
**Kern Community College District
Board Policy
Chapter 4 - Students/Instructional Services**

BP 4010 Academic Calendar**Reference:**

Education Code Section 70902(b)(12)

The District Chancellor *or designee* 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

Rely Primarily Upon the Advice and Judgment

References:

Education Code Sections 70901 subdivision (b), 70902 subdivision (b), and 78016;
Title 5 Sections 51000, 51022, 55002.5, 55100, 55130 and 55150;
U.S. Department of Education regulations on the Integrity of Federal Student
Financial Aid Programs under Title IV of the Higher Education Act of 1965, as
amended;
34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8;
ACCJC Accreditation Standards II.A and II.A.9

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the 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;
- 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~~ discontinuances 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 Title 5 and 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 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.

4B2 Courses – Course additions, deletions, and modifications shall be determined through established College procedures.

4B2A The courses of the Colleges shall be of high quality, relevant to the community and student needs, and evaluated regularly to ensure quality and currency.

4B2B College procedures for course creation, deletion, and modification 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;
- Regular review and justification of course description;
- Opportunities for training for persons involved in aspects of curriculum development;
- Consideration of job market and other related information for vocational and occupational programs;
- Rationale for the course creation, deletion, and modification; and
- Consideration of the impact of the proposed course creation, deletion, and modification.

4B2C In addition to course additions, deletions, and modifications initiated by the College procedures, College administration may initiate the appropriate College procedures.

4B2D Final recommendations for course additions, deletions, and modifications 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 District Chancellor for approval by the Board of Trustees.

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BP 4023 Program Review

Rely Primarily Upon the Advice and Judgment

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.

4B5A College 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:

Title 5 Section 55061;
ACCJC Accreditation Standard II.A

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

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

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

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

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

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.

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BP 4030 Academic Freedom

Rely Primarily Upon the Advice and Judgement

References:

Title 5 Sections 51023;

ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation Standard 1C7
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.

11E1A 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.

~~11E1B The District further protects the dignity of persons by maintaining the boundaries of both necessary and appropriate confidentiality, and by prohibiting the exploitation of all~~

~~persons through sexual harassment or financial, professional, or any other form of exploitation. The District seeks to develop policies, procedures, and practices which are both compassionate and fair. In order to assure that we are fair in our policies, procedures, and practices regarding the dignity and worth of persons, the District specifically prohibits discrimination based on race, color, ethnic group identification, ancestry, religion, gender, sexual orientation, national origin, age, and physical or mental disability. While this prohibition is necessary, it is the genuine valuing of diversity that 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 4031 Guest Lecturers/Classroom and Campus Visitors

Rely Primarily Upon the Advice and Judgment

References:

None

4B10 Guest Lecturers/Classroom and Campus Visitors

4B10A Persons other than students and staff are allowed to speak on the College campus in accordance with the following principles and regulations:

4B10A1 The College recognizes that discussion of public issues on the campus plays a significant role in promoting the education of its students and in preparing them for intelligent participation in society.

4B10A2 Events or activities employing College facilities and/or personnel and sponsored by recognized student organizations or by others must not be advertised or promoted in such a way as to suggest sponsorship or endorsement by the College.

4B10A3 Meetings or events involving off-campus speakers may be held in College facilities with prior approval of the College President. Speakers must be sponsored either by staff members of the College, by chartered student organizations, or by ten (10) or more registered students whose names appear on a petition obtained from an administrator properly designated by the College President.

4B10A4 No special meetings or events shall be authorized which will result in interference with the physical operations of the campus.

4B10A5 Whenever the College President considers it appropriate in furtherance of educational objectives, any or all of the following may be required: • That the meeting be chaired by a member of the faculty. • That the speaker be subject to questions from the audience. • That the speaker be appropriately balanced in debate with a person of contrary opinions. • That the request for an off-campus speaker state the subject and/or the exact title of the speech.

4B10A6 An applicant who is denied the use of College facilities and who contends that the denial is based on incorrect or inequitable application of these regulations may appeal the denial as provided in the College policy on advocacy and free expression.

4B10A7 This policy is not intended to supersede the provisions of the Civic Center Act.

4B10B Non-student visitors to College classes may be approved but must not disrupt the classes. Specific procedures shall be developed by each College for classroom visitors.

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BP 4040 Library and Learning Support Services

References:

Education Code Section 78100;

Civil Code Section 1798.90;

ACCJC Accreditation Standard II

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.

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BP 4050 Articulation

Rely Primarily Upon the Advice and Judgment

References:

Education Code Sections
66720-66744 Title 5 Section
51022 /b/
ACCJC Accreditation Standard 11.A.6

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

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

A plan for articulation of courses and programs shall be the responsibility of the President or designee developed in consultation with the Academic Senate and include the courses to be approved and the awarding of credit with procedures developed by the Curriculum Committee and the faculty in the appropriate discipline.

~~The Colleges may articulate programs and courses with high schools, limited to Career and Technical Education courses, and with four year (4 year) institutions.~~

~~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.~~

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

~~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.~~

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

~~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.~~

~~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. With respect to articulated high school courses, credit by examination will only be granted when the final examination for the high school course has the approval of knowledgeable college faculty in the same field, and the student passes this examination with a satisfactory grade ("A", "B", or "C" level).~~

~~Except through credit by examination, articulated high school courses may not be used to satisfy:~~

- ~~1. The requirement that students complete at least 60 units in order to receive an associate degree;~~
- ~~2. Any general education requirement for the associate degree.~~



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BP 4051 University Transfer Agreements

Rely Primarily Upon the Advice and Judgment

References:

Education Code Sections 66720-66744

Title 5 Section 51022(b)

ACCJC Accreditation Standard II.A.6

University transfer agreement programs specify the curricular requirements that must be met, and the level of achievement that must be attained by community college students in order for those students to transfer to the campus, undergraduate college, or major of choice in the four-year college segment.

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BP 4060 Delineation of Functions Agreements

References:

Education Code Sections 8535 and 8536

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

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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 established by each college but not to exceed \$15.00 per unit. 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

Rely Primarily Upon the Advice and Judgement

References:

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

The District grants the degrees of Associate in Arts, and Associate in Science and Baccalaureate of 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, residence, and competency requirements set forth in Title 5 regulations.

Students may be awarded a Certificate of Achievement upon successful completion of a minimum of 16 18 or more semester units or 24 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 or designee 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 the District's catalogs and included in other resources that are convenient for students.

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BP 4106 Nursing Programs

References:

Education Code Sections 66055.8, 66055.9, 70101-70107, 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 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.