

MiraCosta College employees seek to model ethically responsible behavior for students and colleagues and expect ethical behavior from others at all times. In fulfillment of their obligation to the student, employees do the following:

- ▶ Promote freedom of inquiry and expression in the pursuit of learning.
- ▶ Avoid intentionally suppressing or distorting subject matter relevant to the student's progress.
- ▶ Ensure that the student has access to varying points of view.
- ▶ Make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
- ▶ Avoid intentionally embarrassing or disparaging the student.
- ▶ Avoid disclosing information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law.
- ▶ Are sensitive to ethics issues in measurement and evaluation both in and out of the classroom and including but not limited to the following factors:
 - ▶ Orientation of students to the purposes and results of testing.
 - ▶ Insurance against risks of stereotyping due to possible instrument limitations with regard to socioeconomic, ethnic, and cultural factors.
 - ▶ The insurance of adequate qualification of employees responsible for the administration, scoring, and interpretation of instruments.
 - ▶ Maintenance of test security.
 - ▶ Insurance against risk of over-reliance on test data and over-interpretation of results.

Conduct that is determined to be in direct violation of this procedure will be subject to disciplinary action in accordance with applicable regulations, board policies, administrative procedures, working condition manuals, and collective bargaining agreements.

(Source: MCCC Board Policy/Administrative Procedure 3050. All MiraCosta College board policies and administrative procedures are located on the Board of Trustees webpage.)

Non-Degree Applicable Courses

Developmental Coursework and Unit Limits

Developmental coursework consists of non-degree-applicable basic skills courses. These courses are designed to prepare students for success in college-level classes and are designated with a course number from 0 to 49 (e.g., ENGL 30, ESL 40, MATH 30). A student's need for developmental coursework is determined using appropriate assessment instruments, methods, or procedures.

Students cannot receive more than 30 semester units for developmental coursework subject to the following exceptions:

- ▶ A student who is enrolled in one or more courses of English as a Second Language is exempt from this unit limitation.

- ▶ A student who has been officially identified by the college as having a learning disability is exempt from this unit limitation.

A student who demonstrates significant, measurable progress toward the development of skills appropriate to enrollment in college-level courses may request a waiver of this unit limitation. Such a waiver, if granted, will be given for specified periods of time or for specified units pursuant to standards approved by the MiraCosta College Board of Trustees.

Students who need more than 30 units to develop college-level basic skills will be restricted to taking only noncredit courses, non-degree-applicable courses that do not involve remediation, and those degree-applicable credit courses that do not have basic skills prerequisites or advisories on recommended preparation.

(Source: MCCC Administrative Procedure 4222. All MiraCosta College board policies and administrative procedures are located on the Board of Trustees webpage.)

Open Enrollment

Unless specifically exempted by statute or regulation, every course, course section, or class reported for state aid that is offered and maintained by the MiraCosta Community College District shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets established prerequisites. Prerequisites are established pursuant to regulations contained in section 55003 of Division 6 of Title 5 of the California Code of Regulations.

(Source: MCCC Board Policy 5052. All MiraCosta College board policies and administrative procedures are located on the Board of Trustees webpage.)

Standards of Student Conduct

Student Affairs

The board of trustees and the campus community at MiraCosta College support a harmonious, safe, and productive learning environment. To promote such an environment, the board and the superintendent/president have established a set of standards for student conduct. This policy and the procedures associated with it delineate and define student rights and responsibilities and the resolution steps associated with due process. Students are expected to conduct themselves in an ethical manner consistent with a safe and harmonious campus environment. Matters related to student rights, responsibilities, and conduct are addressed by the dean of Student Affairs or their designee.

MiraCosta College Standards of Student Conduct

Students must refrain from engaging in any of the following behaviors or face the possibility of disciplinary action, which may include a warning, educational resolution, restricted

