

BOARD POLICY 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT

The programs and curricula of the District shall be of high quality, relevant to the multicultural East Bay community and student needs, and evaluated regularly through Program Review and Annual Unit Plan updates to ensure quality and currency. To that end, the 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 vocational and occupational programs, as well as regular review of vocational programs consistent with requirements of Education Code.

All new programs, program modifications, and program deletions shall be approved by the Board.

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. 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.

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 Chancellor shall establish a procedure which prescribe the definition of "credit hour" consistent with applicable federal regulations, as they apply to community college districts. The Chancellor shall establish a procedure to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour," where applicable.

The Chancellor shall establish a 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.

References:

Education Code Sections 70901(b), 70902(b), and 78016;
California Code of Administrative Regulations Sections 51000, 51022, 55100, 55130 and 55150
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended
Administrative Procedure 4020 Program and Curriculum Development
Administrative Procedure 4021 Program Discontinuance

Replaces:

Board Policy 5.11, Review Policy for Instructional Programs approved November 14, 2000.

Board Policy 4025 Philosophy and Criteria for Associate Degree and General Education

Courses that are designated to fulfill the general education and depth requirements shall meet the following philosophy taken from Title 5 Section 55061, which is the policy of the Board of Governors.

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 Chancellor 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.

References:

Title 5 Section 55061;
Accreditation Standard II.A.3

Replaces portions of:

Board Policy 5.20 **Requirements for Degrees and Certificates** first adopted May 10, 1983 and last revised September 16, 2008.

Board Policy 4040 **Library Services**

The District shall have library services that are an integral part of the educational program.

Reference:

Education Code Section 78100

Replaces:

Board Policy 5.30 **Selection of Library Materials** (no approval date listed).

Board Policy 4050 **Articulation**

The Chancellor 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 high schools, community colleges, or four-year institutions, that are not geographically proximate but that are appropriate and advantageous for partnership with the District.

References:

Education Code Sections 66720-66744;
Title 5 Section 51022(b)
Accreditation Standard II.A.6.a

Replaces:

Board Policy 5.12, **Articulation Policy for Instructional Programs and Support Services** adopted November 14, 2000.

Board Policy 4070 **Auditing and Auditing Fees**

Auditing of classes is not permitted. No person is allowed to attend a class unless registered and enrolled in that class.

The auditing policy shall be published in college catalogs and class schedules.

Reference:

Education Code Section 76370

Replaces:

No previous Board Policy.

Board Policy 4100 Graduation Requirements for Degrees and Certificates

The Peralta Community College District grants the degrees of Associate in Arts, Associate in Science, Associate in Arts for Transfer (AA-T), and Associate in Science for Transfer (AS-T) to those students who have completed the subject requirements for graduation and who have maintained a 2.0 average in subjects attempted (additional requirements can be listed in the administrative procedures); and who meet residency requirements.

Students may be awarded a Certificate of Achievement upon successful completion of a minimum of 18 or more semester units of degree-applicable coursework designed as a pattern of learning experiences intended to develop certain skills that may be oriented to career or general education. Students must obtain a "C" or better in each course and meet college residency requirements.

Students may be awarded a Certificate of Proficiency upon successful completion of a program of study which includes up to 17.5 units. Students must obtain a "C" or better in each course. A Certificate of Proficiency will not appear on a student's transcript.

The Chancellor shall establish procedures to determine degree and certificate requirements that include appropriate involvement of each of the local college curriculum committees and the district Council on Instruction, Planning, and Development (CIPD). The procedures shall assure that graduation requirements are published in the college catalogs and included in other resources that are convenient for students. Further, each college catalog shall include a statement on Catalog Rights.

References:

Education Code section 70902(b)(3); sections 66745 et seq.;
Title 5 sections 55060 et seq.;
Accreditation Standard II.A.3.

Replaces:

Board Policy 5.20 **Requirements for Degrees and Certificates** first adopted May 10, 1983 and last revised September 16, 2008

Board Policy 4220 **Standards of Scholarship**

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

These procedures shall address: academic record symbols and grading, credit by examination, academic and progress probation, academic and progress dismissal, alleviating substandard work and academic renewal, remedial course limit, excess units, and course repetition.

These procedures shall be published in the college catalogs.

Reference:

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

Replaces:

Board Policy 5.22 **Standards of Scholarship** first approved March 17, 1981 and last revised March 18, 2011. Board Policy 5.23 **Excess Units** (October 16, 1972) and Board Policy 4.32 **Remedial Course Limit** (May 28, 1991) were merged with this policy.

Board Policy 4226 **Multiple and Overlapping Enrollments**

The Chancellor 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 Peralta Community College District does not permit Overlapping Enrollments.

Reference:

Title 5 Section 55007

Replaces:

No previous Board Policy

Board Policy 4231 Grade Changes

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

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

References:

Education Code Sections 76224 and 76232;
Title 5 Section 55025

Replaces:

Board Policy 4.43A **Student Grievance Policy** first approved April 27, 1993 and last revised March 15, 2011. This policy provided a process for academic grievance.

Board Policy 4260 Prerequisites and Co-requisites

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

The District recognizes that, if these prerequisites, co-requisites, advisories, and limitations are established unnecessarily or inappropriately, they constitute unjustifiable obstacles to student access and success (disproportionate impact) and, therefore, the District will use caution and careful scrutiny in establishing them. Nonetheless, the District recognizes that it is as important to have prerequisites in place where they are a vital factor in maintaining academic standards as it is to avoid establishing prerequisites where they are not needed.

Reference:

Title 5 Sections 55000 and 55003

Replaces:

Board Policy 9.01, Prerequisites, Co-requisites, Advisories and Other Limitations on Enrollment, adopted April 26, 1994.

Board Policy, 9.02, Prerequisites, Co-requisites, Advisories and Other Limitations on Enrollment, adopted April 26, 1994.

Board Policy 10.01, Disproportionate Impact, adopted April 26, 1994.

Board Policy 10.02, Disproportionate Impact, adopted April 26, 1994

Board Policy 4300 **Field Trips and Excursions**

The Chancellor shall establish procedures to be followed by the Colleges for all district/college-sponsored field trips, especially field trips organized by instructors. These procedures shall be in keeping with the California Education Code and Title 5 sections referenced below.

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

References:

Title 5 Section, 55220
Title 5 Section, 55450
Education Code Section 72640
Education Code Section 72641

Replaces:

Board Policy 5.35 **Field Trips** adopted April 22, 2003

Board Policy 5055 **Enrollment Priorities**

The Chancellor shall establish procedures defining enrollment priorities, limitations, and processes for student challenge, which shall comply with Title 5 regulations.

Reference:

Title 5 Sections 51006, 58106, and 58108

Replaces:

No previous Board Policy