

KCCD Administrative Procedures 4,000s Tracking Matrix

KCCD Administrative Procedures review and recommendation for approval	AP 4,000s reviewed by John Means & Michele Bresso	Reviewed by Senate Presidents	Constituent groups reviewed and approved date.
AP 4010 Academic Calendar	X	x	
AP 4020 Program and Curriculum Development	X	x	
AP 4021 Program Discontinuance	X	x	
AP 4022 Course Approval	X	x	
AP 4025 Philosophy and Criteria for Associate Degree and General Education	X		
AP 4026 Philosophy and Criteria for International Education	X		
AP 4030 Academic Freedom	X	x	
AP 4040 Library and Learning Support Services	X		
AP 4050 Articulation	X	x	
AP 4060 Delineation of Functions Agreements	X	X (still needs work)	
AP 4070 Course Auditing and Auditing Fees	X		
AP 4100 Graduation Requirements for Degrees and Certificates	x	x	
AP 4101 Independent Study	X	x	
AP 4102 Career and Technical Education Programs	x		
AP 4103 Work Experience	x		
AP 4104 Contract Education	X		
AP 4105 Distance Education	x		
AP 4106 Nursing Programs	X		
AP 4110 Honorary Degrees	x		
AP 4220 Standards of Scholarship - Delegation	x		
AP 4222 Remedial Coursework	x		
AP 4225 Course Repetition	x		
AP 4226 Multiple and Overlapping Enrollments	X		
AP 4227 Repeatable Courses	X		
AP 4228 Course Repetition – Significant Lapse of Time	X		
AP 4229 Course Repetition – Variable Units	X		
AP 4230 Grading and Academic Record Symbols	X		
AP 4231 Grade Changes	X		
AP 4232 Pass/No Pass	X		
AP 4235 Credit for Prior Learning	X		
AP 4236 Advanced Placement Credit	X		
AP 4237 Credit Allowed from Other Institutions	X	x	
AP 4240 Academic Renewal	x		
AP 4250 Probation	x		
AP 4255 Dismissal and Readmission	x		
AP 4260 Prerequisites and Co-Requisites	x		
AP 4300 Field Trips and Excursions	x		
AP 4400 Community Services	x		
AP 4500 Student News Media	x		
AP 4610 Instructional Service Agreements	x		

[Link to Board Policy 4000s](#)

Kern Community College District Administrative Procedure

Chapter 4 - Students/Instructional Services

AP 4010 Academic Calendar

References:

[Education Code Section 79020;](#)

[Title 5 Sections 55700 et seq. and 58142](#)

[Collective Bargaining Agreement Article 1 Section C, sub-section 12](#)

Note: This procedure is **legally required**.

[The academic calendar includes:](#)

- [The number of days that define an academic year is 175 days of instruction and evaluation](#)

- [Per the faculty collective bargaining agreement, the academic senates are delegated the right to settle the academic calendar for their colleges. Therefore, for determining the academic calendar begins with each College academic senate and incorporates review of the draft calendar by appropriate college and district committees with final approval by the Board of Trustees. Review and approval should commence at least two academic years prior to the calendar's activation.](#)

- [Holidays, which include:](#)
 - [New Year's Day \(January 1\)](#)
 - [Dr. Martin Luther King, Jr. Day \(Third Monday in January\)](#)
 - [Lincoln Day \(February 12 or see Note below\)](#)
 - [Washington Day \(Third Monday in February\)](#)
 - [Spring Recess](#)
 - [Memorial Day \(Last Monday in May\)](#)
 - [Independence Day \(July 4\)](#)
 - [Labor Day \(First Monday in September\)](#)

[Link to Board Policy 4000s](#)

- Veterans Day (November 11 or see Note below)
 - Thanksgiving Day (Fourth Thursday in November)
 - Thanksgiving Recess (Fourth Friday in November)
 - Christmas Recess (December 24)
 - Christmas Day (December 25)
-
- 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 Section 79020 for laws regulating the scheduling of Lincoln Day, Veterans Day, and holidays that fall on weekends.

Kern Community College District Administrative Procedure

Chapter 4 - Students/Instructional Services

AP 4020 Program and Curriculum Development

References:

Title 5 Sections 51021, 55000 et seq., and 55100 et seq.;

34 Code of Federal Regulations Part 600.2;

ACCJC 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.

NOTE: *The following procedure is **legally required**. Districts may insert local procedures for program and curriculum development, which may include or address procedures for new, added, provisional or experimental, reinstated and deleted courses and procedures for changes in course number, title, units, or hours. Procedures for each action should, as good practice, address:*

Initiation, Review, Approval, Evaluation

- *Initiation of new or revised program and curriculum content is the purview of faculty through submission to the College Curriculum Committee. The faculty, acting through discipline areas with the academic divisions and through each college's Curriculum Committee as a subcommittee of their Academic Senate, shall be responsible for instructional program and course development.*
- *Final recommendations for program additions and modifications from the College Curriculum Committee shall be recommended to the College Chief Instructional Officer who shall make a recommendation to the College President. The College President shall then submit a recommendation to the Chancellor for approval by the Board of Trustees. Once approved by Trustees, the content is submitted for State approval.*

[Link to Board Policy 4000s](#)

- Program and curriculum additions and revisions are published in the College catalogs and Board of Trustees meeting minutes.

The District shall provide annual certification to the California Community Colleges Chancellor's Office pertaining to the approval of credit courses and credit programs as required under Title 5 Sections 55100 and 55130.

Credit Hour

Title 5 states one credit hour of community college work (one unit of credit) shall require a minimum of 48 semester hours of total student work, which may include inside and/or outside-of-class hours. A course requiring 96 hours or more total student work shall provide at least 2 units of credit. Cooperative work experience courses shall adhere to the formula for credit hour calculations identified in Title 5 Section 55256.5. Credit for clock hour designated programs shall be awarded consistent with 34 Code of Federal Regulations Part 600.2.

NOTE: The following language is legally required. Districts should insert their locally developed policy defining the standards for credit hour calculations which must include the following:

KCCD course outlines of record target 54 hours of student involvement per unit of credit. The primary term length is 16 weeks in fall and spring. Courses are generally scheduled such that they exceed the in-class hours on the course outline of record by the minimal amount. At times, courses may be scheduled for fewer hours than listed on the course outline of record as long as they meet or exceed the 48-hour minimum stated in Title 5 Section 55002.5. Course outlines of record shall designate the number of units of lecture and/or laboratory with the in-class and outside-of-class hours based on the selected number of units. Credit hours for all courses may be awarded in increments of one unit, a half-unit, or less than a half-unit.

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, and/or outside-of-class hours) by 54, then round down to the nearest 0.5 units.

Expressed as an equation:

[Total Contact Hours + Outside-of-class Hours]

=

5
4

Units of Credit

The result of this calculation is then rounded down to the nearest 0.5 increment. For example, if a course contains 180 total student learning hours (36 lecture, 72 lab, and 72 outside-of-class hours), then the unit calculation is as follows:

$$36 + 72 + 72 = 180 = 3.33, \text{ which is rounded down to 3 units of credit}$$

54 54

Calculation Table for Semester Hours and Units (54 Hours + 1 Unit)

# of Units	Lecture (Lecture, Discussion, Seminar, and Related Work)		Activity (Activity, Lab with Homework, Studio, and Similar)		Laboratory (Traditional Lab, Natural Science Lab, Clinical, and Similar)		Total Hours per Unit
	Ratios of In-Class/Contact Hours to Outside of Class Hours						
	2	1	1	2	3	0	
	Contact Hours	Outside of Class Hours	Contact Hours	Outside of Class Hours	Contact Hours	Outside of Class Hours	
0.5	9	18	18	9	27	0	27
1.0	18	36	36	18	54	0	54
1.5	27	54	54	27	81	0	81
2.0	36	72	72	36	108	0	108
2.5	45	90	90	45	135	0	135
3.0	54	108	108	54	162	0	162

[Link to Board Policy 4000s](#)

3. 5	6 3	1 2 6	1 2 6	6 3	189	0	1 8 9
4. 0	7 2	1 4 4	1 4 4	7 2	216	0	2 1 6
4. 5	8 1	1 6 2	1 6 2	8 1	243	0	2 4 3
5. 0	9 0	1 8 0	1 8 0	9 0	270	0	2 7 0

NOTE: The following language is **legally required** in an effort to show good faith compliance with the applicable federal regulations

For purposes of federal financial aid eligibility, a “credit hour” shall be not less than:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately [16 weeks for one semester or trimester hour of credit], or the equivalent amount of work over a different amount of time; 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, practica, studio work, and other academic work leading to the award of credit hours.

No CCLC policy or procedure.

Kern Community College District Administrative Procedure

Chapter 4 - Students/Instructional Services

AP 4021 Program Discontinuance

References:

Education Code Section 78016;

Title 5 Sections 51022 and 55130;

ACCJC Accreditation Standard II.A.15

NOTE: *A procedure for discontinuance of career and technical programs is **legally required**. Procedures for discontinuance of other programs are **suggested as good practice**.*

College procedures for program discontinuance shall include:

- Appropriate involvement of the faculty and Academic Senate in all processes;
- Academic Senate involvement requires consideration and action taken by the Academic Senate or appropriate Senate committee;
- Appropriate notice and involvement of the affected parties in all of the processes;
- A plan and schedule for implementing the program deletion;
- Consideration of job market and other related information for vocational and occupational programs;
- Rationale for the program deletion; and
- Consideration of the impact of the proposed deletion with evidentiary support.

The procedure for discontinuance of vocational or occupational programs should include:

- Process for reviewing such programs every two (2) years to ensure they
 - meet legal standards
 - meet a documented labor market demand
 - do not represent an unnecessary duplication of other training programs in the area
 - are of demonstrated effectiveness as measured by student employment and completion success of students

In addition to program discontinuance initiated by the College procedures, the College or District administration may also initiate the appropriate College procedures.

Final recommendations for program discontinuance shall be recommended to the College Chief Instructional Officer who shall make a recommendation to the College President. The College President shall then submit a recommendation to the Chancellor for approval by the Board of Trustees.

- Discontinued programs may also be deleted subject to review.
- Process for termination of program by the Board of Trustees if legal and other District standards are not met.

Kern Community College District Administrative Procedure

Chapter 4 - Students/Instructional Services

AP 4022 Course Approval

Reference:

[Title 5 Section 55100](#)

Note: *This procedure applies to the processes for approving individual credit and non-credit courses.*

Credit Courses

[Procedures for submitting for Board approval individual degree-applicable credit courses offered as part of an educational program approved by the California Community Colleges Chancellor's Office: and](#)

[Procedures for course approval of non-degree applicable credit courses and degree-applicable credit courses that are not part of a permitted educational program must address at least the following:](#)

- [These courses must be approved by the curriculum committee.](#)
- [The individuals on the curriculum committee must have received the training provided for in Title 5 Section 55100](#)

[Link to Board Policy 4000s](#)

- Unless modified to properly address the reasons for denial, no courses may be offered that were previously denied separate approval by the California Community Colleges Chancellor's Office.
- Students may only count a limited amount of semester units approved toward satisfying the requirements for a certificate or completion of an associate degree.
- Regulatory limits on the number of courses that may be linked to one another by prerequisites or co-requisites.
- All courses approved must be reported to the California Community Colleges Chancellor's Office.

Existing language moved to AP from BP 4B3. Should this be moved to AP 4105 Distance Education instead?

Non-Credit Courses

Districts may approve non-credit courses pursuant to Title 5 Section 55002 and the California Community Colleges Chancellor's Office Program and Course Approval Handbook. Procedures for course approval of non-credit course must address at least the following:

- The curriculum committee and District governing board have approved each non-credit course pursuant to Title 5 Section 55002 and the California Community Colleges Chancellor's Office Program and Course Approval Handbook.
- The District promptly reported all non-credit courses approved by the District governing board to the California Community Colleges Chancellor's Office Curriculum Inventory Management Information Systems.
- District personnel involved in the non-credit course approval process, including curriculum committee members, received training regarding the rules, regulations, and local policies applicable to the approval of non-credit courses, including but not limited to, the provisions of Title 5 Section 55002 and the California Community Colleges Chancellor's Office Program and Course Approval Handbook.
- The District governing board has established a local policies or procedures specifying attendance counting consistent with Education Code Sections 84030 et seq.

[Link to Board Policy 4000s](#)

- [Annual certification to the California Community Colleges Chancellor's Office before the conclusion of each academic year that the District has complied with the requirements of Title 5 Section 55150 relating to the approval of non-credit courses.](#)

Kern Community College District

Administrative Procedure

Chapter 4 – Academic Affairs

AP 4025 Philosophy and Criteria for Associate Degree and General Education

References:

Title 5 Section 55061:
ACCJC Accreditation Standard II.A

NOTE: *This procedure is **legally required**. ~~Local practice may be inserted here.~~*

The philosophy and criteria for the associate degree and general education should address the considerations contained in the references listed above. These include, but are not limited to:

- The programs of the District are consistent with the institutional mission, purposes, demographics and economics of its community.
- The philosophy and criteria regarding the associate degree references the policy of the 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:
 - the ability to think and communicate clearly and effectively orally and writing;
 - use mathematics;
 - understand the modes of inquiry of the major disciplines;
 - be aware of other cultures and times;
 - achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding.

The philosophy and criteria regarding general education references the policy of the Board of Governors that general education should lead to better self-understanding, including:

- General education is designed to introduce students to the variety of means through which people comprehend the modern world.
- General education introduces the content and methodology of the major areas of knowledge and provides an opportunity for students to develop intellectual skills, information technology facility, affective and creative capabilities, social attitudes, and an appreciation for cultural

[Link to Board Policy 4000s](#)

[*diversity.*](#)

[Link to Board Policy 4000s](#)

NOTE: ~~The procedures should also include the process used to determine which courses implement the District's philosophy on the associate degree and general education.~~

Kern Community College District

Administrative Procedure

Chapter 4 – Academic Affairs

AP 4026 Philosophy and Criteria for International Education

References:

Education Code Section 66015.7

NOTE: *This procedure is **legally advised.** ~~optional-~~ AB 1342 amended Education Code to encourage districts to engage in international education as resources permit. Local practice may be inserted.*

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:

- Develop courses of study in as many fields as possible to increase students' understanding of global issues and cultural differences.
- 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.
- Provide opportunities for students in all majors to participate in study abroad programs to enrich their academic training, perspectives, and personal development.
- Provide opportunities for domestic and international students to interact effectively and routinely share their views, perceptions, and experiences in educational settings.
- Develop innovative public educational forums and venues to explore global issues and showcase world cultures.

For international students and scholars,

- 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.

[Link to Board Policy 4000s](#)

- ***Facilitate faculty exchange and collaborative partnership programs with institutions in other countries.***
- ***Initiate collaborative research undertakings to address issues of global significance.***
- ***Recruit and retain the world's best and brightest faculty to educate California's students as globally competent***

Kern Community College District

Administrative Procedure

Chapter 4 – Academic Affairs

AP 4030 Academic Freedom

References:

[Title 5 Section 51023;](#)

[ACCJC Accreditation Eligibility Requirement 20;](#)

[ACCJC Accreditation Standard I.C.7](#)

NOTE: This procedure is **legally advised. optional** so long as there is a Board Policy in place which complies with Title 5 and the accreditation standard. Local practice may be inserted here to implement board policy, if necessary.

General Principles

Education in a democracy depends upon earnest and unceasing pursuit of truth and upon free and unrestricted communication of truth.

Academic freedom encompasses the right of instructors to discuss pertinent subjects within their field of professional competency in the classroom, consistent with course objectives, and for counselors, librarians and other academic employees to provide appropriate student services within their fields of professional competency and consistent with sound educational principles.

[Link to Board Policy 4000s](#)

Based upon the principle of academic freedom, neither District officials nor outside individuals or groups may interfere with or censure an academic employee because of the employee's proper treatment of pertinent subjects, or provision of proper educational professional services to students.

Faculty members acknowledge that in the exercise of academic freedom they have a responsibility to be accurate and comprehensive in making reports, to be fair-minded in making interpretations and judgments, to respect the freedoms of other persons, to exclude irrelevant matters from classroom discussions and instructional exercises, and to make appropriate distinctions between statements made as faculty subject matter specialists and statements made as private citizens.

The District recognizes the fundamental right of the faculty member to be free from any censorship or restraint which might interfere with the faculty member's obligation to pursue truth and maintain his/her intellectual integrity in the performance of his/her teaching functions.

Textbook Selection

Each campus shall develop a procedure for the selection of textbooks that recognizes the basic right and duty of the faculty to be the primary agent in the process. Since students in most instances must purchase books, the procedure should take cognizance of the financial consideration that may be imposed upon the student.

Public Forums

In keeping with the philosophy of intellectual freedom and the responsibility of the Community College District for services to its community, public forums presenting speakers with varying points of view may be offered to the local community as part of the educational program.

All proposals for special programs and projects, involving requests for financial assistance from outside funding sources such as governmental agencies, foundations or special organizations, shall be presented to the Board of Trustees for approval prior to the submission of a formal application to such outside groups.

[Link to Board Policy 4000s](#)

Kern Community College District

Administrative Procedure

Chapter 4 – Academic Affairs

AP 4040 Library and Learning Support Services

References:

[Education Code Section 78100:](#)

[ACCJC Accreditation Standard II.B](#)

NOTE: This procedure is **legally advised**. ~~Every District must provide a library and may provide other learning support services, but an actual procedure is optional. Local practice may be inserted here.~~

Each college shall maintain a library collection that supports the mission of the college and the curriculum.

The recommendation of individual instructors and of instructor or advisory groups may be utilized in the selection of instructional resource material to the extent practical.

The library faculty as a part of the educational program, shall have the same freedoms guaranteed the teaching faculty and students and shall choose books and other resources based on the interest, information and potential for enlightenment of students. As far as practical, books and other resources will be selected to present all points of view concerning the issues of our times, international, national, and local. No books shall be excluded because of the actual or perceived race, color, religion, sex, sexual orientation, national origin, ethnic group identification, ancestry, marital status, age, physical or mental disability or the political or philosophical views of the writer.



Kern Community College District

Administrative Procedure

Chapter 4 – Academic Affairs

AP 4050 Articulation

References:

Education Code Section 66720-66744;

Title 5 Sections 51022 subdivision (b) and 55051;

ACCJC Accreditation Standard II.A.10

NOTE: *This procedure is **legally required***

Existing language move to AP from BP 4B7

4B7A Articulation agreements shall identify Kern Community College District Board of Trustees approved courses that are comparable and transferable between the community colleges and high schools or four-year (4-year) institutions.

4B7B Articulation of courses and programs with four-year (4-year) institutions shall be the responsibility of the College President or designee. University articulation agreements may include, but shall not be limited to, general education

[Link to Board Policy 4000s](#)

requirements and major subject prerequisites. Individual articulation agreements shall be updated and maintained on file at each College.

~~4B7C~~ Articulation of courses and programs with high schools shall be the responsibility of the College President or designee. A plan for articulation shall be developed and implemented at each College.

~~4B7D~~ An articulated high school course is one that the faculty of the college in the appropriate discipline, using procedures developed by the Curriculum Committee, have determined to be comparable to a specific college course
<<more words next page>>

[Link to Board Policy 4000s](#)

that has been recommended by the Curriculum Committee, and approved by the Board of Trustees.

4B7E Articulated high school courses may be applied to college requirements in lieu of comparable college courses to partially satisfy:

1. The requirements for a certificate program, including the total number of units required for a certificate;
2. The major requirements in a degree program.

4B7F Articulated high school courses used to partially satisfy certificate or major requirements shall be clearly noted as such on the student's academic record if credit for these comparable college courses has been earned via credit by examination.



Kern Community College District

Administrative Procedure

Chapter 4 – Academic Affairs

AP 4060 Delineation of Functions Agreements for noncredit continuing education programs

References:

[Education Code Sections 8535 and 8536](#)

NOTE: This procedure is **optional but is legally advised**. ~~if districts are engaged in adult noncredit instruction. Insert local practice here, if any, regarding memoranda of understanding related to noncredit continuing education programs.~~

Whenever a mutual agreement with a school district or other educational entity relating to noncredit continuing education programs is presented to the Board for approval, it shall contain the following elements, as appropriate, without limitation:

- which school, college, or center will offer a particular course or program;
- whether any particular course or program will be offered exclusively by that school, college, or center;
- the method by which the college will coordinate and monitor courses offered by the school districts' requests to develop new courses or programs;
- procedures which facilitate the movement of students from one educational level to the next;

[Link to Board Policy 4000s](#)

- the method by which the school districts will ensure that students may pursue short or long range educational, occupational, or career-preparation goals without unnecessary duplication of instruction or delay.

Transfer of Programs

When Governing Boards of two or more school districts agree to transfer an existing program, a reasonable time shall be allowed for such a transfer to permit all legal and contractual obligations to be met and an orderly transfer to be made.



Kern Community College District

Administrative Procedure

Chapter 4 – Academic Affairs

AP 4070 Course Auditing and Auditing Fees

Reference:

[Education Code Section 76370](#)

*Note: This procedure is **legally advised**. ~~only if the District permits auditing. Districts may insert local procedures for auditing courses, including:~~*

A course audit shall be approved under one of two conditions

- Participation by audit serves as a specific educational purpose necessary to achieve the student's educational goal.
- Participation by audit benefits other registered participants in performance arts or intercollegiate athletics courses.

Class attendance as an auditor shall be permitted only after approval has been obtained from the instructor.

The Audit Form must be submitted to the Office of Admissions and Records after the first day of the class. The audit form will not be processed until all students who wish to register for credit have had the opportunity to do so.

[Link to Board Policy 4000s](#)

Auditors must pay the appropriate audit fees. Enrollment fees may not be used to pay for auditing a class.

The cost to audit a class is \$15 per unit. (Students enrolled in 10 or more other units will not be charged this fee.)

The non-refundable audit fee is \$15.00 per unit per term.

Units associated with auditing are not counted toward minimum requirements for financial aid, student employment, etc.



Kern Community College District

Administrative Procedure

Chapter 4 – Academic Affairs

AP 4100 Graduation Requirements for Degrees and Certificates

References:

Title 5 Sections 55060 et seq.

NOTE: This procedure is **legally required**. ~~Local practice may be inserted. Procedures must address at least the following:~~

For the Associate in Arts or Associate in Science degree, a student must demonstrate competence in reading, in written expression, and in mathematics.

The student must satisfactorily complete at least 60 semester units of college work.

A definition of "college work" that provides that courses acceptable toward the associate degree include those that have been properly approved pursuant to Title 5 Section 55002[a], or, if completed at other than a California community college, would reasonably be expected to meet the standards of that section.

The work must include at least 18 semester units in general education and at least 18 semester units in a major listed in the Community Colleges "Taxonomy of Programs" or in an area of emphasis involving lower division coursework which prepares students for

[Link to Board Policy 4000s](#)

a field of study or for a specific major at the University of California or the California State University.

The work must include at least 12 semester units of study in residence: exceptions to the residence requirement can be made by the Board when an injustice or undue hardship would result.

The general education requirements must include a minimum of work in the natural sciences, the social and behavioral sciences, humanities, and language and rationality. Ethnic studies must be offered in at least one of these required areas. Students may petition to have noncredit courses counted toward the satisfaction of requirements for an associate degree.

District policies and procedures regarding general education and degree requirements must be published in the college catalog and must be filed with the California Community Colleges Chancellor's Office.

For a certificate of achievement, a student must successfully complete a course of study or curriculum that consists of **(16 or more semester units)** of degree-applicable credit coursework. The certificate of achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.

Shorter credit programs for example Job Skills certificate that lead to a certificate may be established by the District.

Content and assessment standards for certificates shall ensure that certificate programs are consistent with the mission of **(the Kern Community College District)** meet a demonstrated need, are feasible, and adhere to guidelines on academic achievement.

Certificates for which California Community Colleges Chancellor's Office approval is not sought for example Job Skills certificate may be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion, or certificate of competency.



Kern Community College District

Administrative Procedure

Chapter 4 – Academic Affairs

AP 4101 Independent Study

References:

[Title 5 Sections 55230 et seq.](#)

Note: *This procedure is **legally required**. ~~Local practice may be inserted here, but must include the following:~~*

- ~~• *Procedures for approval of independent study programs*~~
- ~~• *Academic standards for independent study that are the same as those applied to other credit courses or noncredit courses.*~~
- ~~• *Procedures for evaluation of student progress*~~
- ~~• *Access to the instructor at least equivalent to that commonly available to students in courses conducted by other instructional methods*~~

~~Existing language move to AP from BP 4B8~~

4B8 Independent Study

- 4B8A** The purpose of Independent Study is to fulfill a student's immediate need due to circumstances beyond their control as determined by the College Vice Presidents, Academic Affairs, to meet a specific requirement for their degree, certificate, major, or for transfer.
- 4B8B** Independent Study will be conducted by qualified faculty in accordance with the course outline of record, to permit students to cover course material independently, but under the supervision and direction of the assigned faculty.
- 4B8C** Academic standards applicable to Independent Study shall be the same as those applied to other credit and non-credit courses.
- 4B8D** Students enrolled in Independent Study will be evaluated, and their progress recorded in the same manner as students enrolled in other courses.
- 4B8E** Faculty conducting Independent Study shall, as a minimum, make themselves available to students in the same manner as for students in other courses, including use of scheduled office hours. (See AP 4B8)
- 4B8F** Attendance for Independent Study must be reported as outlined in the State Student Accounting Manual.



Kern Community College District

Administrative Procedure

Chapter 4 – Academic Affairs

AP 4102 Career and Technical Education Programs

References:

[Title 5 Sections 55600 et seq.:](#)

[2 Code of Federal Regulations Part 200 \(The Federal Education Department General Administrative Regulations, 2nd Edition\):](#)

[34 Code of Federal Regulations Part 600 \(U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended\):](#)

[ACCJC Accreditation Standard II.A.14](#)

NOTE: *This procedure is **legally required**. ~~Local practice may be inserted here, which must address:~~*

- ~~Establishment of an appointment process for related advisory committees;~~
- ~~Provisions for documenting the competence of students completing career and technical programs; and~~
- ~~Written procedures mandated by The Federal Education Department General Administrative Regulations 2nd Edition.~~

[Consistent with federal regulations pertaining to federal financial aid eligibility, the Vice President of Instruction 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](#)

[Link to Board Policy 4000s](#)

promotional materials and on its website.

The Vice President of Instruction shall establish procedures to ensure that the District meets these reporting requirements whenever the District intends to add a new gainful employment program.



Kern Community College District

Administrative Procedure

Chapter 4 – Academic Affairs

AP 4103 Work Experience

References:

[Title 5 Sections 55250 et seq.](#)

NOTE: This procedure is **legally required**. ~~if the District permits work experience.~~
~~Local practice may be inserted, but must involve:~~

The District Work Experience Plan is developed and submitted to the Board of Trustees. The plan includes:

- The systematic design of a program whereby students gain realistic learning experiences through work;
- A specific description of the respective responsibilities of the college, the student, the employer, and other cooperating agencies;
- Guidance services;
- A sufficient number of qualified academic personnel to direct the program;
- Processes that assure students' on-the-job learning experiences are documented with written measurable learning objectives, students are required to meet certain criteria and are evaluated, and the basis for awarding grades and credit is described;
- Adequate clerical and instructional services are provided;
- A statement that the District has officially adopted the plan, subject to approval by the Board of Trustees.

NOTE: ~~In addition, procedures should address:~~

The colleges shall have processes in place which address:

- [The maintenance of records that include the type and units of work experience in which student is enrolled, where employed, job held, basis for determining student qualifications, statement of student hours worked.](#)

[Link to Board Policy 4000s](#)

evaluation of performance, and that a work permit was issued.

- *That supervising faculty must maintain records that show consultation with the employer and the student, evaluation of the student's achievement, and the final grade.*



Kern Community College District

Administrative Procedure

Chapter 4 – Academic Affairs

AP 4104 Contract Education

Reference:

[Title 5 Section 55170](#)

NOTE: *This procedure is legally advised.*

[The District may contract for instructional classes to be offered at the request of public or private agencies or groups.](#)

Contract education may only be offered pursuant to a written agreement between the District and the entity desiring the program, setting forth the program details and the price per student.

The Board of Trustees must ratify all such agreements.

The Vice Presidents of Instruction or the Vice Chancellor, Education Services will be responsible for determining if a course or program may be offered through contract education.

~~**NOTE:** Districts may insert local practice here, which should include:~~

- ~~• *Development, review, approval, and evaluation processes and criteria*~~
- ~~• *Criteria for and limits on contracts, including differentiation of courses for which state support is sought and those for which it is not.*~~
- ~~• *Ratification of contract by Governing Board.*~~



Kern Community College District

Administrative Procedure

Chapter 4 – Academic Affairs

AP 4105 Distance Education

References:

[Title 5 Sections 55200 et seq.:](#)

[34 Code of Federal Regulations Part 602.17 \(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\);](#)

[ACCJC Accreditation Standard II.A.1](#)

~~**NOTE:** This procedural language is **legally required**. in an effort to show good faith compliance with the applicable Federal Regulations if the District offers distance education or correspondence education. The Federal Regulations require districts to have processes in place to ensure that the student who registers in a distance education or correspondence education course or program is the same student who participates in and completes the program and receives academic credit. A district will meet this requirement if it follows the language below. Note that the Federal Regulations do not require districts to charge students fees associated with the verification of the student's identify. However, any district that does charge a fee, must notify the student in writing of the estimated amount of those fees in addition to a statement of the processes used to protect the student's privacy.~~

[Consistent with federal regulations pertaining to federal financial aid eligibility, the District must authenticate or verify that the student who registers in a distance education or](#)

[Link to Board Policy 4000s](#)

correspondence education courses is the same student who participates in and completes the course or program and receives the academic credit. The District will provide to each student at the time of registration, a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any.

The Vice President of Instruction shall utilize one or more of these methods to authenticate or verify the student's identity:

- Secure credentialing/login and password
- Other technologies and practices that are effective in verifying student identification

[Link to Board Policy 4000s](#)

NOTE: ~~Insert local practice here: the following approaches are specifically referenced in the federal regulation as appropriate. The key is to utilize an accepted procedure for verifying a student's identity.~~

- ~~• secure credentialing/login and password;~~
- ~~• proctored examinations; or~~
- ~~• new or other technologies and practices that are effective in verifying student identification.~~

The Vice President of Instruction shall establish procedures for providing a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any, to each student at the time of registration.

~~**NOTE:** The following procedure is **legally required** if the District has implemented distance education courses. Local practice may be inserted, but it must include the following minimum requirements contained in Title 5.~~

***Definition:** Distance education means instruction in which the instructor and student are separated by time or distance and interact through the assistance of technology.*

***Course Approval:** Each proposed or existing course offered by distance education shall be reviewed and approved separately. Separate approval is mandatory if any portion of the instruction in a course or a course section is designed to be provided through distance education.*

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in AP 4020 Program and Curriculum Development. Distance education courses shall be approved under the same conditions and criteria as all other courses.

***Certification:** When approving distance education courses the Vice President of Instruction will certify the following:*

***Course Quality Standards:** The same standards of course quality are applied to the distance education courses as are applied to in-person classes.*

***Course Quality Determinations:** Determinations and judgments about the quality of the distance education course were made with the full involvement of the faculty and the curriculum committee approval procedures.*

***Instructor Contact:** Each section of the course that is delivered through distance education will include regular effective contact between instructor and students, as well as among students, either synchronously or asynchronously.*

[Link to Board Policy 4000s](#)

Addendum to Course Outline: *An addendum to the official course outline of record shall be made if any portion of the instruction of a new or existing course is provided through distance education. The addendum must be approved according to the District's*

*curriculum approval procedures. The addendum **must** address the following:*

- *How course outcomes will be achieved in a distance education mode;*
- *How the portion of instruction delivered via distance education provides regular and effective contact between instructors and students; and*
- *How the portion of instruction delivered via distance education meets the requirements of the Americans with Disabilities Act (ADA) and Section 508 of the Rehabilitation Act of 1973.*

Existing language move to AP from BP 4B3

Duration of Approval: All distance education courses approved under this procedure will continue to be in effect unless there are substantive changes of the course outline.

4B3D

4B3E

Course Section Enrollment Capacity: The number of students assigned to any one course section offered by distance education shall be determined by, and be consistent with, other district procedures related to faculty assignments.

R

[Link to Board Policy 4000s](#)

Kern Community College District

Administrative Procedure

Chapter 4 – Academic Affairs

AP 4106 Nursing Programs

References:

[Education Code Sections 66055.8, 66055.9, 70101-70106, 78260, 78261, 78261.3, 78261.5, 87 482, 89267, 89267.3, and 92645:](#)

[Title 5 Sections 55060 et seq. and 55521:](#)

[Health and Safety Code Section 128050](#)

NOTE: This procedure is **legally advised**. ~~BP 4106 titled Nursing Programs contains the minimum necessary to meet statutory requirements, and may be repeated here, with additional procedures on awarding grants or participating in a loan assumption agreement.~~

Kern Community College District

Administrative Procedure

Chapter 4 – Academic Affairs

AP 4110 Honorary Degrees

Reference:

[Education Code Section 72122](#)

NOTE: This procedure is **legally advised**. ~~optional and applies only if the Board has adopted a policy that allows for honorary degrees. Local practice may be inserted here.~~

~~Existing language move to AP from BP 4D4~~

~~4D4A1~~ Criteria for awarding the honorary degree include the following:

- a. Extraordinary support of the District or its colleges to further its programs, activities, or capital construction
- b. Extraordinary service to the community served by the District or its colleges
- c. Extraordinary achievement in the individual's chosen field of endeavor

Issuance of an honorary degree requires approval by the Board of Trustees.

Kern Community College District

Administrative Procedure

Chapter 4 – Academic Affairs

AP 4225 Course Repetition

References:

Education Code Section 76224:

Title 5 Sections 55040, 55041, 55042, 55043, 55253, 56029, and 58161

NOTE: *This procedure is legally required. Local practice may be inserted here, which must include the following:*

Students may petition for approval to repeat courses identified as repeatable in the course description. Each course specifies the number of times it may be repeated. Requests may be granted on the following grounds:

- Courses for which repetition is necessary to meet the major requirements of California State University (CSU) or University of California (UC) for completion Of a bachelor's degree;
- intercollegiate athletics course and;
- Intercollegiate academic or vocational competition courses. Such courses may be repeated no more than four times for semester courses ~~or six times for quarter courses.~~

Students may enroll in activity courses in physical education, visual arts, or performing arts. Such courses may not be repeated for more than (four semesters ~~or six quarters~~). This limit applies even if the student receives a substandard grade or "W" during one or more enrollments or if a student petitions for repetition for repetition due to extenuating circumstances.

~~[Insert local processes for petitioning for approval]~~

When a student repeats a course designated as repeatable to alleviate substandard academic work fa "D," "F," "FW," "NP," or "NC"), the previous grade and credit shall be disregarded in the computation of grade point averages. No more than two substandard grades may be alleviated.

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

[Link to Board Policy 4000s](#)

Courses that are repeated shall be recorded on the student's permanent academic record using an appropriate symbol.

Annotating the permanent academic record shall be done in a manner that all work remains legible, insuring a true and complete academic history.

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.

~~NOTE: Inclusion of the following depends on District practice. The elements are suggested as good practice/optional.~~

If the District is claiming apportionment under Title 5 Section 58161, students may petition for approval to repeat up to a total of 3 times courses designated as repeatable, including courses in which substandard grades (less than "C," and including "FW," "NP," or "NC") were awarded in one or more enrollments. If the student is repeating the course to alleviate substandard academic work, the District may disregard the first two substandard grades if the student repeats the class two or more times. Students may also petition for approval to repeat up to a total of 3 times courses active participatory credit courses that are related in content, in physical education, visual arts, or performing arts, including courses in which substandard grades (less than "C," and including "FW," "NP," or "NC") were awarded in one or more enrollments.

Each college must provide the following regarding petitioning for approval:

- A list of the specific courses or categories of courses, if any, which are exempt from course repetition.
- Requirements to repeat courses after a significant amount of time (36 months) or the District has established a recency prerequisite.
- An institute of higher learning established a recency requirement which the student will not be able to satisfy without repeating the course. A student may petition for repetition if less than 36 months have elapsed and the student provides documentation that the repetition is necessary for transfer.
- Provisions for repeating a course taken at another accredited college or university for which substandard academic performance is recorded.
- Circumstances under which students may repeat courses in which a C or better grade was earned. Such course repetition requires a finding that extenuating or extraordinary circumstances exist which justify such repetition. Extraordinary circumstances are those which would justify the District providing the student a

refund. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Grades awarded for courses repeated under these provisions may be included when calculating a student's grade point average.

- Limits on the number of times students may repeat a course.
- Students may not enroll in a course more than three times, except in limited circumstances, described below. Enrollments include any combination of withdrawals and repetitions.
- Students may repeat a cooperative work experience course pursuant to District policy 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).
- 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. ~~[NOTE: The District may allow the previous grade to be disregarded when computing the GPA each time the course is repeated. If the District determines to do so, include:~~ The District may disregard previous grades in computing the student's GPA each time the course is repeated.]
- Students may repeat a course any number of times where it is required for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment, regardless of whether the student recorded substandard work. ~~[insert local procedure for students to certify the course is legally mandated.]~~
- Students may petition to repeat a course needed for employment or licensing because of a significant change in the industry or licensure standards. Students may take these courses any number of times. ~~[insert policy to require students to certify the course is needed because of a significant change in the industry or licensure standards.]~~

~~Existing language move to AP from BP 4C4~~

4C4D1

Kern Community College District

Administrative Procedure

Chapter 4 – Academic Affairs

AP 4226 Multiple and Overlapping Enrollments

References:

Title 5 Sections 55007

Note: This procedure is **legally required**. ~~Insert local practice, which must include procedures that ensure the following:~~

A student may not enroll in two or more sections of the same credit course during the same term unless the length of the course provides that the student is not enrolled in more than one section at any given time.

=

A student 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.
- The Vice President of Instruction approves the schedule.
- The student makes up the overlapping hours at some other time during the same week under the supervision of the instructor of the course.

Kern Community College District

Administrative Procedure

Chapter 4 – Academic Affairs

AP 4227 Repeatable Courses

References:

[Title 5 Sections 55040, 55041, 55253, and 56029](#)

NOTE: *This procedure is legally required.*

Only the following types of courses may be designated as repeatable:

- *Courses for which repetition is necessary to meet the major requirements of California State University (CSU) or University of California (UC) for completion of a bachelor's degree:*
- *Intercollegiate athletics courses: and*
- *Intercollegiate academic or vocational competition courses. Such courses may be repeated no more than four times for semester courses or six times for quarter courses.*

The District must identify and designate such repeatable courses in its catalog.

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

Students are allowed to repeat a course without 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.

Students may petition to repeat a course as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for the student's employment or licensure. Students can repeat such courses any number of times.

Students may enroll in activity courses in physical education, visual arts or performing arts. Such courses may not be repeated for more than **four semesters**. This limit

[Link to Board Policy 4000s](#)

applies even if the student receives a substandard grade or "W" during one or more enrollment or if a student petitions for repetition due to extenuating circumstances.

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.

A student may repeat a cooperative work experience program 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); however, the grade received by the student each time will be included in calculations of the student's grade point average.

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

Kern Community College District

Administrative Procedure

Chapter 4 – Academic Affairs

AP 4228 Course Repetition - Significant Lapse of Time

Reference:

[Title 5 Section 55043](#)

NOTE: *This procedure is legally advised.*

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 of no less than 36 months since the grade was obtained and:

- *The District 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 active participatory experience course in physical education or visual or performing arts, or that is related in content 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.

Kern Community College District

Administrative Procedure

Chapter 4 – Academic Affairs

AP 4229 Course Repetition - Variable Units

Reference:

[Title 5 Section 55044](#)

NOTE: *This procedure is legally advised.*

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.

A student may not enroll in a variable unit open-entry/open exit active participatory course in physical education, visual arts, or performing arts more than one time.

Kern Community College District

Administrative Procedure

Chapter 4 – Academic Affairs

AP 4231 Grade Changes

References:

Education Code Sections 76224 and 76232;
Title 5 Section 55025

Note: This procedure is **legally required**. ~~The following language is provided as a sample. Local practice may be inserted, but must comply with the Education Code and Title 5 and address the following:~~

Changing Grades

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.

If the procedure requires that a student first request a grade change from the instructor, provisions shall be made to allow another faculty member to substitute for the instructor if the student has filed a discrimination complaint, 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 designate position.

In all cases, the instructor who first awarded the grade will be given written notice of the change.

[Link to Board Policy 4000s](#)

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.

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.

Persons authorized to change grades shall be designated by the **Director of Admissions and Records**. No more than five District 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.

Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the **Director of Admissions and Records** immediately. The **Director of Admissions and Records** shall immediately take steps to lock the grade storage system entirely while an investigation is conducted.

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.

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 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.

~~**NOTE:** The District may insert procedures related to processes for seeking grade changes, time limits, if any, and appeals to the [CEO]. Suggested procedures for doing so are contained in AP 5530 titled Student Grievance Procedures.~~

~~Also see BP 3310 Records Retention and Destruction and BP/AP 5040 Student Records~~

[Link to Board Policy 4000s](#)

~~Existing language move to AP from BP 4C4C~~

~~References: Education Code Sections 76224-76232; Title Section 55025 (Approved 9/27/11)~~

Kern Community College District

Administrative Procedure

Chapter 4 – Academic Affairs

AP 4232 Pass/No Pass

Reference:

Title 5 Section 55022

Note: This procedure is **optional** but is **legally advised**. ~~if the District offers courses for pass-no pass basis. Local practice may be inserted but should comply with the following.~~

Courses may be offered in either or both of the following categories:

- Courses in which all students are evaluated on a "pass-no pass" basis.
- Courses in which each student may elect on registration, or within **time limit established by District**, to take the course on a "pass-no pass" basis.

A student electing to be evaluated on the "pass-no pass" basis will receive both course credit and unit credit upon satisfactory completion of the course. In computing a student's grade-point average, grades of "pass-no pass" are omitted.

A pass grade is granted for performance that is equivalent to the letter grade of "C" or better. A student who fails to perform satisfactorily will be assigned a "no pass" grade.

The student is held responsible for all assignments and examinations required in the course. The standards of evaluation are identical for all students in the course.

Note: ~~The District may insert its local practice on how pass/no pass classes are identified and how students select the pass/no pass option. The District must replace "credit/no credit" with "pass/no pass" by Fall 2009.~~

Kern Community College District

Administrative Procedure

Chapter 4 – Academic Affairs

AP 4235 Credit by Examination for Prior Learning

References:

Education Code Section: 79500;

Title 5 Sections: 55050 and 55052

NOTE: This procedure is ~~suggested as good practice/optional, but is~~ **legally advised.**

~~if the Board has approved a policy to allow credit by examination.~~

Students may demonstrate proficiency in a course eligible for Credit for Prior Learning and receive college credit through the approved alternative methods for awarding credit listed below:

- *Achievement of a satisfactory score on an Advanced Placement (AP) examination*
- *Achievement of a satisfactory score on a high-level International Baccalaureate (IB) examination*
- *Achievement of a satisfactory score on the College Level Examination Program (CLEP)*
- *Evaluation of Joint Service Transcripts (JST)*
- *Achievement of an examination administered by other agencies approved by the district*
- *Evaluation of industry-recognized credential documentation*
- *Evaluation of student-created portfolios*
- *Satisfactory completion of an institutional examination, known as Credit by Examination, administered by the college in lieu of completion of an active course listed in the current college catalog*

Determination of Eligibility for Credit for Prior Learning

- *The student must be in good standing in the district*
- *The student must have previously earned credit or noncredit from the district*

[Link to Board Policy 4000s](#)

or be currently registered in the district

- Current students must have an education plan on file
- The course is listed in the current college catalog
- The student is not currently enrolled in the course to be challenged
- Credit by Examination: The student is registered in the district and not currently enrolled in nor received credit for a more advanced course in the same subject (may be waived by department) Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veterans, or Social Security benefits. Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an associate's degree.

Prior Learning Assessment Grading Policy

- Grading shall be according to the regular grading system in accordance with [AP-4C4A Procedure on Grades](#)
- Students shall be offered a "Pass/No Pass" option, in accordance with [AP-4C4A the Procedure on Grades Pass/No Pass Grading Option](#), if that option is ordinarily available for the course
- Students shall be given the opportunity to accept, decline, or appeal the grade assigned by the faculty, and in cases of Credit by Examination, pursuant to [AP-4C4A the Procedure on Grades](#) and [AP-4C4C the Procedure on Grade Changes](#)

Transcription of Credit for Prior Learning

- The student's academic record shall be clearly annotated to reflect that credit was earned by assessment of prior learning

Advanced Placement See Administrative Procedure [AP-4C1](#) on Credit by Examination

International Baccalaureate

Students requesting Credit for Prior Learning using International Baccalaureate shall receive credit for completing a satisfactory score on a district approved high-level International Baccalaureate (IB) examination under the following circumstances:

- Official IB transcripts must be on file in the Records Office
- The student achieved a minimum acceptable score on the IB examination as recommended by the district's IB equivalency guide

College Level Examination Program

Students requesting Credit for Prior Learning using the College Level Examination Program shall receive credit for completing a satisfactory score on a district-approved

[Link to Board Policy 4000s](#)

College Level Examination Program (CLEP) under the following circumstances:

- Official CLEP transcripts must be on file in the Records Office
- The student achieved a minimum acceptable score on the CLEP examination as recommended by the district's CLEP Equivalency Guide

Credit for Military Service/Training

Students interested in Credit for Prior Learning using Joint Service Transcripts shall receive credit as recommended by the American Council on Education (ACE) Directory and approved by the appropriate discipline faculty of the college under the following circumstances:

- The student shall complete the Credit for Prior Learning assessment petition available in the Counseling or Records Office
- Official transcripts must be on file in the Records Office. These may include Joint Services Transcript (JST), Sailor/Marine American Council on Education Registry Transcript (SMART), Army and American Council on Education Registry Transcript Service (AARTS), Community College of the Air Force (CCAF), Coast Guard Institute (CGI), DANTES/USAFI, Defense Language Institute Foreign Language Transcripts (DLIFLC), Defense Manpower Data Center (DMDC), DLPT Examinee Results, DA Form 330 Language Proficiency Questionnaire, or verified copies of DD214 or DD295 military records.
 - Credit course equivalency shall be determined by the faculty of the appropriate discipline

Industry Recognized Credentials

Students interested in Credit for Prior Learning using industry recognized credential(s) shall receive credit as recommended by the appropriate department chair or faculty designee:

- The student shall complete the Credit for Prior Learning assessment petition available in the Counseling or Records office
- Enrollment services shall grant credit for industry recognized credential(s) that have already been evaluated and approved by the appropriate Department chair or faculty designee
- If an industry recognized credential(s) has not yet been evaluated and approved by the appropriate faculty:
 - The student meets with the department chair or faculty designee to receive further instructions for industry recognized credential(s) assessment
 - The student submits all industry recognized credential documents to the department chair or faculty designee for assessment of prior learning
 - If the department chair or faculty designee determine the industry certification adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the recorded grade, attach the industry recognized

[Link to Board Policy 4000s](#)

credential(s), and forward the completed petition and supporting documents to the Records Office to be kept on file and recorded on the student transcript

Credit by Examination from Within the District

The Department chair or faculty designee shall determine whether or not a student requesting Credit by Examination is sufficiently prepared to attempt credit by examination after consulting with the student.

The Petition for Credit by Examination must be completed prior to the end of the current semester or session.

The District will award college course credit for successful completion of a District examination administered by the appropriate departmental faculty under the following circumstances:

- *Achievement of a grade that qualifies for Credit by Examination through the Career and Technical Education (GTE) Transitions program*
- *Credit by satisfactory completion of an examination administered by the District in lieu of completion of a course listed in a KCCD College Catalog.*

[Link to Board Policy 4000s](#)



Kern Community College District

Administrative Procedure

Chapter 4 – Academic Affairs

~~This language regarding Advance Placement exists in the revised AP 4235. Review both AP's together.~~

AP 4236 Advanced Placement Credit

Reference:

Education Code Section 79500

NOTE: *This procedure is legally required.*

Any student who passes a College Board Advanced Placement (AP) examination with a minimum score of three in a subject matter will be awarded credit in a general education area with a subject matter similar to that of the AP examination.

~~NOTE: Insert locally developed course-to-course awarding of AP credit made by the appropriate discipline faculty.~~

For any AP examination that the District does not offer a course similar in content, the District will award credit in the General Education area shown on the California Community College General Education AP List. If there is no General Education area that fits the AP Examination, the District may award elective credit.

The District shall post its Advanced Placement Credit procedure on its Internet Website.



Kern Community College District

Administrative Procedure

Chapter 4 – Academic Affairs

AP 4237 Credit Allowed from Other Institutions

Reference:

None

NOTE: *This procedure is unique to Kern CCD.*

1. Students applying to receive lower division credit for work completed at other colleges must submit for evaluation official transcripts from such colleges.
2. Lower division credits from other institutions allowed by Colleges of the Kern Community College District (KCCD) are subject to review and evaluation by any college or university to which a student may subsequently transfer.
3. Credit for lower division courses transferred from another collegiate institution are evaluated and credit given under the principle of "like credit for like work". Such courses are accepted both for unit credit, and for the satisfaction of lower division course requirements. As necessary, evaluators may be assisted by faculty in the same or related fields as the courses being evaluated.
4. Since community colleges do not routinely accept upper division courses, when

[Link to Board Policy 4000s](#)

a petition is submitted for credit in an upper division course at one (1) of the Colleges of the KCCD, each local campus has the ability to determine how they would award credit for upper division coursework, if any. However, local college evaluators are required to seek faculty assistance in determining whether or not the upper division course content satisfies lower division course requirement (s).



Kern Community College District

Administrative Procedure

Chapter 4 – Academic Affairs

AP 4240 Academic Renewal

Reference:

[Title 5 Section 55046](#)

Note: *This procedure is **legally required**. ~~Local practice may be inserted but should comply with the following:~~*

Students may petition to have their academic record reviewed for academic renewal of substandard academic performance under the following conditions:

- *Students must have achieved a grade point average of **at least 2.5 in 18 units, and***
- *At least **2 years** must have elapsed from the time the course work to be removed was completed.*

Up to **20** units of course work may be eliminated from consideration in the cumulative grade point average.

Specific courses and/or categories of courses that are exempt from academic renewal must be described. Academic renewal actions are irreversible. When academic renewal procedures permit previously recorded substandard coursework to be disregarded in the computation of a student's grade point average, the student's permanent academic record should contain an accurate record of all coursework to ensure a complete academic history.

Academic renewal procedures may not conflict with the District's obligation to retain

and destroy records or with the instructor's ability to determine a student's final grade.

~~Note: Additional local procedures should be inserted, which must include:~~

The procedures to be followed by the student in requesting academic renewal. Designated authorities.

~~Existing language move to new AP from previous AP 4C4D~~

~~4C4D /4C4E Course Repetition and Academic Renewal~~

1. *A course may be repeated once for a substandard grade without petition under the provisions of this corresponding policy. A course may be repeated more than once with petition under the provisions of the corresponding policy. Petitions for additional repeats are available in the Office of Admissions and Records.*
 2. A course for which a grade of "A," "B," "C," "CR," or "P" was received may be repeated due to extenuating circumstances as defined in the corresponding policy. The petition for requesting permission to repeat the course is available in the Office of Admissions and Records and must be completed and approved prior to registration for the course. The petition requires documentation of the extenuating circumstances which must be included with the petition.
 3. Courses in which students have received "W" grades may be repeated twice under the provisions of the corresponding policy. Petitions for additional repeats are available in the Office of Admissions and Records.



Kern Community College District

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Chapter 4 – Academic Affairs

AP 4250 Probation

References:

[Title 5 Sections 55031- 55034](#)

NOTE: This procedure is **legally required**. ~~Local practice may be inserted, but should address the minimum requirements in the following examples.~~

Notification of Probation - Each student is entitled to be notified of his/her academic difficulty and the availability of college support services to respond to the academic difficulty before the student is dismissed. Notification will consist, at a minimum, of the following: At the end of the semester in which the student's grade point average falls below 2.0 in all units attempted, a notice that the student is on probation shall be sent to the student informing him/her that he/she is on academic probation. "All units attempted" is defined as all units of credit for which the student is enrolled in at the community college that they attend.

If the percentage of a student's recorded entries of "W," "I," "NC," and "NP" reaches or exceeds 50% of all units in which a student has enrolled, the student shall be placed on progress probation.

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.

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

[Link to Board Policy 4000s](#)

Counseling for Probationary Students - Each student on probation will be provided counseling and guidance service, including regulation of the student's program as determined by the counseling office of each campus. A student on academic or progress probation may be limited by the College to specified courses and the number of units that may be attempted.

A student who is on academic probation and earns a semester grade point average of 2.0 or better shall not be dismissed as long as this minimum semester grade point average is maintained.

A student on progress probation because of an excess of units for which entries of "W," "I," and "NC" are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).

[Link to Board Policy 4000s](#)

~~**AP 4C5A** — *Probation: Notification, Student Responsibilities, and College Services*~~

~~**Existing language move to AP from BP 4C5**~~

~~**See Procedure 4C5A of this Manual.**~~

~~4C5D2~~

Kern Community College District

Administrative Procedure

Chapter 4 – Academic Affairs

AP 4255 Dismissal and Readmission

References:

[Title 5 Sections 55033 and 55034](#)

Note: This procedure is **legally required**. *Local practice may be inserted, but should address the minimum requirements in the following examples.*

Standards for Dismissal: A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 1.0 [Section 55033 subdivision (c)(1) permits the District to establish a minimum cumulative grade point average higher than 1.0] in all units attempted in each of three consecutive semesters [Section 55033 subdivision (c)(3) permit the District to establish a minimum of fewer than three consecutive semesters]. A student who has been placed on probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of "W," "I," "NC," and "NP" are recorded in at least three consecutive semesters (five consecutive quarters) reaches or exceeds twenty-five percent (25%). [Section 55033 subdivision (c)(2) permits the District to establish a minimum percentage of units of less than fifty percent (50%).]

Dismissal Letter: The letter notifying the student that the student is subject to dismissal will cover, at a minimum, reference to this procedure, explanation of what dismissal means, procedure for reinstatement, and procedure to appeal the dismissal.

Appeal of Dismissal: The student has the right to appeal a proposed dismissal action if the student feels that facts exist that warrant an exception to the dismissal action. The student must file the written petition of appeal Counseling and Advising Center within 10 business days before the new semester begins. If the student fails to file a written petition within the 10 business days, the student waives all future rights to appeal the dismissal action. It is the student's responsibility to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting the reasons. Petitions will be reviewed by the program manager of the Probation Program

The student will be continued on probation until the program manager decides on the student's appeal.

[Link to Board Policy 4000s](#)

The decision of the College Vice President designated for this responsibility will be communicated to the student in writing

by the Vice President. The Vice President will notify the student of its action within 10 business days of receipt of the student's appeal. The student may appeal the

decision of the Vice President in writing to a given designee within 10 working days of the date of notification of the decision. The decision of the Vice President is final.

If the dismissal appeal is granted, the student will be continued on probation for an additional semester. At the end of the additional semester, the student's academic record will again be evaluated to determine whether the student may be removed from probation, should be dismissed, or should be continued on probation.

Note: The following standards are not legally required, but are suggested as good practice.

Fall Dismissals: Special circumstances exist for dismissals after the Fall semester due to the fact that students traditionally enroll before Fall grades are available. Subject to dismissal letters will be sent no later than a month informing students that:

- If they are enrolled in the Spring semester, they will be permitted to continue on probation. Dismissal status will be reevaluated at the end of the Spring semester.
- If they are not enrolled in the Spring semester, they have the right to appeal dismissal in accordance with the appeal process.

Procedure for Fall Dismissal Appeals: Appeals for students subject to dismissal as a result of the fall grades must be filed following notification during the Spring semester. The following conditions apply:

- Students who are enrolled in the Spring semester will not be required to file an appeal but will be allowed to continue on probation and have their dismissal status reevaluated at the end of the spring semester.
- Students who have not enrolled in the Spring semester will be dismissed unless an appeal is granted in accordance with procedures set above.

Standards for Evaluating Appeals: Dismissal appeals may be granted under the following circumstances:

- If the dismissal determination is based on the academic record for one semester in which the record does not reflect the student's usual level of performance due to accident, illness, or other circumstances beyond the control of the student. Verification should be submitted with the appeal.
- The student enrolls in a corrective program designed to assist him/her in improving academic skills, such as obtaining academic counseling, and/or limiting course load.
- When there is evidence of significant improvement in academic achievement.

Re-Admission after Dismissal: In considering whether or not students may be re-admitted after a dismissal and two semesters absence, the following criteria should be considered:

- *Documented extenuating circumstances (considered during appeal).*
- *Marked improvement between the semesters on which disqualification was based.*
- *Semesters on which disqualification was based were atypical of past academic performance.*
- *Formal or informal educational experiences since completion of semesters on which disqualification was based.*
- *Improved GPA as a result of grade changes, fulfillment of incomplete courses, or academic renewal.*

A student who has been placed on academic probation for three (3) consecutive semesters shall be disqualified for admission to classes the following semester, unless during the last semester of enrollment, the student earned a grade point average of 2.0 or higher, in which case the student shall be placed on continued probation. For purposes of academic standing only, summer session is the equivalent of a semester. A student who is disqualified may be conditionally readmitted upon petition to the College President or designee following campus procedures.

~~4C68~~ A student who has been placed on progress probation for three (3) consecutive semesters shall be disqualified for admission to classes the following semester, unless during the last semester of enrollment, the percentage of units with entries of "W," "I," and "NC" was less than fifty percent (50%), in which case the student shall be placed on continued probation. For purposes of academic standing only, summer session is the equivalent of a semester. A student who is disqualified may be conditionally readmitted upon petition to the College President or designee following campus procedures.

~~4C6C~~ For purposes of Policies the corresponding policies, above, semesters shall be considered consecutive on the basis of student enrollment (i.e., fall semester followed by a fall semester shall be considered consecutive regardless of the number of intervening semesters in which the student was not enrolled.)

- a. Students who are disqualified as a result of progress probation, and whose cumulative course completion rate is between twenty-six percent (26%) and fifty percent (50%) may be admitted to any of the Colleges of the Kern Community College District, but under these circumstances this student will be limited to enrollment in seven units.
2. Students who are disqualified for a second (2nd) time will be disqualified for a specific time period of either one (1) semester or one (1) year, depending on the circumstances. For this level of disqualification students will have the right to appeal the decision to the College Vice President designated for this responsibility, but counselors/advisors are not authorized to override the disqualification. Readmission after this level of disqualification will also require approval of the College Vice President designated for this responsibility.

[Link to Board Policy 4000s](#)

3. Disqualified students may be required to enroll in a class organized to meet the needs of students who have serious academic problems.
4. Students enrolled in a disqualified status will have strict holds placed on any change in class schedules, or registration for subsequent semesters. Disqualified students are required to have regular appointments with a counselor/advisor to discuss academic progress, plan for subsequent semesters, get approval for any change in class schedules, and to get approval for subsequent registration.
5. Students enrolled under the status of "disqualified" whose grade point average for the current term is at least 2.0, or whose course completion rate for that term exceeds fifty percent (50%), will be removed from the disqualified list and readmitted under continued probation.

AP4C6 Disqualification: Notification, Student Responsibilities, and College Services

~~Existing language move to AP from BP 4C6~~

4C6 Disqualification and Reinstatement

4C6A

Kern Community College District

Administrative Procedure

Chapter 4 – Academic Affairs

AP 4260 Prerequisites and Co-requisites

References:

Title 5 Sections 55000 et seq.

NOTE: This procedure is **legally required**. ~~Districts may insert their local practice here. The following example was developed by the California Community Colleges Chancellor's Office Task Force in conjunction with the State Academic Senate. Districts should consult with local counsel before deviating from this example.~~

Prerequisites, co-requisites, advisories, and limitations are necessary to ensure that students succeed in their coursework and have access to the courses they require. It is important to have prerequisites in place where they are a vital factor in maintaining academic standards. It is also necessary to ensure that 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 or content review with statistical validation.

1. Information in the Catalog and Schedule of Courses.

The college 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 must include, 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 (5) working days. If the challenge is upheld or the District fails to resolve the challenge within the five (5) working-day period, the student shall be allowed to enroll in the course.
 - 2. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld the student shall be permitted to enroll if space is available when the students register for that subsequent term.
 - B. Grounds for challenge shall include the following:
 - 1. Those grounds for challenge specified in Title 5 Section 55201(f).
 - 2. The student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students. The student shall be allowed to enroll in such a course if otherwise he or she would be delayed by a semester or more in attaining the degree or certificate specified in his or her educational plan.
 - 3. 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.
 - 4. The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to a determination of whether the student's challenge should be upheld are or ought to be in the college's own records, then the college has the obligation to produce that information.
 - C. Curriculum Review Process

The curriculum review process shall at a minimum be in accordance with all of the following:

- 1. Establish a curriculum committee and its membership in a manner that is mutually agreeable to the college administration and the academic senate.
- 2. Establish prerequisites, co-requisites, and advisories on recommended preparation (advisories) only upon the recommendation of the academic

senate 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.
 3. Approve any limitation on enrollment that is being established for an honors course or section, for a course that includes intercollegiate competition or public performance, or so that a cohort of students will be enrolled in two or more courses, and, in a separate action, specify which.
 4. Approve that the course meets the academic standards required for degree applicable courses, non-degree applicable courses, non-credit courses, or community service respectively.
 5. Review the course outline to determine if a student would be highly unlikely to receive a satisfactory grade unless the student had

- knowledge or skills not taught in the course. If the student would need knowledge or skills not taught in the course itself then the course may be approved for degree applicable credit only if all requirements for establishing the appropriate prerequisite have been met accepting only approval by the curriculum committee.
6. Review the course outline to determine whether receiving a satisfactory grade is dependent on skills in communication or computation. If receiving a satisfactory grade is sufficiently dependent on such skills, then the course may be approved for degree applicable credit only if all requirements have been met for establishing a prerequisite or co-requisite of not less than eligibility for enrollment to a degree-applicable course in English or mathematics, respectively.
 - b. A course which should have a prerequisite or co-requisite as provided in (5) or (6) but for which one or more of the requirements for establishing a prerequisite have not been met may only:
 1. Be reviewed and approved pursuant to the standards for non-degree applicable credit, non-credit, or community service; or
 2. Be revised and reviewed as required to meet the criteria for establishing the necessary prerequisites or co-requisites.
 - c. The curriculum committee also reviews the course and prerequisite in a manner that meets each of the requirements specified above.
 - d. If the District chooses to use content review as defined in Title 5 of the Code of California Regulations section 55000(c) to define prerequisites and co-requisites in reading, written expression, or mathematics for courses that are degree applicable and are not in a sequence, it must adopt a plan consistent with Title 5 of the Code of California Regulations section 55003(c).
 4. 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.
 5. Implementing Prerequisites, Co-requisites, and Limitations on Enrollment. Implementation of prerequisites, co-requisites, and limitations on enrollment must be done in a consistent manner and not left exclusively to the classroom instructor. Every attempt shall be made to enforce all conditions a student must meet to be enrolled in the course through the registration process so that a student is not permitted to enroll unless he/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.

[Link to Board Policy 4000s](#)

6. 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.

Review of Individual Courses

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

1. 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.

2. 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.

A. Performance Courses. The college may establish audition or try-out as a limitation on enrollment for courses that include public performance or intercollegiate competition such as but not limited to band, orchestra, theater, competitive speech, chorus, journalism, dance, and intercollegiate athletics provided that:

1. For any certificate or associate degree requirement which can be met by taking this course, there is another course or courses which satisfy the same requirement; and
2. The college includes in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same requirement.

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

- B. Honors Courses. A limitation on enrollment for an honors course or an honors section of a course may be established if in addition to the review by the faculty in the discipline or department and by the curriculum committee as provided*

above, there is another section or another course or courses at the college which satisfy the same requirements. If the limitation is for an honors course and not only for an honors section, the college must also include in the course outline of record, a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same associate degree or certificate requirement.

- C. 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.



Kern Community College District

Administrative Procedure

Chapter 4 – Academic Affairs

AP 4300 Field Trips and Excursions

References:

[Government Code Section 11139.8;](#)
[Title 5 Section 55220](#)

NOTE: The following procedure is **legally advised**. ~~Local practice may be inserted, which should address the following concepts.~~

~~**NOTE:** Government Code Section 11139.8 prohibits a state agency from requiring its employees, officers, or members to travel to, or approving a request for state-funded or sponsored travel to, any state that, after June 26, 2015, has eliminated protections against discrimination on the basis of sexual orientation, gender identity, or gender expression. This prohibition also applies to any state that has enacted a law that authorizes or requires discrimination against same-sex couples or their family or on the basis of sexual orientation, gender identity, or gender expression, subject to certain exceptions. The California Community Colleges Chancellor's Office has indicated it will not approve requests from local community college districts to travel to a restricted state. The California Community Colleges Chancellor's Office has also opined that Government Code Section 11139.8 does not apply to local community college districts. However, California law has recognized local community college districts as state agencies for certain purposes, among those is the community college funding mechanism. Thus, districts should consult with legal counsel in implementing Government Code Section 11139.8.~~

The District may conduct 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. All field trips must be for purposes directly related to the curriculum of the college.

These purposes are generally defined as educational experiences which cannot be duplicated on campus and are directly related to course content.

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

The District shall, at the discretion of each College, transport students, instructors, supervisors or other personnel by use of District equipment, contract to provide transportation, or arrange transportation by the use of other equipment.

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

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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 each College. 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.

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. The District shall coordinate efforts of community services groups to provide funds for students in need of them.

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.

Existing language move to AP from BP 4B9



Kern Community College District

Administrative Procedure

Chapter 4 – Academic Affairs

AP 4400 Community Services

References:

Education Code Sections 78300 et seq.:

Title 5 Sections 55002 and 55160(b)

Note: This procedure is **optional, but is legally advised.** ~~if the District maintains community services offerings. Local practice may be inserted, but they must comply with the following:~~

Offerings are established and maintained 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.

Offerings are designed to provide instruction and to contribute to the physical, mental, moral, economic, or civic development of the individuals or groups enrolled in them.

Offerings are open for the admission of adults and of those minors as in the judgment of the governing board may profit.

General fund moneys are not expended to establish and maintain community service offerings.

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.



Kern Community College District

Administrative Procedure

Chapter 4 – Academic Affairs

AP 4500 Student News Media

References:

Education Code Section 66301

Note: The following procedure is **legally advised**. ~~The following procedure applies if the college has news media programs. These procedures are optional, but are legally advised. Districts should adapt the language to accurately describe their programs.~~

College news media are any news/feature publications issued under the name of the college, funded by the District, and produced by students as an integral part of instruction in **journalism/communications**. It may include, but is not limited to, student newspaper reporting, broadcast news journalism and internet news journalism. The term "editorial" refers to all content other than advertising.

College news media, as laboratory publications of the journalism/communications curriculum, shall provide vehicles to train students for careers in mass communication. College news media shall also serve the entire college

community by reporting the news, including college events and activities, providing a forum for comment and criticism, and encouraging free expression as guaranteed in the First Amendment to the Constitution of the United States.

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

[Link to Board Policy 4000s](#)

Each college newspaper or other news medium is published as a learning experience, offered under the journalism/communications. The editorial and advertising materials published in each news medium, including any opinions expressed, are the responsibility of the student staff. An editorial board should be formed for the news media involved. Under appropriate state and federal court decisions, these materials are free from prior restraint by virtue of the First Amendment to the United States Constitution. These procedures are adopted so as to encourage a responsible exercise of such freedom.

~~**Note:** Colleges are **legally advised** to establish grievance procedures that provide an avenue for complaints about news media content. They should include or address:~~

Journalism Grievance Procedures

Definition of a Grievance - A grievance is a complaint that alleges facts which, if true, would demonstrate a violation of the grievant's right to free inquiry, free speech, or fair treatment; contains allegations that appear to be substantially credible; and is not frivolous.

Student grievances arising from the operation of laboratory publications of the journalism curriculum may be processed pursuant to Administrative Regulation 5530, Student Grievance Procedures.



Kern Community College District

Administrative Procedure

Chapter 4 – Academic Affairs

AP 4610 Instructional Service Agreements

References:

[Education Code Sections 78015 and 84752:](#)

[Title 5 Sections 51006, 53410, 55002, 55003, 55005, 55300-55302, 55600 et seq.,](#)

[58051 subdivision \(c\) - \(g\), 58051.5, 58055, 58056, 58058 subdivision \(b\), and 58102-58108](#)

NOTE: This procedure is **legally advised**. ~~The following list includes criteria found in other sample administrative procedures. The District may choose to refer to other procedures or repeat criteria within this procedure. Insert local practice, which should address the following and be used as a guide in the preparation of agreements or contracts.~~

An instructional service agreement is an agreement between the District and public agencies or private organizations to provide college-level training for the agency's or organization's employees or members.

The District may claim apportionment classes given through instructional service agreements provided pursuant to Education Code and Title 5 requirements.

Colleges, prior to establishing a new career and technical education program, through the process defined in Administrative Regulation 4020, shall conduct a job market study of the labor market area and determine whether or not the results justify the proposed career and technical education program.

The College must have a written agreement with the public agency contractor stating the responsibilities of each party and that the College or District is responsible for the educational program conducted on site.

The agreement/contract contains procedures, terms and conditions relating to:

- enrollment period
- student enrollment fees
- the number of class hours sufficient to meet the stated performance objectives
- supervision and evaluation of students
- withdrawal of students prior to completion of a course or program
- cancellation and termination of the arrangement

Instruction claimed for apportionment under the agreement/contract, shall be under the immediate supervision and control of an employee of **District** who has met the minimum qualifications for instruction.

Where the instructor is not a paid employee, **District** shall have a written agreement or contract with each instructor conducting instruction for which full-time employees are to be reported and stating that **District** has the primary right to control and direct the instructional activities of the instructor.

District shall list the minimum qualifications for instructors teaching these courses and that the qualifications are consistent with requirements in other similar courses given in the **District**.

The course must be held at facilities which are clearly identified as being open to the general public. Enrollment in the course must be open to any person who has been admitted to **District** and has met any applicable prerequisites. **District** policy on open enrollment must be published in the district catalog, schedule of classes, and any addenda to the schedule of classes, along with a description of the course and information about whether the course is offered for credit and is transferable.

Course outlines of record for advanced public safety courses will not list as a prerequisite public safety employment or possession of a basic course diploma. Appropriate health

and safety prerequisites or enrollment limitations can include the requirement to pass a California Department of Justice Live Scan or other additional requirements that comply

with the law.

Course outlines of record for advanced public safety courses should include a sufficiently detailed list of prerequisites that are directly related to the content of the advanced course so that all prospective students can be assessed for enrollment eligibility. Prerequisites may not be established or construed to prevent academically qualified persons not employed in public safety agencies from enrolling in and attending courses.

A student may request an evaluation of his/her previous experience and coursework to determine if it is equivalent to the listed requirements. A student found not to meet the prerequisite requirements may challenge the prerequisites through the district's prerequisite challenge process. The **District** must maintain documentation that demonstrates its processes for assessing student eligibility for enrollment were followed.

College publications shall inform students regarding the method by which they may seek an evaluation for equivalent enrollment eligibility for advanced public safety courses. College publications, including the course outline and syllabi, shall include a notification that approval of equivalent enrollment eligibility is not a guarantee that state regulatory or licensing agencies will also grant equivalency for licensure or employment purposes.

Degree and certificate programs must have been approved by the California Community Colleges Chancellor's Office and courses that make up the programs must be part of the approved programs, or District must have received delegated authority to approve those courses locally.

The courses of instruction are specified in the agreement, the outlines of record for such courses and are approved by District curriculum committee as meeting Title 5 course standards, and the courses have been approved by the district board of trustees.

Procedures used by District to assure that faculty teaching different sections of the same course, teach in a manner consistent with the approved outline of record for that course are applied to courses and faculty covered under the agreement and students are held to a comparable level of rigor.

[Link to Board Policy 4000s](#)

Records of student attendance and achievement shall be maintained by District. Records will be open for review at all times by officials of the District and submitted on a schedule developed by the District.

It is agreed that both contractor and District shall insure that ancillary and support services are provided for the students.

District must certify that it does not receive full compensation for the direct education costs of the course from any public or private agency, individual or group.

District is responsible for obtaining certification verifying that the instructional activity to be conducted will not be fully funded by othersources.

District shall comply with the requirements of Title 5 Sections 55230-55232 concerning approval by adjoining high school or community college districts and use of non-district facilities, if classes are to be located outside the boundaries of District.