

**MiraCosta College**  
**Academic Affairs Subcommittee Regular Meeting**  
May 12, 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 April 14th Regular Meeting: Review and Approval (attachment)**

**VII. Reports**

- a. Hiring** (Hull - 20 min)
- b. Calendar**
- c. Textbook Affordability** (Pescarmona)
- d. SURF Updates**
- e. Updating Syllabus Checklist** (15 min – see attachment)
- f. Redesigning the Student Experience** (Askerneese - 5 min)

**VIII. New Business**

- a. AP 4104: Contract Education** (Pescarmona)  
Description: Discuss proposed updates before vote to send to Senate (see attachment)
- b. BP 4220: Standards of Scholarship** (Pescarmona)  
Description: Discuss proposed updates before vote to send to Senate (see attachment)
- c. AP 4220: Standards of Scholarship** (Pescarmona)  
Description: Discuss proposed updates before vote to send to Senate (see attachment)
- d. BP 4400: Fee-Based Community Education Programs** (Makevich)  
Description: No proposed updates. Vote to send to Senate (see attachment)
- e. AP 4400: Fee-Based Community Education Programs** (Makevich)  
Description: No proposed updates. Vote to send to Senate (see attachment)
- f. AP 3750: Use of Copyrighted Material** (Ante-Contreras)  
Description: Discuss proposed updates before vote to send to Senate (see attachment)
- g. BP 4040: Library and Other Instructional Support Services** (Hull)  
Description: Discuss proposed updates before vote to send to Senate (see attachment)

**h. AP 4040: Library and Other Instructional Support Services (Hull)**

Description: Discuss proposed updates before vote to send to Senate (see attachment)

**IX. Old Business**

**a. Academic Calendar 2024-25 (Workgroup - 20 minutes)**

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

**b. AP/BP 4235: Credit for Prior Learning (Rodriquez)**

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

**c. BP 4250: Academic and Progress Notice, Separation and Readmission (Rodriquez/Askerneese)**

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

**d. AP 4250: Academic and Progress Notice (Rodriquez/Askerneese)**

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

**e. AP 4255: Academic and Progress Separation and Reinstatement (Rodriquez/Askerneese)**

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

**f. AP 5075: Course Adds and Drops (Rodriquez)**

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

**X. Adjournment**

*Next Meeting: Academic Year 2023-2024 TBD*

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**

April 14, 2023  
9:00 a.m. – 11:00 a.m.  
OC 4901

I. **Call to Order** – 9:03 a.m.

II. **Remote Member Attendance:** None

III. **Roll Call**

**Members Present:** Shafin Ali, Daniel Ante-Contreras, Adrean Askerneese, Theresa Bolanos, Julie Cord, Daria Davis, Cheryl Harris, Stacey Hull (Chair), Joseph King, Ghada Osman, Kris Peck, Deneé Pescarmona, Beth Powell, Kathy Rodriguez, Rick White, Tracey Williams

**Members Absent:** John Makevich, Thong Nguyen, Lydia Schmidtler

**Guests:** Justino Hernandez

IV. **Public Comments** – None.

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

VI. **Approve Minutes of the regular meeting on March 10, 2023 – [Ali/Bolanos] MSP approval of March 10, 2023 minutes.**

VII. **Reports/Discussion**

- a. **Hiring:** Hull reported that the hiring subcommittee met to discuss/adjust the hiring timeline for 2023. Program authors will now have until week 3 to enter their requests into Anthology. The taskforce will have 2 weeks to review the plans. The TF will come together at the end of week 5 to have an initial discussion. TF members will have the opportunity to formulate clarifying questions for program authors. The TF will meet a second time (end of week 6) after the AAC Chair has received feedback from the program authors. The timeframe will be tight at the end in order to get the rankings to Academic Senate.

Hiring announcements can go out earlier than past years. Retiring/resigning faculty must submit their notification to HR by a specific deadline (end of week 3) in order to request a replacement.

- b. **Calendar:** See New Business

- c. **Textbook Affordability:** Pescarmona reported that the Chancellors office changed their mind on the \$20K planning grant. However, we still have an additional \$180K to complete Sociology's AA Transfer as the first ZTC program. Pescarmona mentioned that there may be an opportunity for faculty to attend an OER institute in the summer.

- d. **Surf Updates:** Pescarmona mentioned Willis has met with students and ASG to come up with a large, comprehensive list of things that need refining within SURF. This summer the list will be ranked and work will begin.

- e. **Updating the Syllabus Checklist:** Hull received an email from Robert Kelley about resources for assistive tools. He included wording he provides to his students. Suggested adding his info to the checklist. Hull will send Kelley's email to the taskforce.

- f. **Redesigning the Student Experience:** Askerneese talked about Guided Pathways and said the focus this semester is the support and improvement of the structure of our institution. Everything we do is related to supporting our structure. Things the TF is focusing on is 'What's happening in the classroom' and 'Highly Effective Practices'.

VIII. **New Business**

- a. **Academic Calendar 2024-2025:** The development TF met twice since their last meeting. They looked at holidays, days of instruction, important dates, etc. No large changes in the 24-25 calendar. Curry is looking at substantial changes to the calendar like making it a compressed calendar, removing finals week, etc. The TF will meet with Curry again and go over past calendar practices. This will come back to our next AAC meeting for a vote.

- b. **AP/BP4235: Credit for Prior Learning:** Only one change to the BP – removing the word “college” from college catalog. The AP has small edits including keeping the wording consistent. This AP/BP will come back next month for a vote after more edits are done.
- c. **BP 4250: Academic and Progress Notice, Separation, and Readmission:** The title has changed to remove punitive words and language. This was also done throughout the entire document. Wording was made more consistent. No change in the actual policy.
- d. **AP4250: Academic and Progress Notice:** Similar changes in wording as in previous AP’s.
- e. **AP4255: Academic and Progress Separation and Readmission:** Updated the AP to match CCLC language. The title in the black header bar needs to be changed to *Reinstatement* rather than “Readmission.”
- f. **AP5075: Course Adds and Drops:** Rodriguez explained that many of the changes in this AP are trying to clarify the different add/drop dates surrounding our different class start dates and class length. Now across the board there will be a deadline of 10 percent of the class to add a class. Powell questioned the 10 percent deadline. She feels it doesn’t give enough time to evaluate the students’ capabilities.

Hull suggested bringing this topic back next month. She thinks that this AP did not get updated from last year.

#### IX. Old Business

- a. **BP5505: Academic Integrity Appeal Process and AP5505: Academic Integrity: [Osman/Peck] MSP – Approve BP & AP5505 with the noted changes.**  
Mortaloni pointed out the various changes made to this BP. He reminded everyone that the chances we are seeing are reflections of feedback he has received from previous meetings. In paragraph D Hull suggested modifying the last sentence to read in part, “.....student can *improve* their academic *standing*.” Removing the words “overcome” and “deficiencies.”

#### 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. Adjourn: 11:05

## Academic Affairs Subcommittee Hiring Taskforce

### Fall ~~2023-2022~~ Timeline for Full Time Faculty Hire Plan Prioritization

Ranking of all full-time faculty requests for both ~~growth 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 8, 2023 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 ~~c~~Chairs/~~p~~Plan ~~a~~Authors notify the Academic Affairs ~~SubC~~ommittee (AAC) Chair via email that their program is submitting a plan ~~form~~ to request a faculty position. **Retiring or resigning faculty must submit their notification to HR by this deadline in order for the hire plan author to describe the requested hire as a replacement.** Please note: all full-time faculty hire requests (growth and replacement) are reviewed and ranked using the same criteria as outlined in the AAC Hiring Prioritization Guide. Replacement requests are not guaranteed, a replacement position to be considered and ranked as such, rather than as a new faculty request.

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**Weeks 4-5 (~~September 11-22 September 12-23~~):** The AAC hiring taskforce members will individually review all hire plans 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. At the end of week 5, the AAC hiring taskforce will meet to discuss each plan, collect any questions that the taskforce has for plans reviewed, and determine an initial priority ranking.

**Week 6 (~~September 25-29 September 26-30~~):** The AAC chair will forward questions from the hiring taskforce to hire plan authors and relay answers to the taskforce. At the end of week 6, the AAC hiring taskforce will meet to continue hire plan discussions, determine a recommended priority ranking, and write a rationale for each position's ranking. 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.

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**Week 8 (~~October 13 October 14~~):** The Academic Affairs Committee votes on the prioritization of the hire plans-hiring requests.

**Week 9 (~~October 16 October 24~~):** The Academic Affairs ~~SubC~~ommittee Chair forwards the recommended prioritization to the Academic Senate for their first read.

**Week 11 (~~November 3 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.

## 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.

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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
- Important dates (Admissions web page) <https://www.miracosta.edu/student-services/admissions/important-dates.html>
- *Any onsite meetings if this is a hybrid class*

### About the Instructor

- *Name*
- *Contact information (at minimum, email address and/or phone number) Can/should we add that they should use their MiraCosta email address and not their personal email address?*
- 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<sup>1</sup>)

### 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<sup>1</sup>)

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

<sup>1</sup> MCC AP 5075; Title 5, §§55024, 58004, 58161

### 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<sup>2</sup>
- Academic integrity
- [Policy/expectations for the use of Artificial Intelligence](#)
- 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 [in this course](#)

### Additional requirements for online or hybrid courses <sup>3</sup>

- *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

- [Student Accessibility Services \(SAS\)](#) SAS-statement (see recommended language below [on page 3](#))
- Academic support services
- Student support services

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<sup>2</sup> MCC AP 5500, AP 5520

<sup>3</sup> MCC AP 4105; Title 5, §55200 et seq.

## Important Dates

- 75% withdrawal deadline
- Final exam date and time

## Recommended Language for Your Syllabus

### 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 webpage](https://www.miracosta.edu/academics/degree-and-certificate-programs/index.html) <https://www.miracosta.edu/academics/degree-and-certificate-programs/index.html>

### 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.

### Basic Needs

The benefits of including basic needs language in your course syllabi include:

- [It destigmatizes basic needs concerns to promote student self-advocacy.](#)
- [It promotes better relationships between faculty and students.](#)
- [More students become aware and utilize support services that are offered.](#)
- [Students experience greater success when they have access to more information on educational and personal resources.](#)

#### Option A

[It can be difficult to be present and maintain focus if you have challenges meeting basic needs such as a place to live, access to food, consistent transportation, and more. These challenges may impact your personal and academic success and we are here to help. Our Campus Assessment, Resources, and Education \(CARE\) program provides assistance with locating resources on- and off-campus to meet those basic needs. I urge you to speak with me so that I may submit a CARE referral on your behalf. You may also visit \[www.miracosta.edu/CARE\]\(http://www.miracosta.edu/CARE\) or contact \[care@miracosta.edu\]\(mailto:care@miracosta.edu\) for further support, resources, or information. For additional available resources, please review the CARE Resource Guide for Basic Needs linked on their website](#)

#### Option B

[If you or someone you know is experiencing difficulty meeting basic needs such as food, housing, transportation, mental health, or other personal and academic challenges; our Campus Assessment, Resources, and Education \(CARE\) program is here to support you with finding resources on- and off-campus to meet those basic needs. Please visit \[www.miracosta.edu/CARE\]\(http://www.miracosta.edu/CARE\) or contact \[care@miracosta.edu\]\(mailto:care@miracosta.edu\) for further support, resources, or information. For additional available resources, please review the CARE Resource Guide for Basic Needs linked on their website.](#)

#### Option C

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MiraCosta College offers its students incredible support services through the Campus Assessment, Resources, and Education (CARE) program. The CARE Team is committed to taking a holistic approach to help students succeed while addressing any challenges you may be experiencing to meet your basic needs such as food, housing, transportation, mental health, childcare, legal aid, etc. On-campus and off-campus resources are often provided to students to help meet your short-term and long-term needs with the goal of improving the outcomes of your academic and personal success. Here are a few ways that the CARE team can help:

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- Linkage to referrals
- Free food and groceries
- CalFresh application assistance
- Connection to technology resources such as computers and hotspots
- Emergency grants to support financial needs
- And more depending on your needs!

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To learn more about the services offered, please visit [HYPERLINK](#)

"C:\Users\dadavis\AppData\Local\Microsoft\Windows\NetCache\Content.Outlook\INRTKUMZ\www.miracosta.edu\CARE" www.miracosta.edu/CARE and check out the CARE Resource Guide for Basic Needs. As your professor, I want to know how to support you in the best way possible. Please feel free to reach out to me if you have any questions about CARE and I can connect you with our amazing CARE team via the CARE Referral.

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## College Support Services

The Tutoring and Academic Support Center (TASC), Math Learning Center, Nordson-Nordson Science, Technology, Engineering, and Mathematics Learning Centers (STEMLC) 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 or online through Zoom, with many centers offering evening and weekend hours. Each center has different hours, so check out the Academic Support & Tutoring website for current hours for these and other academic support services. I recommend you take advantage of these academic support services. Additional student support services are also available including academic counseling, [HYPERLINK "https://miracosta.edu/student-services/veterans-services/index.html"](https://miracosta.edu/student-services/veterans-services/index.html) military and veterans' services, financial aid, scholarships, and career counseling.

## Course Repetition<sup>4</sup>

The maximum number of enrollments for regular courses is THREE (3). All grades, including withdrawals (W), are included in the count.

## 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 email [sas@miracosta.edu](mailto: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.

## 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. ). [The Incomplete Grade Petition form is available online on the Admissions and Records Student Forms webpage. https://www.miracosta.edu/student-services/admissions/forms.html](https://www.miracosta.edu/student-services/admissions/forms.html)

### Internet Access and Harassment

This class is conducted in a computer classroom, where computers are always connected to the Internet and ~~can~~[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.

### 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, the [SPHERE Program](#), and the [Out@MiraCosta](#) online directory. Visit the MiraCosta College [LGBTQIA+ Equity web page \(https://www.miracosta.edu/student-services/student-equity/lgbtqia/index.html\)](https://www.miracosta.edu/student-services/student-equity/lgbtqia/index.html) 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.

### 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. For more information, please visit the [Library webpage \(https://library.miracosta.edu/home\)](https://library.miracosta.edu/home).

### 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 webpage \(https://www.miracosta.edu/student-services/health-services/index.html\)](https://www.miracosta.edu/student-services/health-services/index.html). 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.

### 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 \(current link is to an old form?\)](#) 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.

### 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.

#### Student Learning Outcomes (SLOs) and Core Competencies

Accreditation requirements necessitate all faculty provide Core Competencies in their syllabi. Methods by which faculty may want to demonstrate the linkage between their Course SLOs (CSLOs) and the [MiraCosta's Core Competencies](#) utilizing one of the following methods:

- Method 1<sup>5</sup>: Insert a table in your syllabus to highlight the alignment of your CSLOs to the College's Core Competencies. \*See example [below](#)

Course Student Learning Outcomes (CSLOs)	MCC Core Competencies
describe what students should be able to do upon successful completion of BIO 220. These are assessed using exams, projects, and other assignments.	are broad general education outcomes that demonstrate real-world skills. Each CSLO is mapped to at least one core competency – this means you gain experience with these skills in BIO 220.
SLO #1: Student will be able to evaluate a physiological event that disrupts homeostasis.	<ul style="list-style-type: none"> <li>• Critical Thinking,</li> <li>• Problem Solving,</li> <li>• Written Communication Skills</li> </ul>
SLO #2: Student will be able to design a valid experiment which investigates a physiological process.	<ul style="list-style-type: none"> <li>• Critical Thinking,</li> <li>• Creative Thinking</li> </ul>
SLO#3: Student will be able to defend structure-function relationships in the human body	<ul style="list-style-type: none"> <li>• Written Communication Skills</li> </ul>

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- \* Please ensure the table is inserted with the proper accessibility requirements. Consider reaching out to [Student Accessibility Services](#) personnel for assistance ( <https://www.miracosta.edu/student-services/sas/index.html>)

- Method 2: Provide a [link](#).
- Method 3: Use written information to describe which of your CSLOs align to the College's Core Competencies. For example:

SLO #1: Students will be able to evaluate a physiological event that disrupts homeostasis.

This CSLO evaluates your ability in critical thinking, problem solving, and written communicating skills developed through assignments and exams in this course.

#### UPRISE Program (Undocumented Student Rise in Solidarity and Empowerment)

[Need to discuss – these were added May 2022](#)

##### 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? [HYPERLINK "https://www.miracosta.edu/student-services/student-equity/uprise/index.html"](https://www.miracosta.edu/student-services/student-equity/uprise/index.html) 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 [HYPERLINK "https://www.miracosta.edu/student-services/student-equity/uprise/index.html"](https://www.miracosta.edu/student-services/student-equity/uprise/index.html) 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? [HYPERLINK "https://www.miracosta.edu/student-services/student-equity/uprise/index.html"](https://www.miracosta.edu/student-services/student-equity/uprise/index.html) 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 [HYPERLINK "about:blank"](https://www.miracosta.edu/student-services/student-equity/uprise/index.html) UPRISE website for more information. A program dedicated to Undocumented and Mixed Status Students, UPRISE (Undocumented Student Rise in Solidarity and Empowerment), strives to make sure undocumented, DACAmented, and mix-status students at MiraCosta College feel safe and supported by providing access to immigration legal services, offering academic and mental health counseling, and connecting students to financial and academic resources. Students and their loved ones can contact UPRISE for more information:

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Commented [JK2]: If we use the footnotes, as I've done, then these numbers won't line up with the footnotes because some are used more than once. The footnotes appear in the footer on the same page as the footnote.

#### Important Additional Links to Consider Adding to Your Syllabus:

##### MCC Administrative Procedures

AP 4105 Distance Education: [https://miracosta.edu/office-of-the-president/board-of-trustees/\\_docs/4105AP-DistanceEducation.pdf](https://miracosta.edu/office-of-the-president/board-of-trustees/_docs/4105AP-DistanceEducation.pdf) [https://miracosta.edu/office-of-the-president/board-of-trustees/\\_docs/4105AP-DistanceEducation.pdf](https://miracosta.edu/office-of-the-president/board-of-trustees/_docs/4105AP-DistanceEducation.pdf)

AP 5075 Course Adds and Drops: [HYPERLINK "" https://miracosta.edu/office-of-the-president/board-of-trustees/\\_docs/5075AP-CourseAddsandDrops\\_002.pdf](https://miracosta.edu/office-of-the-president/board-of-trustees/_docs/5075AP-CourseAddsandDrops_002.pdf)

AP 5500 Standards of Student Conduct: [https://miracosta.edu/office-of-the-president/board-of-trustees/\\_docs/5500AP-StandardsofStudentConduct.pdf](https://miracosta.edu/office-of-the-president/board-of-trustees/_docs/5500AP-StandardsofStudentConduct.pdf)

AP 5520 Student Conduct Procedures: [https://miracosta.edu/office-of-the-president/board-of-trustees/\\_docs/5520AP-StudentConductProcedures.pdf](https://miracosta.edu/office-of-the-president/board-of-trustees/_docs/5520AP-StudentConductProcedures.pdf)

##### Instruction

About The STEM Learning Center: <https://miracosta.edu/student-services/stemlc/index.html>

Academic Counseling: [Credit: https://miracosta.edu/student-services/counseling/index.html](https://miracosta.edu/student-services/counseling/index.html)

<https://miracosta.edu/student-services/counseling/index.html>

Academic Counseling: (Noncredit): <https://catalog.miracosta.edu/academicpolicies/grades/>

<https://catalog.miracosta.edu/academicpolicies/grades/>

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

Assistive Tools Available for Learning: [https://docs.google.com/document/d/1NEHZj-51VVFBRl2Bwm2bikq9roWsGTdfb\\_hjuCRjFD0/edit](https://docs.google.com/document/d/1NEHZj-51VVFBRl2Bwm2bikq9roWsGTdfb_hjuCRjFD0/edit)

Career Counseling/Services (Credit): <https://miracosta.edu/student-services/career-center/index.html>

Core Competencies: <https://miracosta.edu/governance/oac/slo.html>

Career Services (Noncredit): <https://www.miracosta.edu/academics/continuing-education/career-development-certificates.html>

Math Learning Center (Duplicate?): <https://www.miracosta.edu/student-services/stemlc/index.html>

Library: <https://library.miracosta.edu/home>

Online Education Support Resources: <https://miracosta.edu/academics/online-education/index.html>

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

Tutoring & Academic Support Center (TASC): <https://miracosta.edu/student-services/tutoring-and-support/index.html>

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

## **Student Services**

Campus Reassessment, Resources and Education (CARE): <https://www.miracosta.edu/student-services/care/index.html>

Food Pantry & Food Distribution: <https://www.miracosta.edu/student-services/care/food-pantry.html>

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

Healthy Return to Campus – ~~can we delete this? Link is broken~~

LGBTQIA+ Resources: <https://www.miracosta.edu/student-services/student-equity/lgbtqia/index.html>

Military and Veterans Services: <https://miracosta.edu/student-services/veterans-services/index.html>

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

Student Forms: <https://www.miracosta.edu/student-services/admissions/forms.html>

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

The district may contract for instructional classes or fee-based offerings to be ~~offered~~ provided at the request of public or private agencies or groups according to the following procedures:

- A. Contract education needs of the community are assessed by the Office of Community Education and Workforce Development. Once those needs are determined, the same office ~~develops-identifies~~ courses and/or ~~develops offerings and~~ workshops that will meet those needs or will contract with experts who will assist with course content development.
- B. ~~Courses and workshops~~ Fee-based offerings are reviewed and approved by the director of Community Education and Workforce Development in conjunction with the entity requesting the ~~course~~ offering(s) to ensure identified community needs are met and, where applicable, standards defined by state, national, or contracting entities are met. In these instances, the ~~course~~ content is measured against learning objectives provided by these entities.
- C. Contract education is evaluated through a formal student evaluation process using instruments designed by the Office of Community Education and Workforce Development, in conjunction with the entity requesting course(s) and approved by the director of Community Education and Workforce Development. The evaluation results are used to ensure continuous quality improvement of contract education.
- D. State support may not be sought for contract education courses unless specifically designated for those purposes (i.e... ETP funding).
- E. ~~Credit courses~~ offered through contract education require the contracting entity to pay for all student fees and costs on behalf of the students.
- F. Ratification of contracts for instructional classes and/or fee-based offerings will be made by the district board of trustees.

Commented [DP1]: Can be credit or noncredit



The superintendent/president shall establish procedures that establish standards of scholarship consistent with the provisions of title 5 sections 51002, 55020 et seq., 55030 et seq., 55040 et seq., 55050, et seq, and board policy.

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

The procedures shall be described in the MiraCosta College catalog.

**Commented [1]:** updated language to be consistent with recent changes to AP4250

**Commented [2]:** updated language to be consistent with recent changes to AP4255



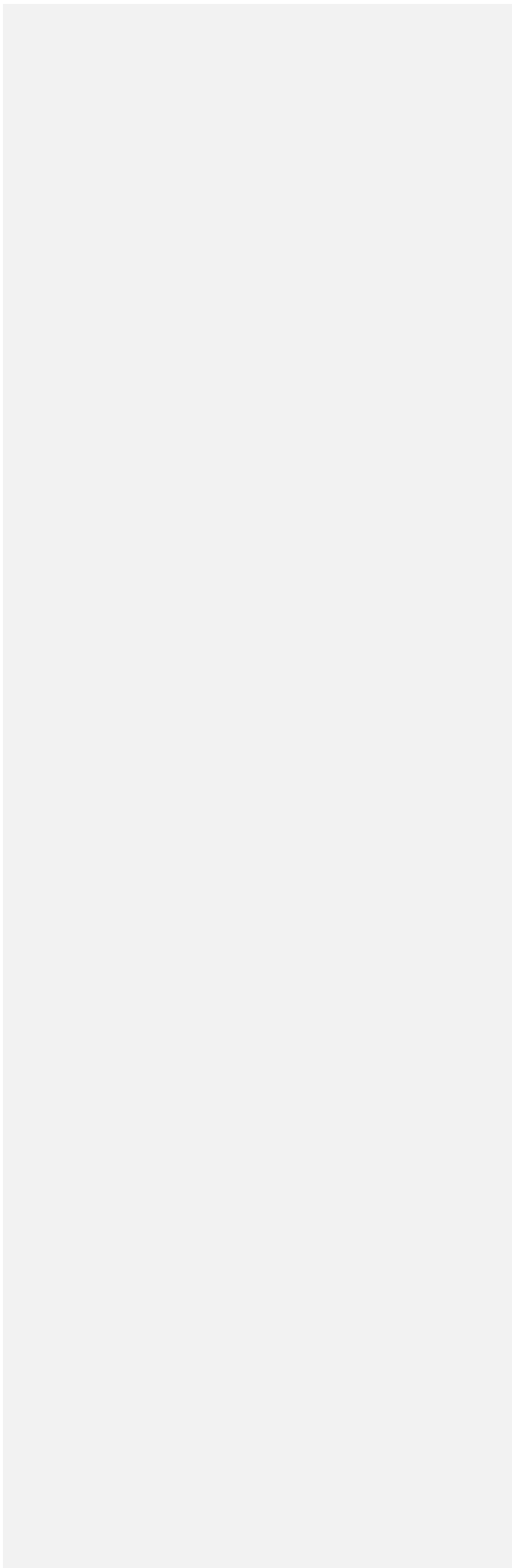
Matters identified by title 5 as standards of scholarship are grading practices, credit/-noncredit options, credit for prior learning, standards for [notice](#) ~~probation~~ and [separation](#) ~~dismissal~~, remedial ~~coursework~~ [course work](#), academic record symbols, grade changes, course repetition, 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 [Collegial Governance and Participation in Local Decision Making](#) ~~participation in local decision making~~ (see Board Policy and Administrative Procedure 2510-~~7~~ [Local Decision Making](#)).

**Commented [1]:** AP title is Collegial Governance and Participation in Local Decision Making

**Commented [2]:** Dennee, if we bring back an audit, would that be listed here, or would it have it's own AP/BP?

CCLC Update:  
Steering:

--  
AAC/CPC / AS



The district shall maintain a Community Education program designed to contribute to the physical, mental, moral, economic, workforce, or civic development of the individuals or groups enrolled in it.

Community Education offerings shall be open for admission of adults and minors who can benefit from the programs.

Community Education and contract training shall be self-supporting. Students involved in Community Education offerings shall be charged a fee not to exceed the cost of maintaining the classes, workshops, excursions, or other activities. Courses may also be offered for remuneration by contract or with contributions or donations of individuals or groups, or through grant funded awards.

See Administrative Procedure 4400.

Offerings are established and maintained to meet the changing needs of the community and complement the credit and noncredit offerings of the college. Classes, workshops, excursions, et cetera are designed for both minors and adults.

Community Education instructors are not placed on the faculty salary schedule but are paid based on labor-market research, following a formula that allows for some negotiation. Their Community Education assignments do not count toward credit or noncredit loads. Contract Education instructors are paid in the same manner, unless the offerings are delivered as either credit or noncredit; in that case, the instructors are paid based on the appropriate salary schedule and the assignment is calculated as part of their load.

General-purpose revenues received from the state are not used to subsidize Community Education or Contract Education programs. Enrollment fees for individuals and contract-training fees are based on labor-market research and actual costs for providing each activity or training. Every effort is made to recover the actual costs of providing the programs, including administrative costs, through public or private contracts, contributions, donations, or user fees. The college recognizes the value-added contributions of Community Education and Contract Education to the overall marketing and public relations of the college.

Employees and students shall not reproduce copyrighted materials without prior permission of the copyright owner, except as allowed by the “fair use” doctrine.

### Fair Use

The “fair use” doctrine permits limited use of copyrighted materials without obtaining permission from the copyright owner in certain situations, including teaching and scholarship. Fair use is determined using a broad criteria identified in Section 107 of the Copyright Act of 1976. [The Technology, Education, and Copyright Harmonization Act \(“TEACH Act”\) allows an online instructor to use material in the same ways material can be used in live classrooms and gives additional guidance for online teaching.](#) Consideration of all four of the factors below is required before proceeding with use [in any teaching situation](#), though all factors do not have to be in favor of use to make it a fair use:

- A. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- B. The [nature](#) of the copyrighted work;
- C. The amount and significance of the portion used in relation to the entire work; and
- D. The effect of the use upon the potential market for or value of the copyrighted work.

**Commented [1]:** Does this need to be vague?

**Commented [2]:** Does “nature” mean medium, platform, something else? May be important as we move away from predominance of text

### Online Course Materials

~~The Technology, Education, and Copyright Harmonization Act (“TEACH Act”) allows an online instructor to use material in the same ways material can be used in live classrooms and provides specific language that applies to online classes. An individual assessment is required to determine whether a given use is protected under the TEACH Act. Individuals should rely on fair use guidelines and the TEACH Act to determine whether they can use copyrighted materials for online instruction.~~

### MiraCosta Community College District

#### Page 1 of 2

Effective Date: 11/3/16, 9/10/20

Steering: AAC/AS

CCLC Update: #6, 2/04

References: Education Code Sections 32360 and 67302;

U. S. Code Title 17, Copyright Act of 1976

*Basic Books, Inc. v. Kinko's Graphics Corp.* (S.D.N.Y. 1991) 758 F.Supp. 1522; and *Princeton University Press v. Michigan Document Services, Inc.* (6th Cir. 1996) F.3d 1381

The TEACH (Technology, Education and Copyright Harmonization) Act, USC 17, Copyright Act, §§ 110(2), 112

CCLC Update: #6, 2/04

Steering: AAC / AS

The following additional criteria are generally required to use copyrighted material in online instruction:

- The online instruction is mediated by an instructor.
- The transmission of the material is limited to receipt by students enrolled in the course; only students enrolled in the class may have access to the material.
- Technical safeguards are used to prevent retention of the transmission for longer than the class session or to limit student ability to further distribute the materials.
- The performance is either of a non-dramatic work or a "reasonable and limited portion" of dramatic literary, musical, or audiovisual work comparable to that displayed in a live classroom session.
- The work is not a textbook, course pack, or other material typically purchased or acquired by students for their independent use and retention, including commercial works that are sold or licensed for the purposes of digital distance education.
- The district does not know, or have reason to know, that the copy of the work was not lawfully made or acquired.
- The district notifies students that the works may be subject to copyright protection and that they may not violate the legal rights of the copyright holder.

**Commented [3]:** are these fundamentally different from in-person, or is this redundant/applicable to both categories?

**Commented [4]:** It's assuming "online" and "distance" and "canvas" are all the same things, essentially, which seems unnecessary

### Obtaining Permission to Use Copyrighted Material

District employees will follow the guidelines provided by the United States Copyright Office in Circular 21, "Reproduction of Copyrighted Works by Educators and Librarians." A copy of this document A copy of this document is available from the U.S. Copyright Office, and can be found online at <http://www.copyright.gov/circs/circ21.pdf>. A copy is also available at the office of the vice president, Instructional Services.

Responsibility for obtaining permission to print, duplicate, or display copyrighted works shall rest with the individual using the copyrighted material.

The following organizations and resources provide additional information and guidance regarding use of copyrighted material.

1. ~~Copyright Clearance Center~~Copyright Clearance Center, [www.copyright.com](http://www.copyright.com).
2. ~~American Libraries Association~~American Libraries Association, [www.ala.org](http://www.ala.org), click on "Washington Office" or "issues and advocacy."
3. ~~University of Michigan Library Copyright Office~~University of Michigan Library Copyright Office, [www.lib.umich.edu/copyright](http://www.lib.umich.edu/copyright);
4. ~~Copyright & Fair Use Stanford University Libraries~~Copyright & Fair Use Stanford University Libraries, <http://fairuse.stanford.edu/>
5. ~~The Association of American Publishers~~The Association of American Publishers, [www.publishers.org](http://www.publishers.org).
6. ~~National Association of College Stores~~National Association of College Stores, [www.nacs.org](http://www.nacs.org).

## ADMINISTRATIVE PROCEDURE 3750: Use of Copyrighted Material

Employees and students shall not reproduce copyrighted materials without prior permission of the copyright owner, except as allowed by the “fair use” doctrine.

### Fair Use

The “fair use” doctrine permits limited use of copyrighted materials without obtaining permission from the copyright owner in certain situations, including teaching and scholarship. Fair use is determined using a broad criteria identified in Section 107 of the Copyright Act of 1976.

Consideration of all four of the factors below is required before proceeding with use, though all factors do not have to be in favor of use to make it a fair use:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
3. The amount and significance of the portion used in relation to the entire work; and
4. The effect of the use upon the potential market for or value of the copyrighted work.

### Online Course Materials

The Technology, Education, and Copyright Harmonization Act (“TEACH Act”) allows an online instructor to use material in the same ways material can be used in live classrooms and provides specific language that applies to online classes. An individual assessment is required to determine whether a given use is protected under the TEACH Act. Individuals should rely on fair use guidelines and the TEACH Act to determine whether they can use copyrighted materials for online instruction.

The following criteria are generally required to use copyrighted material in online instruction:

- The online instruction is mediated by an instructor.
- The transmission of the material is limited to receipt by students enrolled in the course; only students enrolled in the class may have access to the material.
- Technical safeguards are used to prevent retention of the transmission for longer than the class session or to limit student ability to further distribute the materials.
- The performance is either of a non-dramatic work or a “reasonable and limited portion” of dramatic literary, musical, or audiovisual work comparable to that displayed in a live classroom session.
- The work is not a textbook, course pack, or other material typically purchased or acquired by students for their independent use and retention, including commercial works that are sold or licensed for the purposes of digital distance education.

**Commented [5]:** “Technical safeguards are used to prevent retention of the transmission for longer than the class session or to limit student ability to further distribute the materials.” - this is very amorphous has this been tested? With tools like Snagit is very difficult to insure that elements are not reproduced and Canvas is a third-party tool so we have little or no ability to generate safe guards.

**Commented [6]:** this was from Rick

**Commented [7]:** \_Marked as resolved\_

**Commented [8]:** \_Re-opened\_



- The district does not know, or have reason to know, that the copy of the work was not lawfully made or acquired.
- The district notifies students that the works may be subject to copyright protection and that they may not violate the legal rights of the copyright holder.

### Obtaining Permission to Use Copyrighted Material

District employees will follow the guidelines provided by the United States Copyright Office in Circular 21, "Reproduction of Copyrighted Works by Educators and Librarians." A copy of this document is available from the U.S. Copyright Office and can be found online at <http://www.copyright.gov/circs/circ21.pdf>. A copy is also available at the office of the vice president, Instructional Services.

Responsibility for obtaining permission to print, duplicate, or display copyrighted works shall rest with the individual using the copyrighted material.

The following organizations and resources provide additional information and guidance regarding use of copyrighted material.

1. Copyright Clearance Center, [www.copyright.com](http://www.copyright.com).
2. American Libraries Association, [www.ala.org](http://www.ala.org), click on "Washington Office" or "issues and advocacy."
3. University of Michigan Library Copyright Office, [www.lib.umich.edu/copyright](http://www.lib.umich.edu/copyright);
4. Copyright & Fair Use Stanford University Libraries, <http://fairuse.stanford.edu/>
5. The Association of American Publishers, [www.publishers.org](http://www.publishers.org).
6. National Association of College Stores, [www.nacs.org](http://www.nacs.org).

**Commented [9]:** from <http://www.copyright.gov/circs/circ21> 1) This states that the law is continually tested but it appears that the main concern continues to be the disruption of the author's opportunity to derive value provided by the copyrighted material. That said it seems that if you provide sourcing/referencing works in a manner that allows students to purchase or access marketplaces or libraries with the original copyrighted works that are discussed, instructors are de facto promoting the creator and facilitating derived value.

**Commented [10]:** Another question: What about derivative works? Particularly, Youtube Videos that will often cite many copyrighted works without referencing. In some cases even summarizing entire copyrighted works.

**Commented [11]:** Does MiraCosta College maintain and enforce any copyrights through PIO?

The district shall have library and instructional support services that are an integral part of the education program and will comply with the requirements of the Reader Privacy Act. Instructional support services include, but are not limited to, technology enhanced learning, a [math-science, technology, engineering, and math \(STEM\)](#) learning center, tutoring and academic support center, and a writing center.

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Adoption History:	1/19/10, 3/12/14, 8/17/16
Periodic Review:	10/15/20
Reference Update:	11/14, 1/15
References:	Education Code §78100 Civil Code §1798.90 ACCJC Accreditation Standard II
CCLC Update:	#20, 3/12; #25, 11/14
Steering:	AAC / AS

## Library

The primary aim of the library is to provide information literacy instruction (both in person ~~on-ground~~ and online) and a balanced collection of materials to support the curriculum.

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### Library Collections

Library materials are acquired to serve these purposes:

- To be used by students in connection with courses
- To support instructors in preparing for teaching their courses
- To support college staff in professional duties
- To promote and support library users in general intellectual and cultural development, as well as to provide leisure reading, viewing, and listening

Librarians and discipline faculty share responsibility for selecting materials, in an appropriate format, for the library collection. As subject experts, discipline faculty should have significant input in the selection and examination of library materials within their subject areas. The librarians are responsible for maintaining a balance between various subject areas and between standard and current works.

The selection and evaluation of materials in a wide variety of formats will be based on curricular demands, recommendations of current professional review sources, and suggestions from members of the college community. Student requests are strongly encouraged, as they help to enrich and diversify the collection.

Gifts of library materials are welcome but are accepted with the understanding that only those meeting the needs of the library and the guidelines for selection will be added to the collection. Typically, gifts not retained are given away. The library assumes no responsibility for appraisal or valuation of gift items.

### MiraCosta Community College District

Page 1 of 2

Effective Date:	1/19/10, 6/10/16, 10/13/16, 9/10/20
Reference Update:	11/14, 1/15, 5/20
Steering:	Committee-AAC; Council-AS
References:	Education Code §78100 Accrediting Commission for Community and Junior Colleges Accreditation Standard II.B
CCLC Update:	#25, 11/14
Steering:	AAC / AS

## Library Exhibits and Displays

Library exhibits serve these purposes:

- To increase interest in library materials and their use
- To provide supplemental library opportunities for intellectual and aesthetic discovery
- To reflect the diversity of our curriculum and our community

The library is mainly responsible for curating its exhibits and displays, but will also consider requests to provide temporary/rotating space for academic departments, student groups recognized by the college, individual staff, faculty, administrators, and students, and community members or organizations that wish to sponsor an exhibit or display.

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## Challenges to Library Materials or Exhibits

Materials and exhibits representing various viewpoints and supporting academic freedom are included in the library as a matter of routine. If the suitability of a particular material or exhibit is questioned, the specific objections should be submitted in writing to the dean, ~~Academic Information~~ Instructional Services. The dean and Library department chair will review the submission and if the issue remains unresolved, the matter will be referred to the Academic Affairs Committee for review. The Academic Affairs Committee will forward their recommendation for action to the Academic Senate, who will in turn advise the superintendent/president on the disposition of the complaint. The Academic Senate will notify the complainant in writing of their decision.

Commented [GS1]: Should Dean and Department Chair be capitalized? Not sure what's standard.

## Equitable Access and Borrowing

The library will provide equitable access to library resources and services to all students, regardless of location, including online learners.

Faculty, staff, enrolled students, and those with emeritus/Gold Circle status may access and borrow materials with approved identification. Reciprocal borrowing privileges of physical library materials are available for the students of locally affiliated institutions with current identification from their home institutions. Area residents, including high school students, may borrow physical library materials with approved identification and the creation of a library account. ~~the purchase of a community patron card.~~

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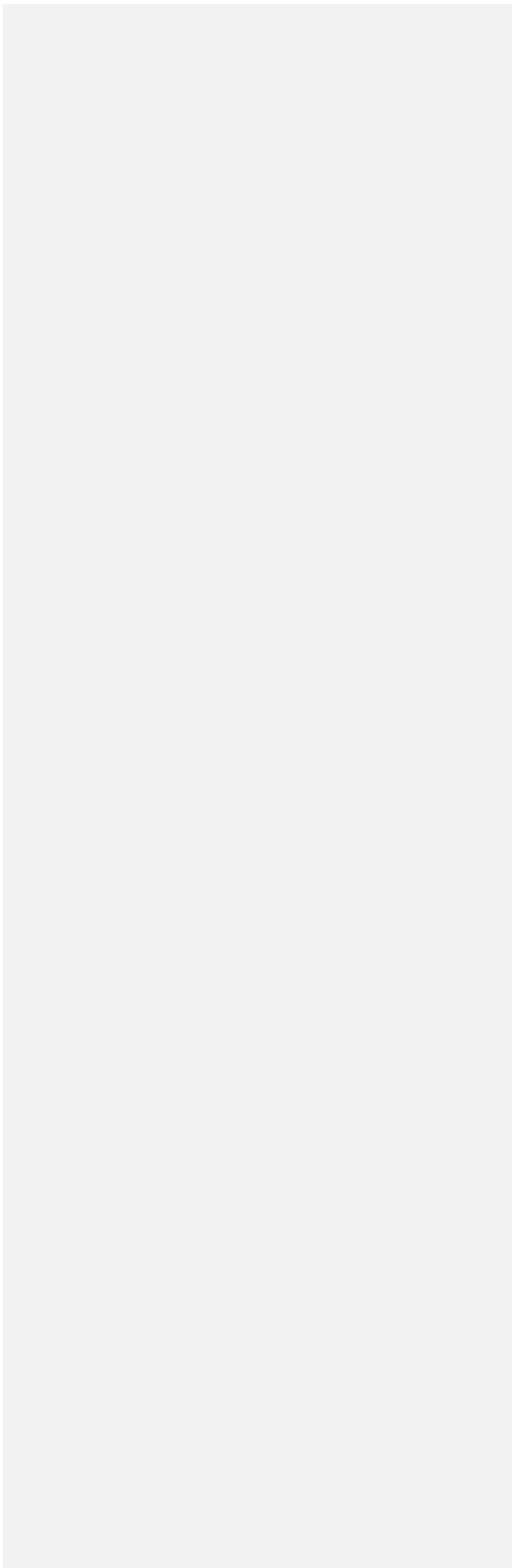
The MiraCosta College Library affirms the American Library Association Bill of Rights.

## **Academic Support and Tutoring Services**

The college offers multiple instructional support services to students enrolled in academic courses. These include computer labs, a Language Resource Center, a Math Learning Center, a Science, Technology, Engineering, and Math (STEM) Learning Center, a Tutoring and Academic Support Center, and a Writing Center.

The MiraCosta College website contains information on their locations, services, and

hours of operation.



# MiraCosta College

## 2024-2025 Academic Calendar

### Summer Session 2024 June 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	28	29
30						

### July 2024

S	M	T	W	Th	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### IMPORTANT DATES

#### SUMMER

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

#### 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 20-21 Thursday/Friday of Spring Break (Local Holiday)  
May 26 Memorial Day (Legal Holiday)

### Fall Semester 2024 August 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	28	29	30	31

### September 2024

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

### October 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	28	29	30	31		

### November 2024

S	M	T	W	Th	F	S
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3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

### December 2024

S	M	T	W	Th	F	S
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22	23	24	25	26	27	28
29	30	31				

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

### Spring Semester 2025 January 2025

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 2025

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 2025

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 2025

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			

### May 2025

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 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 Intercession	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:

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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 courses 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.

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- 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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## BOARD OF TRUSTEES POLICY

4250: Academic and Progress

Probation Notice, Dismissal Separation,

and Readmission, and Disqualification

### Academic and Progress Probation Notice

Academic 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 on academic notice shall be removed from academic notice when the student's accumulated grade-point average is 2.0 or higher.

Progress Notice - 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, or "NP"-no pass (NP). A student ~~who is~~ placed on progress 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 shall be removed from probation when the student's accumulated grade point average is 2.0 or higher.~~ A student on progress probation notice shall be removed from progress 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.

### Academic and Progress Dismissal Separation

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

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

Adopted: 6/2/09, 6/25/14, 11/15/18

References: Education Code §70902(b)(3)

Title 5, §§55030 to §55034

V.A. Chapter 34 Regulations 3474 and 3524

CCLC Update: #26, 4/18

Steering: AAC/AS

## Readmission

A student who has been placed on academic or progress separation ~~dismissed~~ 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 the academic and/or progress 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 ~~yy~~ that complies with the Title 5 requirements.

## **Disqualification from Loss of Veterans Administration Educational Benefits**

Veterans Administration regulations require that a student or other eligible persons lose their 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

4250: Academic and Progress

Probation Notice, Disqualification, and

Readmission

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This administrative procedure applies to college-credit students only.

- A. Academic Probation Notice – A student shall be placed on academic ~~probation notice~~ 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 Probation Notice – A student shall be placed on progress ~~probation notice~~ 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 Probation Notice ~~are is~~ 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. Academic and Progress Probation Notice ~~is 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/or progress ~~probation notice~~ in a timely manner. Upon notification of academic and/or progress probation notice, the student shall be directed to see a counselor ~~prior to before~~ the next registration period to discuss ways in which the student can improve their academic standing, 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 academic or progress probation notice may submit an appeal to the Committee on Exceptions.

**MiraCosta Community College District**

**Page 1 of 1**

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

## ADMINISTRATIVE PROCEDURE

### 4255: Academic and Progress Separation/Dismissal and, Reinstatement/Readmission, and Disqualification

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#### Academic and Progress Dismissal/Separation

- A. Academic Separation - At the end of each semester, a student who is on "academic ~~notice/probation~~" after two consecutively enrolled semesters shall be subject to academic 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 academic 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. Progress Separation - A student ~~who has been~~ placed on "progress ~~probation/notice~~" shall be subject to progress 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, or "NP"-no pass (NP) are recorded in at least two consecutive semesters reaches or exceeds fifty (50) percent. ~~(s)~~ Summer intersession is not considered a consecutive term or semester).
- C. For academic and progress ~~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. Academic and progress Dismissal/separation is ~~posted~~ reflected on the student's permanent record.

#### Notification of Academic and Progress Dismissal/Separation

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

**Fall Academic and Progress Dismissals/Separation:** 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 enrolled in the subsequent spring semester will be permitted to continue on academic and/or progress notice without submitting an appeal. Academic and progress separation status will be reevaluated at the end of the spring semester.
- B. A student not enrolled in the subsequent spring semester has the right to appeal by

submitting a petition to the Committee on Exceptions. Students not enrolled in the spring will be placed on academic and/or progress separation unless their petition is approved.

**MiraCosta Community College District**

**Page 1 of 3**

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

- 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.~~

**MiraCosta Community College District**

**Page 1 of 3**

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 Academic and Progress DismissalsSeparation**

- A. A student ~~who is~~ enrolled in the subsequent summer intersession ~~will be~~ permitted to continue on academic and/or progress 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 academic and/or progress probation notice for the fall semester; ~~otherwise the student will be removed from classes for the fall.~~

**Reinstatement Following Academic and Progress DismissalSeparation**

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 the academic and/or progress dismissal/separation ~~have been corrected sufficiently~~ are addressed to enable improved performance.

Students who believe they should be reinstated after being notified of academic and/or progress 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 ~~academic and/or progress dismissal~~ appeal is granted, the student will be continued on ~~academic and/or progress 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 ~~academic and/or progress probation~~, should be ~~placed on academic and/or progress dismissal~~, or should ~~be continued~~ on ~~academic and/or progress probation~~.

#### **Disqualification-Loss 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 ~~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 ~~academic or progress probation~~, MiraCosta College's ~~academic and progress probation~~ and ~~academic and progress dismissal~~ policies 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~~ 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 ~~grade-point average~~ GPA and the percentage of withdrawals ~~(W)~~, incompletes ~~(I)~~, ~~no credits~~, or no-pass ~~(NP)~~ 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~~, ~~the loss of benefits~~ meets or exceeds district academic standards.

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## Adding Courses

Students may add classes through the registration period (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 [register for 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 [register for 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 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 a late add 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 add~~ will be withdrawn.

If the instructor or instructional dean refuses to sign the petition, the student may neither ~~enroll in add~~ 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

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drop classes during the prior to the first two weeks 10 percent deadline 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 class rosters ~~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:

MiraCosta Community College District

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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

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

Steering: AAC / AS

- 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 Unites 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 10 percent 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 and/or in dismissal progress separation~~ calculations.

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

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~~ extenuating circumstances beyond the control of the student affecting ~~their his or her~~ ability to complete a course(s). "Extenuating circumstances" means cases of accidents, illnesses, or other circumstances beyond the control of the student. Colleges shall proactively engage with the student or their representative to identify available college support services that may mitigate the extenuating circumstances and prevent withdrawal. If mitigation efforts are unsuccessful, the student shall receive the excused withdrawal symbol ("EW") on their transcript. Students shall not be denied an excused withdrawal due to a college's inability to respond to the petition or to provide sufficient assistance to mitigate the student's circumstances.

~~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 with a written explanation of their extenuating circumstance. Once an evaluative grade has been assigned, along with supporting documentation is required. Upon verification of conditions consistent with the issuance of an EW grade the symbol may be assigned after the 10 percent deadline 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 ~~and MW~~ 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 ~~notified by the Student Services~~~~Admissions and Records office~~, advised about limits on enrollment, and encouraged to see a counselor to discuss options.