

ADMINISTRATIVE PROCEDURE 5050 STUDENT SUCCESS AND SUPPORT PROGRAM

NOTE: The California Community Colleges Chancellor's Office is working on streamlining the reporting requirements for the Student Success and Support Program along with other programs. One change has been to submit information related to the Student Success and Support Program to the California Community Colleges Chancellor's Office as part of an "Integrated Plan." However, because Title 5 Regulations addressing Student Success and Support Programs have not been repealed, districts are still required to comply with the Student Success and Support Program requirements.

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 shall be provided on a timely basis.
 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.

E. The District shall do all of the following:

1. Inform students of their rights to access transfer-level coursework in English, mathematics (or quantitative reasoning), credit English as a Second Language and of the multiple measures placement policies or other college placement processes including the availability of challenge processes;
2. Include information about the student's course placement options in the college catalog, in orientation and advisement materials, on the college's website, and in any written communication by counseling services;
3. Provide annual reports to the California Community Colleges Chancellor's Office in a manner and form described by the California Community Colleges Chancellor's Office; and
4. Publicly post the college's placement results, including the number of students assessed and the number of students placed into transfer-level coursework, transfer-level coursework with concurrent support, or transfer-level or credit English as a Second Language coursework, disaggregated by race and ethnicity.

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

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