MiraCosta College-Academic Affairs Subcommittee Regular Meeting
March 11, 2022 – 9:00– 11 a.m., Online via Zoom
https://miracosta-edu.zoom.us/j/91550129058
Meeting ID: 915 5012 9058

I. **Call to Order**

II. **Public Comment**

III. **Changes/Additions to the Agenda**

IV. **Minutes of the February 11, 2021 Special Meeting: Review and Approval (**attachment**)**

V. **Minutes of the February 11, 2021 Regular Meeting: Review and Approval (**attachment**)**

VI. **Reports/Discussion**

a. **Hiring** (Bonds- 15 min)- Discussion of the hiring prioritization guide, and the draft timeline for reading and ranking faculty position requests for Fall 22. Seeking consensus before disseminating these documents.
b. **Calendar** (Bonds-)-
c. **Textbook Affordability** (McFall-10 min)
d. **SURF Updates** (Willis-5 min)
e. **Updating Syllabus Checklist** (Ali/Pescarmona-10 min)- Discuss needs for accreditation.
f. **Redesigning the Student Experience** (Bonds-15 minutes)- Scale of Adoption Assessment (SOAA) crosswalk discussion.

VII. **New Business**

a. **Academic Calendar 2023-24** (Bonds -20 minutes)
Description: Continue discussion of the draft option of the proposed calendar for the 2023-24 term. Our goal is to forward an approved version of the academic calendar to the Academic Senate after the April AAC meeting.
b. **BP 5055 Student Enrollment Priorities** (Bonds -5 minutes)
Description: This BP needs an updated review date, though there are no recommended changes. We're opening the discussion so it can return later this spring.
c. **AP/BP 3710 Securing of Copyright** (Bonds -5 minutes)
Description: These two documents need updated review dates, though there are no recommended changes. We're opening the discussion so they can return for a vote at our April meeting.
d. **AP/BP 4220 Standards of Scholarship** (Bonds -5 minutes)
Description: We share these AP/BP's with the Courses and Programs Committee. There are no changes to the AP, and there is a Title 5 reference change to the BP. We're opening the discussion so they can return for a vote at our April meeting.
a. **AP 4235 Credit for Prior Learning** (Bonds-5 minutes)
Description: A minor change has been recommended. We're opening the discussion this they can return for a vote at our April meeting.

VIII. **Old Business**

a. **AP 5055 Student Enrollment Limitations and Priorities** (Bonds -10 minutes)
Description: Modifications to this AP were miscommunicated in the transition from Spring 2019 to Fall 2019. We're continuing the discussion of this AP, so it can return for a vote in April.
b. **AP/BP 4231 Grade Changes** (Bonds-5 minutes)
Description: We've opened the discussion, so we can vote to forward the updated AP/BP documents to the Academic Senate.
c. **AP/BP 4240 Academic Renewal** (Bonds-5 minutes)
Description: These two documents need updated review dates, though there are no recommended changes. We can vote to forward the updated AP/BP documents to the Academic Senate.
d. **AP 4103 Experiential Education** (Bonds-5 minutes)
Description: We've opened the discussion, so we can vote to forward the updated the updated AP document to the Academic Senate.

e. AP 4255 Dismissal Disqualification and Readmission (Bonds-5 minutes)
Description: We've opened the discussion, so we can vote to forward the updated AP document to the Academic Senate.

IX. **Information**

Next Meeting: April 8, 2022, 9:00 a.m.-11:00 a.m.

Due to State mandated guidelines during the coronavirus quarantine, all Academic Affairs Committee (AAC) meetings will be held via Zoom. If you wish to participate in the meeting and you have another disability requiring special accommodation, please notify the Academic Senate Administrative Secretary at 760.795.6873 or 760.757.2121, extension 6873. The California Relay Service (CRS) is available by dialing 711, or1-800-735-2922. In Compliance with Government Code section 54957.5, nonexempt writings that are distributed to a majority or all of the MiraCosta Community College District Academic Senate in advance of their meetings may be viewed at the Office of the Academic Senate President, One Barnard Drive, Oceanside, California, or by clicking on the Academic Senate's website at https://www.miracosta.edu/governance/academicsenate/index.html. Such writings will also be available at the AAC meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Debby Adler, Administrative Secretary to the Academic Senate President, at 760.795.6873, or by email at dadler@miracosta.edu.

MiraCosta College

Academic Affairs Committee

SPECIAL MEETING Meeting Minutes

February 11, 2022
9:00 a.m. ZOOM

Members Present: Shafin Ali, Daniel Ante-Contreras, Adrean Askerneese, David Bonds (Chair), Julie Cord, Anne Fleming, Claudia Flores, Yana Gardiner, Tricia Hoste, Stacey Hull, Joseph King, John Makevich, Lauren McFall, David McField, Thong Nguyen, Kris Peck, Denee Pescarmona, Beth Powell, Steve Torok, Alexis Tucker Sade, Rosa Viramontes, Heidi Willis

Members Absent: Dave Massey, Ghada Osman, Rick White,

I. **Call to Order** – 9:00 a.m.

II. **Public Comments** – None

III. **New Business**
   a. **Teleconferencing Meetings:** AAC will consider whether to authorize teleconferencing meetings pursuant to AB 361. **[Cord/Flores] MSP for AAC to continue to meet online.**

IV. **Adjournment: 9:10 a.m.**

MiraCosta College
Academic Affairs Committee
Meeting Minutes

February 11, 2022
9:15 a.m. – 11:00 a.m. ZOOM

Members Present: Shafin Ali, Daniel Ante-Contreras, Adrean Askerneese, David Bonds (Chair), Julie Cord, Anne Fleming, Claudia Flores, Yana Gardiner, Tricia Hoste, Stacey Hull, Joseph King, John Makevich, Lauren McFall, David McField, Thong Nguyen, Kris Peck, Denee Pescarmona, Beth Powell, Steve Torok, Alexis Tucker Sade, Rosa Viramontes, Heidi Willis

Members Absent: Dave Massey, Ghada Osman, Rick White

Guests: Freddy Ramirez, Kathy Rodriguez, Alketa Wojcik

I. **Call to Order** – 9:10 a.m.

II. **Public Comments** – None

III. **Changes/Additions to the Agenda** – None

IV. **Minutes from the special meeting on November 19, 2021** – **[Willis/McField] MSP - Approve the November 19, 2021 minutes from the special meeting.**

V. **Minutes from the regular meeting on November 19, 2021 – [Torok/Ali] MSP - Approve the November 19, 2021 minutes from the regular meeting.**

VI. **Reports/Discussion**

a. **Hiring:** Bonds reported that he will bring forward the first draft of the timeline at our March meeting.

b. **Calendar:** Bonds highlighted the spring of 2024 calendar. He showed that there will be two Monday holidays in February, and because of this the Monday of finals week will be a normal day of instruction. He also discussed setting up a meeting for the Calendar task force.

c. **Textbook Affordability:** Tucker Sade reported their FLEX week presentation scheduled this spring was cancelled. She is hoping to get it planed again in the future.

d. **Surf Updates:** Willis will be connecting with the SURF task force to try to work on some verbiage regarding permission numbers for the enrollment page.

e. **Updating the Syllabus Checklist:** Ali provided an updated syllabus checklist. The version provided last meeting (Nov.) was not the most recent.
[King/McField] MSP - Approve the corrected syllabus checklist.

f. **Redesigning the Student Experience:** Pescarmona stated that Ha and Lara continue to visit the governance groups. APC teams now have a new client relationship management tool to implement. This will help the success teams to do more outreach/recruitment. MCC was nominated for the Aspen Prize – an award for our efforts towards student success and equity. We are in the top 25 at this time and have an interview next week.

g. **AAC BP/AP Review Cycle Guidelines:** Bonds shared a document that Dudley created. It codifies what our AAC group does and gives definitions of the different documents that are updated by us.

VII. **New Business**

a. **AP 5055 Student Enrollment Limitations and Priorities:** This AP is not on our review cycle for this time, but there may be a mistake to be fixed on this one. During the transition from Spring 2019 to Fall 2019 the edit of degree applicable units didn't get made to this AP. This subject will come back to next month's agenda.

b. **AP/BP 4231 Grade Changes:** Currently there are no CCLC recommended updates for either. Aim for March meeting to bring back for review.

c. **AP/BP 4240 Academic Renewal:** No CCLC recommended updates. Updates will come back at our March meeting.

d. **AP 4103 Experiential Education:** No CCLC recommended updates. Aiming for March to bring this issue back to AAC.

e. **AP 4255 Dismissal Disqualification and Readmission**: No CCLC recommended updates.

VIII. Old Business

a. **Updating the Syllabus Checklist:** This issue was dealt with and voted on in the report section.

b. **AP/BP 4230 – Grading and Academic Record Symbols:** Rodriguez said that MCC is not currently considering a symbol for Credit for Prior Learning. AP 4230 states that MCC will use a Transcript Notation. Pescarmona discouraged the use of other language that might indicate we are going to change the symbols. This gives us more flexibility.

Tucker Sade conducted a survey regarding using +/- grading symbols. The results were very split.

[Willis/Ante-Contreras] MSP - Maintain our current revisions to AP 4230 (no +/-) and maintain our current grading symbols (no symbol for CPL).

Modify BP 4230 by adding the words "a transcript notation" to the policy.

c. **BP 4235 Credit for Prior Learning:** This BP is in need of one modification as suggested by CCLC. The words "or examination" are added.
[Viramontes/Flores] MSP - Approve BP 4235 with the CCLC recommended update.

d. **AP 4236 Advanced Placement Credit**: CCLC language now requires that language be added to clearly annotate credit earned through AP examinations.
[Tucker Sade/Flores] MSP - Student academic record will be annotated to reflect credit earned through an AP exam.

IX. Information

X. Adjournment: 10:50 a.m.

DRAFT 1 Academic Affairs Subcommittee Hiring Taskforce
Fall 2022 Timeline for Full Time Faculty Hire Plan Prioritization

Ranking of all full-time faculty requests for both new and replacement faculty includes an analysis of quantitative and qualitative data as outlined in the AAC Hiring Prioritization Guide. Supporting evidence can be provided corresponding to five areas of consideration used in the scoring/ranking process:

- Area 1: Departmental and Institutional Planning
- Area 2: Student Success and Equity
- Area 3: Leadership
- Area 4: Campus Impact and External Factors
- Area 5: Program Quantitative Data

Timeline:

End of Week 3 of the Fall Semester (Sept 9, 2022): Departments who are requesting a full-time position submit their full-time faculty hire request, providing supporting evidence of need under the five areas of consideration. During these first three weeks of the semester, deans will work with disciplines to determine which should submit requests for full-time faculty positions. Department Chairs/Plan Authors notify the Academic Affairs Subcommittee Chair via email that their program is submitting a plan form to request a faculty position. **Retiring faculty must submit their notification to HR by this deadline** in order for a replacement position to be considered and ranked as such, rather than as a new faculty request.

Weeks 4-5 (September 12-23): The AAC hiring taskforce members will individually review all requests and evaluate each according to the five areas of consideration outlined in the AAC Hiring Prioritization Guide. Members will rank the position requests in priority order, and will keep notes on rationales for each ranking.

Week 6 (September 26-30): The AAC hiring taskforce will meet to discuss each plan and determine a recommended priority ranking and write a rationale for each position's ranking.

Week 8 (October 14): The Academic Affairs Committee votes on the prioritization of the hiring requests.

Week 9 (October 21): The Academic Affairs Subcommittee Chair forwards the recommended prioritization to the Academic Senate for their first read.

Week 11 (November 4): The Academic Senate votes on the prioritization of the hiring requests and forwards their recommendations to the Superintendent/President, who makes the final decision about the number of hires and their rankings. Human Resources and Deans collaborate with programs approved for full-time faculty positions to finalize the job announcements and begin the recruitment process.

Academic Affairs Subcommittee Hiring Taskforce
Areas of Consideration for Evaluating and Prioritizing Full Time Faculty Hire Requests

Area 1: Departmental and Institutional Planning

1. How does this full-time faculty hire request align with current short and long term departmental and institutional goals?
2. Is this hire request directly related to programs or initiatives that have been highlighted for support or strengthening for in the Comprehensive Master Plan, Strategic Plan, or other institutional plan?
3. Is this hiring request supporting innovation in the form of new programs, curricula, services, etc?
4. How and when have faculty engaged in dialogue (both within and outside the program/department) about how the hire advances programmatic/departmental and institutional goals? Has this dialogue included all discipline or program faculty and dean?
5. How have college planning processes and data analysis been used to justify the hire request?
6. Is the number of full-time faculty in your department equitable when compared to other departments or divisions with comparable FTES, student contact hours, etc?
7. In the past five years, what full time faculty hire plans or requests have been submitted by the program/department? How have the recent hires been implemented, and in what role(s) are they currently serving within the department?

Area 2: Student Success and Equity

1. What key trends have been noted in student success and equity data indicators such as:
    a. Program completion (degree, certificate, transfer, workforce development, lifelong learning)
    b. Successful course completion
    c. Achievement of course and program learning outcomes and demonstration of institutional core competencies
    d. Utilization of support services
2. What equity gaps in student success or access to programs and/or services have been identified based on disaggregation of data by ethnicity, age, gender, sexual orientation, homeless status, educational goal, course modality, full versus part-time status, etc? (using information from data dashboards, survey results, or other sources)
3. In what ways is the department or program working to close equity gaps for students?
4. In what ways is the department or program working to support student success in general (at the course, service, departmental and/or institutional level)?
5. In what ways is the hiring of a full-time faculty member expected to support under-served or disproportionately impacted student populations, address equity gaps, and meet student learning and achievement needs in general?

Area 3: Leadership

1. Is the hire request intended to replace a full-time faculty member who has left the department or program? If so, what evidence demonstrates a continuing need for the position within the program?
2. What gaps have been identified in faculty leadership for effective reflection, dialogue, and planning to support student success and achievement?
3. What discipline or program-specific leadership responsibilities will this proposed faculty member fulfill in addition to those typically expected of full-time faculty?
4. What evidence demonstrates that the department or program is relying on associate faculty to teach core courses or provide key services?
5. Are availability of associate faculty or other alternatives to hiring full-time faculty limited?

Area 4: Campus Impact and External Factors

1. How is the proposed full-time faculty hire expected to enhance the role of this department or program within the context of the wider campus community? How is this proposed full-time faculty hire expected to affect the breadth and diversity of curricular offerings, programs, and/or services at the college?
2. What external factors such as regulatory requirements or state mandates should be considered in prioritizing this faculty position?
3. What labor market, advisory committee, or other community data supports the need for this faculty position?

Area 5: Program Quantitative Data

1. Over the past three years, what trends have been observed in the following program efficiency and demand indicators?
    a. Instructional faculty requests: enrollment, unduplicated headcount, WSCH, FTEF, FTES, WSCH/FTES, number of sections offered, fill rates, full-time to part-time faculty ratio
    b. Additional metrics for non-instructional or hybrid program faculty requests: Faculty/student ratio, student contact hours, number of student visits, program hours of service
2. What additional demand indicators demonstrate a strong need to hire full-time faculty?

MiraCosta College

2022-2023 Academic Calendar

Summer Session 2022
June 2022

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2022

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

Fall Semester 2022
August 2022

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

15+1 16+1 16+1 15+1 15 15+1
82 Days of Instruction • 5 Days of Flex
1 All-College Day

Spring Semester 2023
January 2023

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

May 2023

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

15+1 16+1 16+1 16+1 15+1 15
83 Days of Instruction • 5 Days of Flex

IMPORTANT DATES

SUMMER

June 13	Start of Summer 8-week Intersession
June 13	Start of Summer 6-week Intersession
August 6	End of Summer Intersession

FALL

Aug 19	All-College Day
Aug 22	Classes Begin
Sept 2	Last Day to Add Classes
Sept 2	No "W" Deadline*
Sept 6	First Census
Sept 26	Pass/No Pass Deadline**
Nov 18	75% Withdrawal Deadline***
Dec 13-15,17	Final Exams
Dec 17	End of Semester
Dec 23-Jan 2	Campus Closed

SPRING

Jan 23	Classes Begin
Feb 3	Last Day to Add Classes
Feb 3	No "W" Deadline*
Feb 6	First Census
Feb 27	30% Pass/No Pass Deadline**
Mar 20-25	Spring Break
Apr 27	75% Withdrawal Deadline***
May 22-26	Final Exams
May 26	Commencement

*Last day to withdraw from classes without a "W"
**Last day for exercising pass/no pass option
***Last day for exercising option to withdraw without an evaluative grade (A, B, C, D, F, Pass, No Pass)

July 4	Independence Day (Observance)
Sept 5	Labor Day
Nov 11	Veterans Day
Nov 24	Thanksgiving Day
Nov 25	Day after Thanksgiving (Local Holiday)
Dec 26	Christmas (Observance)
Dec 27-31	Winter Closure
Jan 2	New Year's Day (Observance)
Jan 16	Martin Luther King, Jr. Day
Feb 17	Lincoln Day (Observance)
Feb 20	Washington Day
Mar 23-24	Th/Fri of Spring Break (Local Holiday)
May 29	Memorial Day
June 20	Juneteenth

- Legal/Local Holidays
- Commencement
- Final Exams
- Summer Intersession
- Fall Semester
- Spring Semester
- Flex
- Spring Break
- Non-class days
- All-College Day

MiraCosta College

Adopted by the Board of Trustees 10/21/21.

California Community Colleges

MEMORANDUM

November 10, 2020 Via Email

TO: Chief Executive Officers
Chief Business Officers
Chief Information System Officers
Chief Instructional Officers
Deans of Admissions and Records, Registrar

FROM: Wrenna Finche, Assistant Vice Chancellor
College Finance and Facilities Planning Division

RE: Legally Mandated Holidays for Fiscal Years 2020-21, 2021-22, 2022-23, 2023-24, and 2024-25

A list of the legally mandated academic holidays, as specified by Education Code section 79020, is attached for your convenience in establishing your future academic calendars for fiscal years 2020-21, 2021-22, 2022-23, 2023-24, and 2024-25

In addition to the legally mandated holidays listed, a college may close on March 31, known as "Cesar Chavez Day," and the fourth Friday in September, known as "Native American Day," if the district's governing board district agrees to close the college for that purpose. When "Cesar Chavez Day" falls on a Saturday or Sunday, the agreed-upon college closure day shall occur on the preceding Friday or succeeding Monday, respectively. If "Cesar Chavez Day" happens to fall on a weekday, there is no flexibility to move the corresponding holiday observance. The district shall continue to maintain the minimum required 175 days of instruction. If the district does not close for "Cesar Chavez Day" or "Native American Day," appropriate observances should be held in commemoration.

Senate Bill 568 (Portantino, Chapter 648, Statutes of 2019) modified Education Code section 79020 adding an additional optional holiday for Glendale Community College. Effective January 1, 2020, Glendale Community College may close on April 24, known as "Armenian Genocide Remembrance Day", if the district's governing board agrees to close the college for that purpose.

Please contact Natalie Wagner, Interim Director of Fiscal Standards and Accountability at nwagner@cccco.edu or Rafael Artiga, Associate Governmental Program Analyst at rartiga@cccco.edu for holiday or academic calendar configuration questions.

Chancellor's Office, College Finance and Facilities Planning Division
1102 Q Street, Sacramento, California 95811 | Sixth Floor | 916.445.8752
www.CaliforniaCommunityColleges.cccco.edu

LEGALLY MANDATED ACADEMIC HOLIDAYS

Education Code section 79020 requires community colleges to be closed on the following holidays:

- New Year's Day (January 1)
- Dr. Martin Luther King, Jr. Day (third Monday in January)
- Lincoln Day (February 12)
- Washington Day (third Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Veterans Day (November 11)
- Thanksgiving Day (date proclaimed by US President)
- Christmas Day (December 25)

Generally, if any of these dates falls on a Saturday or Sunday, the holiday is observed on the preceding Friday or Monday, respectively. However, Education Code section 79020 provides specific allowances for observance flexibility which is reflected in the following schedules for Veterans Day and Lincoln Day depending on the day of the week on which these holidays fall.

Fiscal Year 2020-21

Date of Observance	Day of the Week	Holiday
July 3, 2020	Friday	Independence Day (Observance)
September 7, 2020	Monday	Labor Day
November 9, 11, 13, 2020	Monday, Wednesday, Friday	Veterans Day
November 26, 2020	Thursday	Thanksgiving Day
December 25, 2020	Friday	Christmas
January 1, 2021	Friday	New Year's Day
January 18, 2021	Monday	Dr. Martin Luther King, Jr. Day
February 12, 2021	Friday	Lincoln Day
February 15, 2021	Monday	Washington Day
May 31, 2021	Monday	Memorial Day

Fiscal Year 2021-22

Date of Observance	Day of the Week	Holiday
July 5, 2021	Monday	Independence Day (Observance)
September 6, 2021	Monday	Labor Day
November 11, 12, 2021	Thursday, Friday	Veterans Day
November 25, 2021	Thursday	Thanksgiving Day
December 24, 2021	Friday	Christmas (Observance)
December 31, 2021	Friday	New Year's Day (Observance)
January 17, 2022	Monday	Dr. Martin Luther King, Jr. Day
February 11, 18, 2022	Friday, Friday	Lincoln Day (Observance)
February 21, 2022	Monday	Washington Day
May 30, 2022	Monday	Memorial Day

Fiscal Year 2022-23

Date of Observance	Day of the Week	Holiday
July 4, 2022	Monday	Independence Day (Observance)
September 5, 2022	Monday	Labor Day
November 11,2022	Friday	Veterans Day
November 24, 2022	Thursday	Thanksgiving Day
December 26, 2022	Monday	Christmas (Observance)
January 2, 2023	Monday	New Year's Day (Observance)
January 16, 2023	Monday	Dr. Martin Luther King, Jr. Day
February 10, 13, 14, 17, 2023	Friday, Monday, Tuesday, Friday	Lincoln Day
February 20, 2023	Monday	Washington Day
May 29, 2023	Monday	Memorial Day

Fiscal Year 2023-24

Date of Observance	Day of the Week	Holiday
July 4, 2023	Tuesday	Independence Day

September 4, 2023	Monday	Labor Day
November 10, 2023	Friday	Veterans Day
November 23, 2023	Thursday	Thanksgiving Day
December 25, 2023	Monday	Christmas
January 1, 2024	Monday	New Year's Day
January 15, 2024	Monday	Dr. Martin Luther King, Jr. Day
February 12, 2024	Monday	Lincoln Day
February 19, 2024	Monday	Washington Day
May 27, 2024	Monday	Memorial Day

Fiscal Year 2024-25

Date of Observance	**Day of the Week**	**Holiday**
July 4, 2024	Thursday	Independence Day
September 2, 2024	Monday	Labor Day
November 11, 2024	Monday	Veterans Day
November 28, 2024	Thursday	Thanksgiving Day
December 25, 2024	Wednesday	Christmas
January 1, 2025	Wednesday	New Year's Day
January 20, 2025	Monday	Dr. Martin Luther King, Jr. Day
February 7, 10, 12, 14, 2025	Friday, Monday, Wednesday, Friday	Lincoln Day
February 17, 2025	Monday	Washington Day
May 26, 2025	Monday	Memorial Day

Class Syllabus: Requirements and Information

The syllabus you create for your class serves multiple purposes for your students: an introduction to you, an invitation to your class, and a guide as to what they can expect. It acts as a roadmap to the learning your students will experience, and it reflects your tone and style as an instructor. Clarity is critical.

While the syllabus is not a legally binding document -- the few courts that considered the issue (all of which are outside of California) have concluded that a syllabus does not constitute a binding contract with students – a syllabus might be used as evidence in a grievance, grade change request, or any type of disciplinary or evaluation process.

This checklist offers items you may consider in designing the style, tone, and components of your syllabus. *Required items are identified in italics*; others are offered as suggestions.

Instructors are encouraged to consult with the department chair and/or course lead instructor to determine if other discipline or course-specific elements should be included.

About the Class

- *Course prefix and number (example: CHEM 101)*
- Section number
- *Semester and year*
- Course name
- Meeting days, times, and locations
- *Any onsite meetings, if this is a hybrid class*

About the Instructor

- *Name*
- *Contact information (at minimum, email address and/or phone number)*
- Office hours
- Response time to email or voicemail messages

About Attendance

- Policy on late arrivals or early exits
- Definition of excessive absences (as the instructor, you are responsible for establishing attendance standards appropriate to your discipline and pedagogy, and communicating them to your students*)

About Dropping

- Policy on dropping students from your class (it is the student's responsibility to drop or withdraw, unless you state you will do so upon certain conditions, such as excessive absences*)

NOTE: It is strongly encouraged to clear your roster by dropping students who have stopped attending class regularly by the 75% withdrawal date.

About Coursework and Grading

- Grading/evaluation structure
- Policy on late homework, exams, papers, labs, etc.
- Policy on make-up work or exams
- Policy on submitting work (via email, Canvas, TurnItIn.com, etc.)
- Policy on plagiarism/cheating**
- Academic integrity
- Participation (if it is included in grading)
- Circumstances for Incomplete grade

About Your Expectations

- Student Rights and Responsibilities
- Classroom behavior
- Civility and respect
- Inform students about the unit requirements and study hours outside of the classroom

About the Course Content

- Prerequisites
- Advisories
- Course description (from Course Outline of Record)
- *Student Learning Outcomes (from Course Outline of Record)*
- *Program Learning Outcomes (as applicable)*
- *Institutional Core Competencies* (see "Important Links" below)
- *Required materials: (materials fees, textbook (full-title), edition(s) and/or copyright year(s), and other course materials)* (ISBN # is suggested, not required)
- *Field trips or alternative assignments*
- Assignments
- Calendar
- Tips for success in this course

Additional requirements for online or hybrid courses ***

- *Policy describing the frequency and timeliness of instructor-initiated contact*
- *Policy describing how, where, when instructor provides feedback*
- *Description of how, where, when course documents are made available to students*
- *Support services available to online students.*

About Support Services

- SAS statement (see recommended language below)
- Academic support services
- Student support services

Important dates

- 75% withdrawal deadline
- Final exam date and time

Recommended Language for Your Syllabus

Disability Accommodations

If you have a disability or medical condition impacting learning and have not yet been authorized to receive academic accommodations, you're encouraged to contact the Student Accessibility Services (SAS) office (formerly known as Disabled Students Programs and Services or DSPS). The SAS office can be reached at (760) 795-6658 or sas@miracosta.edu. The SAS office will help you determine what accommodations are available for you. If you're requesting my assistance utilizing any authorized accommodations, please contact me as soon as possible.

Accessibility Statement

I have made every attempt to ensure this course is accessible for all students. If you encounter any accessibility-related difficulties with required or optional course materials, please contact me as soon as possible so that we can investigate the matter further and provide equally effective alternatives, if needed.

Incomplete Grade

Students seeking a grade of Incomplete must consult with me no later than the week prior to finals (you may wish to specify a date within this week). A grade of Incomplete will only be considered for unforeseeable, emergency and justifiable reasons at the end of the term, and only upon agreement of conditions for completing coursework.

Pass/No Pass Grading Option (for graded classes)

You have the option to choose Pass/No Pass grading for this class. If you choose this option, you must submit a Petition for Pass/No Pass to Admissions & Records by (specify date). The petition form is available online, or from Admissions & Records. Students planning to transfer should consult with a counselor before opting for Pass/No Pass to ensure this option is accepted by their intended transfer institutions. Check the MiraCosta College catalog or schedule for more detailed information.

Academic and Career Pathways

Academic and Career Pathways (ACPs) are collections of majors with related courses that fit within a career area. ACPs help guide you toward fulfilling careers through academic programs and integrated experiences and support services. You can narrow down your choice of major and begin developing an educational plan that leads to degree or certificate completion or transfer. You will also join a community of diverse individuals working toward similar academic and career goals. For more information, please visit the ACP Website.

Library Resources

The MiraCosta College faculty librarians assist students with their research questions, whether academic or personal. Students may obtain assistance from librarians either one-on-one at the reference desk, through class orientations, group workshops, individual appointments, or online. I strongly encourage you to take advantage of library resources. More information regarding the library may be found at their webpage: https://library.miracosta.edu/home

Internet Access and Harassment

This class is conducted in a computer classroom, where computers are connected to the Internet at all times, and have the ability to connect to a variety of peripheral devices. MiraCosta College supports academic freedom, and consequently, there are no filters or other controls placed upon access to electronic content, either on the Internet or otherwise. While every effort is made to keep students on task while in this class, it is impossible to

monitor every computer at all times. If you should find yourself subjected to offensive content, either sexual or otherwise, you should inform me of this situation at the first opportunity.

College Support Services

The Tutoring and Academic Support Center (TASC), Math Learning Center, Nordson STEM Learning Center and Writing Center (WC) assist students by providing individual and group tutoring, drop-in appointments, learning communities, self-help materials, and student success workshops. Services are free and available to all students during day and evening hours at all MiraCosta College campuses. I recommend you take advantage of these academic support services. Additional student support services are also available including academic counseling, veterans' services, Financial Aid, Scholarships, and Career Center.

LGBTQIA+ Resources

MiraCosta College is committed to providing a strong, supportive and inclusive environment where difference is valued, respected, encouraged, and honored. To this end, MiraCosta provides various services and resources to support LGBTQIA+ students and employees including educational trainings, scholarships for LGBTQIA+ students and their active allies, and the Out@MiraCosta online directory. Visit MiraCosta College LGBTQIA+ Equity to learn more about LGBTQIA+ equity efforts, to view contact information for LGBTQIA+ student services specialists or to speak with someone about an incident of bias.

Mental Health Counseling Resources

As a student in these challenging times, there may be times when personal stressors interfere with your academic performance and/or negatively impact your daily life. Please know that MiraCosta College Health Services offers personal counseling sessions and groups.

For a session, call 760-795-6675 or visit the Health Services website. There is no additional fee for these sessions for credit students, and the content of the sessions is confidential. In a crisis situation, or after hours, call Campus Police at 760-795-6640, local police at 911, or The Up2SD Crisis Line at 1-888-724-7240, or text the word "COURAGE" to the crisis text line at 741741.

UPRISE Program (Undocumented Student Rise in Solidarity and Empowerment)

Option 1:
I am an unapologetic and unafraid Ally Educator to undocumented students and their families. I will not inquire about your status, and it is entirely at your discretion to disclose information if you feel comfortable doing so. You can always contact me if you have questions or concerns about your status or would like guidance toward resources to ensure your success while at Mira Costa College.
Did you know we have a program dedicated to Undocumented and Mixed Status Students? UPRISE (Undocumented Student Rise in Solidarity and Empowerment) provides legal consultations, mental health counseling, academic and career counseling, entrepreneurship trainings, peer network events, and more. Students and their loved ones can contact UPRISE for more information: Please visit the UPRISE website for more information.

Option 2:
MiraCosta College affirms that we accept, support, and stand with all undocumented and mixed status students, staff, faculty, community members, loved ones, and their families. The district remains dedicated to their personal and educational success. MiraCosta College is deeply committed to supporting a campus climate and environment that is welcoming and safe for our undocumented and mixed status students, staff, faculty, community members, loved ones, and their families.
Did you know we have a program dedicated to Undocumented and Mixed Status Students? UPRISE (Undocumented Student Rise in Solidarity and Empowerment) provides legal consultations, mental health counseling, academic and career counseling, entrepreneurship trainings, peer network events, and more. Students and their loved ones can contact UPRISE for more information: Please visit the UPRISE website for more information.

Student Performance Objectives and Student Learning Outcomes

The Student Performance Objectives describe the subject matter or content of the course. Student Learning Outcomes (SLOs) are related but distinct; they describe expectations for the skills and abilities students will attain with successful course completion. To put it another way, SLOs describe what students will be able to do with the knowledge they've obtained by completing the course.

Course Repetition*

The maximum number of enrollments for regular courses is THREE. All grades, including withdrawals (W), are included in the count.

References

*MCC AP 5075; Title 5, §§55024, 58004, 58161
** MCC AP 5500, AP 5520
***MCC AP 4105; Title 5, §55200 et seq.

Important Links

Healthy Return to Campus

MCC AP 4105 Distance Education

MCC AP 5075 Course Adds and Drops

MCC AP 5520 Student Conduct Procedures

MCC AP 5500 Standards of Student Conduct

About The STEM Learning Center: https://www.miracosta.edu/student-services/stem/index.html

Academic Counseling: https://www.miracosta.edu/student-services/counseling/index.html

Academic Proctoring Center: https://www.miracosta.edu/student-services/testing-services/academic-proctoring-center/index.html

Career Counseling: https://www.miracosta.edu/student-services/career-center/student-resources/index.html

Health Services: https://www.miracosta.edu/student-services/health-services/index.html

LGBTQIA+ Resources: www.miracosta.edu/lgbt

Math Learning Center: https://www.miracosta.edu/student-services/math-learning-center/index.html

MiraCosta College Core Competencies: http://miracosta.edu/governance/oac/slo.html

MiraCosta College Library: http://library.miracosta.edu/homepage

Student Accessibility Services (SAS): https://www.miracosta.edu/student-services/sas/index.html

Student Learning Outcomes: https://www.miracosta.edu/governance/oac/slo.html

Student Resources: https://www.miracosta.edu/student-services/index.html

Tutoring & Academic Support Center: https://www.miracosta.edu/student-services/tutoring-and-support/index.html

Veterans Services: https://www.miracosta.edu/student-services/veterans-services/index.html

Writing Center: https://www.miracosta.edu/student-services/writing-center/index.html

COLLEGE POLICIES & PROCEDURES ASSESSMENT

Use steps 1–5 to evaluate policies & procedures.

1

STAKEHOLDERS

Who is this for?

- Students?
- Employees?
- Community?

2

PURPOSE

What is this doing or what is this supposed to be doing?

3

EQUITABLE IMPACT

- Consider groups who have been negatively impacted by this.
- Consider the barriers that exist from this.
- Consider outcomes and other data.
  MiraCosta Dashboards

4

REQUIREMENT

Does some governing body (ACCJC, CCCCO, MiraCosta CCD, USDOE), Title 5, or government code require the college to have this?

5

RECOMMENDATION

1. Keep?
   a. Can it be more accessible?
   b. Should it live elsewhere?
2. Change?
   a. Repeat steps 1–5.

MiraCosta College

Additional Resources:

Governance Manual

Board Policy 2410—Board Policies/Administrative Procedures

Administrative Procedure 2410—Board Policies/Administrative Procedures

Adopted by MiraCosta College; original created by Sacramento City College (Los Rios District).

2023 - 2024 Academic Calendar

June 2023

S	M	T	W	Th	F	S	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	1
18	19	20	21	22	23	24	2
25	26	27	28	29	30		3

July 2023

S	M	T	W	Th	F	S	
						1	
2	3	4	5	6	7	8	4
9	10	11	12	13	14	15	5
16	17	18	19	20	21	22	6
23	24	25	26	27	28	29	7
30	31						

August 2023

S	M	T	W	Th	F	S	
		1	2	3	4	5	8
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

September 2023

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024

S	M	T	W	Th	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	1
28	29	30	31				2

February 2024

S	M	T	W	Th	F	S	
				1	2	3	
4	5	6	7	8	9	10	3
11	12	13	14	15	16	17	4
18	19	20	21	22	23	24	5
25	26	27	28	29			

currently no other options for Feb. 12, Lincoln Day

March 2024

S	M	T	W	Th	F	S	
					1	2	6
3	4	5	6	7	8	9	7
10	11	12	13	14	15	16	8
17	18	19	20	21	22	23	
24/31	25	26	27	28	29	30	9

April 2024

S	M	T	W	Th	F	S	
	1	2	3	4	5	6	10
7	8	9	10	11	12	13	11
14	15	16	17	18	19	20	12
21	22	23	24	25	26	27	13
28	29	30					

May 2024

S	M	T	W	Th	F	S	
			1	2	3	4	14
5	6	7	8	9	10	11	15
12	13	14	15	16	17	18	16
19	20	21	22	23	24	25	17
26	27	28	29	30	31		

15 16+1 16+1 16+1 16+1 16

Only 15 Mondays, with no final exam. Must be Daily Attendance.

June 2024

S	M	T	W	Th	F
2	3	4	5	6	7
9	10	11	12	13	14
16	17	18	19	20	21
23	24	25	26	27	28
30					

July 2024

S	M	T	W	Th	F
	1	2	3	4	5
7	8	9	10	11	12
14	15	16	17	18	19
21	22	23	24	25	26
28	29	30	31		

August 2024

S	M	T	W	Th	F
				1	2
4	5	6	7	8	9
11	12	13	14	15	16
18	19	20	21	22	23
25	26	27	28	29	30

Important Dates

S U M M E R
June 19 Juneteenth
June 12 Start of Summer 8-week Intersession
June 12 Start of Summer 6-week Intersession
August 5 End of Summer Intersession
F A L L
Aug XX All-College Day
Aug XXClasses Begin
Sept X Last Day to Add Classes
Sept X No "W" Deadline*
Sept X First Census
Sept XX Pass/No Pass Deadline**
Nov XX 75% Withdrawal Deadline***
Dec XX-XX Final Exams
Dec XX End of Semester
Dec XX-Jan X Campus Closed
S P R I N G
Jan 22 Classes Begin
Feb 2 Last Day to Add Classes
Feb 2 No "W" Deadline*
Feb 5 First Census
Feb 26 30% Pass/No Pass Deadline**
Mar 18-23 Spring Break
Apr XX 75% Withdrawal Deadline***
May 21-25 Final Exams
May 25 Commencement
*Last day to withdraw from classes without a "W"
**Last day for exercising pass/no pass option
***Last day for exercising option to withdraw without an evaluative grade (A, B, C, D, F, Pass, No Pass)

June 19 Ju June 20 Ju June 20 Juneteenth
July 4 Independence Day
Sept 4 Labor Day
Nov 10 Veterans Day
Nov 23 Thanksgiving Day
Nov 24 Day after Thanksgiving (Local Holiday)
Dec 25 Christmas
Dec XX-XX Winter Closure
Jan 1 New Year's Day
Jan 15 Martin Luther King, Jr. Day
Feb 12 Lincoln Day
Feb 19 Washington Day
Mar XX Fri of Spring Break (Local Holiday)
May 27 Memorial Day

2023 - 2024 Academic Calendar

June 2023

S	M	T	W	Th	F	S	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	*1*
18	19	20	21	22	23	24	*2*
25	26	27	28	29	30		*3*

July 2023

S	M	T	W	Th	F	S	
						1	
2	3	4	5	6	7	8	*4*
9	10	11	12	13	14	15	*5*
16	17	18	19	20	21	22	*6*
23	24	25	26	27	28	29	*7*
30	31						

August 2023

S	M	T	W	Th	F	S	
		1	2	3	4	5	*8*
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	*1*
27	28	29	30	31			

September 2023

S	M	T	W	Th	F	S	
					1	2	*2*
3	4	5	6	7	8	9	*3*
10	11	12	13	14	15	16	*4*
17	18	19	20	21	22	23	*5*
24	25	26	27	28	29	30	*6*

October 2023

S	M	T	W	Th	F	S	
1	2	3	4	5	6	7	*7*
8	9	10	11	12	13	14	*8*
15	16	17	18	19	20	21	*9*
22	23	24	25	26	27	28	*10*
29	30	31					

November 2023

S	M	T	W	Th	F	S	
			1	2	3	4	*11*
5	6	7	8	9	10	11	*12*
12	13	14	15	16	17	18	*13*
19	20	21	22	23	24	25	*14*
26	27	28	29	30			

December 2023

S	M	T	W	Th	F	S	
					1	2	*15*
3	4	5	6	7	8	9	*16*
10	11	12	13	14	15	16	*17*
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							
	15+1	**16+1**	**16+1**	**15+1**	**15**		

January 2024

S	M	T	W	Th	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	*1*
28	29	30	31				

February 2024

S	M	T	W	Th	F	S	
				1	2	3	*2*
4	5	6	7	8	9	10	*3*
11	12	13	14	15	16	17	*4*
18	19	20	21	22	23	24	*5*
25	26	27	28	29			

currently no other options for Feb. 12, Lincoln Day

March 2024

S	M	T	W	Th	F	S	
					1	2	*6*
3	4	5	6	7	8	9	*7*
10	11	12	13	14	15	16	*8*
17	18	19	20	21	22	23	
24/31	25	26	27	28	29	30	*9*

April 2024

S	M	T	W	Th	F	S	
	1	2	3	4	5	6	*10*
7	8	9	10	11	12	13	*11*
14	15	16	17	18	19	20	*12*
21	22	23	24	25	26	27	*13*
28	29	30					

May 2024

S	M	T	W	Th	F	S	
			1	2	3	4	*14*
5	6	7	8	9	10	11	*15*
12	13	14	15	16	17	18	*16*
19	20	21	22	23	24	25	*17*
26	27	28	29	30	31		
	15	**16+1**	**16+1**	**16+1**	**16+1**		

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S	M	T	W	Th	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	*1*
16	17	18	19	20	21	22	*2*
23	24	25	26	27	28	29	*3*
30							

July 2024

S	M	T	W	Th	F	S	
	1	2	3	4	5	6	*4*
7	8	9	10	11	12	13	*5*
14	15	16	17	18	19	20	*6*
21	22	23	24	25	26	27	*7*
28	29	30	31				

August 2024

S	M	T	W	Th	F	S	
				1	2	3	*8*
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

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Jan 15 Martin Luther King, Jr. Day
Feb 12 Lincoln Day
Feb 19 Washington Day
Mar XX Fri of Spring Break (Local Holiday)
May 27 Memorial Day

The superintendent/president shall establish procedures defining enrollment limitations and priorities, as well as the process for challenging an enrollment limitation. These procedures shall comply with Title 5 regulations.

See Administrative Procedure 5052, Student Open Enrollment, and Administrative Procedure 5055, Student Enrollment Limitations and Priorities.

Adoption History: 4/20/10, 6/19/12
References: Title 5, §§51006, 58106, 58108
CCLC Update: #5, 8/03
Steering: AAC / AS

The vice president, Instructional Services, shall be responsible for securing district copyright protection. Any royalties or revenue from said copyrights are to be for the benefit of the district. The district may use, sell, give, or exchange published materials and may license materials prepared by the district in connection with its curricular and special services. The vice president, Instructional Services, shall safeguard the district's rights to use, sell, give, exchange, or license such copyrighted materials.

Effective Date:	9/10/20
References:	Education Code §§72207, 81459 17 U.S. Code §201
CCLC Update:	---
Steering:	AAC / AS

The superintendent/president is directed to develop appropriate administrative procedures to implement the provisions of the Education Code that authorize the securing of copyright protection for works, including but not limited to registering copyrights and policing infringements, on behalf of the district. The procedures developed by the superintendent/ president shall assure that the district may use, sell, give, or exchange published materials and may license materials prepared by the district in connection with its curricular and special services.

In the development of these procedures, the superintendent/president shall solicit the input of the proper representatives of the college community in accordance with the district's policies regarding shared local decision-making.

See Administrative Procedure 3710.

Adoption History:	7/15/15
References:	Education Code §§72207, 81459 17 U.S. Code §201
CCLC Update:	#8, 2/05
Steering:	AAC / AS

ADMINISTRATIVE PROCEDURE 4240: Academic Renewal

Academic renewal procedures permit a maximum of thirty (30) units of previously recorded substandard coursework to be disregarded in the computation of a student's grade point average if it is not reflective of a student's demonstrated ability.

The units proposed for exclusion must have been taken at MiraCosta College at least one year prior to the petition, and the student must have completed a minimum of fifteen units with a GPA of 2.0 or better (on a 4.0 scale) subsequent to the completion of the units the student is petitioning to exclude. No units may be excluded for coursework that has previously been used to fulfill degree, certificate, or transfer certification requirements.

Students must meet with a counselor prior to submitting their petition for academic renewal to the office of Admissions and Records. Students should also consult with the Financial Aid Office to determine the potential impact of academic renewal on aid eligibility.

The excluded units remain on the record annotated as academic renewal. No excluded units can be reinstated. The permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history. These procedures shall not conflict with the district's obligation to retain and destroy records or with the instructor's ability to determine a student's final grade.

Effective Date:	5/19/09, 6/16/15, 8/16/18, 4/18/19
Periodic Review:	~~8/5/16~~ 3/11/22
References:	Title 5, §55046
CCLC Update:	#11, 8/06; #14, 2/08; #15, 9/08; #16, 4/09
Steering:	AAC / AS

The superintendent/president shall establish procedures that establish standards of scholarship consistent with the provisions of title 5 sections 51002, 55020 et seq., 550301 et seq., 55040 et seq., 550750, et seq, and board policy.

These procedures shall address: grading practices, academic record symbols, grade point average, credit for prior learning, academic and progress probation, academic and progress dismissal, academic renewal, course repetition, limits on remedial coursework, and grade changes.

The procedures shall be described in the MiraCosta College catalog.

Adoption History:	5/5/09, 8/17/16, 11/19/20
Reference Update:	4/16, 4/18
References:	Education Code §70902(b)(3) Title 5, §§51002, 55020 et seq., 55031 et seq., 55040 and 55050 et seq
CCLC Update:	#28, 4/16; #32, 4/18
Steering:	AAC/CPC / AS

Credit for prior learning (CPL) is college credit awarded for validated college-level skills and knowledge gained outside of a college classroom. CPL may be earned for eligible courses approved by the district for students who satisfactorily pass an authorized assessment. An authorized assessment is a process that faculty undertake with a student to ensure the student demonstrates sufficient mastery of the course outcomes as set forth in the course outline of record. "Sufficient mastery" means having attained a level of knowledge, skill, and information equivalent to that demonstrated generally by students who receive the minimum passing grade in the course.

Students who are veterans or active duty members of the armed forces, who hold industry-recognized credentials, or who request credit for a course based on their prior learning will be referred to the college's appropriate authority for assessment upon completion of their educational plan.

Units earned for CPL cannot be counted for federal financial aid payment purposes but may be counted for pace of progression and maximum unit calculations.

Determination of Eligibility for Credit for Prior Learning

Credit may be awarded for prior experience or prior learning only for individually identified courses with subject matter similar to that of the student's prior learning and only for a course listed in the MiraCosta College Catalog.

Award of credit will be made to general education or program requirements when possible and to electives for students who do not require additional general education or program credits to meet their goals. Units for which credit is given shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree.

Approved Methods for Awarding Credit for Prior Learning

Students may demonstrate proficiency in a course eligible for CPL and receive college credit through the approved alternative methods for awarding credit listed below:

- Achievement of a satisfactory score on any of the following standardized examinations: Advanced Placement (AP), International Baccalaureate (IB), and College Level Examination Program (CLEP).
- Evaluation of Joint Services Transcripts (JST).
- Satisfactory completion of an institutional examination, known as credit by examination, administered by discipline faculty.

Effective Date: 5/19/09, 1/8/16, 12/3/20
References: Title 5, §55050
CCLC Update: #14, 2/08, #36, 4/20
Steering: AAC / AS

- Evaluation of industry-recognized credential documentation.
- Evaluation of a student portfolio or other assessment approved or conducted by proper authorities of the college.

AP, IB, CLEP, JST, and credit by exam can be used by MiraCosta College to certify specific CSU and/or UC general education requirements.

A. Credit for Standardized Examinations

1. Advanced Placement (AP) Examination Program: MiraCosta College grants credit to high school students who attain scores of 3, 4, or 5 on AP exams administered by the College Entrance Examination Board. The Advanced Placement Guide published in the MiraCosta College Catalog identifies how specific AP exams can be used as credit for prior learning. (See Administrative Procedure 4236: Advanced Placement Credit.)

2. International Baccalaureate (IB) Examination Program: MiraCosta College grants credit toward the associate degree for most high level IB exams passed with a minimum score of 5. However, individual departments may also determine course equivalency. The International Baccalaureate Guide published in the MiraCosta College Catalog identifies how specific exams can be used as credit for prior learning. To receive credit, official IB transcripts must be on file in the Admissions and Records Office.

3. College Level Examination Program (CLEP): MiraCosta College grants credit for successful completion of certain CLEP general examinations and subject examinations with a minimum score of 50. The CLEP Guide published in the MiraCosta College Catalog identifies how specific exams can be used as credit for prior learning. To receive credit, official CLEP transcripts must be on file in the Admissions and Records Office.

B. Credit for U.S. Military Service/Training

MiraCosta College grants experience credit of three elective units for submission of any DD214, 295, or other military transcript. Additionally, active duty military personnel and U.S. military veterans may satisfy the Self-Development general education (GE) requirement from MiraCosta College's GE pattern (Plan A) or the California State University GE-Breadth pattern (Plan B) through submission of a military transcript.

Military service school training will be evaluated and awarded associate degree credit in accordance with the recommendations contained in the American Council on Education (ACE) Guide to the Evaluation of Educational Experiences in the Armed Forces. In most circumstances, the units awarded will be elective credit. Students may also receive credit for USAFI/Dantes subject standardized tests and USAFI courses by submitting an official transcript to the Admissions and Records Office. Students should submit a verified copy of their DD214/military transcript to the Admissions and Records Office for evaluation.

C. Credit by Examination

Credit by examination is a process whereby discipline faculty administer a locally developed exam to determine whether a student can demonstrate sufficient mastery of the learning outcomes of that course. The determination to offer credit by examination rests solely on the discretion of the discipline faculty. A separate examination shall be conducted for each course for which credit is to be granted.

Credit by exam will be offered only under the following conditions:

1. A departmental or program credit by institutional examination policy is on file with Student Services.

2. An instructor who has been designated by departmental statement as eligible to give credit by institutional examination in the course agrees that such credit by institutional examination is appropriate. The instructor is responsible for selecting an appropriate exam.

3. The student must be currently enrolled at the college and in good standing (see Administrative Procedure 4250: Probation, Disqualification, and Readmission).

4. An examination may be taken only one time for a specific subject and will not be given in a subject previously completed unsatisfactorily (D, F, or NP).

5. The deadline for returning a completed Credit for Prior Learning Assessment petition to the Admissions and Records Office is Friday of the sixth week of classes during a regular semester or the third week of classes during summer intersession.

6. Students have until the 75% deadline to withdraw their intent to take the exam; after that, they must take the exam or they will automatically be issued a grade of “F.”

7. Credit by institutional examination will generally not be offered for a course the student is currently enrolled in or for a course that is a prerequisite to a more advanced course in the same subject for which the student has already received college credit.

8. A maximum of 15 units will be granted as credit by institutional examination at MiraCosta College. Note: This number does not include CLEP or other similar standardized tests.

9. Credit by institutional examination will be recorded on the student’s permanent record only if department and institutional policy has been followed.

10. Charges will be assessed for credit by institutional examination. The fee will not exceed the enrollment fee associated with enrollment in the course for which the student seeks credit by examination. Credit by

institutional exam is covered by the Board of Governors Fee Waiver Program, if eligible.

11. Credits acquired by examination are not applicable to meeting of such unit-load requirements as Selective Service deferment, Veterans, or Social Security benefits.

D. Credit Using Industry-Recognized Credentials

The determination to offer CPL using industry-recognized credential documentation rests solely on the discretion of the discipline faculty. Students shall receive credit if the discipline faculty who normally teach the course for which credit is to be granted determine the industry certification adequately measures mastery of the course outcomes as set forth in the course outline of record.

Students who wish to demonstrate proficiency in a course eligible for CPL using industry certification and receive college credit must file a Credit for Prior Learning Assessment petition to the Admissions and Records Office by the Friday of the sixth week of classes during a regular semester or the third week of classes during summer intersession.

E. Credit Using Other Assessments

The determination to offer CPL using other types of assessment rests solely on the discretion of the discipline faculty. The nature and content of other types of assessment, such as student portfolios or skills demonstrations, shall be determined by faculty in the discipline who normally teach the course for which credit is to be granted. Students shall receive credit if the faculty determine that the assessment adequately measures sufficient mastery of the course outcomes as set forth in the course outline of record.

Students who wish to demonstrate proficiency in a course eligible for CPL and receive college credit using a faculty-approved assessment method must file a Credit for Prior Learning Assessment petition to the Admissions and Records Office by the Friday of the sixth week of classes during a regular semester or the third week of classes during summer intersession.

Prior Learning Assessment Grading Policy

A. Grading shall be according to the regular grading system in accordance with AP 4230: Grading and Academic Record Symbols.

B. Students shall be offered a “Pass/No Pass” option, in accordance with AP 4232: Pass/No Pass, if that option is ordinarily available for the course.

C. Students shall be given the opportunity to accept, decline, or appeal decisions related to the award of credit, and in cases of credit by exam, pursuant to AP 4230: Grading and Academic Record Symbols and AP 4231: Grade Changes.

Transcription of Credit for Prior Learning

The student's academic record shall be clearly annotated to reflect that credit was earned by an assessment of prior learning. Credit earned through an advanced placement exam will be specifically notated as such.

Enrollment in specific courses or programs may be limited as follows:

A. Students may enroll in no more than 18 credit units per semester and no more than 8 credit units per summer session. Concurrently enrolled high school students may enroll in no more than 11 credit units per semester and no more than 8 credit units per summer session as defined in Administrative Procedure 5011, Admission and Concurrent Enrollment of High School and Other Young Students. Students who have extenuating circumstances and who need to enroll in more than the allowed limit must meet with a counselor to discuss their options.

B. Enrollment may be limited to students meeting properly validated prerequisites and corequisites as outlined in Administrative Procedure 4260.

C. Enrollment may also be limited due to the following legal or practical considerations:

1. Health-and-safety considerations

2. Facility limitations

3. Faculty workload

4. Availability of qualified instructors

5. Funding limitations

6. Regional planning constraints

7. Legal requirements imposed by statutes, regulations, or contracts.

D. The college may establish audition or try-out as a limitation on enrollment for intercollegiate competition and public performance courses, or may establish a limitation on enrollment in honors courses, allocating available seats to those students judged most qualified. The specific criteria of the limitation shall be both well-defined and as measurably objective as possible.

E. The college may limit enrollment to a cohort of students enrolled in two or more courses together provided a majority of all sections of each course do not have

Effective Date: 4/20/10, 5/14/12, 9/9/14, 6/10/16, 4/4/19
References: Title 5, §§51006, 58106, 58108
Education Code §66025.8, §66025.9
CCLC Update: #30, 4/17; #25, 11/14; #24, 4/14; #21, 9/12; #20, 3/12; #32, 4/18
Steering: AAC / AS

such restrictions. However, the college may limit enrollment in a course section to any group of students, with approval of the vice president of instructional services, if the college does not claim that course section for state apportionment.

F. With respect to students on probation or subject to dismissal, the college may limit enrollment to a total number of units or to selected courses for students who have appealed and been granted permission to set aside their dismissal as determined by the dean of counseling and student development.

G. Enrollment in upper division courses is limited to students who are enrolled in the baccalaureate degree program.

See Administrative Procedure 5052, Student Open Enrollment, for the enrollment-limitation challenge process.

Enrollment Priority System

Students will have the following registration priority in the order of priority listed below. Priority may not apply for enrollment in programs requiring a separate application process, such as nursing and the baccalaureate degree program.

Group A Students who have completed all the steps for matriculation and are eligible as any of the following:

1. Member or former member of the armed forces of the United States and a resident of California (as determined by Admissions and Records) for any academic term within four years of leaving active duty or while receiving G.I. Bill benefits. Veterans who have been discharged within the last 15 years and have not taken advantage of priority enrollment for more than four years may request priority enrollment through the Admissions and Records Office.

2. Foster youth or former foster youth (up to and including the age of 24).

3. Disabled student as defined by statute and upon the recommendation of Disabled Students Programs and Services (DSPS).

4. Disadvantaged student as defined by statute and upon the recommendation of Extended Opportunity Programs and Services (EOPS).

5. CALWorks student.

To receive and maintain priority enrollment, new and continuing Group A students must maintain good academic standing with at least a 2.0 grade-point average, develop a student education plan, complete at least 50 percent of enrolled units, and not have exceeded 90-degree applicable units.

Group B Students new to the college or returning after two semesters who have completed the steps for matriculation. To receive and maintain priority enrollment, new and continuing Group B students must maintain good academic standing with at least a 2.0 grade-point average, complete at least 50 percent of enrolled units, and not have exceeded 90 degree applicable units.

Group C Continuing students who have not matriculated and new and returning students, including those in Group A and Group B who have not matriculated or students who have previously earned a Bachelor's Degree.

Group D Any student who has been on probation for at least two consecutive semesters, including students on academic probation (GPA based) or progress probation (based on percentage of courses completed with an evaluative grade).

Group E Students who have completed more than 90 units with a grade of A–F, P, or NP. Courses considered "basic skills" will not be counted toward the completion of units in this category, but they will be counted in Group B and Group C.

Group F Concurrently enrolled high school students.

Loss of Enrollment Priority

Student Services will notify students who are placed on academic or progress probation, or who have earned 75 percent or more of the unit limit, of the potential for loss of enrollment priority. The student will be notified that a second consecutive term on academic or progress probation will result in the loss of priority registration until the student is no longer on probation or that enrollment priority will be lost when the student reaches the unit limit.

Appeal of Loss of Enrollment Priority

Students may appeal the loss of enrollment priority when the loss is due to extenuating circumstances or when a student with a disability applied for but did not receive a reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the student's control.

Students who have demonstrated significant academic improvement may also appeal the loss of priority-enrollment status. Significant academic improvement is defined as achieving no less than the minimum grade-point average and progress standard established in Administrative Procedure 4250, Probation, Disqualification, and Readmission.

The dean of counseling and student development or their designee will determine the appeal in their sole discretion.

Enrollment in specific courses or programs may be limited as follows:

A. Students may enroll in no more than 18 credit units per semester and no more than 8 credit units per summer session. Concurrently enrolled high school students may enroll in no more than 11 credit units per semester and no more than 8 credit units per summer session as defined in Administrative Procedure 5011, Admission and Concurrent Enrollment of High School and Other Young Students. Students who have extenuating circumstances and who need to enroll in more than the allowed limit must meet with a counselor to discuss their options.

B. Enrollment may be limited to students meeting properly validated prerequisites and corequisites as outlined in Administrative Procedure 4260.

C. Enrollment may also be limited due to the following legal or practical considerations:

1. Health-and-safety considerations

2. Facility limitations

3. Faculty workload

4. Availability of qualified instructors

5. Funding limitations

6. Regional planning constraints

7. Legal requirements imposed by statutes, regulations, or contracts.

D. The college may establish audition or try-out as a limitation on enrollment for intercollegiate competition and public performance courses, or may establish a limitation on enrollment in honors courses, allocating available seats to those students judged most qualified. The specific criteria of the limitation shall be both well-defined and as measurably objective as possible.

E. The college may limit enrollment to a cohort of students enrolled in two or more courses together provided a majority of all sections of each course do not have

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Steering: AAC / AS

such restrictions. However, the college may limit enrollment in a course section to any group of students, with approval of the vice president of instructional services, if the college does not claim that course section for state apportionment.

F. With respect to students on probation or subject to dismissal, the college may limit enrollment to a total number of units or to selected courses for students who have appealed and been granted permission to set aside their dismissal as determined by the dean of counseling and student development.

G. Enrollment in upper division courses is limited to students who are enrolled in the baccalaureate degree program.

See Administrative Procedure 5052, Student Open Enrollment, for the enrollment-limitation challenge process.

Enrollment Priority System

Students will have the following registration priority in the order of priority listed below. Priority may not apply for enrollment in programs ~~requiring~~ having a separate application and/or enrollment process, such as nursing and the baccalaureate degree program.

Group A Students who have completed all the steps for matriculation and are eligible as any of the following:

1. Member or former member of the armed forces of the United States and a resident of California (as determined by Admissions and Records) for any academic term within four years of leaving active duty or while receiving G.I. Bill benefits. Veterans who have been discharged within the last 15 years and have not taken advantage of priority enrollment for more than four years may request priority enrollment through the Admissions and Records Office.

2. Foster youth or former foster youth (up to and including the age of 24).

3. Disabled student as defined by statute and upon the recommendation of Disabled Students Programs and Services (DSPS).

4. Disadvantaged student as defined by statute and upon the recommendation of Extended Opportunity Programs and Services (EOPS).

5. CALWorks student.

To receive and maintain priority enrollment, new and continuing Group A students must maintain good academic standing with at least a 2.0 grade-point average, develop a student education plan, complete at least 50 percent of enrolled units, and not have exceeded ~~90~~100-degree applicable units.

Group B Students new to the college or returning after two semesters who have completed the steps for matriculation, student athletes, and students enrolled in the baccalaureate program. To receive and maintain priority enrollment, new and continuing Group B students must maintain good academic standing with at least a 2.0 grade-point average, complete at least 50 percent of enrolled units, and not have exceeded ~~90~~ 100 degree applicable units.

Group C Continuing students who have not matriculated and new and returning students, including those in Group A and Group B who have not matriculated.

Group D Any student who has been on probation for at least two consecutive semesters, including students on academic probation (GPA based) or progress probation (based on percentage of courses completed with an evaluative grade).

Group E Students who have completed more than ~~90~~ 100 units with a grade of A–F, P, or NP. Courses considered "basic skills" will not be counted toward the completion of units in this category, but they will be counted in Group B and Group C.

Group F Concurrently enrolled high school students.

Loss of Enrollment Priority

Student Services will notify students who are placed on academic or progress probation, or who have earned 75 percent or more of the unit limit, of the potential for loss of enrollment priority. The student will be notified that a second consecutive term on academic or progress probation will result in the loss of priority registration until the student is no longer on probation or that enrollment priority will be lost when the student reaches the unit limit.

Appeal of Loss of Enrollment Priority

Students may appeal to reinstate enrollment priority for the following reasons:

- The student is enrolled in a high unit major.
- ~~Students may appeal the loss of enrollment priority when the~~The loss of priority is due to extenuating circumstances or ~~when~~ a student with a disability applied for but did not receive a reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the student's control.

- The ~~Studen~~student ~~ts who have~~ has demonstrated significant academic improvement ~~may also appeal the loss of priority enrollment status~~. Significant academic improvement is defined as achieving no less than the minimum grade-point average and progress standard established in Administrative Procedure 4250, Probation, Disqualification, and Readmission.

The dean of counseling and student development or his/her designee will determine the appeal in his/her sole discretion.

Overview

This procedure is designed to provide uniform standards to ensure due process when a student requests a grade change for a class taken at MiraCosta College.

By law, the instructor is solely responsible for the grades assigned; no instructor may be directed to change a grade except in certain narrow circumstances authorized by the California Education Code §76224(a): "When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final."

Neither a student request for a grade change nor its outcome shall be used as part of an instructor's evaluation, so long as the instructor is not found to have violated any college policies or procedures. The instructor who first awarded the grade has the right to representation of their choice at all stages of the process.

When challenging a grade assigned by an instructor, the burden of proof is on the student to provide evidence of mistake, fraud, bad faith, or incompetence.

The removal or change of an incorrect grade from a student's record shall be done pursuant to California Education Code §76232 or by an alternative method that ensures each student shall be afforded an objective and reasonable review of the requested grade change. Whenever a grade is changed for any reason, corrected transcripts will be sent to any educational institution to which a student has submitted official transcripts that included the original grade.

Definition of Terms

A. Mistake—An unintentional error such as a clerical error or an error made by the instructor in calculating a student's grade

B. Fraud—A deliberate misrepresentation of the truth in order to secure unfair or unlawful gain

C. Bad faith—An intentional or malicious act that infringes on the rights of someone else

D. Incompetence—A lack of ability, qualification, fitness, or performance

Effective Date: 5/19/09, 4/16/12, 6/16/15, 11/29/18
References: Education Code §§76224, 76232
Title 5, §55025, §55024
CCLC Update: #32, 4/18
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E. Evaluative symbols—A, B, C, D, F, P, NP or SP

F. Nonevaluative symbols—I, NR, W, MW or EW

Requesting a Change from an Evaluative Symbol to Another Evaluative Symbol

A. Students requesting a grade change from one evaluative symbol to another should first attempt to discuss the request informally with the instructor—in person or by email—within 60 instructional days (excluding weekends and holidays) of the date when official grades are posted. If contact with the instructor is not possible because the instructor is not available, the student has filed a discrimination complaint, or the district determines there may have been gross misconduct by the original instructor, then the student should make initial contact with the appropriate department chair—in person or by email—within 60 instructional days (excluding weekends and holidays) of the date when official grades are posted to discuss the grade-change request.

B. If the student's grade-change request is not resolved satisfactorily by contacting the instructor, the student should contact the appropriate department chair—in person or by email—within 10 instructional days (excluding weekends and holidays) after the student's discussion with the instructor. The department chair or their designee will investigate and address the student's request by email or letter within 10 instructional days.

C. If the student wishes to appeal the finding of the department chair or their designee, the student must make a request by email or by letter to the Academic Senate president within 10 instructional days (excluding weekends and holidays) of receipt of the department chair's or their designee's written notification.

    1. Wherever possible, the instructor who first awarded the grade will be apprised of all evidence and given every opportunity to rebut the evidence or to submit a voluntary change of grade prior to the Academic Senate president's final decision.

    2. In the case of fraud, bad faith, or incompetence, the final determination concerning removal or change of grade will be made by the Academic Senate president in consultation with the superintendent/president. In all cases, the instructor who first awarded the grade will be given written notice of the change.

D. The Academic Senate president will notify the student of a final decision within 30 instructional days (excluding weekends and holidays) of receiving the appeal. If the Academic Senate president is directly involved in the grade-change request, then another full-time Academic Senate member will be chosen by lot to address and respond to the appeal in writing.

E. The written notification of the Academic Senate president's final decision will be copied to the superintendent/president in cases where no grade change is recommended.

F. Students and instructors wishing to change a grade after 60 instructional days (excluding weekends and holidays) of the date when official grades are posted must submit their request in writing to the Committee on Exceptions. Such requests must be made within three years of the date when the grade was posted. The Committee on Exceptions will consult with the instructor of record, review deadlines, and examine extenuating circumstances. Approved changes will be submitted to the Admissions and Records Office through a grade change form approved by the instructor and chair of the Committee on Exceptions.

Requesting a Change from an Evaluative Symbol to a Nonevaluative Symbol

A student who requests a grade change from an evaluative symbol to a "W" (Withdrawal), an 'EW' (Excused Withdrawal) or "NR" (No Record) must submit their request in writing to the Committee on Exceptions. Such requests must be made within three years of the date when the grade was posted. The Committee on Exceptions will consult with the instructor of record, review deadlines, and examine extenuating circumstances. Approved changes will be submitted to the Admissions and Records Office through a grade change form approved by the instructor and chair of the Committee on Exceptions.

A student who requests a change from any grade to a Military Withdrawal (MW) must submit proof of orders compelling a withdrawal of courses to the Director of Admissions and Records. (See Administrative Procedure 5075.)

Requesting a Change from a Nonevaluative Symbol to an Evaluative Symbol

Changes of "I" (Incomplete) to an evaluative grade are based on criteria identified by the instructor in the "Petition for Incomplete Grade" signed by both the instructor and the student when the "I" was issued. The agreed upon criteria must be satisfied no later than one semester following the end of the term in which the "I" was assigned. The student, with the instructor's concurrence that extenuating circumstances prevented the student from satisfying the criteria within the time limit, may request an extension of the time limit by petitioning the Committee on Exceptions.

Security of Grade Records

A. The district shall implement security measures for student records that assure no person may obtain access to student grade records without proper authorization. These measures shall be installed as part of any computerized grade data storage system.

B. The measures implemented by the district shall include, but not necessarily be limited to, password protection for all student grade databases, locking mechanisms for computer stations from which student grade databases can be viewed, and strict limits on the number of persons who are authorized to process grade changes.

C. Persons authorized to process grade changes shall be designated by the director of Admissions and Records. No more than five district employees may be authorized to process changes to student grades. Only regular employees of the district may be authorized to process grade changes. Student workers shall have access to grade records only while under the direct supervision of a regular

college employee; they may handle student records only for filing, scanning, and retrieval purposes; and they may not change, alter, or process grades at any time. Student workers are required to sign a confidentiality and records security agreement upon employment with the district.

D. Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the director of Admissions and Records immediately. The director of Admissions and Records shall immediately take steps to lock the grade storage system entirely while an investigation is conducted.

E. If any student's grade record is found to have been changed without proper authorization, the district will notify all of the following:

1. The student

2. The instructor who originally awarded the grade

3. Any educational institution to which the student has transferred and/or submitted official transcripts

4. The accreditation agency

5. Appropriate local law enforcement authorities.

F. Any student or employee who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be subject to discipline in accordance with district policies and procedures.

G. Any person who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be reported to the appropriate law enforcement agency having jurisdiction over the college where the incident occurred.

Also see Board Policy 3310, Records Retention and Destruction, and Board Policy/ Administrative Procedure 5040, Student Records.

The superintendent/president 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:

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

B. Procedures for students to challenge the correctness of a grade.

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

D. Limitations on access to grade records and grade storage systems.

E. 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.

F. 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 Board Policy 3310, Records Retention and Destruction; Administrative Procedure 4231, Grade Changes; Board Policy/Administrative Procedure 5040, Student Records.

Adoption History: 5/19/09
Periodic Review: 6/16/15
References: Education Code §§76224, 76232
Title 5, §55025
CCLC Update: #14, 2/08
Steering: AAC / AS

ADMINISTRATIVE PROCEDURE 4220: Standards of Scholarship

Matters identified by title 5 as standards of scholarship are grading practices, credit-noncredit options, credit for prior learning, standards for probation and dismissal, remedial course work, academic record symbols, grade changes, course repetition, academic renewal, probation and dismissal, and alternative methods of awarding credit. Authority and responsibility is delegated to the vice president, Instructional Services, and the Academic Senate as described in the policies and procedures on participation in local decision making (see Board Policy and Administrative Procedure 2510, Local Decision Making).

Effective Date:	5/5/09, 10/1/20
Periodic Review:	5/12/15, 8/5/16
References:	Education Code §70902 70902 subdivisions (b)(3) & (d); Title 5 Section 51002
CCLC Update:	--
Steering:	AAC/CPC / AS

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

See Administrative Procedure 4240.

Adoption History:	5/19/09
Periodic Review:	~~6/16/15~~ 3/11/22
References:	Title 5, §55046
CCLC Update:	#14, 2/08
Steering:	AAC / AS

Experiential education, also known as internship, field experience, work-based learning, and cooperative work-experience education or co-op, is designed to allow MiraCosta College students to gain workplace experience and develop skills under the instruction of a faculty member and the supervision of an employer.

Experiential education offers business, industry, and organizations the talents and energy of students who contribute to workforce development and strengthen the link between the educational and business communities.

Units for internship studies and cooperative work experience courses are calculated as follows:

A. Each 75 hours of paid work equals one semester credit.
B. Each 60 hours of non-paid work equals one semester credit.

A plan is developed and submitted to the MiraCosta College District Board of Trustees, which includes:

A. A statement that the district has officially adopted the plan, subject to approval by the board.

B. The systemic design of a program whereby students gain realistic learning experiences through work.

C. A specific description of the respective responsibilities of the college, the student, the employer, and other cooperating agencies in the operation of the program.

D. The maintenance of records, including the type and units of work experience in which the student is enrolled, where employed, job held, basis for determining student qualifications, statement of student hours worked, evaluation of performance, and that a work permit was issued, if applicable.

Effective Date: 1/19/10, 10/4/18
Periodic Review: 5/8/12, 6/16/15
References: Title 5, §§55250 et seq.
CCLC Update: #32, 4/18
Steering: AAC / AS

E. A description of how the district will:

1. Provide guidance services for students during enrollment in experiential education courses.

2. Assign a sufficient number of qualified academic personnel to direct the program.

3. Implement and follow processes that assure students' on-the-job learning experiences are documented with written measurable learning objectives, students are required to meet certain criteria and are evaluated, and the basis for awarding grades and credit is described.

4. Assure that supervising faculty maintain records that show consultation with the employer and the student, evaluation of the student's achievement, and the final grade.

5. Provide adequate clerical and instructional services.

The plan is developed, reviewed annually, and revised by the director of Career Studies and Services and is submitted to the board of trustees for approval. The district plan includes this administrative procedure, as well as information on the maintenance of records, type and units of experiential education, and evaluation of student performance.

Academic and Progress Dismissal

A. At the end of each semester, a student who is on "academic probation" after two consecutively enrolled semesters shall be subject to dismissal if the student earned a cumulative grade-point average of less than 2.0 in all units attempted at MiraCosta College. A student who is subject to dismissal shall not be dismissed as long as the student earns at least a 2.0 grade point average in their most recent semester.(Summer intersession is not considered a consecutive term or semester).

B. A student who has been placed on "progress probation" shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of "W'-withdrawal, 'I'-incomplete, "NC"-no credit, or "NP"-no pass are recorded in at least two consecutive semesters reaches or exceeds fifty (50) percent. (Summer intersession is not considered a consecutive term or semester).

C. For the purpose of dismissal, semesters shall be considered consecutive on the basis of the student's enrollment after the deadline to drop without a "W", so long as the break in the student's enrollment does not exceed one, full primary term. Dismissal is posted on the student's permanent record.

Notification of Dismissal

A. The Admissions and Records Office shall make every reasonable effort to notify a student of academic and progress dismissal in a timely manner.

B. Upon notification of dismissal, the student shall be directed to sit out for one regular semester and consult with a counselor to determine whether the reasons that led to the dismissal have been sufficiently corrected to enable improved performance. Information on support services and appeal procedures will be included in the notification.

Fall Dismissals: Special circumstances exist for dismissals after the fall semester due to the fact that students enroll prior to fall grades becoming available.

A. A student who is enrolled in the subsequent spring semester will be permitted to continue on probation without submitting an appeal. Dismissal status will be reevaluated at the end of the spring semester.
B. A student who is not enrolled in the subsequent spring semester has the right to appeal by submitting a petition to the Committee on Exceptions. Students who have not enrolled in the spring will be dismissed unless their petition is approved.

Effective Date: 6/2/09, 8/13/13, 6/17/14, 8/12/14, 10/4/18
References: Title 5, §§55033, 55034
CCLC Update: #14, 2/08; #23, 10/13
Steering: AAC / AS

Spring Dismissals

A. A student who is enrolled in the subsequent summer intersession will be permitted to continue on probation without submitting an appeal for the summer only.
B. A student who is enrolled in the subsequent fall semester has the right to appeal by submitting a petition on the Committee on Exceptions. Provided the petition is approved the student will be permitted to continue on probation for the fall semester otherwise the student will be removed from classes for the fall.

Reinstatement Following Dismissal

A student who has been dismissed for academic and/or progress reasons may be reinstated when the student (1) does not attend for one primary semester (fall/spring), and (2) consults with a counselor to determine whether the reasons that led to dismissal have been corrected sufficiently to enable improved performance.

Students who believe they should be reinstated after being notified of dismissal must immediately petition the Committee on Exceptions. It is the student's responsibility to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting the reasons.

The decision of the Committee on Exceptions will be communicated to the student in writing by the Dean of Counseling and Student Development. The student may appeal the decision of the Committee on Exceptions in writing to the Vice President of Student Services or designee within thirty days of the date of notification of the decision of the Committee on Exceptions. The decision of the vice president is final.

If the dismissal appeal is granted, the student will be continued on probation for an additional semester. At the end of the additional semester, the student's academic record will again be evaluated to determine whether the student may be removed from probation, should be dismissed, or should be continued on probation.

Disqualification of Veterans Affairs Educational Benefits

A. When a veteran student or benefit-receiving dependent is placed on academic or progress probation for a second consecutive semester (not including summer session), the student becomes ineligible to receive veterans benefits for any subsequent semesters until the student has earned academic "good standing" by earning a 2.0 GPA or above and falls below the fifty (50) percent threshold for total withdrawals (W), incompletes (I), no credit (NC), and no pass (NP), regardless of the number of units completed. After two consecutive semesters on probation, MiraCosta College's probation and dismissal policy may allow a veteran to enroll for another term, but the Department of Veterans Affairs will not allow certification for benefits. Students who are academically dismissed have possible options for reinstatement for enrollment purposes, but again, will not be eligible for benefits until the overall grade-point average for MiraCosta College courses meets or exceeds 2.0 GPA and the percentage of withdrawals, incompletes, no credits, or no-pass grades is less than fifty (50) percent for all MiraCosta College courses combined.

B. Students who are disqualified from receiving Veterans Affairs educational benefits may appeal the disqualification to the Veterans Education Benefits

Disqualification Committee and seek restoration of eligibility for benefits for any of the following reasons:

1. The immediately preceding semester MiraCosta College grade-point average has improved significantly.

2. Documented extenuating circumstances beyond the control of the student.

3. The combined grade-point average from MiraCosta College and other regionally accredited institutions of higher education, for coursework completed after disqualification, meets or exceeds district academic standards.