

WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT
Administrative Procedures
Chapter 4 – Academic Affairs

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Academic Affairs**AP 4010 ACADEMIC CALENDAR****References:**

Education Code Section 79020;
Title 5 Sections 55700 et seq. and 58142

“Academic year” means that period between the first day of a fall semester and the last day of the following spring semester, excluding any summer or winter session applicable to collective bargaining agreement. The academic year shall be defined as 175 instructional days of which up to eight (8) days are for staff development. First- and second-year contract members shall work up to three (3) additional days (for a total of 178 days for new faculty orientation.)

Calendar Terms

The summer session is defined as beginning the day after the spring semester ends and extends through new faculty orientation days for the fall semester. The fall semester begins with the first day of new faculty orientation days and extends through the last day of final exams in the fall semester. The winter session dates fall between the end of the fall semester and the beginning of the spring semester. The spring semester begins with the first day of instruction and extends through the last day of final exams in the spring semester. The Fall and Spring semester comprise the Academic Year and are referred to as the primary semesters.

Flex Day Activities

Flex days activities shall be approved in compliance with Title 5. Flex day activities for each academic year shall be coordinated through a joint staff development effort between the colleges. Representatives from ACE, the Academic Senate and the District shall be included in the planning process for flex day activities. Flex day activities shall include some activities generated at the department level.

Student needs shall be the determining factor in scheduling flex day activities. Therefore, members may develop alternative activities to fulfill their obligation for flex days by submitting the appropriate independent flex activity application.

There shall be no obligation for part-time faculty in the following categories to attend flex days activities:

- Directed studies

- Work experience
- Classes starting after Labor Day
- Instructors that do not have classes scheduled on a day in which flex days fall.
- Hourly counselors/librarians and/or instructional lab faculty.

As part of the regular academic calendar, members are required to observe regular absence procedures of notification and absence reporting for flex days and submit appropriate forms to the appropriate administrator and/or designee.

Flex Day Exceptions

Instructional schedules shall be established to meet the days and/or hours of instruction required by state mandates for specific programs. Such programs will be acknowledged by the Office of Instruction.

Members teaching classes in programs with mandated days/hours not met by the flex calendar shall meet the teaching requirements of the program in lieu of flex day attendance.

Calendars

All negotiated academic calendars are included as appendices to the ACE/WVMCCD collective bargaining agreement.

All academic calendars to include winter session and summer sessions shall be determined through negotiations between the District and ACE.

Calendar Advisory Committee

The members of the Calendar Advisory Committee shall include:

- 3 faculty appointed by ACE (at least one from each campus)
- 2 classified appointed by SEIU (at least one from each campus)
- 2 administrators appointed by the Chancellor
- 2 students to be appointed by the Student Senate (one from each campus, non-voting)

The purpose of the Committee is to (1) serve in an advisory capacity to the bargaining units and the District regarding calendar related dates and the effects on staffing and operations and (2) make recommendations for future calendars.

The Chancellor or designee shall convene the committee no later than the Fall term of each academic year.

Holidays

Faculty members shall be entitled to the following unpaid holidays:

- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day
- Christmas Day
- New Year's Day
- Martin Luther King Day
- Lincoln's Birthday
- President's Day
- Cesar Chavez Day*
- Memorial Day

Specific and actual dates of such holidays shall be observed as shown on the academic calendar.

*Cesar Chavez Day and Native American Day are local options if collectively bargained (Education Code Sections 79020(k) and 79020(l))

Other Holidays

The Board of Trustees may declare other days to be holidays and close the colleges and offices when good reason exists. (*These holidays traditionally have been New Year's Eve Day, the day after Thanksgiving, and Christmas Eve Day.*)

Note: Please refer to Education Code 79020 for laws regulating the scheduling of Lincoln Day, Veterans Day, and holidays that fall on weekends.

Date Approved: January 18, 2012

(Replaces current WVMCCD Procedure 4.2)

Academic Affairs**AP 4020: Curriculum Development**

References: Title 5 Sections 51021, 55000 et seq., and 55100 et seq.; Accreditation Standard II.A; U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended.

Program and Curriculum development is recognized as a collaborative and faculty driven process. West Valley College and Mission College shall offer curricula that meet regulatory requirements and align with the mission for the community college established by the state.

- A. Each College establishes a curriculum committee, under the auspices of the Academic Senate with representatives from the academic disciplines of the College. Furthermore, the committee formulates procedures for curriculum development and review and act upon recommendations from all segments of the college concerning the establishment, modification, or discontinuance of courses or programs. Notwithstanding, the curriculum process allows for the various segments to actively participate with initiation, review, approval, and evaluation of courses and/or programs which includes modes of instruction and the range of delivery systems.
- B. Actions of the Curriculum committees shall be reported to the respective College President. If in concurrence with the recommendations of the Curriculum Committee and the Academic Senate, the President shall forward them to the Chancellor and the Governing Board for approval. If approved, the respective college will submit courses and programs to the Chancellor of the California Community Colleges before they are offered.
- C. The curriculum process will consist of following elements:
 1. The District shall present to the Board the following program and course information and/or significant modifications for approval prior to offering programs and courses:
 - a. Program/Course Title; Course Number
 - b. Prerequisites/Corequisites/Advisories
 - c. Program/Course descriptions
 - d. Credits/hours
 - e. Distance Education
 2. The District shall submit any program and course changes which reflect a substantial or material change for Board approval. The item shall include the information above and a written justification for the change. Changes shall be reflected in the schedule of classes, college catalog and program brochures.
 3. District staff shall certify program and courses have been approved by the curriculum committee and satisfy all applicable requirements of Title 5 regulations. The certifications shall include the:
 - a. Approval by the Curriculum Committee

- b. Approval by the Distance Learning Representative (for new and revised curriculum that includes a Distance Education Addendum)
 - c. Approval by the Articulation Officer (if applicable)
 - d. Review by the Chief Instructional Officer
 - e. Review or Approval by the Academic Senate
 - f. Review by the College President
 - g. Review by the District Chancellor
4. District staff shall authorize access to the listing of program and course changes to the appropriate Associated Student Organization for its review and comment.
 5. Each College President shall designate one individual who will remain responsible for the following:
 - a. Ensuring the colleges maintain complete, written procedures for the curriculum approval process
 - b. Obtaining the appropriate certifications as required in this subsection
 - c. Maintaining adequate processes to comply with Title 5 regulations and California State Chancellor's Office curriculum guidance
 6. Evaluation of Educational Programs: The College Presidents, under direction of the Chancellor, shall provide for periodic evaluation of the educational programs of the Colleges.

D. Classification of courses

1. Credit Course Offerings:
 - a. Credit courses that are part of an approved educational program.
 - b. "Stand-alone" credit courses that are not part of an approved educational program(s) are permitted as part of the local approval process established within the district and academic senates.
2. Non-Credit Offerings

Courses identified for approval are identified into one of the following ten classifications of instruction areas as defined within California Education Code 84757(a):

 - a. Parenting, including parent cooperative preschools, classes in child growth and development and parent-child relationships
 - b. Elementary and secondary basic skills and other courses and classes such as remedial academic courses or classes in reading, mathematics, and language arts*
 - c. English as a Second Language*
 - d. Classes and courses for immigrants eligible for educational services in citizenship, English as Second Language, and workforce preparation classes in the basic skills of speaking, listening, reading, writing, mathematics, decision-making and problem solving skills and other classes required for preparation to participate in job-specific technical training.
 - e. Education programs for persons with substantial disabilities

- f. Short-term vocational programs with high employment potential (includes apprenticeship)*
 - g. Education programs for older adults
 - h. Education programs for home economics (known as Family and Consumer Sciences)
 - i. Health and safety education
 - j. Workforce preparation courses in basic skills in speaking, listening, reading, writing, mathematics, decision making and problem solving that are necessary to job specific training*.
Four (*) of the ten noncredit categories designated as eligible for enhanced funding (CDCP) only if they are part of a sequence of courses or program that leads to employment or college level work.
3. Adopted program and curriculum development definitions include:
- a. "Course" means an organized pattern of instruction on a specified subject offered by the West Valley-Mission Community College District.
 - b. "Educational Program" is an organized sequence of courses leading to a defined objective - a degree, certificate, diploma, license, or transfer to another institution of higher education.
 - c. "Class" means a community service offering.
 - d. Notwithstanding (3) above, "Contract Class" means credit offered in fulfillment of a contract with a public or private agency, corporation, association, or other body or person. (California Code of Regulations, Title 5 §55170).
 - e. A credit hour is defined as a minimum of 48-54 hours of student work, inclusive of all contact hours plus outside-of-class, or homework hours. (15 weeks for one semester of credit) or the equivalent amount of work over a different amount of time
 - f. Or at least an equivalent amount of work as required in the paragraph above of this definition for other academic activities as established by the institution including laboratory work, internships, studio work, and other academic work leading to the award of credit hours.

Date Approved: January 18, 2012
Date Revised: January 14, 2019

Academic Affairs

AP 4021 HOURS AND UNITS**References:**

Title 5: 55002, 55002.5, 55256.5

Code of Federal Regulations: 34 CFR 668

This document will define the specific relationship between hours and units at West Valley-Mission CCD.

I. Hour Requirements for One and Two Units of Credit

One unit of credit is 48-54 hours of total student learning hours (lecture, activity, laboratory, and/or outside of class work).

Two units of credit is 96-108 hours of total student learning hours (lecture, activity, laboratory, and/or outside of class work).

II. Minimum Unit Increment and Ranges

The minimum unit increment is 0.5 units. As a result, the minimum number of units for a course is a multiple of 0.5 units.

The total student learning hours required to reach a unit value are given in the ranges in the table below. Examples of common ranges are:

Units	Hour Threshold
0.5	24-27
1	48-54
1.5	72-81
2	96-108
2.5	120-135
3	144-162

III. Standard Formula (Relationship) for Hours and Units of Credit

Courses not classified as cooperative work experience use the following formula for calculating units of credit:

Divide the total of all student learning hours (lecture, laboratory, activity, and/or outside-of-class hours) by 48-54, then round down to the nearest 0.5 units.

Expressed as an equation:

$$\frac{[\text{Total Contact Hours} + \text{Outside-of-Class Hours}]}{\underline{\quad\quad\quad}48-54} = \text{Units of Credit}$$

- **Total Contact Hours:** The total time per term that a student is under the direct supervision of an instructor or other qualified employee as defined in §§58050 - 58051. This number is the sum of all contact hours for the course in all calculations categories, including lecture, recitation, discussion, seminar, laboratory, activity, clinical, studio, practica, to-be-arranged, etc. Contact hours for courses may include hours assigned to more than one instructional category, e.g. lecture and laboratory, lecture and activity, lecture and clinical.
- **Outside-of-class Hours:** Hours students are expected to engage in course work outside of the classroom. Federal and state regulations for credit hour calculations are based on the total time a student spends on learning, including outside-of-class hours. As a matter of standard practice in higher education, lecture and related course formats require two hours of student work outside of class for every hour in-class. All other academic work, including laboratory, activity, clinical, studio, practica, to-be-arranged, etc. must provide an equivalent total number of student learning hours as typically required for lecture, with the ratio of in-class to outside-of- class work prorated appropriately for the instructional category.

Total student learning hours are provided using common ratios of Total Contact Hours to Outside-of-Class hours. The terms that correspond to these ratios are below:

Instructional Category	In-class	Outside-of-class
Lecture (Lecture, Discussion, Seminar, and Similar)	1	2
Activity (Activity, Lab with Homework, Studio, and Similar)	2	1
Laboratory (Traditional Lab, Natural Science Lab, Clinical, and	3	0

III. Cooperative Work Experience

Title 5 (§55256.5c) specifies the following relationship between hours of work experience and units of credit:

One unit of credit is 75 hours of paid work experience. One unit of credit is 60 hours of non-paid work experience.

IV. Clock Hour Courses / Programs

Code of Federal Regulations Title 34 (§668.8k2iA) defines clock hour programs. Programs that meet this definition are required to use a federal formula for determining appropriate units of credit. This formula is outlined in the Code of Federal Regulation Title 34 (§668.8l).

V. Sample Calculation Table for Semester Hours and Units (48-54 Hours = 1 Unit)

Lecture	0.5 units	1	1.5	2	2.5	3	3.5	4	4.5	5
Contact Hours	8-9	16-18	24-27	32-36	40-45	48-54	56-63	64-72	72-81	80-90
Outside-of-class Hours	16-18	32-36	48-54	64-72	80-90	96-108	112-126	128-144	144-162	160-180
Total Hours	27-27	48-54	72-81	96-108	120-135	144-162	168-189	192-216	216-243	240-270

Activity	0.5 units	1	1.5	2	2.5	3	3.5	4	4.5	5
Contact Hours	16-18	32-36	48-54	64-72	80-90	96-108	112-126	128-144	144-162	160-180
Outside-of-class Hours	8-9	16-18	24-27	32-36	40-45	48-54	56-63	64-72	72-81	80-90
Total Hours	24-27	48-54	72-81	96-108	120-135	144-162	168-189	192-216	216-243	240-270

Lab	0.5 units	1	1.5	2	2.5	3	3.5	4	4.5	5
Contact Hours	24-27	48-54	72-81	96-108	120-135	144-162	168-189	192-216	216-243	240-270
Outside-of-class Hours	0	0	0	0	0	0	0	0	0	0
Total Hours	24-27	48-54	72-81	96-108	120-135	144-162	168-189	192-216	216-243	240-270

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Date Revised: January 14, 2019

Academic Affairs**AP 4024 PROGRAM DISCONTINUANCE****References:**

Education Code Section 78016;
Title 5 Sections 51022 and 55130

West Valley College and Mission College have developed procedures for Program Discontinuance that meet the requirements of Education Code Section 78016, Title 5 Sections 51022 and 55130, and Board Policy 4020: Programs, Curriculum, and Course Development. These procedures include provisions for the review of vocational or occupational programs every two years to ensure they meet legal standards, and termination by the Board of Trustees if the legal and other District standards are not met. Further, each college has developed procedures for program discontinuance pertaining to all other academic programs as well. The procedures are maintained by the Academic Senates of both colleges and are reviewed and revised by each on a regular basis.

Date Approved: January 18, 2012**Date Revised: May 13, 2019**

(Replaces current WVMCCD Procedure 4.3.2)

Academic Affairs

AP 4022 CURRICULUM APPROVAL**References:**

Title 5 Section 55002, 55100, 55130, and 55150

In accordance with Board Policy 4020, Program, Curriculum and Course Development, the curriculum approval process is a collaborative and faculty-driven process. Each college has a curriculum committee, which acts as a designee of the college Academic Senate to develop and approve courses and programs. The committees follow state guidelines and regulations for degree-applicable and non-degree-applicable credit courses as well as noncredit courses as required by the California Education Code and Title 5 Section 55002.

In addition, the members of both college curriculum committees participate in annual trainings in the curriculum rules and regulations to ensure compliance with credit course and program approval. Each college certifies annually to the State that the membership of its committee and responsible administrators have received this training. Additional training opportunities are provided by the Academic Senate for California Community Colleges and by the State Chancellor's Office.

Each college has Academic Senate-approved processes for the development of new courses and programs, for regular review of curriculum through Program Review, for revision of existing courses and programs, and for removing courses from the college's curriculum.

Process for Curriculum Approval

1. The process for curriculum approval at each college includes:
 - a. Approval of courses by the curriculum committee following review to indicate that all applicable requirements for the course outline have been met, per Title 5 regulations.
 - b. Review and approval by the Articulation Officer (if applicable).
 - c. Separate review and approval of all courses to be offered via distance education, per BP/AP 4105, to ensure that:
 - i. the same standards of course quality are applied to distance education courses as are applied to traditional classroom courses.
 - ii. regular and substantive instructor-initiated interaction between faculty and students will be maintained.
 - d. Review by the Chief Instructional Officer.
 - e. Approval by the College Academic Senate
 - f. Review by the College President.

- g. Access to course proposals, as appropriate, by the student organization (WVC Associated Students Organization or MC Associated Student Government).
2. All curriculum must be approved by the Board before implementation.
 - a. The following minimum course or program information is presented to the Board for approval:
 - i. Course or program title
 - ii. Prerequisites/corequisites
 - iii. Course or program description
 - iv. Credit hours (for credit courses)
 - v. Number of units to satisfy requirements for a degree or certificate
 - b. Courses and programs that reflect a substantial or material change will include a written justification for the change.
 - c. Courses for which Distance Education is to be approved will be listed separately.
 3. Following approval by the Board of Trustees, curriculum will be submitted to the State Chancellor's Office by the Office of Instruction at each college.
 - a. In accordance with the State Chancellor's Certification Process for curriculum approval, colleges will meet the requirements for curriculum certification entitling the colleges to automated approval of specified curriculum.
 - b. A course control number will be assigned to each course by the State.
 4. All curriculum must be approved by the Board before implementation.
 - a. The following minimum course or program information is presented to the Board for approval:
 - i. Course or program title
 - ii. Prerequisites/corequisites
 - iii. Course or program description
 - iv. Credit hours (for credit courses)
 - v. Number of units to satisfy requirements for a degree or certificate
 - b. Courses and programs that reflect a substantial or material change will include a written justification for the change.
 - c. Courses for which Distance Education is to be approved will be listed separately.
 5. Following approval by the Board of Trustees, curriculum will be submitted to the State Chancellor's Office by the Office of Instruction at each college.
 - c. In accordance with the State Chancellor's Certification Process for curriculum approval, colleges will meet the requirements for curriculum certification entitling the colleges to automated approval of specified curriculum.

- d. A course control number will be assigned to each course by the State.

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Date Revised: January 14, 2019

Academic Affairs**AP 4025 PHILOSOPHY AND CRITERIA FOR ASSOCIATE DEGREE AND GENERAL EDUCATION****References:**

Title 5 Section 55061;
Accreditation Standard II.A.3

The development of the WVMCCD philosophy and criteria for the associate degree and general education includes the following elements:

1. The programs of the District are consistent with the institutional mission, purposes, demographics and economics of its community.
2. The associate degree references the policy of the California Community College Board of Governors that the associate degree symbolizes a successful attempt to lead students through patterns of learning experiences designed to develop certain capabilities and insight, including:
 - a. the ability to think and communicate clearly and effectively orally and writing;
 - b. use mathematics;
 - c. understand the modes of inquiry of the major disciplines;
 - d. be aware of other cultures and times along with an appreciation for cultural diversity;
 - e. achieve insights gained through experience in thinking about ethical problems;
 - f. to develop the capacity for self-understanding;
 - g. ability to comprehend the modern world and;
 - h. to develop intellectual skills, information technology facility, affective and creative capabilities, social attitudes.
3. General education requirements
 - a. Each college's Curriculum Review Committee reviews proposals from various departments on course additions or deletions to its respective general education course lists.
 - b. A minimum of 24 units are required from the major disciplinary categories of general education:

- i. Natural Sciences
 - ii. Social (and Behavioral) Sciences
 - iii. Humanities
 - iv. Language and Rationality
 - v. Life Long Learning
- c. Basic Competency requirements for the associate degree requires proficiency in the following areas:
 - i. Reading
 - ii. Writing
 - iii. Oral communication
 - iv. Mathematics
 - v. Information
- d. A minimum of 12 degree applicable units must be completed in residence at the college issuing the degree.
- e. An overall grade point average of 2.0 in 60 units of work reflected on all college transcripts.

Date Approved: January 18, 2012

*(This is a new procedure recommended by the
Policy and Procedure Service)*

Academic Affairs**AP 4026 PHILOSOPHY AND CRITERIA FOR INTERNATIONAL EDUCATION****Reference:**

Education Code Section 66015.7

International education should encourage programs that support learning about other cultures, global issues, and the exchange of Californians and international students and scholars, such as:

A. International Education

1. Develop courses of study in as many fields as possible to increase students' understanding of global issues and cultural differences.
2. Offer courses in languages other than English to train students to communicate effectively in other cultures and to enhance their understanding of other nations' values.
3. Provide opportunities for students in all majors to participate in study abroad programs to enrich their academic training, perspectives, and personal development.
4. Provide opportunities for domestic and international students to interact effectively and routinely share their views, perceptions, and experiences in educational settings.
5. Develop innovative public educational forums and venues to explore global issues and showcase world cultures.

B. International Students and Scholars

1. Encourage the presence of qualified students from other countries with sufficient geographic diversity to inspire an appreciation for differences among cultures and a deeper understanding of the values and perspectives of other people.
2. Facilitate faculty exchange and collaborative partnership programs with institutions in other countries.

3. Initiate collaborative research undertakings to address issues of global significance.
4. Recruit and retain the world's best and brightest faculty to educate California's students as globally competent citizens.

Date Approved: January 18, 2012

*(This is a new procedure recommended by the
Policy and Procedure Service)*

Academic Affairs**AP 4030 ACADEMIC FREEDOM****References:**

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

In compliance with Title 5, Section 51023 and Board Policy 4030, procedures pursuant to Academic Freedom include but are not limited to the following rights and responsibilities:

Rights of Academic Employees

The West Valley-Mission Community College District is committed to maintaining the following rights of all faculty members:

- a. Faculty members can engage in intellectual debate without fear of censorship or retaliation.
- b. Faculty members are entitled to full freedom in their use of books, online sources, internet sites, classroom speakers, and all formats of information dissemination. Publication of the results of any research that may result from the use of these resources is protected under academic freedom.
- c. Faculty members have the right to study and do research on the topics they choose and to draw what conclusions they find consistent with their research.
- d. As citizens, members of learned professions, and members of the institution, faculty members have the right to support or oppose political causes, issues, and parties outside of normal classroom activities and should be free from institutional censorship or discipline, provided they clearly indicate they are not representing the institution.

Academic Freedom and Responsibility

West Valley-Mission Community College District faculty members have these further and related responsibilities:

- To maintain themselves as experts in their fields of competency by study, research, and, where appropriate, publication.
- To diffuse knowledge and, if possible, to encourage creativity by their teaching.

- To defend their colleagues and their institution against any threats to academic freedom whether from within or without the West Valley-Mission Community College District.

Remedies deriving from perceived violations of the approved Academic Freedom policy may be pursued through the West Valley and Mission College Academic Senates, the WVMCCD Human Resources Department, and/or the grievance process through the faculty union, whichever is deemed most appropriate.

Date Approved: January 18, 2012
*(Replaces current WVMCCD Policies 4.1.2
and 4.1.4)*

Academic Affairs**AP 4040 LIBRARY AND OTHER INSTRUCTIONAL SUPPORT SERVICES****References:**

Education Code Section 78100;
Accreditation Standard II.C

Library Services

Under the supervision of the appropriate designated administrator, the college librarians and library staff provide numerous resources and services to students and faculty. The library staff maintains a well-balanced collection of instructional materials and resources of the highest possible standard. These include personalized reference assistance, orientations, and library skills courses. The Colleges Student/Staff ID card provides access to online and face to face library services and collections, including borrowing materials from LINK+ member libraries.

The library collection includes books, periodicals, ebooks, videocassettes/DVDs, textbook reserves, instructor reserves, and premier electronic databases. All databases are available off-campus using the Student/Staff ID number to log-in.

Other Instructional Support Services

The library provides computers with Internet access, Microsoft Office, and adaptive software; free wireless access; VCR/DVD players; group study rooms; study tables and carrels; and public photocopiers.

Date Approved: January 18, 2012

*(This is a new procedure recommended by the
Policy and Procedure Service)*

Academic Affairs**AP 4050 ARTICULATION****References:**

Title 5, Section 51022 (b)
Accreditation Standard II.A.6.a
Education Code Section 66720-66744

In accordance with Title 5 and Education code 66720-66744, the college shall designate a representative from the college as articulation officer and fulfill the following tasks:

1. Serve as a member on the College Curriculum Committee.
2. Serve as a resource to faculty in the curriculum development process.
3. Submit annual curriculum changes to the University of California, California State University systems and participating universities for acceptance of transfer credit.
4. Submit new and revised course outlines to the University of California, California State University and other participating universities for inclusion into general education agreements.
5. Initiate and maintain articulation agreements with public and independent baccalaureate institutions within and outside the State of California as appropriate and advantageous to the campus.
6. Initiate articulation agreements with high schools when appropriate
7. Submit new and revised course outlines to baccalaureate institutions for course-to-course articulation.
8. Submit and maintain new courses/programs in statewide articulation databases.

Date Approved: January 18, 2012

*(Replaces current WVMCCD Procedure
4.3.3.e)*

Academic Affairs**AP 4060 DELINEATION OF FUNCTIONS****References:**

Education Code Sections 8535 and 8536

Delineation of Functions Agreement Development Process

In order to be in compliance with Education Code Sections 8535 and 8536, whenever the District is approached by another educational agency (public school district or community college district) to assume responsibility for any or all of that agency's adult education apportionment, the following procedure will be implemented.

1. The designated Vice President of Instruction will receive the proposal from the requesting school district, containing a list of the courses, which they wish to transfer to WVMCCD, as well as an enrollment history for these courses for two years.
2. The Vice President will forward the proposal to the Curriculum Review Committee Chair with respect to whether the proposed classes fit with the WVMCCD mission and curriculum. If approved, the designated Vice President of Instruction would forward to his/her specific College President for approval and determination if the development of a memorandum of understanding (MOU) specifying a Delineation of Functions Agreement with the requesting school district is justified. If so, an agreement is drafted.
 - a. The agreement shall specify a.) that only courses that qualify as community college noncredit under California Education Code section 84711 shall be transferred and b.) the number of FTES proposed to be transferred from the district with the existing program.
 - b. The MOU specifying the Delineation of Functions Agreement will be submitted to the WVMCCD Board of Trustees for approval.
 - c. If approved, appropriate paperwork and reports required by the California Community College Chancellor's Office will be completed in a timely fashion and submitted for implementation.

Date Approved: January 18, 2012

*(This is a new procedure recommended by the
Policy and Procedure Service)*

Academic Affairs**AP 4070 AUDITING AND AUDITING FEES****Reference:**

Education Code Section 76370

The Board may authorize the colleges to allow a person to audit a community college course and may charge that person a fee pursuant to the Education code.

1. An auditing student is a class observer that attends the class without the requirement of taking tests or completing assignments.
2. Each College Department will determine which courses may be audited. Students must receive official approval from the specific instructor by the last day to add course each semester.
3. Students in good standing may audit a course only if they are ineligible to take the course for credit.
4. The fee for auditing college courses shall be no more than \$15 per unit. Students enrolled in classes to receive credit for ten (10) or more semester credit units shall not be charged a fee to audit three or fewer units per semester.
5. No student auditing a course shall be permitted to change his or her enrollment to receive credit for the course.
6. Refunds will not be allowed for auditors after two weeks of audit attendance.
7. Priority in class enrollment shall be given to students enrolled in the course for credit toward a degree or certificate.
8. High School students are not permitted to audit courses.

Date Approved: January 18, 2012

*(This is a new procedure recommended by the
policy and Procedure Service)*

Academic Affairs**AP 4100 GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES****References:**

Title 5 Sections 55060 et seq.

Associate Degrees

The requirements for an Associate in Arts or Associate in Science degree adhere to Title 5 and the guidelines from California Community College Chancellor's Office. A student must petition to graduate for evaluation and have submitted official transcripts from all previously attended colleges/universities as part of the graduation evaluation process. Candidates for the degrees must fulfill the requirements as prescribed by the colleges and approved by the Board of Trustees of WVMCCD.

1. Demonstrate competence in reading, in written expression, and in mathematics with a 2.0 Grade Point Average in subjects attempted.
2. The student must satisfactorily complete at least 60 semester units of college work.
3. The work must include at least 18 semester units in general education and at least 18 semester units in a major listed in the Community Colleges "Taxonomy of Programs."
4. The work must include at least 12 semester units in residency at either college within WVMCCD.
5. The general education requirements must include a minimum of work in the natural sciences, the social and behavioral sciences, humanities and language and rationality and each college's competency requirement(s).
6. District policies and procedures regarding general education and degree requirements must be published in the college catalog and must be filed with the State Chancellor's Office.
7. For the Career Technical Education Certificate Programs, a minimum grade of "C" is required in each college credit course taken. Refer to the college catalogs for specific details for individual certificate requirements.

Certificates

For a certificate of achievement, a student must successfully complete a course of study or curricula that consist of 18 or more semester units of degree applicable credit coursework unless approved the California Community Colleges Chancellor's Office fewer units. Official approval from the Chancellor's office is required prior to offering the certificate to students. The content and assessment standards for certificates shall ensure that the certificate programs are consistent with the mission of the District, meet a demonstrated need, are feasible and adhere to guidelines on academic achievement. Candidates for these certificates must full fill the following requirements:

1. The certificate of achievement the student has completed coursework and developed capabilities relating to career or general education.
2. A minimum grade of "C" is required in college credit course taken. Refer to college catalog for specific details for individual certificate requirements.
3. Two-thirds of the certificate coursework must be completed in residency.
4. The College may designate other certificates (not posted on the transcript) as appropriate that do not require Chancellor's Office approval.

Periodically, the Chancellor will provide for a review and, if appropriate, a proposed revision of graduation and degree requirements under the auspices of the Academic Senates at each of the Colleges.

- Academic Senate recommendations on changes in the requirements and courses meeting the requirements must be approved by the Board before they are published in the College Catalogs as official graduation and degree requirements of the Colleges.

The earning of a double major is authorized under this provision established by Mission College and West Valley College. The major requirements for the double major shall be those major requirements listed in the College Catalog for the academic year in which the student begins the course work for the second major and maintains continuous enrollment.

Date Approved: January 18, 2012

(Replaces current WVMCCD Policies 4.4.2, 4.4.3, 4.4.4, and 4.4.5)

Academic Affairs**AP 4101 INDEPENDENT STUDY****References:**

Title 5 Sections 55230 et seq.

Independent study programs shall be offered by the colleges if a contract for the specific course is signed by the student taking the class, the faculty member teaching the course, the faculty's member's immediate educational administrator.

1. The Independent Study contract shall be completed and signed by the interested student for the course and submitted to the appropriate offices for approval within the required deadline dates and consequently authorization for registration to the course.
2. The student will consult with the instructor on written details of course expectations; number of units and hours of study required and arrangements for consultation with the instructor; method of evaluation; and the college facility required, if applicable.
3. Academic standards for independent study are the same as those applied to credit or noncredit courses.
4. Procedures for evaluation of student progress are the same as those applied to other credit or noncredit courses.
5. Access to the instructor is the same as that commonly available to students in courses conducted by others instructional methods.

Date Approved: January 18, 2012

*(This is a new procedure recommended by the
Policy and Procedure Service)*

Academic Affairs**AP 4102 OCCUPATIONAL/VOCATIONAL TECHNICAL PROGRAMS****References:**

Title 5 Sections 55600 et seq.;

U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;

34 Code of Federal Regulations Part 600

Consistent with federal regulations pertaining to federal financial aid eligibility, the Chief Instructional Officer will ensure that the District complies with the United States Department of Education's disclosure requirements for each of the District's gainful employment programs, by disclosing federally-mandated information about the programs to prospective students. The District shall make the required disclosures available to prospective students in promotional materials and on its website.

The Chief Instructional Officer at each college shall establish procedures to ensure that the District meets these reporting requirements whenever the District intends to add a new gainful employment program.

Date Approved: January 18, 2012

*(This is a new procedure recommended by the
Policy and Procedure Service)*

Academic Affairs**AP 4106 NURSING PROGRAMS****References:**

Education Code Sections; 66055.8, 66055.9, 70101-70106, 70120, 70124, 70125, 70128.5, 78260, 78261, 78261.3, 78261.5, 87482, 89267, 89267.3, and 92645;

Title 5 Sections 55060 et seq., and 55521;

Health and Safety Code Section 128050

Health Occupational programs offered within the WVMCCD provide students an opportunity to apply to the various nursing or related programs available at the college(s) contingent on program specific criteria and procedures outlined in the college catalog online and department publications. The programs included in the Health Occupations are:

1. Nursing Assistant
2. Community Health Worker
3. Psychiatric Technician
4. Vocational Nursing
5. LVN-RN

Pre-entry requirements vary from each program. The procedures recommended for selection are in accord with all appropriate statutes and regulations. Students are encouraged to seek the assistance from a college counselor and/or staff from the Health Occupations Department. Examples of requirements may include the following but is not limited to:

1. Applicants must be 18 years of age or older;
2. High school diploma/GED or Associates Degree or higher from a WASC accredited college (foreign degrees required an official international evaluation);
3. Attendance to an information session;
4. Current CPR certification;
5. Completion of Health Occupation Programs entrance examination;
6. Satisfactory completion of the prerequisite: Bio 022 or equivalent;

7. Recommended students complete AH 003 (medical terminology), NS 015 Nutrition, Psych 001 (General Psychology), Psych 012 (Human Growth and Development) AH 914 (Math for Health Occupations) CMHL 010 (community Health Problems) prior to applying for the program.

There special requirements for Registered Nursing Program over and above the suggested courses listed above:

All applicants+ must have fulfilled the prerequisites for admissions before applying to the program which include;

1. Active California Vocational Nursing License in good standing.
2. 2.5 GPA, overall cumulative grade point average for all college coursework.
3. Completion of the following SCIENCE PREREQUISITES with a combined G.P.A. of 2.5 with no grade less than "C" for each course and no more than one repetition for a substandard grade in any one of the 3 courses:
 - a. Human Anatomy (BIOSC 047), 5 semester Units or equivalent **
 - c. Human Physiology (BIOSC 048), 5 semester units or equivalent **
 - c. Microbiology (BIOSC 004), 5 semester units or equivalent **

***Equivalent courses must be comparable to Mission College's BIOSC 047, 048 and 004 in content and delivery. Online or virtual lab courses are NOT acceptable. Course descriptions are required if completed outside of West Valley Mission College District.*

4. Completion of the following PREREQUISITES with a grade of C or better:
 - a. English Composition (ENGL 1A), 3 semester units or equivalent;
 - b. Satisfactory score on the ADN or BSN TEAS V Test. Score of 62% is the minimum score accepted.

Additional BRN Requirements:

1. Comm 001 Public Speaking
2. Math 000C Intermediate Algebra or MATH 010 Statistics
3. Psych 001 **OR** Psych 12 (General Psychology **OR** Human Growth and Development)

The Registered Nursing (LVN-RN) Program is an impacted program and the college may have more qualified applicants than space allows. Admission is not guaranteed even if all requirements are met.

Loan Assumptions

The loan assumption program is referred to as the State Nursing Assumption Program of Loans for Education (SNAPLE). Nursing students who have already earned a baccalaureate or higher degree from a regionally accredited institution of higher learning are not required to complete any general education requirements that may be required for an associate degree. Instead, these students only need to complete the coursework necessary for licensing as a registered nurse.

Loan assumption agreements may be awarded to individuals who, at a minimum, possess a baccalaureate degree in nursing or a field related to nursing who have agreed to teach nursing on a full-time or part-time basis commencing not more than 12 months after receiving a loan assumption award. The loan assumption program is referred to as the State Nursing Assumption Program of Loans for Education (SNAPLE). The loan assumption agreement will be considered no longer effective and deemed terminated, if a program participant fails to complete a minimum of three academic years of teaching on a full-time basis or the equivalent on a part-time basis. Loan assumption payments will not be made on behalf of the participant until the participant has completed one academic year, or the equivalent of full-time teaching nursing studies at one or more regionally accredited, eligible Districts. The commission can assume liability for loans incurred by the participant to pay for the participant's undergraduate and graduate degrees.

The terms of the loan agreement program can be extended for one academic year, unless extended by the commission on a case-by-case basis, for the following reasons:

1. Pregnancy;
2. Serious Illness;
3. Natural causes; or
4. Being called to military active duty status.

In addition, when an interruption of instruction because of a natural disaster prohibits a loan program participant from completing one of the required years of teaching service, the term of the loan assumption agreement shall be extended for a period of time equal to the period of interruption of instruction.

Date Approved: January 18, 2012

*(This is a new procedure recommended by the
Policy and Procedure Service)*

Academic Affairs

AP 4110 HONORARY DEGREES

Reference:

Education Code Section 70902

Through established processes at the colleges, the awarding of honorary degrees may be recommended to the Board of Trustees.

Date Approved: January 18, 2012

*(This is a new procedure recommended by the
Policy and Procedure Service)*

Academic Affairs**AP 4220 STANDARDS OF SCHOLARSHIP - DELEGATION****Reference:**

Education Code Section 70902(d)
Title 5, Section 55023

Pursuant to Education code 70902(d), authority and responsibility of standards of scholarship which includes but limited to: grading practices, credit by examination and grade changes is delegated to the Chief instructional or academic officer in accordance with the local participatory governance procedures of the Academic Senate for the college. The administrative procedures are outlined within each of the specific category.

Grading Practices

The grading and academic record symbols are represented within AP 4230 and are consistent with other colleges of the California Community College system.

Credit by Examination

The administrative procedures for granting credit by examination are represented within AP 4235.

Grade Changes

The changing of a grade is represented within AP 4231 and is consistent with other colleges of the California Community College system.

Date Approved: January 18, 2012

*(This is a new procedure recommended by the
Policy and Procedure Service)*

Academic Affairs**AP 4222 REMEDIAL COURSEWORK****Reference:**

Title 5 Section 55035

Remedial coursework consists of pre-collegiate basic skills courses as defined by the College's Curriculum Committee.

A student's need for remedial coursework shall be determined using appropriate assessment instruments, methods, or procedures.

No student shall receive more than thirty (30) semester units for remedial coursework, reflected accordingly on the student's educational plan. A student who exhausts this unit limitation shall be referred to appropriate adult noncredit education services.

A student who successfully completes remedial coursework or who demonstrates skill levels which assure success in college-level courses may request reinstatement to proceed with college level coursework.

Students enrolled in one or more courses of English as a Second Language and students identified as having a qualified learning disability are exempt from the limitations of this procedure.

Students who demonstrate significant, measurable progress toward development of skills appropriate to enrollment in college-level courses may be granted a waiver of the limitations of this procedure.

College catalogs shall include a clear statement of the limited applicability of remedial coursework toward fulfilling degree requirements and any exemptions that may apply to this limitation.

Date Approved: January 18, 2012

*(This is a new procedure recommended by the
Policy and Procedure Service)*

Academic Affairs**AP 4225 COURSE REPETITION****References:**

Education Code Section 76224;
Title 5 Sections 55040, 55041, 55042, 55253, and 56029

In accord with limitations established in BP 4225, students may petition for approval to repeat courses in which the maximum number of substandard grades was awarded.

1. Substandard grades are considered to be D, F, NC or NP. A withdrawal from a course with a notation of "W" shall not be considered a substandard grade. The colleges are authorized to establish procedures for the exclusion of students from courses in which they have earned substandard grades or recorded withdrawals and repetitions beyond the specific limits established by the District.
2. When a student repeats a course that is not designated as repeatable and receives a satisfactory grade, then the student may not repeat the course again unless there is another provision that allows the repetition.
3. Students who have received three substandard grades (D, F, NC, NP) in a course shall normally be prohibited from re-enrolling in the same course within the District. The colleges may block students from re-enrolling in such courses. The colleges may implement its local processes for the consideration of requests from students to retake courses in which excessive "W's" have been earned.
4. Title 5, Section 55041(b), allows repetition of courses for which substandard work has not been recorded in instances when such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Students can repeat such courses any number of times, even if they received a grade of C or better, however, the grade received by the student each time will be included in calculations of the student's grade point average.
5. Students are allowed to repeat an occupational work experience course if a college only offers one course in occupational work experience in a given field and that course is not offered as a variable unit open-entry/open-exit course. Where only one work experience course is offered subject to the above conditions, students may be permitted to repeat this course any number of

times as long as they do not exceed the limits on the number of units of cooperative work experience set forth in Title 5 Section 55253(a).

6. Circumstances under which students may repeat courses in which a C or better grade was earned. Such course repetition requires a finding that circumstances exist which justify such repetition. Grades awarded for courses repeated under these provisions shall be included when calculating a student's grade point average.
7. Courses that are repeated shall be recorded on the student's permanent academic record using an appropriate symbol. Annotating the permanent record shall be done in a manner that all work remains legible, insuring a true and complete academic history.
8. Petitions are submitted to Admissions and Records.
9. Specific regulations regarding course repetition shall be published in the college catalogs.

Students should consult the college catalogs for specific procedures for courses that are exempt from repetition, provisions for repeating courses taken at another college, and provisions for repetition of work not recorded as substandard.

Activity courses

Students may repeat activity courses where the course objectives are met by repeating a similar primary educational activity and an expanded educational experience occurs, each time the course is repeated for the following reasons: The student's skills or proficiencies will be enhanced by supervised repetition and practice within class periods, and active participatory experience in individual study or group assignments is the method to learn the objectives. Examples of activity courses that qualify as repeatable courses include physical education courses and courses in music, fine arts, theater, and dance. Absent substandard academic work courses may not be repeated for more than three semesters or five quarters including summers and intersessions

Students with Disabilities

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for the student for one of the reasons specified in Title 5 Section 56029.

Disabled students who wish to repeat courses will meet with the Disabled Students Program and Services (DSPS) counselor and will submit the appropriate petition form.

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for the student for one of the reasons specified in Title 5 Section 56029.

When a student with a disability repeats a class, the previous grade and credit shall be disregarded in the computation of grade point averages.

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

Academic Appeals Committee

Students may petition the College's academic appeals committee for approval to repeat up to a total of 8 units in which substandard grades (less than "C," and including "FW," "NP," or "NC") were awarded as long as the District does not claim apportionment under Title 5 Section 58161. The District may disregard the first two substandard grades if the student repeats the class two or more times. The committee will receive students' records and progress and will make a decision on their request to repeat courses.

Date Approved: January 18, 2012

*(This is a new procedure recommended by the
Policy and Procedure Service)*

Academic Affairs**AP 4226 MULTIPLE AND OVERLAPPING ENROLLMENTS****Reference:**

Title 5 Section 55007

Multiple Enrollments

Pursuant to Title 5, a student may not be enrolled in more than one section of a course in a given semester unless the length of the course provides that the student is not enrolled in more than one section at any given time.

Overlapping Enrollments

Students may not enroll in two or more courses where the meeting times for the courses overlap, unless:

- The student provides a valid justification, other than scheduling convenience, of the need for an overlapping schedule that does not exceed 10% of class meeting time. The student makes up the overlapping hours at some other time during the same week under the supervision of the instructor of the course. The Chief Instructional Officer or designee approves and ensures the make-up is arranged.

Date Approved: January 18, 2012

*(This is a new procedure recommended by the
Policy and Procedure Service)*

Academic Affairs**AP 4227 REPEATABLE COURSES****References:**

Title 5 Sections 55040, 55041, 55253, and 56029

Under special circumstances, students may repeat courses in which a C or better grade was earned.

Students are allowed to repeat a course with an approved petition when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or continued paid employment. Students can repeat such courses any number of times, even if they received a grade of C or better; however, the grade received by the student each time will be included in calculations of the student's grade point average.

The District must identify and designate such repeatable courses in its catalog. The District must also determine and certify that each repeatable course is one in which either the course content differs each time the course is offered or the course is an activity course subject to certain criteria. Foreign language courses, ESL courses and non-degree-applicable basic skills courses are not considered "activity courses" based on the above criteria.

Examples of activity courses that qualify as repeatable courses include physical education courses and courses in music, fine arts, theater, and dance. Absent substandard academic work courses may not be repeated for more than three semesters or five quarters including summers and intercessions.

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for the student for one of the reasons specified in Title 5 Section 56029.

Students are allowed to repeat an occupational work experience course if a college only offers one course in occupational work experience in a given field and that course is not offered as a variable unit open-entry/open-exit course. Where only one occupational work experience course is offered subject to the above conditions, students may be permitted to repeat this course any number of times as long as they do not exceed the limit on the number of units of cooperative work experience set forth in Title 5 Section 55253(a).

The District shall develop and implement a mechanism to allow it to properly monitor course repetition.

Date Approved: January 18, 2012

*(This is a new procedure recommended by the
Policy and Procedure Service)*

Academic Affairs**AP 4228 COURSE REPETITION – SIGNIFICANT LAPSE OF TIME****Reference:**

Title 5 Section 55043

Students may be permitted or required to repeat courses in which a “C” or better grade was earned where there was a significant lapse of time since the grade was obtained and:

- The District has defined “significant lapse of time” or has established a recency prerequisite for a course or program; or
- An institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course.

When a student needs to repeat an activity course due to a significant lapse of time, each repetition attempt will be counted toward the established repetition limits. However, if a student has already exhausted the number of permitted repetitions, then an additional repetition due to significant lapse of time may be permitted or required by the District.

When a course is repeated due to a significant lapse of time, the District may disregard the previous grade and credit when computing a student’s grade point average.

Date Approved: January 18, 2012

*(This is a new procedure recommended by the
Policy and Procedure Service)*

Academic Affairs**AP 4229 COURSE REPETITION – VARIABLE UNITS****Reference:**

Title 5 Section 55044

Students may be permitted to enroll in variable unit open-entry/open-exit courses as many times as necessary to enable them to complete the entire curriculum of the course once.

Students may not repeat variable unit open-entry/open-exit courses unless:

- The course is required for legally mandated training; or
- The course is a special class for students with disabilities which needs to be repeated; or
- Repetition of the course is justified by extenuating circumstances; or
- The student wishes to repeat the course to alleviate substandard work.

Whenever a student enrolls in a physical education activity course offered for open-entry/open exit, the enrollment will count as a repetition of the course.

Date Approved: January 18, 2012

*(This is a new procedure recommended by the
Policy and Procedure Service)*

Academic Affairs

AP 4230 GRADING AND ACADEMIC RECORD SYMBOLS**Reference:**

Title 5 Section 55023

Evaluative symbols

- A – Excellent
- B – Good
- C – Satisfactory
- D – Passing (Less than satisfactory)
- F – Failing
- P – Pass (At least satisfactory)
- NP – No Pass
- SP – Satisfactory Progress
- UD – Ungraded Dependent

Non-Evaluative symbols

- I – Incomplete
- IP – In progress
- RD – Report delayed
- W – Withdrawal
- EW – Excused Withdrawal
- MW – Military Withdrawal
- IMW – Incomplete Military withdrawal

- 1.0** Using only the following evaluative symbols, except as provided in subsection 2.0, grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student's grade point average. The highest letter grade shall receive 4 points and the lowest grade shall receive 0 points.

WVMCCD has not adopted "plus-minus" grades.

1.1 Symbol Definition Grade Point

- | | |
|---------|---|
| A = 4.0 | Excellent |
| B = 3.0 | Good |
| C = 2.0 | Satisfactory |
| D = 1.0 | Passing, less than satisfactory |
| F = 0.0 | Failing |
| P = | Pass, (at least satisfactory) units awarded not counted in GPA |
| NP = | No Pass, (less than satisfactory) units not counted in GPA) |
| SP = | Satisfactory Progress (noncredit only), units or hours not counted in GPA |

2.0 The following non-evaluative symbols are authorized:

2.1 Incomplete

The grade "I" may be recorded when students doing passing work and regularly attending at least 75% of a course are unable to take the final exam or otherwise complete the course because of illness or other unforeseeable emergency and justifiable reasons. Conditions for the removal of the "Incomplete" shall be set forth by the faculty member in a written record which also indicates the grade assigned in lieu of removal. The student will receive a copy of this record and a copy will be filed by the Director of Admissions and Records or the responsible Vice President. A final grade will be assigned by the faculty member when the stipulated work has been completed and evaluated. The 'I' symbol shall not be used in either calculating units attempted or for the computation of the grade point average.

An "Incomplete" grade must be made up no later than one year following the end of the term in which it was assigned. Work not completed in the one-year allowable time will automatically result in a grade of F. Established College procedures may be utilized to request a time extension in cases involving unusual circumstances.

2.2 IP - In Progress

The IP symbol is to be used in the student's permanent record to confirm enrollment in the current term and also to indicate that the class extends beyond the normal end of the term. It indicates that work is "In Progress" and that unit credit and a grade will be assigned when the course is completed.

If a student enrolled in an open-entry, open-exit course is assigned an "IP" grade and does not re-enroll for the subsequent attendance period, the faculty member will assign an evaluative symbol, in accordance with evaluative symbols above, to be recorded on the student's permanent record for the course. The "IP" symbol shall not be used in the computation of grade point average.

2.3 RD - Report Delayed

This symbol is to be used only by the Director of Admissions and Records or the designee of the responsible Vice President for the purpose of indicating that there has been a delay in reporting the grade due to circumstances beyond the control of either the student or the Admissions and Records Office. It is to be replaced by a permanent symbol as soon as possible.

The "RD" grade shall not be used in the computation of the grade point average.

2.4 W – Withdrawal

A student may withdraw from a semester-length class through the end of the last day before census day and no notation will be made on the student's academic record. (Census week is the week closest to 20 percent of the number of weeks in the primary term.) In courses of less than a regular semester's duration, a student may withdraw prior to the completion of 30 percent of the period of instruction and no notation will be made on the student's record.

Thereafter, a student may withdraw from a semester-length class, whether passing or failing, at any time through the last day of the fourteenth week of instruction and a "W" grade shall be authorized. In courses of less than a regular semester's duration, a student may withdraw prior to the completion of 75 percent of the period of instruction and a "W" grade shall be authorized.

The academic record of a student who remains in class beyond the time periods set forth above must reflect an authorized symbol other than "W." However, after the end of the fourteenth week (or after 75 percent of the period of instruction in courses of less than a regular semester's duration), withdrawal may be authorized in the case of extenuating circumstances beyond the control of the student. In such cases, the student must submit a petition in accordance with established College procedures. An approved withdrawal, under the conditions set forth, shall be recorded as a "W."

2.5 Excused Withdrawal

In accordance with Title 5, section 55024(e), the governing board of a district shall adopt an EW procedure based upon verifiable documentation supporting the request. An EW is acceptable when a student withdraws from a course(s) due to reasons beyond their control, which include but are not limited to, the following:

- Job transfer outside the geographical region;
- Illness in the family where the student is the primary caregiver;
- An incarcerated student in a California State Prison or County Jail is released from custody or involuntarily transferred before the end of the term (In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer);
- The student is the subject of an immigration action;
- Death of an immediate family member;
- Chronic or acute illness;
- Verifiable accidents; or
- Natural disasters directly affecting the student.

Verifiable documentation can include, but is not limited to a note from a doctor stating the student is not currently able to complete the work due to illness, employment verification of a new job, a booking report, police report of an accident, or any other documentation that proves the student's completion of a course is impractical.

The Chancellor's Office defines impractical as impossible due to reasons beyond the student's control. The determination shall be made by the local college's admissions and records office.

A student may request to use an EW for only one course or all courses in a term depending on the reason for the request. It is possible a student, based on an illness for example, is not able to participate in an in-person course but is able to continue with online courses. Colleges should use individual case facts to determine the continuity of some courses and not others.

A student with an approved EW grade may file a petition with the district requesting a refund of the enrollment fee. Therefore, the governing board of a district shall adopt a procedure for refunding the entire fee for the petition of an approved EW grade, unless the student is awarded academic credit or they received the California College Promise Grant or a waiver of fees from AB 19 funds. Units for courses assigned an EW grade may be included in FTES calculations and reporting.

In accordance with Title 5, section 55024 (e), an EW symbol may be requested by the student at any time during the semester and no later than the date when the district/college policy allows a grade change. Excused Withdrawal shall not be counted in progress probation or dismissal calculations nor shall it be counted towards the permitted number of withdrawals or counted as an enrollment attempt. The financial aid of a student may be affected depending on individual circumstance. A student should consult with the financial aid staff regarding any impact. These guidelines are to be effective immediately. All districts shall communicate the option of an EW to all students in the same method other withdraw options are communicated. This can be via grading policy publications, website postings, course catalog, and/or petition forms.

2.6 MW - Military Withdrawal

"Military Withdrawal" occurs when a student who is a member of the active or reserve United States military service receives orders necessitating a withdrawal from classes. Upon verification of such orders, the withdrawal symbol of "MW" shall be assigned. Military Withdrawals shall not be counted in "satisfactory progress" probation and dismissal calculations. Further, the following courtesies are available to the student:

In lieu of an "MW" symbol, a student may directly petition the faculty member for an Incomplete ("I") grade. If granted, the student will receive an "IMW." This grade will default to a "MW" grade as opposed to one of the standard letter grades if the student fails to ever complete the class.

In the case of a student who is an active or inactive member of the military service and who receives orders compelling a withdrawal from courses, the District shall, upon petition of the affected student, refund the entire enrollment fee for courses in which academic credit is not awarded.

2.7 IMW - Incomplete Military Withdrawal

Incomplete Military Withdrawal occurs when a student who is a member of the active or reserve United States military services receives orders necessitating an

incomplete from classes. Upon verification of such orders, the withdrawal symbol of "IMW" shall be assigned. Incomplete Military Withdrawals shall not be counted in "satisfactory progress" probation and dismissal calculations. Refund of course enrollment fees is not applicable in which academic credit is assumed to be granted.

Appeals of Withdrawal Decisions

A student may appeal a decision regarding withdrawal in accordance with District policy, and the California Education Code. The District shall maintain procedures for such appeals and those procedures shall be published and widely available to students.

2.8 Satisfactory Progress

Title 5, section 55023 includes SP as an official grading designation. This evaluative symbol is defined as "Satisfactory Progress towards completion of the course (used for noncredit courses only and is not supplanted by any other symbol)." The adoption of this new grading designation was preceded by a substantial vetting process that was initiated in 2009 when the effort of establishing a grading system for all noncredit providers began. The SP designation completes the list of noncredit progress indicators, which already includes P (passing) and NP (no pass). These two grade indicators have been in existence but were insufficient on their own because the progress of noncredit students cannot be divided into passing and non-passing cohorts without losing track of efforts made towards attendance and course completion by students who, for a variety of reasons, cannot complete their courses in a single academic term.

Noncredit apportionment is based on positive attendance, which means that noncredit institutions are reimbursed by the state only for students who are attending classes. Because of the open entry – open exit system of noncredit institutions, students are free to come and go from the class of their choosing. Students with the fewest hours of attendance earn an NP grade because they are not able to achieve the course outcomes in the limited time they attend. Students with P grades normally attend school more consistently and are able to achieve the course outcomes. The SP designation shows that students are progressing and have acquired some of the skills and knowledge needed to achieve course outcomes but still have work to do. The SP designation is therefore a reflection of student progress and success.

A grade of SP may be awarded to a student who has met at least one of the following criteria:

- Did not attend enough class meetings (e.g. added to class too late) to adequately learn the materials
- Demonstrated improvement/making progress, but not enough to pass
- Showed consistent effort, but overall low scores
- Has imbalanced skills
- Missed several class meetings for a legitimate reason and exhibits potential for successful completion of program level

Date Approved: January 18, 2012

(Replaces current WVMCCD Policy 5.6.5)

Date Revised: May 13, 2019

Academic Affairs**AP 4231 GRADE CHANGES****References:**

Education Code Sections 76224 and 76232;
Title 5 Section 55025

1.0 Grade Changes

The instructor of the course shall determine the grade to be awarded to each student.

The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade and clerical errors. "Fraud" may include, but is not limited to, inaccurate recording or change of a grade by any person who gains access to grade records without authorization.

The removal or change of an incorrect grade from a student's record shall only be done pursuant to Education Code Section 76232 or by an alternative method that ensures that each student shall be afforded an objective and reasonable review of the requested grade change.

In cases, where the grade change request is due to a discrimination complaint, another faculty member may substitute for the instructor if the student has filed a discrimination complaint, or if the instructor is not available or where the District determines that it is possible that there may have been gross misconduct by the original instructor.

In the case of fraud, bad faith, or incompetence, the final determination concerning removal or change of grade will be made by the Vice President of Instruction or designee.

Grade appeals shall be made within a two-year period upon completion of the course.

Grade appeals are first handled by the instructor and second appealed to the department; and finally to the Division chair/dean. In cases, where the instructor is no longer employed within the district or unable to be contracted the grade appeals would be by the educational dean or designee. In all cases, the instructor who first awarded the grade will be given written notice of the change.

2.1 Security of Grade Records

The District shall implement security measures for student records that assure no person may obtain access to student grade records without proper authorization. These measures shall be installed as part of any computerized grade data storage system.

2.2 The measures implemented by the District shall include, but not necessarily be limited to, password protection for all student grade data bases, locking mechanisms for computer stations from which student grade data bases can be viewed, and strict limits on the number of persons who are authorized to change student grades.

2.3 Persons authorized to change grades shall be designated by the Director of Admissions and Records. No more than five College employees may be authorized to change student grades. Only regular full-time employees of the District may be authorized to change grades. Student workers shall not have access to grade records, and student workers may not change grades at any time.

2.4 Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the Direction of Admissions and Records and campus police immediately. The Admissions & Records Director along with the assistance from Information Systems shall immediately take steps to lock the grade storage system entirely while an investigation is conducted.

2.5 If any student's grade record is found to have been changed without proper authorization, the District will notify 1) the student; 2) the instructor who originally awarded the grade; 3) any educational institution to which the student has transferred; 4) the accreditation agency; and 5) appropriate local law enforcement authorities.

2.6 Whenever a grade is changed for any reason, corrected transcripts will be sent to any educational institution to which a student has transferred.

Any student or employee who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be subject to discipline in accordance with the District policies and procedures.

Any person who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be reported to the appropriate law enforcement agency having jurisdiction over the college where the incident occurred.

Date Approved: January 18, 2012

*(This is a new procedure recommended by the
Policy and Procedure Service)*

AP 4235 CREDIT BY EXAMINATION

Reference:

Title 5 Section 55050
Education Code Sections 70901 and 70902

1. Credit by Examination may be obtained by one of the following methods:

- a. Achievement of a score of [3 or higher] on an Advanced Placement Examination administered by the College Entrance Examination Board.
- b. Achievement of a score that qualifies for credit by examination in the College Level Examination Program.
 - 1) Academic departments at both Colleges may allow academic credit, subject to certain limitations, upon the receipt of certification from any authorized CLEP Testing Center, the nearest being located at San Jose State University. These examinations meet General Education requirements after students have officially matriculated at the college. For specific limitations on acceptability of CLEP credit, the student is advised to consult a counselor at the College in which they are enrolled.
- c. Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog.
 - 1) The nature and content of the examination shall be determined solely by faculty in the discipline that normally teaches the course for which credit is to be granted in accordance with policies and procedures by the College Curriculum committee.
 - 2) The faculty shall determine that the examination adequately measures mastery of the course content as set forth in the outline of record.
- d. Achievement of an examination administered by other agencies approved by the college.

2. Determination of Eligibility

- a. The student must be currently registered in the college and in good standing,

- b. The course is listed in the college catalog,
- c. Students must apply for advanced placement credit through the Office of Admissions and Records at the College they are attending.

3. Limitations

- a. Students are cautioned that any credits obtained by any of the methods listed below, while accepted by West Valley-Mission Community College District, may not be acceptable for credit by any other institution, public or private. It is the student's responsibility to check with other institutions to determine the acceptability of any credit earned by examination.
- b. Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veteran's or Social Security benefits.
- c. Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.
- d. Grading shall be according to the regular grading scale approved by the Board of Trustees; except pass/no pass option shall be offered, as an option, if it is ordinarily available for the course.
- e. Credit by examination is limited to those courses designated by the academic department as eligible for such credit and approved by appropriate designee from the Office of Instruction.
- f. Student's academic record will clearly indicates that the credit was earned by examination.
- g. If a student has had a minimum of 90 days of military active duty in the armed forces, as evidenced by official discharge papers (DD form 214), he or she may be entitled to credit toward a degree at West Valley College or Mission College.
 - 1) Such credit must be requested on a Petition for Military Credit form available in the Office of Admissions and Records at the College and shall be determined on the basis of the "Guide to Evaluation of Education Experiences in the Armed Forces."
- h. Limits on the number of units that may be applied to the Associate degree.

- i. Other limits on student and course eligibility for credit by examination may apply.

Date Approved: January 18, 2012
*(Replaces current WVMCCD Procedure 4.5
and Policies 4.5.1, 4.5.2, and 4.5.3)*

Academic Affairs**AP 4240 ACADEMIC RENEWAL****Reference:**

Title 5 Section 55046, 55044
California Education Code; 51318

Pursuant to California regulations governing community colleges, a student is permitted to request that substandard academic work (D, F, NP or NC) be disregarded from his/her cumulative grade point average when such work does not reflect current demonstrated ability or level of performance. A maximum of 24 units of course work may be requested from either one or both colleges in the student's cumulative grade point average.

A student who wishes to qualify for a degree, certificate, or transfer may petition the designated academic appeals committee at their college of attendance by submitting their petition to the appropriate college office.

Academic renewal does not guarantee that other colleges will accept this action. The acceptance of academic renewal is at the discretion of the receiving institution.

Limitations to Academic Renewal:

1. A maximum of 24 units of work which is substandard (D, F, NP, NC) not reflective of the student's present scholastic level of performance may be alleviated and disregarded in the computation of grade point average.
2. A period of at least two semesters must have elapsed since the most recent work to be alleviated was completed;
3. Subsequent to the semester(s) for which academic renewal is sought, the student must have completed an additional 12 semester units of study in the District or at another accredited institution with a cumulative grade point average of at least 3.00 or 24 semester units of work with a cumulative grade point average of at least 2.00; and
4. The college will disregard courses selected by the student in consultation with a Counselor.
5. The academic renewal policy will ordinarily be applied only when alleviation of prior work is necessary to qualify a student for: a program, transfer to another institution, completion of a certificate program or graduation from the College.

6. Determination of the applicability of this policy will be made only following formal application to the appropriate College appeals body.
7. When academic work is alleviated, the permanent record shall be properly annotated in a manner to ensure that all entries are legible and that a true and complete record is maintained. Academic renewal is irreversible once posted to the transcript.

Academic Affairs

AP 4250 PROBATION

References:

Title 5 Sections 55030, 55031, 55032, 55033, and 55034;
Education Code Section 70902(b)(3)

1. Notification of Probation

- a. Notification will consist, at a minimum, of the following:
 - 1) At the end of the semester in which the student's grade point average falls below 2.0 in all units attempted.
 - 2) A notice that the student is on probation shall be sent to the student informing him/her that he/she is on academic probation.
 - 3) Students are notified of his/her academic difficulty and the availability of college support services to respond to the academic difficulty before the student is dismissed.
 - 4) "All units attempted" is defined as all units of credit for which the student is enrolled in at the community college that they attend.
- b. If the percentage of a student's recorded entries of "W," "I," "NC" and "NP" in at least three consecutive semesters reaches or exceeds 50% of all units in which a student has enrolled, the student shall be placed on progress probation.
- c. At the end of the third semester on which the student is on academic or progress probation, a notice that the student is subject to dismissal will be sent to the student informing him/her that he/she is subject to dismissal.

2. Probationary Letter

- a. The letter notifying the student of probation will cover, at a minimum, the significance of being on probation and description of the services available.

- b. A student who is on academic probation and earns a semester grade point average of 1.75 or better shall not be dismissed as long as this minimum semester grade point average is maintained.

Date Approved: January 18, 2012

*(This is a new procedure recommended by the
Policy and Procedure Service)*

Academic Affairs

AP 4260 PREREQUISITES AND CO-REQUISITES**References:**

Title 5 Sections 55000 et seq.

Prerequisites, co-requisites, advisories, and limitations are necessary to ensure that students have access and succeed in their coursework as well maintaining academic standards. Prerequisites, co-requisites, advisories, and limitations do not constitute unjustifiable obstacles to student access and success. Therefore, to foster the appropriate balance between these two concerns, the Education Code requires that prerequisites, co-requisites, advisories, and limitations be established based solely on content review:

1. Information in the Catalog and Schedule of Courses

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

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

2. Challenge Process

- a. Any student who does not meet a prerequisite or co-requisite or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the course as follows:

- 1) If space is available in a course when a student files a challenge to the prerequisite or co-requisite, the District shall reserve a seat for the student and resolve the challenge within five working days. If the challenge is upheld or the District fails to resolve the challenge within the five working-day period, the student shall be allowed to enroll in the course.
- 2) If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the student registers for that subsequent term.

3. Grounds for challenge include the following:

- a. Those grounds for challenge specified in Title 5 Section 55201(f).
- b. The student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students. The student shall be allowed to enroll in such a course if otherwise he/she would be delayed by a semester or more in attaining the degree or certificate specified in his/her educational plan.
- c. The student seeks to enroll in a course that has a prerequisite established to protect health and safety, and the student demonstrates that he/she does not pose a threat to himself/herself or others.
- d. The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to a determination of whether the student's challenge should be upheld are or ought to be in the college's own records, then the college has the obligation to produce that information.

4. Curriculum Review Process

- a. The curriculum review process shall at a minimum be in accordance with all of the following:
 - 1) Establish a curriculum committee and its membership in a manner that is mutually agreeable to the college administration and the academic senate.
 - 2) Establish prerequisites, co-requisites, and advisories on recommended preparation (advisories) only upon the recommendation of the academic senate except that the academic senate may delegate this task to the curriculum committee without forfeiting its rights or responsibilities under Title 5 Sections 53200-53204 and within the limits set forth in Title 5 Section 55003. Certain limitations on enrollment must be established in the same manner.

- 3) Establish prerequisites, co-requisites, advisories on recommended preparation, and limitations on enrollment only if:
 - a) The faculty in the discipline or, if the college has no faculty member in the discipline, the faculty in the department do all of the following:
 - (1) Approve the course; and
 - (2) As a separate action, approve any prerequisite or co-requisite, only if:
 - (a) The prerequisite or co-requisite is an appropriate and rational measure of a student's readiness to enter the course or program as demonstrated by a content review including, at a minimum, all of the following:
 - (i) involvement of faculty with appropriate expertise;
 - (ii) consideration of course objectives set by relevant department(s). The curriculum review process should be done in a manner that is in accordance with accreditation standards;
 - (iii) be based on a detailed course syllabus and outline of record, tests, related instructional materials, course format, type and number of examinations, and grading criteria;
 - (iv) specification of the body of knowledge and/or skills which are deemed necessary at entry and/or concurrent with enrollment;
 - (v) identification and review of the prerequisite or co-requisite which develops the body of knowledge and/or measures skills identified under iv.
 - (vi) matching of the knowledge and skills in the targeted course (identified under iv.) and those developed or measured by the prerequisite or co-requisite (i.e., the course or assessment identified under v.); and
 - (vii) maintain documentation that the above steps were taken.

b. Limitations

- 1) Approve any limitation on enrollment that is being established for an honors course or section, for a course that includes intercollegiate competition or public performance, or so that a cohort of students will be enrolled in two or more courses, and, in a separate action, specify which.
- 2) Approve that the course meets the academic standards required for degree applicable courses, non-degree applicable courses, non-credit courses, or community service respectively.
- 3) Review the course outline to determine if a student would be highly unlikely to receive a satisfactory grade unless the student had knowledge or skills not taught in the course. If the student would need knowledge or skills not taught in the course itself, then the course may be approved for degree applicable credit only if all requirements for establishing the appropriate prerequisite have been met excepting only approval by the curriculum committee.
- 4) Review the course outline to determine whether receiving a satisfactory grade is dependent on skills in communication or computation. If receiving a satisfactory grade is sufficiently dependent on such skills, then the course may be approved for degree applicable credit only if all requirements have been met for establishing a prerequisite or co-requisite of not less than eligibility for enrollment to a degree-applicable course in English or mathematics, respectively.
- 5) A course which should have a prerequisite or co-requisite as provided in 5. or 6. but for which one or more of the requirements for establishing a prerequisite have not been met may only:
 - a) Be reviewed and approved pursuant to the standards for non-degree applicable credit, non-credit, or community service; or
 - b) Be revised and reviewed as required to meet the criteria for establishing the necessary prerequisites or co-requisites.

The curriculum committee also reviews the course and prerequisite in a manner that meets each of the requirements specified above.

5. Program Review

As a regular part of the program review process or at least every six years, except that the prerequisites and co-requisites for vocational courses or programs shall be reviewed every two years, the college shall review each prerequisite, co-requisite, or advisory to establish that each is still supported by the faculty in the discipline or department and by the curriculum committee and is still in compliance with all other

provisions of this policy and with the law. Any prerequisite or co-requisite that is still supported shall be reviewed promptly thereafter to assure that it is in compliance with all other provisions of this policy and with the law.

- a. **Implementing Prerequisites, Co-requisites, and Limitations on Enrollment.** Implementation of prerequisites, co-requisites, and limitations on enrollment must be done in a consistent manner and not left exclusively to the classroom instructor. Every attempt shall be made to enforce all conditions a student must meet to be enrolled in the course through the registration process so that a student is not permitted to enroll unless he/she has met all the conditions or has met all except those for which he/she has a pending challenge or for which further information is needed before final determination is possible of whether the student has met the condition.
- b. **Instructor's Formal Agreement to Teach the Course as Described.** Each college shall establish a procedure so that courses for which prerequisites or co-requisites are established will be taught in accordance with the course outline, particularly those aspects of the course outline that are the basis for justifying the establishment of the prerequisite or co-requisite. The process shall be established by consulting collegially with the local academic senate and, if appropriate, the local bargaining unit.

6. Review of Individual Courses

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

- a. **Advisories on Recommended Preparation**

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

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

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

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

c. Honors Courses

A limitation on enrollment for an honors course or an honors section of a course may be established if, in addition to the review by the faculty in the discipline or department and by the curriculum committee as provided above, there is another section or another course or courses at the college which satisfy the same requirements. If the limitation is for an honors course and not only for an honors section, the college must also include in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same associate degree or certificate requirement.

d. Blocks of Courses or Sections

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

Date Approved: January 18, 2012

*(This is a new procedure recommended by the
Policy and Procedure Service)*

Academic Affairs**AP 4300 FIELD TRIPS AND EXCURSIONS****Reference:**

Title 5 Section 55220

WVMCCD may provide supervision of field trips and excursions in connection with courses of instruction or college-related social, educational, cultural, athletic or musical activities to and from places in California, or any other state, the District of Columbia, or a foreign country for students.

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

The District shall, at the discretion of the Chancellor/college president or designee, may provide transportation for students, instructors, supervisors or other personnel by use of District equipment, contract to provide transportation, or arrange transportation by the use of other equipment.

- Persons who are designated to drive District-owned vehicles on College-sponsored activities must possess an appropriate, valid California driver's license, with appropriate classification indicated in state law, and must have a Division of Motor Vehicles driving record on file with the District.
- No instructor shall organize, direct, or mandate the use of student automobiles or voluntary car pools on authorized field trips.

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

The District may pay expenses of instructors, chaperones and other personnel participating in a field trip or excursion. Payment shall be by way of itemized reimbursement in a form prescribed by the Chancellor or College President or designee.

Privately owned aircraft may not be utilized on any District business or for any District sponsored activity.

Students

- The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant or categorical program funds if the funds are used consistently with the funding source. The colleges shall design procedures to assure participation of students in required field trips and excursions, lack of funding notwithstanding.
- No student shall be prevented from making a field trip or excursion which is integral to the completion of the course because of lack of sufficient funds with the exception of field trips or excursions offered as part of fee-based community services offerings.
- All persons making a field trip or excursion shall be deemed to have waived all claims against the District for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking such trips and all parents or guardians of minor students shall sign a statement waiving such claims.

Date Approved: January 18, 2012

(Replaces current WVMCCD Policy 6.18)

Academic Affairs**AP 4400 COMMUNITY SERVICES PROGRAMS****References:**

Education Code Sections 78300 et seq.;
Title 5 Sections 55002 and 55160(b)

The District maintains a community services program that includes classes in civic, vocational, literacy, health, homemaking, technical and general education, including but not limited to classes in the fields of music, drama, art, handicraft, science, literature, nature study, nature contacting, aquatic sports and athletics. Fee-based community education classes and activities shall be self-supporting through fees paid by participating individuals and groups.

The community services program shall be designed to contribute to the physical, mental, moral, economic or civic development of the individuals or groups enrolled in it. Each college operates a community education program and designs a program of classes and activities that are integral components of the educational programs of the District. Additionally, the community services program is based on the following standards:

1. Each college shall designate a specific unit within the college to administer the college's community services program.
2. Community Services shall be coordinated with appropriate academic and student service personnel from the college and district.
3. Students enrolled in community service offerings may be charged a fee not to exceed the cost of maintaining community service classes, or classes may be provided for remuneration by contract, or with contributions or donations of individuals or groups.
4. Unrestricted funds (General district monies) are not expended to establish and maintain community service offerings.
5. Each college shall provide the college's curriculum review committee an annual listing of course offerings as information.
6. The Colleges shall make periodic progress reports and fiscal reports on community education to the Board as deemed by the Chancellor.

The community services course offerings are open for the admission of adults and of those minors who may benefit from them, in the judgment of the governing board. Classes and activities may be offered at various locations in the county.

Date Approved: December 19, 2011

*(Replaces current WVMCCD Procedure 4.6
and Policies 4.6.2, 4.6.3, 4.6.4, 4.6.5, 4.6.6,
and 4.6.7)*