiology	4.0

## New Degrees

### Associate in Arts in Music for Transfer AA-T

The Associate in Arts in Music for transfer (AA-T) program is designed to prepare students for CSU transfer to complete a bachelor's degree in music. Students completing this degree, AA-T in Music are guaranteed admission to the CSU system, but not necessarily to a particular campus or major of choice. Students should consult with a counselor for more information on university admission and transfer requirements as this AA-T in Music degree may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system.

To earn an Associate in Arts in Music for Transfer, students must complete the following:

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

#### **Required Courses:**

MUS M01	Music Fundamentals .....	3.0
OR		
MUS M02A	Music Theory I.....	3.0
MUS M02AL	Musicianship I.....	1.0
MUS M02B	Music Theory II .....	3.0
MUS M02BL	Musicianship II .....	1.0
MUS M02C	Music Theory III.....	3.0
MUS M02CL	Musicianship III.....	1.0
MUS M02D	Music Theory IV.....	3.0
MUS M02DL	Musicianship IV .....	1.0

#### **Ensemble (4 Units): A course may be taken four times**

MUS M10	Concert Choir.....	1.0
MUS M18	Jazz Ensemble.....	1.0
MUS M21	Wind Ensemble.....	1.0
MUS M23	Moorpark Symphony Orchestra.....	1.0

#### **Applied Music (4 Units): A course may be taken four times**

MUS M30A	Applied Music – Woodwind.....	1.0
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MUS M30B	Applied Music – Brass.....	1.0
MUS M30C	Applied Music – Strings .....	1.0
MUS M30D	Applied Music – Piano.....	1.0
MUS M30E	Applied Music – CI Guitar .....	1.0
MUS M30F	Applied Music – Percussion .....	1.0
MUS M30G	Applied Music Instrument – Voice.....	1.0

**NOTE: In lieu of Music Theory I (M02A) and Musicianship I (MUS M02AL), students may substitute with MUS M01.**

**TOTAL UNITS .....24.0**

## **Associate in Arts Degree in Philosophy for Transfer AA-T**

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

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

1. 60 semester or 90 quarter CSU transferable units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA.
3. Completion of 18 specified major units. All courses in the major must be completed with a grade of C or better (Title 5 § 55063).
4. Certified completion of the California State University General Education-Breadth pattern or the Intersegmental General Education Transfer Curriculum (IGETC for CSU) pattern.

### **Required Core: Select and complete 2 courses (6 units) minimum from the following:**

PHIL M01	Introduction to Philosophy.....	3.0
OR		
PHIL M01H	Honors: Introduction to Philosophy.....	3.0
PHIL M02	Introduction to Ethics.....	3.0
OR		
PHIL M02H	Honors: Introduction to Ethics.....	3.0
PHIL M07	Introduction to Logic .....	3.0
PHIL M09	Introduction to Symbolic Logic .....	3.0

### **List A: Select and complete 1 course (3 units) minimum from the following:**

PHIL M05	Critical Thinking and Analytic Writing.....	3.0
PHIL M11	World Religions: West.....	3.0
PHIL M12	World Religions: East.....	3.0
PHIL M13	The Classical Mind .....	3.0
PHIL M14	The Modern Mind.....	3.0

Any course not selected from the Core.

### **List B: Select and complete 2 courses (6 units) from the following:**

HIST M01A	Western Civilization I.....	3.0
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HIST M01B	Western Civilization II.....	3.0
PHIL M03	Social and Political Philosophy .....	3.0
PHIL M08	Philosophy of Religion .....	3.0
Any course(s) not selected from List A.		

**List C: Select and complete 1 course (3 units) from the following:**

Any course not selected from List A or List B

or

any CSU transferable course that has been articulated to fulfill preparation for the Philosophy major

or

any CSU transferable course that has been articulated to fulfill area C2 of CSU GE.

**TOTAL UNITS .....18.0**







MUS M30B Applied Music – Brass 1.0  
 Prerequisites: ~~AUDITION REQUIRED (audition based on repertoire standards published by Music Dept.); p~~Performance at college level, **with audition based on repertoire standards established by the Music Department to be accepted into MUS M30 Applied Music Program**  
 Corequisites: ~~Repertoire Class: MUS M29~~  
~~Music Theory: MUS M02A/M02ALB, MUS M02B/M02BL, MUS M02C/M02CLB, MUS M02D/M02DL~~  
~~Performance Ensemble: MUS M10, MUS M12, MUS M15, MUS M18, MUS M19, MUS M20, MUS M21, MUS M23, MUS M60D, MUS M60G, MUS M60P or MUS M60V~~  
 Hours: **40.5 lecture, 1.5 lab**

~~Provides a one-hour private weekly lesson in performance of literature for the individualized study of the appropriate techniques and repertoire for the specific brass instrument. Emphasizes the progressive development of skills needed for solo performance.~~ May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M30C Applied Music – Strings 1.0  
 Prerequisites: ~~AUDITION REQUIRED (audition based on repertoire standards published by Music Dept.); p~~Performance at college level, **with audition based on repertoire standards established by the Music Department to be accepted into MUS M30 Applied Music Program**  
 Corequisites: ~~Repertoire Class: MUS M29~~  
~~Music Theory: MUS M02A/M02ALB, MUS M02B/M02BL, MUS M02C/M02CLB, MUS M02D/M02DL~~  
~~Performance Ensemble: MUS M10, MUS M12, MUS M15, MUS M18, MUS M19, MUS M20, MUS M21, MUS M23, MUS M60D, MUS M60G, MUS M60P or MUS M60V~~  
 Hours: **40.5 lecture, 1.5 lab**

~~Provides a one-hour private weekly lesson in performance of literature for the individualized study of the appropriate techniques and repertoire for string instruments. Emphasizes the progressive development of skills needed for solo performance.~~ May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M30D Applied Music – Piano 1.0  
 Prerequisites: ~~AUDITION REQUIRED (audition based on repertoire standards published by Music Dept.); p~~ **Performance at college level, with audition based on repertoire standards established by the Music Department to be accepted into MUS M30 Applied Music Program**  
 Corequisites: ~~Repertoire Class: MUS M29~~  
~~Music Theory: MUS M02A/M02ALB, MUS M02B/M02BL, MUS M02C/M02CLB, MUS M02D/M02DL~~  
~~Performance Ensemble: MUS M10, MUS M12, MUS M15, MUS M18, MUS M19, MUS M20, MUS M21, MUS M23, MUS M60D, MUS M60G, MUS M60P or MUS M60V~~  
 Hours: **40.5 lecture, 1.5 lab**

~~Provides a one-hour private weekly lesson in performance of literature for the individualized study of the appropriate techniques and repertoire for piano. Emphasizes the progressive development of skills needed for solo performance.~~ **Provides a one-hour private weekly lesson in performance of literature for the individualized study of the appropriate techniques and repertoire for piano. Emphasizes the progressive development of skills needed for solo performance.** May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M30E Applied Music – C1 Guitar 1.0  
 Prerequisites: ~~AUDITION REQUIRED (audition based on repertoire standards published by Music Dept.); p~~ **Performance at college level, with audition based on repertoire standards established by the Music Department to be accepted into MUS M30 Applied Music Program**  
 Corequisites: ~~Repertoire Class: MUS M29~~  
~~Music Theory: MUS M02A/M02ALB, MUS M02B/M02BL, MUS M02C/M02CLB, MUS M02D/M02DL~~  
~~Performance Ensemble: MUS M10, MUS M12, MUS M15, MUS M18, MUS M19, MUS M20, MUS M21, MUS M23, MUS M60D, MUS M60G, MUS M60P or MUS M60V~~  
 Hours: **40.5 lecture, 1.5 lab**

~~Provides a one-hour private weekly lesson in performance of literature for the individualized study of the appropriate techniques and repertoire for guitar. Emphasizes the progressive development of skills needed for solo performance.~~ **Provides a one-hour private weekly lesson in performance of literature for the individualized study of the appropriate techniques and repertoire for guitar. Emphasizes the progressive development of skills needed for solo performance.** May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC

MUS M30F Applied Music – Percussion 1.0  
 Prerequisites: ~~AUDITION REQUIRED (audition based on repertoire standards published by Music Dept.); p~~Performance at college level, **with audition based on repertoire standards established by the Music Department** to be accepted into MUS M30 Applied Music Program  
 Corequisites: ~~Repertoire Class: MUS M29~~  
~~Music Theory: MUS M02A/M02ALB, MUS M02B/M02BL, MUS M02C/M02CLB, MUS M02D/M02DL~~  
~~Performance Ensemble: MUS M10, MUS M12, MUS M15, MUS M18, MUS M19, MUS M20, MUS M21, MUS M23, MUS M60D, MUS M60G, MUS M60P or MUS M60V~~  
 Hours: **40.5 lecture, 1.5 lab**

~~Provides a one-hour private weekly lesson in performance of literature for the individualized study of the appropriate techniques and repertoire for the specific percussion instrument. Emphasizes the progressive development of skills needed for solo performance. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC~~

MUS M30G Applied Music Instrument – Voice 1.0  
 Prerequisites: ~~AUDITION REQUIRED (audition based on repertoire standards published by Music Dept.); p~~Performance at college level, **with audition based on repertoire standards established by the Music Department** to be accepted into MUS M30 Applied Music Program  
 Corequisites: ~~Repertoire Class: MUS M29~~  
~~Music Theory: MUS M02A/M02ALB, MUS M02B/M02BL, MUS M02C/M02CLB, MUS M02D/M02DL~~  
~~Performance Ensemble: MUS M10, MUS M12, MUS M15, MUS M18, MUS M19, MUS M20, MUS M21, MUS M23, MUS M60D, MUS M60G, MUS M60P or MUS M60V~~  
 Hours: **40.5 lecture, 1.5 lab**

~~Provides a one-hour private weekly lesson in performance of literature for the individualized study of the appropriate techniques and repertoire for vocal development. Emphasizes the progressive development of skills needed for solo performance. May be taken for a total of four (4) times for credit. Applies to Associate Degree. Transfer credit: CSU; UC~~

PHSO M01 Human Physiology 4.0  
Prerequisites: CHEM M01A or CHEM M11 or CHEM M12 or CHEM M12H **1 year of high school Chemistry (or higher) and ANAT M01 or concurrent enrollment and ENGL M01A or ENGL M01AH and MATH M03 or equivalent**  
Hours: 3 lecture, 3 lab

~~Covers the basic human anatomical~~ **Studies the physiological principles, functioning, of integration and homeostasis of the human anatomical body at the cellular, tissue, organ, organ systems and organism level: integumentary** ~~Surveys basic biochemical and biophysical principles inherent to the functioning of the various organ systems,~~ **sensory organs, cardiovascular system, lymphatic and immune systems, respiratory system, urinary system, digestive system, endocrine system, and reproductive system.** ~~integrates this knowledge into an understanding of the functioning of the organism as a whole.~~ Utilizes laboratory computer simulations and experiments to demonstrate basic principles and introduce physiological techniques and instruments. **This course is primarily intended for Nursing, Allied Health, Kinesiology, and other health-related majors.** Applies to Associate Degree. Transfer credit: CSU; UC (PHSO M01 combined with ANAT M01: maximum credit, one course)

## DCAA 3.28.13 AGENDA

Oxnard College Curriculum Submissions from  
March 7, 2013 DTRW-I meeting

## OXNARD COLLEGE

### Revised Courses

ANTH R106	<del>Culture and Personality</del> <b>Psychological Anthropology</b>	3
ANTH R110	<del>People and Cultures of the World:</del> <b>The Cultures of Globalization and Change</b>	3
ANTH R113	Ancient Civilizations of the Americas	3
BUS R111A	Business Law 4	3
BUS R120	Introduction to Business	3
BUS R140	Business Communications	3
CD R113	Programs for Infants and Toddlers	3
CD R116	Management and Administration of Programs for Young Children	3
CHEM R104	General, Organic, and Biological Chemistry	5
<del>ENGTCNIT R127</del>	<del>Cisco Wireless Fundamentals</del> <b>Networking</b>	3
<del>ENGTCNIT R143</del>	<del>CompTIA Linux+ Fundamentals</del>	3
CRM R102B	Food Preparation Management	4
CRM R103A	Baking Techniques	6
CRM R105	Gourmet Cooking & Garde Manger	4
MATH R014	Intermediate Algebra	5
POLS R104	<b>Introduction to</b> International Relations	3

### New Programs

Associate in Arts in Spanish for Transfer

### Revised Programs

Associate in Science/Certificate of Achievement in Business Management

## OXNARD COLLEGE

### Revised Courses

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ANTH R106                      ~~Culture and Personality~~ **Psychological Anthropology**                      3 Units  
Hours:                              3.0 lecture  
Prerequisites:                      None

~~Comparative study of the relationship between culture and individual psychological process. Child training and psycho-dynamics in non-Western cultures. Psychology of culture change. Personality disorders and psychotherapy studied cross-culturally.~~ **Psychological anthropology examines the relationship between culture and psychology. It draws from both anthropology and psychology to explore the complex relationships between the social and the individual. Through the use of ethnographic sources, anthropological and psychological theory, films and other readings, we employ a cross-cultural perspective to consider how culture impacts behavior, understandings of mental health, identity, cognition, personality, perception, and self.** ~~Course is offered Pass/No Pass (P/NP) at student's option.~~ *Transfer credit: UC, CSU*

ANTH R110                      ~~People and Cultures of the World:~~                      3 Units  
   **The Cultures of Globalization and Change**  
Hours:                              3.0 lecture  
Prerequisites:                      None

~~Comparative study of human culture and elements of culture. Selected cultures studied and compared from anthropological perspectives. Emphasis on traditional societies and phenomena of culture change resulting from contact with modern societies.~~ **Culture is a central part of all human life. It shapes our identity, our worldview, and how we make sense of the world. Yet in an increasingly globalized world, cultures are rapidly changing as they come into contact with global economies, media, and transnational social forces. Through the use of ethnographic sources, films, and anthropological theory, this course emphasizes intensive study of select ethnographic regions around the globe, paying particular attention to processes of cultural change and the impact of globalization. We conduct in-depth analyses of the practices and beliefs of these cultures and consider how cultural change is impacting their lives. Topics covered will include ethnic and religious conflict, economic inequality, borders and migration, development, globalization, colonialism, environmental damage, and transnational social movements.** ~~Course is offered Pass/No Pass (P/NP) at student's option.~~ *Transfer credit: UC, CSU*

ANTH R113                      Ancient Civilizations of the Americas                      3 Units  
Hours:                              3.0 lecture  
Prerequisites:                      None

~~Presentation and discussion of evidence and theories related to the origins and development of civilizations of the New World from the perspective of archaeology, prehistory, and anthropology. Data interpretations and theoretical models will be considered dealing with the early civilizations and proto-civilizations in Mesoamerica, South America, and North America.~~ **This course introduces students to the early civilizations of North America, South America, and Mesoamerica. Through the use of archaeological analysis, human remains and historical documents we will explore the origins, development and culture of these societies including the Maya, Aztecs, Inca, Olmecs and Paleo-Indians.** ~~Course is offered Pass/No Pass (P/NP) at student's option.~~ *Transfer credit: UC, CSU*



## OXNARD COLLEGE

### Revised Courses

#### Page 3

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BUS R111A	Business Law 4	3 Units
Hours:	3.0 lecture	
Prerequisites:	None	

This course is a ~~general review of law as it relates to businesses, individuals and society an~~ **introduction to the legal process.** ~~The course includes the law of contracts, personal property, real property, the rights and obligations of businesses as they relate to other businesses, individuals and society.~~ **Topics include sources of law and ethics, contracts, torts, agency, criminal law, business organizations, and judicial and administrative processes. A general review of law as it relates to businesses, individuals and society will be covered. Fundamental legal principles pertaining to business transactions will be covered.** Field trips may be required. ~~Course is offered Pass/No Pass (P/NP) at student's option. Transfer credit: UC, CSU~~

BUS R120	Introduction to Business	3 Units
Hours:	3.0 lecture	
Prerequisites:	None	

This course is a ~~survey and study of in~~ business and its relationship to government, the international marketplace and the Internet and provides students with a foundation in important concepts of business including forms of business ownership, organization, marketing, laws and regulations. ~~This course is a required course in four Oxnard College business majors: Accounting, Business Management, Marketing and Computer Information Systems.~~ **providing a multidisciplinary examination of how culture, society, economic systems, legal, international, political, financial institutions, and human behavior interact to affect a business organization's policy and practices within the U.S. and a global society. The course will demonstrates how these influences impact the primary areas of business including: organizational structure and design; leadership, human resource management, organized labor practices; marketing; organizational communication; technology; entrepreneurship; legal, accounting, financial practices; the stock and securities market; and therefore affect a business' ability to achieve its organizational goals.** Field trips may be required. ~~Course is offered Pass/No Pass (P/NP) at student's option. Transfer credit: UC, CSU~~

BUS R140	Business Communications	3 Units
Hours:	3.0 lecture	
Prerequisites:	<del>BUS R104: Business English</del> <b>ENGL R101 College Composition</b>	
Advisory:	<del>ENGL R101, and word processing skills</del>	

~~Business communications develops effective business and professional communication in written, oral, and non-verbal modes. This course includes business correspondence, report writing, listening, collaborative communication, and oral reports. Business communications is required in the Accounting, Business Management, Marketing, Retail Management, Supervision, Computer Information Systems, Office Microcomputers, and Administrative Assistant A.S. and certificate curricula.~~ **This course applies the principles of ethical and effective communication to the creation of letters, memos, emails, and written and oral reports for a variety of business situations. The course emphasizes planning, organizing, composing, and revising business documents using word processing software for written documents and presentation-graphics software to create and deliver professional-level oral reports. This course is designed for students who already have college-level writing skills.** Field trips may be required. ~~Course is offered Pass/No Pass (P/NP) at student's option. Transfer credit: UC, CSU~~

## OXNARD COLLEGE

### Revised Courses

#### Page 4

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CD R113	Programs for Infants and Toddlers	3 Units
Hours:	3.0 lecture	
Prerequisites:	CD R102	
<b>Limitation:</b>	<b>Negative TB Test or chest x-ray</b>	

This course will cover the normal development of children from birth to age 3 and the environment and activities which meet their developmental needs. The emphasis will be on the importance of play as a medium for development and the selection of appropriate play materials. Parent education, community resources and cultural and ethnic differences will be covered. *Transfer credit: CSU*

CD R116	Management and Administration of Programs for Young Children	3 Units
Hours:	3.0 lecture	
Prerequisites:	CD R115 <del>or equivalent</del>	
<b>Limitation:</b>	<b>Negative TB Test or chest x-ray</b>	

This course covers the principles and practices of the administration of early childhood programs with an emphasis on small business management, strategic planning, financing, personnel and operating policy formation, leadership skills, budgeting, legal concerns, and regulatory issues. The course offers the student the opportunity for in depth study of areas covered in survey format in CD R115. The course will cover material for programs from infant through school age. Field trips may be required. ~~Course is offered Pass/No Pass (P/NP) at student's option.~~ The Child Development Permit of Title 5 ECE/CD programs requires this course for Site Supervisors (Option 1) and Program Directors California. *Transfer credit: CSU*

CHEM R104	General, Organic, and Biological Chemistry	5 Units
Hours:	4.0 lecture, 3.0 lab	
Prerequisites:	<b>MATH R002 or MATH R011</b>	
Advisory:	<b>MATH R009</b>	

~~This course is required for nursing majors.~~ This course provides an introduction to the concepts of chemistry in the health sciences. Topics in general chemistry will include the modern view of the atom, molecule structure, chemical formulas, and chemical reaction. Topics in organic chemistry will include hydrocarbons, alcohols, aldehydes, ketones, carboxylic acids, and amides. Topics in biochemistry will include carbohydrates, proteins, lipids, nucleic acids, and metabolism. Field trips may be required. ~~Course is offered Pass/No Pass (P/NP) at student's option.~~ *Transfer credit: UC, CSU*

## OXNARD COLLEGE

### Revised Courses

#### Page 5

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ENGTCNIT R127 ~~Cisco Wireless Fundamentals~~ **Networking** 3 Units  
Hours: 2.50 lecture, 1.50 lab  
Prerequisites: None

~~This course is offered by the Oxnard College Cisco Networking Academy. This is an introductory course in~~ **covers the fundamentals of** wireless networking technology. At the completion of this course students will have the ability to design, implement, administer, **secure**, and troubleshoot a Wireless Local Area Network (WLAN). ~~by configuring client adapters, access points, and wireless bridges. This is a core course in the Computer Networking A.S. Degree track in the Engineering Technology Department.~~ Field trips may be required. *Transfer credit: CSU*

ENGTCNIT R143 CompTIA Linux+ Fundamentals 3 Units  
Hours: 2.50 lecture  
Prerequisites: None

~~This course provides instruction and hands-on training on the Linux operating system, which has surged in popularity.~~ Students will gain an understanding of an open-source operating system, perform a Linux installation, administer user accounts and file settings, and customize settings of the operating system. The course will also cover networking with Linux, security issues, and interoperability with other operating systems. In addition, this course prepares students **for the to earn a** CompTIA Linux+ certification. ~~at the Oxnard College Pearson VUE Testing Center.~~ Certification voucher discounts are available to Oxnard College students. Field trips may be required. *Transfer credit: CSU.*

CRM R102B Food Preparation Management 4 Units  
Hours: 2.0 lecture, 6.0 lab  
Prerequisites: CRM R102A ~~and negative TB test.~~  
**Limitation: Negative TB Test or chest x-ray, and ServSafe Certification**

The course provides advance study and laboratory experience of food preparation management for the continuing student. Students will apply advanced knowledge in; kitchen organization and supervision of food service workers emphasizing high production standards. Students will also learn recipe standardization, portion control, and food service sanitation. Students will receive experience in food service operations management. Field trips may be required. ~~Course is offered Pass/No Pass (P/NP) at student's option.~~ *Transfer credit: CSU*

CRM R103A Baking Techniques 6 Units  
Hours: 3.0 lecture, 9.0 lab  
Prerequisites: CRM R102A ~~and Negative TB test.~~  
**Limitation: Negative TB Test or chest x-ray, and ServSafe Certification**

This course provides instruction in the preparation and/or use of pastries, pies, fillings, milk, starches, and leavening agents. Rations and chemical reactions of ingredients are also stressed, as well as the effects of heat and refrigeration on products. Breads, rolls, Danish pastries, and puff pastries are demonstrated and practiced. After instruction, students calculate food cost and mark-up for retail sales of products. ~~Course is offered Pass/No Pass (P/NP) at student's option.~~ *Transfer credit: CSU*

## OXNARD COLLEGE

### Revised Courses

#### Page 6

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CRM R105	Gourmet Cooking & Garde Manager	4 Units
Hours:	2.0 lecture, 6.0 lab	
Prerequisites:	CRM R102A, CRM R102B <del>negative TB test:</del>	
<b>Limitation:</b>	<b>Negative TB Test or chest x-ray, and ServSafe Certification</b>	

This course will teach students special techniques and skills in quality sauté and flambé cooking. The course will also cover entrée cooking and specialty food items, cooking with wine and herbs, and preparation of exotic salads. Additional techniques will be taught on modern trends of “garde manger” (the art of decorating food for eye appeal) presentations showing the changing environment, updated concepts, and new ideas. Field trips may be required. ~~Course may be taken two times. Course is offered Pass/No Pass (P/NP) at student’s option.~~ *Transfer credit: CSU*

MATH R014	Intermediate Algebra	5 Units
Hours:	5.0 lecture	
Prerequisites:	Math R011 <b>or MATH R002</b>	

~~This is a second course in algebra emphasizing applications of mathematics to scientific and logical problems. Students learn to analyze and interpret problems while developing inductive and deductive logic skills to apply to verbal and quantitative problems. The Topics include operations with functions, variation, rational exponents, radical variation, rational expressions and equations, compound and absolute value inequalities, systems of linear equations, an introduction to matrices and determinants, graphing linear and nonlinear functions, radical expressions and equations, complex numbers, solving equations of higher degree, exponential and logarithmic functions, conic sections, sequences and series, and the Binomial Theorem.~~ **inequalities and absolute value, rational exponents, radical expressions and equations, complex numbers, quadratic functions, exponential and logarithmic functions, conic sections, and sequences and series.** ~~Course is offered Pass/No Pass (P/NP) at student’s option.~~

POLS R104	<b>Introduction to International Relations</b>	3 Units
Hours:	3.0 lecture	
Prerequisites:	None	

~~This course explores the international relations between governments and the foreign policies that influence those relations.~~ **An introduction to international relations theory with an examination of national, international, transnational, and sub-national actors and their institutions, interactions and processes as they relate to global issues.** The role of international institutions such as the United Nations and the World Bank, the activities of non-governmental organizations and the goals and methods of protest movements are described. Topics to be discussed include the impact of globalization, international trade, transnational corporations, mass communication technology, global migration, massive arms distributions and the sources of armed conflict. Field trips may be required. ~~Course is offered Pass/No Pass (P/NP) at student’s option.~~ *Transfer credit: UC, CSU*

## Associate in Arts in Spanish for Transfer

Required Core Courses:		Units
SPAN R101	Elementary Spanish 1	5
SPAN R102	Elementary Spanish 2	5
SPAN R103	Intermediate Spanish 1	5
or		
SPAN R140	Spanish for Native Speakers 1	5
SPAN R104	Intermediate Spanish 2	5
Or		
SPAN R141	Spanish for Native Speakers 2	5

Students beginning the major at SPAN R102, SPAN R103, or SPAN R140 will need to select a course or courses from the substitution list below to total a minimum of 16 units in the core.

## List A (One Course, 3 Units Minimum)

SPAN R117	Latin American Literature	3
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## Substitution courses for students who do not have a minimum of 16 units in Core Courses

SPAN R118	Latin America and Spanish Film	3
or		
COMM R113	Intercultural Communication	3
or		
HIST R109	History of Mexico	3
or		
HIST R107	History of Mexicans in the United States	3
Total Required Units		19-23

**OXNARD COLLEGE**

**Revised Programs**

**Page 8**

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Business Management  
Associate in Science Degree  
Certificate of Achievement

Required Core Courses:		Units
ACCT R101	Principles of Financial Accounting	3
ACCT R102	Principles of Managerial Accounting	3
BUS R111A	Business Law 1	3
BUS R120	Introduction to Business	3
BUS R121	Introduction to Management	3
BUS R122	Human Resource Management	3
<b>BUS R130</b>	<b>Sales Management</b>	<b>3</b>
BUS R132A	Marketing	3
BUS R140	Business Communications	3
PSY R102A	Interpersonal Relations 1	3

Complete one of the following courses:

<del>BUS R030-103</del>	<del>Concepts in Business Mathematics</del>	3
<b>BUS R125</b>	<b>Personal Finance</b>	<b>3</b>
CIS R100	Introduction to Computer Information Systems	3
COMM R101	Introduction to Oral Communication	3
ECON R101	Introduction to the Principles of Macroeconomics	3
ECON R102	Introduction to the Principles of Microeconomics	3

Total Required Units ~~30~~ **33**

## DCAA 3.28.13 AGENDA

Ventura College Curriculum Submissions from  
March 7, 2013 DTRW-I meeting

## VENTURA COLLEGE

### Deleted Degrees/Programs

Proficiency Awards in Fitness Specialist  
Proficiency Awards in Geographic Information Systems (GIS) – Agricultural Applications

### New Degrees/Programs

Associate in Arts Degree in Anthropology for Transfer  
Associate in Science Degree in Mathematics for Transfer  
Certificate of Achievement in State Smog Licensed Technician Preparation

### Revised Degrees/Programs

Associate in Arts Degree in Communication Studies for Transfer  
Associate in Arts Degree in Studio Arts for Transfer  
Associate in Arts Degree in Theatre Arts for Transfer  
Associate in Arts Degree in General Studies with Holistic Studies Emphasis  
Proficiency Awards in Holistic Health

### New Courses

CJ V11B	Aikido II	1 Unit
COMM V12	Intercultural Communication	3 Units
ICA V30A	Off-season Conditioning for Athletes I	.5 Unit
ICA V30B	Off-season Conditioning for Athletes II	1 Unit
ICA V31A	Pre-season Conditioning for Athletes I	.5 Unit
ICA V31B	Pre-season Conditioning for Athletes II	1 Unit
KIN V19	Indoor Cross Fitness Training	1 Unit
KIN V21	Fitness Walking/Jogging	1 Unit
KIN V23	Advanced Running/Interval Training	1 Unit
KIN V40B	Basketball II	1 Unit
KIN V42B	Golf II	1 Unit
KIN V48B	Soccer II	1 Unit
KIN V50B	Aikido II	1 Unit
KIN V70B	Yoga II	1 Unit
KIN V72	Stress Relaxation Exercises	1 Unit
KIN V74B	Advanced Core Applications for Kinesiology	1 Unit
KIN V76B	Tai Chi II	1 Unit
MATH V23	Introduction to Differential Equations	3 Units
THA V05B	Stagecraft II	3 Units
THA V06B	Stage Make-up II	3 Units
THA V22B	Fundamentals of Stage Costuming II	3 Units
THA V31B	Acting for Film and Television II	3 Units



## Revised Courses

ACT V01	Assistive Computer Technology: Evaluation	1.5 Units
ACT V02	Assistive Computer Technology: Keyboarding Skills	1.5 Units
ACT V03	Assistive Computer Technology: Access to Computers	1.5 Units
ACT V05	Assistive Computer Technology: Skills for the Internet	1.5 Units
ACT V08	Assistive Computer Technology: Spelling Skills	1.5 Units
ACT V25	Assistive Computer Technology: Writing Skills	1.5 Units
ART V20A	Intermediate Oil Painting I	3 Units
ART V29A	<del>Commercial Illustration &amp; Layout I</del>	3 Units
ART V29B	<del>Commercial Illustration &amp; Layout II</del>	3 Units
ART V34A	Two-Dimensional Mixed Media I	3 Units
ART V37A	Watercolor Painting I	3 Units
ART V46A	Beginning Acrylic Painting I	3 Units
ART V71	Computer Graphics <del>and Graphic Design I</del>	3 Units
ART V72	Computer Graphics <del>and Graphic Design II</del>	3 Units
AUTO V10	Introduction to Automotive Technology	1.5 Units
AUTO V32A	<del>Automotive Service Excellence (ASE) Certification</del> Preparation <i>for Engines and Engine Performance</i>	1 Unit
BUS V07B	Business Calculations Using Excel	2.5 Units
BUS V28A	Medical Office Procedures: Front Office	3 Units
BUS V45	Business Communications	3 Units
CD V64A	Practicum in Early Childhood Education: Observation and Assessment	3 Units
CD V64B	Practicum in Early Childhood Education: Field Experience	3 Units
CT V30	Shop Woodworking	3 Units
CT V84	Construction Skills Training	3 Units
DANC V13A	Tap <del>Dance</del> I	<del>4.5</del> 2 Units
DANC V14/THA V14	Movement for the Theatre	1.5 Units
DANC V15A	Ballet I	<del>4.5</del> 2 Units
DANC V23	Ballroom Dance	1.5 Units
DANC V27	Street Dance	1.5 Units
DANC V29A	Jazz <del>Dance</del> I	<del>4.5</del> 2 Units
EAC V21	Weight Training and Conditioning: Adaptive	1.5 Units
EAC V25	Introduction to Dance: Adaptive	1.5 Units
EAC V26	Individual and Team Sports: Adaptive	1.5 Units
EAC V27	Introduction to Swimming and Aquatic Fitness: Adaptive	1.5 Units
EAC V28	Exploring Multicultural Dance Forms: Adaptive	1.5 Units
GEOG V24/GIS V24	Introduction to Global Positioning Systems (GPS)	.5 Unit
HED V70	Spiritual Health	3 Units
HED V95	Health and Wellness: Designed for Women	3 Units
<del>KIN ICA</del> V36	<del>Spring Intercollegiate Basketball: Advanced Theory &amp; Strategies</del>	<del>3</del> 3.5 Units
KIN V22	Running for Fitness	<del>4.5</del> 1 Unit
KIN V26	Weight Training and Conditioning: <i>Free Weights</i>	<del>4.5</del> 1 Unit

### Revised Courses-Continued

KIN V32	Power Body Building for Athletes <i>and Sculpting</i>	1.5 <del>1</del> Unit
KIN V74A	Core Applications of Functional Kinesiology	1.5 <del>1</del> Unit
KIN V76A	Tai Chi for Balance and Holistic Health <i>I</i>	1.5 <del>1</del> Unit
MUS V55A	Beginning Recorder	1.5 Units
MUS V55B	Intermediate Recorder	1.5 Units
MUS V55C	Advanced Recorder	1.5 Units
POLS V01	American Government	3 Units
POLS V02	Comparative Government	3 Units
POLS V03	Introduction to Political Science	3 Units
POLS V04	Introduction to Political Theory	3 Units
PSY V03	Introduction to Biological Psychology	3 Units
PSY V31/SOC V31	Introduction to Social Psychology	3 Units
WEL V03	ARC and MIG Welding	8 Units
WEL V13A	ARC and MIG Welding I	4 Units
WEL V13B	ARC and MIG Welding II	4 Units
WEL V14A	TIG and Flux Core Welding I	4 Units
WEL V14B	TIG and Flux Core Welding II	4 Units
WEL V20	Advanced Welding Applications	4 Units
WEL V30	Applied Metal Fabrication	2 Units

## New Degrees/Programs

### Associate in Arts Degree ANTHROPOLOGY FOR TRANSFER

The Associate in Arts in Anthropology for Transfer Degree (Anthropology AA-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing the degree are guaranteed admission to the CSU system, but not to a particular campus or major.

A student graduating with an Associate in Arts in Anthropology for Transfer Degree may transfer to a CSU Campus to complete a Bachelor's Degree in Anthropology or similar programs.

#### To earn an Anthropology AA-T degree, students must complete:

- (1) Certified completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - (a) The Intersegmental General Education Transfer Curriculum (IGETC-CSU) or the California State University General Education-Breadth Requirements.
  - (b) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- (2) Obtainment of a minimum grade point average of 2.0.
- (3) Obtainment of a "C or P" grade or better in all courses required for the major or area of emphasis.
- (4) Complete a minimum of 12 units in residency at the college granting the degree.

#### REQUIRED CORE (9 units):

		Units
ANTH V01	Biological Anthropology	3
ANTH V02	Cultural Anthropology	3
ANTH V03	Archaeology and World Prehistory	3

#### LIST A:

##### Complete 3-4 units in the following courses:

ANTH V01L	Biological Anthropology Laboratory	1
ANTH V05	Linguistic Anthropology: Culture and Communication	3
PSY V04	Introductory Statistics for the Social and Behavioral Science	4
	Or	
MATH V44	Elementary Statistics	4

**LIST B:****Select one or two (1-2) of the following courses (3-8 units):**

Any Course not used in LIST A:

	ANTH V01L, ANTH V05, PSY V04 or MATH V44	3-4
PSY V07	Introduction to Research Methods in the Social and Behavioral Sciences	3
GEOL V01	Physical Geology	3
	And	
GEOL V01L	Physical Geology Laboratory	1

**LIST C:****Select one (1) of the following courses (3 units):**

ANTH V04/AES V01	Native Peoples of North America	3
ANTH V07	Cultural Anthropology	3
COMM V12	Intercultural Communication	3
GEOG V02	Introduction to Human Geography	3
PSY V30	Multicultural Psychology	3
SOC V01	Introduction to Sociology	3
SOC V03/AES V11	Racial and Ethnic Group Relations	3

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Major Units	18-21
CSU General Education or IGETC Pattern	39-42
Electives (CSU transferrable units to reach 60)	
<u>Double-Counted Units</u>	<u>(14-17)</u>
DEGREE TOTAL	60

## New Degrees/Programs - Continued

### Associate in Science Degree MATHEMATICS FOR TRANSFER

The Associate in Science in Mathematics or Transfer Degree (Mathematics AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing the degree are guaranteed admission to the CSU system, but not to a particular campus or major.

A student graduating with an Associate of Science in Mathematics for Transfer Degree may transfer to a four-year institution to complete a Bachelor's Degree in mathematics and applied mathematics or similar programs.

#### To earn a Mathematics AA-T degree, students must complete:

- (1) Certified completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - (a) The Intersegmental General Education Transfer Curriculum (IGETC-CSU) or the California State University General Education-Breadth Requirements.
  - (b) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- (2) Obtainment of a minimum grade point average of 2.0 on transfer courses.
- (3) Obtainment of a "C" grade or better in all courses required for the major or area of emphasis.
- (4) Complete a minimum of 12 units in residency at the college granting the degree.

#### REQUIRED CORE (15 units):

		Units
MATH V21A	Calculus/Analytic Geometry I	5
MATH V21B	Calculus/Analytic Geometry II	5
MATH V21C	Multivariable Calculus	5

*Choose a minimum of 6 units from LIST A and B below with at least 3 units from LIST A:*

#### LIST A

Select one to two (1-2) of the following courses (3-6 units):

MATH V22	Linear Algebra	3
MATH V23	Differential Equations	3

#### LIST B:

Select one (1) of the following courses (3-4 units):

CS V11	Programming Fundamentals	3
CS V13	Object-Oriented Programming	3
CS V17/MATH V52	Discrete Structures	3
CS V30	Beginning C++	3
CS V40	Beginning Java	3
PHYS V01	Elementary Physics	5
MATH V44	Elementary Statistics	4

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Major Units	21-23
CSU General Education or IGETC Pattern	44-45
Electives (CSU transferrable units to reach 60)	0-4
Double-Counted Units	(5-10)
<hr/>	
DEGREE TOTAL	60

## New Degrees/Programs - Continued

### Certificate of Achievement STATE SMOG LICENSED TECHNICIAN PREPARATION

The State Smog Licensed Technician Preparation will prepare the student in all required areas for Smog License Certification with the State of California, Bureau of Automotive Repair (BAR). The courses will prepare the students for the state exam required to gain a Smog License in California.

The basic **Smog Inspector License** requirement is a level 1 course plus the level 2 course. The AUTO V17, V17LA-LB, or AUTO V46 will meet the level 1 course requirement. The level 2 course requirement is met with AUTO V48.

The unlimited **Smog Technician License** that allows the technician to do vehicle smog-related repairs requires all the courses listed.

<b>REQUIRED COURSES:</b>		<b>Units</b>
AUTO V14	Automotive Electrical Systems	4
AUTO V14LA	Automotive Chassis Electrical Laboratory	1
AUTO V14LB	Automotive Engine Electrical Systems Laboratory	1
AUTO V15	Automotive Fuel Systems	2
AUTO V15LA-V15LB	Automotive Fuel Systems Laboratories A & B	1-1
AUTO V16	Automotive Emission Control System	2
AUTO V16LA-V16LB	Automotive Emission Control System Laboratories A & B	1-1
AUTO V17	Automotive Drivability Diagnostics and Repair	2
AUTO V17LA-V17LB	Automotive Drivability Diagnostics and Repair Laboratories A & B	1-1
AUTO V32A	ASE Preparation for Engines and Engine Performance	1
AUTO V46	Engine Performance	3
AUTO V48	Smog Check Inspection Procedures	3
AUTO V49	Calif. BAR Smog License Update Course	1
<hr/>		26

## Revised Degrees/Programs

### Associate in Arts Degree COMMUNICATION STUDIES FOR TRANSFER

The Associate in Arts in Communication Studies for Transfer Degree (Communication Studies AA-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing the degree are guaranteed admission to the CSU system, but not to a particular campus or major.

A student graduating with an Associate in Arts in Communication Studies for Transfer Degree may transfer to a CSU Campus to complete a Bachelor's Degree in Communication Studies or similar programs.

#### To earn a Communication Studies AA-T degree, students must complete:

- (1) Certified completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - (a) The Intersegmental General Education Transfer Curriculum (IGETC-CSU) or the California State University General Education-Breadth Requirements.
  - (b) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- (2) Obtainment of a minimum grade point average of 2.0.
- (3) Obtainment of a "C or P" grade or better in all courses required for the major or area of emphasis.
- (4) Complete a minimum of 12 units in residency at the college granting the degree.

#### REQUIRED CORE (3 units):

	<b>Units</b>
COMM V01 Introduction to Speech Communication	3

#### LIST A:

##### Select two (2) of the following courses (6 units):

COMM V03 Group Communication	3
COMM V10 Critical Thinking in Oral Communication: Argumentation and Debate	3
COMM V15 Interpersonal Communication	3

#### LIST B :

##### Select two (2) of the following courses (6 units):

<i>Any Course not used in LIST A: COMM V03, V10, V15</i>	<b>3</b>
COMM V05 Oral Interpretation and Communication of Literature	3
COMM V16 Mass Communication	3
<b>COMM V12 Intercultural Communication</b>	<b>3</b>



**LIST C:**

**Select one (1) of the following courses (3 units):**

ANTH V02	Cultural Anthropology	3
PSY V01	Introduction to Psychology	3
SOC V01	Introduction to Sociology	3
ENGL V01B	Critical Thinking and Composition Through Literature	3

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Major Units	18
CSU General Education or IGETC Pattern	42
Electives (CSU transferrable units to reach 60)	
Double-Counted Units	(12)
<b>DEGREE TOTAL</b>	<b>60</b>

## Revised Degrees/Programs – Continued

### Associate in Arts Degree STUDIO ARTS FOR TRANSFER

The Associate in Arts in Studio Arts for Transfer Degree (Studio Arts AA-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing the degree are guaranteed admission to the CSU system, but not to a particular campus or major.

A student graduating with an Associate in Art in Studio Arts for Transfer Degree may transfer to a CSU Campus to complete a Bachelor's Degree in Art, Ceramics, Commercial Art, Digital Media, Fine Arts, Painting, Photography and Sculpture.

To earn a Studio Arts AA-T degree, students must complete:

- (1) Certified completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - (a) The Intersegmental General Education Transfer Curriculum (IGETC-CSU) or the California State University General Education-Breadth Requirements.
  - (b) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- (2) Obtainment of a minimum grade point average of 2.0.
- (3) Obtainment of a "C or P" grade or better in all courses required for the major or area of emphasis.
- (4) Complete a minimum of 12 units in residency at the college granting the degree.

REQUIRED CORE (12 units):		Units
ART V02B	Introduction to the History of Western Art II	3
ART V11A	Color and Design: Two-Dimensional Design	3
ART V19	Three-Dimensional Design	3
ART V12A	Drawing and Composition I	3

#### LIST A

Select one (1) of the following courses (3 units):

ART V02A	Introduction to the History of Western Art I	3
ART V08/ <i>AESV65</i>	Introduction to Asian Art	3
ART V03/ <i>AES V10</i>	Introduction to African and Pre-Columbian Art	3
ART V02C/ <i>AES V67</i>	Introduction to Non-Western Art	3
ART V04	Introduction to Renaissance <i>and Baroque</i> Art	3
ART V05	Introduction to American Art	3
ART V06	Introduction to Modern Art	3

LIST B

Select three (3) of the following courses (9 units): Curricular Areas Drawing:

ART V13A or	Life Drawing I	3
ART V12B	Drawing and Composition II	3
Painting:		
ART V16A	Beginning Oil Painting I	3
ART V46A	Beginning Acrylic Painting I	3
Printmaking:		
ART V48	Introduction to Printmaking	3
Ceramics:		
ART V51A	Beginning Ceramics I	3
Sculpture:		
ART V25A	Beginning Sculpture I	3
Digital Art:		
ART V73A/ <i>PHOT V73A</i>	Digital Imaging	3
Photography:		
PHOT V01	Beginning Photography	3
PHOT V02	Beginning Photography with Digital Techniques	3
PHOT V06A	Introduction to Color Photography I	3
Color:		
ART V11B	Color and Design: Color Theory	3
Other Media:		
ART V28A	<i>Visual Technologies for</i> Graphic Communications I	3
ART V29A	<del>Commercial Illustration &amp; Layout-I</del>	3
ART V71	Computer Graphics <del>and</del> Design I	3
Second Semester Courses:		
ART V16B	Beginning Oil Painting II	3
ART V51B	Beginning Ceramics II	3
ART V25B	Beginning Sculpture II	3
ART V72	Computer Graphics <del>and</del> Design II	3

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Major Units	24
CSU General Education or IGETC Pattern	36
Electives (CSU transferrable units to reach 60)	
Double-Counted Units	(6)

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DEGREE TOTAL 60

## Revised Degrees/Programs – Continued

### Associate in Arts Degree THEATRE ARTS FOR TRANSFER

The Associate in Arts in Theatre Arts for Transfer Degree (Theatre Arts AA-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing the degree are guaranteed admission to the CSU system, but not to a particular campus or major.

A student graduating with an Associate in Art in Theatre Arts for Transfer Degree may transfer to a CSU Campus to complete a Bachelor's Degree in Theatre Arts or related fields.

To earn a Theatre Arts AA-T degree, students must complete:

- (1) Certified completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - (a) The Intersegmental General Education Transfer Curriculum (IGETC-CSU) or the California State University General Education-Breadth Requirements.
  - (b) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- (2) Obtainment of a minimum grade point average of 2.0.
- (3) Obtainment of a "C or P" grade or better in all courses required for the major or area of emphasis.
- (4) Complete a minimum of 12 units in residency at the college granting the degree.

REQUIRED CORE (9 units):		Units
THA V01	Theatre Arts Appreciation	3
THA V02A	Fundamentals of Acting	3
Any combination of THA V10A, V10B, V10C <i>or</i> <b>V10D</b> for up to 3 units		
THA V10A	Production and Performance I	1
OR		
THA V10B	Production and Performance II	2
OR		
THA V10C	Production and Performance III	3
<b>OR</b>		
<b>THA V10D</b>	<b>Production and Performance IV</b>	<b>3</b>

#### LIST A

Select three (3) of the following courses (9 units):

THA V05A	Stagecraft <i>I</i>	3
THA V06A	Stage Make-up <i>I</i>	3
THA V20	Costume Design and History	3
THA V22A	Fundamentals of Stage Costuming <i>I</i>	3

THA V02B	Advanced Acting	3
OR		
THA V31A	Acting for Film and Television <i>I</i>	3

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Major Units	18
CSU General Education or IGETC Pattern	42
Electives (CSU transferrable units to reach 60)	
Double-Counted Units	(6)

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DEGREE TOTAL	60
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## Revised Degrees/Programs – Continued

### ASSOCIATES IN ARTS DEGREE IN GENERAL STUDIES: HOLISTIC STUDIES EMPHASIS

REQUIRED CORE COURSES	UNITS
HED V9471      Survey of Alternative and Integrative Medicine	3
HED V73        Introduction to Holistic Health and Healing	3
REQUIRED ADDITIONAL COURSES:	
Select one (1) of the following Spiritual courses:	
HED V70        Spiritual Health	3
PHIL V09 <del>Introduction to</del> Zen Buddhism	3
Select one (1) of the following Culture, Philosophy, and Religion courses:	
ANTH V07      The Anthropology of Magic, Witchcraft, and Religion	3
PHIL V03A     Survey of World Religions: East	3
PHIL V03B     Survey of World Religions: West	3
SOC V02       Social Problems	3
Select one (1) of the following Health and Human Development courses:	
EAC V13       Holistic Health and Disabilities	1.5
HED V76       Understanding and Managing Stress	3
HED V82       Health and Fitness	3
HED V87       Nutrition	3
HED V93       Health and Wellness	3
HED V95       Health and Wellness: Designed for Women	3
HED V97       Fundamentals of Nutrition and Fitness	3
PSY V02       Personal Growth and Social Awareness	3
Select one (1) of the following Mind, Body, <i>and</i> Spirit Courses:	
<b>KIN V50A      Aikido I</b>	<b>1</b>
<b>KIN V50B      Aikido II</b>	<b>1</b>
KIN V70A      Yoga I	<del>1.5</del> <b>1</b>
<b>KIN V70B      Yoga II</b>	<b>1</b>
<b>KIN V72       Stress Management Relaxation Exercises</b>	<b>1</b>
KIN V73       Holistic Movement, Flexibility and Balance	1.5 <b>1</b>
KIN V74A      Core Applications of functional Kinesiology	1.5 <b>1</b>
<b>KIN V74B      Advanced Core Applications of Kinesiology</b>	<b>1</b>
KIN V76A      Tai Chi I	1.5 <b>1</b>
<b>KIN V76B      Tai Chi II</b>	<b>1</b>
<i>Select one (1) of the following Aerobic and Resistance Training courses:</i>	
<b>KIN V10       Aerobic and Strength Training</b>	<b>1</b>
<b>KIN V12       Bicycle Conditioning</b>	<b>1</b>
<b>KIN V14       Step Aerobics</b>	<b>1</b>

<b><i>KIN V16</i></b>	<b><i>Functional Fitness and Self Defense</i></b>	<b><i>1</i></b>
<b><i>KIN V18</i></b>	<b><i>Cardiovascular Fitness: Machine Training</i></b>	<b><i>1</i></b>
<b><i>KIN V19</i></b>	<b><i>Indoor Cross Fitness Training</i></b>	<b><i>1</i></b>
<b><i>KIN V20</i></b>	<b><i>Restorative Cardiovascular Fitness: Walking</i></b>	<b><i>1</i></b>
<b><i>KIN V21</i></b>	<b><i>Fitness Walking/Jogging for Cardiovascular Health</i></b>	<b><i>1</i></b>
<b><i>KIN V22</i></b>	<b><i>Running for Fitness</i></b>	<b><i>1</i></b>
<b><i>KIN V23</i></b>	<b><i>Advanced Running/Interval Training</i></b>	<b><i>1</i></b>
<b><i>KIN V26</i></b>	<b><i>Weight Training and Conditioning</i></b>	<b><i>1</i></b>
<b><i>KIN V28</i></b>	<b><i>Conditioning: Designed for Women</i></b>	<b><i>1</i></b>
<b><i>KIN V32</i></b>	<b><i>Power Body Building and Sculpting</i></b>	<b><i>1</i></b>
<b><i>KIN V34</i></b>	<b><i>Circuit Training</i></b>	<b><i>1</i></b>

Select one (1) of the following Science and the Environment courses:

<del>ANAT V01</del>	<del>General Human Anatomy</del>	<del>4</del>
<del>ANPH V01</del>	<del>Introduction to Human Anatomy and Physiology</del>	<del>5</del>
BIOL V01	Principles of Biology	3
BIOL V10/ENVM V01	Introduction to Environmental Issues	3
BIOL V12	Principles of Human Biology	3
GEOG V01	Elements of Physical Geography	3
GEOG V02	Introduction to Human Geography	3
GEOG V06	Geography of California	3

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TOTAL UNITS: ~~18~~ 21.5 18.5 - 20

## Revised Degrees/Programs – Continued

Proficiency Award

HOLISTIC STUDIES

Holistic Health

(Awarded by the Health Education Department)

REQUIRED COURSES:	Units
<del>*HED V92</del> <del>First Aid, Safety and CPR current American Red Cross First Aid and Safety and CPR Certification</del>	<del>2</del>
<b>HED V70</b> <b><i>Spiritual Health</i></b>	<b>3</b>
<del>HED V91</del> <b><i>Survey of Alternative and Integrative Medicine</i></b>	<b>3</b>
<b>HED V73</b> <b><i>Introduction to Holistic Health and Healing</i></b>	<b>3</b>

### REQUIRED ADDITIONAL COURSES:

Select one (1) of the following courses:

<del>KIN V70A</del> <del>Physiology and Fundamentals of Yoga I</del>	<del>1.5</del> <b>1</b>
<b>KIN V70B</b> <b><i>Yoga II</i></b>	<b>1</b>
<b>KIN V72</b> <b><i>Stress Management Relaxation Exercises</i></b>	<b>1</b>
<del>KIN V 73</del> <del>Holistic Movement, Flexibility and Balance</del>	<del>1.5</del> <b>1</b>
<del>KIN V74</del> <del>Balance and Beyond</del>	<del>1.5</del>
<del>KIN V76A</del> <del>Tai Chi for Balance and Holistic Health I</del>	<del>1.5</del> <b>1</b>
<b>KIN V76B</b> <b><i>Tai Chi II</i></b>	<b>1</b>

Select four (4) of the following courses:

<del>EAC V13</del> <del>Holistic Health and Disabilities</del>	<del>1.5</del>
<del>HED V70</del> <del>Spiritual Health</del>	<del>3</del>
<del>HED V73</del> <del>Introduction to Holistic Health and Healing</del>	<del>3</del>
<del>HED V76</del> <del>Understanding and Managing Stress</del>	<del>3</del>
<del>HED V91</del> <del>Survey of Alternative and Integrative Medicine</del>	<del>3</del>

Select one (1) of the following courses:

<b>HED V76</b> <b><i>Understanding and Managing Stress</i></b>	<b>3</b>
<del>HED V82</del> <del>Health and Fitness</del>	<del>3</del>
<del>HED V87</del> <del>Nutrition</del>	<del>3</del>
<del>HED V93</del> <del>Health and Wellness</del>	<del>3</del>
<del>HED V95</del> <del>Health and Wellness: Designed for Women</del>	<del>3</del>

~~12-15.5~~ **13**

~~\*Course deleted as of Fall 2012. See a counselor for more information.~~

For course descriptions, see  
~~Educational Assistance Center,~~  
 Health Education and Kinesiology









## New Courses - continued

KIN V50B	Aikido II	1 Unit
Hours:	.5 lecture, 2.5 laboratory weekly	

Students will be introduced to intermediate/advanced basketball techniques including dribbling, shooting, offensive and defensive skills and game strategies.

Ventura College faculty has defined Combatives as a family of courses which includes KIN V50A, KIN V50B, KIN V52, KIN V76A and KIN V76B. A student may take a maximum of four (4) courses from a family. Field trips may be required. Same as CJ V11B. Transfer credit: CSU.

KIN V70B	Yoga II	1 Unit
Hours:	.5 lecture, 2.5 laboratory weekly	

Students will build on their knowledge and skills learned in Yoga I. Level II poses, asanas, flow combinations will be performed. Physiological and psychological benefits of Yoga will be discussed as well as integrating mind, body and spirit.

Ventura College faculty has defined Wellness as a family of courses which includes KIN V70A, KIN V70B, KIN V72, KIN V73, KIN V74A and KIN V74B. A student may take a maximum of four (4) courses from a family. Transfer credit: CSU.

KIN V72	Stress Relaxation Exercises	1 Unit
Hours:	.5 lecture, 2.5 laboratory weekly	

This course introduces practical stress management tools through a variety of modes including: breathing techniques, stretching, visualization, somatic scanning, Yoga, meditation, walking meditation, Tai Chi and other modalities. Students will learn to apply these techniques into their daily lifestyle to reduce the deleterious effects of stress.

Ventura College faculty has defined Wellness as a family of courses which includes KIN V70A, KIN V70B, KIN V72, KIN V73, KIN V74A and KIN V74B. A student may take a maximum of four (4) courses from a family. Transfer credit: CSU.

KIN V74B	Advanced Core Applications for Kinesiology	1 Unit
Recommended preparation:	KIN V74A	
Hours:	.5 lecture, 2.5 laboratory weekly	

This course expands upon the basic biomechanics of functional fitness and introduces intermediate and advanced techniques. Students will focus on developing the application of kinesiology principles. Plyometrics, eccentric and concentric contractions, body planes, corrective techniques, and fitness assessment techniques will be introduced.

Ventura College faculty has defined Wellness as a family of courses which includes KIN V70A, KIN V70B, KIN V72, KIN V73, KIN V74A and KIN V74B. A student may take a maximum of four (4) courses from a family. Transfer credit: CSU.

### New Courses - continued

KIN V76B	Tai Chi II	1 Unit
Recommended preparation:	KIN V76A	
Hours:	.5 lecture, 2.5 laboratory weekly	

Students will examine the philosophical, physiological, and psychological aspects of Tai Chi and will improve their form, balance, and technique of the basic moves within the first and second set sequences. The third set will be introduced and students will be able to perform the entire long form of Yang style Tai Chi. Integration of the mind and body as well as the application of Tai Chi principles for stress reduction in daily living will be emphasized. Ventura College faculty has defined Combatives as a family of courses which includes KIN V50A, KIN V50B, KIN V52, KIN V76A and KIN V76B. A student may take a maximum of four (4) courses from a family. Transfer credit: CSU.

MATH V23	Introduction to Differential Equations	3 Units
Prerequisite:	MATH V 21C or concurrent enrollment	
Recommended Preparation:	MATH V 22	
Hours:	4 lecture weekly	

This is an introductory course in ordinary differential equations, including both quantitative and qualitative methods, as well as applications from a variety of disciplines. Topics include theoretical aspects of differential equations (including existence of solutions), equations with constant coefficients, variation of parameters, systems of linear equations (including matrix methods), Laplace transforms, singular points, Fourier and power series, and numerical methods. Transfer credit: CSU.

THA V05B	Stagecraft II	3 Units
Prerequisite:	THA V05A	
Hours:	1.5 lecture, 4.5 laboratory weekly	

This course introduces advanced theory and practice of design and construction of stage scenery; and familiarization with the tools and materials employed by the stage designer, stage carpenter, prop master, sound engineer, lighting technician, and stage manager. Students will have the opportunity to apply design and construction principles in performing arts department productions. Field trips may be required. Transfer credit: CSU.

### **New Courses - continued**

THA V06B	Stage Make-up II	3 Units
Prerequisite:	THA V06A	
Hours:	1.5 lecture, 4.5 laboratory weekly	

This course includes advanced theory, demonstration, and practice in applying make-up for theatre, film, and television. It incorporates familiarization with make-up supplies, materials and techniques, and includes the practice in design and application of character make-up for theatre productions.

Field trips may be required. Transfer credit: CSU.

THA V22B	Fundamentals of Stage Costuming II	3 Units
Prerequisite:	THA V22A	
Hours:	1.5 lecture, 4.5 laboratory weekly	

This course teaches advanced skills in the construction, organization, and care of stage costumes and accessories. It includes an exploration of a variety of costume crafts and methods of construction including fabric dyeing and modification, mask-making, corset-making, and hat-making.

Field trips may be required. Transfer credit: CSU.

THA V31B	Acting for Film and Television II	3 Units
Recommended preparation:	THA V31A	
Hours:	2 lecture, 3 laboratory weekly	

This course will analyze the filmmaking and television production processes and the consequences that the technical and creative processes of the film media and television media have on the craft and business of film and television acting at a more advanced level. The course will evolve through a series of practical scene study exercises that duplicate the actual experience of acting for film and television.

Ventura College faculty has defined Acting as a family of courses which includes THA V02A, THA V02B, THA V31A, and THA V31B. A student may take a maximum of four (4) courses from a family. Field trips may be required. Transfer credit: CSU.

## Revised Courses

ACT V01                      Assistive Computer Technology: Evaluation                      1.5 Units  
Hours:                      ~~3 lecture laboratory~~ **0.5 lecture, 3 laboratory** weekly

This course provides assessment of students' computer skills and techniques with assistive computer technology to enable them to be successful in mainstream classes. Specifically, students will evaluate needs and get an overview of software to accommodate for their specific disabilities (e.g. Voice recognition, graphic organizing, low vision, writing and reading tools, MS Windows accessibility features that accommodate computer users with disabilities). Students will utilize and practice skills in individualized assessment-oriented assignments.

~~May be taken for a maximum of 4 times.~~ Formerly ACT 1. Offered on a pass/no pass basis only. Not applicable for degree credit.

ACT V02                      Assistive Computer Technology: Keyboarding                      1.5 Units  
Skills  
Hours:                      ~~3 lecture laboratory~~ **0.5 lecture, 3 laboratory** weekly

This course provides assessment of students' computer skills and techniques with assistive computer technology to enable them to be successful in mainstream classes. Specifically, students will evaluate needs and get an overview of software to accommodate for their specific disabilities (e.g. Voice recognition, graphic organizing, low vision, writing and reading tools, MS Windows accessibility features that accommodate computer users with disabilities). Students will utilize and practice skills in individualized assessment-oriented assignments.

~~May be taken for a maximum of 4 times.~~ Formerly ACT 2. Offered on a pass/no pass basis only. Not applicable for degree credit.

ACT V03                      Assistive Computer Technology: Access to                      1.5 Units  
Computers  
Hours:                      ~~3 lecture laboratory~~ **0.5 lecture, 3 laboratory** weekly

This course is designed to teach students basic computer skills, techniques and assistive computer technology that will enable them to be successful in accessing the Microsoft Office applications and basics of overall computer use. Specifically, the course will review software that will accommodate students with learning disabilities (such as Kurzweil, TextHelp, and Read Please) to aid in reading and writing). Students will also gain awareness of other ACT tools and practice skills in individualized weekly computer oriented assignments that will focus on developing better awareness of assistive computer technology skills.

~~May be taken for a maximum of 4 times.~~ Formerly ACT V03A. Offered on a pass/no pass basis only. Not applicable for degree credit.





## Revised Courses - Continued

ART V20A Intermediate Oil Painting I 3 Units  
Prerequisite: ART V16B *or* ART V46B  
Hours: ~~6 lecture-laboratory~~ **2 lecture, 4 laboratory** weekly

This intermediate course provides a more personal exploration of the scope of contemporary painting. Emphasis will be placed on additional practice in constructing and composing individual pictorial statements; the uses of light and color to define a unique communication; and symbolism, aesthetics, and technical achievements.

~~Fees will be required.~~ Field trips may be required. Formerly Art 20A. Transfer credit: CSU; UC.

ART V29A ~~Commercial Illustration and Layout I~~ 3 Units  
Prerequisite: ART V11A ~~and~~ *or* ART V12A *or* ART V69  
Hours: ~~6 lecture-laboratory~~ **2 lecture, 4 laboratory** weekly

~~This course is an~~ *An* introduction to basic ~~layout, design~~ *illustration materials* and rendering techniques applicable to *graphics*, Web design, fashion, ~~animation-gaming~~, and ~~cartooning~~ *animation*. *Experiments in a variety of media and styles using traditional media and computer illustration software*. Focus will be on how to put ideas to paper for real world presentation, with emphasis on perspective theory ~~and research technique~~, *light and shadow and proportion*. Students will work on a variety of projects to develop a ~~graphic communication~~ *Illustration* portfolio. Media will include pencil, pen, felt marker, pastels and computer.

~~Fees will be required.~~ Field trips may be required. Formerly Art 29A. Transfer credit: CSU; UC.

ART V29B ~~Commercial Illustration and Layout II~~ 3 Units  
Prerequisite: ART V29A  
Hours: ~~6 lecture-laboratory~~ **2 lecture, 4 laboratory** weekly

~~This course introduces intermediate layout, design~~ *An introduction to intermediate illustration materials* and rendering techniques, applicable to *graphics*, Web design, fashion, ~~animation-gaming~~, and ~~cartooning~~ *animation*. *Experiments in a variety of media and styles using traditional media and computer illustration software*. Focus will be on how to put ideas to paper for real world presentation, with emphasis on ~~achromatic/monochromatic marker indication and traditional illustration for use in print and digital media~~ *perspective theory, light and shadow and proportion*. Students will work on a variety of projects to develop a ~~graphic communication~~ *Illustration* portfolio. Media will include pencil, pen, felt marker, pastels and computer. *Students will work independently from real world examples and exercises*.

~~Fees will be required.~~ Field trips may be required. Formerly Art 29B. Transfer credit: CSU; UC.

## Revised Courses – Continued

ART V34A Two-Dimensional Mixed Media I 3 Units  
Prerequisite: **ART VIIA or ART V12A**  
Hours: ~~6 lecture-laboratory~~ **2 lecture, 4 laboratory** weekly

This course provides basic instruction in mixed media in two-dimensional image making. Students will engage in analysis and studio practice with emphasis on exploration and development of various drawing media and mixed media, such as ink, gouache, acrylics, and collage, on a two-dimensional surface. Student skill development and material handling will be emphasized.

Field trips may be required. Formerly Art 34A. Transfer credit: CSU; UC.

ART V37A Watercolor Painting I 3 Units  
Prerequisite: **ART VIIA or ART V12A**  
Hours: ~~6 lecture-laboratory~~ **2 lecture, 4 laboratory** weekly

This is an introductory course in watercolor medium emphasizing the structural and expressive values in contemporary painting. Emphasis will be on the building of form, control of pictorial order and the uses of color and light.

Field trips may be required. Formerly Art 37A. Transfer credit: CSU; UC.

ART V46A Beginning Acrylic Painting I 3 Units  
Prerequisite: **ART VIIA or ART V12A**  
Hours: ~~6 lecture-laboratory~~ **2 lecture, 4 laboratory** weekly

This is a beginning course examining the properties of acrylic as a painting medium. Emphasis will be on color theory, color mixing and color harmonies.

~~Fees will be required.~~ Field trips may be required. Formerly Art 46A. Transfer credit: CSU; UC.

ART V71 Computer Graphics and Graphic Design I 3 Units  
Prerequisite: **ART VIIA or and ART V12A or ART V69**  
Hours: ~~6 lecture-laboratory~~ **2 lecture, 4 laboratory** weekly

~~This course is an~~ **An** introduction to ~~the process of creating advertising or other communication media in digital format for use in Web design or printed media such as newsletters, brochures, flyers, posters and other design projects~~ **concepts of graphic design for print and electronic media with an emphasis on typography and layout**. Students will gain a working knowledge of state-of-the-art layout and vector illustration software and an introduction to image editing software for scanning and basic image manipulation. Students will ~~conduct research and complete exercises that will help develop an understanding of the technical side of creating graphics for advertising presentations~~ **develop fundamental skills leading to the ability to communicate ideas through the use of text and visual imagery**.

~~Fees will be required.~~ Field trips may be required. Formerly Art 71. Transfer credit: CSU; UC; credit limitations – see counselor.

## Revised Courses – Continued

ART V72	Computer Graphics and Graphic Design II	3 Units
Prerequisite:	ART V71 or equivalent skills	
Hours:	<del>6 lecture laboratory</del> <b>2 lecture, 4 laboratory</b> weekly	

This course explores *intermediate* visual graphic design ~~problems using layout, image editing, and illustration computer software applications~~ **techniques and concepts involved in the production of interactive media**. A series of projects will apply the elements of design and aesthetic principles to produce digital imagery, illustration, and text for print, **Internet** and ~~Internet~~ **interactive** applications. ~~Students will be using Adobe software.~~  
~~Fees will be required.~~ Field trips may be required. Formerly Art 72. Transfer credit: CSU; UC; credit limitations – see counselor.

AUTO V10	Introduction to Automotive Technology	1.5 Units
Hours:	<del>3 lecture laboratory</del> <b>0.5 lecture, 3 laboratory</b> weekly	

This is an overview course to familiarize the student with the history, nomenclature, operation and construction of the modern automobile. An appreciation of the skills and abilities necessary to maintain the automobile will be discussed.  
 Field trips may be required. Formerly Auto 10.

AUTO V32A	<del>Automotive Service Excellence (ASE)</del> Certification Preparation <b>for Engines and Engine Performance</b>	1 Unit
Recommended preparation:	Working in the automotive industry	
Hours:	<del>2 lecture laboratory</del> <b>3 laboratory</b> weekly	

This course is designed to help the student prepare for and review the theory and skills necessary to pass the Automotive Service Excellence (ASE) certification examinations. ~~All areas of automotive certification will be reviewed, including compressed natural gas and parts certification~~ **in engines (A1) and engine performance (A8)**.  
 Field trips may be required. ~~May be taken for a maximum of 4 times.~~ **Formerly AUTO V32. Offered on a pass/no pass basis only.**

### Revised Courses - Continued

BUS V07B                                      Business Calculations Using Excel                                      2.5 Units  
Recommended preparation:              BUS V07A or equivalent skills  
Hours:    ~~5 lecture laboratory~~ **1 lecture, 4.5 laboratory** weekly

This course is designed to introduce the use of Excel to simplify business calculations, such as mortgages, interest, insurance costs, and "what-if" scenarios. Topics included will be: Excel templates to compute payroll; formulas; functions; analysis of commercial papers; use of scenarios for business solutions; projection of business trends; and, publishing a workbook as a Web page. Students will complete a business project using Excel.  
Formerly Bus 7B. Transfer credit: CSU.

BUS V28A                                      Medical Office Procedures: Front Office                                      3 Units  
Hours:    ~~3~~ **2** lecture, **3 laboratory** weekly

This is a course offering instruction in front office procedures for a medical office or clinic. Front office procedures will include communications, telephone techniques, medical ethics and liability, confidentiality, appointment scheduling, reading and writing of prescriptions, patient data management, and insurance basics.  
Formerly Bus 28A.

BUS V45                                      Business Communications                                      3 Units  
**Prerequisite:**                                      **ENGL V01A**  
~~Recommended Preparation:~~              ~~ENGL V01A~~  
Hours:    3 lecture weekly

This course focuses on written communication skills with emphasis on clear, concise writing. It presents techniques for gathering, organizing, analyzing and preparing information for decision making. It develops analytical thinking skills by providing practical training in writing assignments including business letters, memos, and reports. It also explores the impact of cultural differences on business communication in the modern business organization. Students develop further skills in listening and speaking through oral presentations.  
Formerly Bus 45. Transfer Credit: CSU.

## Revised Courses – Continued

CD V64A	Practicum in Early Childhood Education: Observation and Assessment	3 Units
Recommended Preparation:	CD V02	
<b>Limitations:</b>	<b>Current negative TB test or Chest x-ray</b>	
Hours:	2.5 lecture, 1.5 laboratory weekly	

This course focuses on the appropriate use of assessment strategies to document children's development, play, and learning to join with families in promoting children's success and maintaining quality programs. Emphasis is on recording strategies, rating systems, and portfolios. Multiple assessment methods are explored to document and analyze children's behaviors. Observations of children are completed at the Ventura College Child Development Center or in a designated child development center through direct observation or equivalent multimedia. **A total of 24 hours of child observations are required.** Field trips may be required. Transfer Credit: CSU.

CD V64B	Practicum in Early Childhood Education: Field Experience	3 Units
Prerequisite:	CD V64A; and CD V63 or concurrent enrollment; <del>and current negative TB test report</del>	
<b>Limitations:</b>	<b>Current negative TB test or Chest x-ray</b>	
Hours:	2 lecture, 3 laboratory weekly	

This course provides supervised experience in ~~developing~~ **practicing and demonstrating developmentally appropriate** early childhood teaching competencies at the Ventura College Child Development Center or a designated child care center. Students will utilize classroom experiences to make connections between theory and practice, develop professional behaviors, and build comprehensive understanding of children and families. Child-centered, play-oriented approaches to teaching, learning, assessment, and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children. **This course requires a total of 48 hours of experience.** Field trips ~~may~~ **will** be required. Formerly CD V64. Transfer Credit: CSU

## Revised Courses - Continued

CT V30 Shop Woodworking 3 Units  
Hours: ~~6 lecture-laboratory~~ **1 lecture, 6 laboratory** weekly

This course is offered in a woodworking shop facility. It is a study of operations commonly performed in furniture and cabinet shops. Topics will include safety procedures, material selection, project design, wood fabrication, assembly methods and finishing procedures. Students will work on individual woodworking projects as they learn both shop safety and craftsmanship.

~~Fees will be required. May be taken for a maximum of 4 times.~~ Transfer Credit: CSU.

CT V84 Construction Skills Training 3 Units  
Hours: ~~6 lecture-laboratory~~ **1 lecture, 6 laboratory** weekly

This is a hands-on construction skills training course. Students will design and construct various building projects that include concrete, carpentry, electrical, plumbing and other trades. Students will learn the proper selection of materials and the safe and proper use of tools and power equipment. Course content will focus on developing occupational, entry-level knowledge and abilities required for employment in the construction industry.

~~May be taken for a maximum of 4 times.~~

DANC V13A Tap Dance I 4.5 2 Units  
Hours: ~~3 lecture-laboratory~~ **1 lecture, 3 laboratory** weekly

This course teaches the basic skills of traditional tap dance steps and sequences. The emphasis is on the mastery of basic steps and rhythmic styles. It includes a brief history of tap dance in American culture and its relation to other dance and art genres.

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. ~~May be taken for a maximum of 2 times.~~ Formerly DANC V13. Transfer Credit: CSU; UC.

DANC V14 Movement for the Theatre 1.5 Units  
Hours: ~~3 lecture-laboratory~~ **0.5 lecture, 3 laboratory** weekly

This course teaches the fundamentals of multiple movement techniques for students in the theatre and related arts. The course focuses on the development of the student's individual movement expression. Through practice of organizing and reorganizing the body in multiple ways the student becomes aware of how to respond to the emotional and physical needs of a character. Flexibility, relaxation, control, and creative expression will be developed.

Field trips may be required. ~~DANC V14/THA V14 may be taken in any combination for a maximum of 4 times.~~ Formerly Dance 14. Same as THA V14. Transfer Credit: CSU; UC.

### Revised Courses - Continued

DANC V15A	Ballet I	1.5 <del>2</del> Units
Hours:	<del>3 lecture-laboratory</del> <b>1 lecture, 3 laboratory</b> weekly	

This course teaches the fundamental theory and practice of ballet technique and ballet as an art form. The emphasis is on placement, correct body alignment, muscular control, and the development of basic ballet positions, steps, and combinations.

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. ~~May be taken for a maximum of 2 times.~~ Formerly DANC V15. Transfer Credit: CSU; UC.

DANC V23	Ballroom Dance	1.5 Units
Hours:	<del>3 lecture-laboratory</del> <b>0.5 lecture, 3 laboratory</b> weekly	

This course introduces the history, music and fundamental practices of ballroom dancing. Students will learn the basic steps, variations and styling techniques of classical ballroom dances such as salsa, fox trot, swing, rumba, waltz, and tango. Students will develop flexibility, strength, control, coordination, endurance, style, and an understanding and appreciation of ballroom dance and its cultural significance.

Field trips may be required. ~~May be taken for a maximum of 4 times.~~ Transfer Credit: CSU; UC.

DANC V27	Street Dance	1.5 Units
Hours:	<del>3 lecture-laboratory</del> <b>0.5 lecture, 3 laboratory</b> weekly	

This course introduces the fundamentals of street dance, including dances such as hip-hop, pop and lock, hip-hop funk, freestyling, and break dancing, as well as an examination of the music, syncopations and rhythms utilized in commercial street dance venues. Students will develop flexibility, strength, control, coordination, endurance, style, and an understanding and appreciation of street dance and its cultural significance and history.

Field trips may be required. ~~May be taken for a maximum of 4 times.~~ Transfer Credit: CSU; UC.

DANC V29A	Jazz Dance I	1.5 <del>2</del> Units
Hours:	<del>3 lecture-laboratory</del> <b>1 lecture, 3 laboratory</b> weekly	

This course introduces basic jazz dance techniques from various styles. It includes a brief history and appreciation of jazz dance as a performing art form.

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. ~~May be taken for a maximum of 2 times.~~ Formerly DANC 29. Transfer Credit: CSU; UC.

## Revised Courses - Continued

EAC V21                                      Weight Training and Conditioning: Adaptive                      1.5 Units  
Hours:                                      ~~3 lecture-laboratory~~ *0.5 lecture, 3 laboratory* weekly

This is an individualized weight training course designed to provide a physical education program for students who have limited physical capacity and require adaptive physical education. Students will improve their muscular strength and endurance, cardiovascular endurance, flexibility, posture, static and dynamic balance, locomotion, and perceptual-motor skills. Adaptive equipment is available in the Fitness Center for students requiring this accommodation.

~~May be taken for a maximum of 4 times.~~ Formerly EAC 21. Transfer Credit: CSU; UC; credit limitations – see counselor.

EAC V25                                      Introduction to Dance: Adaptive                                      1.5 Units  
Hours:                                      ~~3 lecture-laboratory~~ *0.5 lecture, 3 laboratory* weekly

This course is an introduction to dance for students with disabilities. Students will learn and participate in the performance of a variety of social, folk, modern, creative and other forms of dance with adaptations appropriate to their disability. Topics will also include: body image and awareness; the development of flexibility, coordination, muscular strength, and cardiovascular endurance; social skills in dance; rhythm and music; and cultural differences as expressed through music and dance.

~~May be taken for a maximum of 4 times.~~ Formerly EAC 25. Transfer Credit: CSU; UC; credit limitations – see counselor.

EAC V26                                      Individual and Team Sports: Adaptive                                      1.5 Units  
Hours:                                      ~~3 lecture-laboratory~~ *0.5 lecture, 3 laboratory* weekly

This course provides instruction and practice in individual and team sports for students with disabilities, including wheelchair users, who have limited physical capacity and require adaptive physical education. Students will be introduced to the basic fundamentals, rules, equipment, and strategies of individual and team sports, such as basketball, tennis, frisbee golf, softball, baseball, track, volleyball, and soccer. Safety, teamwork and sportsmanship will be emphasized.

~~May be taken for a maximum of 4 times.~~ Formerly EAC 26. Transfer Credit: CSU; UC; credit limitations – see counselor.



### Revised Courses - Continued

EAC V27 Introduction to Swimming and Aquatic Fitness: 1.5 Units  
Adaptive  
Hours: ~~3 lecture-laboratory~~ *0.5 lecture, 3 laboratory* weekly

This course is designed to introduce the fundamentals of swimming skills, safety practices, and non-swimming aquatic fitness activities. It will include instruction, conditioning and practice, and is designed for students of all disabilities and challenges.

~~May be taken for a maximum of 4 times.~~ Transfer Credit: CSU; UC; credit limitations – see counselor.

EAC V28 Exploring Multicultural Dance Forms: 1.5 Units  
Adaptive  
Hours: ~~3 lecture-laboratory~~ *0.5 lecture, 3 laboratory* weekly

This course is an introduction to multicultural dance for students with disabilities. Students will learn and participate in the performance of a variety of dances from America and other cultures with adaptations appropriate to their disability. Topics will include: history and significance of dances from other cultures; culture and American dances; performance techniques; basic dance steps; dance forms, formations, and partner formations; dances of other cultures; social dances; dances related to social events and holidays; music and rhythm; and, creating dances. Students will participate in a culminating dance performance presentation.

~~May be taken for a maximum of 4 times.~~ Transfer Credit: CSU; UC; credit limitations – see counselor.

GEOG V24 Introduction to Global Positioning Systems .5 Units  
(GPS)  
Hours: ~~1 lecture-laboratory~~ *1.5 laboratory* weekly

This course is designed to introduce Global Positioning Systems (GPS) to those who are considering using a hand-held GPS receiver for navigating in recreational activities, work, or research. The course will be a combination of classroom instruction and practical hands-on exercises.

Field trips may be required. ~~May be taken for a maximum of 2 times.~~ Same as GIS V24. Offered on a pass/no pass basis only.

### Revised Courses - Continued

GIS V24 Introduction to Global Positioning Systems .5 Units  
(GPS)  
Hours: ~~1 lecture~~ laboratory *1.5 laboratory* weekly

This course is designed to introduce Global Positioning Systems (GPS) to those who are considering using a hand-held GPS receiver for navigating in recreational activities, work, or research. The course will be a combination of classroom instruction and practical hands-on exercises.

Field trips may be required. ~~May be taken for a maximum of 2 times.~~ Same as GEOG V24. Offered on a pass/no pass basis only.

HED V70 Spiritual Health 3 Units  
Hours: 3 lecture weekly

This course will allow students to explore, in depth, the impact of the spiritual dimension of health on their own individual state of wellness and to explore different ways to build a spiritual life ~~and thereby improve their own health~~. Topics include: the difference between spiritual health and religion, history of spiritual practices throughout the world, components of spiritual health, review of current mind-body medical research, connectedness, building and strengthening one's spiritual life, opening one's heart, meditation, contemplation, mindfulness, imagery, ~~stress reduction and pain management through spiritual health practices, how spiritual health can improve the quality of life,~~ integrating spiritual wellness into the treatment of illness and disease, dying and grief. Students will practice techniques in mindfulness, visual imagery, and meditation.

Field trips may be required. Formerly HED V60B. Transfer credit: CSU; UC.

HED V95 Health and Wellness: Designed for Women 3 Units  
Hours: 3 lecture weekly

This course introduces basic concepts of wellness, including ways of achieving optimum health. Topics will include: history of women's healthcare; concepts of health and wellness; stress management; psychosocial health; physical fitness; nutrition; weight management; relationships and sexual health; reproduction; cancer, diabetes and heart disease; substance abuse and addictive behavior; infectious diseases, including sexually transmitted infections; preventing violence against women; *occupational health, consumerism; spirituality* and, environmental health.

Formerly HED 95. Transfer credit: CSU; UC; credit limitations – see counselor.

## Revised Courses - Continued

~~KIN ICA V36~~ *Spring Intercollegiate Basketball: Advanced Theory & Strategies* 3 3.5 Units

**Recommended Preparation:** *ICA V03 or ICA V04*  
Hours: ~~1 lecture, 6 laboratory~~ *2 lecture, 4.5 laboratory* weekly

This course introduces the advanced theories, strategies, rules, and skills of basketball. Focus will be on the analysis of basketball theories and strategies through observation and video review. Students will learn to develop effective team strategies for a variety of competitive situations.

Field trips will be required. May be taken for a maximum of 4 times. **Formerly KIN V36.**  
Transfer credit: CSU.

KIN V22 Running for Fitness 4.5 1 Unit  
Hours: ~~3 lecture-laboratory~~ *0.5 lecture, 2.5 laboratory* weekly

This course is an exercise program of ~~relaxed running that is designed~~ *consisting of varied workouts* to improve the *cardiovascular* level of fitness of ~~nearly everyone at any age or skill level~~ *for the recreational runner*. Topics will include the physiology of running, guidelines for proper nutrition, stretching and warm-up, and the development of an individualized running program.

**Ventura College faculty has defined Outdoor Aerobic Fitness as a family of courses which includes KIN V20, KIN V21, KIN V22, KIN V23, and KIN V24. A student may take a maximum of four (4) courses from a family.**

~~KIN V20 & V22 may be taken in any combination for a maximum of 4 times.~~ Formerly PE V37. Transfer credit: CSU; UC; credit limitations – see counselor.

KIN V26 Weight Training and Conditioning: **Free Weights** 4.5 1 Unit  
Hours: ~~3 lecture-laboratory~~ *0.5 lecture, 2.5 laboratory* weekly

This course is designed to increase understanding of the principles of muscular fitness and to develop and maintain an increased level of muscular fitness, muscle strength and endurance and flexibility *through the use of free weights*. Participation in this course will improve body form and function through conditioning exercises and increase muscle strength, endurance and flexibility using principles of resistive hyperkinetic exercise. Emphasis will be placed on the utilization of the overload principle and its relationship to muscle fitness.

**Ventura College faculty has defined Resistance Training as a family of courses which includes KIN V10, KIN V26, KIN V32, and KIN V34. A student may take a maximum of four (4) courses from a family.**

~~May be taken for a maximum of 4 times.~~ Formerly PE V41. Transfer credit: CSU; UC; credit limitations – see counselor.

## Revised Courses - Continued

KIN V32	Power Body Building for Athletes <i>and Sculpting</i>	1.5 I Unit
Recommended Preparation:	<del>Recommended Preparation: participation in the Ventura College Intercollegiate athletic program</del>	
Hours:	<del>3 lecture-laboratory</del> <i>0.5 lecture, 2.5 laboratory</i> weekly	

This is a power body building and conditioning course designed to build strength, speed, power and flexibility ~~necessary for athletic competition~~. Exercise will center on the development of upper body strength, rehabilitation and strengthening of knee joints, and training of the lower body. Emphasis will be placed on power lifting. The conditioning phase will focus on the development of agility, quickness, coordination, balance and speed through the implementation of ~~competitive drills and routines~~. *fitness routines*.

*Ventura College faculty has defined Resistance Training as a family of courses which includes KIN V10, KIN V26, KIN V32, and KIN V34. A student may take a maximum of four (4) courses from a family.*

~~May be taken for a maximum of 4 times.~~ Formerly PE V74. Transfer credit: CSU; UC; credit limitations – see counselor.

KIN V74A	Core Applications of <del>Functional</del> Kinesiology	1.5 I Unit
Hours:	<del>3 lecture-laboratory</del> <i>0.5 lecture, 2.5 laboratory</i> weekly	

This course introduces the biomechanics of functional fitness within a mind/body approach. Fitness concepts introduced are: core strength, flexibility, muscular strength and endurance, and balance training ~~with hand weights~~. A variety of fitness modalities will be introduced and discussed such as: ~~Pilates~~ *resistance training techniques*, ball techniques, ~~hand weight and band resistance mat~~ training, ~~corrective training, Hatha Yoga, and breathing techniques~~. *breathing techniques, Pilates inspired exercises, and core exercise combinations*.

*Ventura College faculty has defined Wellness as a family of courses which includes KIN V70A, KIN V70B, KIN V72, KIN V73, KIN V74A and KIN V74B. A student may take a maximum of four (4) courses from a family.*

~~May be taken for a maximum of 4 times.~~ Formerly ~~PE V54~~ *KIN V74*. Transfer credit: CSU; UC; credit limitations – see counselor.





## Revised Courses – Continued

POLS V04 Introduction to Political Theory 3 Units  
Hours: 3 lecture weekly

This course traces the development of key concepts in political theory, *and various theoretical approaches to politics. Analysis includes examination of key concepts* such as justice, democracy, liberty, equality, and order over the course of Western history. Beginning with Plato and Aristotle, the course traces the evolution of key political ~~concepts~~ *debates* through a series of thinkers, including Machiavelli, Hobbes, Locke, Rousseau, and Madison. The course also introduces students to some contemporary authors, including feminist and environmental thinkers. *Lastly, the course examines the relevance of political philosophy to contemporary society.*

Formerly PolSci 6. Transfer Credit: CSU; UC.

PSY V03 Introduction to Biological Psychology 3 Units  
*Prerequisite: PSY V01*  
Hours: 3 lecture weekly

This course introduces the scientific study of the biological bases of behavior and its fundamental role in the neurosciences. The course emphasizes the anatomy and physiology of the central nervous system, and their relationship to states of consciousness, drug use, biological drives and rhythms, emotions, sexuality, learning and memory, cognitive behavior including speech and language, brain pathology and mental disorders.

Formerly Psych 3. Transfer Credit: CSU; UC.

PSY V31 Introduction to Social Psychology 3 Units  
Hours: 3 lecture weekly

~~This course is concerned with the scientific study of social psychology and related theories. The course focuses on how~~ *considers individual human behavior in relation to the social environment. How* the individual affects and is affected by other people in society, and how society influences human behavior ~~as well as~~ *including* the individual's psychological ~~process~~ *processes* (i.e., attitudes, beliefs, self-concept) *processes. Emphasized topics include: aggression, prejudice and stereotypes, interpersonal attraction, attitudes and attitude change, conformity, group phenomena, gender roles, cultural norms, person perception, and social cognition.*

Field trips may be required. Formerly Psych 31. Same as SOC V31. Transfer Credit: CSU; UC.

## Revised Courses – Continued

SOC V31 Introduction to Social Psychology 3 Units  
Hours: 3 lecture weekly

This course is ~~concerned with the scientific study of social psychology and related theories. The course focuses on how~~ **considers individual human behavior in relation to the social environment. How** the individual affects and is affected by other people in society, and how society influences human behavior ~~as well as~~ **including** the individual's psychological ~~process (i.e., attitudes, beliefs, self-concept)~~ **processes. Emphasized topics include: aggression, prejudice and stereotypes, interpersonal attraction, attitudes and attitude change, conformity, group phenomena, gender roles, cultural norms, person perception, and social cognition.**

Field trips may be required. Formerly Soc 31. Same as PSY V31. Transfer Credit: CSU; UC.

THA V14 Movement for the Theatre 1.5 Units  
Hours: ~~3 lecture-laboratory~~ **0.5 lecture, 3 laboratory** weekly

This course teaches the fundamentals of multiple movement techniques for students in the theatre and related arts. The course focuses on the development of the student's individual movement expression. Through practice of organizing and reorganizing the body in multiple ways the student becomes aware of how to respond to the emotional and physical needs of a character. Flexibility, relaxation, control, and creative expression will be developed.

Field trips may be required. ~~THA V14/DANC V14 may be taken in any combination for a maximum of 4 times.~~ Formerly ThA 14. Same as DANC V14. Transfer Credit: CSU; UC.

WEL V03 ARC and MIG Welding 8 Units  
**Prerequisite:** **WEL V01**  
**Recommended Preparation:** ~~WEL V01 or equivalent~~  
Hours: ~~16 lecture-laboratory~~ **4 lecture, 12 laboratory** weekly

This course offers theory and intermediate vocational skill in Arc/Shielded Metal Arc Welding (SMA W) and Metal Inert Gas/Gas Metal Arc Welding (MIG/GMA W) process. Students will develop technical ability in welding methodology, project layout, metallurgy, industrial safety and related technical mathematics. Students can prepare for industry certification testing. Students receiving credit in WEL V03 will not receive credit in WEL V13A-V13B.

~~Fees will be required.~~ Formerly WEL V03A.



### Revised Courses – Continued

WEL V13A	ARC and MIG Welding I	4 Units
<b>Prerequisite:</b>	<b>WEL V01</b>	
<b>Recommended Preparation:</b>	<del>WEL V01</del> or equivalent	
<b>Hours:</b>	<del>8 lecture-laboratory</del> <b>2 lecture, 6 laboratory</b> weekly	

This is part I of a course in Arc and MIG welding. This course offers theory and *introductory* ~~intermediate~~ vocational skills in Arc/Shielded Metal Arc Welding (SMAW) and Metal Inert Gas/Gas Metal Arc Welding (MIG/GMAW) processes. Students will develop technical ability in welding methodology, project layout, metallurgy, industrial safety and related technical mathematics. Students can prepare for industry certification testing. Students receiving credit in WEL V13A will not receive credit in WEL V03.

~~Fees will be required.~~ Formerly Wel 13A.

WEL V13B	ARC and MIG Welding II	4 Units
<b>Prerequisite:</b>	<b>WEL V13A</b>	
<b>Recommended Preparation:</b>	<del>WEL V13A</del> or equivalent	
<b>Hours:</b>	<del>8 lecture-laboratory</del> <b>2 lecture, 6 laboratory</b> weekly	

This is part II of a course in Arc and MIG welding. This course offers theory and intermediate vocational skills in Arc/Shielded Metal Arc Welding (SMAW) and Metal inert Gas/Gas Metal Arc Welding (MIG/GMAW) processes. Students will ~~develop~~ **build on techniques and skills learned in WEL V13A**. Students may advance in technical ability in welding methodology, project layout, metallurgy, industrial safety and related technical mathematics. Students can prepare for industry certification testing. Students receiving credit in WEL V13B will not receive credit in WEL V03.

~~Fees will be required.~~ Formerly Wel 13B.

WEL V14A	TIG and FLUX Core Welding I	4 Units
<b>Prerequisite:</b>	<b>WEL V01</b>	
<b>Recommended Preparation:</b>	WEL V03 or WEL V13B or equivalent	
<b>Hours:</b>	<del>8 lecture-laboratory</del> <b>2 lecture, 6 laboratory</b> weekly	

This is part I of a course in TIG and Flux Core welding. This course offers theory and ~~intermediate~~ *introductory* vocational skills in Tungsten Inert Gas/Gas Tungsten Arc Welding (TIG/GTAW) and Flux Core Arc Welding (FCAW) processes. Students will develop skill in welding methodology, project layout, industrial safety and related technical mathematics. Students can prepare for industry certification testing. Students receiving credit in WEL V14A will not receive credit in WEL V04.

~~Fees will be required.~~ Formerly Wel 14A.

## Revised Courses – Continued

WEL V14B	TIG and FLUX Core Welding II	4 Units
<b>Prerequisite:</b>	<b>WEL V14A</b>	
<b>Recommended Preparation:</b>	<del>WEL V14A or equivalent</del>	
<b>Hours:</b>	<del>8 lecture-laboratory</del> <b>2 lecture, 6 laboratory</b> weekly	

This is part II of a course in TIG and Flux Core welding. This course offers theory and intermediate vocational skills in Tungsten Inert Gas/Gas Tungsten Arc Welding (TIG/GTAW) and Flux Core Arc Welding (FCAW) processes. Students will ~~develop skill in welding~~ **build on techniques and skills learned in WEL V14A. Students may advance in** methodology, project layout, industrial safety and related technical mathematics. Students can prepare for industry certification testing. Students receiving credit in WEL V14B will not receive credit in WEL V04.

~~Fees will be required.~~ Formerly Wel 14B.

WEL V20	Advanced Welding Applications	4 Units
<b>Prerequisite:</b>	<b>WEL V01</b>	
<b>Recommended Preparation:</b>	WEL V04 or WEL V14B or equivalent	
<b>Hours:</b>	<del>8 lecture-laboratory</del> <b>2 lecture, 6 laboratory</b> weekly	

This course offers theory and advanced vocational skill in industrial welding applications. Students will learn advanced metallurgy as it relates to aluminum, sheet-steel, plate and pipe welding. Students will also learn about aircraft and ship-building welding fabrication processes and manufacturing safety hazards. This course allows additional practice and preparation for industrial certifications exams and employment preparation.

~~Fees will be required.~~

WEL V30	Applied Metal Fabrication	2 Units
<b>Prerequisite:</b>	<b>WEL V01</b>	
<b>Recommended Preparation:</b>	<del>WEL V01 or equivalent skills</del>	
<b>Hours:</b>	<del>4 lecture-laboratory</del> <b>1 lecture, 3 laboratory</b> weekly	

This course is designed to introduce the student to applied metal fabrication techniques, including measuring, cutting, forming, shaping, fitting, shrinking, stretching, and finishing. A variety of metal forming equipment will be introduced. Fabricated projects will include custom metal forming for automotive, manufacturing, and/or industrial applications. MIG, TIG and Arc welding techniques will be applied. The students will have the opportunity to work on group as well as individual projects.

~~Fees will be required.~~ Field trips may be required. ~~May be taken a maximum of 2 times.~~