

Academic Affairs

BP 4010 ACADEMIC CALENDAR

Reference:

Education Code Section 70902(b)(12)

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

Date Adopted: January 17, 2012
(Replaces current WVMCCD Policy 4.2)

WVMCCD Board Policy

BP 4020

Academic Affairs

BP 4020 CURRICULUM DEVELOPMENT

The Chancellor will establish procedures, which prescribe the definition of "credit hour" consistent with applicable federal regulations, as they apply to community college districts.

The Chancellor shall establish procedures to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour" where applicable. The Chancellor shall also establish procedure for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

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BP 4021 HOURS AND UNITS

References:

Title 5 Sections 55002, 55002.5, 55256.5
Code of Federal Regulations: 34 CFR 668

Title 5 (§55002 and §55002.5) provides minimum hour to unit ratios and minimum unit increments at California Community Colleges. Specific hour to unit ratios and unit increments are defined locally. At West Valley and Mission College, 48-54 total student learning hours are equivalent to 1 unit of credit and the minimum unit increment is 0.5. Title 5 (§55256,5) provides specific hour to unit ratios for Cooperative Work Experience. The ratios are 75 hours of paid work experience for 1 unit of credit and 60 hours of non-paid work experience for 1 unit of credit.

The Code of Federal Regulations defines clock hour programs (34 CFR 668). Clock hour programs are required to use the formula for calculating units of credit that is contained within the code.

Date Adopted: February 5, 2019

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BP 4022 CURRICULUM APPROVAL

References:

Title 5 Sections 55002, 55100, 55130, 55150
ACCJC Accreditation Standard II.A

The West Valley Mission Community College District Chancellor shall ensure that procedures are written to establish the processes for approving individual credit and non-credit courses.

academic and intellectual freedom is best protected by a system of tenure, academic due process, and policies and procedures that provide faculty with the opportunity to freely express themselves in any on or off campus venue. In addition, the District asserts that the common good obligates the District community to defend academic freedom in society as a whole.

Rights of Academic Employees

The West Valley-Mission Community College District is committed to maintaining the following rights of all faculty members:

Faculty can engage in intellectual debate without fear of censorship or retaliation.

Faculty are entitled to full freedom in their use of books, online sources, internet sites, classroom speakers, and all formats of information dissemination. Publication of the results of any research that may result from the use of these resources is protected

the opportunity to study controversial issues and divergent views and to arrive at their own conclusions· even if they differ from those of the instructor.

As colleagues, faculty members have obligations that derive from common membership in the community of scholars. They respect and defend the free inquiry of associates. In the exchange of criticism and idea(g)16(e)]TJETQ.00000912 0 612 792 reW*nBT/F2 12 Tf1 12

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BP 4040 LIBRARY AND LEARNING SUPPORT SERVICES

Reference:

Education Code Section 78100;
Civil Code Section 1798.90;
ACCJC Accreditation Standard II

The District shall have library and learning support services at each college that are an integral part of the district's educational program, and will comply with the requirements of the Reader Privacy Act and the standards of the Accrediting Commission for Community and Junior Colleges.

Date Adopted: January 17, 2012
Date Revised: April 21, 2015

WVMCCD Board Policy

BP 4050

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BP 4050 ARTICULATION

References:

Education Code Sections 66720-66744;

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BP 4070 AUDITING AND AUDITING FEES

Reference:

Education Code Section 76370

Students may audit courses.

The fee for auditing courses shall be at a maximum rate allowable by law. Students enrolled in classes to receive credit for ten 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/her enrollment to receive credit for the course.

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

Date Adopted: January 17, 2012

*(This is a new policy recommended by the
Policy and Procedure Service)*

**BP 4100 GRADUATION REQUIREMENTS FOR DEGREES AND
CERTIFICATES**

References:

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

Date Adopted: January 17, 2012

*(This is a new policy recommended by the
Policy and Procedure Service)*

participant has completed one academic year, or the equivalent of full-time teaching

can assume liability for loans incurred by the participant to pay for the] ~~at a~~ ~~of~~ undergraduate and graduate degrees.

The terms of the loan agreement program can be extended for one academic year, unless extended by the commission on a case-by-case basis, for the following reasons:

- Pregnancy;

- Serious Illness;

- Natural causes; or

- Being called to military active duty status.

Date Adopted: January 17,

BP 4220 STANDARDS OF SCHOLARSHIP

References:

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

The Chancellor shall establish procedures that establish standards of scholarship consistent with the

- The permanent academic record shall be annotated in such a way that all courses attempted will be indicated on the transcript in showing a true and complete academic history.

Course Repetition: Special Circumstances

Under special educationally justifiable and documented extenuating circumstances, repetition of credit courses other than those for which substandard work has been recorded may be permitted. Under special circumstances, students may repeat courses in which a C or better grade was earned.

A student may petition the appropriate College appeals body to authorize course repetition consistent

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BP 4226 MULTIPLE AND OVERLAPPING ENROLLMENTS

Reference:

Title 5 Section 55007

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

The Chancellor shall establish administrative procedures to ensure that students may only enroll in two or more courses where the meeting times overlap under the conditions specified in Title 5 Section 55007.

Date Adopted: January 17, 2012

*(This is a new policy recommended by the
Policy and Procedure Service)*

BP 4231 GRADE CHANGES

References:

Education Code Sections 76224 and 76232;
Title 5 Section 55025

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

Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final.

Procedures for students to challenge the correctness of a grade.

The installation of security measures to protect grade records and grade storage systems from unauthorized access.

Limitations on access to grade records and grade storage systems.

Discipline for students or staff who are found to have gained access to grade records without proper authorization or to have changed grades without proper authorization.

Notice to students, faculty, transfer institutions, accreditation agencies and law enforcement agencies if unauthorized access to grade records and grade storage systems is discovered to have occurred.

Also see BP 3310 titled Records Retention and Destruction, AP 4231 titled Grade Changes, and BP/AP 5040 titled Student Records

Date Adopted: January 17, 2012

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BP 4235 CREDIT BY EXAMINATION

Reference:

Title 5 Section 55050

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

Credit may be earned by examination provided:

The student is registered at the College and is in good standing;

The student can demonstrate that he/she is especially qualified, through previous training or instruction, to successfully complete such examination;

The course for which credit is desired is listed in the catalog of

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BP 4240 ACADEMIC RENEWAL

Reference:

Title 5 Section 55046

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

Date Adopted: January 17, 2012

*(This is a new policy recommended by the
Policy and Procedure Service)*

BP 4250 PROBATION, SUBJECT TO DISMISSAL, DISMISSAL AND READMISSION

References:

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

A student shall be placed on probation if his or her academic record of performance falls under either of the two standards below:

Academic grade point probation

A student shall be placed on academic probation if he/she has attempted a minimum of 12 semester units of work and has a grade point average of less than a "C" (2.0). A student placed on academic probation who earns at least a 1.75 grade point average during the semester on probation, but whose cumulative grade point average is still below 2.00, will be permitted to continue on such probationary status for not more than three consecutive semesters without being academically disqualified (dismissed).

Progress Probation

A student shall be placed on progress probation if he/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," "NC," and "U" were recorded reaches or exceeds fifty (50) percent. A student may be on progress probation not more than three consecutive semesters without being academically disqualified (dismissed).

Notification of probationary status will appear on the student's semester grade report and on the transcript of academic work.

Subject to Dismissal

A student will be placed on ~~academic probation~~ status if:

Academic Probation: The student has earned a cumulative grade point average of less than 2.0 in all units attempted in two consecutive semesters;

Progress Probation: Over the course of three consecutive semesters, 50 percent (or more) of the total number of units taken by a student results in grades of ~~C- or below~~ and/or

All units in which the student has been officially enrolled, except those in which the student has been assigned

BP 4260 PREREQUISITES AND CO-REQUISITES

References:

Title 5 Sections 55000, 55002 and 55003

The Chancellor is authorized to establish prerequisites, co-requisites, and advisories on recommended preparation for courses in the curriculum, upon the recommendation of the Academic Senate. 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 Chancellor shall establish administrative procedures for the development and review of all prerequisites, co-requisites and advisories on recommended preparation, including their establishment, modification, or discontinuance, which rely primarily on the recommendation of the Academic Senate of each college.

The administrative procedures shall include a way to assure that courses for which prerequisites or co-requisites are established will be taught in accordance with the course outline of record, and that each section of the prerequisite or co-requisite is taught by a qualified instructor. The administrative procedures shall also include a way in which a prerequisite or co-requisite may be

Prerequisites, co-requisites, and advisories shall be identified in District publications available to students.

Date Adopted: January 17, 2012
Date Revised: April 21, 2015

BP 4300 FIELD TRIPS AND EXCURSIONS

Reference:

Title 5 Section 55220

The Chancellor 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.

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