

## BP 4010 Academic Calendar

Reference:

Education Code Section 70902(b)(12)

The President of the College shall, in consultation with the appropriate groups, submit to the Board for approval

# AP 4010 Academic Calendar

## Reference:

Education Code Section 79020; Title 5, Section 55700 et se q., Section 58142

One hundred seventy five (175) define an academic year (plus additional days per contract)

Five days are designated as flex

The academic calendar is determined through collective bargaining with the Gavilan College Faculty Association

Holidays, 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)
- Memorial Day (Last Monday in May)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Veteran's Day (November 11 or see Note below)
- Thanksgiving Day (Fourth Thursday in November)
- Christmas Day (December 25)

Other Holidays:

- New Year's Eve Day
- The day after Thanksgiving
- Christmas Eve Day

Note: Please refer to Education Code 79020 for laws regulating the scheduling of Lincoln Day, Veteran's Day, and holidays that fall on weekends.

Amended by the Board of Trustees: May 13, 2008

Approved by the Board of Trustees: June 11, 2002



The President of the College shall establish procedures to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour," where applicable. The President 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.

See Administrative Procedure #4020

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Amended by the Board of Trustees: November 13, 2007  
Amended by the Board of Trustees: May 13, 2008  
Amended by the Board of Trustees: August 14, 2012

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Amended by the Board of Trustees: May 13, 2008  
Amended by the Board of Trustees: Dec. 9, 2008



4. The evaluation of progress of the program review action plans will include an analysis of how the actions are intended to or are improving student learning.

## CURRICULUM DEVELOPMENT

- A. The Curriculum Committee shall be a standing committee of the Academic Senate. Individuals serving on the Curriculum Committee must receive training required by Title 5, 55100.
- B. The primary goal of the Curriculum Committee shall be to oversee the curriculum and sustain quality instruction and standards.
- C. The Curriculum Committee shall have jurisdiction over all phases in the development, modification, and updating of the curriculum at Gavilan College. The committee shall have jurisdiction over the transfer General Education Patterns in compliance with CSU and UC mandates. The committee shall also have jurisdiction over non-transfer General Education patterns. The review of the curriculum by the committee may result in a recommendation for curricular additions, deletions or modifications to the Academic Senate and the District Board. This review pertains to both courses and programs.
- D. Committee Procedures
  1. The Curriculum Committee shall meet twice each month. Special meetings may also be convened by the chairperson. Meeting dates and times shall be established by the committee.
  2. Roberts Rules of Order, revised, shall govern the committee in the decision-making process.
  3. The chairperson, with the assistance of the Curriculum Specialist, shall be responsible for setting and distributing the agenda. This shall be done as far in advance of regular meetings as possible.
  4. Guidelines to be followed when submitting requests for new courses, modifications, or deletions appear in the Curriculum Guide.
  5. Proposals given final approval by the Curriculum Committee and/or Senate shall be submitted to the VP of Instruction and the President/Superintendent for their

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## Gavilan College Program Approval Process

1. The approval of any new program or changes to existing programs must be submitted to the California Community College Chancellor's Office for its approval, prior to advertising or offering the program.
2. It is the responsibility of the Department initiating the new program (or program changes) to see that the necessary application is completed and submitted (with approval of the Library Director) to the Curriculum Committee. It is the responsibility of the Dean or Associate Dean of the program to review the application to ensure that the application is complete and well-written prior to submission to the Curriculum Committee.
3. Once approved by the Curriculum Committee, it is the responsibility of the Dean or Associate Dean of the program to collect the necessary signatures prior to submission to the Instruction Office for submission to the Board of Trustees and Chancellor's Office.
4. In the case of occupational programs, it is the responsibility of the Dean Career Technical Education to shepherd the program through the program's advisory committee (newly formed in the case of a new program) and the Regional Occupational Consortium prior to submission to the Instruction Office. The Dean will notify the Curriculum Specialist when programs are submitted to the Regional Occupational Consortium and when they are either approved or withdrawn.
5. It is the responsibility of the Vice President of Instructional Services to submit the program to the Gavilan College Board of Trustees for their approval and then forward the application to the Chancellor's Office for final approval. The Vice President's Office will notify the Curriculum Specialist of the date of submission to the Chancellor's Office.
6. The Chancellor's Office notifies the Vice President of Instructional Services of their approval or provides reasons for non-approval. It is the responsibility of the Vice President to notify the originating department and responsible dean of the decision of the Chancellor's Office so that they can make the corrections needed for approval. In most cases, those changes are modest. In some cases, it is made clear that the program is unlikely to receive approval, even with major changes. The Vice President's Office will notify the Curriculum Specialist and the responsible dean when a program has been approved by forwarding a copy of the approval notification letter. The Board of Trustees will be notified in the monthly curriculum report.
7. The flow chart on the following page outlines the steps in securing program approval.
  - a. The Department creates a new program (or modifies an existing program). This usually includes the creation of course outlines and a description of the program requirements.
  - b. Depending upon the nature of the program, the Department prepares the appropriate program application. Three situations arise: (a) creation of a new credit program (use Form CCC-501); (b) substantial changes to an existing program (use Form CCC-510); or (c) non-substantial changes to an approved program (use Form CCC-511). After determining which of the three is applicable, the appropriate application is prepared.

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- c. Since Library resources are required for any program, the Library Director must sign the form, indicating that the necessary resources either exist in the library or will be secured prior to the start-up of the program.
  - d. At this point, the program is submitted to the Curriculum Committee for approval. It is perfectly appropriate to have submitted the various course outlines ahead of time, but the actual program approval must be accompanied by at least one copy of the completed application, including all attachments.
  - e. If the program is an occupational program, the application must receive the approval of (a) the occupational dean, (b) the program's advisory committee (required of all occupational programs), and (c) the Regional Occupational Consortium. The occupational dean is a member of that consortium and will shepherd the program through that committee's process.
  - f. Once approved by the Regional Occupational Consortium, the program is submitted to the Instruction Office for submission to the Board of Trustees for their approval and then to the Chancellor's Office as described above.
  - g. Publication of changes and maintenance of records are monitored by the Office of Instruction and posted on the Curriculum website.
8. 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 15 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, practical, studio work, and other academic work leading to the award of credit hours.

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## BP 4021 Minimum Class Size

Gavilan College will determine its minimum size classes based on the following guidelines:

- Classes which show below 20 in student enrollment are subject to review and cancellation by the Deans and/or Vice President of Instructional Services.
- Such classes may be recommended for review by the Vice President of Instructional Services or a Department Chair.
- A department desiring continuation of a course with less than 15 enrolled must present substantiation for the desirability of its continuation.

## BP 4022 Substitute Instructor

When illness or other unavoidable condition necessitates the absence from classes of an instructor, the first concern of the college must be the provision of the most competent instruction that can be secured.

Since fellow teachers in a discipline are usually somewhat familiar with the instruction and standards in each course in the discipline, and since qualified substitutes are rarely available, classes where substitutes are not available should be taught by other Gavilan College instructors, if possible. The teaching of such classes shall be distributed as equitably as possible among the members of the discipline or division. The first day's instruction shall be compensated at one-half the continuing education hourly pay rate for which the substituting instructor qualifies and thereafter at the full continuing education rate.

In courses for which full time substitute teachers are available and in which instruction by fellow teachers is not feasible, regular substitutes will be employed as soon as possible. In all courses, the college will attempt to secure a substitute teacher at the earliest possible time. The substitute pay scale will be the same as the continuing education hourly pay schedule.

Where it is not possible to secure a full-time substitute or an instructor from the specific discipline or department to cover an instructor's absence, the Vice President of Instructional Services or the appropriate Dean of Instructional Services will serve in the capacity of the substitute.

In all instances where an instructor cannot teach his class and a substitute is utilized, the Office of the Vice President of Instructional Services must be notified.

Substitute instructors who are full-time contracted faculty, not on the Gavilan College payroll, will be paid on the basis of the continuing education hourly salary schedule.

# AP 4022 Course Approval

## Reference:

Title 5, Section 55100

The Governing Board will approve all courses and programs offered for instruction. All courses and programs recommended for Board approval must receive prior approval by the Curriculum Committee.

All programs leading to an associate degree, a certificate of achievement, a certificate of completion or a certificate of competency must receive approval by the CCC Chancellor before they may be offered.

All credit courses that are part of a newly proposed program and all non-credit courses must receive approval by the CCC Chanc

## BP 4023 Instructional Materials

The Board requires that all basic instructional materials which are necessary for accomplishing the instructional objectives of a credit or non-credit course and; which are consumed and/or are of no continuing value to the student outside of the classroom, shall be furnished by the district. If materials are "solely or exclusively available from the district" and they have value beyond the classroom setting, these materials shall be made available to students at actual cost, these becoming the property of the student. It is further the policy of the Board that any procedures and regulations consistent with the intent of these sections be adopted and published annually in the college catalog.



# AP 4023 Instructional Materials

## BP 4024 Substitute Instructor

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Since fellow teachers in a discipline are usually somewhat familiar with the instruction and standards in each course in the discipline, and since qualified substitutes are rarely available, classes where substitutes are not available should be taught by other Gavilan College instructors, if possible. The teaching of such classes shall be distributed as equitably as possible among the members of the discipline or division.

In courses for which full time substitute teachers are available and in which instruction by fellow teachers is not feasible, regular substitutes will be employed as soon as possible. In all courses, the college will attempt to secure a substitute teacher at the earliest possible time.

In all instances where an instructor cannot teach his class and a substitute is utilized, the Office

# BP 4025 Philosophy and Criteria for Associate Degree and General Education

Reference:

Title 5, Sections 55060 et seq., 55805

# AP 4025 Philosophy and Criteria for Associate Degree and General Education

Reference:

Title 5, Sections 55060 et seq., 55805; Accreditation Standards II.A

~~Policy~~  
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The District Board affirms the policy of the Board of Governors that the associate degree symbolizes a successful attempt to lead students through patterns of learning experiences

argumentative writing. In this area, courses emphasize oral and written communication skills,

## BP 4030 Academic Freedom

### Reference:

Title 5, Section 51023, Accreditation Standard II.A.7

It shall be the policy of the College to maintain and encourage full freedom for its faculty to teach, research, and pursue knowledge as set forth in this Article and subject to the applicable provisions of law.

In the exercise of this freedom the faculty member may, as provided in the U.S. and California Constitutions and other applicable laws, discuss his/her own subject or area of competence in the classroom, as well as any other relevant matters, including controversial matters, so long as he/she distinguishes between personal opinions and factual information.

Faculty shall be free from unlawful harassment or from unlawful interference or restrictions based political views.

Faculty shall be free from any and all forms of electronic or other listening or recording devices, except with his/her express and non-continuing consent, except where allowed otherwise by law.

The Board shall not unlawfully inquire into, nor predicate any adverse action upon a faculty member's political or organizational activities or preferences.

The Board shall not interfere with a faculty member's freedom of speech or use of materials in any teaching assignment, except as allowed by law.

This Article is intended to declare the District's and Association's intent to allow those activities

## BP 4040 Library Services

Reference:





## BP 4050 Articulation

### Reference:

Title 5, Sections 51022(b), 55051, 55052; Education Code section 66720-66744

The President of the College 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.

See Administrative Procedures #4050

Amended by the Board of Trustees: May 13, 2008

Amended by the Board of Trustees: November 13, 2007

Approved by the Board of Trustees: June 11, 2002

## AP 4050 Articulation

### Reference:

Title 5, Sections 51022(b), 55051, 55052; Accreditation Standard II.A.6

~~AP 4050~~  
~~AP~~

1. Course-to-Course Articulation Agreements are requested by a high school representative or a Gavilan College officer.
2. An Articulation Course-to-Course proposal is developed by identifying courses that exist at Gavilan that may be equivalent to those at any one of the local high schools.
3. Department faculty at both Gavilan and the high school, in cooperation with the Gavilan Articulation Officer, review and approve or deny those courses.
4. The approval or denial will be decided after review of course outlines and comparing unit values, course goals and objectives, course content, instructional methods and materials

## BP 4060 Delineation of Functions Agreements

Reference:

Education Code Sections 8535; 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 President of the College shall present an appropriate memorandum of understanding to the Board for approval.

See Administrative Procedure #4060

## AP 4060 Delineation of Functions

Reference:

Education Code Section 8535; 8536

When the district is engaged in adult non-credit instruction a memorandum of understanding shall be signed by participating parties and shall delineate roles and responsibilities.

## BP 4100 Graduation Requirements for Degrees and Certificates

### Reference:

Education Code Section 70902(b)(3); Title 5, Sections 55070, 55800 et seq.

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

Students may be awarded a Certificate of Achievement upon successful completion of 18 semester units of degree-applicable coursework designed as a pattern of learning experiences which develop certain capabilities that may be oriented to career or general education. In some cases, pending approval by the State Chancellor's Office, a Certificate of Achievement may be awarded with between 12 and 18 units.

The President of the College shall establish procedures to determine degree and certificate requirements that include appropriate involvement of the Curriculum Committee. The procedures shall assure that graduation requirements are published in the district's catalog(s) and included in other resources that are convenient for students.

See Administrative Procedures #4100

Amended by the Board of Trustees: May 13, 2008

Approved by the Board of Trustees: June 11, 2002

# AP 4100 Graduation Requirements for Degrees and Certificates

## Reference:

Title 5, Sections 55070, 55800 et seq.; Accreditation Standards II.A.3, II.A.4, II.A.5, II.B.2.

## Graduation Requirements

A Petition for Graduation must be filed by each student who wishes an Associate in Arts or Associate in Science degree, a Certificate of Achievement, a Certificate of Completion or a Certificate of Competency from Gavilan College. The petition should be filed at the beginning of the semester in which the student plans to complete the requirements for graduation. Although diplomas are awarded at the end of each term, there is only one graduation ceremony, held at the close of the Spring Semester. Associate degree and certificate of achievement candidates are invited to participate in this celebration.

Students must do the followin

For continuing students, the general education and major requirements for the additional degree are those listed in the college catalog for the academic year in which the student first takes courses for the first

# AP 4101 Independent Study

## Reference:

Title 5, Sections 55300 et seq.

## Special Courses

The following transferable courses are designed for individual study under faculty supervision. They may be offered in the class schedule under each discipline in the college curriculum that is transferable to the baccalaureate level.

Interested students must have sufficient background in the discipline, from previously completed course work or equivalent experience, to enable them to meet their specific objectives in their individual contracts.

A specific contract for each course must be developed by the student, and approved by a faculty supervisor, department chair and appropriate dean. To register, the contract must be completed within the first four weeks of the semester, and filed with the Admissions and Records Office.

Contract forms are available in the Instructional Services office.

### COURSE NUMBER 22, 122

#### Field Work and Service (0.5 or 1 Unit)

Supervised fieldwork within the college and/or local agencies. Students serve in useful group activities in leadership roles prescribed for them by the faculty supervisor, and when appropriate, community agencies. A maximum of six units may be earned. These courses do not transfer to UC. They may transfer to CSU. Check with a counselor.

### COURSE NUMBER 23, 123

#### Independent Study (1 or 2 Units)

Designed to afford student specialized opportunities to continue study in a discipline at the independent study level. Working with faculty supervision, the studies may involve extensive library work, research, laboratory work or special projects. A maximum of six units may be earned.

Academic standards for independent study are the same as those applied to other credit courses.

The faculty supervisor shall evaluate student progress.

Students should have access to the faculty supervisor at least equivalent to that commonly available to students in courses conducted by other instructional methods.

The admissions office shall report to the State Chancellor's Office as required.

Amended by the Board of Trustees: May 13, 2008

Approved by the Board of Trustees: June 11, 2002





# AP 4103 Work Experience

## Reference:

Title 5, Sections 55250 et seq.

A plan is developed and submitted to the State Chancellor's Office, which 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;

Supervising faculty maintain 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, evaluation of performance, and that a work permit was issued. Supervising faculty maintain records that show consultation with the employer and the student, evaluation of the student's achievement, and the final grade.

The current plan is attached and will be updated as required by the State Chancellor's Office.

## BP 4104 Contract Education

Reference:

Title 5, Sections 55600 et seq.

The Gavilan Community College District may contract for instructional classes to be offered at the request of public or private agencies or group.

See Administrative Procedure #4104

Amended by the Board of Trustees: May 13, 2008

Approved by the Board of Trustees: June 11, 2002

## AP 4104 Contract Education

### Reference:

Title 5, Section 55600 et seq., Accreditation Standard III.D.2

The Gavilan Community College District will contract for instructional classes to be offered at the request of public or private agencies or groups.

Contract Education courses, trainings or activities that are developed will be consistent with the mission statement, goals and objectives of Gavilan College.

The development, review, approval and evaluation of these classes, trainings or activities will be in accordance with established procedures for Gavilan College.

The presentation for these short-term classes, trainings or activities will be in lecture, workshop or seminar format.

A contract for a specific course, training or activity will be mutually developed by the Director of Community Education and the contracting public or private agencies requesting the service.

This contract will be limited in nature and include a description of the services to be provided, fee, dates, place and other conditions and terms.

The fee for these specific services will be determined on the basis of the direct cost of instruction, supplies/materials, other services and a reasonable cost to cover administrative overhead.

Contract Education will offer certificates and continuing education units whenever possible.

Amended by the Board of Trustees: May 13, 2008

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## BP 4105 Distance Education

The President of the College will develop a procedure to address distance education and electronic delivery of courses, including such issues as support, workload, and intellectual property.

See Administrative Procedure #4105





## BP 4110 Honorary Degrees

Reference:

Education Code Section 72122

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





## BP 4220 Standards of Scholarship

### Reference:

Education Code Section 70902(b)(3); Title 5, Sections 55020 et seq, 55030 et seq, 55040 et seq, 55050 et seq.

The President of the College shall establish procedures that establish standards of scholarship consistent with the provisions of Title 5, Sections 55750, 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 the District catalogs.

See Administrative Procedures #4220

Amended by the Board of Trustees: May 13, 2008

Amended by the Board of Trustees: November 13, 2007

Approved by the Board of Trustees: June 11, 2002

## AP 4220 Standards of Scholarship – Delegation

### Reference:

Education Code Section 70902(d); Title 5, Sections 55020 et seq, 55030 et seq, 55040 et seq, 55050 et seq.

Matters identified by Title 5 as standards of scholarship are grading practices, credit-noncredit options, credit by examination, standards for probation and dismissal, remedial course work, academic record symbols, grade changes, course repetition, and academic renewal. Authority and responsibility is delegated to the chief instructional or academic officer and the Academic

## AP 4222 Remedial Coursework

### Reference:

Title 5, Section 55756.5

Remedial coursework consists of pre-collegiate basic skills courses.

A student's need for remedial coursework shall be determined using appropriate assessment instruments, methods, or procedures.

No student shall receive more than 30 semester units for remedial coursework. A student who exhausts this unit limitation shall be referred to appropriate adult noncredit education services.

A student who successfully completes remedial coursework or who demonstrates skill levels which assure success in college-level courses may request reinstatement to proceed with college level coursework.

Students enrolled in one or more courses of English as a Second Language and students identified as having a learning disability are exempt from the limitations of this procedure.

Students who demonstrate significant, measurable progress toward development of skills appropriate to enrollment in college-level courses may be granted a waiver of the limitations of this procedure.

Gavilan College catalogs shall include a clear statement of the limited applicability of remedial coursework toward fulfilling degree requirements and any exemptions that may apply to this limitation.

Amended by the Board of Trustees: May 13, 2008

Approved by the Board of Trustees: June 11, 2002



## AP 4225 Course Repetition

### References:

Education Code Section 76224  
Title 5, Sections 55040, 55041, 55042, 55253 and 56029

For the purposes of this procedure, the following terms shall have meaning as defined below:

- Course Repetition  
Occurs when a student who has previously received an evaluative symbol in a particular course re-enrolls in that course and receives an evaluative symbol.
- Substandard Academic Work  
Course work for which the grading symbols “D”, “F”, “FW”, “NP” or “NC” have been recorded.
- Repeatable  
Certain types of courses are defined as “repeatable” as defined in AP 4227 and may be exempt from course repetition counting.

Students may repeat courses in which either a substandard evaluative grade (D, F, NC or NP) or non-evaluative symbol (W) has been assigned or awarded.

Students may repeat courses up to three times to achieve a passing grade. Each attempt marked as D, F, NC, NP or W counts toward the three time limit. No additional attempts will be allowed except under extreme extenuating circumstances.

If a course is dropped before a symbol is assigned it will not be counted in the three course attempts. A NRS (No Record Shown) date is assigned for each term and is published in the schedule of classes. Any course in which a student is still enrolled past the NRS date will be awarded either an evaluative or non-evaluative grade or symbol.

Any request to take a course beyond the three attempt limitation will be considered on a case-by-case basis and will only be considered for verifiable extenuating circumstances such as cases of accidents, serious illness, or circumstances beyond student control. A “Petition to Appeal Repeat Limit” must be submitted with official documentation and will be approved by an appeal committee convened by the Vice President of Student Services or by the CIO/Vice President of Instruction for this purpose.

A “W” symbol will not be assigned to any student who withdrew from one or more classes, where such withdrawal is necessary due to fire, flood, or other extraordinary conditions and the withdrawal is authorized by the district pursuant to section 58509 of Title V regulations. “Military Withdrawal” occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the NRS (No Record Shown) date and will be noted as “MW.” An assigned demarcation of “MW” will not be counted in the total attempt limits for a class. “MW” demarcations will not be counted in the progress probation and dismissal calculations.

A first enrollment in a course is at the discretion of the student.

A second enrollment in a course may be done so without the interaction with a counselor.



When a course has been repeated under any of the above circumstances, the student's permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

Procedures for petitioning to repeat a course will be published in the Gavilan College Catalog.

The specific courses or categories of courses, if any which are exempt from course repetition shall be made available to students upon request.

Students may repeat a course taken at another accredited college or university for which substandard academic performance is recorded.



## BP 4226 Multiple and Overlapping Enrollments

Reference:

Title 5, Section 55007

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

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

See Administration Procedure 4226

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Approved by the Board of Trustees: June 11, 2002

## AP 4226 Multiple and Overlapping Enrollments

Reference:

Title 5, Section 55007

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.
-

## AP 4227 Repeatable Courses

Reference:

Title 5, Sections 55041, 55044, 55253 and 56029

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

Repeatable courses are listed in the Gavilan College Catalog and conform to Title 5 requirements for repeatability as specified in Title 5 Section 55041:

- Repetition of the course is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.
- The content of the course differs each time it is offered.
- The course is an "activity course" in which the student meets course objectives by repeating a similar primary educational activity and gains an expanded educational experience each time the course is repeated.

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, even if they receive a grade of C or better; however, the grade received by the student each time will be included in calculations of the student's grade point average.

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.

Students are allowed to repeat an occupational work experience course 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 55232(a).

## BP 4230 Grading and Academic Record Symbols

Reference:

Title 5, Section 55023

Courses shall be upgraded using the grading system established by Title 5. The grading system shall be published in the college catalog and made available to students.

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

See Administrative Procedure #4230

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Approved by the Board of Trustees: June 11, 2002

# AP 4230 Grading and Academic Symbols

Reference:

Title 5, Section 55023

| Symbol | Definition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Grade Point |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| A      | Excellent                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 4           |
| A-     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 3.7         |
| B+     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 3.3         |
| B      | Good                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 3           |
| B-     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 2.7         |
| C+     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 2.3         |
| C      | Satisfactory                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 2           |
| D      | Passing, less than satisfactory                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 1           |
| F      | Failing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 0           |
| P      | Pass (at least satisfactory-units awarded not counted in GPA)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |             |
| NP     | No Pass (less than satisfactory, or failing, units not counted in GPA)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |             |
| I      | <p>Incomplete (incomplete academic work for unforeseeable, emergency and justifiable reasons). The requirements to complete the course must be fulfilled during the next term of attendance (excluding summer) within the next year. For those courses that are not offered in consecutive terms, these requirements must be completed during the term when the course is next offered. The final grade will revert to an F if the incomplete grade is not made up within the semester.</p> <p>The "I" symbol shall not be used in calculating units attempted or for grade points.</p> <p>A student may petition to the Vice President of Instructional Services for a time extension due to unusual circumstances.</p> |             |
| IP     | In Progress (In Progress shall be used to denote that the class extends beyond the normal end of the academic term).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |             |
| RD     | Report Delayed (may be assigned by the registrar only if there is a reporting delay due to circumstances beyond the student's control).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |             |

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Amended by the Board of Trustees: May 13, 2008

Amended by the Board of Trustees: May 8, 2012

W                      Withdrawal (student withdrawal) from class will be designated with W as follows:

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Amended by the Board of Trustees: May 8, 2012

## AP 4231 Grade Changes

### Reference:

Education Code Section 76224, 76232; Title 5, Section 55025

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.

The removal or change of an incorrect grade from a student's record shall only be done upon authorization by the instructor. No grade may be challenged by a student more than one year from the end of the term in which the course was taken. Exceptions may be considered on an individual basis with evidence of extenuating circumstance provided to the Vice President of Instructional Services or the Superintendent/President. 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 if 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 Vice President of Instructional Services. Grade change forms are available in the admissions office. Appeals to the President of the College shall follow the procedures in AP 5530 Student Grievance Procedures.

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Amended by the Board of Trustees: March 9, 2010

## AP 4232 Pass/No Pass

Reference:

Title 5, Section 55022

Pass/No Pass Options



# AP 4233 Withdrawal

Reference:

Title 5 Sections 55024

Students may withdraw from a course by notifying Admissions & Records either on-line or in person.

The following grading practices apply when withdrawing from a course:

- A student who withdraws from a course prior to the end of the 7<sup>th</sup> day of instruction for a Fall or Spring semester, the 2<sup>nd</sup> day of instruction during a Summer term, or the first day of instruction for an intersession of short-term enrollment will receive no grade of record.
- A student may withdraw from a course and receive a grade of "W" prior to completion of 75% of the class meetings for the course; thereafter, the student will receive whatever grade they would have earned, based upon the entire semester's work.
- A student may withdraw from a course up to two times and receive a grade of "W"; after a second "W", the student will receive the grade they would have earned, based upon the entire semester's work.
- A withdrawal may be excluded from the two-time maximum limit in the case of extenuating circumstances such as natural disasters or other circumstances beyond the control of the student including

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## BP 4235 Credit by Examination

Reference:

Title 5, Section 55050

Credit may be earned by students who satisfactorily pass authorized examinations.  
The President of the College shall establish administrative procedures to implement this policy.



2. Students will pay tuition for the challenged class. The fee will be equivalent to the enrollment fee associated with enrollment in the course for which the student seeks credit by examination.
3. Applications for Credit by Examination are available from the Admissions and Records Office, and require the signature of the appropriate instructor, department chairperson, and appropriate dean.
4. A copy of the graded challenge examination will be submitted to the appropriate dean's office. The type of examination is to be determined by the instructor and the department chairperson in concert with the appropriate dean.
5. The final grade sheet will be submitted to the Admissions and Records Office for posting on the student's transcript. Such posting will indicate the credit was earned by examination.
6. Students desiring to take the Challenge Examination who, due to extenuating circumstances, do not meet the above qualifications may submit a written appeal for waiver to the appropriate dean.
7. A limit of 12 units of credit by examination may be applied to the AA/AS degree.

#### Procedures for Credit by Examination - Nursing Program

Students will receive the following orientation regarding Credit by Examination:

1. All nursing program students will sign a statement that they have been made aware of the college policies on Credit by Examination.
2. Students challenging a nursing course must be eligible for the course and must have met all program entry prerequisites, including admission procedures for the nursing program.
3. The college reserves the right to deny challenge to any specific course.

Advanced Placement credit will be awarded as follows:

| Test Semester                      | Score*  | Equivalent      |       |
|------------------------------------|---------|-----------------|-------|
|                                    |         | Gavilan College | Units |
| American History                   | 3, 4, 5 | HIST 1, 2       | 6     |
| Art History                        | 3, 4, 5 | ART 1A, 1B      | 6     |
| Biology                            | 3, 4, 5 | BIO 10          | 4     |
| Chemistry                          | 3, 4    | CHEM 30A        | 4     |
|                                    | 5       | CHEM 1A         | 5     |
| Computer Science                   | 3, 4, 5 | CSIS 15         | 3     |
| Computer Science AB                | 3, 4, 5 | CSIS 45, 46     | 6     |
| English Language and Composition   | 3, 4, 5 | ENGL 1A         | 3     |
| English Composition and Literature | 3, 4    | ENGL 1A         | 3     |
|                                    | 5       | ENGL 1A, 1B     | 6     |
| (Max # Units in English = 6)       |         |                 |       |
| Economics, Macro                   | 3, 4, 5 | ECON 1          | 3     |
| Economics, Micro                   | 3, 4, 5 | ECON 2          | 3     |
| Environmental Science              | 3, 4, 5 | ECOL 1          | 4     |
| Government & Politics              | 3, 4, 5 | POLS 1          | 3     |
|                                    |         | POLS 3          | 3     |
| Math/Calc AB                       | 3, 4, 5 | MATH 1A         | 4     |

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|              |         |         |   |
|--------------|---------|---------|---|
| Math/Calc BC | 3, 4, 5 | MATH 1B | 4 |
| Music Theory | 3, 4, 5 | MUS 3A  | 3 |
| Physics B    | 3, 4, 5 | PHYS 2A | 4 |
| Physics C    | 3, 4, 5 | PHYS 2B | 4 |
| Psychology   | 3, 4, 5 | PSYC 1A | 3 |
| Spanish      | 3, 4    | SPAN 1B | 5 |
|              | 5       | SPAN 2A | 5 |
| Statistics   | 3, 4, 5 | MATH 5  | 3 |

\*Scores of "3" may not be accepted by some colleges and universities for all courses.

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## BP 4240 Academic Renewal

### Reference:

Title 5, Section 55040, 55041, 55044

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

See Administrative Procedure #4240

Amended by the Board of Trustees: May 13, 2008

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Amended by the Board of Trustees: May 13, 2008

# BP 4250 Probation, Disqualification and Readmission

## Reference:

Education Code Section 70902(b)(3);  
Title 5, Section 55030-55034

### Probation

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

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

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

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 fifty percent.

### 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 2.0 in all units attempted in each of three (3) 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 (3) consecutive semesters reaches or exceeds fifty percent.

A student who is subject to dismissal may submit a written appeal in compliance with administrative procedures by petitioning for reinstatement to the Academic Standards Committee.

### Readmission

A student who has been dismissed may request reinstatement after one semester or indicate extenuating circumstances have changed. Readmission may be granted, denied or postponed according to criteria contained in administrative procedures.

The President of the College shall develop procedures for the implementation of this policy that comply with the Title 5 Requirements.

See Administrative Procedure 4250

Amended by the Board of Trustees: May 13, 2008

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# AP 4250 Probation

## Reference:

Title 5, Sections 55030-55034

### 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 units of credit for which the student is enrolled in 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.

A student who is on academic probation and earns a semester grade point average of 1.75 or better shall not be dismissed as long as this minimum semester grade point average is maintained.

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## AP 4255 Disqualification and Dismissal

### Reference:

Title 5, Sections 55033, 55034

Colleges are required to have and publish procedures to notify students of probation and dismissal, appeal of probation and dismissal and request for removal from probation and reinstatement. The following are 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 2.0 in all units attempted in each of three (3) 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 3 consecutive semesters (5 consecutive quarters) reaches or exceeds fifty percent (50%).

**Dismissal Letter:** The letter notifying the student that he/she 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 warrants an exception to the dismissal action. The student must file the written petition of appeal in the office of admissions and records within 10 working days after the dismissal letter was mailed. If the student fails to file a written petition within this time, 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 academic standards committee.

The student will be continued on probation until the academic standards committee decides on the student's appeal.

The decision of the academic standards committee will be communicated to the student in writing by the academic progress counselor. The academic standards committee will notify the student of its action within five working days of receipt of the student's appeal. The student may appeal the decision of the academic standards committee in writing to the Vice President of Student Services, within five working days of the date of notification of the decision of the academic standards committee. The decision of the Vice President of Student Services is final.

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 are 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.

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 semester 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.

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## BP 4260 Pre-Requisites and Co-requisites

Reference:





- 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 excepting 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.
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

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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 or she has met all the conditions or has met all except those for which he or 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.
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 Faculty 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

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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

## BP 4300 Field Trips and Excursions

### Reference:

Title 5, Section 55220

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

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

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

See Administrative Procedure #4300

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## AP 4300 Field Trips and Excursions

### Reference:

Title 5, Section 55220

The Gavilan Community College District will 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.

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 the Vice President of Student Services, 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.

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 the Gavilan College Business Office. 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.

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## BP 4400 Community Services Programs

### Reference:

Education Code Section 78300

The Gavilan College Board of Trustees recognizes that a comprehensive program of community services is a priority of community colleges. In order to achieve this, a balanced program of community education classes and activities supported by participant fees will be offered within the Gavilan Joint Community College District.

This program of Community Education classes and Community Services activities will be adapted to the educational needs, interests and desires of all segments served by the District and will draw upon the various academic and other resources within Gavilan College and the community. Close liaison and cooperation will be maintained with interested community groups, business and industry in the planning, organization and implementation of the program.

Community education classes and community services activities are those instructional and enrichment offerings, not supported by state apportionment, that are designed for the physical, mental, moral, economic, civic and cultural development of persons in attendance. These activities, which exist in various formats, extend the regular and traditional educational services of the District for broader community and individual benefits.

All classes and activities will be organized with educational, cultural, recreational or community services objectives. Additionally, they will be consistent with the mission statements, goals and objectives of Gavilan College.

Classes and activities will be in the areas of 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, computers, and athletics.

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

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

See Administrative Procedure #4400

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## AP 4400 Community Services

### Reference:

Education Code Section 78300 et seq; Title 5, Sections 55002, 55160(b)

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.

A list of the offerings to be made available in a semester shall be submitted to the Dean's Council for review no later than the 12<sup>th</sup> week of the previous semester. The Dean's Council will report issues such as conflicts with credit courses and new curriculum opportunities to the Curriculum Committee.

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# AP 4500 News Media

## Philosophy:

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 the journalism program. 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 program 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.

Each college newspaper or other news medium is published as a learning experience, offered under the journalism program. The editorial and advertising materials published in each news medium, including any opinions expressed, are the responsibility of the student staff. An editorial board shall 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.

## Journalism Grievance Procedures:

Complaints about news publications shall be addressed to the Vice President of Instructional Services for resolution. Should resolution not result, the grievance procedures in AP 5530 will be followed.

## BP 4600 Student Success Policy

Gavilan College holds as one of its highest priorities the success of its students; thus, the Board wishes to institutionalize its support of student success. The Board will consult collegially with the Academic Senate with respect to standards or policies regarding student preparation and success. To carry out the work of identifying existing and new pathways to student success, the Learning Council, a subcommittee of the Academic Senate, has been established and is comprised of all stakeholder groups.

Given Gavilan College's mission statement that indicates commitment to educational excellence, as well as nurturing and preparing students, the Board views the following general list of activities to be important to the success of students and intends to rely on the faculty, the administration or the professional support staff to:

- Support the work of the Learning Council in identifying existing and new pathways to student success at Gavilan College.
- Acknowledge that success depends upon the College's ability to address the whole student.
- Identify key instructional and student support strategies.
- Promote collaboration across the college and among all stakeholder groups, stressing that student success is everyone's responsibility.
- Support administrative, faculty and staff leadership in the implementation of promising and proven student success initiatives.
- Develop partnerships as necessary within the communities served by Gavilan College to reduce barriers and improve student success.

## AP 4600 The Learning Council Organization

Gavilan College shall have one Learning Council, which will focus on identifying existing and new pathways to student success at Gavilan College. The Learning Council will serve as a subcommittee of the Academic Senate and will be co-chaired by a faculty member and another representative from the staff.

The membership of the Learning Council will include representative faculty from each division, CSEA and supervisory/confidential employees, students, and administration. The term of membership will be a minimum of two years and one year for students appointed by the ASB.

The Learning Council will report both to the Academic Senate and the President's Council. The Council shall conduct itself in accordance with state laws, regulations, and district administrative procedures.

The Learning Council shall meet monthly during the academic year. Sub-groups may meet more frequently as needed.

The Learning Council will have a mission statement and annual objectives consistent with the College's mission statement, strategic plan and annual objectives. The Council will be a recommending body to the Academic Senate and the meetings will be open and public. The agenda and minutes will be available to all stakeholder groups electronically.