

**MiraCosta College**  
**Academic Affairs Subcommittee Regular Meeting**  
April 14, 2023  
9:00 – 11:00 am, OC4901



Link for remote viewing and public comment  
<https://miracosta-edu.zoom.us/j/81423032596>  
Meeting ID: 814 2303 2596

- I. **Call to Order**
- II. **Remote Member Attendance**  
*Description: AAC will consider remote participation of members under the provisions of AB2449, if any.*
- III. **Roll Call**
- IV. **Public Comment**
- V. **Changes/Additions to the Agenda**
- VI. **Minutes of the March 10, 2023 Regular Meeting: Review and Approval (attachment)**
- VII. **Reports**
  - a. **Hiring** (Hull - 20 min)
  - b. **Calendar**
  - c. **Textbook Affordability**
  - d. **SURF Updates** (Hull/SURF Refinement Taskforce – 5 min)
  - e. **Updating Syllabus Checklist** (5 min)
  - f. **Redesigning the Student Experience** (Askerneese - 5 min)
- VIII. **New Business**
  - a. **Academic Calendar 2024-25** (Workgroup - 20 minutes)  
*Description: Discuss proposed academic calendar for the 2024-25 term before returning to AAC for a vote to send to Senate (see attachment)*
  - b. **AP/BP4235: Credit for Prior Learning** (Rodriquez)  
*Description: Discuss proposed updates before returning to AAC for a vote to send to Senate (see attachments)*
  - c. **BP4250: Academic and Progress Notice, Separation and Readmission** (Rodriquez/Askerneese)  
*Description: Discuss proposed updates before returning to AAC for a vote to send to Senate (see attachment)*
  - d. **AP4250: Academic and Progress Notice** (Rodriquez/Askerneese)  
*Description: Discuss proposed updates before returning to AAC for a vote to send to Senate (see attachment)*

**e. AP4255: Academic and Progress Separation and Readmission (Rodriquez/Askerneese)**

Description: Discuss proposed updates before returning to AAC for a vote to send to Senate (see attachment)

**f. AP5075: Course Adds and Drops (Rodriquez)**

Description: Discuss proposed updates before returning to AAC for a vote to send to Senate (see attachment)

**IX. Old Business**

**a. AP5505: Academic Integrity Appeal Process and BP5505: Academic Integrity (Nick Mortaloni: Time Certain 10:30am)**

Description: Discussion and vote to send to Academic Senate for approval (see attachments)

**X. Information/Discussions**

**a. MCC Evaluation of Committee**

**XI. Future Agenda Items**

- a. AP 3750: Use of Copyrighted Material
- b. BP/AP 4040: Library and Other Instructional Support Services
- c. AP 4103: Experiential Education
- d. AP 4104: Contract Education
- e. BP/AP 4220: Standard of Scholarship
- f. BP/AP 4400: Fee-Based Community Services Programs

**XII. Adjournment**

**Next Meeting: May 12, 2023, 9:00 a.m.-11:00 a.m., Location: OC4901**

On September 13, 2022, California Governor Gavin Newsom signed California Assembly Bill 2449 (AB 2449) into law. This bill changes remote attendance rules under Ralph M. Brown Act's open meeting laws. With an effective date of January 1, 2023, AB 2449 imposes four periods of differing rules on remote access to, and member attendance of, local agency public meetings under the Ralph M. Brown Act (Brown Act). Further, a state of emergency is no longer in effect and so governing bodies will now meet in person with the possibility of approved remote attendance. The public may observe the meeting remotely or in person and offer public comment. A link for remote viewing or calling in is noted on the agenda. Therefore, Academic Senate and its subcommittee meetings will be held in person with a Zoom link available. If you wish to attend a meeting and you have another disability requiring special accommodation(s), please notify the Academic Senate Administrative Assistant at 760-795-6873. The California Relay Service (CRS) is available by dialing 711, or 800-735-2929 or 800-735-2922 for English or 800-855-3000 for Spanish.

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 and its subcommittees 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 Committees website at <https://www.miracosta.edu/governance/academic-senate/committees.html>. Such writings will also be available at the meetings. In addition, if you would like a copy of any record related to an item on the agenda, please contact Debby Adler, Administrative Assistant to the Academic Senate President, at 760.795.6873 or by email at [dadler@miracosta.edu](mailto:dadler@miracosta.edu).

Audio recordings of meetings may be available upon request. Please contact the MiraCosta College AS President's Office 760-757-2121 x6213 or email Debby Adler, Administrative Assistant to the Academic Senate at [dadler@miracosta.edu](mailto:dadler@miracosta.edu).

**MiraCosta College**  
**Academic Affairs Committee**  
**Meeting Minutes**

March 10, 2023  
9:00 a.m. – 11:00 a.m.  
OC 4901

- I. **Call to Order** – 9:05 a.m.
- II. **Remote Member Attendance:** Thong Nguyen,
- III. **Roll Call**  
**Members Present:** Shafin Ali, Daniel Ante-Contreras, Theresa Bolanos, Daria Davis, Stacey Hull (Chair), Joseph King, John Makevich, Ghada Osman, Kris Peck, Denee Pescarmona, Beth Powell, Kathy Rodriguez, Tracey Williams  
  
**Members Absent:** Adrean Askerneese, Julie Cord, Cheryl Harris, Rick White
- IV. **Public Comments** – None.
- V. **Changes/Additions to the Agenda** – None
- VI. **Approve Minutes of the regular meeting on February 10, 2023** – Rodriguez pointed out a correction to the minutes. Under Latin Honors: **MiraCosta will offer Latin Honors for Bachelor's degree, and Honors/Highest Honors for the Certificate of Achievement. Should Honors be mentioned at all for the Certificate of Achievement?** [Osman/Powell] MSP - Approve the February 10, 2023 minutes of the regular meeting with the highlighted changes/clarifications.
- VII. **Reports/Discussion**
  - a. **Hiring:** Hull reported that the hiring subcommittee met to discuss the process. Several ideas around transparency arose. Maybe meet twice – 1<sup>st</sup> read then meet with departments and bring back info to the hiring committee for second meeting.
  - b. **Calendar:** Partlow has put together a draft of the 2024-2025 calendar. We can expect the calendar to come back to our next (April) meeting.
  - c. **Textbook Affordability:** Pescarmona reported that MCC has solidified the ZTC money allocated in last year's budget. Sociology's AA Transfer is the first ZTC program. In spring MCC was given \$180K to complete the 1<sup>st</sup> Pathway. After October 23rd the Chancellor's office will open up competitive grants. We are also streamlining ZTC with our Bookstore.
  - d. **Surf Updates:** Willis met with students to discuss SURF updates. No recommendations so far.
  - e. **Updating the Syllabus Checklist:** Information about Academic Integrity was added. Will look at it again.
  - f. **Redesigning the Student Experience:** During Spring Break there is a California Guided Pathways Institute being held.
- VIII. **New Business**
  - a. **AP5505: Academic Integrity Appeal Process and BP5505: Academic Integrity** – Mortiloni was present to discuss how examples of dishonesty were amended in the BP. References of Title 5 were removed. There were concern around CHATGPT and how to include that in the examples of dishonesty. Syllabi must have explicit language in order to enforce.  
  
In the AP the name was changed by removing "Dishonesty" and using "Integrity." Ed Code references was removed. Changed "Days" to "Calendar Days"
  - b. **AP4232: Pass/No Pass** – Changes include: Title 5 changes; extended pass/no pass deadline; removal of the word "fails." [Ali/King] MSP – Approve the changes made to AP4232.
- IX. **Information/Discussion:** The AAC looked over the items under this committee's charge. We will look to edit what is on the website. No changes to the Composition. Hull will create a Google Doc and folks can leave their suggestions for any changes.
- X. **Adjourn:** 11:00

MiraCosta College

# 2024-2025 Academic Calendar

Summer Session 2024  
June 2024

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July 2024

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IMPORTANT DATES

SUMMER

June 10 Start of Summer 8-week Intersession  
June 10 Start of Summer 6-week Intersession  
August 3 End of Summer Intersession

FALL

Aug 16 All-College Day  
Aug 19 Classes Begin  
Sept 3 Last Day to Add Classes  
Sept 3 No "W" Deadline\*  
Sept 5 First Census  
Nov 18 75% Withdrawal Deadline\*\*  
Dec 10-14 Final Exams  
Dec 14 Pass/No Pass Deadline\*\*\*  
Dec 14 End of Semester  
Dec 25-Jan 1 Campus Closed

SPRING

Jan 21 Classes Begin  
Feb 3 Last Day to Add Classes  
Feb 3 No "W" Deadline\*  
Feb 5 First Census  
Mar 17-22 Spring Break  
Apr 24 75% Withdrawal Deadline\*\*  
May 20-23 Final Exams  
May 23 Pass/No Pass Deadline\*\*\*  
May 23 Commencement

\*Last day to withdraw from classes without a "W"

\*\*Last day for exercising option to withdraw without an evaluative grade (A, B, C, D, F, Pass, No Pass)

\*\*\*Last day for exercising pass/no pass option

June 19 Juneteenth (Legal Holiday)  
July 4 Independence Day (Legal Holiday)  
Sept 2 Labor Day (Legal Holiday)  
Nov 11 Veterans Day (Observance)  
Nov 28 Thanksgiving Day (Legal Holiday)  
Nov 29 Fall Break (Local Holiday)  
Dec 25 Christmas (Observance)  
Dec 25-31 Winter Closure  
Jan 1 New Year's Day (Observance)  
Jan 20 Martin Luther King, Jr. Day (Legal Holiday)  
Feb 14 Lincoln Day (Observance)  
Feb 17 Washington Day (Legal Holiday)  
Mar 21 Friday of Spring Break (Local Holiday)  
May 26 Memorial Day (Legal Holiday)

Fall Semester 2024  
August 2024

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September 2024

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December 2024

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Spring Semester 2025  
January 2025

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February 2025

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March 2025

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April 2025

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May 2025

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

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

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



Credit for prior learning may be earned for eligible courses approved by the district for students who satisfactorily pass an authorized assessment or examination. The superintendent/ president shall establish administrative procedures to implement this policy.

The district shall review the credit for prior learning policy every three years and report findings to the Chancellor's Office. The policy shall be posted on the college website and published in the [college](#)-catalog.

See Administrative Procedure 4235.

Steering:

AAC / 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~~s 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~~units 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.

Steering: AAC / AS

- Evaluation of industry-recognized credential documentation.
- Evaluation of a student portfolio or other assessment approved or conducted by [proper authorities/designees](#) 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/CPL](#). (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-CPL](#). 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/CPL](#). 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 will~~ 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 ~~the~~ departmental ~~statement as~~ eligible to give credit by ~~institutional examination~~ in the course ~~and~~ agrees that ~~such credit by institutional examination is~~ the credit 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~~ Academic and Progress Notice).
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~~ CPL Assessment petition to the Admissions and Records Office is ~~the thirty (30) percent deadline of a 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 ~~seventy-five (75) percent-75%~~ deadline to withdraw their intent to take the exam in writing to the Admissions and Records office; 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 ~~exam~~ institutional examination at MiraCosta College. Note: This ~~number~~ does not include ~~CLEP or other credit for standardized examinations~~ similar standardized tests.
9. Credit by ~~institutional examination~~ will ~~be recorded~~ reflect on the student's permanent record ~~only if department and institutional policy has been followed.~~

~~40. 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.~~

~~44-10.~~ Credits acquired by examination are not applicable to meeting ~~of such~~ unit-load requirements ~~as for purposes of financial aid.~~ Selective Service deferment, Veterans, Veterans benefits, 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 LearningCPL Assessment petition to the Admissions and Records Office by thirty (30) percent deadline of a 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 LearningCPL 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.

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### Probation Notice

A student shall be placed on academic probation notice if they have attempted a minimum of 12 semester units resulting in an evaluative grade and ~~has a~~ grade-point average of less than a "C" (2.0).

A student shall be placed on progress probation notice if a) they have attempted a total of at least 12 semester units, and b) if fifty (50) percent or more of these attempted units resulted in grades of "~~W~~"-withdrawal (W), "~~I~~"-incomplete (I), "~~NC~~"-no credit (NC), or "~~NP~~"-no pass (NP). A student ~~who is~~ placed on probation notice may submit an appeal to the Committee on Exceptions ~~in accordance with following~~ procedures ~~to be~~ established by the superintendent/president.

A student on academic probation notice shall be removed from probation notice when the student's accumulated grade-point average is 2.0 or higher. A student on progress probation notice shall be removed from probation notice when the percentage of units in the categories of "~~W~~"-withdrawal (W), "~~I~~"-incomplete (I), "~~NC~~"-no credit (NC), or "~~NP~~"-no pass (NP) drops below fifty (50) percent.

### Dismissal

A student ~~who is~~ on academic probation notice shall be ~~subject to dismissal~~ separated if the student's cumulative grade-point average in all units attempted remains below a 2.0 for a second consecutive semester.

A student ~~who is~~ on progress probation notice shall be subject to ~~dismissal~~ separation if the percentage of units attempted in which grades of "~~W~~"-withdrawal (W), "~~I~~"-incomplete (I), "~~NC~~"-no credit (NC), or "~~NP~~"-no pass (NP) remains at or above fifty (50) percent for a second consecutive semester.

A student ~~who is~~ subject to dismissal separation may ~~submit a written appeal~~ petition to the Committee on Exceptions in compliance with administrative procedures. Dismissal Separation may be ~~postponed~~ postponed, and the student continued on probation notice if the student shows evidence of extenuating circumstances or shows significant improvement in academic achievement.

CCLC Update: #26, 4/18  
Steering: AAC/AS

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## Readmission

A student who has been ~~dismissed~~separated may be reinstated when the student:

- A. Does not attend for one semester.
- B. Consults with a counselor to determine whether the reasons that led to ~~dismissal~~separation have been corrected sufficiently to enable improved performance.

Readmission may be granted, denied, or postponed according to criteria contained in administrative procedures.

The superintendent/president shall develop procedures for ~~the implementation of~~implementing this ~~this~~ policy ~~that complies~~ with the Title 5 requirements.

## Disqualification from Veterans Administration Educational Benefits

Veterans Administration regulations require that educational assistance benefits to veterans and other eligible persons be discontinued when the student ceases to make satisfactory progress toward ~~completion of~~completing ~~his or her~~their training objective.

See Administrative Procedures 4250 and 4255, ~~Disqualification and Dismissal~~.

ADMINISTRATIVE PROCEDURE  
~~ProbationNotice-Disqualification-and~~  
~~Readmission~~

4250: Academic and Progress

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This administrative procedure applies to college-credit students only.

- A. Academic ProbationNotice – A student shall be placed on academic ~~probationnotice~~ if they have attempted a minimum of twelve (12) semester units resulting in an evaluative grade and ~~has~~ a grade-point average of less than a ~~"C"~~ (2.0).
- B. Progress ProbationNotice – A student shall be placed on progress ~~probationnotice~~ if they have attempted a total of at least twelve (12) semester units and fifty (50) percent (50%) or more of ~~the~~ units attempted resulted in grades of ~~"W"~~ withdrawal (W), ~~"I"~~ incomplete (I), ~~"NC"~~ no credit (NC), or ~~"NP"~~ no pass (NP).
- C. Academic and Progress ProbationNotice are calculated for the spring and fall semesters ~~on the basis of~~ based on the student's enrollment after the deadline to drop without a "W". Summer grades are included in overall calculations for the spring and fall semesters. ProbationNotice is posted on the student's permanent record.
- D. The Admissions and Records Office shall make every reasonable effort to notify a student of academic and progress ~~probationnotice~~ in a timely manner. Upon notification of academic and progress probationnotice, the student shall be directed to see a counselor ~~prior to~~ before the next registration period to discuss ways in which the student can overcome ~~his/her~~ their academic deficiencies. Information on support services and appeal procedures will be included in the notification.
- E. A student who is placed on ~~probationnotice~~ may submit an appeal to the Committee on Exceptions.



**MiraCosta Community College District**

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Effective Date: 6/2/09, 8/13/13  
References: Title 5, §§55030, 55031, 55032, 55033, 55034  
CCLC Update: #13, 8/07; #20, 3/12  
Steering: AAC / AS

**Academic and Progress ~~Dismissal~~Separation**

- A. At the end of each semester, a student who is on "academic ~~notice~~probation" after two consecutively enrolled semesters shall be subject to ~~dismissal~~separation 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~~separation shall ~~not be dismissed~~remain active as long as ~~the student~~they earns at least a 2.0 grade-point average in their most recent semester. ~~(s)~~Summer intersession is not considered a consecutive term or semester).
- B. A student ~~who has been~~placed on "progress ~~probation~~notice" shall be subject to ~~dismissal~~separation if the percentage of units in which the student has been enrolled for which entries of ~~"W"~~withdrawal (W), ~~"I"~~incomplete (I), ~~"NC"~~no credit (NC), or ~~"NP"~~no pass (NP) 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~~separation, semesters shall be considered consecutive ~~on the basis of~~based on 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~~Separation is ~~posted-reflectd~~on the student's permanent record.

**Notification of ~~Dismissal~~Separation**

- A. The Admissions and Records Office shall make every reasonable effort to notify a student of academic and progress ~~dismissal~~separation in a timely manner.
- B. Upon notification of ~~dismissal~~separation, 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~~separation have been sufficiently corrected to enable improved performance. Information on support services and appeal procedures will be included in the notification.

**Fall ~~Dismissals~~Separations:** Special circumstances exist for ~~dismissals~~separations after the fall semester ~~due to the fact that~~because students enroll ~~prior to~~before fall grades ~~becoming available~~are posted.

- A. A student ~~who is~~enrolled in the subsequent spring semester will be permitted to continue on ~~probation~~notice without submitting an appeal. ~~Dismissal~~Separation 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~~separated unless their petition is

approved.

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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~~Separations

- A. A student ~~who is~~ enrolled in the subsequent summer intersession ~~will be~~can ~~permitted to~~ continue on probation notice 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~~petitioning onto the Committee on Exceptions. Provided the petition is approved, the student will be permitted to continue on probation notice for the fall semester; ~~otherwise the student will be removed from classes for the fall.~~

### Reinstatement Following ~~Dismissal~~Separation

A student who has been ~~dismissed~~separated 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~~separation ~~have been corrected sufficiently to~~are addressed to enable improved performance.

Students who believe they should be reinstated after being notified of ~~dismissal~~separation must immediately petition the Committee on Exceptions. The student must indicate on the petition a clear statement of the grounds on which continued enrollment should be granted. ~~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 (30) calendar 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~~separation appeal is granted, the student will be continued on probation notice 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 notice, should be ~~dismissed~~separated, or should ~~be continued~~continue on probation notice.

### Disqualification of Veterans Affairs Educational Benefits

- A. When a veteran student or benefit-receiving dependent is placed on academic or progress probation notice 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 grade-point average~~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 notice, MiraCosta College's academic and progress ~~probation notice~~ and ~~dismissal~~separation policy may allow a veteran to enroll for another term. ~~Still, the but the~~ Department of Veterans Affairs will not allow certification for benefits. Students who are academically ~~dismissed~~separated have possible options for reinstatement for enrollment purposes, but again, will not be eligible for benefits until the overall grade-point

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average for MiraCosta College courses meets or exceeds 2.0 [grade-point average, 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, [the students' 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.

### Adding Courses

~~Students may add classes through the registration period (second week or 10 percent deadline of class). Full-semester-length and 15-week classes may be added through the second week of the semester (or session);~~ however, students may enroll in open, unrestricted classes through SURF only until midnight prior to the start date of the class.

Once the start date of any class occurs, students may enroll in a class only with instructor permission using a permission code ~~or signed add card~~ obtained from the instructor. Permission codes ~~or signed add cards~~ may be used through the ~~second week or second week of class for full-term and 15-week courses and within 5 working days from the start date of any short-term 10 percent deadline of a class.~~

For classes that begin with fewer enrollments than the class capacity as published in SURF, instructors shall grant permission to enroll the number of students equal to the published class capacity by the end of the ~~first-class~~ first-class meeting. Any additional enrollments above the class capacity are at the discretion of the instructor.

### Late Adds

After the second week ~~or 10 percent deadline of instruction for full-term and 15-week classes or after the first 5 days of a short-term class,~~ only students with ~~unavoidable~~ extenuating circumstances may petition to add a class. ~~Unavoidable e~~Extenuating circumstances include administrative errors, institutional circumstances, and verified cases of accidents, illnesses, or other circumstances beyond the student's control.

The student must first seek recommendation from the instructor of the class. If they are willing to recommend late enrollment, the instructor must explain on the late-add petition how the student will make up instructor contact hours and outside-of-class work. The petition is then submitted to the appropriate instructional dean for review and approval. The approved petition must be submitted to the Admissions and Records Office within five business days of the instructor's signature date or the permission to enroll will be withdrawn.

If the instructor or instructional dean refuses to sign the petition, the student may neither enroll in the course nor appeal the decision.

### Withdrawals

Withdrawals or drops are authorized through the ~~last day of the fourteenth week of instruction or~~ 75 percent ~~deadline~~ of the ~~session term, whichever is less.~~ Students who withdraw or

CCLC Update: ~~\_\_\_\_\_~~ #20, 3/12; #32, 4/18

Steering: ~~\_\_\_\_\_~~ AAC / AS

drop classes during the first two weeks or 10 percent of the session term for primary-length courses or ten percent of the course for short-term courses will receive no notation on their academic record.

Instructors shall clear their rolls of inactive students no later than the end of the last business day before the census day for all students. "Inactive students" include the following:

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Effective Date: 4/6/10, 2/14/14, 5/6/16, 7/19/18

References: Title 5, §§55024, 58004, 58161, 58509

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- Students identified as no-shows
- Students who officially withdraw
- Students who have been dropped from the course. A student shall be dropped if no longer participating in the course, except if there are extenuating circumstances.
  - "No longer participating" includes, but is not limited to, excessive unexcused absences but must relate to nonattendance. In an online environment, nonparticipation in course activities will be interpreted as nonattendance (see Administrative Procedure 4105).
  - "Extenuating circumstances" are -cases of accidents, illnesses, or other circumstances beyond the control of the student~~verified cases of accidents, illness, or other circumstances beyond the student's control.~~

Instructors must define course attendance policies and what constitutes excessive absences in their syllabus. ~~For example, instructors may define excessive absences to be more than 12 percent of a course's instructional time.~~

Instructors may continue to drop students through the 75 percent point of the course. To drop students, instructors shall use the instructor-drop roster via SURF. Instructors must indicate a last day of attendance for students designated as financial-aid or veterans-benefit recipients. In order to document the last day of attendance, instructors should maintain records of student attendance.

### **Military Withdrawals**

~~Military withdrawal occurs when a student who is a m~~Members of an active or reserve ~~United States~~ military service in the United States who receives orders compelling a withdrawal from a course or courses will be permitted to withdrawal at any time during the session. Upon verification of such orders by the Director of Admissions and Records, a withdrawal symbol ("MW") may be assigned at any time after the second week or 10% deadline of a session period established by the board of trustees during which no notation is made for withdrawals.

Military withdrawals shall not be counted in progress ~~probation-notice~~, in ~~dismissal~~ ~~progress seperation~~ calculations, or in calculating the permitted number of withdrawals. In no case will a military withdrawal result in a student being assigned a failing grade. Upon approval, the student will also receive a refund of the entire enrollment.

### **Excused Withdrawal (EW)**

Excused withdrawal occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting his or her ability to complete a course(s) and may include a job transfer outside the geographical region, an illness in the family where the student is the primary caregiver, when the student who is incarcerated in a California state prison or county jail is released from custody or involuntarily transferred before the end of the term, when the student is the subject of an immigration action, or other extenuating circumstances making course completion impracticable. In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer. A student who is requesting a grade of EW shall submit a petition to the Committee on Exceptions along with supporting documentation. Upon verification of conditions consistent with the issuance of an EW grade the symbol may be assigned after the first two weeks or 10 percent of a session at any time after the period established during which no notation is made for withdrawals.

An excused withdrawal shall be assigned if a determination is made that the student withdrew from a course due to unlawful discrimination or retaliation.

An excused withdrawal shall be assigned if a student withdraws from a course due an extraordinary condition under section 58509.

Excused withdrawal shall not be counted in progress ~~probation-notice~~ and ~~progress separation~~ ~~dismissal~~ calculations.

Excused withdrawal shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.

### **Permitted Number of Enrollments**

"Course enrollment" occurs when a student receives an evaluative (A, B, C, D, F, P/CR, NP/NC) or nonevaluative (I, IP, RD, W, MW) symbol for a course. Enrollments include any combination of withdrawals and repetition. A grade of EW will not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.

A student may enroll in a non-repeatable course up to three times under certain circumstances (see Administrative Procedure 4225). ~~For example, a student who enrolls and withdraws from the same course three times will not be permitted to enroll a fourth time. Likewise, a student who withdraws from a course once and receives a substandard grade (D, F, NP/NC) upon the second enrollment will be allowed to repeat the course for a third enrollment to alleviate the substandard grade; however, if the student withdraws from the course or receives a substandard grade upon the third enrollment, he/she will not be allowed to enroll in the course a fourth time.~~



Certain activity, performance, and skill courses are designated as repeatable and may be repeated up to three times for a total of four enrollments as provided for in Administrative Procedure 4225. This limitation applies even if a student receives a “W” during one or more enrollments in such a course.

Students may petition to the Committee on Exceptions for one additional enrollment beyond the authorized number of enrollments for non-repeatable or repeatable courses under the provisions specified in Administrative Procedure 4225.

#### **Intervention in Cases of Multiple Withdrawals**

Students who have withdrawn from a course twice will be contacted by [the Student Services Admissions and Records office](#), advised about limits on enrollment, and encouraged to see a counselor to discuss options.

MiraCosta College highly values academic integrity. At the core, this means producing an honest representation of one's own work. MiraCosta College also promotes the approach that education is best accomplished as a cooperative, collaborative enterprise in which students are encouraged to work with and learn from each other. The line between academic integrity and collaborative education is not always easy to define and may vary from one discipline to the next and from one instructor to the next. Many aspects of cheating and plagiarism are universally recognized, while others are subject to debate.

This policy provides general guidelines that outline common definitions of academic dishonesty and affirms the right of instructors to employ more detailed academic integrity policies according to their preferences and practices when teaching their respective courses. Faculty are strongly encouraged to outline their policies on their course syllabus. Students are encouraged to review each course syllabus to understand the academic integrity policies of the faculty and course.

Examples of academic dishonesty include, but are not limited to, the following:

- A. Cheating: Copying another person's work or using unauthorized aids, including but not limited to technology such as cell phones or watches, during an examination, quiz, or assignment.
- B. Plagiarizing: Copying someone else's work or ideas, including but not limited to the use of unauthorized electronic aids, and misrepresenting them as one's own.
- C. Falsification: Making up fictitious information and presenting it as factual or altering records for the purpose of misrepresentation.
- D. Facilitation: Helping another student to cheat, plagiarize, or falsify information. This can include writing a paper for another student, referring a student to a website that offers services that fall under the aforementioned examples of academic dishonesty, sharing work where it may be searched and submitted by others, referring a student to those sources, or knowingly allowing a student to copy your one's own work.

There are two areas that address concerns about behavior that may be deemed a violation of academic integrity. These areas are: (1) faculty-initiated remedies and (2) referrals to the Office of Student Affairs to address alleged violations of Administrative Procedure 5500: Standards of Student Conduct.

- (1) Faculty-initiated remedies for violations of academic integrity may include a verbal warning, a lowered assignment grade, and/or submission of an academic integrity report to the Office of Student Affairs. Instructors may consult with the dean of Student Affairs or their designee to review appropriate remedies per state statutes and codes. Students have the right to appeal faculty-initiated remedies as outlined in Administrative Procedure 5505: Academic Dishonesty Integrity - Appeal Process.
- (2) Faculty are encouraged to submit reports of alleged violations of Administrative Procedure 5500: Standards of Student Conduct to the Office of Student Affairs. The Office of Student Affairs provides an educational experience for students when there are alleged violations of the Standards of Student Conduct to decrease the likelihood of recurrence. In particular, if the student has allegedly violated the Standards of Student Conduct before, the Office of Student Affairs may address alleged violations as outlined in Administrative Procedure 5520: Student Conduct Procedures.

See Administrative Procedure 5500: Standards of Student Conduct and Administrative Procedure 5520: Student Conduct Procedures for additional information.

MiraCosta College highly values academic integrity. As outlined in Board Policy 5505: Academic Integrity, students have the right to appeal a faculty-initiated academic ~~dishonesty-integrity~~ decision and/or remedy. This means that any student who is determined by a faculty member to have engaged in behavior that is deemed a violation of their academic integrity policy such as cheating, plagiarizing, falsification of information, or helping other students to cheat, etc., has the right to appeal a faculty member's decision and/or remedy (e.g., lowering of a grade as result of behavior deemed a violation of the faculty member's academic ~~honesty-integrity~~ policy). Please note that this ~~policy-procedure~~ is specific to faculty-initiated decisions and/or remedies in response to claims of academic ~~dishonesty-integrity concerns~~. All appeal requests that involve decisions and/or resolutions determined by the Office of Student Affairs must follow the processes and conditions as outlined in Administrative Procedure 5520: Student Conduct Procedures.

The process to appeal a faculty decision (and/or remedy) is as follows:

- A. Within ten (10) calendar days, the student may appeal the faculty member's action by submitting a written appeal request to the department chairperson via email. The written request should include a description of the alleged behavior in question, the faculty member's decision and/or remedy, detail what the student is specifically appealing (decision and/or remedy), and any information the student deems relevant ~~that they would like to include~~. The department chairperson must respond to the student in writing via email within ten (10) calendar days of when the appeal was submitted with their decision. The chairperson's decision may be to uphold the faculty member's decision and/or remedy, to overturn the faculty member's decision and/or to modify the faculty member's decision and/or remedy.
- B. If the student wishes to appeal the department chairperson's decision, ~~they-the~~ student may make a final written appeal via email to the Vice President, Instructional Services, within ten (10) calendar days of receiving the chairperson's decision. The vice president's decision is final and will be delivered to the student within ten (10) calendar days via email.
- C. A successful appeal of a faculty member's determination that a student has been academically dishonest does not automatically change the final grade in the course. To appeal the final grade in a course, the student must follow the procedures outlined in Administrative Procedure 4231 on grade changes.