**Joint Academic Senate
Student Affairs Committee**

**Santa Monica College**

**Agenda**

**April 8, 2014**

1. Public Comments
2. Approval of Minutes (p. 2)
3. Chair’s Report
4. Old Business

	1. AR4420—Enrollment Standards for Participation in Santa Monica College Student Government (Tabled until further notice)
5. New Business
	1. AR4114—Matriculation (p. 3-7; pertinent Title 5 regulations, p. 8-26)
6. Announcements

**COMMITTEE MEMBERSHIP**

Esau Tovar

Chair

Counselor/Assessment Center

310-434-4275

Kiersten Elliott

Vice Chair

Dean, Enrollment Services

310-434-4173

**Members**

Sara Boosheri

Professor, Mathematics

Shannon Herbert

Professor, English

Deyna Hearn

Dean, Student Life

Denise Kinsella

Associate Dean, IEC

Lucy Kluckhohn-Jones

Professor, Microbiology

Maribel Lopez

Professor, Mathematics

Alicia Villalpando

Counselor, Transfer Center

**Student Representatives**

Tiffany Inabu

Winnie Kakonge

**Interested Parties (non-voting)**

Benny Blaydes

Counselor, Associated Students

Gail Fukuhara

Counselor, International Counseling Center

Laurie Guglielmo

Chair, Counseling Department

Nathalie Laille

Counselor, Disabled Students Center

Annmarie Leahy

Recording Secretary

**Spring 2014 Meetings**

2:00 – 3:45 p.m.

SCI-251

March 4\*, 25

April 8, 22

May 6, 20

\*Meeting in Library Conference Room

Student Affairs Committee

Minutes Tuesday, March 25, 2014

**Attendees:** Esau Tovar, Kiersten Elliott- Vice Chair, Sara Boosheri, Shannon Herbert, Deyna Hearn, Denise Kinsella, Lucy Kluckhohn-Jones, Maribel Lopez, Alicia Villalpando, Gail Fukuhara, Laurie Guglielmo, Nathalie Laille, Tiffany Inabu (Student Rep), Winnie Kakonge (Student Rep)

**Excused/Absent:** Benny Blaydes, Pablo Garcia (Student Rep)

AGENDA

1. Call to order 2:10 pm
2. Minutes from March 4, 2014 approved with minor typos corrected
3. Old Business
	1. AR4420- Enrollment Standards for Participation in Santa Monica College Student Government
		1. Denise advised the committee that the subcommittee had restructured and reworded AR 4420, so that is reads more clearly. They are now ironing out the specifics and should be ready to present the revised AR at the next meeting.
	2. AR4111.4- Mandatory Assessment, Course Placement, and Challenge Procedures
		1. The committee had some minor changes to the language.
		2. The committee discussed changing the guidelines to allow less time in between retesting opportunities.
		3. Esau mentioned that data has shown that scores show no marked improvement if the tests are retaken without time in between for the student to better prepare before the retest.
		4. Kiersten mentioned that the goal of the Prep2Test initiative is to help the students do their best on the first test and/or before a retest.
		5. Denise mentioned the timing of the F1 students’ arrival to the United States in relationship to their assessment testing and their enrollment schedule is very challenging. She expressed concern over the tight time frame/difficulty adjusting for these students.
		6. The committee decided to include a special consideration petition clause to the retesting policy.
4. Meeting Adjourned at 3:45pm

Respectfully submitted by Ann Marie Leahy

AR 4114 Matriculation

Matriculation status shall be established for all new students at the time they submit their applications. Their status shall be either matriculant or deferred matriculant.

Students are considered matriculants if they are enrolling in college for the first time or their goal is to obtain an Associate of Arts degree or to transfer or to complete an occupational goal. International students who are studying on an F-1 visa are considered matriculants and shall not be exempted from any of the matriculation components.

 1. Student Matriculation Rights

 All students who participate in the matriculation process are entitled to the following:

 A. Admission to the College is subject to Federal, State of California and Santa Monica College Board of Trustees policies and regulations, and the availability of classes.

 B. Information about the SMC campus and its satellite locations, the matriculation process, including enrollment and the Santa Monica College Board of Trustees policies relating to students.

 C. Access to a matriculation process that will facilitate participation in all components:

 D. An English/ESL and/or math assessment instrument approved by the Chancellor's Office of the California Community Colleges.

 E. An English/ESL and/or math assessment recommendation that utilizes information and advisement based upon multiple measures.

 F. Counseling assistance in the selection and enrollment of approved student classes.

 G. Information about special programs, prerequisites, corequisites, advisories, and procedures.

 H. Information and referrals regarding Santa Monica College student support services, such as financial aid.

 I. Follow-up counseling services to enhance academic and personal performances and identify skill deficiencies that impact their academic performances.

 J. Matriculation services for ethnic, language-minority students and students with disabilities appropriate to their needs, and where necessary, modifications in the matriculation process or use of alternative instruments and/or methods or procedures to accommodate the needs of these students.

2. Matriculation Responsibilities

 All students are responsible for the following:

A. Declaring specific educational goals after completing 15 semester units or prior to the end of their 3rd semesterat Santa Monica College.

B. Engaging in course activities and completing assigned coursework; and

C. Completing courses and maintaining progress toward an education goal and completing a course of study.

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D. Meeting with counselors whenever there is a change in their existing educational plans and creating revised educational plans consistent with their new academic or career goals.

 E. Santa Monica College requires students who are placed on academic and/or progress probation (as stated in SMC Board Policies) to develop contracts with counselors for returning to good standing.

 F. Santa Monica College requires matriculants who have not declared educational goals to participate in career or academic selection counseling after completing 15 semester units or prior to the end of their 3rd semester at Santa Monica College.

 4. Matriculation Components and Participation

All students will participate in the matriculation process unless specifically exempted from selected components of the process. The matriculation components shall consist of orientation, assessment, educational planning, counseling/advisement, and follow-up. All students shall complete the admissions application regardless of their matriculation status. All students enrolled in graded classes shall be included in the follow-up component.

All matriculants are required to participate in the following components:

A.

B. Orientation

Santa Monica College requires all matriculants to participate in the orientation component. Matriculants are exempt from the orientation component if they

(1) have completed an AA Degree or higher, or

(2) are enrolled only in ungraded classes, or

(3) are high school students enrolled only in advanced placement classes, or

(4) are enrolled only in not-for-credit classes, or

(5) have previously attended SMC and are returning after discontinued enrollment for no more than three semesters.

C. Education Planning and Other Counseling/Advisement

Santa Monica College requires that all matriculants develop an abbreviated education plan prior to enrollment in their first semester. Future updates and comprehensive plans must be done with their counselors. All matriculants who have completed the services identified above (A) through (B) are required to complete a comprehensive education after completing 15 semester units or prior to the end of their 3rd semester.

D. Follow-up

The College shall maintain a follow-up system that ensures regular monitoring for early detection of academic difficulty.

5. Matriculants (Deferred)

Students who have had prior college experience and/or who do not plan to transfer or complete an occupational course of study, may opt to defer their matriculation process until completing 15 semester units or prior to the end of their 3rd semester at Santa Monica College, at which time they become matriculants. Information on exemptions and waivers is available in the Assessment website, the Schedule of Classes and the college website.

Deferred matriculants shall:

A. Complete the admissions application;

B. Be given orientation and assessment information uponapplication submission;

C. Be exempt from English or ESL and math assessment prior to enrollment into the sixth unit unless they plan to take English/ESL or math classes;

D. Be permitted to participate in education planning, counseling and advisement.

6. Prerequisite Challenges

 See SMC Board of Trustees Policy Section 5120 on Prerequisites/Corequisites.

7. Student Matriculation Complaints

Formal written complaints about the matriculation process may be filed with the administrator in charge of student success and support. These complaint forms can be obtained from the Student Success and Support Program Office. Records of all such written complaints shall be retained in the matriculation administrator’s office for at least 3 years after the complaint has been resolved and shall be subject to review by the Chancellor as part of the statewide evaluation required under Section 55512 of Title 5.

Reference: California Code of Regulations, Title 5, Sections 55500 - 55534

Reviewed and/or Updated: 4/29/03

# **Pertinent Title 5 Regulations**

51024. Student Success and Support Program

55500. Scope and Intent

55520. Required Services

55521. Orientation

55524. Assessment

55523. Counseling Advising, and Other Education Planning Services

55524. Student Education Plan

55525. Student Follow-up

55526. Accommodations

55530. Student Rights and Responsibilities

55531. Institutional Responsibilities

55532. Exemptions

55534. Violations and Appeals.

**§ 51024. Student Success and Support Program.**

The governing board of each community college district shall:

(a) adopt and submit to the Chancellor a Student Success and Support Program plan as required under section 55510;

(b) evaluate its Student Success and Support Program and participate in statewide evaluation activities as required under section 55512(c);

(c) provide Student Success and Support Program services to its students in accordance with sections 55520-55525;

(d) establish procedures for waivers and appeals in connection with its Student Success and Support Program in a manner consistent with section 55534; and

(e) substantially comply with all other provisions of Subchapter 6 (commencing with section 55500) of Chapter 6 of this Division.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 78210-78218, Education Code.

HISTORY

1. New section filed 6-5-90 by the Board of Governors, California Community Colleges, with the Secretary of State; operative 7-5-90. Submitted to OAL for printing only pursuant to Education Code section 70901.5(b) (Register 90, No. 37).

2. Amendment of first paragraph and subsection (e) filed 4-3-92; operative 5-4-92 (Register 92, No. 15).

3. Amendment of section heading and section filed 9-19-2013; operative 10-19-2013. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2013, No. 38).

5 CCR § 51024, **5** **CA** **ADC** **§** **51024** 

This database is current through 3/21/14 Register 2014, No. 12

**§ 55500. Scope and Intent.**

(a) This chapter implements and should be read in conjunction with the provisions of the Seymour-Campbell Student Success Act of 2012, codified as Education Code sections 78210, et seq., which recognizes that student success is the responsibility of the institution and student, supported by well-coordinated and evidence based student and instructional services to foster academic success. The purpose of this subchapter is to implement the Student Success and Support Program to increase California community college student access and success through the provision of core matriculation services, including orientation, assessment and placement, counseling, advising, and other education planning services, with the goal of providing students with the support services necessary to assist them in achieving their education goal and identified course of study.

(b) The requirements of this subchapter apply only to districts receiving funds pursuant to Education Code section 78216 for the period of time during which such funds are received.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 78210-78218, Education Code.

HISTORY

1. New section filed 6-5-90 by the Board of Governors, California Community Colleges, with the Secretary of State; operative 7-5-90. Submitted to OAL for printing only pursuant to Education Code section 70901.5(b) (Register 90, No. 37).

2. Amendment of subsection (a) and repealer of subsection (c) filed 4-3-92; operative 5-4-92 (Register 92, No. 17).

3. Amendment of section and Note filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).

4. Amendment of section heading and subsection (a) filed 9-19-2013; operative 10-19-2013. Submitted to OAL for printing only pursuant toEducation Code section 70901.5 (Register 2013, No. 38).

5 CCR § 55500, **5** **CA** **ADC** **§** **55500** 

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**§ 55520. Required Services.**

At a minimum, each community college district shall provide students, except as exempted pursuant to section 55532, with all of the following Student Success and Support Program services:

(a) orientation on a timely basis, pursuant to section 55521.

(b) assessment for all nonexempt students pursuant to section 55522;

(c) counseling, advising, or other education planning services for nonexempt students pursuant to section 55523;

(d) assistance in developing a student education plan pursuant to section 55524, which identifies the student's education goal, course of study, and the courses, services, and programs to be used to achieve them;

(e) follow-up services, pursuant to section 55525, to evaluate the academic progress of, and provide support services to, at risk students; and

(f) referral of students to:

(1) support services that may be available, including, but not limited to, counseling, financial aid, health and mental health services, campus employment placement services, Extended Opportunity Programs and Services, campus child care services, tutorial services, foster youth support services, veterans support services, and Disabled Students Programs and Services; and

(2) curriculum offerings which may be available, including but not limited to, basic skills, noncredit programs, and English as a Second Language.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 78212, Education Code.

HISTORY

1. Amendment filed 6-5-90 by the Board of Governors, California Community Colleges, with the Secretary of State; operative 7-6-90. Submitted to OAL for printing only pursuant to Education Code section 70901.5(b) (Register 90, No. 37).

2. Amendment filed 9-19-2013; operative 10-19-2013. Submitted to OAL for printing only pursuant to Education Code section 70901.5(Register 2013, No. 38).

5 CCR § 55520, **5** **CA** **ADC** **§** **55520** 

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**§ 55521. Orientation.**

Each college shall provide all students with information on a timely basis, as determined by the college, regarding policies, procedures and information, including but not limited to:

(1) Academic expectations and progress and probation standards pursuant to section 55031;

(2) Maintaining registration priority pursuant to section 58108;

(3) Prerequisite or co-requisite challenge process pursuant to section 55003;

(4) Maintaining Board of Governors Fee Waiver eligibility pursuant to section 58612.

(5) Description of available programs, support services, financial aid assistance, and campus facilities, and how they can be accessed;

(6) Academic calendar and important timelines.

(7) Registration and college fees.

(8) Available education planning services.

(9) Other issues, policies, and procedures the college determines as necessary to provide a comprehensive orientation to students.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 78212, Education Code.

HISTORY

1. Amendment of subsections (d), (e) and (f) filed 6-5-90 by the Board of Governors, California Community Colleges, with the Secretary of State; operative 7-6-90. Submitted to OAL for printing only pursuant to Education Code section 70901.5(b) (Register 90, No. 37).

2. Amendment of subsection (a) and redesignating following subsections (1)-(6), adoption of subsection (b) and amendment of NOTE filed 4-3-92; operative 5-4-92 (Register 92, No. 15).

3. Amendment of subsections (a)(1) and (a)(5)-(b), new subsections (c)-(c)(3) and amendment of Note filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).

4. Amendment of subsection (a)(4) and Note filed 5-16-2008; operative 6-15-2008. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2008, No. 21).

5. Repealer and new section filed 9-19-2013; operative 10-19-2013. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2013, No. 38).

5 CCR § 55521, **5** **CA** **ADC** **§** **55521** 

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**§ 55522. Assessment.**

(a) The Chancellor shall establish and update, at least annually, a list of approved assessment tests for use in placing students in English, mathematics, or English as a Second Language (ESL) courses and guidelines for their use by community college districts. When using an English, mathematics, or ESL assessment test for placement, it must be used with one or more other measures to comprise multiple measures.

(1) Districts and colleges are required to use the Chancellor's guidelines for the validation of all assessment tests used for placement to ensure that they minimize or eliminate cultural or linguistic bias and are being used in a valid manner. Based on this evaluation, the district or college shall determine whether any assessment test, method, or procedure has a disproportionate impact on particular groups of students, as defined by the Chancellor. When there is a disproportionate impact on any such group of students, the district or college shall, in consultation with the Chancellor, develop and implement a plan setting forth the steps the district will take to correct the disproportionate impact.

(2) The Chancellor may identify other measures of a student's college readiness that community college districts may use for student placement into the college's curriculum.

(b) Each community college district shall adopt procedures that are clearly communicated to students, regarding the college's sample test preparation, how the student test results will be used to inform placement decisions, and the district's limits on the student's ability to re-test.

(c) Community college districts shall not, except as provided in subdivision (d), do any of the following:

(1) use an assessment test for placement which has not been approved by the Chancellor pursuant to section 55522, except that the Chancellor may permit limited field-testing, under specified conditions, of new or alternative assessment tests;

(2) use any assessment test in a manner or for a purpose other than that for which it was developed or has been otherwise validated;

(3) use any assessment test process to exclude any person from admission to a college, except that a college may determine the admission of special part-time or full-time students under Education Code section 76002 based on an assessment which involves multiple measures and complies with other requirements of this subchapter; or

(4) use any assessment test, method, or procedure to exclude students from any particular course or educational program, except that districts may establish appropriate prerequisites pursuant to sections 55002 and 55003.

(5) use any Student Success and Support Program practice which has the purpose or effect of subjecting any person to unlawful discrimination prohibited by subchapter 5 (commencing with section 59300) of chapter 10.

(d) Notwithstanding the provisions of subdivision (c)(1) and (2), assessment tests approved by the Secretary of the United States Department of Education may be used to determine “ability to benefit” in the process of establishing a student's eligibility for federal financial aid pursuant to title 20 United States Code section 1091(d).

(e) Notwithstanding paragraphs (1), (2), (3) or (5) of subdivision (c) or the provisions of sections 55003 or 55522, a community college district may use an assessment test to select students for its nursing program, provided that:

(1) the district complies with all other provisions of this subchapter;

(2) the assessment test or other measures are used in conjunction with other assessment test, methods, or procedures to select students for enrollment in the nursing program; and

(3) the Chancellor has determined that the assessment test predicts likelihood of success in nursing programs, has approved use of the assessment test for that purpose and has established statewide proficiency cut-off scores for that test pursuant to Education Code section 78261.

Note: Authority cited: Section 11138, Government Code; and Sections 66700 and 70901, Education Code. Reference: Section 11135, Government Code; and Sections 72011, 76002, 78211, 78212, 78213 and 78261, Education Code.

HISTORY

1. New section filed 6-5-90 by the Board of Governors, California Community Colleges, with the Secretary of State; operative 7-6-90. Submitted to OAL for printing only pursuant to Education Code section 70901.5(b) (Register 90, No. 37).

2. Change without regulatory effect amending section and Note filed 3-15-2006 pursuant to section 100, title 1, California Code of Regulations. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2006, No. 17).

3. Renumbering of former section 55522 to section 55526 and renumbering of former section 55524 to new section 55522, including amendment of section and Note, filed 9-19-2013; operative 10-19-2013. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2013, No. 38).
5 CCR § 55522, **5** **CA** **ADC** **§** **55522** 

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**§ 55523. Counseling Advising, and Other Education Planning Services.**

(a) Counseling, advising, and other education planning services shall include, but are not necessarily limited to, the following:

(1) Assistance to students in the exploration of education and career interests and aptitudes and identification of an education and career goal and course of study, including, but not limited to, preparation for transfer, associate degrees, and career technical education certificates and licenses.

(2) The provision of information, guided by sound counseling principles and practices, using a broad array of delivery, including technology-based strategies, to serve a continuum of student needs and abilities to enable students to make informed choices.

(3) Development of an education plan to accomplish a course of study related to a student's education and career goals.

(b) Each college shall make reasonable efforts to do all of the following:

(1) ensure that all nonexempt students who are on academic or progress probation or facing dismissal participate in counseling as provided in section 55023;

(2) ensure that all nonexempt students who do not have a course of study participate in counseling, advising, or other education planning services to assist them in the process of selecting an education goal and course of study pursuant to section 55530;

(3) ensure that all nonexempt students who are enrolled in nondegree-applicable basic skills courses participate in counseling, advising, or other education planning services; and

(4) ensure all nonexempt students described in (b)(1), (b)(2), and (b)(3) receive counseling services, pursuant to section 51018.

(c) Colleges are required to notify students who are at risk of losing Board of Governors Fee Waiver eligibility due to being placed on academic or progress probation for two consecutive terms. Pursuant to section 58108, colleges are required to notify students who are at risk of losing enrollment priority due to being placed on academic or progress probation or due to exceeding a unit limit. Colleges shall ensure that, within a reasonable time of receiving such notice, students shall have the opportunity to receive appropriate counseling, advising, or other education planning services in order to provide students with an opportunity to maintain fee waiver eligibility and enrollment priority.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 78212, Education Code.

HISTORY

1. New section filed 6-5-90 by the Board of Governor's, California Community Colleges, with the Secretary of State, operative 7-6-90. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (b) (Register 90, No. 37).

2. Amendment filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).

3. Amendment of subsection (a)(4) filed 5-16-2008; operative 6-15-2008. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2008, No. 21).

4. Amendment of section heading and section filed 9-19-2013; operative 10-19-2013. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2013, No. 38).

5 CCR § 55523, **5** **CA** **ADC** **§** **55523** 

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**§ 55524. Student Education Plan.**

(a) Each district or college shall establish a process that takes into consideration the student services and instructional resources available for assisting students to select an education goal and course of study within a reasonable time after admission as required by section 55530(d). This shall include, but not be limited to, the provision of counseling as required by section 55523.

(b) Districts or colleges shall provide students with an opportunity to develop student education plans that are either:

(1) Abbreviated. Abbreviated student education plans are one to two terms in length designed to meet the immediate needs of students for whom a comprehensive plan is not appropriate; or

(2) Comprehensive. Comprehensive student education plans take into account a student's interests, skills, career and education goals, major, potential transfer institutions, and the steps the student needs to take on their educational path to complete their identified course of study. The comprehensive plan helps the student achieve their course of study. The comprehensive plan includes, but is not limited to, addressing the education goal and course of study requirements, such as the requirements for the major, transfer, certificate, program, applicable course prerequisites or co-requisites, the need for basic skills, assessment for placement results, and the need for referral to other support and instructional services as appropriate. The comprehensive student education plan is tailored to meet the individual needs and interests of the student and may include other elements to satisfy participation requirements for programs such as EOPS, DSPS, CalWORKs, veterans education benefits, athletics, and others.

(c) Once a continuing nonexempt student has selected an education goal and course of study, the district shall make a reasonable effort to afford the student the opportunity to develop a comprehensive student education plan describing the responsibilities of the student, the requirements he or she must meet, and the courses, programs, and services required and available to achieve the stated goal.

(d) The student education plan developed pursuant to subdivision (b) shall be accessible, timely, and recorded in electronic form. The plan and its implementation shall be reviewed as necessary to ensure that it continues to accurately reflect the needs and goals of the student. Districts or colleges shall make a reasonable effort to not duplicate education planning processes including for students participating in special programs.

(e) If a student believes the district or college has failed to make good faith efforts to develop a plan, has failed to provide programs and services specified in the student education plan, or has otherwise violated the requirements of this section, the student may file a complaint pursuant to section 55534(a).

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 78212, Education Code.

HISTORY

1. New section filed 6-5-90 by the Board of Governors, California Community Colleges, with the Secretary of State; operative 7-6-90. Submitted to OAL for printing only pursuant to Education Code section 70901.5(b) (Register 90, No. 37).

2. Renumbering of former section 55524 to section 55522 and renumbering of former section 55525 to new section 55524, including amendment of section heading and section, filed 9-19-2013; operative 10-19-2013. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2013, No. 38).

5 CCR § 55524, **5** **CA** **ADC** **§** **55524** 

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**§ 55525. Student Follow-up.**

Each college shall evaluate the academic progress of, and provide support services to, at risk students. The college shall monitor the academic progress of each student to detect early signs of academic difficulty and provide students with advice or referral to specialized services or curriculum offerings where necessary pursuant to section 55523. Follow-up services shall be targeted to at risk students, specifically students enrolled in basic skills courses, students who have not identified an education goal and course of study, or students who are on academic or progress probation or facing dismissal. These services include, but are not limited to, academic or progress probation interventions, academic early alert systems, and referral to other support services.

Note: Authority cited: Sections 66700 and 70901, Educational Code. Reference: Section 78212, Education Code.

HISTORY

1. New section filed 6-5-90 by the Board of Governor's, California Community Colleges, with the Secretary of State, operative 7-6-90. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (b) (Register 90, No. 37).

2. Amendment of subsections (a), (c) and (d) filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).

3. Renumbering of former section 55525 to section 55524 and renumbering and amendment of former section 55526 to new section 55525 filed 9-19-2013; operative 10-19-2013. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2013, No. 38).

5 CCR § 55525, **5** **CA** **ADC** **§** **55525** 

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**§ 55526. Accommodations.**

(a) Student Success and Support Program services for students with disabilities shall be appropriate to their needs, and colleges shall, where necessary, make modifications to the services provided or use alternative tests, methods, or procedures to accommodate the needs of such students. Colleges may require students requesting such accommodations to provide proof of need. Disabled Students Programs and Services (DSPS) is authorized, consistent with the provisions of subchapter 1 (commencing with section 56000), to provide specialized services and modified or alternative services as identified in 55520. Notwithstanding this authorization, participation in the DSPS program is voluntary and no student may be denied necessary accommodations in the assessment process because he or she chooses not to use specialized services provided by these programs.

(b) Student Success and Support Program services for students served by the Extended Opportunity Programs and Services (EOPS) who are disadvantaged by economic, social, and educational status shall be appropriate to their needs, and colleges shall, where necessary, make modification to the services provided or use alternative supports to meet the needs of such students. EOPS is authorized, consistent with the provisions of subchapter 2.5 (commencing with section 56200) of chapter 7 to provide services that are over, above, and in addition to services otherwise provided to all credit-enrolled students. Notwithstanding this authorization, participation in the EOPS program is voluntary and no student may be denied necessary supports because he or she chooses to not use specialized services provided by this program.

(c) Colleges shall ensure that Student Success and Support Program services are accessible for English language learners and are appropriate to their needs. Colleges shall, where necessary, make modifications to the services provided to accommodate the needs of such students. Modified or alternative services for limited or non-English-speaking students may be provided in English as a Second Language programs.

Note: Authority cited: Section 11138, Government Code; Sections 66700, 70901 and 78213, Education Code. Reference: Section 11135, Government Code; and Sections 72011, 78211 and 78213, Education Code.

HISTORY

1. New section filed 6-5-90 by the Board of Governor's, California Community Colleges, with the Secretary of State, operative 7-6-90. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (b) (Register 90, No. 37).

2. Renumbering of former section 55526 to section 55525 and renumbering of former section 55522 to new section 55526, including amendment of section heading and section, filed 9-19-2013; operative 10-19-2013. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2013, No. 38).

5 CCR § 55526, **5** **CA** **ADC** **§** **55526** 

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**§ 55530. Student Rights and Responsibilities.**

(a) All students shall be required to:

(1) identify an education and career goal;

(2) diligently engage in course activities and complete assigned coursework; and

(3) complete courses and maintain progress toward an education goal and completing a course of study.

(b) Nonexempt first time students shall, within a reasonable period of time, be required to:

(1) identify a course of study.

(2) be assessed to determine appropriate course placement.

(3) complete an orientation activity provided by the college.

(4) participate in counseling, advising, or another education planning service pursuant to section 55523 to develop, at a minimum, an abbreviated student education plan.

(c) For the purposes of this section, a first time student is a student who enrolls at the college for the first time, excluding students who transferred from another institution of higher education. For purposes of this section, first time enrollment does not include concurrent enrollment during high school. To the extent that a college has the capacity to require and provide the services identified in (b)(1) through (4) to other students, nothing in this section would preclude a college from doing so.

(d) Nonexempt students who have completed the services identified in (b)(1) through (4) shall be required to complete a comprehensive education plan after completing 15 semester units or 22 quarter units of degree applicable credit course work or prior to the end of the 3rd semester or 4th quarter of enrollment, or a shorter period if required by district or program policy.

(e) Failure to fulfill the required services listed in (b) may result in a hold on a student's registration or loss of registration priority pursuant to section 58108 until the services have been completed.

(f) Information obtained from the matriculation process shall be considered student records and shall be subject to the requirements of subchapter 6 (commencing with section 54600) of chapter 5.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 76000, 76001 and 78212, Education Code.

HISTORY

1. Amendment filed 6-5-90 by the Board of Governors, California Community Colleges, with the Secretary of State; operative 7-6-90. Submitted to OAL for printing only pursuant to Education Code section 70901.5(b) (Register 90, No. 37).

2. Amendment of subsection (b) filed 4-3-92; operative 5-4-92 (Register 92, No. 15).

3. Amendment of subsections (a), (b) and (d) filed 10-5-93; operative 11-4-93. Submitted to OAL for printing only pursuant to Education Code section 70901.5(b) (Register 93, No. 42).

4. Change without regulatory effect amending section and Note filed 3-15-2006 pursuant to section 100, title 1, California Code of Regulations. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2006, No. 17).

5. Amendment of subsections (a) and (d) filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).

6. Amendment of article 4 heading and repealer and new section filed 9-19-2013; operative 10-19-2013. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2013, No. 38).

5 CCR § 55530, **5** **CA** **ADC** **§** **55530** 

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**§ 55531. Institutional Responsibilities.**

(a) The governing board of each community college district shall adopt policies reflecting the provisions of section 55530, Student Rights and Responsibilities. Colleges shall take steps to ensure that information regarding its matriculation policies are accessible and available to all students during or prior to enrollment (e.g., during orientation) and are included in class schedules, catalogs, or other appropriate communications describing student rights and responsibilities under this subchapter.

(b) Once the student has identified a course of study and completed 15 semester units or 22 quarter units of degree applicable course work, the college must provide the student with an opportunity to develop a comprehensive student education plan pursuant to section 55524 within a reasonable time period. Student responsibilities shall also be identified in the student's education plan developed pursuant to section 55524.

(c) Colleges are required to provide nonexempt students with the services specified in sections 55520, 55521, 55522, 55523, and 55524. Initial implementation of these services is required for first time students identified in section 55530(b) by the fall 2015 term. Beginning with the spring 2015 term, districts shall notify students of the requirements established by this subchapter.

(d) Districts may establish a policy providing that a nonexempt student will have a hold placed on registration or lose registration priority pursuant to section 58108 if a student fails to fulfill the responsibilities set forth in section 55530(b) and (c).

(e) Districts and colleges shall make reasonable efforts to avoid duplication of the orientation, assessment, counseling, advising, or other education planning services, and development of student education plans funded through this subchapter or funded through other programs.

(f) It is the intent of this subchapter that instructional and student services departments at each college shall use multiple sources of data from student education planning efforts and identified courses of study to coordinate course scheduling.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 76000, 76001 and 78212, Education Code.

HISTORY

1. New section filed 9-19-2013; operative 10-19-2013. Submitted to OAL for printing only pursuant to Education Code section 70901.5(Register 2013, No. 38).

5 CCR § 55531, **5** **CA** **ADC** **§** **55531** 

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**§ 55532. Exemptions.**

(a) Community college districts may elect to exempt certain students from participation in orientation, assessment, counseling, advising, or student education plan development, as required by subdivisions (a), (b), (c), or (d) of section 55520. Each district shall establish policies specifying the grounds for exemption. Such policies shall be identified in the Student Success and Support Program plan required under section 55510 and the number of students so exempted shall be reported, by category, to the Chancellor pursuant to section 55511.

(b) Districts may adopt policies that exempt a student from orientation, assessment, counseling, advising, or student education plan development if the student:

(1) has completed an associate degree or higher;

(2) has enrolled at the college for a reason other than career development or advancement, transfer, attainment of a degree or certificate of achievement, or completion of a basic skills or English as a Second Language course sequence;

(3) has completed these services at another community college within a time period identified by the district;

(4) has enrolled at the college solely to take a course that is legally mandated for employment as defined in section 55000 or necessary in response to a significant change in industry or licensure standards.

(5) has enrolled at the college as a special admit student pursuant to Education Code section 76001.

(c) Any student exempt from orientation, assessment, counseling, advising, or student education plan development shall be notified and may be given the opportunity to participate in those services.

(d) District policies shall not exempt a student solely because a student has not selected an education and career goal or course of study.

Note: Authority cited: Sections 66700, 70901, and 78215, Education Code.Reference: Section 78215, Education Code.

HISTORY

1. New section filed 6-5-90 by the Board of Governors, California Community Colleges, with the Secretary of State; operative 7-6-90. Submitted to OAL for printing only pursuant to Education Code section 70901.5(b) (Register 90, No. 37).

2. Amendment of subsections (a) and (b), new subsection (d)(3), subsection renumbering and amendment of subsection (e) filed 5-16-2008; operative 6-15-2008. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2008, No. 21).

3. Amendment filed 9-19-2013; operative 10-19-2013. Submitted to OAL for printing only pursuant to Education Code section 70901.5(Register 2013, No. 38).

5 CCR § 55532, **5** **CA** **ADC** **§** **55532** 

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**§ 55534. Violations and Appeals.**

(a) Each community college district shall establish written procedures by which students may challenge any alleged violation of the provisions of this subchapter. Districts shall investigate and attempt to resolve any such challenges and complaints in a timely manner. Procedures may be consolidated with existing student grievance procedures by action of the governing board. Records of all such complaints shall be retained for at least three years after the complaint has been resolved or longer if necessary to meet other requirements and shall be subject to review by the Chancellor as part of the statewide evaluation required under section 55511.

(b) When a challenge contains an allegation that a community college district has violated the provisions of section 55522(c), the district shall, upon completion of the challenge procedure established pursuant to this section, advise the student that he or she may file a formal complaint of unlawful discrimination pursuant to subchapter 5 (commencing with section 59300) of chapter 10. Completion of the challenge procedure shall be deemed to be an effort at informal resolution of the complaint under section 59327.

Note: Authority cited: Section 11138, Government Code; Sections 66700 and 70901, Education Code. Reference: Sections 11135-11139.5, Government Code; Sections 78211 and 78213, Education Code.

HISTORY

1. New section filed 6-5-90 by the Board of Governors, California Community Colleges, with the Secretary of State; operative 7-6-90. Submitted to OAL for printing only pursuant to Education Code section 70901.5(b) (Register 90, No. 37).

2. Amendment filed 10-5-93; operative 11-4-93. Submitted to OAL for printing only pursuant to Education Code section 70901.5(b) (Register 93, No. 42).

3. Amendment of subsection (b) filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).

4. Amendment filed 3-15-2006; operative 4-14-2006. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2006, No. 17).

5. Amendment of section heading and section filed 9-19-2013; operative 10-19-2013. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2013, No. 38).

5 CCR § 55534, **5** **CA** **ADC** **§** **55534** 

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