

**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

Alicia Villalpando  
Counselor, Transfer Center

**Student Representatives**

Caitlin Corker  
Diana Gutierrez

**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

Maribel Lopez  
Professor, Mathematics

**Fall 2014 Meetings**

2:00 – 3:45 p.m.

HSS-261 (Academic Senate Conference Room)

September 9, 23

October 7, 21

November 4, 25

# JOINT ACADEMIC SENATE STUDENT AFFAIRS COMMITTEE

Santa Monica College

## AGENDA

OCTOBER 7, 2014

1. Public Comments
2. Approval of Minutes (September 23, 2014; p. 2)
3. Chair's Report
  - a. Academic Senate Actions
  - b. Committee membership changes
4. Old Business
  - i. AR 4114—Matriculation (p. 3)
5. New Business
  - a. Initial discussion on academic and progress renewals (p. 15-16)
6. Announcements

**Student Affairs Committee**  
**Minutes Tuesday, September 23, 2014**

**Attendees:** Esau Tovar – Chair (1:45 arrival time), Kiersten Elliott- Vice Chair (2:00 arrival time), Deyna Hearn (2:00), Lucy Kluckhohn-Jones (2:00), Laurie Guglielmo (2:00), Benny Blaydes (2:00), Sara Boosheri (2:00), Denise Kinsella (2:00), Nathalie Laille (2:00), Delores Raveling (2:00), Shannon Herbert (2:00) **Student Reps:** Caitlin Corker (2:00), Diana Guitierrez (2:00).

**Excused/Absent:** Jeffrey Lewis (Student Rep), Gail Fukuhara, Maribel Lopez, Alicia Villalpando.

**Agenda**

1. Call to order 2:06 pm
2. Minutes from September 9, 2014 motion to approve by Denise Kinsella, 2<sup>nd</sup> by Sara Boosheri, committee voted unanimous as is.
3. Chair's Report
  - a. Academic Senate Actions
    - i. Esau reported that AR4420 went before Academic Senate for a final vote and was passed.
4. Old Business
  - a. AR 4111.4—Mandatory Assessment, Course Placement, and Challenge Procedure (p. 4)
    - i. Esau made edits to the AR per the Academic Senate's Feedback.
    - ii. The committee made minor changes in language for clarification purposes.
  - b. AR 4114—Matriculation (p. 9; Title 5 Regulations p. 20)
    - i. The committee continued to discuss the changes in this AR based on the Title 5 updates.
    - ii. The committee made minor changes in language for clarification purposes.
    - iii. Discussions and updates were made up to Section 5 and will be continued at the next meeting.
5. Meeting Adjourned at 3:45pm

Respectfully submitted by Ann Marie Leahy

**ARTICLE 4100**      **ADMISSION AND REGISTRATION****AR 4114**      **Matriculation Student Support and Success Program**

Student success is the responsibility of the institution and the student, supported by well-coordinated and evidence-based student and instructional services to foster student academic success. The goal of the Student Success and Support Program (SSSP) is to increase California community college student access and success through the provision of core matriculation services, including, assessment and placement, orientation, counseling, advising, and other educational 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.

**1. Components and Participation**

Following the submission of the admission application, all students will participate in the matriculation process unless specifically exempted from selected components of the process. Failure to fulfill the required components may result in a hold on a student's enrollment or loss of enrollment priority until the services have been completed. The matriculation components shall consist of Assessment and Placement, Orientation, Counseling/Advising/Other Educational Planning Services/Education Plan Development (hereafter referred to as Counseling), and Follow-Up Services for at-risk students. Details concerning these components and exemptions are noted below.

**2. Matriculation Status**

Matriculation status shall be established for all new students at the time they submit their applications ~~for admission to the College~~. Their status shall be either "matriculant" or ~~deferred~~ "exempt matriculant."

Students are considered matriculants if they are enrolling ~~in college at Santa Monica College~~ for the first time ~~or and~~ their goal is to obtain an Associate ~~of Arts~~ degree, ~~or to transfer to a four-year college or university, or to complete an occupational goal a career certificate~~. ~~International students who are studying on an F-1 visa are considered matriculants and shall not be exempted from any of the matriculation components.~~

**~~1.3.~~ Exempt Matriculants****4.**

An "Exemption" is a waiver or deferral of a student's participation in assessment and placement, orientation, or counseling services which are required of students.

Any student who is exempt from assessment and placement, orientation, and counseling will still be given the opportunity to participate in these services. Exempt students may be subjected to the loss of priority enrollment as noted in Section 4 below. Information on exemptions and waivers is available on the Assessment Center website, the Schedule of Classes, and the College Catalog.

Once the period for exemption expires, students become matriculants, and must then meet any requirements from which they were initially exempted.

a. Orientation and Counseling (excluding education plan development)

Matriculants may be exempt from the orientation and the counseling component if they meet any of the following requirements:

- i. Have completed an Associate Degree or higher;
- ii. Have enrolled for a reason other than career development or advancement, transfer, attainment of a degree or certificate, or completion of basic skills or English as a Second Language course sequence;
- iii. Have enrolled solely to take courses that are legally mandated for employment as defined in Title 5, Section 55000 or necessary in response to a significant change in industry or licensure standards;
- iv. Are high school students enrolled only in advanced placement classes;
- v. Have previously attended SMC and are returning after a break in enrollment for no more than four semesters.

b. Assessment and Placement

Matriculants may be exempt from the assessment and placement component provided they meet the exemption criteria noted in Administrative Regulation 4411.4 (Section 3).

c. Education Plan Development

Matriculants may be exempt from the student education plan development requirement (part of the Counseling component) only if they are not a first-time college student.

**5. Required Institutional Services (55520)**

Santa Monica College provides the following matriculation components:

a. Orientation (55521)

During orientation, students shall be provided with information on a timely basis regarding the following:

- i. Academic expectations and progress and probation standards
- ii. Maintaining enrollment priority
- iii. Prerequisites or co-requisite challenge processes
- iv. Maintaining Board of Governors (BOG) Fee Waiver eligibility
- v. Description of available programs, support services, financial aid assistance, campus facilities, and how they can be accessed
- vi. Academic calendar and important timelines
- vii. enrollment and college fees
- viii. Available education planning services

b. Assessment and Placement (55522)

Santa Monica College requires all matriculants to participate in English, ESL, and math assessment, prior to enrolling in courses. As noted in AR 4111.4, S Santa Monica

College:

- i. Utilizes assessment tests that are approved by the California Community Colleges Chancellor's Office to assess students' English language proficiency and computational skills;
- ii. Utilizes multiple measures in combination with assessment tests to place students into courses.
- iii. Validates assessment and placement instruments for local use according to the CCC Chancellor's Office guidelines for the validation of assessment tests to ensure they minimize or eliminate cultural or linguistic bias;
- iv. Undertakes studies to ensure that no assessment test, method, or procedure has a disproportionate impact on particular groups of students;
- v. Informs students of alternate means by which they may place into college courses;
- vi. Notifies students of assessment and placement requirements, including placement test preparation materials.

c. Counseling, Education Plan Development, and Other Educational Planning Services (55523/55524)

Santa Monica College provides a variety of Counseling services to new and continuing students, including:

- i. 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;
- ii. 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;
- iii. Opportunities to develop an education plan outlining a course of study related to a student's academic and career goal. All matriculants must develop a one or two term abbreviated education plan prior to enrollment in their first semester. All matriculants are required to complete a comprehensive education plan encompassing the required goal coursework after completing 15-degree applicable units or prior to the end of their third semester.

d. Follow-up Services (55525)

The College shall maintain a follow-up system that ensures regular monitoring for early detection of academic difficulty and provides students with advice or referral to specialized services or curriculum offerings when necessary. Follow-up services shall be targeted to at-risk students, specifically students enrolled in basic skills courses, students who have not yet identified an education goal and course of study, or students who are on academic/progress probation, or who have been disqualified. Santa Monica College will refer students when appropriate to support services and will share information about curriculum offerings. These services include, but are not limited to, probation/disqualification interventions, academic early alert systems, and referral to other support services.

i. Probationary Students:

Santa Monica College requires students who are placed on academic and/or progress probation to enroll in a limited unit load and to meet with a counselor to develop intervention strategies and/or formulate an education plan to return to good standing.

ii. Disqualified Students:

To return to good standing, disqualified students must meet with a counselor to develop intervention strategies and/or revise an education plan.

iii. Undeclared Students:

Matriculants who have not declared educational goals must participate in career or academic selection counseling after completing 15 degree applicable semester units or prior to the end of their third semester at Santa Monica College.

iv. Basic Skills Students: (55520)

Santa Monica College shall provide Basic Skills students with the opportunity to participate in a variety of support services, such as counseling services, counselor outreach to Basic Skills courses, tutoring, and supplemental instruction.

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## **6. Accommodations**

Accommodations for the select groups below may be provided by the College.

a. Students with Disabilities:

Santa Monica College shall make modifications to the services provided or use alternative tests, methods or procedures to accommodate the needs of students with disabilities. Documentation that an accommodation is needed will be required. 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. Extended Opportunity Programs and Services (EOPS):

EOPS is authorized to provide services that are over, above, and in addition to service otherwise provided to all credit-enrolled students. Participation in EOPS is voluntary and no student may be denied necessary supports because he or she chooses to not use specialized services by this program.

—English Language Learners:

Santa Monica College shall ensure that SSSP services are accessible for English language learners and are appropriate to their needs. Modified or alternative services for limited or non-English-speaking students may be provided in English as a Second

Language programs.

## **7. Student's Rights and Responsibilities: (55530)**

### **a. All students shall be required to:**

- i. identify an education and career goal by the 15th unit of degree applicable units or prior to the end of the student's third semester. Failure to fulfill the required services may result in a hold on a student's registration enrollment or loss of registration enrollment priority until the services have been completed.**
- ii. diligently engage in course activities and complete assigned coursework; and**
- iii. complete courses and maintain progress toward an education goal and completing a course of study.**

### **b. Nonexempt first time students, prior to their first enrollment, shall be required to:**

- i. identify a course of study;**
- ii. be assessed to determine appropriate course placement;**
- iii. complete online orientation;**
- iv. participate in counseling or another educational planning service to develop, at a minimum, an abbreviated student education plan. When a student would like to revise or alter their official educational plan on record, they must meet with a counselor. Failure to fulfill the required services may result in a hold on a student's registration enrollment or loss of registration enrollment priority until the services have been completed.**

### **c. Student Follow-Up**

Santa Monica 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.

#### **i. Probationary Students:**

Santa Monica College requires students who are placed on academic and/or progress probation to enroll in a limited unit load and are expected to meet with a counselor to develop intervention strategies and/or a revised education plan for returning to good standing.

#### **ii. Disqualified Students:**

Santa Monica College requires students who have been disqualified to meet with a counselor, upon returning to the College, to develop intervention strategies and/or a revised education plan for returning to good standing.

#### **iii. Undeclared Students:**

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

#### **iv. Students enrolled in basic skills, noncredit programs and English as a Second Language: (55520)**

Santa Monica College requires matriculants who are enrolled in basic skills course to plan with their instructors the next courses in the instructional sequence and may see counselors to develop a program for the ensuing semester.

## **8. Program Effectiveness and Improvement**

Santa Monica College shall establish a program of institutional research for the ongoing evaluation of the services funded through the Student Success and Support Program and use the research results as a basis to continuously improve services to students.

## **9. Violations and Appeals (55534)**

Formal written complaints about the matriculation process may be filed with the administrator in charge of the Student Success and Support Program (Dean of Enrollment Services or designee). These complaint forms can be obtained from the Student Success and Support Program website. Records of all such written complaints shall be retained in the Student Success and Support Program administrator's office for at least 3 years after the complaint has been resolved or longer if necessary to meet other requirements.

When a challenge complaint contains an allegation that the District has violated the provisions of the Assessment policy (55522(c)), the College shall advise the student, upon completion of the challenge procedure, that he or she may file a formal complaint of unlawful discrimination, pursuant to Section 59300.

### 1. Student Matriculation Rights

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

~~A. Admission to the College 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 enrollment process, the matriculation process, 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.~~

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~~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. General Student Matriculation Responsibilities

~~All students are responsible for the following:~~

~~A. Declaring specific educational goals no later than the semester before attempting their 16th unit of credit at Santa Monica College.~~

~~B. Meeting with a counselor within 90 days of declaring their educational goals to develop educational plans that shall include (a) the courses required to meet the matriculants' educational goals and (b) any special programs and/or student services that would support the attainment of those educational goals.~~

~~C. Attending class and completing assigned course work.~~

~~D. Completing courses and pursuing educational plans to reach their academic or career goals.~~

~~E. 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.~~

## 3. Special Matriculation Responsibilities

~~Matriculants have the following responsibilities in order to ensure that they achieve their educational and personal goals:~~

~~A. Probationary students—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.~~

~~B. Undeclared Students—Santa Monica College requires matriculants who have not declared educational goals to participate in career or academic selection counseling no later than the semester before attempting their 16th unit of credit at Santa Monica College.~~

~~C. Students Enrolled in Pre-College Courses—Santa Monica College requires matriculants who are enrolled in pre-college courses to plan with their instructors the next courses in the instructional sequence and to see counselors to develop a program for the ensuing semester.~~

~~4. 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 the semester before attempting their 16th unit of credit at Santa Monica College, at which time they become matriculants. Information on exemptions and waivers is available in the *Assessment Brochure*, the *Schedule of Classes* and the college website.~~

Deferred matriculants shall:

- ~~A. Complete the admissions component;~~
- ~~B. Be given orientation materials at the time of application submission;~~
- ~~C. Be exempt from English or ESL and math assessment unless they plan to take English/ESL or math classes;~~
- ~~D. Be permitted to participate in counseling and advisement.~~

#### ~~5. 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 admission, orientation, assessment, counseling/advisement, and follow-up. All students shall complete the admissions component 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. English, ESL or math assessment, prior to enrolling in those classes.~~
- ~~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 one semester.~~

~~C. Assessment~~

~~Santa Monica College requires all matriculants to participate in English, ESL or math assessment, prior to enrolling in those classes. Students are exempt from the assessment component if they have assessment results from or have met the course prerequisites at another accredited college. Students may use an assessment score from another college for initial placement recommendation only, provided that an equivalent course can be identified by the department.~~

~~D. Counseling and Advisement~~

~~Santa Monica College requires that all matriculants update their student educational plans with their counselors no later than the semester before attempting their 16th unit of credit.~~

~~E. Follow-up~~

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

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 matriculation. These complaint forms can be obtained from the Matriculation 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, 55532

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

**ADMINISTRATIVE REGULATION****Section 4000: Student Services***Page 47 Section 4000**Student Services***ARTICLE 4300 STUDENT PROGRESS AND GRADUATION****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. **Substandard grades earned in the same course cannot be disregarded more than twice on the student record.**

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 and **earned a grade of A,B, C, P (pass) or Cr (Credit) in the coursework to be disregarded 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*

## 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. Withdrawal ("W") and/or Incompletes ("I") and/or Not Passed ("NP") notations earned in the same course cannot be disregarded more than twice on the student record.

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 and earned a grade of A, B, C, P (pass) or Cr (Credit) in the coursework to be disregarded 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 timeframe 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