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BP 4010 ACADEMIC CALENDAR

Reference:
Education Code Section 70902(b)(12)

The Chancellor shall, in consultation with the appropriate groups, submit an academic calendar to the Board for approval.

Date Adopted: January 17, 2012
(Replaces current WVMCCD Policy 4.2)
BP 4020  PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT

References:
Education Code Sections 70901(b), 70902(b), and 78016;
Title 5 Sections 51000, 51022, 55100, 55130, and 55150;
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 Sections 600.2, 602.24, 603.24, and 668.8;
ACCJC Accreditation Standards II.A and II.A.9

The programs and curricula of the District shall be of high quality, relevant to community
and student needs, and evaluated regularly to ensure quality and currency. To that
end, the Chancellor shall establish administrative procedures for the development and
review of all curricular offerings, including their establishment, modification, or
discontinuance.

These administrative procedures shall include:
- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum
development and review; and
- Consideration of job market and other related information for vocational and
  occupational programs.

All new programs and program deletions shall be approved by the Board.

All new programs shall be submitted to the California Community Colleges Chancellor's
Office for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational
program shall be approved by the Board. Non-degree-applicable credit and degree-
applicable courses that are not part of an existing approved program must satisfy the
conditions authorized by Title 5 regulations and shall be approved by the Board.

Credit Hour
Consistent with federal regulations applicable to federal financial aid eligibility, the
District shall assess and designate each of its programs as either a “credit hour”
program or a “clock hour” program.
The Chancellor will establish procedures, which prescribe the definition of “credit hour” consistent with applicable federal regulations, as they apply to community college districts.

The Chancellor shall establish procedures to assure that curriculum at the District complies with the definition of “credit hour” or “clock hour,” where applicable. The Chancellor shall also establish procedure for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

Date Adopted: January 17, 2012
Date Revised: April 21, 2015
BP 4025 PHILOSOPHY AND CRITERIA FOR ASSOCIATE DEGREE AND GENERAL EDUCATION

References:
Title 5 Section 55061;
ACCJC Accreditation Standard II.A

Courses that are designated to fulfill the general education and depth requirements shall meet the following philosophy.

The awarding of an Associate degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics, to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems, and to develop the capacity for self-understanding.

In addition to these accomplishments, the student shall possess sufficient depth in some field of knowledge to contribute to lifetime interest.

Central to an Associate degree, general education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of colleges that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. College educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most important, general education should lead to better understanding.

In the establishing or modifying a general education program, ways shall be sought to create coherence and integration among the separate requirements. It is also desirable that general education programs involve students actively in examining values inherent in proposed solutions to major society problems.

West Valley College and Mission College confer the Associate in Arts or Associate in Sciences degree upon a student who successfully completes the official requirements listed in the catalog of the respective Colleges. Students, who have remained in
continuous attendance, as defined in the college catalogs, may elect to meet the degree requirements in effect at any time during their period of continuous attendance.

Each College shall set the course of study requirements for graduation, which conform to statute and applicable regulations and shall publish them in the College Catalog.

The Chancellor shall establish procedures to assure that courses used to meet general education and associate degree requirements meet the standards in this policy. The procedures shall provide for appropriate Academic Senate involvement.

Date Adopted: January 17, 2012
Date Revised: April 21, 2015
BP 4030  ACADEMIC FREEDOM

References:
Title 5 Section 51023;  
ACCJC Accreditation Eligibility Requirement 20 and  
ACCJC Accreditation Standard I.C.7

Preface
The West Valley-Mission Community College District supports the American Association of University Professors (AAUP) Statement of Principles on Academic Freedom and Tenure, both the rights and duties specified therein.

The West Valley-Mission Community College District recognizes that democratic participation, positive social change, and moral education, as well as scientific and technological advancement, all require the free exchange of ideas and information. Therefore, the District is committed to the free expression of diverse viewpoints on the part of faculty and students, as well as encouraging critical examination of these various perspectives. The District is also committed to the conduct of research and observation of the natural world unimpeded by social, religious, political, or theoretical biases and prejudices.

Introduction: Definition and Philosophy
Academic freedom is the right of faculty members to interpret scholarly findings and communicate conclusions without being subject to harassment when those conclusions are at variance with popularly held beliefs or opinions. Faculty members have a corresponding obligation to study, present, interpret, and discuss facts and ideas concerning their fields of knowledge in a responsible manner. The faculty member will acknowledge the facts on which controversial views are based and show respect for reasonable opinions held by others.

Institutions of higher education operate not to further the interest of either the individual faculty member or the institution as a whole but rather for the common good. In a democratic society the common good depends upon the free search for truth and its free exposition. Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth while academic freedom in teaching is essential both to the uninhibited expression of scholarly findings and to ensuring the fullest student engagement with ideas.

The West Valley-Mission Community College District therefore asserts unequivocally that academic freedom is a right possessed by all faculty members and recognizes that
academic and intellectual freedom is best protected by a system of tenure, academic
due process, and policies and procedures that provide faculty with the opportunity to
freely express themselves in any on or off campus venue. In addition, the District
asserts that the common good obligates the District community to defend academic
freedom in society as a whole.

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

- Faculty can engage in intellectual debate without fear of censorship or retaliation.
- Faculty 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.
- Faculty have the right to study and do research on the topics they choose and to
draw what conclusions they find consistent with their research.
- As citizens, members of learned professions, and members of the institution,
  faculty 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.

**Professional Ethics**
Academic freedom requires that all faculty members establish and preserve an open
learning environment at the college. No special limitations shall be placed upon
students in their study, investigation, presentation, and interpretation of facts and ideas
concerning human society, the physical and biological world, and other branches of
learning, subject to accepted standards of academic responsibility. Students shall have
the opportunity to study controversial issues and divergent views and to arrive at their own conclusions—even if they differ from those of the instructor.

As colleagues, faculty members have obligations that derive from common membership in the community of scholars. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas, faculty members show due respect for the opinions of others. They strive to be objective in their professional evaluation of colleagues, and accept their share of faculty responsibilities for the governance of their institution.

As members of an academic institution, faculty members seek above all to be effective teachers and scholars. Although faculty members observe the state regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision.

As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

Date Adopted: January 17, 2012
Date Revised: April 21, 2015
BP 4040 LIBRARY AND LEARNING SUPPORT SERVICES

Reference:
   Education Code Section 78100;
   Civil Code Section 1798.90;
   ACCJC Accreditation Standard II

The District shall have library and learning support services at each college that are an integral part of the institution’s educational program, and will comply with the requirements of the Reader Privacy Act and the standards of the Accrediting Commission for Community and Junior Colleges.

Date Adopted: January 17, 2012
Date Revised: April 21, 2015
BP 4050  ARTICULATION

References:
   Education Code Sections 66720-66744;
   Title 5 Section 51022(b);
   ACCJC Accreditation Standard II.A.10

Articulation between the Colleges with respect to curriculum is the responsibility of the departments at each College. The appropriate administrator shall ensure that such coordination will occur.

The Chancellor shall establish procedures that assure appropriate articulation of the District’s educational programs with proximate high schools and baccalaureate institutions.

The procedures also may support articulation with institutions, including other community colleges and those that are not geographically proximate, which are appropriate and advantageous for partnership with the District.

Date Adopted: January 17, 2012
Date Revised: April 21, 2015
BP 4060  DELINEATION OF FUNCTIONS AGREEMENTS

References:
   Education Code Sections 8535 and 8536

Whenever a mutual agreement with a school district or other educational entity relating to responsibility for noncredit continuing education programs is required by State law, the Chancellor shall present an appropriate memorandum of understanding to the Board for approval.

Date Adopted: January 17, 2012
(Replaces current WVMCCD Policy 4.6.8)
BP 4070  AUDITING AND AUDITING FEES

Reference:  
Education Code Section 76370

Students may audit courses.

The fee for auditing courses shall be at a maximum rate allowable by law. Students enrolled in classes to receive credit for ten or more semester credit units shall not be charged a fee to audit three or fewer semester units per semester.

No student auditing a course shall be permitted to change his/her enrollment to receive credit for the course.

Priority in class enrollment shall be given to students enrolled in the course for credit toward a degree or certificate.

Date Adopted:  January 17, 2012
(This is a new policy recommended by the Policy and Procedure Service)
BP 4100    GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES

References:
   Education Code Section 70902(b)(3);
   Title 5 Sections 55060 et seq.

The District grants the degrees of Associate in Arts and Associate in Science to those students who have completed the subject requirements for graduation and who have maintained a 2.0 average in subjects attempted. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations.

Students may be awarded a Certificate of Achievement upon successful completion of a minimum of 18 or more semester units of degree-applicable coursework designed as a pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education. Certificates in a program of study approved as a certificate by the State Chancellor’s Office in accordance with Title 5 regulations may also be issued.

The Chancellor shall establish procedures to determine degree and certificate requirements that rely primarily upon the recommendation of the Academic Senate of each College. The procedures shall assure that graduation requirements are published in the District's catalog(s) and included in other resources that are convenient for students.

Date Adopted: January 17, 2012
(This is a new policy recommended by the Policy and Procedure Service)
BP 4106 NURSING PROGRAMS

References:
Education Code Sections 66055.8, 66055.9, 70101-70107, 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

The District shall consider all of the following when screening nursing students:
- Academic degrees or diplomas, or relevant certificates, held by the applicant;
- Grade point average in relevant coursework;
- Life experiences or special circumstances of an applicant;
- Any relevant work or volunteer experience; and
- Proficiency or advanced level coursework in languages other than English.

Excepted from this criteria are candidates for the Associate Degree in Nursing (RN) who are screened using a modified random selection process as outlined by the State Chancellor’s Office (Memo 11-06), and Senate Bills 139 (Statutes of 2007) and 1309 (Statutes of 2006).

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:

- Pregnancy;
- Serious Illness;
- Natural causes; or
- 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 Adopted: January 17, 2012
(This is a new policy recommended by the Policy and Procedure Service)
BP 4110    HONORARY DEGREES

Reference:
Education Code Section 72122

Honorary degrees may be awarded at commencement or some other equally appropriate time. The names of persons receiving honorary degrees must be approved by the Board. The Chancellor shall establish procedures and criteria for the award of honorary degrees.

Date Adopted: January 17, 2012
(Replaces current WVMCCD Policy 4.4.6)
BP 4220  STANDARDS OF SCHOLARSHIP

References:
   Education Code Section 70902(b)(3);
   Title 5 Sections 55020 et seq., 55030 et seq., and 55040 et seq.

The Chancellor shall establish procedures that establish standards of scholarship consistent with the provisions of Title 5 Sections 55020 et seq., 55030 et seq., 55040 et seq., and Board policy.

These procedures shall address: grading practices, academic record symbols, grade point average, credit by examination, academic and progress probation, academic and progress dismissal, academic renewal, course repetition, limits on remedial coursework, and grade changes. These procedures shall include appropriate involvement of the faculty and Academic Senate.

These procedures shall be described in the District catalog and schedules of classes.

Date Adopted: January 17, 2012
(Replaces current WVMCCD Policies 4.1.1 and 5.6.11)
Students are not permitted to enroll again in a credit course (also referred to as repeating or re-enrolling in a credit course) if the student received a satisfactory grade in a previous enrollment. An enrollment (attempt) occurs when a student receives an evaluative or non-evaluative symbol in a credit course. Evaluative symbols include A, B, C, D, F, P, NP, CR, FW and NC. Non-evaluative symbols include I, IP, RD, W and MW. A satisfactory grade is A, B, C, CR or P. Substandard work is course work for which the grading symbols D, F, FW, NP or NC have been recorded.

Students may attempt a course three times if a sub-standard grade was earned or non-evaluative symbols were noted. The Board has determined reasonable limitations on course repetition as described in Administrative Procedure 4225.

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

Course Repetition: Grade Alleviation

- A student who has earned a grade of “D,” “F,” “NP,” or “NC” in a credit course at any College in the District may repeat the course for the purpose of grade alleviation.

- A student may repeat a credit course for purposes of grade alleviation only once. A student may petition the appropriate College appeals body for permission to repeat a course more than once, but the petition will be granted only based on a finding that documented unusual circumstances exist which justify a second repetition.

  o Upon satisfactory completion of the repeated course, the student may petition the Admissions and Records Office to have only the grade earned in the repeated course used in the computation of the grade point average.

  o In no case will the unit value of the repeated course be counted more than once.
The permanent academic record shall be annotated in such a way that all courses attempted will be indicated on the transcript in showing a true and complete academic history.

Course Repetition: Special Circumstances

- Under special educationally justifiable and documented extenuating circumstances, repetition of credit courses other than those for which substandard work has been recorded may be permitted. Under special circumstances, students may repeat courses in which a C or better grade was earned.

- A student may petition the appropriate College appeals body to authorize course repetition consistent with the California Code of Regulations.

The special circumstances are defined in administrative procedures.

See Administrative Procedure 4225.
BP 4226  MULTIPLE AND OVERLAPPING ENROLLMENTS

Reference:
Title 5 Section 55007

The Chancellor shall establish procedures to ensure that students may only enroll in two or more sections of the same credit course during the same term if the length of the course provides that the student is not enrolled in more than one section at any given time.

The Chancellor shall establish administrative procedures to ensure that students may only enroll in two or more courses where the meeting times overlap under the conditions specified in Title 5 Section 55007.

Date Adopted: January 17, 2012
(This is a new policy recommended by the Policy and Procedure Service)
BP 4230 GRADING AND ACADEMIC RECORD SYMBOLS

Reference:
Title 5 Section 55023

Courses shall be graded using the grading system established by Title 5.

The grading system shall be published in the college catalog(s) and made available to students.
The Chancellor shall implement procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not necessarily be limited to, the following:

- Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final.
- Procedures for students to challenge the correctness of a grade.
- The installation of security measures to protect grade records and grade storage systems from unauthorized access.
- Limitations on access to grade records and grade storage systems.
- Discipline for students or staff who are found to have gained access to grade records without proper authorization or to have changed grades without proper authorization.
- Notice to students, faculty, transfer institutions, accreditation agencies and law enforcement agencies if unauthorized access to grade records and grade storage systems is discovered to have occurred.

Also see BP 3310 titled Records Retention and Destruction, AP 4231 titled Grade Changes, and BP/AP 5040 titled Student Records

**Date Adopted:** January 17, 2012

(This is a new policy recommended by the Policy and Procedure Service)
BP 4235  CREDIT BY EXAMINATION

Reference:
Title 5 Section 55050

Credit may be earned by students who satisfactorily pass authorized examinations.

Credit may be earned by examination provided:

- The student is registered at the College and is in good standing;
- The student can demonstrate that he/she is especially qualified, through previous training or instruction, to successfully complete such examination;
- The course for which credit is desired is listed in the catalog of the College;
- The course has been designated as challengeable by exam by the Department Chair in consultation with appropriate members of the department faculty within each College; and
- The examination is approved or prepared, administered, and graded by faculty and other proper authorities of each College.

A maximum of 12 units toward an Associate degree may be earned by courses for which credit has been earned by examination.

Credits earned by examination cannot be used to satisfy the 12-unit residence requirement for the Associate degree.

The student’s academic record shall be clearly annotated to reflect that credit was earned by examination.

A student may challenge a course for credit by examination only one time and the grade received on the examination will be recorded on the student’s permanent record.

The Chancellor shall establish administrative procedures to implement this policy.

Date Adopted: January 17, 2012
(Replaces current WVMCCD Policy 5.6.10)
BP 4240 ACADEMIC RENEWAL

Reference:
Title 5 Section 55046

Previously recorded substandard academic performance may be disregarded if it is not reflective of a student's demonstrated ability. The Chancellor shall establish administrative procedures that provide for academic renewal.

Date Adopted: January 17, 2012
(This is a new policy recommended by the Policy and Procedure Service)
BP 4250 PROBATION, SUBJECT TO DISMISSAL, DISMISSAL AND READMISSION

References:
Education Code Section 70902(b)(3);
Title 5 Sections 55030-55034

A student shall be placed on probation if his or her academic record of performance falls under either of the two standards below:

Academic grade point probation
A student shall be placed on academic probation if he/she has attempted a minimum of 12 semester units of work and has a grade point average of less than a "C" (2.0). A student placed on academic probation who earns at least a 1.75 grade point average during the semester on probation, but whose cumulative grade point average is still below 2.00, will be permitted to continue on such probationary status for not more than three consecutive semesters without being academically disqualified (dismissed).

Progress Probation
A student shall be placed on progress probation if he/she has enrolled in a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of "W," "I," "NC," and "NP" were recorded reaches or exceeds fifty (50) percent. A student may be on progress probation not more than three consecutive semesters without being academically disqualified (dismissed).

Notification of probationary status will appear on the student’s semester grade report and on the transcript of academic work.

A student who is placed on probation may submit an appeal in accordance with procedures to be established by the Chancellor.

A student on academic probation for a grade point deficiency shall be removed from probation when the cumulative grade point average reaches 2.00 or higher. Likewise, a student on progress probation shall be removed from probation when the total percentage of cumulative units in the “W,” “I,” “NC,” and “NP” categories drops below 50 percent.

Students who believe that their placement on probation is the result of an error may petition the appropriate College appeals body for relief.
Subject to Dismissal
A student will be placed on “Subject to Dismissal” status if:

- Academic Probation: The student has earned a cumulative grade point average of less than 2.0 in all units attempted in two consecutive semesters;
- Progress Probation: Over the course of three consecutive semesters, 50 percent (or more) of the total number of units taken by a student results in grades of “W,” “I,” “NC,” and/or “NP.”

A student who is subject to dismissal must meet with a counselor to create/review/revise an Educational Plan in accordance with administrative procedures. Dismissal may be postponed and the student continued on probation if the student submits a petition that includes documentation of marked improvement or extenuating circumstances during the semester on which the dismissal was based.

A Notation of academic status will appear on the student’s end of semester grade report and transcript.

An academically disqualified student may present a written appeal to the appropriate College appeals body requesting immediate reinstatement if a dismissal has resulted from unusual circumstances. Students that do not file a reinstatement petition will be disenrolled from all units.

Dismissal
A student who is on academic probation shall be dismissed if he/she has earned a cumulative grade point average of less than 1.75 in all units attempted in each of three consecutive semesters. The student will need to submit a petition for readmission which will delineate the readmission requirements and how the student will meet these requirements.

Readmission
A student who has been dismissed may request reinstatement by submitting a petition for readmission after an absence of one semester or a petition for readmission explaining extenuating circumstances during the semester on which the dismissal was based.

Readmission may be granted, denied, or postponed according to criteria contained in administrative procedures.

The Chancellor shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

The determination of the applicability of the policy on academic probation and dismissal will be based on the inclusion of:
• All units in which the student has been officially enrolled, except those in which the student has been assigned a grade or non-evaluative symbol of “W,” “MW,” “CR,” “P,” “NP,” “NC,” “I,” “RD,” or “IP” when computing grade point average.

• All units in which the student has been officially enrolled, except those in which the student has been assigned a non-evaluative symbol of “MW,” “RD,” or “IP” when applying the satisfactory progress rule.

• All District units in which the student has been enrolled will be utilized in determining the applicability of the policy on academic probation and dismissal.

Date Adopted: January 17, 2012
Date Revised: April 21, 2015
BP 4260 PREREQUISITES AND CO-REQUISITES

References:
Title 5 Sections 55000, 55002 and 55003

The Chancellor is authorized to establish prerequisites, co-requisites, and advisories on recommended preparation for courses in the curriculum, upon the recommendation of the Academic Senate. All such prerequisites, co-requisites, and advisories shall be established in accordance with the standards set out in Title 5. Any prerequisites, co-requisites, or advisories shall be necessary and appropriate for achieving the purpose for which they are established.

The Chancellor shall establish administrative procedures for the development and review of all prerequisites, co-requisites and advisories on recommended preparation, including their establishment, modification, or discontinuance, which rely primarily on the recommendation of the Academic Senate of each college.

The administrative procedures shall include a way to assure that courses for which prerequisites or co-requisites are established will be taught in accordance with the course outline of record, and that each section of the prerequisite or co-requisite is taught by a qualified instructor. The administrative procedures shall also include a way in which a prerequisite or co-requisite may be challenged by a student on grounds permitted by law.

To assure that they remain necessary and appropriate, prerequisites, co-requisites and advisories on recommended preparation established by the Chancellor shall be reviewed at least once each six years, except that prerequisites, co-requisites and recommended preparation for vocational courses or programs shall be reviewed every two years.

When the District chooses to use content review as defined in subdivision (c) of section 55000 to establish prerequisites, co-requisites and advisories on recommended preparation in reading, written expression or mathematics for degree-applicable courses not in a sequence, administrative procedures shall include the method to be used to identify courses to which prerequisites might be applied; assurance that courses are reasonably available to students, provisions for training for the curriculum committee; and the research to be used to determine the impact of new prerequisites based on content review.
Prerequisites, co-requisites, and advisories shall be identified in District publications available to students.
BP 4300  FIELD TRIPS AND EXCURSIONS

Reference:
Title 5 Section 55220

The Chancellor shall establish procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity.

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 expenses of instructors, chaperones, and other personnel traveling with students may also be paid from District funds.

Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.

Date Adopted: January 17, 2012
(This is a new policy recommended by the Policy and Procedure Service)
BP 4400 COMMUNITY EDUCATION PROGRAMS

Reference:
Education Code Section 78300

The District may provide for a diversified program of community services in meeting the recreational, cultural, and educational needs of interested persons in the community.

Community education offerings are those classes and activities designed to meet the educational needs of the community not otherwise served by college credit courses. Community education includes classes and activities that are short term, fee-based, not-for-credit, and meet the recreational, vocational, personal development and continuing education needs of the community. Community education classes may also be offered in certain continuing interest areas as an alternative education mode for students who wish to pursue vocational interests over an extended period of time.

Community services courses shall be open for admission of adults and of minors who can benefit from the programs.

No General Fund monies may be expended to establish or maintain community services courses. Students involved in community services courses shall be charged a fee not to exceed the cost of maintaining the courses. Courses may also be offered for remuneration by contract or with contributions or donations of individuals or groups.

Date Adopted: January 17, 2012
(Replaces current WVMCCD Policy 4.6.1)