

## BP 4060 Delineation of Functions Agreements

Reference: *Education Code Sections 8535; 8536*  
Board Approved: 11/09/05

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 4060 Delineation of Functions Agreements

Reference: *Education Code Sections 8535; 8536*

**Note: This policy is optional but is legally advised if districts engage in adult noncredit instruction.**

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 [CEO] shall present an appropriate memorandum of understanding to the Board for approval.

Revised 02/07

## BP 4070 Auditing and Auditing Fees

Reference: *Education Code Section 76370*  
Board Approved: 11/09/05

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 4070 Auditing and Auditing Fees

**Note: A district is not required to permit auditing of courses; but if it does, the following policy applies.**

Reference: *Education Code Section 76370*

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.

## BP 4100 Graduation Requirements for Degrees and Certificates

Reference: *Education Code Section 70902(b)(3); Title 5, Sections 55800, et seq.*  
Board Approved: 11/09/05

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 4100 Graduation Requirements for Degrees and Certificates

References:

*Education Code Section 70902(b)(3); Title 5 Sections 55060 et seq.*

**Note: This policy is legally required.**

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 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 to develop certain capabilities that may be oriented to career or general education.

The [ CEO ] shall establish procedures to determine degree and certificate requirements that include appropriate involvement of the local curriculum committee. The procedures shall 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 [ # ].

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