

GENERAL INSTITUTION
REVISION as of 4/17/09

BP 3280 GRANTS

Reference:

Education Code Section 70902

Grants provide additional funds for academic programs, student support services, and administrative operations. The Superintendent/President shall ensure a review process is in place to determine that grant opportunities support the mission, goals, and objectives of the District's Strategic Plan. This process shall occur prior to applying for any grant funds. In addition, the Superintendent/President shall establish procedures to assure timely application and processing of grant applications and funds, ~~and that the grants that are applied for directly support the mission, goals, and objectives of the District's Strategic Plan.~~

The Governing Board shall be informed about all external grant applications. The Governing Board shall approve all grants awarded to ~~and external grants received by~~ the District.

Date Adopted:

(Replaces current Palomar College Policy 311)

General Institution
DRAFT as of 1/23/09

BP 3500 **CAMPUS SAFETY PLAN**

Reference:

Education Code Section 67380(a)(4)

The Governing Board is committed to a safe and secure District work and learning environment. To that end, the Superintendent/President shall establish a Campus Safety Plan and ensure that it is posted or otherwise made available to students. The Campus Safety Plan, addressed in the Annual Security Report, shall include availability and location of the Palomar College Police Department, methods for summoning assistance of the Palomar College Police Department, any special safeguards that have been established, any actions taken in the preceding 18 months to increase safety, and any changes in safety precautions to be made during the next 24 months.

NOTE: The **red ink** signifies language that is **legally required**. The language in **green ink** was recommended by the Palomar College Police Department. This policy was reviewed by the Task Force on 1-23-09.

Date Adopted:

(This is a new policy recommended by the CC League and the League's legal counsel)

Instructional Services
DRAFT as of 4/17/09BP 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENTReferences:

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~~s,~~ 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.

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. This policy was approved by the Task Force on 4-17-09.

Date Adopted:

(This is current Palomar College Policy 4020)

Instructional Services
DRAFT as of 4/17/09

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 through the Curriculum Committee and other appropriate committees to review and make recommendations for the discontinuance of career/technical programs. The procedures for review and recommendations for discontinuance shall adhere to Education Code Section 78016.

NOTE: This policy is **suggested as good practice**. The language in **green ink** is recommended by the Office of Instruction and the Faculty Senate. This policy was approved by the Task Force on 4-17-09.

Date Adopted:

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

Instructional Services
DRAFT as of 4/17/09

BP 4022 CURRICULAR MATTERS

References:

Title 5 Sections 51021, 55100, 55130, and 55150;
Accreditation Standard IIA

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.

NOTE: This policy is **suggested as good practice**. The language in **green ink** is recommended by the Office of Instruction and the Faculty Senate. This policy was approved by the Task Force on 4-17-09.

Date Adopted:

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

BP 4045 TUTORIAL SERVICES PROGRAMS

References:

Education Code Section 70902;
[Accreditation Standard IIC](#)

The Superintendent/President shall ensure that the District provides tutorial services using resources and techniques appropriate to student needs.

- ❖ **From current Palomar College Procedure 418.2 titled Disenrollment Procedures**

TUTORIAL SERVICES

~~The Tutorial Center is designed to provide assistance in all academic subjects to Palomar College Students. Students are served on a walk-in basis and must be registered in the course(s) for which they are seeking assistance. Tutors hired to work for the Tutorial Center are carefully selected and trained in tutoring methods and learning strategies to do the best job possible in helping their peers achieve academic success. Services provided include:~~

- ~~• one-on-one tutoring~~
- ~~• group tutoring~~
- ~~• tutor training~~
- ~~• end-of-semester review sessions~~
- ~~• study pamphlets and guides~~
- ~~• tutoring via the Internet at pctutoring@hotmail.com~~
- ~~• specialized tutoring for categorical populations~~

~~Supplemental Instruction (SI) is offered voluntarily by trained SI leaders to students who wish to form student groups. For information on developing SI classes, contact Ruth Barnaba at x2238. The Tutoring Center is located on the first floor of the Library. For more information, call x2448.~~

NOTE: The language in **green ink** is recommended by the Office of Instruction and the Faculty Senate. The information in **black ink** is from current Procedure 418.2 titled Disenrollment Procedures with no date. This policy was approved by the Task Force on 4-17-09.

Date Adopted:

(Replaces current Palomar College Procedure 418.2)

DRAFT as of 4/17/09

BP 4103 **COOPERATIVE WORK EXPERIENCE EDUCATION**

References:

Labor Code Section 3070;
Title 5 Sections 55250 et seq.

The District shall 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.

Cooperative 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.

NOTE: This policy is **suggested as good practice**. The language in **green ink** is recommended by the Office of Instruction and the Faculty Senate. This policy was approved by the Task Force on 4-17-09.

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 and Class Schedule, 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)**

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

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. This policy was approved by the Task Force on 4-17-09.

Date Adopted:

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

Instructional Services
DRAFT as of 4/17/09

BP 4250 PROBATION, DISMISSAL, AND READMISSION

References:

Education Code Section 70902(b)(3);
Title 5 Sections 55030-55034

Warning or Probation

The District has established two levels of probation for a student whose academic progress is substandard: warning and probation. A student is on “warning” in the first semester of probation. A student is on “probation” in subsequent semesters. A student shall be placed on academic warning or probation if he/she has attempted a minimum of 12 semester units of work and has a grade point average (GPA) of less than a 2.0 (“C”).

A student shall be placed on progress warning or probation if he/she has enrolled in a total of at least 12 semester units and the percentage of all units in which the student has enrolled for which entries of “W,” “I,” “NC,” and “NP” were recorded reaches or exceeds fifty percent.

A student on academic warning or probation shall be removed from warning or probation when the student's accumulated GPA is 2.0 or higher. A student on progress warning or probation shall be removed from probation when the percentage of units in the categories of “W,” “I,” “NC,” and “NP” grades drops below fifty percent.

Dismissal

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative GPA of less than 2.0 in all units attempted in each of three consecutive semesters.

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of “W,” “I,” “NC,” and “NP” are recorded in at least three consecutive semesters reaches or exceeds fifty percent.

A student who is subject to dismissal may submit a written appeal in compliance with administrative procedures. Dismissal may be postponed and the student continued on probation if the student can demonstrate extenuating circumstances.

Readmission

A student who has been dismissed may request readmission after an absence of one semester or an appeal that indicates extenuating circumstances have changed. Readmission may be granted, denied, or postponed according to criteria contained in administrative procedures.

The Superintendent/President shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

❖ **From current Palomar College BP 412 titled Probation, Dismissal, and Reinstatement (95-17482)**

~~It is the intention of the Palomar Community College District to encourage matriculating students to make satisfactory academic progress toward their individual educational goals. Students taking courses for credit should do so with the intention of completing the course or courses with a passing grade. Students who do not make satisfactory progress are subject to probation or dismissal in accordance with established District procedures. The Palomar Community College District Probation and Dismissal procedures are specified in the Palomar College Catalog.~~

~~GB Rev. 3-12-96~~

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 information in **green ink** is additional language to consider including in this policy. The language in **black ink** is current Palomar College BP 412 titled Probation, Dismissal, and Reinstatement (95-17482) dated 3-12-96. This policy was approved by the Task Force on 4-17-09.

Date Adopted:

(Replaces current Palomar College Policy 412)

Instructional Services
DRAFT as of 4/17/09BP 4260 PRE-REQUISITES, CO-REQUISITES, AND ADVISORIESReferences:Title 5 Sections 55000 and 55003

The Governing Board is authorized to establish pre-requisites, co-requisites, and advisories on recommended preparation for courses in the curriculum. For these determinations, the Board will rely primarily on the Faculty Senate through the Curriculum Committee. 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~~

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. This policy was approved by the Task Force on April 17, 2009.

Date Adopted:

(Replaces current Palomar College Policy 304)

