

Board Policies

Chapter 4

Academic Affairs

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BP 4010 Academic Calendar

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

Board Approved: 11/09/05

Amended: 2/10/10

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 of the faculty bargaining unit.

BP 4020 Program and Curriculum and Course Development

Reference: *Education Code Section 70901(b), 70902(b); 78016;*
Title 5, Section 51000, 51022, 55100, 55130, 55150
U.S. Department of Education regulations on the Integrity of Federal Student
Financial Aid Programs under Title IV of the Higher Education Act of 1965, as
amended;
34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8;
ACCJC Accreditation Standards II.A and II.A.9

Board Approved: 11/09/05

Amended: 2/10/10, 11/18/15

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.

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.

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

Credit Hour

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a "credit hour" program or a "clock hour" program. The President/Superintendent will establish procedures as applicable.

BP 4025 Philosophy and Criteria for Associate Degree and GE

Reference: *Title 5, Section 55061; ACCJC Accreditation Standard II.A (formerly II.A.3)*

Board Approved: 11/09/05

Amended: 5/12/10, 11/18/15

Courses that are designated to fulfill the general education and depth requirements shall be consistent with 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 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; ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation Standard I.C.7 (formerly II.A.7)*

Board Approved: 11/09/05

Reviewed and Reapproved: 3/10/10

Amended: 11/18/15

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 and Learning Support Services

Reference: *Education Code Section 78100, Civil Code Section 1798.90;*
ACCJC Accreditation Standard II

Board Approved: 11/09/05

Reviewed and Reapproved: 3/10/10

Amended: 07/11/12, 11/18/15

The District shall have library and learning support services that are an integral part of the institution's educational program and will comply with the requirements of the Reader Privacy Act.

BP 4050 Articulation

Reference: *Education Code Sections 66720-66744; Title 5, Section 51022(b);
ACCJC Accreditation Standard II.A.10*

Board Approved: 11/09/05

Reviewed and Reapproved: 3/10/10

Amended: 11/18/15

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 4070 Course Auditing and Auditing Fees

Reference: *Education Code Section 76370*

Board Approved: 11/09/05

Reviewed and Reapproved: 4/14/10

Amended: 04/13/16

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 55060, et seq.*

Board Approved: 11/09/05

Amended: 4/14/10

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 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 President/Superintendent 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 Ohlone Procedure 6.2.1, Catalog Rights

See Administrative Procedures #4100.

BP 4220 Standards of Scholarship

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

Board Approved: 11/09/05

Amended: 5/12/10

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 to Improve a Substandard Grade

Reference: *Title 5, Sections 55040, 55041, 55042, 55044, and 58161*

Board Approved: 11/09/05

Amended: 5/12/10

Generally, courses are not repeatable for credit. The President/Superintendent may establish procedures by which students may repeat a course in which a substandard grade was earned.

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.

See Administrative Procedure #4225.

BP 4226 Multiple Enrollments/Overlapping Enrollments

Reference: *Title 5, Section 55007*

Board Approved: 5/12/10

Multiple Enrollments

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

Overlapping Enrollments

The President/Superintendent shall establish procedures to ensure that students may enroll in two or more courses where the meeting times overlap only when the conditions specified in Title 5, Section 55007 are met.

See Administrative Procedure #4226.

BP 4230 Grading and Academic Record Symbols

Reference: *Title 5, Section 55023*

Board Approved: 11/09/05

Amended: 6/16/10

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 4231 Grade Changes

References: *Education Code Sections 76224 and 76232; Title 5 Section 55025*

Approved: 6/16/10

The President/Superintendent 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.

See Administrative Procedure #4231.

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

BP 4235 Credit by Examination

Reference: *Title 5, Section 55050*

Board Approved: 11/09/05

Amended: 6/16/10

Credit may be earned by students who satisfactorily pass authorized examinations. 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 55044*

Board Approved: 11/09/05

Amended: 6/16/10

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 Academic Probation, Dismissal and Readmission

Reference: *Education Code Section 70902(b)(3);
Title 5, Section 55030 through 55034*

Board Approved: 11/09/05

Amended: 7/14/10, 01/15/14

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 "Withdrawal," "Incomplete", "No Credit" and "No Pass" 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 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 "Withdrawal," "Incomplete", "No Credit" and "No Pass" 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 "Withdrawal," "Incomplete", "No Credit" and "No Pass" 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.

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

See Administrative Procedure #4250.

See also Administrative Procedure #4240, Academic Renewal.

BP 4260 Pre-requisites and Co-requisites

Reference: *Title 5, Section 55000 and 55003*

Board Approved: 11/09/05

Amended: 7/14/10

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 55220*

Board Approved: 11/09/05

Amended: 7/14/10

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.

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.

See Administrative Procedure #4300.

BP 4400 Community Services Programs

Reference: *Education Code Section 78300*

Board Approved: 11/09/05

Amended: 7/14/10

The District shall maintain a community services program.

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.

BP 4500 College Instructional News Media

Board Approved: 5/23/07

Ohlone College instructional news media are any news, feature, or entertainment publications or productions issued under the name of and funded by Ohlone College, and produced by students, faculty, or broadcast directors in connection with an instructional program. Ohlone College instructional news media are governed by the legal requirements of the Federal Communications Commission (FCC) and of Title V (the education code) of the California Code. Determinations about specific content are primarily based on instructional needs as assessed by directors and faculty. Secondary considerations for media content or programming involve input from students enrolled in classes connected with The Monitor, KOHL, or Ohlone TV, audience acquisition and retention, Ohlone College publicity and events, and local public affairs. Broadcasting faculty and directors may determine that certain entertainment programming best fits not only the needs of broadcasting students, but also serves an important target market. Standards of academic freedom apply (BP4030).

Ohlone College instructional news media serve the entire college community by presenting programming or news publications with selected coverage that includes but is not limited to college events and activities; by providing a forum for comment and criticism, and encouraging free expression. The editorial and advertising materials published in each college medium, including any opinions expressed, are the responsibility of the student staff or of the general public who may comment as part of a public affairs program or letter to the editor; or of those whose opinions may be voiced in a board meeting or other college gathering and subsequently broadcast or published; not the faculty, staff, or administration of Ohlone College; nor of its Board of Trustees as a whole. Under appropriate state and federal court decisions, these materials are free from prior restraint by virtue of the First and Fourteenth Amendments to the U.S. Constitution.

The president/superintendent shall develop procedures for college instructional news media to follow that protect academic freedom, encourage free expression as guaranteed in the First and Fourteenth Amendments to the Constitution of the United States, and that generally describe the role and scope of college instructional news media and grievance procedures to respond to complaints that may be received regarding news media content.