

Instructional Services  
DRAFT as of 4/9/09

BP 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT

References:

Education Code Sections 70902(b) and 78016;  
Title 5 Sections 51022, 55100, 55130, and 55150

❖ **From current Palomar College BP 4020 titled Program and Curriculum Development**

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the ~~Superintendent/President~~ Governing Board, relying primarily on the Faculty Senate, through the Curriculum Committee, shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures shall include:

- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development.

All new courses, ~~and~~ programs and course, and program deletions shall be approved by the Board.

All ~~Every vocational or occupational~~ career/technical training programs and courses shall be reviewed every two years by the Board.

~~New courses that are not part of an existing approved program and~~ All new programs shall be submitted to the Office of the Chancellor for the California Community Colleges State Chancellor's Office for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Governing Board. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Governing Board.

~~Education Code Sections 70902(b) and 78016;  
Title 5, Section 51022(a)~~

GB 1-14-03

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**NOTE:** This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current Palomar College Policy 4020 titled Program and Curriculum Development adopted on 1-14-03. The language in **green ink** is recommended by the Office of Instruction and the Faculty Senate.

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**Date Adopted:**

*(This is current Palomar College Policy 4020)*

Instructional Services  
DRAFT as of 4/9/09

**BP 4021**    **DISCONTINUANCE OF CAREER/TECHNICAL PROGRAMS**

**References:**

Education Code Section 78016  
Title 5 Sections 51022 and 55130

The Governing Board will rely primarily on the Faculty Senate and its appropriate committees to review and make recommendations for the discontinuance of career/technical programs. The procedures for review and recommendations for discontinuance will adhere to Education Code Section 78016.

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**NOTE:** This policy is **suggested as good practice**. The language in **green ink** is recommended by the Office of Instruction and the Faculty Senate.

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**Date Adopted:**

*(This is a new policy proposed by the Palomar College Faculty Senate)*

Instructional Services  
DRAFT as of 4/11/09

BP 4022 CURRICULAR MATTERS

References:

No references

The Governing Board will rely primarily on the Faculty Senate, through the Curriculum Committee, for developing procedures for and overseeing curricular matters. These matters include establishing a curricular philosophy, setting strategic goals and long-range plans, overseeing the development and review of new courses and programs, overseeing the review of existing courses and programs, and overseeing the process for course and program deactivation.

Offices of Primary Responsibility: Faculty Senate and Office of Instruction

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**NOTE:** This policy is **suggested as good practice**. The language in **green ink** is recommended by the Office of Instruction and the Faculty Senate. The information in **blue ink** is additional language to consider including in this policy.

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**Date Adopted:**

*(This is a new policy proposed by the Palomar College Faculty Senate)*

DRAFT as of 4/9/09

**BP 4103**    **WORK EXPERIENCE**

**References:**

Title 5 Sections 55250 et seq.

Palomar College District will establish and maintain a program of Cooperative Work Experience Education whereby students, while enrolled in college, will gain realistic learning experiences through work. A plan shall be submitted to and approved by the State Chancellor's Office.

All laws or rules applicable to minors in employment relationships are applicable to minor students enrolled in work experience education courses.

Work experience education involving apprenticeable occupations shall be consistent with the purposes of chapter 4 (commencing with section 3070) of division 3 of the Labor Code and with standards established by the California Apprenticeship Council.

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**NOTE:** This policy is **suggested as good practice**. The language in **green ink** is recommended by the Office of Instruction and the Faculty Senate.

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**Date Adopted:**

**BP 4230 GRADING AND ACADEMIC RECORD SYMBOLS**

Reference:

Title 5 Section 55023

Courses shall be graded using the grading system established by Title 5.

The grading system shall be published in the District’s catalog(s) and made available to students.

The grading system shall include the “FW” grade for unofficial withdrawal.

❖ **From current Palomar College BP 411 titled Grading System**

~~Grades are assigned by instructors according to guidelines specified in the approved course outline as follows:~~

❖ **From current Palomar College BP 411.1 titled Evaluative Grades (00-20571)**

<del>Grade</del>	<del>Explanation</del>	<del>Grade Point</del>
<del>A</del>	<del>Excellent</del>	<del>4</del>
<del>B</del>	<del>Good</del>	<del>3</del>
<del>C</del>	<del>Satisfactory</del>	<del>2</del>
<del>D</del>	<del>Passing, less than satisfactory</del>	<del>1</del>
<del>F</del>	<del>Failing</del>	<del>0</del>
<del>FW</del>	<del>Failing for unofficial withdrawal</del>	<del>0</del>

~~For a student who has ceased to participate in a course after the last day to officially drop or withdraw without having achieved a passing grade. The “FW” grade shall be used in determining academic standing.~~

~~CR Credit (at least satisfactory - A, B, C grades.  
Units passed not counted in GPA)~~

~~NC No credit (less than satisfactory - D or F grades.  
Units not counted in GPA)~~

❖ **From current Palomar College BP 411.2 titled Nonevaluative Grades (94-16730, 95-17641)**

*Grade Definition*

Symbol Definition

~~I~~ — Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term. The condition for the removal of the "I" is stated on the *Record of Incomplete ("I") Grade* form. The "I" is not used in calculating units attempted nor for grade points. A final grade shall be assigned when the work stipulated has been completed. The "I" may be made up no later than one year following the term in which it was assigned, or the grade assigned in lieu of its removal will be recorded. A student may petition for a time extension under extenuating circumstances with the Vice President for Instruction.

~~IP~~ — In progress: The "IP" is used in only those courses which extend beyond a semester or summer session. The "IP" symbol remains on the student record. The appropriate evaluative grade and unit credit is assigned the subsequent semester. If a student receives an "IP" in an open-entry, open-exit course and does not re-enroll in the course or fails to complete the course in the subsequent term, an evaluative grade must be assigned.

~~RD~~ — Report Delayed: The "RD" is assigned by only the Records Office when for some reason the grade report is delayed. It is a temporary notation which will be replaced by a permanent symbol as soon as possible. An "RD" is not used in calculating grade-point average.

~~W~~ — Withdrawal: No notation ("W" or other) is made on the student record for withdrawals during the first four weeks or 30% of the length of a class, whichever is less. For classes of less than six weeks duration, withdrawals are allowed during the first half of the course without notation on the student record. Withdrawal after the end of the fourth week or 30% of a class, whichever is less, through the end of the eighth week or 50% of a class, whichever is less, is at the discretion of the student and shall be recorded as a "W." Withdrawal after the eighth week or 50% of a class, whichever is less, is generally not permitted. An evaluative grade or "I" will be assigned. Under extenuating circumstances, a student may petition to change an evaluative grade to "W." The appropriate faculty will be consulted in the petitioning process. In the event the instructor of record cannot be contacted or is unavailable, the department chair will act on behalf of the instructor. The "W" will not be used in calculating grade point averages, but excessive "W's" will be used as factors in probation and dismissal procedures.

~~MW~~ — Military Withdrawal: Members of an active or reserve military service who receive orders compelling a withdrawal from courses will be permitted withdrawal at any time during the semester. Upon verification of such orders, the grade symbol "MW" will be assigned after the first four weeks of the semester or after

~~the "no notation" period. The "MW" will not be counted in progress probation or dismissal calculations and will not have any adverse effect on the student academic record or enrollment status. Upon petition, the student will also receive a refund of the entire enrollment fee.~~

~~GB Rev. 11-8-94, 6-11-96~~

❖ **From current Palomar College BP 411.3 titled Grade Changes**

~~All grades are final in the absence of mistake, fraud, bad faith, or incompetency. No grade which has been placed in a student's record may be changed unless the reason for the change is submitted by the instructor, in writing, to the appropriate department chairperson/director and division dean. 5 CAC 55760~~

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**NOTE:** This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **green ink** is recommended by the Office of Instruction and the Faculty Senate. The language in **black ink** is from current Palomar College BPs 411 titled Grading System with no date, 411.1 titled Evaluative Grades (00-20571) dated 4-10-01, 411.2 titled Nonevaluative Grades (94-16730, 95-17641) dated 11-8-94 and 6-11-96, and 411.3 titled Grade Changes with no date.

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**Date Adopted:**

*(Replaces current Palomar College Policies 411, 411.1, 411.2, and 411.3)*

Instructional Services  
DRAFT as of 4/9/09

**BP 4231 GRADE CHANGES**

**References:**

Education Code Sections 76224 and 76232;  
Title 5 Section 55025

The Superintendent/President shall implement procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not necessarily be limited to, the following:

- Assurance that in the absence of mistake, bad faith, fraud, or incompetence, the grades awarded by faculty shall be final
- Procedures for students to challenge the correctness of a grade
- The installation of security measures to protect grade records and grade storage systems from unauthorized access
- Limitations on access to grade records and grade storage systems
- Discipline for students or staff who are found to have gained access to grade records without proper authorization or to have changed grades without proper authorization
- Notice to students, faculty, transfer institutions, accreditation agencies and law enforcement agencies, as appropriate, if unauthorized access to grade records and grade storage systems is discovered to have occurred

Also see BP 3310 titled Records Retention and Destruction, AP 4231 titled Grade Changes, and BP/AP 5040 titled Student Records.

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**NOTE:** This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **green ink** is recommended by the Office of Instruction, Faculty Senate, and Student Services.

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**Date Adopted:**

*(This is a new policy recommended by the CC League and the League's Legal Counsel)*

Instructional Services  
DRAFT as of 4/9/09

**BP 4260 PRE-REQUISITES AND CO-REQUISITES**

**References:**

Title 5 Sections 55000 and 55003

The Governing Board is authorized upon approval by the Faculty Senate through the Curriculum Committee to establish pre-requisites, co-requisites, and advisories on recommended preparation for courses in the curriculum. All such pre-requisites, co-requisites, and advisories shall be established in accordance with the standards set out in Title 5. Any pre-requisites, co-requisites, or advisories shall be necessary and appropriate for achieving the purpose for which they are established. The procedures shall include the method in which a pre-requisite or co-requisite may be challenged by a student on grounds permitted by law. Pre-requisites, co-requisites, and advisories shall be identified in District publications available to students.

- ❖ **From current Palomar College BP 304 titled Prerequisites (92-15402) (93-16456)**

~~The Palomar Community College District adopts the policy entitled The Model District Policy\* in order to provide for the establishing, reviewing, and challenging of prerequisites, co-requisites, and advisories on recommended preparation and certain limitations on enrollment in a manner consistent with law and good practice. \*Adopted by the California Community College Board of Governors on January 14, 1994. GB 12-15-92, Rev. 6-14-94~~

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**NOTE:** This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **green ink** is recommended by the Office of Instruction and the Faculty Senate. The information in **black ink** is current Palomar College Policy 304 titled Prerequisites adopted on 12-15-92 and amended on 6-14-94.

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**Date Adopted:**

(Replaces current Palomar College Policy 304)