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Reviewed 9/2009

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
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Chapter 4

Standards of Educational Excellence

4000

Victor Valley Community College District shall honor and uphold high standards of educational excellence in the quality and currency of curriculum, the measurement and improvement of student learning, the evaluation of enhancement of our overall effectiveness as an institution of higher learning, and the ongoing development of professional instructional competence. In so doing, we sustain an optimal learning environment in which our students can succeed.

Referenced: Accrediting Commission for Community and Junior Colleges, June 2006
Standards

Reviewed 9/2009

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Chapter 4

Academic Calendar

4010

The Superintendent/President shall, in consultation with the appropriate groups, submit to the Board for approval an academic calendar.

Reference: Education Code Section 70902(b)(12)

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Chapter 4

Program, ~~and Curriculum,~~ and Course Development

4020

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Superintendent/President shall establish procedures for the development and review of all curricular offerings, including their establishment, modification or discontinuance. Furthermore, these procedures shall include:

- appropriate involvement of the faculty and Academic Senate in all processes.
- regular review and justification of programs and course descriptions.
- opportunities for training for persons involved in aspects of curriculum development.
- Consideration of job market and other related information for vocational and occupational programs.

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

~~New courses that are not part of an existing approved program and.~~ All new programs shall be submitted to the Office of the Chancellor for the California Community Colleges for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Nondegree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

Reference: Education Code Sections **70901(b), 70902(b), 78016**; Title 5 Sections **51000, 51022(a); 55100, 55130, 55150**

Board adopted 9/11/01

Approved by College Assembly for second read 3/7/06 (with recommended changes from CCLC)

Board revised 4/11/06

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Chapter 4

Philosophy and Criteria for Associate Degree and General Education 4025

Courses that are designated to fulfill the general education and depth requirements shall meet the following philosophy.

The awarding of an Associate degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics, to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems, and to develop the capacity for self-understanding.

In addition to these accomplishments, the student shall possess sufficient depth in some field of knowledge to contribute to lifetime interest.

Central to an Associate degree, general education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of colleges that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. College educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most important, general education should lead to better understanding.

In the establishing or modifying a general education program, ways shall be sought to create coherence and integration among the separate requirements. It is also desirable that general education programs involve students actively in examining values inherent in proposed solutions to major society problems.

The Superintendent/President shall establish procedures to assure that courses used to meet general education and associate degree requirements meet the standards in this policy. The procedures shall provide for appropriate Academic Senate involvement.

Reference: Title 5 Section ~~55805~~ **55061**; Accreditation Standard II. A. 3

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Chapter 4

Academic Freedom

4030

Victor Valley College believes academic freedom in relation to teaching duties is fundamental and essential to the teaching profession:

1. Teachers must be free to teach and students free to learn. Both must have access to and be free to explore and discuss issues and divergent points of view. Both must be free to form, hold, and express judgments and opinions, responsibly identifying them as such. The profession must defend itself and its members from any abridgment of academic freedom.
2. Teachers must have the responsibility for developing curriculum and selecting instructional materials and methods to meet the goals of that curriculum. Teachers and governing boards must develop procedures to be followed when there are criticisms/objections to methods or materials. The content of instruction must be judged and controlled by skilled professionals without undue interference by any individual or group. Individuals or groups, which seek to inhibit academic freedom, must not have influence over the hiring, firing, promotion or due process rights of teachers.
3. The same policies and protections applied to full-time teachers apply also to part-time and temporary teachers.
4. Teachers must be free to evaluate, criticize, and/or advocate personal points of view concerning educational matters in the classroom. Teachers must not be restricted when assisting their colleagues in the event their academic and/or professional freedoms are violated.
5. Teachers must be employed, promoted, or retained in relation to their teaching abilities and performance without discrimination or harassment regarding their personal opinions or their scholarly, literary, or artistic endeavors. The presence during class of any individual or organization whose intent is to decide or determine what is accurate or inaccurate inhibits academic freedom.

Reference: Title 5 Section 51023; Accreditation Standard 2.2 **II.A.7**

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Chapter 4

Academic Collegial Consultation

4035

The Victor Valley College Board of Trustees will operate according to the provisions of Title 5, Section 53200-53204 in “Consulting Collegially” with the Academic Senate for Victor Valley College.

“Consult collegially” means that the District Governing Board shall develop policies on academic and professional matters through either or both of the following methods according to its own discretion:

1. Relying primarily upon the advice and judgment of the Academic Senate;
- or
2. That the district governing Board or such representatives as it may designate, and the representative of the Academic Senate shall have an obligation to reach mutual agreement by written resolution, regulation, or policy of the governing Board effectuating such recommendations.

For the following items, the Board of Trustees will rely primarily upon the advice of the Academic Senate:

1. Curriculum, including establishing prerequisites and placing courses within disciplines;
2. Degree and certificate requirements;
3. Grading policies;
4. Educational program development;
5. Standards or policies regarding student preparation and success;
6. District and college governance structures, as related to faculty roles;
7. Faculty roles and involvement in accreditation processes, including self study and annual reports;
8. Policies for faculty professional development activities;
9. Processes for program review
10. Processes for institutional planning and budget development;
- and
11. Other academic and professional matters as mutually agreed upon between the governing board and the Academic Senate.

Reference: Title 5 Sections 53200 – 53204

Reviewed 9/2009

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Chapter 4

Library Services

4040

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

Reference: Education Code Section 78100

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Chapter 4

Articulation

4050

The Superintendent/President shall establish procedures that assure appropriate articulation of the District's educational programs with proximate high schools and baccalaureate institutions.

The procedures also may support articulation with institutions, including other community colleges and those that are not geographically proximate but that are appropriate and advantageous for partnership with the District.

Reference: Title 5 Section 51022(b); **Education Code Sections 66720-66744**

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Chapter 4

Delineation of Functions Agreements

4060

Whenever a mutual agreement with a school district or other educational entity relating to responsibility for noncredit continuing education programs is required by state law, the Superintendent/President shall present an appropriate memorandum of understanding to the Board for approval.

Reference: Education Code Sections 8535, 8536

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Chapter 4

Auditing and Auditing Fees

4070

Students may audit courses.

The fee for auditing courses shall be no more than \$15.00 per unit. Students enrolled in classes to receive credit for ten (10) or more semester credit units shall not be charged a fee to audit three or fewer semester units per semester.

No student auditing a course shall be permitted to change his or her enrollment to receive credit for the course.

Priority in class enrollment shall be given to students enrolled in the course for credit towards a degree or certificate.

Reference: Education Code Section 76370

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Chapter 4

Graduation Requirements for Degrees and Certificates

4100

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

Students may be awarded a Certificate of Achievement upon successful completion of ~~courses of study or curriculum for which the district offers a certificate. The district has certificate programs that upgrade and develop occupational and vocational proficiency.~~ **a minimum of 18 or more semester units or 27 or more quarter units of degree-applicable coursework designed as a pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education.**

The Superintendent/President shall establish procedures to determine degree and certificate requirements **that include appropriate involvement of the local curriculum committee. The procedures shall** ~~and to~~ assure that graduation requirements are published in the District's catalog and included in other resources that are convenient for students.

Reference: Education Code Section 70902(b)(3); Title 5, Sections ~~55800~~ **55060**, et seq.

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Chapter 4

Honorary Degrees

4110

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

The Superintendent/President shall establish procedures and criteria for the award of honorary degrees.

Reference: Education Code Section 72122

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Chapter 4

Standards of Scholarship

4220

The Superintendent/President shall establish procedures that establish standards of scholarship consistent with the provisions of Title 5 Sections 55020 et seq. and Board policy.

These procedures shall address: grading practices, academic record symbols, grade point average, credit by examination, academic and progress probation, academic and progress dismissal, academic renewal, course repetition, limits on remedial coursework, and grade changes.

These procedures shall be described in the District catalog.

Reference: Education Code Section 70902(b)(3); Title 5, Sections ~~55750~~ **55020**, et seq., **55030 et seq.**, **55040 et seq.**

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Chapter 4

Course Repetition

4225

Students may repeat ~~one~~ **twice** courses in which substandard grades (less than "C" **and including "FW"**) were earned. ~~Under special circumstances, students may repeat a course a second time. The special circumstances are defined in Administrative Procedures.~~

When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

Under special circumstances, students may repeat courses in which a "C" or better grade was earned. The special circumstances are defined in Administrative Procedures.

Reference: Title 5 Sections ~~55761-55765~~ **55040, 55041, 55042, 55044, 58161**
See Administrative Procedure: 4225

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Chapter 4

Multiple and Overlapping Enrollments

4226

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

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

Reference: Title 5 Section 55007

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Chapter 4

Grading Symbols

4230

Courses shall be graded using the grading system established by Title 5.

The grading system shall be published in the college catalog(s) and made available to students.

The grading system shall be published in the college catalog(s) and made available to students.

The grading system shall include the “FW” grade for unofficial withdrawal.

Reference: Title 5 Section ~~55758~~ **55023**

See Administrative Procedure: 4230

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Chapter 4

Grade Changes

4231

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

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

Also see BP 3310 titled Records Retention and Destruction, and BP/AP 5040 titled Student Records.

Reference: Education Code Sections 76224, 76232; Title 5 Section 55025

Reviewed/Updated 9/2009

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Chapter 4

Credit by Examination

4235

Credit may be earned by students who satisfactorily pass authorized examinations. The Superintendent/President shall establish Administrative Procedures to implement this policy.

Reference: Title 5 Section ~~55753~~ **55050**

Reviewed/Updated 9/2009

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Chapter 4

Academic Renewal

4240

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

Reference: Title 5 Section ~~55764~~ **55044**

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Chapter 4

Probation, Disqualification and Readmission

4250

Probation

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

A student shall be placed on progress probation if the student is enrolled in a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of "W," "I," "NC" **and** "NP" were recorded reaches or exceeds fifty percent. A student who is placed on probation may submit an appeal in accordance with procedures to be established by the Superintendent/President.

A student on academic probation shall be removed from probation when the student's accumulated grade point average is 2.0 or higher. A student on progress probation shall be removed from probation when the percentage of units in the categories of "W," "I," "NC" **and** "NP" drops below fifty percent.

Dismissal

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 1.75 in all units attempted in each of three (3) consecutive semesters.

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of "W," "I," "NC" **and** "NP" are recorded in at least three (3) consecutive semesters reaches or exceeds fifty percent.

A student who is subject to dismissal may submit a written appeal in compliance with administrative procedures. Dismissal may be postponed and the student continued on probation if, upon review and approval, it is determined that there are extenuating circumstances or the student demonstrates significant improvement in academic performance.

Readmission

A student who has been dismissed may request reinstatement after at least one semester has passed following the term of dismissal. Readmission may be granted, denied or postponed according to criteria contained in administrative procedures.

BP 4250 - Probation, Disqualification and Readmission

The Superintendent/President shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

Reference: Education Code Section 70902(b)(3); Title 5 Sections ~~55754, 55755, 55756, 55759, 55764~~ **55030 through 55034**

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Chapter 4

Pre-Requisites and Co-Requisites

4260

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

Reference: Title 5 Sections ~~55200~~ **55000, 55003**

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Chapter 4

Field Trips and Excursions

4300

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

~~No district funds shall be used to support student expenses for out-of-state field trips or excursions.~~ **The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant or categorical program funds if the funds are used consistently with the funding source.** The expenses of instructors, chaperons, and other personnel traveling with students may **also** be paid from District funds.

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

Reference: Title 5 Section ~~55450~~ **55220**

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Chapter 4

Community Services Programs

4400

The District ~~may~~ **shall** maintain a community services program that may include classes in civic, vocational, literacy, health, homemaking, technical and general education, including but not limited to classes in the fields of basic skills training, parenting, ESL, music, drama, art, handicraft, science, literature, nature study, and physical fitness.

The community services program shall be designed to contribute to the physical, mental, moral, economic or civic development of the individuals or groups enrolled in it.

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

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

Reference: Education Code Section 78300