
**Kern Community College District
Board Policy
Chapter 4 – Academic Affairs**

BP 4010 ACADEMIC CALENDAR

Reference:

Education Code Section 70902(b)(12)

The District Chancellor shall, in consultation with the appropriate constituency groups, develop and submit to the Board of Trustees for approval] an academic calendar.

The work year calendar is a mandatory subject of bargaining under Government Code Sections 3540 et seq. and must be negotiated in those districts where the faculty are represented by an exclusive representative and negotiate a collective bargaining agreement.

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BP 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT

References:

Legally Required

Education Code Sections 70901(b), 70902(b), and 78016;

Title 5 Sections 51000, 51022, 55100, 55130, and 55150;

U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended; 34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8; WASC/ACCJC Accreditation Standards II.A and II.A.9

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

Furthermore, these procedures shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- a regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development; and
- consideration of job market and other related information for career and technical education programs.

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

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

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

Credit Hour

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a “credit hour” program or a “clock hour” program.

The District Chancellor will establish procedures which prescribe the definition of “credit hour” consistent with applicable federal regulations, and Title 5, Section 55002.5, as they apply to community college districts.

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

DRAFT

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BP 4021 PROGRAM DISCONTINUANCE

References:

Education Code Section 78016;
Title 5 Sections 51022 and 55130;
WASC/ACCJC Accreditation Standard II.A.15

Each college recognizes that curriculum and course offerings must be responsive to the needs of the students and the community, and further that they must support the mission of the District and the goals of individual programs as these are identified in the official planning documents of the college (recent program review, discipline plan, college educational master plan, strategic plan, etc.). As the needs of the students and community change, the content and make-up of the educational programs must undergo regular review for appropriateness and effectiveness including both qualitative and quantitative measures. The Board of Trustees is required to review Career Technical Education programs every two years.

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BP 4023 PROGRAM REVIEW

References:

Education Code Section 78016;
Title 5 Sections 51022 and
53200;
WASC/ACCJC Accreditation Standards I.B.5 and I.B.9

Program review shall be determined through established College procedures and shall meet all statutory and accreditation requirements.

Procedures for program review 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;
- Regular review and justification of programs and course descriptions; and
- Consideration of job market and other related information for vocational and occupational programs.

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**BP 4025 PHILOSOPHY AND CRITERIA FOR ASSOCIATE DEGREE
AND GENERAL EDUCATION**

References:

Legally Required
Title 5 Section 55061;
WASC/ACCJC Accreditation Standard II.A

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

By successful completion of patterns of learning experiences, students may earn an Associates degree. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics, to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems, and to develop the capacity for self-understanding.

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

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

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

The District Chancellor or designee shall establish procedures to assure that courses used to meet general education and associate degree requirements meet the standards

in this policy. The procedures shall provide for appropriate Academic Senate involvement.

DRAFT

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BP 4030 ACADEMIC FREEDOM

References:

Legally Required

Title 5 Sections 51023;

WASC/ACCJC Accreditation Standard I.C.7 and Accreditation Eligibility 13 and Requirement 20.

Agreement Between the Kern Community College District and the Kern Community College District Community College Association, California Teachers Association and the National Education Association, Article Four, A

Academic freedom enables both students and faculty the right to express their views in speech, writing, and through electronic communication without fear of sanction. The District recognizes the right of a faculty member to be free from censorship or restraint which interferes with the faculty member's commitment to pursue truth and maintain intellectual integrity.

The discussion of controversial issues in the classroom is essential to the development of informed and responsible citizens. Instructors are to be encouraged to provide opportunities for the development of clear thinking, balanced judgement, intelligent choices, and an understanding of the methods and devices of propaganda.

The inherent dignity of all persons requires that we conduct ourselves with civility in all circumstances of our professional lives. This means that we do not participate in or accept, condone, or tolerate physical or verbal forms of aggression, threat, harassment, ridicule, or intimidation. The District is an institution of higher education and especially values a spirit of free inquiry and free speech. The District encourages the expression of a range of points of view, but we expect all expressions of content to be conducted in a manner respectful of persons. The District nurtures an atmosphere of mutual respect by treating everyone with dignity, even when the values, beliefs, or behavior of a person or group is different from our own. The District recognizes this foundation of mutual respect to be the basis of civil discourse in an academic environment. The genuine valuing of diversity serves to create the general atmosphere in which persons can thrive and realize their potential.

Also see BP/AP 3900 Speech: Time, Place, and Manner.

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BP 4040 LIBRARY AND LEARNING SUPPORT SERVICES

References:

Legally Required

Education Code Section 78100;

Civil Code Section 1798.90 (Reader Privacy Act);

WASC/ACCJC Accreditation Standard II

The Colleges of the District shall have library and learning support services that are an integral part of the institution's educational program and will comply with the requirements of the Reader Privacy Act.

DRAFT

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BP 4050 ARTICULATION

References:

Legally Required

Education Code Sections 66720-66744;

Title 5 Section 51022(b);

WASC/ACCJC Accreditation Standard II.A.10

The District Chancellor or designee shall establish procedures that assure appropriate articulation of the District's educational programs with proximate high schools and baccalaureate-level institutions.

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

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BP 4060 DELINEATION OF FUNCTIONS AGREEMENTS

References:

Legally Advised

Education Code Sections 8535 and 8536

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

DRAFT

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BP 4070 COURSE AUDITING AND AUDITING FEES

Reference:

Education Code Section 76370

Students may audit courses.

The fee for auditing courses shall be no more than the state-mandated per unit cost. Students enrolled in classes to receive credit for ten or more semester credit units shall not be charged a fee to audit three or fewer semester units per semester.

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

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

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**BP 4100 GRADUATION REQUIREMENTS FOR DEGREES AND
CERTIFICATES**

References:

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

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

Students may be awarded a Certificate of Achievement upon successful completion of a minimum of 18 or more semester units or 27 or more quarter units of degree-applicable coursework designed as a pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education.

The District Chancellor, through the Colleges, shall establish procedures to determine degree and certificate requirements that include appropriate involvement of the local curriculum committee. The procedures shall assure that graduation requirements are published in each college's catalog and included in other resources that are convenient for students.

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BP 4101 INDEPENDENT STUDY

References:

Title 5 Sections 55230 et seq.

The Colleges of the District offer Independent Study courses allowing students the opportunity to explore a subject in greater depth independently. The District Chancellor or designee shall ensure that administrative procedures are written to provide for independent study courses.

Independent Study also allows students to fulfill an immediate need due to circumstances beyond their control as determined by the College Vice Presidents of Instruction, to meet a specific requirement for their degree, certificate, major, or for transfer.

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BP 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);

WASC/ACCJC Accreditation Standard II.A.1

Distance Education means instruction in which the instructor and the student are separated by distance and interact through the assistance of communication technology.

The same standards and judgment of course quality shall be applied to any portion of a course through distance education as are applied to traditional classroom courses.

Any portion of a course conducted through distance education must include regular effective contact between instructor and students through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, correspondence, voice mail, e-mail, or other activities.

If a portion of the instruction in a proposed or existing course or course section is designed to be provided through distance education, the course shall be separately reviewed and approved using both College and District course approval procedures.

Instructors of course sections delivered by distance education technology shall be selected by the same procedures used to determine all instructional assignments. Instructors shall possess the minimum qualifications for the discipline into which the course's subject matter most appropriately falls.

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.

Procedures for determining the number of students assigned to courses provided through distance education may be reviewed by the Curriculum Committee.

Nothing in this section shall be construed to impinge upon or detract from negotiated agreements between the exclusive representatives and the Board of Trustees.

Attendance accounting shall be consistent with the California Community Colleges Chancellor's Office Student Attendance Accounting Manual for calculating Distance Education FTES.

DRAFT

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BP 4106 NURSING PROGRAMS

References:

Education Code Sections 66055.8, 66055.9, 70101-70107, 70120, 70124, 70125, 70128.5, 78260, 78261, 78261.3, 78261.5, 87482, 89267, 89267.3, and 92645;
Title 5 Sections 55060 et seq. and 55521;
Health and Safety Code Section 128050

Nursing students who have already earned a baccalaureate or higher degree from a regionally accredited institution of higher learning are not required to complete any general education requirements that may be required for an associate degree. Instead, these students only need to complete the coursework necessary for licensing as a registered nurse.

The Colleges within the District shall consider all of the following when screening nursing students:

- Academic degrees or diplomas, or relevant certificates, held by the applicant;
- Grade point average in relevant coursework;
- Life experiences or special circumstances of an applicant;
- Any relevant work or volunteer experience; and
- Proficiency or advanced level coursework in languages other than English.

Also see BP/AP 3550 titled *Drug Free Environment and Drug Prevention Program*.

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BP 4110 HONORARY DEGREES

References:

Education Code Sections 70902 and 72122

The Board of Trustees may award an honorary associate degree to an individual who has distinguished himself/ or herself in a manner that the Board of Trustees regards as worthy of recognition.

Honorary degrees may be awarded at commencement or some other equally appropriate time. Persons receiving honorary degrees must be approved by the Board of Trustees.

Criteria for awarding the honorary degree include the following:

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

Pursuant to Education Code Section 72122, the Board of Trustees may hold closed sessions to consider the conferring of honorary degrees.

The District Chancellor or designee shall establish procedures that include details for the nomination and selection of honorary degree candidates.

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BP 4220 STANDARDS OF SCHOLARSHIP

References:

Legally Required

Education Code Section 70902(b)(3);

Title 5 Sections 55020 et seq., 55030 et seq., and 55040 et seq.

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

These procedures shall address:

- grading practices,
- academic record symbols,
- grade point average,
- credit by examination,
- academic and progress probation,
- academic and progress dismissal,
- academic renewal, course repetition,
- limits on remedial coursework, and
- grade changes.

These procedures shall be described in each college's catalog.

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BP 4222 REMEDIAL COURSEWORK

References:

Title 5 Sections 55000, 55002, and 55035;
WASC/ACCJC Accreditation Standard II.A.4

The District offers remedial coursework through pre-collegiate basic skills courses in reading, writing, learning skills, study skills, mathematics, and English as a Second Language. These courses are designated as non-degree applicable credit courses. The District Chancellor or designee shall establish administrative procedures on remedial coursework.

DRAFT

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BP 4225 COURSE REPETITION

References:

Legally Required

Title 5 Sections 55040, 55041, 55042, 55044, and 58161

Students may repeat courses in which substandard grades (less than "C," and including "FW") were earned. The Board of Trustees has determined reasonable limitations on course repetition as described in AP 4225 titled Course Repetition.

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

Under special circumstances, students may repeat courses in which a C or better grade was earned. The special circumstances are defined in administrative procedures.

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BP 4226 MULTIPLE AND OVERLAPPING ENROLLMENTS

Reference:

Legally Required

Title 5 Section 55007

The College President or designee shall establish procedures to ensure that students 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.

In addition, these procedures shall ensure that students may only enroll in two or more courses where the meeting times overlap under the conditions specified in Title 5 Section 55007.

DRAFT

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BP 4230 GRADING AND ACADEMIC RECORD SYMBOLS

Reference:

Legally Required

Title 5 Section 55023

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

The grading system shall be published in each college's catalog and made available to students.

The grading system shall include the "plus" and minus" designation in combination with letter grades, except that C minus shall not be used.

The grading system shall include the "FW" grade for unofficial withdrawal.

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BP 4231 GRADE CHANGES

References:

Legally Required

Education Code Sections 76224 and 76232;

Title 5 Section 55025

The District Chancellor or designee shall implement procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not necessarily be limited to, the following:

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

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

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BP 4235 CREDIT BY EXAMINATION

Reference:

Legally Required

Title 5 Section 55050

Credit may be earned by students who satisfactorily pass authorized examinations. The District Chancellor or designee shall establish administrative procedures to implement this policy.

DRAFT

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BP 4240 ACADEMIC RENEWAL

Reference:

Legally Required

Title 5 Section 55046

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

DRAFT

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BP 4250 PROBATION, DISMISSAL, AND READMISSION

References:

Legally Required

Education Code Section 70902(b)(3);

Title 5 Sections 55030-55034

Academic Probation

A student who has attempted at least 12 cumulative semester units at one of the colleges of the Kern Community College District shall be placed on academic probation if the student has earned a cumulative grade point average below 2.0 while enrolled at that particular college.

A student shall be placed on **academic probation** if he/she has attempted a minimum of 12 semester units of work and has a grade point average of less than a "C" (2.0).

Progress Probation

A student who has attempted at least 12 cumulative semester units at one of the colleges of the Kern Community College District shall be placed on progress probation when the percentage of all units for which entries of "W," "I," and "NC" reaches or exceeds fifty percent (50%) while enrolled at that particular college.

A student shall be placed on **progress probation** if he/she has enrolled in a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of "W," "I," "NC," and "NP" were recorded reaches or exceeds 50 percent.

Each member College shall make every reasonable effort to provide counseling and other support services to a student on academic or progress probation and to help the student overcome any academic difficulties. A student on academic or progress probation may be limited by the College to specified courses and the number of units which may be attempted.

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

A student on academic probation shall be removed from probation when the student's accumulated grade point average is 2.0 or higher. A student on progress probation shall be removed from probation when the percentage of units in the categories of "W," "I," "NC," and "NP" drops below 50 percent.

Removal from Probation

A student on **academic probation** for a grade point deficiency shall be removed from probation when the student's cumulative grade point average is 2.0 or higher.

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%).

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 2.00 in all units attempted in each of three consecutive semesters.

A student who is on progress probation shall be subject to dismissal if the cumulative 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 reaches or exceeds 50 percent.

A student who is subject to dismissal may submit a written appeal in compliance with administrative procedures. Dismissal may be postponed and the student continued on probation if the student meets the District's established criteria, such as evidence of extenuating circumstances or significant improvement in academic achievement.

Readmission

A student who has been dismissed may request reinstatement. Readmission may be granted, denied, or postponed according to criteria contained in administrative procedures.

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

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BP 4260 PREREQUISITES, CO-REQUISITES, AND ADVISORIES

References:

Legally Required

Title 5 Sections 55000 and 55003

The College President or designee is authorized to establish prerequisites, co-requisites, and advisories on recommended preparation for courses in the curriculum. All such prerequisites, co-requisites, and advisories shall be established in accordance with the standards set out in Title 5. Any prerequisites, co-requisites, or advisories shall be necessary and appropriate for achieving the purpose for which they are established. The procedures shall include a way in which a prerequisite or co-requisite may be challenged by a student on grounds permitted by law. Prerequisites, co-requisites, and advisories shall be identified in College publications available to students.

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BP 4300 FIELD TRIPS AND EXCURSIONS

Reference:

Legally Required

Title 5 Section 55220

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

The College may pay for expenses of students participating in a field trip or excursion with auxiliary, grant, or categorical program funds if the funds are used consistently with the funding source. The expenses of instructors, chaperones, and other personnel traveling with students may also be paid from College funds.

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

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BP 4400 COMMUNITY SERVICES PROGRAMS

Reference:
Education Code Section 78300

Community Service offerings may be developed by the District as long as they are not referred to as non-credit courses.

Contract education courses may be offered by the District.

DRAFT

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BP 4700 CONTROVERSIAL ISSUES IN CURRICULUM

References: None
Unique to KCCD

All criticisms of the curriculum, publications, or instructional materials authorized for use in the Kern Community College District which are directed to the attention of the Board of Trustees or the College administration must be presented in writing so that proper consideration and reply can be made. This policy also applies to textbooks, library books or materials, magazines, audio-visual aids, courses of study, or instructional guides.

Criticisms in writing must include specific reference to titles, authors, publishers, and page numbers of each individual item against which charges are made.

When such criticisms are referred to the District Chancellor, the Board of Trustees shall be notified and a committee of College personnel may be assigned to study and report on the criticisms. Interested lay citizens may be consulted. Results of such a study shall then be reported to the Board of Trustees for further action.

The discussion of controversial issues in the classroom is essential to the development of informed and responsible citizens. Instructors are to be encouraged to provide opportunities for the development of clear thinking, balanced judgment, intelligent choices, and an understanding of the methods and devices of propaganda.

In such activities, instructors shall emphasize loyalty to the United States, the importance of good citizenship, and vigilance in protecting our freedom and shall refrain from using classroom privileges to promote partisan politics, sectarian religious views, or selfish propaganda of any kind.

Also see BP 4030 Academic Freedom.