

ADMINISTRATIVE PROCEDURE 5050 STUDENT SUCCESS AND SUPPORT PROGRAM

The Student Success and Support Program brings the student and the district/colleges into agreement regarding the student's educational goal through the District's established programs, policies, and requirements. The agreement is implemented by means of the student educational plan. All non-exempt new students are to participate in the orientation, assessment, and education planning services needed to assist the student in making an informed decision about his or her educational goal and course of study and in the development of an education plan.

- A. Each student, upon admission to the college/district, must do all of the following:
1. complete orientation;
 2. identify an education and career goal;
 3. identify a course of study;
 4. be assessed to determine appropriate course placement;
 5. participate in the development of the abbreviated and/or comprehensive student educational plan;
 6. attend class and complete assigned coursework; and
 7. complete courses and maintain progress toward an educational goal.
- B. Student Success and Support Services include, but are not limited to, all of the following:
1. Orientation designed to provide students information concerning college procedures, college resources, college life, academic expectations, financial assistance, and other appropriate matters/information important to student success.
 2. Assessment and counseling upon enrollment, which shall include, but not be limited to, all of the following:
 - (a) administration of assessment instruments to determine student competency in computational and language skills and to use multiple measure assessment;
 - (b) assistance to students in the identification of aptitudes, interests and educational objectives, including, but not limited to, associate of arts degrees, transfer for baccalaureate degrees, and vocational certificates and licenses;
 - (c) evaluation of student study and learning skills
 - (d) referral to specialized support services as needed, including, but not limited to, federal, state, and local financial assistance; health services; mental health services; Extended Opportunity Programs and Services; Disabled Student Services; and CalWORKS;
 - (e) Advisement concerning course selection
 - (f) Follow-up services and required advisement or counseling for students who are enrolled in remedial courses, who have not declared an educational objective as required, or who are on academic probation; and
 - (g) Assist students in the development of an appropriate Student Education Plan (SEP) in accordance with their educational goal.
- C. The District shall not use any assessment instrument except one specifically authorized by the Board of Governors of the California Community Colleges.

D. Exemptions.

A student may be exempt from orientation, assessment, counseling, advising, or student education plan development if any of the following apply:

1. has completed an associate degree or higher;
2. has enrolled at the college for a reason other than career development or advancement, transfer, attainment of a degree or certificate of achievement, or completion of a basic skills or English as a Second Language course sequence;
3. has completed these services at another community college within a time period identified by the

district;

4. has enrolled at the college solely to take a course that is legally mandated for employment as defined in Title 5, section 55000 or necessary in response to a significant change in industry or licensure standards. or
5. has enrolled at the college as a special admit student pursuant to Education Code section 76001.

Any student exempt from orientation, assessment, counseling, advising, or student education plan development shall be notified and may be given the opportunity to participate in these services.

The District will not exempt a student solely because a student has not selected an education and career goal or course of study.

Reference:

Education Code Sections 78210 et seq.;

Title 5 Sections 55500 et seq.

ACCJC Accreditation Standard II.C.2

Approved by the Chancellor: October 18, 2012

Revised and approved by the Chancellor: April 11, 2014

Revised and approved by the Chancellor: August 13, 2015