

**Board Policies**  
**Chapter 4**  
**Academic Affairs**

**POLICIES:**

BP 4010	Academic Calendar
BP 4020	Program and Curriculum Development
BP 4025	Philosophy and Criteria for Associate Degree and GE
BP 4030	Academic Freedom
BP 4040	Library Services
BP 4050	Articulation
BP 4060	Delineation of Functions Agreements
BP 4070	Auditing and Auditing Fees
BP 4100	Graduation Requirements for Degrees and Certificates
BP 4220	Standards of Scholarship
BP 4225	Course Repetition
BP 4230	Grading Symbols
BP 4235	Credit by Examination
BP 4240	Academic Renewal
BP 4250	Probation, Disqualification and Readmission
BP 4260	Pre-requisites and Co-requisites
BP 4300	Field Trips and Excursions
BP 4400	Community Services Programs

## BP 4010 Academic Calendar

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

The President/Superintendent shall, in consultation with the Faculty Senate, develop the annual academic calendar. The work year calendar is also a mandatory subject of bargaining under Government Code Section 3540 et seq. and must be negotiated with the exclusive representative.

## BP 4020 Program and Curriculum Development

Reference: *Education Code Section 70902(b); 78016*  
*Title 5, Section 51022, 55130*

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 President/Superintendent 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.

Existing program or course modifications shall be approved by the President/Superintendent.

**See Administrative Procedures #4020.**

## BP 4025 Philosophy and Criteria for Associate Degree and GE

Reference: *Education Code Section 7090(b); 78016 Title 5, Section 51022, 55130*

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 President/Superintendent 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.

**See Administrative Procedure #4025.**

## BP 4030 Academic Freedom

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

Citizens in a free society in order to discharge their responsibilities intelligently must examine, with critical judgment, all points of view on major issues.

The Governing Board of the Ohlone Community College District in order to create an environment and atmosphere most conducive to excellent teaching and to provide students with the most appropriate learning conditions approve the following policy for Academic Freedom:

The community having invested resources in a community college has the obligation to support and sustain an atmosphere which encourages the free exploration of ideas.

Academic Freedom includes the protection of the opportunity for the teacher to teach, and for the teacher and the student to study, without coercion, censorship, or other forms of restrictive interference and that academic freedom encourages the flow of ideas with the recognition that freedom to teach and freedom to learn imply both rights and responsibilities within the framework of the law.

Instructors as citizens, members of a learned profession, and representatives of the Ohlone Community College District shall be free from District censorship and discipline when speaking or writing. However, the special position of instructors imposes special obligations. Instructors as representatives of the District should be accurate, objective, exercise appropriate restraint, encourage a spirit of mutual respect for the opinion of others, and ensure the relevancy of subject matter to their instructional areas.

**Teaching Controversial Subjects:** Citizens in a free society in order to discharge their responsibilities fully and intelligently must examine, with critical judgment, all points of view regarding major issues of their day and nation.

A. **Objectivity:** Instructors shall maintain an attitude of objectivity on controversial topics when discussing them with students.

B. **Respect for Others:** Instructors shall encourage a spirit of mutual respect for honest and informed opinions, regardless of how divergent they may be.

C. **Relevant Data:** Instructors shall become fully informed about the various viewpoints on problems relevant to their instructional assignments and present pertinent and objective data to their students.

D. **Suitable Learning Materials:** Instructors and librarians shall make available a variety of suitable learning materials from which students may obtain valid data dealing with the pros and cons of issues being studied.

E. **Time Consideration:** A reasonable allocation of time shall be devoted to the study of any single issue, in accordance with the approved course outline and student needs.

## BP 4040 Library Services

Reference: *Education Code Section 78100*

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

## **BP 4050 Articulation**

Reference: *Title 5, Section 51022(b)*.

The President/Superintendent 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.

**See Administrative Procedures #4050.**

## BP 4060 Delineation of Functions Agreements

Reference: *Education Code Sections 8535; 8536*

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 President/Superintendent shall present an appropriate memorandum of understanding to the Board for approval.

## BP 4070 Auditing and Auditing Fees

Reference: *Education Code Section 76370*

Students may audit courses.

The fee for auditing courses shall be fifteen dollars per unit per term and is not refundable. 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.

## BP 4100 Graduation Requirements for Degrees and Certificates

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

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.

The President/Superintendent shall establish procedures to determine degree and certificate requirements and to assure that graduation requirements are published in the District's catalog(s) and included in other resources that are convenient for students.

**See Administrative Procedures #4100.**

## **BP 4220 Standards of Scholarship**

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

In consultation with the Faculty Senate, the President/Superintendent shall establish procedures that establish standards of scholarship consistent with the provisions of Title 5, Sections 55750, 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 Ohlone Community College District catalogs.

**See Administrative Procedures #4220.**

## BP 4225 Course Repetition

Reference: *Title 5, Sections 55761-55765*

Generally, courses are not repeatable for credit. Some specified courses in which substandard grades (less than "C") were earned may be repeated for credit. These courses are designated by the word "Repeatable" in the catalog course listing.

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. A change in the student's letter grade to CR or NC will be made if the student elected to take the class under the Credit/No Credit option. These grades cannot be changed back to a letter grade after the credit/noncredit deadline has passed.

**See Administrative Procedure #4225.**

## BP 4230 Grading Symbols

Reference: *Title 5, Section 55758;*

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.

**See Administrative Procedure #4230.**

## BP 4235 Credit by Examination

Reference: *Title 5, Section 55753*

Credit may be earned by students who satisfactorily pass authorized examinations. Courses for which such credit may be obtained are identified by the code letters CE, GE and OE following the course description in the college catalog. The President/Superintendent shall establish administrative procedures to implement this policy in consultation with the Faculty Senate.

**See Administrative Procedure #4235.**

## BP 4240 Academic Renewal

Reference: *Title 5, Section 55764*

An enrolled student may petition to have previously recorded substandard academic performance excluded from GPA and units completed calculations if it is not reflective of a student's demonstrated ability. The President/Superintendent shall establish procedures that provide for academic renewal.

**See Administrative Procedure #4240.**

## BP 4250 Probation, Disqualification and Readmission

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

### Probation

A student who has attempted 12 or more semester units and who then earns a cumulative GPA of less than 2.00 during the regular semester shall be placed on academic probation the following semester.

A student shall be placed on progress probation if he or she has 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" and "NC" 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 President/Superintendent.

A student shall be removed from probationary status when the cumulative GPA reaches 2.00 or above. Any student whose cumulative GPA remains below 2.00 will continue to be on Academic Probation as long as the GPA is 1.75 or above.

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" and "NC" 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" and "NC" 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 the student's semester grade point average during the last three semesters is 2.00 or above. A returning or transfer student on Academic Dismissal who has maintained a 2.00 GPA for three consecutive semesters may petition for reinstatement even if the student's cumulative grade point average is still below 2.00.

Students also may petition for reinstatement in cases of extreme extenuating circumstances not reflected in the above conditions. Petitions are available from and submitted to the Counseling Department. All reinstatement petitions must be received within one week of the date on which the student received the dismissal notice by e-mail or letter. Approval of this petition may require one or more of the following stipulations:

- Attending a Student Success Workshop
- Completing a Student Education Plan approved by a counselor
- Limiting the number of units in which the student may enroll

- Completing successfully a Personal Development course
- Submitting midterm progress reports from instructors in all currently enrolled courses
- Achieving a grade point average of 2.0 or higher at the end of each semester

Students readmitted by petition will continue to be on dismissal status for their readmitted semester of enrollment. Students must continue to follow the procedures for readmission each semester that they are on dismissal status.

## BP 4260 Pre-Requisites and Co-requisites

Reference: *Title 5, Section 55200*

The President/Superintendent 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.

**See Administrative Procedure #4260.**

## BP 4300 Field Trips and Excursions

Reference: *Title 5, Section 55450*

The President/Superintendent 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 expenses of instructors, chaperons, and other personnel traveling with students may be paid from District funds.

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

**See Administrative Procedure #4300.**

## BP 4400 Community Services Programs

Reference: *Education Code Section 78300*

The District shall maintain a community services program that include classes in civic, vocational, literacy, health, homemaking, technical and general education, including but not limited to classes in the fields of music, drama, art, handicraft, science, literature, nature study, nature contacting, aquatic sports and athletics.

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.

**See Administrative Procedure #4400.**