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**ARTICLE 5100: CURRICULUM**

**BP 5110 Establishment of Courses and Programs**

It is the policy of the Board of Trustees that the administration, in consultation with the Curriculum Committee, the Academic Senate and affected faculty and departments, develop and implement processes for the establishment, modification, discontinuance, and review of instructional courses or programs consistent with Title 5 and the Education Code.

The aforementioned process will culminate in a recommendation to the Superintendent/President for appropriate action. If said action involves the discontinuance of an instructional program or the establishment of a new course or instructional program, the Board of Trustees shall approve the action prior to its implementation.

Reference: Title 5, Section 51022(a)  
Education Code Section 78016

*Reviewed and Adopted 12/04/2000*

**BP 5115 Open Courses**

The policy of the Santa Monica Community College District is that, unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the District shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to regulations contained in Title 5.

The statement of policy adopted by the Board shall be published in the official catalog and schedule of classes for which full-time equivalent students (FTEs) is reported for state apportionment.

Reference: Title 5, Section 51006

*Adopted 2/12/2007*



**ARTICLE 5100: CURRICULUM**

**BP 5120 Prerequisites/Corequisites**

The Curriculum Committee, established by mutual agreement of the administration and the Academic Senate shall:

1. Oversee the establishment of prerequisites, corequisites, advisories on recommended preparation and limitation on enrollment;
2. Oversee verification and documentation that newly proposed prerequisites or corequisites meet the scrutiny specified in one of the measures of readiness;
3. Review the appropriateness of conditions under which limitations on enrollment are established by a department;
4. Review, in conjunction with the instructional department, any prerequisite or corequisite which is successfully challenged promptly thereafter to assure that it is in compliance with all other provisions of the law.

The College shall establish procedures wherein every attempt shall be made to enforce all conditions a student must meet to be enrolled through the registration process so that a student is not permitted to enroll unless he or she has met all the conditions or has met all except those for which he or she has a pending challenge or for which further information is needed before final determination is possible of whether the student has met the condition.

Reference: Title 5, Sections 55002, 55201, 55202 and 58106  
Section I.C., I.E., II.A.1.a-g, 3, 1-4 and II.C of the Model District Policy

*Reviewed and Adopted 12/04/2000*



**ARTICLE 5100: CURRICULUM**

**BP 5130 Graduation Requirements**

The general education portion of the Associates in Arts degree provides a diverse course of study that helps prepare students for participating in society as independent, educated adults. It directs them to compose a program of courses to develop a variety of important skills, a knowledge of the diverse elements of their external and internal realities, and some understanding of their own and other cultural heritage.

Students may graduate from Santa Monica College with an Associate in Arts degree when they have completed 60 units of a prescribed program of studies and maintained a minimum grade point average of 2.0. Each course of study must be composed of two areas: (1) state and local general education requirements, and (2) the major field, which may include electives.

Reference: Education Code Sections 78204, 78205

*Reviewed and Adopted 12/04/2000*

**BP 5140 Noncredit (Adult) Education**

The Board of Trustees acknowledges the offering of noncredit courses as an "essential and important function" of the community college as articulated in the *Master Plan for Higher Education* and authorizes the offering of such courses.

Reference: Education Code, Section 84711(a)(1-9)  
Title 5, Section 55002(c)

*Reviewed and Adopted: (insert date)*

**BP 5150 Community Services Courses and Programs**

The Board of Trustees authorizes the offering of Community Services courses and programs in a "not-for-credit" mode to respond to community needs.

Reference: Title 5, Section 55002(d)

*Reviewed and Adopted 12/04/2000*

**BP 5160 Program Review**

*This policy is currently being developed and proceeding through consultation with the Academic Senate.*



**ARTICLE 5200: ACADEMIC FREEDOM AND RESPONSIBILITIES**

**BP 5210 Academic Freedom Statement**

Academic freedom is essential not only to examine controversial issues in an objective manner in the classroom, but also to insure access to information sources required for study of such issues. The intellectual search for transmission of knowledge should go forward in an atmosphere free from fear of reprisal, while providing opportunities for critical thinking and understanding of conflicting viewpoints. In order that special interests or conflicting public opinion not impede the educational process, instructors and students must be free to investigate, to form conclusions, and to express judgments and opinions. Academic freedom also includes the right to constructively criticize college policies without fear of retribution.

Academic freedom carries with it several responsibilities. Faculty members must strive for factual accuracy and show restraint in dealing with topics outside their area of expertise. While showing respect for the opinions of others, the instructor should, after impartial examination of the evidence, present the conclusions to which the evidence points. Selective omission of available data would not be in keeping with academic responsibility. Promotion of a partisan point of view to a captive audience would be equally unsuitable.

Members of the faculty, administration, college staff and student body should feel free to speak in public forums or write "Letters to the Editor" and write publicly without institutional censorship, as long as they indicate they are not acting as institutional spokespersons. The college has a responsibility to society to defend and maintain academic freedom to insure that educational goals can be achieved and that all fields of knowledge can be studied, discussed, and interpreted in an objective and scholarly manner.

Reference: Title 5, Section 51023

*Reviewed and Adopted 12/04/2000*



**ARTICLE 5200: ACADEMIC FREEDOM AND RESPONSIBILITIES**

**BP 5220 Solicitation in the Classroom**

Instructors are not permitted to inappropriately use the classroom as a forum for solicitation of funds, sale of merchandise or promotion of business ventures, lease or rentals, nor are they permitted to allow other college employees, students or guests to do so. An exception to this policy may occur when necessary course materials need to be sold through an authorized college source to students in the classroom.

*Reviewed and Adopted 12/04/2000*

**BP 5230 Adjustments for Students with Disabilities**

Current State and Federal regulations relating to accommodating students with disabilities will be applied to ensure that the District does not discriminate, or have the effect of discriminating, on the basis of handicap.

*Reviewed and Adopted 12/04/2000*



**ARTICLE 5300: ACADEMIC STANDARDS**

**BP 5310 Grades**

A grade entry will be made on the student's permanent record for each course in which the student was actively enrolled.

Reference: Title 5, Section 55758

*Reviewed and Adopted 12/04/2000*

**BP 5311 Credit/No-Credit Courses**

The college may offer courses on a credit/no-credit grading system in the following categories in accordance with Education Code Section 51302:

1. Courses wherein all students are evaluated on a "credit—no-credit" basis.
2. Courses wherein each student may elect on registration, or within such time thereafter as provided in the college regulations, to take courses on a credit—no-credit basis.

*Reviewed and Adopted 12/04/2000*

**BP 5320 Units of Credit**

The Board of Trustees authorizes the use of the Carnegie Unit Formula as the relationship between hours of student work and units earned. The normal expectation for a semester-length course is that for each week, a minimum of:

One hour of lecture = one unit of credit

Three hours of lab/studio/activity = one unit of credit

Reference: Title 5, Section 55002(b)(1)(B)

*Reviewed and Adopted 12/04/2000*



**BP 5330      Alternate Means of Granting Credit**

1.    Credit by Examination

The college may grant credit to any actively enrolled student in good standing who satisfactorily passes examinations previously approved by the college administration. Credit will only be granted for courses corresponding to Santa Monica College courses. Credit earned by examination shall be clearly annotated on the student's permanent record and added to units completed. Such credit shall not be counted in graded computation. Credit by examination shall not apply toward the residence requirements of the Associate in Arts degree.

2.    Credit for "Life Experience"

Santa Monica College does not grant college credit for "life experience."

*Reviewed and Adopted 12/04/2000*

**BP 5340      Audition/Portfolio Requirements for Class Admittance**

The Board of Trustees authorizes the establishment of audition and portfolio review requirements for specific classes and program.

Reference:      Title 5, Section 58106.

*Reviewed and Adopted 12/04/2000*

**BP 5350      Auditing of Classes**

Auditing of classes is not permitted at Santa Monica College. All students attending credit or noncredit classes at Santa Monica College must be officially enrolled through Admissions and Records. Those attending not-for-credit classes must be enrolled through the Community Services office.

*Reviewed and Adopted 12/04/2000*

**BP 5360      Instructional Materials Fee**

Students may be required to pay a fee for instructional and other materials required for a course. The Board of Trustees adopted the provisions in the Education Code and Title 5 and the administration will use these to identify the appropriate courses.

*Reviewed and Adopted 12/04/2000*





**ARTICLE 5400: ALTERNATIVE CLASS ACTIVITIES AND DELIVERY PROCESSES**

**BP 5410 Contract Education/Customized Training**

*This policy is currently being developed and proceeding through consultation with the Academic Senate.*

**BP 5420 Distance Education**

The Board of Trustees authorizes the use of communication technology for instruction of students who are physically separated from their instructor. The college will ensure that any class offered as a distance education class meets the same academic standards in terms of objectives and course content as courses taught traditionally.

Reference: Title 5, Section 55370

*Reviewed and Adopted 12/04/2000*

**BP 5430 Study Abroad Programs**

The Board of Trustees authorizes the College overseas study abroad in accordance with standards established by the Western Association Accrediting Commission for Community and Junior Colleges.

*Reviewed and Adopted 12/04/2000*

**BP 5440 Dual Enrollment**

The Board of Trustees authorizes credit classes to be taught at high schools so that high school students may participate in the Dual Enrollment Program outside their regular high school class day.

*Reviewed and Adopted: (insert date)*



**BP 5450**      **Field Trips**

Field trips are components of regularly scheduled classes designed to provide experiences connected with specific elements of the course curriculum. The Board of Trustees authorizes this method of instruction as a means of enhancement to the curriculum delivery process.

*Reviewed and Adopted 12/04/2000*

**BP 5460**      **Guest Speakers**

A qualified academic employee of the college must be present at all times while a class is in session. A guest speaker may be used in a class providing the instructor of record or other academic employee is also present.

*Reviewed and Adopted 12/04/2000*



**ARTICLE 5500: ACADEMIC CALENDAR**

**BP 5510 Academic Year**

The calendar for the academic year will be determined through the collective bargaining process.

Reference: Title 5, Section 55700, 55720, 55722

*Reviewed and Adopted 12/04/2000*

**BP 5520 Course Time Patterns**

The Board of Trustees authorizes the establishment of guidelines for standard class scheduling time patterns to ensure compliance with Title 5 and to facilitate student scheduling.

Reference: Title 5, Section 58023

*Reviewed and Adopted 12/04/2000*

**BP 5530 Religious Holidays**

In accordance with Education Code Sections 262 and 76121, the District policy is to ensure that programs and activities are free from discrimination based on religion.

*Reviewed and Adopted 12/04/2000*

**BP 5540 Flexible Calendar**

The flexible calendar requirements will comply with Education Code and Title 5 statutes. The dates of the activities will be subject to collective bargaining.

Reference: Education Code Sections 84890-85895  
Title 5, Sections 55720-55732

*Reviewed and Adopted 12/04/2000*

**BP 5550 Final Examinations**

The Board of Trustees authorizes the establishment of a schedule for the administration of final examinations for full semester classes. The specific days for final examinations are determined through the collective bargaining process.

*Reviewed and Adopted 12/04/2000*