



## Academic Senate Agenda

**President:** Paul Flor  
**Date:** May 3, 2018

**Time:** 1:00-2:30pm

**Secretary:** Nikki Williams  
**Location:** Board room

### Vision

Compton College will be the leading institution of student learning and success in higher education.

### Mission Statement

Compton College is a welcoming environment where the diversity of our students is supported to pursue and attain academic and professional excellence. Compton College promotes solutions to challenges, utilizes the latest techniques for preparing the workforce and provides clear pathways for transfer, completion and lifelong learning.

### Accreditation Standards

This division meeting aligns to the following:

- 1.B.1. The institution demonstrates a sustained, substantive and collegial dialog about student outcomes, student equity, academic quality, institutional effectiveness, and continuous improvement of student learning and achievement.
- 2.A.16. The institution regularly evaluates and improves the quality and currency of all instructional programs offered in the name of the institution, including collegiate, pre-collegiate, career-technical, and continuing and community education courses and programs, regardless of delivery mode or location. The institution systematically strives to improve programs and courses to enhance learning outcomes and achievement for students.

### Attendees

\_\_\_ E. French Preston  
 \_\_\_ J. Evans  
 \_\_\_ A. Gillis  
 \_\_\_ C. Halligan  
 \_\_\_ M. Khan  
 \_\_\_ B. Kooiman  
 \_\_\_ V. Haynes  
 \_\_\_ P. Richardson  
 \_\_\_ N. Williams

\_\_\_ H. Estrada  
 \_\_\_ H. Pham  
 \_\_\_ J. Villalobos  
 \_\_\_ K. Schwitkis  
 \_\_\_ R. Sidhu  
 \_\_\_ A. Valdry  
 \_\_\_ M. Roenun  
 \_\_\_ K. Radcliffe  
 \_\_\_ E. Craigg-Walker

\_\_\_ S. Thomas  
 \_\_\_ D. McPatchell  
 \_\_\_ R. Ekimyan  
 \_\_\_ A. Cortez-Perez  
 \_\_\_ A. Maradiaga  
 \_\_\_ M. Moldoveanu  
 \_\_\_ B. Perez  
 \_\_\_ S. Atkinson-Alston  
 \_\_\_ P. Flor

## **Agenda Items**

**I. CALL TO ORDER**

**II. APPROVAL OF AGENDA**

**III. APPROVAL OF MINUTES**

April 19, 2018 Minutes

**IV. REPORTS**

**Senate:**

President

Vice President

Board Representative and External Liaison

Paul M. Flor  
Chris Halligan  
Jerome Evans

**V. ACTION ITEMS-UNFINISHED BUSINESS**

Second reading of Board Policies

- i. Board Policy 4225 Course Repetition  
Administrative Procedure 4225 Course Repetition Procedure
- ii. Board Policy 4230 Grading and Academic Record Symbols  
Administrative Procedure 4230 Grading and Academic Record Symbols
- iii. Board Policy 4400 Community Services

**VI. NEW BUSINESS**

1. First reading of Board Policies
  - i. Board Policy Board Policy 4250 - Probation, Dismissal and Readmission
  - ii. Board Policy 5010 - Admissions and Concurrent Enrollment
  - iii. Board Policy 5052 - Open Enrollment
  - iv. Admin Regulation 5031 - Instructional Materials Fee

2. Senate voting & appointments

Chris Halligan

**VII. INFORMATION-DISCUSSION ITEMS**

1. AB 288: Multiple Measures, Compton College Pilot
2. Summer session 2019 start late date
3. CCCCCO DE Annual Survey
4. Curriculum Webpage
5. From Consultative Council-Tentative Budget Assumptions for 2018-19

Amber Gillis & Gerson Valle

**VIII. Events/Meetings**

1. Career and Noncredit Education Institute, May 3-5, Costa Mesa

**IX. FUTURE AGENDA ITEMS**

1. Senate Executive nominations & elections
2. Senate Resolutions & Recognitions

**X. ADJOURNMENT**

**The Next Scheduled Meeting**  
**May 17, 2018**  
**1:00pm / Board room**



**COMPTON COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES POLICIES**

**BP 2520 Academic Senate**

**Issued: May 19, 2015**

Reference:

Education Code Section 70902(b)(7);  
Title 5, Sections 53200 et seq  
Accreditation Standard IV.A  
Board Policy 2510 Participation in Local Decision Making

The Academic Senate is organized under the provisions of the California Code of Regulations, Title 5, shall represent the faculty and make recommendations to the administration and to the Board with respect to academic and professional matters, so long as the exercise of such functions does not conflict with the lawful collective bargaining agreement.

The Board or its designee will consult collegially with the Academic Senate when adopting policies and procedures. The Board will rely primarily on faculty expertise on academic and professional matters as defined by Sub-Chapter 2, Section 53200, et seq., California Administrative Code, Title 5, and as listed below:

1. Curriculum, including establishing prerequisites and placing courses within disciplines;
2. Degree and certificate requirements;
3. Grading policies;
4. Educational program development;
5. Standards and policies regarding student preparation and success;
6. District and College governance structures as related to faculty roles;
7. Faculty roles and involvement in accreditation process, 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 Board of Trustees and the Academic Senate.

The Academic Senates' organization, membership functions and committee structure shall be developed by the Academic Senate.

**CCC ACADEMIC SENATE MEETING DATES AND LOCATIONS** (1<sup>st</sup> & 3<sup>rd</sup> Thursday)

**FALL 2017**

<del>September 7</del>	Board Room
<del>September 21</del>	Board Room
<del>October 5</del>	Board Room
<del>October 19</del>	Board Room
<del>November 2</del>	Board Room
<del>November 16</del>	Board Room
<del>December 7</del>	Board Room

**SPRING 2018**

<del>February 22</del>	Board Room
<del>March 1</del>	Board Room
<del>March 15</del>	Board Room
<del>April 5</del>	Board Room
<del>April 19</del>	Board Room
May 3	Board Room
May 17	Board Room

**ECC ACADEMIC SENATE MEETING DATES AND LOCATIONS** (1<sup>st</sup> & 3<sup>rd</sup> Tuesdays)

**FALL 2017**

<del>September 5</del>	Dist. Ed. room 166
<del>September 19</del>	Dist. Ed. room 166
<del>October 3</del>	Dist. Ed. room 166
<del>October 17</del>	Dist. Ed. room 166
<del>November 7</del>	Dist. Ed. room 166
<del>November 21</del>	Dist. Ed. room 166
<del>December 5</del>	Dist. Ed. room 166

**SPRING 2018**

<del>February 20</del>	Dist. Ed. room 166
<del>March 6</del>	Dist. Ed. room 166
<del>March 20</del>	Dist. Ed. room 166
<del>April 3</del>	Dist. Ed. room 166
<del>April 17</del>	Dist. Ed. room 166
<del>May 1</del>	Dist. Ed. room 166
May 15	Dist. Ed. room 166

Compton Faculty are encouraged to attend the ECC Academic Senate meetings when possible.

**Per the Brown Act all votes must be recorded by name. Only No's and Abstentions will be recorded by name in the minutes, If you were signed in to the meeting and did not vote No/Abstain, your vote will be assumed to be a Yes.**



## ACADEMIC SENATE MINUTES

Thursday, April 19, 2018 1:00 p.m. Board Room

### ATTENDANCE

<u>Senators</u>	<u>Visitors</u>
Harvey Estrada	Aurora Cortez-Perez
Essie French-Preston	Jonathan Lightman
Paul Flor	Axa Maradiaga
Amber Gillis	Judy Crozier
Chris Halligan	Vanessa Madrid
Vanessa Haynes	David McPatchell
Mahbub Khan	Jesse Mills
Brent Kooiman	Ikaweba Bunting
Hoa Pham	
Pamela Richardson	
Kent Schwitkis	
Rajinder Sidhu	
Shirley Thomas	
Andree Valdry	
Jose Villalobos	
Nikki Williams	

**I. CALL TO ORDER** – Paul Flor 1:34 p.m.

**II. APPROVAL OF AGENDA** – Schwitkis/Gillis- Approved

**III. APPROVAL OF MINUTES** – Schwitkis/Gillis- Approved

#### **IV. REPORTS**

**President's Report-** Paul Flor reporting

- No report

**Vice President-** Christopher Halligan

- Special Commendation for Jonathan Lightman, Executive Director of FACCC presented by Academic Senate. Senate held a celebration before the senate meeting started. At the start of the meeting, Halligan read the commendation and thanked Jonathan for all of the work he has done for the college.
- David McPatchell attended El Camino College Council- He discussed the board policies that El Camino is currently working on revising.

**Board Representative** – Jerome Evans reporting

- No report

**Accreditation:** Amber Gillis reporting

- No report

**V. ACTION ITEMS-UNFINISHED BUSINESS**

- Flor- We are on second reading of BP 4021, AR 4021, BP 4220, BP 4222, BP 4231. He asked if there were any additional comments. Pham asked for clarification on the last page where it discusses the time limit for student appeals being 18 months and asked what happens after the 18 months. Flor explained that if the deadline has passed then students are not allowed to submit grade change appeals. Motion to approve all board policies: Schwitkis/French-Preston. Vote taken and the motion carries.

#### **VI. NEW BUSINESS**

- First reading of BP 4225 Course Repetition. Flor stated that he received some feedback already via email. There was discussion of the wording in letter D of AR 4225. Should “to designee or” be changed to “designee and.” Flor stated that he updated the examples that are used in AR 4225. BP 4230 Grading and Academic Symbols, AR 4230, and BP 4400 Community Services are all in first read.
- Haynes asked if we have a BP committee. El Camino has one and this is something that we can think about having but for now approval of the Board and Administrative Policies is what Academic Senate has been tasked with completing. Haynes stated that the reason she brings this up is because the committee, at El Camino, consists of people who may be experts in the area of the board policy. Haynes asked what the procedures are for passing the board policies after they are approved in senate. Flor explained that it goes from Academic Senate to Academic Affairs, Managers Council, Consultative Council, and ends with the Board. Haynes would like to see this chain of approval in writing. Flor stated that this is something that we can do. French-Preston brought up that there are only two faculty voices that get to see the board policies further down the line and we need to ensure that we have equitable faculty representation. Haynes asked if Flor thought the current format of passing policies was better than having a BP policies committee and Flor stated that there was no problem with starting a BP committee he just needs to be told so that we can put this into play. French-Preston discussed that this Committee is necessary so there can be checks later in the review process. Flor brought up what the make-up of the committee should be to ensure that there is majority faculty voice.

#### **VII. Information- Discussion Items**

- 2018 Career and Noncredit Education Institute. There is still time to register. May 3-5 in Costa Mesa.

#### **VIII. Events/Meetings**

#### **IX. MOTION TO ADJOURN – Approved – 2:09 p.m.**

## **Proposed 2017-2018 Goals**

The Academic Senate's annual goals reflect a commitment to "an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making" (Strategic Initiative C).

1. Ensure full faculty involvement in decision-making related to academic and professional matters (BP 2520)

Measures:

- Arrange faculty representation on campus committees and periodic updates,
- Recruit faculty co-chairs for Institutional Standing Committees
- Ensure divisions have required number of senators
- Review and begin revising Academic Senate By-laws to reflect curriculum reforms
- Adopt a Distance Education Handbook for Compton College

2. Strengthen faculty involvement in the activities of the Academic Senate

Measures:

- Provide an orientation at the start of the academic year
- Provide regular, ongoing communication with all faculty, encouraging greater involvement in the Senate and committees
- Encourage greater participation of senators in meetings and other activities of Senate
- Establish initiatives to recognize faculty achievements

3. Support the college's institutional effectiveness goal that more students from our diverse communities will attain educational success and achieve their academic goals.

Measures:

- Support Enrollment Management initiatives through ongoing communication and faculty involvement
- Foster awareness of and encourage faculty involvement in the local implementation of statewide initiatives for student success, equity, enrollment, retention and completion

## **For Second Reading**

### **Board Policy 4225**

### **Course Repetition**

The President/CEO or designee, relying primarily on faculty expertise, will have the authority to develop and implement policy and procedures with regards to repeatable and non-repeatable courses. Such policies and procedures will be developed in accordance with state, federal and/or district regulations.

Repeatable courses with the designation of “ab, abc, or abcd” may be taken more than once for credit. Compton Community College designates as repeatable courses for which repetition is necessary to meet the lower-division major requirements of CSU or UC for completion of a Bachelor's Degree, intercollegiate athletics and related conditioning courses, and intercollegiate academic or vocational competition courses.

Non-repeatable courses may be taken only once for credit. Students may retake a non-repeatable course in which they have received a substandard grade (D, F, NP or NC) or Withdrawal (W) only once before college intervention.

Under special circumstances, students may repeat courses in which a grade of C or better was earned. These special circumstances and other specific exceptions to the above policies are detailed 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.

Procedures for implementing the policy will be developed in collegial consultation with the Academic Senate.

Reference: Title 5, Sections 53200, 55000, 55024, 55040, 55045, 58161.



Students may retake a non-repeatable course in which they have one unsuccessful attempt only once without college intervention. An unsuccessful attempt occurs when a student receives a Withdrawal (“W”) or a substandard grade (D, F, NP or NC). Students may retake a non-repeatable course in which they have two unsuccessful attempts only after completing college intervention. Repeatable courses may be repeated per the education code and the district policy.

In general, students are not permitted to repeat courses in which they have earned a grade of A, B, C, or CR except as described below in section V for Special Circumstances.

#### I. Non-Repeatable Courses

Non-Repeatable courses are those listed in the College Catalog that do not have lowercase letters in the course number. (Examples of non-repeatable courses include History 101, English 1A, and Political Science 1.)

##### A. Original Attempt (first attempt)

1. If a substandard grade or a “W” is received, the student may retake that course.
2. If a student receives a passing grade, a retake is not allowed unless provided under special circumstances.

##### B. Second Attempt (first retake)

1. If a student receives a substandard grade or a “W” on the first attempt, a retake is permissible.
2. A passing or substandard grade received in the retake shall replace the original grade and credit in the calculation of the grade point average. This will be annotated on the student’s academic transcript.
3. The original grade, alleviated by the new grade, must remain on the student’s academic transcript.
4. If a “W” is received on the second attempt, no grade alleviation would apply.

##### C. Third Attempt (second retake)

1. If a student attempts a non-repeatable course two times (the original attempt and the retake) and in both attempts the student receives either a substandard grade or a “W” or a combination, then the student may be permitted a second retake with the completion and approval of a college intervention plan.
2. A passing or substandard grade received in the second retake shall replace the grade and credit received in the first retake or first attempt if the second attempt was a “W” in the calculation of the grade point average.
3. The new grade shall be annotated on the student’s academic transcript.
4. The original grade, alleviated by the new grade, must remain on the student’s academic transcript.
5. If a “W” is received, no grade alleviation would apply.

##### D. College Intervention

Students with two unsuccessful attempts must submit a repeat petition and, if required by the academic division, a Plan for Student Success signed by a district division designee or counselor.

## II. Repeatable Courses

Repeatable courses are those listed in the College Catalog that have lowercase letters in the course number. The lowercase letters indicate the number of times a course may be repeated. Examples of repeatable courses include Physical Education 60abc (Women's Intercollegiate Soccer Team), and Music 267abcd (Concert Jazz Band). In these examples, students may enroll in Physical Education 60abc three times and Music 267abcd four times.

### A. Scope and Limitations of Repeatable Courses

1. Compton College designates only the following types of courses to be repeatable per Title 5, Section 55041:
  - a) Courses for which repetition is necessary to meet the lower-division major requirements of CSU or UC for completion of a Bachelor's Degree
  - b) Intercollegiate athletics and related conditioning
  - c) Intercollegiate academic or vocational competition.
2. Courses for which repetition is necessary to meet the lower-division major requirements of CSU or UC for completion of a Bachelor's Degree may include a recency requirement which the student has not been able to satisfy without repeating the course. A student may petition for repetition if less than 36 months have elapsed and the student provides documentation that the repetition is necessary for transfer.
3. For intercollegiate athletics and related conditioning courses and for intercollegiate academic or vocational competition courses, students may repeat a course the maximum number of times that course has been approved for repetitions. Substandard grades and "W" earned each count as an attempt.

### B. Substandard Grade Alleviation

1. If a substandard grade has been recorded in a repeatable course, the course may be retaken for grade alleviation, provided that the attempt does not exceed the maximum number of times the course may be attempted with a passing or substandard grade.
2. No more than two substandard grades may be alleviated for a repeatable course.
3. When a student repeats a course to alleviate substandard academic work, the previous grade and credit will be disregarded in the calculation of grade point average.
4. If a substandard grade is recorded on the last allowable attempt in a repeatable course, the following applies:
  - a) that last grade cannot be alleviated, and
  - b) lapse of time can never be used for that course.

Note: Extenuating circumstances described in section V.B below do not apply to repeatable courses. A student may not petition on the grounds of extenuating circumstances for a repeatable course.

## III. Variable Unit Courses

Title 5 regulations shall guide Compton College on variable unit courses.

## IV. Withdrawals

### A. Withdrawal From a Course

1. Students who are withdrawn from a course after the census date (20% of the course section) shall receive a "W" on their transcript. The period to receive a "W" is from the deadline to drop without notation to the 75% point of the course section.

## B. Military Withdrawals

1. Military withdrawals shall not be counted towards the permitted number of withdrawals or attempts.
2. A student who is a member of an active or reserve United States military service may receive a military withdrawal when the student receives orders from the military.
3. The orders must be verified by the Veteran's Services Office with appropriate documentation provided by the student.
4. The military withdrawal may be assigned at any time.
5. The symbol for military withdrawals shall be "MW."
6. Military withdrawals shall not be counted in progress probation or dismissal calculations.
7. Neither an "F" nor an "FW" can be assigned in lieu of a military withdrawal.

## C. Withdrawal Due to Extraordinary Conditions

1. A "W" may be removed and "no notation" assigned to any student who withdrew from one or more classes where such withdrawal was necessary, verified through documentation, and approved by the Director of Admissions & Records due to:
  - a) fire
  - b) flood
  - c) other extraordinary conditions such as:
    - (1) earthquake
    - (2) riot
    - (3) terrorism
    - (4) acts of war
    - (5) other consequential and significant acts.

## V. Special Circumstances

Students may only petition to repeat a course beyond the maximum allowed enrollments under the following conditions. Maximum allowed enrollments include any combination of withdrawals and repetitions.

### A. Significant Lapse of Time

1. A student may petition to repeat a course in which they previously earned a grade of C or better if there has been a significant lapse of time. A significant lapse of time petition may be filed when
  - a) No fewer than 36 months have passed or
  - b) The nature of the course (i.e. skill, knowledge, technology) requires repetition sooner.
2. A student will forfeit significant lapse of time if:
  - a) Three substandard grades were received for non-repeatable courses.
  - b) The maximum number of attempts in a repeatable course was reached and the last attempt resulted in a substandard grade.
3. Lapse of time can only be used once per course.

### B. Extenuating Circumstances

1. A student may petition to repeat a course for extenuating circumstances.
2. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.
3. The student has the burden of proof to support a claim.
4. Extenuating circumstances may be used once for a non-repeatable course.

5. Extenuating circumstances cannot be used if the student has already used the course to obtain a degree at Compton College or if the course was used in academic renewal.
6. Any approved extenuating circumstance petition, subsequently found based on fraudulent documentation, may be reversed. Submission of falsified documentation for extenuating circumstances shall result in the denial and may also result in student disciplinary action.
7. Final decision on extenuating circumstances will be made by Admissions and Records.

C. Special Classes for Students with Disabilities

1. Special classes designed for students with disabilities may be subject to extensions of repeatability in certain circumstances. Repetition may be authorized based on a case by case determination related to the student's educational limitation pursuant to state and federal non-discrimination laws.
2. The determination must be based on one of the following circumstances as specified in Title 5, Section 56029.
  - a) When continuing success of the student in other general and/or special classes is dependent on additional repetitions of a special class
  - b) When additional repetitions of a specific class are essential to completing a student's preparation for enrollment into other regular or special classes
  - c) When the student has an educational contract which involves a goal other than completion of the special class in question and repetition of the course will further achievement of that goal.
3. When a student with a disability repeats a class, the previous grade and credit shall be disregarded in the computation of grade point averages.

D. Occupational Work Experience

1. Cooperative Work Experience Education (CWEE)  
Students may earn up to a total of 16 units. A maximum of eight credit hours may be earned in CWEE during one semester.

E. Legally Mandated Training

1. Course repetition shall be permitted, without petition and regardless of whether the student recorded substandard work, in instances when such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Such courses must conform to all attendance accounting, course approval, and other requirements imposed by applicable provisions of law. Such courses may be repeated for credit any number of times. The governing board of a district may establish policies and procedures requiring students to certify or document that course repetition is necessary to complete legally mandated training pursuant to the California Code of Regulations.

F. Significant Change in Industry or Licensure Standards

1. A student may re-enroll in a course where there has been a change in industry or licensure standards that repetition of the course is necessary for employment or licensure.
2. The student must document the following two provisions:
  - a) that there has been a significant change in the industry or licensure standards since the student previously took the course, and
  - b) the student must take this course again for employment or licensure.
3. The change should be one that without the updated course, the student could not obtain or maintain his or her employment or license.

## VI. Other Provisions

### A. Grade Alleviation with Courses from Other Colleges

1. Grade alleviation with courses from other colleges will be allowed provided the following conditions are met:
  - a) the course is from a regionally accredited college
  - b) the course is comparable
  - c) the course is of equal value in units.
2. Grade alleviation with a course from other colleges cannot take place if:
  - a) three substandard grades have been received in a non-repeatable Compton College course. However, the course may be used for subject credit to meet prerequisites and the course will count toward graduation subject requirements.
  - b) the student had reached the maximum number of attempts in a repeatable course and the grade in the final attempt was substandard.

### B. Course Repetition and Academic Records

1. Courses that are repeated will be recorded in the student's permanent academic record using an appropriate symbol.
2. Annotating the permanent academic record will be done in a manner that all work remains legible, insuring a true and complete academic history.

C. Academic renewal is not an exception that permits a student to repeat a credit course.

## VII. Enrollment Limitations for Courses Related in Content

A. Students are limited in the number of active participatory courses they can take if the courses are related in content (also referred to as a family of courses). While students will not in most cases be allowed to repeat a specific active participatory course, they can still enroll in a series of active participatory courses that are related in content. Families of courses are published in the college catalog.

B. Students will be limited to taking a maximum of four courses in any one family of courses.

1. For example, the Band Ensemble family of courses contains Music 265abcd (Symphonic Band, repeatable up to four times) and Music 267abcd (Jazz Band, repeatable up to four times). A student who has already enrolled in Music 265abcd two times can enroll only twice more in either Music 265abcd or Music 267abcd. A student who has already enrolled in Music 265abcd two times and Music 267abcd two times will not be permitted to enroll in additional courses from the family.

C. In addition, all evaluative and non-evaluative grades count toward the four enrollment limitation and all grades and credits received count in computing a student's GPA.

### Reference:

Title 5, Sections 55040, 55045, 55252, 55253, 56029, 58161

## **Board Policy 4230**

## **Grading and Academic Record Symbols**

Courses shall be graded using the grading system established by Title 5 section 55023. The grading system shall be published in the college catalog and made available to students.

Procedures for implementing this policy will be developed in collegial consultation with the Academic Senate.

### References:

Title 5 § 55021 and §55023

### Related Policies and Procedures: BP/AP 4231 Grade

Change

BP/AP 4250 Probation, Dismissal and Readmission BP/AP 4225 Course

Repetition

BP/AP 4240 Academic Renewal

The grading practices of the Compton Community College District shall be as follows:

### Semester Unit of Credit

College work at Compton College is measured in terms of semester units. One unit of credit is awarded for approximately 54 hours of lecture, study or laboratory work. The amount of credit awarded shall be adjusted in proportion to the number of hours of lecture, study or laboratory work.

### Grade Records

Instructors will maintain records required by the District and report grades in a timely manner based on District procedures. Instructors shall maintain a careful record of graded assignments and, to support the grade assigned for the course, the grade roster should have a minimum of three grades plus the final examination grade for each student.

### Grades, Grade Points, and Grade Point Average

Grade points are numerical values which indicate the scholarship level of letter grades. The grade point average equals the total grade points divided by the total units attempted for credit courses in which letter grades (evaluative symbols) have been assigned. Grade points are assigned according to the scale in the chart below and shall be published in the college catalog.

### Evaluative Symbols

<b>A</b>	Excellent	4 points for each unit
<b>B</b>	Good	3 points for each unit
<b>C</b>	Satisfactory	2 points for each unit
<b>D</b>	Passing, less than satisfactory	1 point for each unit
<b>F</b>	Failing	0 points for each unit
<b>P</b>	Pass, at least satisfactory (formerly C for Credit)	See Note 1
<b>NP</b>	No Pass, less than satisfactory (formerly NC for No Credit)	See Note 1

### Non-Evaluative Symbols

<b>I</b>	Incomplete	See Note 2
<b>IP</b>	In Progress	See Note 3
<b>W</b>	Withdrawal	See Note 4
<b>MW</b>	Military Withdrawal	See Note 5
<b><u>RD</u></b>	<u>Report Delayed</u>	See Note 6

### Notes:

#### VIII. P/NP – Pass/No Pass (formerly Cr/NC for Credit/No Credit)

A certain number of courses are offered only on a P/NP basis while some others are offered on a P/NP or letter grade option depending on which the student selects by the fourth week of a 16-week class or 25% of a class. A student earning a P grade will receive unit credit toward graduation if the course is degree-

applicable. Non-credit courses may also be offered P/NP. Unit credit earned in P/NP courses will not be considered when calculating grade point average. Designation of P/NP or option P/NP grading is included in the course description. All grades in credit courses except W and P/NP will be considered in determining the grade point average. While NP and W grades are not used in grade point determination, a student with an excessive number of withdrawals or NPs is subject to course repetition limitations and probation or dismissal regulations.

#### IX. I - Incomplete

A student may receive a notation of “I” (Incomplete) and a default grade when a student did not complete his or her academic work for unforeseeable, emergency, and justifiable reasons. The Incomplete grade to be assigned by the instructor and designated on the student’s transcript will be IB, IC, ID, IF, or INP. Collectively, these grades will be referred to as an “I” grade. The written record containing the conditions for removal of the “I” will be held for the student in the Records Office through the sixth week of the next regular semester. If the student does not complete the required work by the end of the sixth week, the “I” will automatically be removed and the default grade will be assigned. Any extension of the time for completion of the required work must be approved by the division dean. The student should petition for the extension of time on a form provided by the Admissions Office.

#### X. IP - In Progress

The “IP” symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates that work is “in progress,” but that assignment of an evaluative symbol (grade) must await its completion. The “IP” symbol shall remain on the student’s permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student’s permanent record for the term in which the course is completed. The “IP” shall not be used in calculating grade point averages. If a student enrolled in an “open-entry, open-exit” course is assigned an “IP” at the end of an attendance period and does not reenroll in that course during the subsequent attendance period, the appropriate faculty will assign an evaluative symbol (grade A through F, P, or NP) to be recorded on the student’s permanent record for the course.

#### XI. W - Withdrawal

It is the responsibility of the student to officially drop a class by the published withdrawal date. If a student fails to drop by that date, the student may be subject to a substandard grade. A student may also be dropped by the instructor if the student has been absent for more than 10% of the scheduled class meetings. Withdrawal from classes is authorized through the 12th week of instruction in a 16 week class, or 75% of a class, whichever is less. If a student remains in class beyond the published withdrawal date an evaluative symbol (grade A through F, P, or NP) or an “I” (Incomplete) shall be assigned. A student who must withdraw after the published withdrawal date due to extenuating circumstances may petition for assignment of a “W.” Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

No notation (“W” or other) shall be made on the academic record of the student who withdraws prior to the close of the second week of a 16-week class, or 20% of a class, whichever is less. Any withdrawal occurring after the published No Notation date shall be recorded as a “W” on the student’s record.

The “W” shall not be used in calculating grade point averages, but excessive “W’s” shall be used as factors in course repetition and probation and dismissal procedures.

#### XII. MW – Military Withdrawal

Military Withdrawal occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, the student may be assigned “MW.” Military withdrawals shall not be counted in the limitation on excessive withdrawals nor in progress probation and dismissal calculations.



### XIII. RD – Report Delayed

The “RD” symbol may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. “RD” shall not be used in calculating grade point averages.

#### References:

Title 5 §55021 and §55023

#### Related Policies and Procedures:

BP/AP 4225 Course Repetition

BP/AP 4231 Grade Change BP/AP 4240 Academic Renewal

BP/AP 4250 Probation, Dismissal and Readmission

**Board Policy 4400****Community Services**

The College may offer Community Services programs, known as Community Education classes, for the purpose of personal and professional development. Community Education classes are not-for-credit classes designed to contribute to the physical, mental, moral, economic, or civic development of the individuals enrolled in them.

Classes are open for admission to adults and some classes are open to, or limited to, age- appropriate minors who may benefit from the classes.

General fund monies are not expended to establish and maintain Community Education offerings. Students enrolled in Community Education offerings may be charged a fee not to exceed the cost of maintaining community education classes, or classes may be provided for remuneration by contract, or with contributions or donations of individuals or groups.

**Reference:**

Education Code Section 78300 et seq; Title 5, Sections 55002, 55160(b)

## For First Reading

### Board Policy 4250

### Probation, Dismissal and Readmission

#### Probation

A student shall be placed on academic probation if the student has earned a cumulative grade point average below 2.0.

A student shall be placed on progress probation if the student has enrolled in a total of at least twelve (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 shall be removed from academic probation when the student's cumulative grade point average reaches or exceeds 2.0. A student shall be removed from progress probation when the percentage of units of "W" "I" and "NP (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 below 2.0 in all units attempted in each of three consecutive terms.

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

#### Reinstatement

A student who has been dismissed may return to the College after "sitting out" one semester, or based on documented extenuating circumstances may submit an appeal for reinstatement. The appeal process is contained in Administration Regulation 4255.

#### Reference:

Education Code Section 70902(b)(3);  
Title 5 Section 55030 through 55034

Compton Community College District shall admit students who meet one of the following requirements and who are capable of benefiting from the instruction offered:

- I. Any person over the age of 18 and possessing a high school diploma or its equivalent.
- II. Other persons who are over the age of 18 years and, who in the judgment of the Superintendent/President or his or her designee, are capable of benefiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.
- III. Persons who are apprentices as defined in Section 3077 of the Labor Code.

The District may deny or place conditions on a student's enrollment upon a finding by the Board or designee that the applicant has been expelled within the preceding five years or is undergoing expulsion procedures in another California community college district, and that the applicant continues to present a danger to the physical safety of the students and employees of the District.

The District shall at its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion. The President/CEO shall establish procedures for evaluating the validity of a student high school completion.

The District will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollments or financial aid to any persons or entities engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance.

Admission: Any student who is between 9th and 12th grade is eligible to attend as a special part-time student for advanced scholastic or vocational courses.

Any student who is between 9th and 12th grade is eligible to attend as a special full-time student.

Any student who is between 9th and 12th grade may attend summer session or any non- credit community services classes.

The President/CEO shall establish procedures regarding ability to benefit and admission of high school and younger students.

Denial of Requests for Admission: If the Board denies a request for special full time or part time enrollment by a student who is identified as highly gifted, the Board will record its findings and the reason for denying the request in writing within 60 days.

The written recommendation and denial shall be issued at the next regularly scheduled board meeting that occurs at least 30 days after the student submits the request to the District.

The President/CEO shall establish procedures regarding evaluation of requests for special full time or part time enrollment by a student who is identified as highly gifted.

Claims for State Apportionment for Concurrent Enrollment: Claims for state apportionment submitted by the District based on enrollment of high school students shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

The President/CEO shall establish procedures regarding compliance with statutory and regulatory criteria for concurrent enrollment.

Reference: Education Code Sections 76000, 76001, 76038 Labor  
Code Section 3077  
34 Code of Federal Regulations Section 668.16(p) (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); ACCJC Accreditation Standard II.C.6

**Board Policy 5052****Open Enrollment**

Every course, course section, or class, unless specifically exempted by statute or regulation, shall be fully open to enrollment and participation by any person who has been admitted to the College and who meets such prerequisites as may be established pursuant to regulations established in Title 5, Section 55200 or local procedures developed for implementing SB 338, unless specifically exempted by statute or regulations established in Title 5, Section 58106.

The Superintendent/President shall assure that this policy is published in the catalog and schedule of classes.

The President/CEO shall assure that this policy is published in the catalog and schedule of classes.

References: Title 5, California Code of Regulations, Sections 51006, 58106 and 55200

Students may be required to provide instructional materials required for a credit or non-credit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

Most courses require a material/instructional usage fee. Charges vary and are subject to change. Students should consult the current schedule of classes for fee amounts, which are noted under the appropriate class description.

Material fees are due at the time of registration and are not subject to waiver.

Required instructional materials shall not include materials used or designed primarily for administrative purposes, class management, course management, or supervision.

Where instructional materials are available to a student temporarily through a license or access fee, the student shall be provided options at the time of purchase to maintain full access to the instructional materials for varying periods of time ranging from the length of the class up to at least two years. The terms of the license or access fee shall be provided to the student in a clear and understandable manner prior to purchase.

Instructors shall take reasonable steps to minimize the cost and ensure the necessity of instructional materials.

The District will publish these regulations in each college catalog.

### Definitions

"Required instructional materials" means any materials which a student must procure or possess as a condition of registration, enrollment or entry into a class; or any such material which the instructor determines is necessary to achieve the required objectives of a course.

"Solely or exclusively available from the District" means that the instructional material is not available except through the District, or that the District requires that the instructional material be purchased or procured from it. A material shall not be considered to be solely or exclusively available from the District if it is provided to the student at the District's actual cost; and 1) the instructional material is otherwise generally available, but is provided solely or exclusively by the District for health and safety reasons; or 2) the instructional material is provided in lieu of other generally available but more expensive material which would otherwise be required.

"Required instructional materials which are of continuing value outside of the classroom setting" are materials which can be taken from the classroom setting and which are not wholly consumed, used up, or rendered valueless as they are applied in achieving the required objectives of a course to be accomplished under the supervision of an instructor during the class.

### Establishing Required Materials and Related Fees

The recommended materials fee shall be reviewed by the Office of Instructional Support to ensure compliance with regulations.

The Office of Budgeting Services will submit the recommended materials fees to the Governing Board for final approval.

The lecture or laboratory faculty member will provide students with the materials covered by the

fee.

The schedule of classes, which is updated on a regular basis and available on-line, contains the most recent information regarding instructional materials fees.

References: Education Code Section 76365; Title 5 Sections 59400 et seq.



## **Sharing the Information**

# CCCD Academic Senate Roster

2017-2018 (19 members)

## Officers:

President/ <i>Chairperson</i>	Paul M. Flor (17-18)
Past President/ <i>Past Chairperson</i>	Michael Odanaka
President-Elect/ <i>Chairperson-Elect</i>	Amber Gillis
Vice President/ <i>Vice Chairperson</i>	Chris Halligan (18-19)
Secretary/ <i>Secretary</i>	Nikki Williams (18-19)
Curriculum/ <i>Curriculum Representative</i>	Essie French-Preston (18-19)
<i>Adjunct Representative</i>	Mahbub Khan (18-19)
Board Representative	Jerome Evans (18-19)

## Members:

### Career and Technical Education (2)

Brent Kooiman (19-20)

Pamela Richardson (17-18)

### Health and Human Services (2)

Shirley Thomas (18-19)

Hoa Pham (19-20)

### Humanities (2)

Chris Halligan (17-18), Vice President/*Vice Chairperson*

Nikki Williams (19-20) Secretary/*Secretary*

### Social Sciences and Fine Arts (2)

Kendhal Radcliff (17-18)

Harvey Estrada (19-20)

### Mathematics (2)

Malinni Roeun (19-20)

Jose Villalobos (18-19)

### Science (2)

Kent Schwitkis (18-19)

Rajinder Sidhu (19-20)

### Library and Learning Resource Unit (1)

Andree Valdry (17-18)

### Counseling (2)

Essie French Preston (17-18), Curriculum/*Curriculum Representative*

Vanessa Haynes (18-19)

Michael Odanaka, Past President/*Past Chairperson*

### At-Large (2)

Jerome Evans (17-18), Board Representative

Amber Gillis (18-19)

### Adjunct Representatives (2)

Mahbub Khan (18-19), *Adjunct Representative*

Elizabeth Craigg Walker (17-18)