

Proposed Revisions to District Board Policy Manual **Section Four – Students/Instructional Services**

Policies 4A6 and 4A7

Governance Process: Rely Primarily Upon the Advice and Judgment

Reason for Revisions: To Comply with Title 5 Regulations

Subsequent sections to be renumbered

4A6 Admission to Impacted Programs -- In the event the number of applicants designated to be eligible for admission exceeds the number of student positions in a program, the following selection process ~~will~~ may be used to determine student admission.
(Revised July 14, 1994)

4A6A Applicants who are eligible will be admitted in the order in which their names appear on an eligibility list established for each program. The applicant's position on the list will be determined by specific procedures established for each program. Screening and selection criteria will be applied consistently for all applicants at each College. Criteria which may be used to establish priority for admittance ~~follow.~~ are noted in the following sections or may be allowed by using other non-evaluative techniques to determine who may enroll.

4A6B Academic prerequisites may include high school graduation or equivalent, grade point average, completion of high school, or college courses which are directly related to the curriculum content of the impacted program.

4A6C Standard testing procedures may include aptitude tests, attitude or personality tests, skills performance, and competency tests in specific fields.

~~4A6D The physical health of an applicant may be assessed to assure that the health and safety of the public is protected and to assure the student is able to perform the work required in the program.~~

~~Criminal background checks, drug screening, and physical health assessments of an applicant may be used to assure that the health and safety of the public is protected and to assure the student is able to perform the work required in the program. [See Title 5, Section 58106(b)]~~

4A6E An interview procedure may be used in the screening and selection process. The interview shall be preceded by instructions to the applicant indicating the purpose, conduct, and general content of the interview. The interview procedure shall be uniform for all applicants, contain items relevant to the discipline, and result in a quantitative evaluation. The interview committee shall consist of two (2) or more persons.

4A6F Previous experience may be used as a criterion for screening and selection.

~~4A6G A weighted priority may be given residents of the Kern Community College District.~~

~~4A6H Qualified applicants on alternate lists, in excess of enrollment limitations for one (1) course program, may be given priority for the succeeding program.~~

4A6I G Student failure to complete the application procedure may preclude admittance.

4A6J H Each College shall have available for interested applicants the specific and current criteria for implementing this policy.

4A6K I In Administration of Justice courses approved by the Commission on Peace Officer Standards and Training, preference in enrollment may be given to employed law enforcement trainees who are required to complete such courses pursuant to law. Preference should only be given when the trainee cannot complete the course within the time required by statute and when no other training program is reasonably available. Preference is limited to eighty-five percent (85%) of enrollment when there are

sufficient numbers of non-law enforcement trainees available.

4A7 Limitations on Enrollment in Courses or Programs

4A7A Enrollment may be limited by the College President or designee to students meeting validated prerequisites and corequisites established by the Curriculum Committee. (See Title 5, Section 55003.)

4A7B Enrollment may be limited due to health and safety considerations, facility limitations, faculty workload, the availability of qualified instructors, funding limitations, or legal requirements.

4A7C Enrollment will be allowed on a first-come, first-served basis or by using other non-evaluative techniques to determine who may enroll.

4A7D Enrollment in intercollegiate competition courses, honors courses, or public performance courses may be allocated to those students judged most qualified.

4A7E Enrollment in individual sections of multi-section courses may be limited to a cohort of students enrolled in one or more other courses, provided however, that a reasonable percentage of all sections of the course do not have such restrictions.

4A7F The colleges will limit the total number of units in which students who have been disqualified or placed on probationary status may enroll. [See Board Policy Manual Procedure 4C4(a)]

4A7G Students may challenge an enrollment limitation on the grounds that: the limitation is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner; the District is not following its policy on enrollment limitations; or, the basis upon which the district has established an enrollment limitation does not, in fact, exist.

The student shall bear the burden of showing that grounds exist for the challenge. Challenges shall be handled in a timely manner, and if the challenge is upheld, the District shall waive the enrollment limitation with respect to that

student. In the case of a challenge under this Policy, the District shall, upon completion of the challenge procedure, advise the student that he or she may file a formal complaint for unlawful discrimination. (See Board Policy 4F10, Student Complaint Policy.)

Reviewed and Recommended by
District Vice Presidents
January 14, 2009; Revised November 4, 2009

Reviewed and Recommended by
Chancellor's Cabinet
November 10, 2009

Reviewed by
District Consultation Council
November 17, 2009

November 19, 2009

TEMPLATE

**Policy 4A6 - Admission to Impacted Programs
Policy 4A7 – Limitations on Enrollment in Courses or Programs**

KCCD BPM	New Title 5 Provisions
<p>4A6 <u>Admission to Impacted Programs</u> In the event the number of applicants designated to be eligible for admission exceeds the number of student positions in a program, the following selection process will <u>may</u> be used to determine student admission: (Revised July 14, 1994)</p>	
<p>4A6A Applicants who are eligible will be admitted in the order in which their names appear on an eligibility list established for each program. The applicant's position on the list will be determined by specific procedures established for each program. Screening and selection criteria will be applied consistently for all applicants at each College. Criteria which may be used to establish priority for admittance follow <u>are noted in the following sections or may be allowed by using other non-evaluative techniques to determine who may enroll.</u></p>	
<p>4A6B Academic prerequisites may include high school graduation or equivalent, grade point average, completion of high school or college courses which are directly related to the curriculum content of the impacted program.</p>	
<p>4A6C Standard testing procedures may include aptitude tests, attitude or personality tests, skills performance, and competency tests in specific fields.</p>	

<p>4A6D The physical health of an applicant may be assessed to assure that the health and safety of the public is protected and to assure the student is able to perform the work required in the program.</p> <p><u><i>Criminal background checks, drug screening, and physical health assessments of an applicant may be used to assure that the health and safety of the public is protected and to assure the student is able to perform the work required in the program. [See Title 5, Section 58106(b)]</i></u></p>	
<p>4A6E An interview procedure may be used in the screening and selection process. The interview shall be preceded by instructions to the applicant indicating the purpose, conduct, and general content of the interview. The interview procedure shall be uniform for all applicants, contain items relevant to the discipline, and result in a quantitative evaluation. The interview committee shall consist of two (2) or more persons.</p>	
<p>4A6F Previous experience may be used as a criterion for screening and selection.</p>	
<p>4A6G A weighted priority may be given residents of the Kern Community College District.</p>	
<p>4A6H Qualified applicants on alternate lists, in excess of enrollment limitations for one (1) course program, may be given priority for the succeeding program.</p>	
<p>4A6I<u>G</u> Student failure to complete the application procedure may preclude admittance.</p>	
<p>4A6J<u>H</u> Each College shall have available for interested applicants the specific and current criteria for implementing this policy.</p>	

<p>4A6K! In Administration of Justice courses approved by the Commission on Peace Officer Standards and Training, preference in enrollment may be given to employed law enforcement trainees who are required to complete such courses pursuant to law. Preference should only be given when the trainee cannot complete the course within the time required by statute and when no other training program is reasonably available. Preference is limited to eighty-five percent (85%) of enrollment when there are sufficient numbers of non-law enforcement trainees available.</p>	
<p><u>4A7 Limitations on Enrollment in Courses or Programs</u></p>	<p>Section 58106 Limitation on Enrollment. In order to be claimed for purposes of state apportionment, all courses shall be open to enrollment by any student who has been admitted to the college, provided that enrollment in specific courses or programs may be limited as follows:</p>
<p><u>4A7(a) Enrollment may be limited by the College President or designee to students meeting validated prerequisites and corequisites established by the Curriculum Committee. (See Title 5, Section 55003)</u></p>	<p>(a) Enrollment may be limited to students meeting prerequisites and co requisites established pursuant to section 55003.</p>
<p><u>4A7(b) Enrollment may be limited due to health and safety considerations, facility limitations, faculty workload, the availability of qualified instructors, funding limitations, or legal requirements.</u></p>	<p>(b) Enrollment may be limited due to health and safety considerations, facility limitations, faculty workload, the availability of qualified instructors, funding limitations, the constraints of regional planning or legal requirements imposed by statutes, regulations, or contracts. The governing board shall adopt policies identifying any such limitations and requiring fair and equitable procedures for determining who may enroll in affected courses or programs. Such procedures shall be consistent with one or more of the</p>

	following approaches:
<u>4A7(c) Enrollment will be allowed on a first-come, first-served basis or by using other non-evaluative techniques to determine who may enroll.</u>	(1) limiting enrollment to a “first-come, first served” basis or using other non evaluative techniques to determine who may enroll; or
<u>4A7(d) Enrollment in intercollegiate competition courses, honors courses, or public performance courses may be allocated to those students judged most qualified.</u>	(2) in the case of intercollegiate competition, honors courses, or public performance courses, allocating available seats to those students judged most qualified; or
<u>4A7(e) Enrollment in individual sections of multi-section courses may be limited to a cohort of students enrolled in one or more other courses, provided however, that a reasonable percentage of all sections of the course do not have such restrictions.</u>	(3) limiting enrollment in one or more sections of a course to a cohort of students enrolled in one or more other courses, provided however, that a reasonable percentage of all sections of the course do not have such restrictions; or
<u>4A7(f) The colleges will limit the total number of units in which students who have been disqualified or placed on probationary status may enroll. [See Board Policy Manual Procedure 4C4(a)]</u>	4) limiting enrollment using any selection procedure expressly authorized by statute; or with respect to students on probation or subject to dismissal, the governing board may, consistent with the provisions of sections 55031 and 55032, limit enrollment to a total number of units or to selected courses, or require students to follow a prescribed educational plan.

<p><u>4A7(g) Students may challenge an enrollment limitation on the grounds that: the limitation is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner; the District is not following its policy on enrollment limitations; or, the basis upon which the district has established an enrollment limitation does not, in fact, exist.</u></p> <p><u>The student shall bear the burden of showing that grounds exist for the challenge. Challenges shall be handled in a timely manner, and if the challenge is upheld, the District shall waive the enrollment limitation with respect to that student. In the case of a challenge under this Policy, the District shall, upon completion of the challenge procedure, advise the student that he or she may file a formal complaint for unlawful discrimination. (See Board Policy 4F10, Student Complaint Policy.)</u></p>	<p>(c) A student may challenge an enrollment limitation established pursuant to subdivision (b) on any of the following grounds:</p>
	<p>(1) the enrollment limitation is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;</p>
	<p>(2) the district is not following its policy on enrollment limitations;</p>
	<p>(3) the basis upon which the district has established an enrollment limitation does not in fact exist; or</p>
	<p>(4) any other criteria established by the district.</p>

	<p>(d) The student shall bear the burden of showing that grounds exist for the challenge. Challenges shall be handled in a timely manner, and if the challenge is upheld, the district shall waive the enrollment limitation with respect to that student.</p>
	<p>(e) In the case of a challenge under subdivision (c) (1), the district shall, upon completion of the challenge procedure, advise the student that he or she may file a formal complaint of unlawful discrimination pursuant to subchapter 5 (commencing with section 59300) of chapter 10. Completion of the challenge procedure shall be deemed to be an effort at informal resolution of the complaint under section 59327.</p>

Reviewed and Recommended by
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