

**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

Anmarie Leahy  
Recording Secretary

**Spring 2014 Meetings**

2:00 – 3:45 p.m.  
SCI-251

March 4\*, 25  
April 8, 22  
May 6, 20

# JOINT ACADEMIC SENATE STUDENT AFFAIRS COMMITTEE

Santa Monica College

**AGENDA**

**MAY 20, 2014**

1. Public Comments
2. Approval of Minutes (p. 2)
3. Chair's Report
4. Old Business
  - a. Academic Senate Executive Committee Feedback
    - i. AR 4111.4—Mandatory Assessment, Course Placement, and Challenge Procedure (p. 4)
    - ii. AR4420—Enrollment Standards for Participation in Santa Monica College Student Government (p. 9)
5. New Business
  - a. Establish Sub-Committees to Revise/Draft Administrative Regulations for Fall 2014 (p. 3)
  - b. Initial Discussion on Amending AR 4331—Academic Renewal (p. 15) & AR 4332—Progress Renewal (p. 16)
6. Announcements

Student Affairs Committee  
Minutes Tuesday, April 22, 2014

**Attendees:** Kiersten Elliott- Vice Chair, Deyna Hearn, Lucy Kluckhohn-Jones, Maribel Lopez, Alicia Villalpando, Laurie Guglielmo, Benny Blaydes, Sonali Bridges, Tiffany Inabu (Student Rep), Winnie Kakonge (Student Rep).

**Excused/Absent:** Esau Tovar, Pablo Garcia (Student Rep), Sara Boosheri, Shannon Herbert, Denise Kinsella, Gail Fukuhara, Nathalie Laille.

AGENDA

1. Call to order 2:10 pm
2. Minutes from March 25, 2014 approved as is.
3. Old Business
  - a. AR4420- Enrollment Standards for Participation in Santa Monica College Student Government
    - i. Maribel presented the revised AR to the committee on behalf of the subcommittee that worked on it.
    - ii. The subcommittee completely reformatted the AR. The committee decided it would be easier to start with a fresh document rather than review the old AR with all the revisions marked on it.
    - iii. The committee decided it was not necessary to quote ed code in the revised AR.
    - iv. The committee decided that the student trustee does not need to be a legal resident of the State of California. This is supported by ed code section 66016.3.
    - v. The committee also decided that the student trustee should not have a lower semester unit requirement than the other officers. The committee increased the semester unit requirement from 5 semester units to 8 semester units. Deyna is double checking the history of the 5 semester unit requirement to ensure there is no conflict with the committees' decision.
    - vi. The number of pass/no pass units was updated from 8 to 6. The students are currently not allowed to take more than 6 pass/no pass units in a semester.
    - vii. The committee finished reviewing the AR with only a few grammatical and formatting changes.
4. Meeting Adjourned at 3:45pm

Respectfully submitted by Ann Marie Leahy

## Administrative Regulations Sub-Committees

- a. **AR 4114—Matriculation**  
Members: \_\_\_\_\_ Timeline: \_\_\_\_\_
  
- b. **AR 4410—Rules for Student Conduct**  
Members: \_\_\_\_\_ Timeline: \_\_\_\_\_
  
- c. **AR 4411—Code of Academic Conduct**  
Members: \_\_\_\_\_ Timeline: \_\_\_\_\_
  
- d. **AR 4331—Academic Renewal**  
Members: \_\_\_\_\_ Timeline: \_\_\_\_\_
  
- e. **AR 4332—Progress Renewal**  
Members: \_\_\_\_\_ Timeline: \_\_\_\_\_
  
- f. **AR 4405—Student Bill of Rights**  
Members: \_\_\_\_\_ Timeline: \_\_\_\_\_
  
- g. **AR 4435—Responsible Use of Computer Resources**  
Members: \_\_\_\_\_ Timeline: \_\_\_\_\_

**Rationale for Revisions:** This administrative regulation is being revised to bring us into compliance with the requirements enacted by the Student Success Act of 2012, and to reflect current practices.

#### **AR 4111.4 Mandatory Assessment, Course Placement, and Challenge Procedures**

##### 1. Compliance

In accordance with Title 5 Regulations (Section 55522(a)(1)), Santa Monica College utilizes assessment tests that are approved by the California Community Colleges Chancellor's Office to assess students' English language proficiency and computational skills. Multiple measures are used in combination with assessment tests to place students in English, mathematics, English as a Second Language (ESL), and select Chemistry courses.

##### a. Disproportionate Impact:

Assessment placement instruments used at the College should be validated locally using the CCC Chancellor's guidelines for the validation of assessment tests to ensure they minimize or eliminate cultural or linguistic bias and are being used in a valid manner. Based on this evaluation, SMC shall determine whether any assessment test, method, or procedure has a disproportionate impact on particular groups of students. When there is a disproportionate impact on any such group, the College shall, in consultation with the Chancellor's Office, develop and implement a plan setting forth the steps the College will take to correct the disproportionate impact (Section 55522(a)(1)).

##### b. Alternate Means to Assessing Readiness/Placement in College Courses:

Santa Monica College may use any of the following methods to determine if a student meets the mandatory assessment requirement, or to place students into specific courses: 1) assessment test results from other institutions; 2) relevant college-level coursework completed at other institutions; 3) Advanced Placement test scores; 4) the California State University's Early Assessment Program (or English Placement Test/Entry Level Mathematics test). Specific criteria are noted below (Section 55522(a)(2)).

##### c. Student Notification of Assessment Requirement, Preparation, and Placement Decisions:

All students applying to Santa Monica College will be notified by the Admissions Office if assessment is required. Students will also be informed of the availability of assessment test preparation materials, how test results will be used to inform placement decisions, and of the limits on re-testing (Section 55522(b)).

##### ~~1.2. Mandatory Assessment Requirements for Non-Exempt Students~~

All first-time college students (Matriculant 1; Enrollment Status 1) attending Santa Monica College who meet the criteria below will be required to complete both an English/ESL and a Mathematics assessment test prior to enrolling in a fall or spring semester. Enforcement will be carried out through the college's student information system at the time of registration and will result in an "assessment hold" being placed on the student's record. The hold shall be removed once both tests are completed at SMC or appropriate prerequisite waivers granted by a counselor or department chair (or designee) are entered into the enrollment system. Students with

disabilities should contact the [Center for Students with Disabilities](#) ~~Disabled Students Center~~ regarding accommodations. Accommodations shall be determined on a case by case basis.

Mandatory assessment will be enforced in the following manner:

- a. All students enrolling in more than 6 units during their first semester (fall or spring) will be required to complete the assessment tests, regardless of their academic goals.
- b. Students enrolling in up to 6 units during their first semester (fall or spring) may enroll in such units without having to complete the assessment tests by the time the semester starts if English/ESL/math is not a prerequisite for the desired course(s). These students, however, will be required to complete both tests before enrolling in the next regular semester.
- c. Students who wish to enroll only in activity or performance courses may be exempt from mandatory assessment.

### 2.3. Assessment of Exempted Students

Matriculant 1 students who have previously completed college coursework at other institutions may be exempted from the mandatory assessment requirement in Section 2 above. However, students interested in enrolling in specific English, ESL, Mathematics, Chemistry, Life Science, or other courses where English language or computational skill prerequisites are enforced, are responsible for meeting such prerequisites. Thus, students may be required to take the appropriate assessment test prior to enrollment or seek a prerequisite/placement waiver based on completed coursework or Advanced Placement tests as noted below.

### 3.4. Eligibility for English/ESL and Mathematics Classes

Before enrolling in any Santa Monica College English, ESL, or Mathematics class, a student must complete the Santa Monica College English, ESL, or Mathematics assessment test administered by the Assessment Center.

Santa Monica College assessment scores are valid for one calendar year.

Students may have one or more assessment tests waived by a counselor or appropriate department chair or designee based on the following:

- a. Placement/Prerequisite Waivers Based on Completed College Coursework  
Placement recommendations and prerequisite waivers may be issued upon completion of relevant college-level prerequisite coursework with a grade of C or better. Students must present a transcript, course descriptions, and syllabi to a counselor or appropriate department chair (or designee) for verification and processing. The student must file an official transcript with the Admissions Office. Waiver will be valid for a period of two years.
- b. Waivers Based on Other Colleges' Assessment/Placement Programs  
Santa Monica College will accept placement test results from other colleges under the limited circumstances noted below, on a case-by-case basis. Only official test results mailed in or faxed by the institution will be accepted. Placement tests must have been completed within the last calendar year preceding enrollment at Santa Monica College.
  1. Out-of-State and "Out-of-Area" Students Applying to SMC: Out-of-state students may complete the English/ESL and mathematics placement test at a college of their choice to fulfill the SMC mandatory assessment requirement, provided the placement

examinations are those in use at SMC. ~~Local SMC~~ cut scores and multiple measures will be applied in determining placement level eligibility.

2. Students with Previous College Experience: Students who previously attended and completed coursework other than English, ESL, or mathematics at another institution may complete the English/ESL and/or mathematics assessment at that college, provided they are those in use at SMC. Additionally, students must have been in attendance at that college within the last calendar year preceding SMC attendance. Local cut scores and multiple measures will be applied in determining placement level eligibility.

c. Waivers Based on Advanced Placement Examinations

College Board Advanced Placement test results may be used to determine a student's English, mathematics, and chemistry eligibility. Official AP results must be filed with the Admissions Office. ~~Fa~~~~similes, copies, or hand-carried AP results will not be accepted under any circumstances.~~ Placement/prerequisite waivers may be issued in the manner outlined below. Unit credit applicable to the SMC Associate Degree requirements may also be granted. AP credit may be used for IGETC and CSU GE certifications; however, units granted by SMC do not reflect units granted by transfer institutions. Students are encouraged to discuss applicability of AP credit with a counselor. Waiver will be valid for a period of two years.

1. A score of 3, 4, or 5 on the AP English Language ~~& and~~ Composition or Composition & Literature English Literature and Composition exam will qualify a student for English 2 and give 3 units of credit for English 1.
2. A score of 3 on the AP Calculus AB exam will qualify a student for Math 7 and give 5 units of credit for Math 2.
3. A score of 3 on the AP Calculus BC exam will qualify a student for Math 8 and give 5 units of credit for Math 7.
4. A score of 4 or 5 on the AP Calculus AB exam will qualify a student for Math 8 and give 5 units of credit for Math 7.
5. A score of 4 or 5 on the AP Calculus BC exam will qualify a student for Math 10, 11, 13, 15 and give 5 units of credit for Math 8.
- ~~5-6.~~ A score of 3, 4, or 5 on the AP Statistics exam will waive a student from the Math assessment test, but will not place the student into any math class at SMC.
- ~~6-7.~~ A score of 3, 4, or 5 on the AP Chemistry exam will qualify a student for Chemistry 11 and give 5 units of credit for Chemistry 10.

d. Waivers Based on the CSU Early Assessment Program and CSU EPT/ELM

Placement waivers for English and mathematics may be granted upon successful completion of the CSU Early Assessment Program, English Placement Test (EPT), or Entry Level Mathematics (ELM) tests.

Requests must be submitted to the Assessment Center.

Placement waivers based on the CSU EAP, EPT, and ELM tests will only be issued in the specific cases listed below. Waiver will be valid for a period of two years.

1. SMC English 1 Placement: A designation of "Exempt" or "Ready for college-level English courses" received on the CSU EAP English test, or a score of 147 points or higher on the CSU English Placement Test (EPT) is required.
2. SMC English 21B Placement: A designation of "Conditionally ready for college-level English courses" or "Conditional" received on the CSU EAP English test, or a score of 125-146 points on the CSU English Placement Test (EPT) is required.
3. SMC Math 21/26/41/54 Placement: A designation of "Exempt" or "Ready for college-level Mathematics courses" on the CSU Early Assessment Program (EAP), or a score of 50 points or higher on the CSU Entry Level Mathematics (ELM) test is required.

### 3. Retesting Procedures Policy

Students who are dissatisfied with their initial English, ESL, ~~and~~ mathematics, or chemistry assessment(s) results may retest through the Assessment Center as described below.

A. Students may retest once any time after a two week waiting period. Subsequent retesting is permitted once every calendar year.

~~B. Students are responsible for any charges incurred for retesting.~~

B. Once a student enrolls in an English, ESL, ~~or a~~ mathematics, or chemistry course at SMC, the student may not re-take the assessment for that subject area for a period of three years.

For circumstances not described above, students may submit a petition for special consideration through the Counseling Department, which may warrant retesting. Proper documentation in support of their petition may be required.

### 4. English, ESL, ~~&~~ Mathematics, and Chemistry Assessment Results Challenge Procedures

Santa Monica College has in place a *Prerequisites/Corequisites* policy (BP 5120). Based upon the intent of such policy, the following procedure will be followed in granting challenge requests for students dissatisfied with their English, ESL, ~~and~~ Mathematics, ~~and~~ Chemistry 11 assessment scores:

A. All students must have retested before going to the appropriate department to request an assessment test results challenge.

~~B. If still dissatisfied with the scores of the second test, the student may request an assessment challenge with the appropriate department. The student must initially demonstrate how she/he has the knowledge or ability to succeed in the desired course. The department may then determine if the prerequisite challenge request is granted. ~~only if his/her test results' standard error of measurement (SEM) indicates that placement in a higher level course is likely. If this criterion is met, the student may then proceed to the appropriate department to schedule a challenge examination. The Assessment Center will advise chairs if a student is eligible for an assessment challenge through the department.~~~~

~~C.B.~~ Students challenging their English or ESL retest results will be asked to complete a written essay in response to a topic of the department's choosing. The essay will be read and graded by a minimum of two~~three~~ faculty members, and will be assigned a placement recommendation.

~~C.~~ Students challenging their Mathematics retest results will be asked to complete an objective exam(s) which will be scored by the department chair or designee. A score of 70% or ~~better~~ higher on the challenge test(s) is required to move to a higher level course.

~~D.~~ Students challenging their Chemistry 11 retest results will be asked to complete an objective exam(s) which will be scored by the department chair or designee. A score of 70% or higher on the challenge test(s) is required to move to a higher level course.

~~D.E.~~ Placements waivers will be issued by the department chair (or designee) to students who successfully complete the challenge exam. Waivers go into effect immediately, will be valid for a period of ~~one~~two calendar years, and shall be final.

5. Chemistry Challenge Examination Results and Request for Waivers

Students wishing to enroll in Chemistry 11 must first complete Chemistry 10 or successfully complete the Chemistry Challenge Examination. Students may retest once only after an initial waiting period of two weeks following the first examination.

Title 5: 55522

*Reviewed and/or Updated: 12/13/06, 7/22/08*

Revised:



**Rationale for Revision:** This Administrative regulation was last revised in 2003 and the original language and organization of its several clauses caused significant confusion to college personnel and student leaders. This revision addresses these concerns, and also adds a reference to Ed Code Section 66016.3, which among other things clarified that any person who is exempt from nonresident tuition (e.g., AB540 students) may serve in any capacity in student government—including student trustee.

**AR 4420 Enrollment and Scholarship Standards for Participation in Santa Monica College Student Government**

For the purpose of this AR 4420, an “officer” is a student who is elected or appointed to any student government position.

1. Determination of Eligibility for Candidacy:

The Student Government Administrator or designee shall determine eligibility of all student government leaders in accordance with this Administrative Regulation, and shall serve as the advisor to all governing bodies. All candidates for Associated Students officer must have a minimum semester GPA of 2.0 in the fall semester immediately preceding the semester in which they are elected, and a cumulative GPA of 2.0 in all work completed at Santa Monica College. All candidates for Associated Students officer must be in good standing (no current disciplinary sanction pursuant to SMC Board Policy 4420).

- a. Candidates for Associated Students President and Vice President must have completed a minimum of twenty units at Santa Monica College. They must have completed a minimum of eight of those units in the fall semester immediately preceding the semester in which they are elected.

In addition, candidates must meet one of the following criteria:

- i. They must serve as an Associated Students Director, Inter-Club Council Officer, Student Trustee, or Associated Students Commissioner in the semester in which they are elected; or
- ii. They must serve as an active delegate of the Inter-Club Council or a club officer in any semester prior to the semester in which they are elected.
- b. Candidates for Associated Students Board of Directors in the student government of Santa Monica College must be enrolled in Santa Monica College at the time of election, and throughout his or her term, with a minimum of eight semester units.
- c. Candidates for Student Trustee in the student government of Santa Monica College shall be enrolled in Santa Monica College at the time of election and throughout his or her term with a minimum of five semester units.

1. Maintaining Eligibility

- a. Elected or appointed Associated Students Board Directors who fail to complete each semester during their term with a minimum of eight units with a 2.0 GPA will be automatically removed from office, and will be ineligible for appointment to any Judicial Board, Joint

- Council, and Inter-Club Council position for the remainder of the original term of office.
- i. If a student is enrolled in 6 units of Pass/No Pass courses, the cumulative grade point average will apply for determination of eligibility.
  - ii. The term of office, defined in the Associated Students Constitution, is July 1 to June 30.
- b. If the Student Trustee fails to complete each semester with a minimum of five units with a 2.0 GPA, he/she will be automatically removed from office, and will be ineligible for appointment to any Associated Students positions (e.g., Judicial Board, Joint Council, primary commissioner, ICC) during the remainder of the term of office.
- i. If the student is enrolled in 5 units of Pass/No Pass courses, the cumulative grade point average will apply for determination of eligibility.
  - ii. The term of office, defined in the Associated Students Constitution, is June 1 to May 31.
2. Office Terms and Limitations for Elected Positions
- a. The Associated Students Board of Directors, the Inter-Club Council Chairperson /Vice Chairperson and the Inter-Club Communication Officer shall hold no more than one elected or appointed office during their one (1) year term from July 1 to June 30.
    - i. No person shall serve in any one office of the Board of Directors positions for more than one (1) academic year term, nor shall any person serve on the Board of Directors for more than two (2) academic year terms total.
    - ii. No person shall serve in any combination of elected or appointed student government positions for more than (3) academic year terms.
  - b. The Student Trustee shall hold office from June 1 to May 31. The Student Trustee shall serve for no more than one term.
3. Vacant Positions
- a. The Associated Students shall establish policies and procedures for filling vacant positions.
  - b. The Associated Students shall fill Board vacancies in accordance with the regulations governing the filling of vacancies described in the A.S. Constitution.
  - c. Directors who are appointed to the Board of Directors must meet the same eligibility standards as elected officers.
4. Other Student Government Positions  
All candidates for Associated Student officer must be in good standing (no current disciplinary sanction pursuant to SMC Board Policy 4420).
- a. Associated Students Commissioners:  
To be eligible for appointment and to hold office, Commissioners to Associated Students

- Directors must be enrolled in and complete a minimum of six units with a 2.0 GPA each semester that they serve, and have a cumulative GPA of 2.0 in all work completed at Santa Monica College at the time of appointment and throughout the term of service.
- b. Student Representatives to Campus Committees:  
Students serve on campus committees in accord with Board Policy 2230 on Participatory Governance. They must be enrolled in and complete a minimum of six units with a 2.0 GPA each semester that they serve, and must have a cumulative GPA of 2.0 in all work completed at Santa Monica College.
- c. Student Club Officers:  
Officers of student clubs must be enrolled in and complete a minimum of six units each semester with a minimum GPA of 2.0, and must have a cumulative GPA of 2.0 in all work completed at Santa Monica College.
- i. Officers of student clubs may serve in the same office for a maximum of one year.
  - ii. Students may serve as officers of a club or clubs for a maximum of three years.

*Reviewed and/or Updated: 4/29/03*

*Revised:*

*Reference: Education Code, Section 76061, 66016.3*

## Existing Administrative Regulation 4420

### **AR 4420 Standards of Enrollment for Participation in Santa Monica College Student Government**

Statewide Minimum Standards of Scholarship for Elected Officers (Education Code Section 76061):

A student who is elected to serve as an officer in the student government of Santa Monica College shall meet both of the following requirements:

- a. the student shall be enrolled in Santa Monica College at the time of election, and throughout his or her term, with a minimum of five semester units, or its equivalent.
- b. the student shall meet and maintain the minimum standards of scholarship prescribed for community college students by the community college district.

#### Determination of Eligibility:

Eligibility to participate in Associated Students Government, Inter-Club Council, Campus Committees, Student Clubs and Activities shall be determined by the Dean of Student Life or designee and based on the following criteria:

Candidates for Associated Students Board of Directors, the Student Trustee, the Inter-Club Council Chairperson, the Inter-Club Council Vice Chairperson, and the Inter-club Council Secretary must:

- a. Have an overall grade point average (GPA) of “C” (2.0) and must be enrolled in and complete eight (8) units at Santa Monica College in the semester in which they are elected with a minimum GPA of “C” (2.0).
- b. Be enrolled in and complete a minimum of eight (8) units at Santa Monica College in each semester of their term in office and must maintain a minimum grade point average of “C” (2.0) each semester of that term in office.
- c. Be in good standing, (no current disciplinary sanction pursuant to SMC Board Policy 4420.

Candidates for Associated Students President and Vice President must have completed a minimum of twenty (20) units *at Santa Monica College*. In addition, candidates must meet one of the following criteria:

- a. have completed eight (8) units with a minimum GPA of “C” (2.0). at Santa Monica College in the fall semester immediately preceding the semester in which they are elected; or
- b. serve as an Associated Students Director in the semester in which they are elected or
- c. serve as an active member of the Inter-Club Council in the semester in which they are elected.

### Loss of Eligibility

Elected or appointed officers who fail to complete each semester with a minimum of eight (8) units with a “C” (2.0) GPA will be automatically removed from office, and will be ineligible for appointment to any Associated Students positions (i.e. Judicial Board, Joint Council, primary commissioner, ICC, etc.) during the remainder of the term of office. (The term of office, defined in the Associated Students Constitution, is July 1 - June 30.) Note: If a student is enrolled in 8 units of credit/no credit courses, the cumulative grade point average will apply for determination of eligibility.

### Additional Standards

The Associated Students Board of Directors, the Inter-Club Council Vice Chairperson and the Inter-Club Secretary shall hold one elected or appointed office for a term of one (1) year from July 1 to June 30.

The Student Trustee shall be a legal resident of the State of California (Education Code, Section 68000) and shall hold office from June 1 to May 31.

### Limitations:

No person shall serve in any one office of the Board of Directors for more than one (1) academic year term, nor shall any person serve on the Board of Directors for more than two (2) academic year terms total. No person shall serve in any combination of voting offices of the Associated Students (i.e. Board of Directors, Joint Council, Judicial Board, etc.) for more than three (3) terms.

A Director who fills a vacancy in an office for a partial term, less than one (1) year, shall not be barred from being elected to a full term of that office. No person shall be consecutively appointed to the same office unless the second appointment occurs after the office has been up for general election. If an elected Director fails to complete a full term in office, he/she will not be eligible to run for the same office in the next general election.

### Appointment to Vacant Positions:

The Associated Students shall fill Board vacancies in accord with the regulations governing the filling of vacancies described in the AS Constitution.

Directors who are appointed to the Board of Directors must meet the same eligibility standards as elected officers.

### Judicial Board

Student candidates for the Judicial Board are subject to the same academic requirements as the A.S. Board of Directors, as stipulated above in section Determination of Eligibility.

### Associated Students Commissioners:

Primary Commissioners to Associated Students Directors must be enrolled in and complete a minimum of six (6) units with a 2.0 GPA each semester and have a cumulative GPA of “C” (2.0) in all work completed at Santa Monica College. All other commissioners must be currently enrolled students and must maintain a cumulative GPA of 2.0 while serving as a commissioner.

Campus Committees:

Students who serve on campus committees, in accord with Board Policy 2230 on Participatory Governance, must be enrolled in and complete a minimum of six (6) units with a 2.0 GPA each semester and must have a cumulative GPA of “C” ( 2.0) in all work completed at Santa Monica College.

Student Clubs:

Officers of student clubs must be enrolled in and complete a minimum of six (6) units each semester with a minimum GPA of “C” (2.0) and must have a cumulative GPA of “C” (2.0) in all work completed at Santa Monica College. Officers of student clubs may serve in the same office for a maximum of one year. Students may serve as officers of a club or clubs for a maximum of three years.

*Reviewed and/or Updated: 4/29/03*

**AR 4331 Academic Renewal**

Academic Renewal is a process intended to facilitate degree and certificate completion and/or removal from academic probation. The student must meet with a counselor and complete an academic renewal petition. A maximum of 30 semester units may be disregarded under this policy. Final approval of the petition will be granted by the Admissions and Records Office.

To qualify for academic renewal, the student must meet the following criteria:

1. The student's educational objectives have changed such that repetition of the coursework at SMC is no longer appropriate.
2. The student has not repeated the coursework at SMC or any other institution.
3. Coursework to be disregarded is limited to 'D' and 'F' grades.
4. The student must have completed a minimum of 36 semester units of 2.0 GPA or a minimum of 24 semester units of 2.5 GPA or a minimum of 15 semester units of 3.0 GPA at an accredited college subsequent to the coursework to be disregarded. Units must be consecutive and must have begun anytime after the coursework to be disregarded.
5. There must be a lapse of at least two years since completion of the most recent coursework to be disregarded.

All coursework will remain legible on the student's permanent record ensuring a true and complete record. The student's permanent record shall be annotated so that it is readily evident to all users of the record that any course disregarded may not satisfy certificate, degree, or general education course requirements.

Reference: Title 5, Section 55765; Education Code Section 76224

*Reviewed and/or Updated: 12/09/03, 7/22/08*

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**ARTICLE 4300      STUDENT PROGRESS AND GRADUATION****AR 4332      Progress Renewal**

Progress Renewal is a process intended to facilitate degree and certificate completion and/or removal from progress probation. The student must meet with a counselor and complete a progress renewal petition. All coursework will remain legible on the student's permanent record ensuring a true and complete record. A maximum of 30 semester units may be disregarded under this policy. Final approval of the petition will be granted by the Admissions and Records Office.

To qualify for progress renewal, the student must meet the following criteria:

1. The student's educational objectives have changed such that repetition of the coursework at SMC is no longer appropriate.
2. The student has not repeated the coursework at SMC or any other institution.
3. Coursework to be disregarded is limited to withdrawal ("W") and no credit ("NP") grades.
4. The student must have completed a minimum of 36 semester units of 2.0 GPA or a minimum of 24 semester units of 2.5 GPA or a minimum of 15 semester units of 3.0 GPA at an accredited college subsequent to the coursework to be disregarded. Units must be consecutive and must have begun anytime after the coursework to be disregarded. Any withdrawal ("W"), incomplete ("I") or no credit ("NP") grades received during this time-frame will void the petition.
5. There must be a lapse of at least two years since completion of the most recent coursework to be disregarded.

*Reviewed and/or Updated: 12/09/03; 07/22/08*



Cal. Admin. Code tit. 5, § 55522


Barclays Official California Code of Regulations [Currentness](#)


Title 5. Education

Division 6. California Community Colleges

Chapter 6. Curriculum and Instruction

Subchapter 6. Matriculation Programs

 [Article 3.](#) Matriculation Services

 **§ 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 →](#)

§ 55046. [Previous Term](#) **Academic Renewal** [Next Term](#) Without Course Repetition.

(a) The governing board of each community college district shall adopt and publish policies and procedures pertaining to the alleviation of previously recorded substandard [Previous Term](#) **academic** [Next Term](#) work, as defined in section 55000, which is not reflective of a student's demonstrated ability. Such policies and procedures shall include a clear statement of the educational principles upon which they are based, and shall be referred to as [Previous Term](#) **academic renewal** [Next Term](#) procedures. When [Previous Term](#) **academic renewal** [Next Term](#) procedures adopted by the district permit previously recorded, substandard course work to be disregarded in the computation of grade point averages, the permanent [Previous Term](#) **academic** [Next Term](#) record shall be annotated in such a manner that all work remains legible, insuring a true and complete [Previous Term](#) **academic** [Next Term](#) history.

(b) Policies and procedures adopted pursuant to subdivision (a) shall not conflict with:

(1) section 55025 of this subchapter and Education Code section 76224, pertaining to the finality of grades assigned by instructors; or

(2) chapter 2.5 (commencing with section 59020) of division 10 of this part pertaining to the retention and destruction of records.

(c) The policies and procedures adopted pursuant to subdivision (a) shall address all of the following:

(1) The maximum amount of coursework that may be alleviated;

(2) The amount of [Previous Term](#) **academic** [Next Term](#) work to have been completed at a satisfactory level (minimum 2.00) subsequent to the coursework to be alleviated;

(3) The length of time to have elapsed since the coursework to be alleviated was recorded;

(4) A description of any specific courses and/or categories of courses that are, for any reason, exempt from consideration under the alleviation procedures;

(5) The procedures to be followed by students in petitioning for alleviation; and

(6) The personnel responsible for implementing the procedures.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902 and 76224, Education Code.

#### HISTORY

1. New section 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).

2. Amendment of subsection (a) filed 8-6-2013; operative 9-5-2013. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2013, No. 32).

This database is current through 5/2/14 Register 2014, No. 18

5 CCR § 55046, 5 CA ADC § 55046