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**ADMINISTRATIVE PROCEDURE 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT**

The Chancellor directs The Peralta Community College District comply with and use the *California Community Colleges Program and Course Approval Handbook* (3<sup>rd</sup> edition, 2009).

**I. Work Flow**

The Peralta Community College District and the curriculum committees of the four colleges (Alameda, Berkeley City, Laney, and Merritt) (under the purview of the Academic Senate) use the curriculum management system, CurricUNET, for program, curriculum, and course development, and serves as a database for all curriculum documents.

- A. Each of the colleges has in place an approval process for courses and programs in the CurricUNET system, which includes distance education and student learning outcomes. Faculty have primary responsibility for curriculum management.
- B. Once curriculum actions have been finalized by the individual college curriculum committees, those actions are forwarded to the district Council on Instruction, Planning, and Development (CIPD) for review and approval. Because the district/ four colleges use uniform course numbering, there are instances when consultation between colleges or among the colleges must occur (see below). That consultation must happen prior to actions being sent to CIPD.

When a college submits a program (degree or certificate) to CIPD for approval, and that program will require approval by the State Chancellor's Office, all required state paperwork must be completed prior to bringing the program to CIPD.

- C. Career Technical Education programs must be approved by the Bay Area Community College Consortium after approval by CIPD and before being sent to the California Community Colleges Chancellor's Office.
- D. All curriculum and program actions once approved by CIPD are forwarded to the Board of Trustees for approval.
- E. All courses and programs approved are reported to the California Community Colleges Chancellor's Office.
- F. All programs, curriculum, and courses are reviewed on a three-year cycle through Program Review. All programs complete an Annual Program Plan update.

**II. Goals for Consultation among Colleges regarding Curriculum Issues**

Consultation among colleges regarding curriculum issues is necessary to ensure

- A. Program integrity
- B. Appropriate use of district resources
- C. Program delivery to students in convenient locations
- D. Adequate enrollment in all programs at all colleges

**III. Description of a Good Faith Effort at Consultation**

Prior to proposing a substantive course change to the college curriculum committee, college representatives must contact by email (or by phone with a follow up email) the appropriate administrator and department chair at all affected colleges. The curriculum committee chair should be copied on this

email as well. If a regular district wide discipline meeting is part of the ongoing curriculum process in this discipline, the membership of that group will also be consulted.

All consultations should be completed within two weeks of the initial email.

If there are unresolved disputes related to the valid curricular reasons outlined in the introductory paragraph to these procedures, the issues will be discussed and resolved at CIPD.

#### **IV. Consultation is Required among Colleges regarding the following Curriculum Issues:**

- A. Offering a new course, making a substantive change to an existing course, or course reinstatement when it is similar to any course offered at another college.
- B. Substantive change to existing UCN course
- C. New single course which overlaps courses offered as part of an approved program at another college
- D. New programs (certificates or degrees) or substantive changes to programs which are similar to any other program or contains similar courses offered at other colleges (whether or not these programs are in the same discipline)
- E. Borrowing a course

#### **V. For purposes of federal financial eligibility, a “credit hour” shall be not less than:**

- A. 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 the equivalent amount of work over a different amount of time; or
- B. At least an equivalent amount of work as required in the paragraph above, of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

#### References:

Education Code Sections 70901(b), 70902(b), and 78016;  
California Code of Administrative Regulations Sections 51000, 51022, 55100, 55130 and 55150  
Accreditation Standard II.A  
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid  
Programs under Title IV of the Higher Education Act of 1965, as amended

Approved by the Chancellor:

**ADMINISTRATIVE PROCEDURE 4025**  
**PHILOSOPHY AND CRITERIA FOR THE ASSOCIATE DEGREE AND GENERAL EDUCATION**

The Criteria for the associate degree and general education addresses the considerations contained in Title 5 Section 55061 and ACCJC Accreditation Standard II.A.3. These include, but are not limited to:

**I. Philosophy**

The programs of the District are consistent with the institutional mission, purposes, demographics, and economics of the community.

**II. Board of Governors Policies**

The criteria regarding the associate degree references the policy of the Board of Governors that the associate degree symbolized a successful attempt to lead students through patterns of learning experiences and learning outcomes designed to develop certain capabilities and insight, including:

- A. the ability to think and communicate clearly and effectively orally and writing
- B. use mathematics
- C. understand the modes of inquiry of the major disciplines
- D. be aware of other cultures and times
- E. achieve insights gained through experience in thinking about ethical problems
- F. develop the capacity for self-understanding

**III. Criteria**

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

- A. General education is designed to introduce students to the variety of means through which people comprehend the modern world.
- B. General education introduces the content and methodology of the major areas of knowledge including the humanities and fine arts, the natural sciences, and the social sciences, and provides an opportunity for students to develop intellectual skills, information technology facility, affective and creative capabilities, social attitudes, an appreciation for cultural diversity, and a recognition of what it means to be an ethical human being and effective citizen.
- C. The general education patterns applicable to the Associate of Arts for Transfer (AA-T) and the Associate of Science for Transfer (AS-T) are either the CSU GE Breadth Requirements of the IGETC requirements.

**IV. Procedure**

- A. Courses proposed for general education are reviewed annually by the General Education Subcommittee of the Council on Instruction, Planning and Development (CIPD) and recommendations are forwarded to CIPD for action.
- B. Academic departments review and propose new courses and revisions to current courses, certificates, programs, and/or majors based on changing industry standards and practices, baccalaureate transfer requirements, newly added associate degree standards, and/or recommendations from the State Chancellor's Office. The Curriculum Committee evaluates the content of every new and revised course, certificate, program, or major submitted for consideration.

References:

Title 5 Section 55061  
Accreditation Standard II.A.3

Approved by the Chancellor:

**ADMINISTRATIVE PROCEDURE 4040**  
**LIBRARY SERVICES AND OTHER INSTRUCTIONAL SUPPORT SERVICES**

**I. Library Services**

- A. The four colleges of the Peralta Community College District shall have library services, collections, and information competency instruction that are an integral part of the educational program. Those services shall meet the requirements set forth in Education Code Section 78100 and Accreditation Standard II.C.
- B. The College Catalogs contain information regarding the College library. This document is updated annually for currency and correctness. Students can access the websites of the four college libraries from each college home page.  
BCC: <http://www.berkeleycitycollege.edu/wp/library/>  
COA: <http://alameda.peralta.edu/apps/comm.asp?Q=Library>  
Laney: <http://www.laney.edu/wp/library/>  
Merritt: <http://merritt.peralta.edu/library>
- C. The District adheres to the American Library Association's and Association of College and Research Library standards on professional standards for academic librarians and on the subject of censorship.
- D. The college libraries shall conduct program review on a three-year cycle and will complete an annual unit plan update. Program review will address the mission of the library, resource needs, and student learning outcomes and assessment.

**II. Other Instructional Support Services**

Information regarding instructional support services is provided in the college catalogs.

References:

Education Code Section 78100;  
Accreditation Standard II.C

Approved by the Chancellor:

**ADMINISTRATIVE PROCEDURE 4050 ARTICULATION****I. Articulation/Four-year University or College**

The Articulation Officers of the four colleges of the Peralta Community College District serve as the principal contact and liaison between the college and four-year institutions as they relate to the articulation of coursework. The Articulation Officers review and work to update articulation agreements with public universities that are documented in ASSIST. The Articulation Officers annually update the University of California Transfer Course Agreement, the CSU General Education Breadth Requirements, and the Intersegmental General Education Transfer Curriculum (IGETC).

The Articulation Officers shall serve as member and resource to the faculty; college curriculum committee; district Council on Instruction, Planning, and Development; and the district General Education Committee.

The Articulation Officers review and confirm the accuracy and information in the college catalogs pertaining to the transferability of courses and the general-education patterns for four-year institutions (specifically IGETC and CSU GE Breadth).

**II. Articulation/High School****A. Purpose**

The PCCD/ Secondary CTE and ROP Articulation Procedure provides a method by which college credit may be awarded for articulated career/technical education coursework completed at the high school level, thereby preventing students from duplicating course work in college, and resulting in a smooth transition from ROP and secondary CTE programs to college CTE Programs.

This articulation process will enhance cooperation and communication between PCCD and ROPs and secondary CTE Programs in the East Bay area. The ultimate objective is to allow students to more efficiently reach their educational and career goals.

**B. Principles**

1. The articulation process shall be based in CTE disciplines.
2. The articulation process shall be a collaborative effort between PCCD CTE Deans and faculty and the equivalent supervisors and faculty at Secondary CTE Programs and ROPs. When the articulated course is offered at more than one college, appropriate Peralta faculty will be included in the articulation process.
3. The standards and requirements for articulated courses shall be set at a collegiate level by CTE faculty. Final agreements on articulation shall be between the instructors of specific PCCD CTE courses and based on careful review and agreement that these courses are indeed equivalent and that they meet the rigorous standards of the Peralta CTE program.
4. Articulated courses shall be reviewed by PCCD CTE faculty biennially and updated as appropriate. The results of the review process will be communicated to appropriate administrative personnel at PCCD and Secondary CTE Programs and ROPs. Generally, requirements for articulated courses shall not be any greater than the requirements for satisfactory completion of the course as is typically offered at PCCD.
5. Differentiation between traditional "credit by exam" or advanced placement and articulated courses and programs shall be maintained.

6. The Office of Vice Chancellor of Educational Services will provide administrative coordination and supervision for the articulation process between PCCD and ROPs and Secondary CTE Programs and will designate the District Tech Prep Coordinator as the central point of access for information regarding articulation.

### C Guidelines

The following guidelines apply for credit to be awarded:

1. Completion of coursework must correlate with the PCCD catalog published the year the student completed the career/technical course, to insure the articulated course was active during that period and is currently active.
2. In order to ensure coursework is current, credit will only be awarded up to four (4) years after the completion of the career/technical course unless otherwise stipulated in an individual course articulation agreement.
3. Students must receive a "satisfactory" grade as defined by PCCD in the Articulation Agreement to receive credit at PCCS. Generally, a "satisfactory" grade is identified as a grade of "B" or better.
4. The grade received in the articulated career/technical course will be the grade recorded on the PCCD transcript. Courses requiring a "satisfactory" grade of "B" or better will be notated on the list of articulated courses that is published in PCCD documents including catalogs, websites, etc.
5. The total amount of credit a student may earn through this articulation process is not to exceed 16 units.
6. The student must be enrolled in courses at PCCD before applying for credit by articulation.
7. Once everything is deemed in order, the evaluator will award credit immediately on the student's transcript, regardless of the number of units the student has completed in residence at PCCD.

### D. CTE Articulation Process

The following guidelines apply for credit to be awarded:

1. ROP/ Secondary CTE faculty member submits proposal (with course outline) for articulation and sends to Tech Prep Coordinator along with copy of course outline OR Peralta CTE faculty/Tech Prep Coordinator initiatives articulation for new course or update of previous course(s).
2. Tech Prep Coordinator submits proposal and course outline(s) to Peralta CTE instructor(s) and copies request to appropriate dean(s).
3. Peralta instructor completes Course-to-Course Comparison. If necessary, recommends changes; If necessary, ROP/CTE instructor completes course revisions; and Peralta instructor reviews course revisions.
4. Peralta instructor signs and returns packet to Tech Prep Coordinator.
5. Tech Prep Coordinator obtains additional required signatures: ROP/CTE Instructor; Peralta Instructor(s); Tech Prep Coordinator; Dean of College(s); Vice Chancellor of Educational Services.
6. Copies of articulation are sent to ROP/CTE Instructor(s); Peralta Instructor(s); Tech Prep Coordinator; Dean of College(s); Vice Chancellor of Educational Services; Articulation Officer(s),

College Curriculum Committee Chair, and ROP/High School Officer of Education. The Peralta District Curriculum Committee Chair will also receive a copy as information.

7. Tech Prep Coordinator keeps a copy of articulation packet on file. Obtains data and keeps records from ROPs/CTE programs on students eligible for articulation; and each semester, obtains data on students who enrolled in Peralta CTE programs to verify articulation.
8. Tech Prep Coordinator prepares information regarding articulation for appropriate Peralta Dept/Committees including Admissions, Institutional Research, CIPD, Student Services /Counseling and prepares information for College student publications.
9. Tech Prep Coordinator updates high schools and ROPs on courses that have been articulated and provides documentation for students and College publications and web site.

References:

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

Approved by the Chancellor:

Draft October 11, 2011



**ADMINISTRATIVE PROCEDURE 4070 AUDITING AND AUDITING FEES**

Per Board Policy 4070, 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

Approved by the Chancellor:

**ADMINISTRATIVE PROCEDURE 4100 GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES****I. Statement of Philosophy**

The Associate Degree signifies successful completion of a program of organized study and learning experiences designed to impart knowledge and to develop skills, appreciations, attitudes, and values which will be useful to its recipients and to the society in which they live.

**A. General**

1. Each Peralta College shall publish a list of courses meeting graduation requirements. These lists shall be maintained and approved at each college.
2. Degree requirements fulfilled by a student attending one Peralta College shall be accepted as fulfillment of requirements at another Peralta College.

**B. Associate Degree Requirements (general)**

To award an Associate Degree in any of the Peralta Colleges, the college must certify that the following requirements have been met:

1. Satisfactory completion of at least 60 semester units in a curriculum accepted by the college toward a degree, as shown in its catalogs.
2. Twelve (12) semester units of the required units completed in residence at the college awarding the degree.
3. Completion of at least 18 semester units of study in a discipline or from related disciplines as per the requirements listed in the college catalogs.

**C. Associate Degree Requirements (not AA-T or AS-T).**

All courses fulfilling the foregoing requirements are to be indicated by the individual colleges in their catalogs. Some requirements may be met through credit by examination. The final transcript must show credit received in each of the first four categories **listed in #3 below**, and the credit received in these first four categories must add up to at least 19 semester units.

- 1) A minimum grade point average of 2.0 is required in each of the following.
  - a. Overall grade point average
  - b. General education requirements
- 2) A "C" grade or better is required in each course in the major and in Area 4.a., English Composition, and Area 4.b., Mathematics. .

## 3) Satisfaction of the following General Education distribution requirements:

A minimum of 3 semester units is required in all areas except computer literacy (Area 4.c) for which a minimum of 1 semester unit is required.

a. Natural Sciences	one (1) course	3 semester units
b. Social and Behavioral Sciences	one (1) course	3 semester units
c. Humanities	one (1) course	3 semester units
d. Language and Rationality	four (4) courses	
(1) English Composition*	one (1) course	3-4 semester units
2) Mathematics*	one (1) course	3-4 semester units

- |                                   |                |                  |
|-----------------------------------|----------------|------------------|
| 3) Computer Literacy              | one (1) course | 1 semester unit  |
| 4) Oral and Written Communication | one (1) course | 3 semester units |
| 5) Ethnic Studies                 | one (1) course | 3 semester units |

May simultaneously satisfy any one of the above four requirements if it is offered within that discipline, Ethnic Studies will be offered in at least one of the required areas

\*English Composition and Mathematics require a grade of "C" or better.

#### D. Associate Degree Requirements (AA-T and AS-T)

The following is required for the AA-T or AS-T degrees:

1. A minimum of 60 CSU-transferable courses semester units.
2. A minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors require a higher GPA.
3. Completion of a minimum of 18 semester units in an "AA-T" or "AS-T" major. All course in the major must be completed with a grade of "C" or better of a "P" if the course is taken on a "pass-no-pass" basis (Title 5 Section 55063).
4. Certified completion of the California State University General Education-Breadth pattern (CSUGE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern. Per Education Code there are no local general education requirements.
5. Double counting of courses is recommended by California Education Code.

The AA-T or AS-T is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees are guaranteed admission to the CSU system, but not to a particular CSU campus or to a university or college that is not part of the CSU system.

## II. General Education Requirements for the Associate Degree

### A. Natural Sciences

Courses in the natural sciences are those which examine the physical universe, its life forms, and its natural phenomena. To satisfy the general education requirement in natural sciences, a course should help the student develop an appreciation and understanding of the scientific method, and encourage an understanding of the relationships between science and other human activities. This category would include introductory or integrative courses in astronomy, biology chemistry, general physical science, geology, meteorology, oceanography, physics, and other scientific disciplines.

### B. Social and Behavioral Sciences

Courses in the social and behavioral sciences are those which focus on people as members of society. To satisfy the general education requirement in social and behavioral sciences, a course should help the student develop an awareness of the method of inquiry used by the social and behavioral science. It should stimulate critical thinking about the ways people act and have acted in response to their societies and should promote appreciation of how societies and social subgroups operate. This category would include introductory or integrative survey courses in anthropology, economics, history, political science, psychology, sociology, and related disciplines.

### C. Humanities

Courses in the humanities are those which study the cultural activities and artistic expressions of human beings. To satisfy the general education requirement in the humanities, a course should help the student develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and help the student develop aesthetic understanding and an ability to make value judgments. Such courses could include introductory or integrative courses in the arts, foreign languages, literature, philosophy, and religion.

**D. Language and Rationality**

Courses in language and rationality are those which develop for the student the principles and applications of language toward logical thought, clear and precise expression, and critical evaluation of communication in whatever symbol system the student uses.

1. English Composition: Minimum level of English 1A, Freshman Composition, or an equivalent course.
2. Mathematics: Minimum level of intermediate algebra or an equivalent course.
3. Computer Literacy: A broad understanding of computer concepts
4. Oral or Written Communication, or Literature: Requirement shall include written communication, literature, or selected English as a Second Language courses.

**E. Ethnic Studies**

Ethnic Studies is an intensive and scholarly study of African-American, Hispanic, Asian, and Native American experiences in the United States involving an examination of these cultures and the history, social, economic, and political influences on them.

**III. Certificate of Achievement Requirements**

To award a Certificate of Achievement (approved by the State Chancellor's Office) in any of the Peralta Colleges, the college shall certify that the following requirements have been met:

- A. Minimum of 18 semester units in the major; and completion of a specified program of courses with a "C" grade or better in each course; OR
- B. Completion of 12-17.5 units in a specified program of courses with a "C" grade or better in each course.

**IV. Certificate of Proficiency Requirements:**

To award a Certificate of Proficiency (approved locally) in any of the Peralta Colleges, the college shall certify that the following requirements have been met:

- A. Up to and including 17.5 semester units
- B. Completion of specified courses with a "C" grade  
Certificates of Proficiency will **not** appear on student transcripts.

**V. Catalog Rights:**

- A. The regulations in effect at the time the student entered the college, provided the student has been in continuing enrollment until the requirements for the Degree/Certificate are completed; OR
- B. The regulations current at the time the student re-enters the major program and remains in continuing enrollment until the requirements for the Degree/Certificate are completed; OR
- C. The regulations current at the time the student files and receives the Degree/Certificate  
Note: The "withdrawal" symbol (W) constitutes enrollment

**References:**

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

Approved by the Chancellor:

**ADMINISTRATIVE PROCEDURE 4101 INDEPENDENT STUDY**

Independent Study permits a student to explore an area of study or project of his/her choice not covered by regular catalog offerings. Such study may include directed field experience, research, or development of skills and competence.

**I. Conditions for Independent Study**

- A. The student must have completed 12 semester units at the college.
- B. The student must be concurrently enrolled in at least one other class at the college.
- C. The student can enroll in one (1) Independent Study course in any given semester which cannot exceed five (5) units.
- D. The student can only earn a maximum of five (5) units in any one discipline, regardless of the number of Repeats.

**II. Approval Process for Independent Study**

- A. The student must demonstrate that his or her background is adequate for the proposed course of study and must have prior successful academic experience in the particular discipline of study.
- B. The student must submit the required Independent Study form, with a written request, including an outline of the project to the instructor (contract full-time instructor) and obtain written approval prior to the end of the second week of the semester.
- C. The student must have approval of the department chair.
- D. The student must have the approval of the Office of Instruction.

**III. Independent Study Course Characteristics**

- A. Independent Study courses are conducted by full-time instructional faculty; are graded in a manner consistent to other course offerings; and students have access to the instructor during the instructor's office hours or at other times with the instructor's consent.
- B. These courses may count as electives and generally do not fulfill specific Associate degree requirements.
- C. Transfer credit for Independent Study (49's) is contingent upon an evaluation of the course by the receiving University of California. Independent Study (49's) transfers as elective credit to the CSU system.

## References:

Title 5 Sections 55230 et seq.

Approved by the Chancellor:

**ADMINISTRATIVE PROCEDURE 4102 CAREER AND TECHNICAL EDUCATION****I. Advisory Committees**

All career/ technical education programs are to have regularly scheduled advisory committee meetings. Advisory committee membership should include working professionals in the appropriate program field whose expertise would benefit the growth and development of the program.

Advisory committees are used for planning purposes, curriculum development, District relations, and maintaining career/ technical education programs that are relative to job needs and up-to-date with current field practices.

**II. Functions of a Career/Technical Education Advisory Committee**

- A. Advisory committees are used for planning purposes, curriculum development, District relations, and maintaining career/ technical education programs that are relative to job needs and up-to-date with current field practices.
- B. To interpret the program to the communities served and the communities' needs to the college.
- C. To furnish specialized information and advice on technical requirements for the effective operation of the program.
- D. To provide channels of communication between a College and the various organizations and agencies of the community interested in the program.
- E. To further a cooperative relationship between a College and the resource agencies of the community (including local industries) in support of the program.

**III. Operation of the Advisory Committee**

- A. An instructional faculty member of the particular career/technical education program or a member of the advisory committee may serve as chairperson of the committee and shall preside at all meetings.
- B. Subcommittees may be appointed, if and as desired by the committee.
- C. Committee responsibilities of individual members may be designated, as required.
- D. Meetings shall have prepared agendas that are sent to committee members and other appropriate parties in advance of the meeting and kept on file.
- E. Minutes shall be taken at all meetings and shall become a permanent record of the meeting and shall be kept on file.
- F. It is recommended that meetings be held at least twice during the academic year, but at least once.
- G. Additional meetings may be called by the committee chairperson or by the appropriate administrator, as necessary.

**IV. Documenting Competencies of Students in Career/Technical Programs**

All programs are responsible for monitoring, documenting, and communicating with their advisory committee how students are progressing toward the competencies, objectives, and student learning

outcomes identified from the particular program. Students may demonstrate proficiency in one or more of the following ways:

- A. Achieving grades on all assignments and examinations in each course within the program that would enable them to receive a certificate of proficiency, certificate of achievement, and/or a degree in a particular field.
- B. Performing all identified skills needed to enter a particular profession at a level that indicates proficiency in the particular skill.
- C. Completing all required clinical rotations or internships as required by the program.
- D. Passing all required local, state, and or national certification or licensure tests or examinations.
- E. Achieving identified course, program, and institutional learning outcomes.

#### **V. Federal Financial Aid Eligibility**

Consistent with federal regulations pertaining to federal financial aid eligibility, the Office of Financial Aid with the College Vice Presidents of Instruction will ensure that the District/Colleges comply with the United States Department of Education's disclosure requirements for each of the District's gainful employment programs, by disclosing federally-mandated information about the programs to prospective students. The District shall make the required disclosures available to prospective students in promotional materials and on its Website.

The College Vice President of Academic Affairs and the Vice President of Student Services shall establish procedures to ensure that each College meets these reporting requirements whenever the College intends to add a new gainful employment program.

#### References:

- California Code of Administrative Regulations Sections 55600 et seq.
- 34 Code of Federal Regulations Part 600
- U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended

Approved by the Chancellor:

**ADMINISTRATIVE PROCEDURE 4103 WORK EXPERIENCE****I. Purpose**

The purpose of Occupational Work Experience (Cooperative Education/COPED) is to provide for on the job experiences for students whereby they will gain a deeper understanding of the relationships between classroom theory and practical application, be an active participant in an actual workplace environment, and improve their employment opportunities.

In keeping with the educational philosophy of the District/Colleges, which maintain that occupational education is a vital and inseparable segment of the total educational program of the Colleges, the Colleges of the Peralta Community College district are committed to the development and expansion, as appropriate, of the effective program of work experience education.

Work Experience courses (COPED) are submitted for review and approval to the local college curriculum committee and forwarded to the Council on Instruction, Planning and Development (CIPD) for final approval.

**II. Provisions**

- A. Duplicate credit will not be granted for concurrent enrollment in General Work Experience (COPED 450) and Occupational Work Experience education (COPED451 and higher).
- B. A maximum of 16 units can be granted for occupational work experience or a combination of general and occupational work experience education.
- C. The student's plan of work and study must have the approval of the college work experience supervisor/coordinator.
- D. Work experience, in conjunction with a program of instruction, makes it possible for a student to obtain college credit for paid or volunteer experience.
- E. Students may enroll in no more than four (4) units of cooperative Work Experience education per semester, on the basis of 75 hours of paid work experience per semester per each unit of credit, or 60 hours of unpaid or volunteer work experience per semester per each unit of credit.

**III. Authority**

California Community Colleges may offer work experience courses in accordance with title 5 of the California Code of Regulations.

**References:**

Title 5 Sections 55250 et seq.

Approved by the Chancellor:



**ADMINISTRATIVE PROCEDURE 4222 REMEDIAL COURSEWORK**

Per Title 5, section 55035, no student shall receive more than 30 semester units (or 45 quarter units) for remedial coursework. Remedial coursework is defined as “pre-collegiate basic skill instruction delivered in the non-degree applicable credit mode.”

Students enrolled in one or more courses of English as a Second Language (ESL) and students identified by the district/colleges as having a learning disability (defined in section 56036) are exempted from the limitation on remedial coursework.

A student who has exhausted the unit limitation on remedial coursework may apply for a waiver for a specified period of time or for a specified number of units. Waivers will be granted to students who show significant, measureable progress toward the development of skills appropriate to his/her enrollment in college-level courses.

Reference:  
Title 5 Section 55035

Approved by the Chancellor:

Draft December 1, 2011

**ADMINISTRATIVE PROCEDURE 4226 MULTIPLE AND OVERLAPPING ENROLLMENT**

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.

The Peralta Community College District does not permit enrollment in two or more classes where the meeting times overlap.

Reference:

Title 5 Section 55007

Approved by the Chancellor:

**ADMINISTRATIVE PROCEDURE 4230 GRADING AND ACADEMIC RECORD SYMBOLS**

Each Peralta college shall use the following evaluative and non-evaluative symbols in the grading of student in conformance with those related provisions of the California Administrative Code, Title 5.

Evaluative Symbols/Grading Scale

<u>Symbol</u>	<u>Definition</u>	<u>Grade Point</u>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
FW	Failing	0

The FW grade indicates a failing grade because the student has ceased to participate in the class sometime after the withdrawal deadline. The FW grade is treated in the same manner as an F grade for the purposes of calculating grade point average, course repetition, and academic standings for probation/dismissal.

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	Incomplete (incomplete academic work for unforeseeable and justifiable reasons at the end of the term)

Conditions for removal of the "I" and the grade assigned shall be filed with the Office of Admissions and Records and a copy given to the student. A final grade shall be assigned when the stipulation has been completed, or when the time limit for completing the work has passed. The "I" symbol must be made up no later than one year following the end of the term in which it was assigned. The "I" symbol shall not be used in calculating units attempted nor for grade points. A time extension beyond one year but not to exceed one semester or quarter may be granted by petition.

IP	In Progress
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The "IP" symbol shall be used to indicate that the course extends beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of a grade must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate grade and unit credit shall be assigned and appear on the student's record for the term in which the course is completed. The "IP" shall not be used in calculating grade point averages.

RD	Report Delayed
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The "RD" symbol may be assigned by the Office of Admissions and Records only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the students. It is temporary. This temporary symbol shall not be used in calculating grade point averages and shall be replaced by a permanent symbol as soon as possible.

## W Withdrawal

A withdrawal reported to the Office of Admissions and Records during the first four weeks of instruction (or thirty percent [30%] of instruction under the semester system, summer session, intersession and short-term courses) shall not be noted on the student's academic record.

A "W" symbol can be awarded any student between the end of the fourth week of instruction and the end of the fourteenth week of instruction (or between 30-75% of instruction under the semester system, summer session, intersession, and short-term courses).

The academic record of a student who has not withdrawn from class or has not been dropped by an instructor within the time allowed by this policy must reflect a grade other than "W" as awarded by the instructor. The "W" symbol shall not be used for *academic probation* but only for *progress probation*.

A "W" shall not be assigned "if a determination is made pursuant to (Title 5) sections 5900 et seq. that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment or that the student withdrew because he or she reasonably believed that remaining in the course would subject him or her to discriminatory treatment or retaliation for alleging discriminatory treatment." In such instances, no symbol will be assigned.

## MW Military Withdrawal

The "MW" shall be assigned only for students who are members of an active or reserve military unit and who receive orders compelling a withdrawal from courses. Upon verification of orders, the "MW" symbol may be given in lieu of a grade at any time after the last day to withdraw without receiving a letter grade (14 weeks for semester colleges). The "MW" shall not be counted in determining "progress probation" and in calculating grade points for dismissal.

For students who are members of an active or reserve military unit and who receive orders compelling a withdrawal from courses, the Peralta Community College District shall, upon petition of the affected student, refund the entire enrollment fee unless academic credit is awarded.

Pass/No Pass Option: Each college shall determine which courses can be offered on a pass/no basis and shall specify in its catalog which courses have this option. (In absence of such a determination, a course will be presumed to be offered on a letter-grade basis.)

All units earned on a pass/ no pass basis in California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements, but such courses shall not be included in determining a student's grade point average.

Reference:  
Title 5 Section 55023

Approved by the Chancellor:

**ADMINISTRATIVE PROCEDURE 4231 GRADE CHANGES AND STUDENT GRIEVANCE PROCEDURE****I. Regulations**

- A. 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 incompetency (per Education Code Section 76224). "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade and clerical errors. "Fraud" may include, but is not limited to, intentional inaccurate recording or the change of a grade by any person who gains access to grade records without authorization.
- B. No grade can be changed without the consent, in writing, by the instructor who assigned the grade except under the conditions of clerical errors, bad faith, fraud, and incompetency.
- C. Grades are not subject to change by reason of a revision of judgment on the instructor's part.
- D. No grade except "Incomplete" may be revised by the instructor on the basis of a new examination or additional work undertaken or completed after submission of final grades.
- E. No grade will be changed later than four years after the calendar date ending the semester in which the grade was assigned.
- F. Only the instructor is required to sign grade changes from "I" to a grade.

**II. Procedural Steps**

- A. Instructor completes the "Request for Record Correction Form" and submits it to the Divisional Dean of Instruction with a copy of the Class Rollbook. The "Request for Record Correction Form" is available online at: <http://eperalta.org/wp/admissions/?p=565>
- B. Divisional Dean of Instruction, after discussion with the instructor, makes a recommendation to the Vice President of Instruction.
- C. Upon approval, the request is then submitted to the Vice Chancellor of Educational Services.
- D. Upon acceptance, the request will be processed by Admissions and Records.

**III. Student Grievance**

If a student alleges mistake, fraud, bad faith, or incompetence in the academic evaluation of the student's performance, the grievance procedure is as follows:

Both the informal and formal grievance procedure for "Academic (Grade) Grievance" is contained in the "Student Grievance Procedure" (also in AP 5530, Student Rights and Grievances) which was last revised and approved by the Board of Trustees on March 15, 2011.

The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. This procedure shall be available to any student who reasonably believes an experience or decision has adversely affected his or her status, rights or privileges as a student. A grievance may be initiated by a student against an instructor, an administrator, or a member of the classified staff. A grievance may also be initiated against another student. That procedure (in full) is as follows:

**A. Grounds for Filing Student Grievances**

The Student Grievance Procedure shall apply only to grievances involving:

1. *Academic (Grade) Grievance:* a complaint alleging mistake, fraud, bad faith or incompetence in the academic (grade) evaluation of student performance.
2. *Violation of Law, Policy, and Procedures:*
  - a. Violation of rights which a student is entitled to by law or District policy, including financial aid, exercise of free expression, rules for student conduct, admission, probation, or suspension or dismissal policies.
  - b. Act or threat of physical aggression
  - c. Act or threat of intimidation or harassment

**B. The Student Grievance Procedure does not apply to:**

1. *Police citations (i.e. "tickets").* Complaints about citations must be directed to the Campus Police in the same way as any traffic violation.
2. *Discrimination, Sexual Assault or Sexual Harassment.* Any student who feels he/she has been or is presently an alleged victim of sexual harassment, may first contact the Vice President of Student Services to file a complaint verbally or in writing, or may directly contact the District's Equal Opportunity Coordinator at 333 East Eighth Street, Oakland, CA 94606, (510) 466-7220. At the time a complaint is made known, a copy of the complaint procedures and a complaint form shall be made available to the complainant. For additional information regarding reporting of discrimination, sexual assault or sexual harassment, please refer to Discrimination Complaint Procedures in this catalog.

**C. Definitions**

1. *Party.* The student or any persons claimed to have been responsible for the student's alleged grievance, together with their representatives. "Party" shall not include the Grievance Hearing Committee.
2. *Student.* A currently enrolled student, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).
3. *Respondent.* Any person claimed by a grievant to be responsible for the alleged grievance.
4. *Observer.* An individual who is present at a hearing to observe the proceeding, but shall not be allowed to speak and address the committee.
5. *Written Notice/Written Decision.* Notice sent by personal service or by registered or certified mail with return receipt requested via the U.S. Postal Service.
6. *Day.* Unless otherwise provided, day shall mean a day during which the college is in session and regular classes are held, excluding Saturdays, Sundays, and District holidays.

## D. Grievance Process

### 1. Informal Resolution

Within 30 days of the allegation, each student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing:

- a. For an academic (grade) grievance, the student shall make an appointment with the faculty against whom he/she has a grievance during the faculty member's posted office hours or at a mutually-agreed-upon time, in order to discuss the student's complaint. Should the faculty against whom the student has an academic complaint fail to meet with the student in a timely manner, the student may meet with the Division Dean of Instruction of the faculty member.
- b. For a grievance based on an alleged violation of law, policy, and procedures, the student shall attempt to solve the problem with the person with whom the student has the grievance, that person's immediate supervisor, or the Vice President of Student Services (or designee).

### 2. Formal Complaint Procedures

Any student who believes he/she has a grievance must file an approved grievance complaint form with the Vice President of Student Services (or designee). The student may obtain the form from the Office of the Vice President of Student Services.

The student must file within 90 days of the incident on which the grievance is based; or after the student knew or should have known of the basis for the grievance, whichever is later. The grievance complaint must be filed whether or not the student has already initiated efforts at informal resolution, if the student wishes the grievance to become official. Failure to file a formal complaint within such ninety (90) day period constitutes waiver of the student's right to appeal.

- a. *Complaint.* The complaint must include the following:
  - The exact nature of the complaint (grounds).
  - The specific details of the complaint (e.g., chronology of the event and an explicit description of the alleged violation).
  - A description of the informal meeting and attempted resolution, if any.
  - The specific resolution/remedy sought.
- b. *Submission.* The complaint should be submitted to the Vice President of Student Services.
- c. *Meeting with Vice President of Student Services (or designee)*

The Vice President of Student Services (or designee) shall provide to the person against whom the grievance has been filed a copy of the grievance and a copy of the procedure.

The Vice President of Student Services (or designee) will provide the grievant with a written copy of the policy and procedures and answer all questions regarding the policy including the student's rights and responsibilities in the process of filing a grievance. For academic (grade) grievance, the Vice President of Student Services (or designee) will inform the student that a grade change may only be made where there is a finding of fraud, mistake, bad faith or incompetence.

The student and Vice President of Student Services (or designee) shall attempt to reach an informal resolution.

c. Request for Grievance Hearing

If an informal resolution cannot be reached, the Vice President of Student Services (or designee) shall make a request for records and documents from the student filing the complaint and forward copies of all documents pertinent to the alleged violation to the Chair of the Grievance Committee and the parties. Documents or accusations not specifically related to the alleged violations shall not be forwarded to the committee or the parties.

i. For academic (grade) grievance, the Chair shall request records and documents from the faculty member against whom the complaint has been filed.

ii. For grievance based on an alleged violation of law, policy, and procedures, the Chair shall request records and documents from the party against whom the complaint has been filed.

The Grievance Hearing timeline may be tolled (postponed) pending a formal investigation of any discrimination claims by or against the student. Such investigation must be concluded no later than 90 calendar days as required by law.

d. Grievance Hearing Committee

Within 90 days following receipt of the grievance complaint form, the Grievance Hearing Committee shall conduct a hearing. The following College Grievance Committee members shall be appointed for a term of one academic year as follows:

- The Vice President of Instruction, who shall Chair the committee;
- One faculty member (and one alternate) jointly appointed by the PFT and the Faculty Senate;
- One administrator (and one alternate) appointed by the College President;
- One student (and one alternate) appointed by the President of the Associated Students

Additional committee member:

- For academic (grade) grievances, one faculty member (and one alternate) jointly appointed by the PFT and the Faculty Senate; or
- For other grievances, one classified employee (and one alternate) jointly appointed by Local 790 and the Classified Senate.

A committee member shall withdraw from participation in the hearing if a conflict of interest is anticipated, in which case the alternate member shall serve. The members of the Committee shall be provided with a copy of the grievance and any written response provided by the respondent before the hearing begins. Four-fifths of the members of the committee shall be present in order for the committee to act.

e. Hearing Procedure

1. The Vice President of Instruction, as Chair, shall provide written notice, including the date, time and place of the hearing to both parties at least ten days prior to the hearing. The notice shall be hand-delivered or sent by certified mail and shall include a copy of the complaint.
2. The Chair shall provide the involved complainant with a written summary of rights he/she may be entitled to by law or contract at least 10 days before the hearing. For academic (grade) grievance, the Chair of the committee shall provide the involved faculty member with a written summary of rights he/she may be entitled to by law or contract at least 10 days before the hearing. Both parties shall be given adequate time (at least 10 days) to read and review all documents, consistent with privacy laws. This right may be waived by either party. Both parties shall be informed that all relevant evidence presented to the hearing committee, whether written or oral, may be used against them in this or any other proceeding unless otherwise prohibited by law. The written notice shall inform the parties of this fact. The Chair



- of the committee shall inform both parties orally of this fact at the commencement of the hearing.
3. The decision of the Chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by a majority of the other members of the panel to the contrary. The Chair may do whatever is necessary, so long as it is legally permissible, to ensure that the hearing is conducted in a fair, dignified and orderly manner.
  5. The Chair of the committee may exclude a witness from the hearing when the witness is not giving testimony.
  6. Anyone who disrupts the proceeding or interferes shall be excluded from the proceeding.
  7. All information derived from the complaint is confidential. Information may not be made public nor discussed with anyone except those with a legitimate need to know.
  8. The hearing shall be open only to persons directly involved in the matters to be heard. The bargaining agent representing the respondent may send an observer to any hearing.
  9. The committee may call in "expert witnesses" if the subject of the grievance is beyond their expertise.
  10. The committee shall inform the witnesses (other than the accused) in writing that they are sought for interview purposes and their participation in the process is requested by the committee. Witnesses shall also be informed as to the purpose of the interview, the general subject of the interview, and their right to request representation by anyone of their choosing prior to and during said interview.
  11. Any member of the committee may ask questions of any witness.
  12. The hearing shall be conducted so as to bring all of the relevant information and evidence to the members of the committee in an orderly and intelligible form. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted, if it is the sort of evidence on which responsible persons are accustomed to rely upon in the conduct of serious affairs. Accusations not specifically related to the alleged violation shall not be considered relevant. The rules of privilege shall apply to the same extent that they are recognized in civil actions.
  13. At all steps of the process, both the student filing and the other party have the right to be accompanied, advised and represented by a person or counsel of their choosing. If either party wishes to be represented by an attorney, a request must be presented not less than 10 days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request legal assistance. The hearing committee may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.
  14. If the respondent or his/her representative, or both, are absent from all or a part of the hearing, the committee shall make its recommendations on the basis of whatever evidence is submitted before the hearing and on whatever evidence and testimony is presented to the committee during the hearing.
  15. The committee shall make all evidence, written or oral, part of the record.
  16. The committee shall judge the relevancy and weight of testimony and evidence and make its findings of fact, limiting its investigation to the formal charge. The decision shall be based only on the record of the hearing, and not on matter outside of that record.

17. The burden shall be on the grievant to prove by a preponderance of the evidence that the facts alleged are true and a grievance has been sufficiently established.
18. The hearing date may be postponed or continued at the discretion of the Chair of the committee. Both parties shall be given notice of the new or continued hearing date.
19. The votes of the majority of the members present (at least 3 votes) are necessary in order for the committee to make a recommendation to the Vice President of Student Services.
20. The Chair of the committee shall notify the Vice President of Student Services of the committee's recommendation within 10 days.
21. A summary record of the proceedings held in a closed session shall be kept in a confidential file by the Vice President of Student Services and shall be available at all times to the accused person. The Vice President of Student Services has the responsibility to ensure that a proper record is maintained and available at all times.

f. Final Decision by Vice President of Student Services

Based on the grievance hearing committee's recommendations, the Vice President of Student Services (or designee) may accept the recommendation, return it to the committee for further review, or reject it. Within 10 days of receipt of the committee's recommendation, the Vice President of Student Services (or designee) shall send written notification to the parties and committee informing them of:

- i. The committee's recommendation;
- ii. The final decision by Vice President of Student Services; and
- iii. Appeals procedure

Any decision to reject findings of the committee must be supported by a summary finding of fact. The decision to recommend a grade change must be supported by a summary finding of fact, establishing mistake, fraud, bad faith or incompetence.

### **3. Appeals**

a. President's Decision

The Vice President of Student Services' (or designee's) decision may be appealed by either party in writing within 10 days of the Vice President of Student Services' (or designee's) decision.

The College President shall issue a written decision to the parties and their representatives within ten (10) days of receipt of the appeal. A decision to change a grade must be supported by a summary finding of fact, establishing mistake, fraud, bad faith or incompetence.

b. Chancellor's Decision

The College President's decision may be appealed to the Chancellor in writing within 10 days of receipt of the decision.

The Chancellor, or designee, shall issue a written decision to the parties and the representatives by certified mail within 10 days of the receipt of the decision. A decision to change a grade must be supported by a summary finding of fact, establishing mistake, fraud, bad faith or incompetence.

c. Board of Trustees' Decision

The Chancellor's (or designee's), decision may be appealed to the Board of Trustees in writing within 10 days of the receipt of the decision.

The Board will review the documentation of the prior steps of the case and determine whether to confirm the Chancellor's decision or hear the appeal. If the Board confirms the Chancellor's decision, the appellant has exhausted his or her remedies. If the Board decides to consider the appeal, it will do so in closed session subject to Education Code 72122, and will issue a final decision within forty-five (45) days after receipt of the decision.

A decision to change a grade must be supported by a summary finding of fact, establishing mistake, fraud, bad faith or incompetence. Implementation of any grade change shall be held in abeyance until the internal appeal process has been exhausted.

All recommendations, resolutions, and actions taken by the Board of Trustees shall be consistent with the State and Federal law, the Peralta Community College District Policies and Procedures, and the PFT and Local 790 Collective Bargaining Agreements. (In the event of a conflict between the Collective Bargaining Agreement and the PCCD Policies and Procedures, the Collective Bargaining Agreement shall govern.)

#### **4. Time Limits**

Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

#### **Security of Grade Records**

The District has implemented security measures for student records that assure no one without proper authorization may obtain access to student grade records. These measures are installed as part of the computerized grade data storage system in the enterprise management system, PeopleSoft.

The measures implemented by the District include, but are not necessarily limited to, password protection for all student grade data bases, locking mechanisms for computer stations from which grade data bases can be viewed, and strict limits on the number of persons who are authorized to change student grades.

Persons authorized to change grades shall be designated by the Vice Chancellor of Educational Services. No more than six (6) [one at each college in A&R and two at district office A&R] District employees may be authorized to change student grades. Only full-time employees of the District may be authorized to change grades. Student workers shall not have access to or change grades at any time.

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

If any student's grade record is found to have been changed without proper authorization, the District will notify (1) the student; (2) the instructor who originally awarded the grade; (3) any known educational institution to which the student has transferred; (4) the accrediting agency; and (5) local law enforcement authorities.

Whenever a grade is changed for any reason, corrected transcripts will be sent to any known educational institution to which the student has transferred.

Any student or employee who is found to have gained access to grade recording systems without proper authorization or who is found to have changed any grade without proper authority to do so, shall be subject to discipline in accordance with the District's policies and procedures.

Any person who is found to have gained access to grade recording systems without proper authorization

or who is found to have changed any grade without proper authority to do so, shall be reported to the appropriate law enforcement agency.

The correction of an awarded grade shall only be allowed for a student-initiated request brought under the provisions of this procedure.

References:

Education Code Sections 76224 and 76232  
Title 5 Section 55025

Approved by the Chancellor:

**Administrative Procedure 4260 Prerequisites, Co-requisites, and Advisories**

Prerequisites, co-requisites, advisories, and limitations are necessary to ensure that students succeed in their coursework and have access to the courses they require. It is important to have prerequisites in place where they are a vital factor in maintaining academic standards. It is also necessary to ensure that prerequisites, co-requisites, advisories, and limitations do not constitute unjustifiable obstacles to student access and success. Therefore to foster the appropriate balance between these two concerns the Education Code requires that prerequisites, co-requisites, advisories, and limitations be established based solely on content review.

**1. Information in the Catalog and Schedule of Courses.**

The college shall provide the following explanations both in the college catalog and in the schedule of courses:

- A. Definitions of prerequisites, co-requisites, and limitations on enrollment including the differences among them and the specific prerequisites, co-requisites, and limitations on enrollment that have been established.
- B. Procedures for a student to challenge prerequisites, co-requisites, and limitations on enrollment and circumstances under which a student is encouraged to make such a challenge. The information about challenges must include, at a minimum, the specific process including any deadlines, the various types of challenge that are established in law, and any additional types of challenge permitted by the college.
- C. Definitions of advisories on recommended preparation, the right of a student to choose to take a course without meeting the advisory, and circumstances under which a student is encouraged to exercise that right.
- D. Definitions of contract course, co-requisite, noncredit basic skills course, non-degree-applicable basic skills courses, prerequisite and satisfactory grade.

**2. Challenge Process**

- A. Any student who does not meet a prerequisite or co-requisite or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the course as follows:
  1. If space is available in a course when a student files a challenge to the prerequisite or co-requisite, the District shall reserve a seat for the student and resolve the challenge within five (5) working days. If the challenge is upheld or the District fails to resolve the challenge within the five (5) working-day period, the student shall be allowed to enroll in the course.
  2. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the students registers for that subsequent term.
- B. Grounds for challenge shall include the following:
  1. Those grounds for challenge specified in Title 5, Section 55201(f).
  2. The student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students. The student shall be allowed to enroll in such a course if otherwise he or she would be delayed by a semester or more in attaining the degree or certificate specified in his or her educational plan.
  3. The student seeks to enroll in a course that has a prerequisite established to protect health and safety, and the student demonstrates that he/she does not pose a threat to himself/herself or others.
  4. The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to a determination of whether the student's challenge

should be upheld are or ought to be in the college's own records, then the college has the obligation to produce that information.

C. Curriculum Review Process

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

1. Establish a curriculum committee and its membership in a manner that is mutually agreeable to the college administration and the academic senate.
2. Establish prerequisites, co-requisites, and advisories on recommended preparation (advisories) only upon the recommendation of the academic senate except that the academic senate may delegate this task to the curriculum committee without forfeiting its rights or responsibilities under Title 5 Sections 53200-53204 and within the limits set forth in Title 5 Section 55003. Certain limitations on enrollment must be established in the same manner.
3. Establish prerequisites, co-requisites, advisories on recommended preparation, and limitations on enrollment only if:
  - a) The faculty in the discipline or, if the college has no faculty member in the discipline, the faculty in the department do all of the following:
    - (1) Approve the course; and,
    - (2) As a separate action, approve any prerequisite or co-requisite, only if:
      - (a) The prerequisite or co-requisite is an appropriate and rational measure of a student's readiness to enter the course or program as demonstrated by a content review including, at a minimum, all of the following:
        - (i) involvement of faculty with appropriate expertise;
        - (ii) consideration of course objectives set by relevant department(s). The curriculum review process should be done in a manner that is in accordance with accreditation standards.
        - (iii) be based on a detailed course syllabus and outline of record, tests, related instructional materials, course format, type and number of examinations, and grading criteria;
        - (iv) specification of the body of knowledge and/or skills which are deemed necessary at entry and/or concurrent with enrollment;
        - (v) identification and review of the prerequisite or co-requisite which develops the body of knowledge and/or measures skills identified under iv.
        - (vi) matching of the knowledge and skills in the targeted course (identified under iv.) and those developed or measured by the prerequisite or co-requisite (i.e., the course or assessment identified under v.); and
        - (vii) maintain documentation that the above steps were taken.
    - (3) Approve any limitation on enrollment that is being established for an honors course or section, for a course that includes intercollegiate competition or public performance, or so that a cohort of students will be enrolled in two or more courses, and, in a separate action, specify which.
    - (4) Approve that the course meets the academic standards required for degree applicable courses, non-degree applicable courses, non-credit courses, or community service respectively.
    - (5) Review the course outline to determine if a student would be highly unlikely to receive a satisfactory grade unless the student had knowledge or skills not taught in the course. If the student would need knowledge or skills not taught in the course itself, then the course may be approved for degree applicable credit only if all requirements for establishing the appropriate prerequisite have been met 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 or co-requisite that is still supported shall be reviewed promptly thereafter to assure that it is in compliance with all other provisions of this policy and with the law.
5. **Implementing Prerequisites, Co-requisites, and Limitations on Enrollment.** Implementation of prerequisites, co-requisites, and limitations on enrollment must be done in a consistent manner and not left exclusively to the classroom instructor. Every attempt shall be made to enforce all conditions a student must meet to be enrolled in the course through the registration process so that a student is not permitted to enroll unless he/she has met all the conditions or has met all except those for which he/she has a pending challenge or for which further information is needed before final determination is possible of whether the student has met the condition.
6. **Instructor's Formal Agreement to Teach the Course as Described.** Each college shall establish a procedure so that courses for which prerequisites or co-requisites are established will be taught in accordance with the course outline, particularly those aspects of the course outline that are the basis for justifying the establishment of the prerequisite or co-requisite. The process shall be established by consulting collegially with the local academic senate and, if appropriate, the local bargaining unit.

### **Review of Individual Courses**

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

#### **1. Advisories on Recommended Preparation.**

The college may recommend that a student meet a standard of readiness at entry only if recommended by the faculty in the discipline or department and by the curriculum committee as provided in above. This process is required whether the college used to describe such recommendations in its catalog or schedule as "prerequisites," or "recommended," or by any other term.

**2. Limitations on Enrollment.**

The types of limitation on enrollment specified below may only be established through the curriculum review process by the discipline or department faculty and the curriculum committee specified above including the requirement to review them again at least every six years; for example, as part of program review. The following requirements must also be met in order to establish these particular limitations on enrollment.

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

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

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

B. **Honors Courses.** A limitation on enrollment for an honors course or an honors section of a course may be established if, in addition to the review by the faculty in the discipline or department and by the curriculum committee as provided above, there is another section or another course or courses at the college which satisfy the same requirements. If the limitation is for an honors course and not only for an honors section, the college must also include in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same associate degree or certificate requirement.

**Blocks of Courses or Sections.** Blocks of courses or blocks of sections of courses are two or more courses or sections for which enrollment is limited in order to create a cohort of students. Such a limitation on enrollment may be established if, in addition to review by the faculty in the discipline or department and by the curriculum committee as provided above, there is another section or another course or courses that satisfy the same requirement. If the cohort is created through limitations on enrollment in the courses rather than limitations on specific sections of courses, then the college must include in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which satisfy the same associate degree or certificate requirement.

**References:**

Title 5 Sections 55000 et seq.

First approved April 1994.

Approved by the Chancellor:



Administrative Procedure 4300 **Field Trips and Excursions**

Rules and guidelines for Field Trips (which does not include International Study Abroad or Out-of-State Travel) shall include the following:

- Both students and instructors have an obligation to act responsibly, ethically, and professionally during the course of any college-sponsored field trip.
- During the field trip all student conduct set forth in the college catalog shall apply. The instructor has the authority to dismiss a student as if the violation occurred on campus.
- Neither the college nor the instructor has any responsibility for student conduct outside the official field trip hours.
- Each student shall be required to sign a district-approved release form before being allowed to participate on a field trip. Students under 18 years of age must obtain written approval from their legal guardian.
- Title 5, section 55450 shall apply to field trips. All waiver forms shall state that the participant and any volunteer agree to release the Peralta Community College District from any liability and all claims that may arise from participation in the field trip activity.
- An agreement for medical consent for participants that are unable to consent may be included in the waiver form.
- It is required that for insurance reasons that field trips be approved by college administration before the field trip takes place. Typically the Request for Field Trip form should be submitted for approval to the Vice President or Dean of Instruction no later than seven working days prior to the field trip. Attached to the form should be a roster of the class, indicating any student who will not be participating in the trip.
- Approval of a field trip does not authorize any expenditures.
- Anticipated expenditures need to be submitted through the department chair before approval of a field trip.
- If a field trip requires students to find transportation to an off-site location, or to be present outside of regular class hours, then: (a) students are entitled to an alternative assignment if they cannot attend the field trip; and (b) if the field trip is part of the class grade, then the alternative assignment should bear reasonable relation to what students on the field trip will have to do or submit for a grade.
- The most up-to-date Field Trip/Excursion Waiver and Medical Authorization form can be located on the Risk Management website at [http://www.peralta.cc.ca.us/projects/682/Field\\_Trip\\_Waiver.pdf](http://www.peralta.cc.ca.us/projects/682/Field_Trip_Waiver.pdf)

**Reference:**

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

Approved by the Chancellor:

**PERALTA COMMUNITY COLLEGE DISTRICT  
Field Trip/Excursion Waiver and Medical Authorization Form**

\_\_\_\_\_  
(Description of Activity)

\_\_\_\_\_  
(Course Name and #) (Department) (Instructor)

\_\_\_\_\_  
(Destination) (Start Date/Time) (Return Date/Time)

“All persons making the field trip or excursion shall be deemed to have waived all claims against the Peralta Community College District or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents or guardians of students taking out-of-state field trips or excursions shall sign a statement waiving such claims.”

(California Code of Regulations, Title 5, Section 55450)

In the event of illness or injury, I do hereby consent to whatever x-ray, examinations, anesthetic, medical, surgical, emergency medical transportation, hospital care or dental diagnosis or treatment from a licensed physician, surgeon, or dentist as deemed necessary for my safety and welfare. I understand that the resulting expenses will be my responsibility.

I agree to abide by all rules and regulations governing my conduct during the trip. Any violation of these rules and regulations may result in my being sent home at my expense.

By signing my (our) name, I (we) hereby certify that I (we) have read and fully understand the above notice and do hereby give my (our) consent for the student to participate in the field trip/excursion.

\_\_\_\_\_  
(Print Name) (Signature) (Date)

\_\_\_\_\_  
(If less than 18 years, name and signature of parent/guardian.)

\_\_\_\_\_  
(Address) (Phone No.)

\_\_\_\_\_  
(Medical Insurance Carrier) (Policy No.) (Subscriber ID No.)

In the event of an illness or accident, please notify:

\_\_\_\_\_  
(Name) (Address) (Phone No.)

Do you have any conditions that may limit your ability to fully participate in all field trip activities?  
 NO  YES. If yes, please provide a medical clearance to attend and participate in this event.

(Instructor: please maintain a copy of this waiver for one year from the date of the event) [9/06]

### Administrative Procedure 5055 **Enrollment Priorities**

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (See BP and AP 4260, Prerequisites and Co-requisites)

Enrollment may be limited due to the following:

- Health and safety considerations
- Facility limitations
- Faculty workload
- Availability of qualified instructors
- Funding limitations
- Regional planning
- Legal requirements
- Contractual requirements
- Program that have special admission requirements

When enrollment must be limited, priorities for determining who may enroll are:

- limiting enrollment to first come, first served, or other non-evaluative selection techniques;
- in the case of intercollegiate completion, honors courses, or public performance courses, allocating available seats to those students judged most qualified;
- limiting enrollment to any selection procedure expressly authorized by statute;
- priority for registration for enrollment must be granted to any member or former member of the Armed Forces of the United States for any academic term within two years of leaving active duty;
- limiting enrollment in one or more sections to students enrolled in one or more other courses, provided that a reasonable percentage of all sections of the course do not have such restrictions.

Registration priorities are based on the following criteria as recommended by the State Chancellor's Office:

**Priority #1** (in the order as listed)

- Students participating in the Disabled Student Programs and Services (DSPS) (Title 5, section 56026)
- Students participating in the Educational Opportunity Programs and Services (EOPS) (Title 5, sections 58108 and 56232)
- Veteran students receiving veteran educational benefits (Education Code 66025.8)
- Foster Youth and Former Foster Youth (Education Code 66025.9)

**Priority #2**

- Students participating in CalWORKS
- Student Athletes
- Students in approved grant programs (i.e., ASTI, Gateway, TRiO, etc.)

**Priority #3**

- Continuing Students

**Priority #4**

- New and readmitted students

**Priority #5**

- Concurrently enrolled high school and younger students

### **Unit Load**

Students may not enroll in more than 18 units at any Peralta College during fall and spring semester without prior approval. Students may obtain counselor approval for enrollment in 18.5-21.5 units. Enrollment in 22-25 units requires approval from the Vice President of Student Services. No college can grant approval above 25 units.

The maximum number of units for the Summer Session is 10 units.

### **Classes with Time Conflicts**

Students may not register for courses taught at conflicting times.

### **Outstanding Fee, Title 5, Sections 58500-58508**

Students who have outstanding fees in the District will be precluded from registering until all fees are paid.

### **References:**

Title 5 Sections 51006, 58106, and 58108

Approved by the Chancellor: