



**Tuesday, October 16, 2018  
Strategic Planning Council**

**Chair: Joi Blake**

**Members: Jenny Akins, Barbara Baer, Michelle Barton, Carmelino Cruz, Olga Diaz, Patti Dixon, Aiden Ely, Kelly Falcone, Tricia Frady, Anel Gonzalez, Laura Gropen, Jack Kahn, Teresa Laughlin, Martha Martinez, Connie Moise, Lisa Norman, Ron Perez, Travis Ritt, Stacy Rungaitis, Connie Sterling, Sherry Titus, Fari Towfiq, Anthony White**

**Recorder: Cheryl Ashour**

## **A. Opening**

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**Subject**                      **1. Call to Order at 2:35 pm by Dr. Joi Blake**

Meeting                      Oct 16, 2018 - Strategic Planning Council

Category                     A. Opening

Access                        Public

Type                          Opening

**Subject**                      **2. Approval of October 2, 2018 SPC Minutes**

Meeting                      Oct 16, 2018 - Strategic Planning Council

Category                     A. Opening

Access                        Public

Type                          Action, Minutes

Minutes                      View Minutes for Oct 2, 2018 - Strategic Planning Council

### **Motion & Voting**

Motion to approve October 2, 2018 SPC Minutes

Motion by Margie Fritch, second by Fari Towfiq.

Final Resolution: Motion Carries

Yea: Michelle Barton, Barbara Baer, Joi L Blake, Carmelino Cruz, Aiden Ely, Kelly Falcone, Tricia Frady, Margie Fritch, Laura Gropen, Jack S Kahn, Teresa Laughlin, Connie S Moise, Lisa M Norman, Travis Ritt, Stacy Rungaitis, Connie Sterling, Sherry Titus, Fari Towfiq, Anthony White

## **B. Action-Second Reading**

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**Subject**                      **1. Policies and Procedures**

Meeting                      Oct 16, 2018 - Strategic Planning Council

Category                     B. Action-Second Reading

Access Public

Type Action-Second Reading

a. These were approved at the 5/18/18 P&P meeting:

1. BP/AP 3440 – Service Animals
2. AP 5031 – Instructional Materials Fee
3. BP/AP 3540 – Sexual & Other Assaults on Campus

b. These were approved at the 9/7/18 P&P meeting:

1. BP 4005 – Formal Communication of Matters of Instruction (for deletion)
2. BP/AP 4023 – Course Outline (for deletion)
3. AP 4026 – Philosophy and Criteria for International Education
4. BP 4030 – Academic Freedom
5. BP/AP 4045 – Tutorial Services Programs (for deletion)
6. BP/AP 4060 – Agreements with School Districts for Noncredit Adult Education
7. BP/AP 4070 – Auditing and Auditing Fees
8. BP/AP 4102 – Career-Technical Programs Advisory Committees
9. BP/AP 4103 – Cooperative Work Experience Education
10. AP 4104 – Workforce Development - Contract Education
11. BP/AP 4226 – Multiple and Overlapping Enrollments
12. AP 4227 – Repeatable Courses
13. AP 4228 – Course Repetition – Significant Lapse of Time
14. AP 4229 – Course Repetition – Variable Units
15. BP/AP 4231 – Grade Changes
16. AP 4233 – Course Content and Grading System
17. BP 4250 – Probation Dismissal and Readmission
18. BP/AP 4260 – Pre-requisites, Co-requisites, and Advisories
19. BP 4290 – Academic Honesty
21. BP/AP 4300 – Field Trips and Excursions
22. AP 4610 – Instructional Service Agreements
23. BP/AP 4675 – Class Size
24. BP 7330 – Communicable Disease

#### File Attachments

Exhibit B.1.a-Policies and Procedures.pdf (336 KB)

Exhibit B.1.b-Policies and Procedures.pdf (643 KB)

### Motion & Voting

Motion to approve Policies and Procedures as a batch

Motion by Connie S Moise, second by Fari Towfiq.

Final Resolution: Motion Carries

Yea: Michelle Barton, Barbara Baer, Joi L Blake, Carmelino Cruz, Aiden Ely, Kelly Falcone, Tricia Frady, Margie Fritch, Laura Gropen, Jack S Kahn, Teresa Laughlin, Connie S Moise, Lisa M Norman, Travis Ritt, Stacy Rungaitis, Connie Sterling, Sherry Titus, Fari Towfiq, Anthony White

**Subject 2. Accreditation Mid-term Report**

Meeting Oct 16, 2018 - Strategic Planning Council

Category B. Action-Second Reading

Access Public

Type Action-Second Reading

The Accreditation Mid-Term Report can be found at the following link:

<https://www2.palomar.edu/pages/midtermreport2019/>



**Motion & Voting**

tion to approve the Accreditation Mid-term Report

Motion by Margie Fritch, second by Fari Towfiq.

Final Resolution: Motion Carries

Yea: Michelle Barton, Barbara Baer, Joi L Blake, Carmelino Cruz, Aiden Ely, Kelly Falcone, Tricia Frady, Margie Fritch, Laura Gropen, Jack S Kahn, Teresa Laughlin, Connie S Moise, Lisa M Norman, Travis Ritt, Stacy Rungaitis, Connie Sterling, Sherry Titus, Fari Towfiq, Anthony White

**C. Action-First Reading****Subject****1. Policies and Procedures**

Meeting

Oct 16, 2018 - Strategic Planning Council

Category

C. Action-First Reading

Access

Public

Type

Action-First Reading

Goals

Accreditation Standard 1.C: Institutional Integrity

Accreditation Standard 4.A: Decision-Making Roles and Processes

a. These were approved at the 10/05/18 P&P meeting. District requests to move to 2<sup>nd</sup> and vote to approve in order to meet a Curriculum Certification deadline:

1. BP/AP 4020 – Program, Curriculum, and Course Development

b. These were approved at the 10/05/18 P&P meeting:

1. BP/AP 3502 – Campus Security

2. BP/AP 4015 – Minimum Qualifications/Equiv. (for deletion)

3. AP 4101 (no BP) – Directed Study

4. BP/AP 4110 – Honorary Degrees

5. BP/AP 4220 – Standards of Scholarship

6. BP/AP 4235 – Credit by Examination

7. BP/AP 4300 – Field Trips and Excursions

8. AP 4700 (no BP) – Chair/Director Responsibilities (for deletion)

**File Attachments**

Exhibit C.1.a.-BP& AP 4020 - Program, Curriculum, and Course Development.pdf (234 KB)

Exhibit C.1.b-Policies and Procedures.pdf (406 KB)

**Motion & Voting**

Motion to move BP/AP 4020 to Second Reading

Motion by Margie Fritch, second by Fari Towfiq.

Final Resolution: Motion Carries

a: Michelle Barton, Barbara Baer, Joi L Blake, Carmelino Cruz, Aiden Ely, Kelly Falcone, Tricia Frady, Margie Fritch, Laura Gropen, Jack S Kahn, Teresa Laughlin, Connie S Moise, Lisa M Norman, Travis Ritt, Stacy Rungaitis, Connie Sterling, Sherry Titus, Fari Towfiq, Anthony White

**Subject****2. Website Privacy Notice**

Meeting Oct 16, 2018 - Strategic Planning Council

Category C. Action-First Reading

Access Public

Type Action-First Reading

File Attachments  
Exhibit C.2-Website Privacy Notice.pdf (158 KB)

## **D. Information/Discussion**

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**Subject 1. Community College Survey of Student Engagement Results - Part 1: Student Survey results**

Meeting Oct 16, 2018 - Strategic Planning Council

Category D. Information/Discussion

Access Public

Type Information/Discussion

File Attachments  
Exhibit D.1.-CCSSE.1.pdf (2,518 KB)  
Exhibit D.1.-CCSSE.2.pdf (444 KB)  
Exhibit D.1.-CCSSE.3.pdf (417 KB)

## **E. Accreditation**

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**Subject 1. Palomar College Accreditation Update**

Meeting Oct 16, 2018 - Strategic Planning Council

Category E. Accreditation

Access Public

Type

## **F. Reports of Planning Councils/Departments**

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**Subject 1. Finance and Administrative Services Planning Council - Ron Perez**

Meeting Oct 16, 2018 - Strategic Planning Council

Category F. Reports of Planning Councils/Departments

Access Public

Type Reports

**Subject 2. Human Resource Services Planning Council - Lisa Norman**

Meeting Oct 16, 2018 - Strategic Planning Council  
Category F. Reports of Planning Councils/Departments  
Access Public  
Type Reports

**Subject 3. Instructional Planning Council - Jack Kahn**

Meeting Oct 16, 2018 - Strategic Planning Council  
Category F. Reports of Planning Councils/Departments  
Access Public  
Type Reports

**Subject 4. Student Services Planning Council - Aiden Ely**

Meeting Oct 16, 2018 - Strategic Planning Council  
Category F. Reports of Planning Councils/Departments  
Access Public  
Type Reports

**Subject 5. Foundation - Stacy Rungaitis**

Meeting Oct 16, 2018 - Strategic Planning Council  
Category F. Reports of Planning Councils/Departments  
Access Public  
Type Reports

**Subject 6. Professional Development - Kelly Falcone**

Meeting Oct 16, 2018 - Strategic Planning Council  
Category F. Reports of Planning Councils/Departments  
Access Public  
Type Reports

**Subject 7. Guided Pathways - Jack Kahn**

Meeting Oct 16, 2018 - Strategic Planning Council  
Category F. Reports of Planning Councils/Departments  
Access Public  
Type Reports

## **G. Reports of Constituencies**

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**Subject 1. PFF/AFT - Teresa Laughlin/Barbara Baer**

Meeting Oct 16, 2018 - Strategic Planning Council

Category G. Reports of Constituencies

Access Public

Type Reports

**Subject 2. Faculty Senate - Travis Ritt**

Meeting Oct 16, 2018 - Strategic Planning Council

Category G. Reports of Constituencies

Access Public

Type Reports

**Subject 3. Confidential/Supervisory Team - Jenny Akins**

Meeting Oct 16, 2018 - Strategic Planning Council

Category G. Reports of Constituencies

Access Public

Type Reports

**Subject 4. CCE/AFT - Anel Gonzalez**

Meeting Oct 16, 2018 - Strategic Planning Council

Category G. Reports of Constituencies

Access Public

Type Reports

**Subject 5. Associated Student Government - Anthony White**

Meeting Oct 16, 2018 - Strategic Planning Council

Category G. Reports of Constituencies

Access Public

Type Reports

**Subject 6. Administrative Association - Connie Sterling**

Meeting Oct 16, 2018 - Strategic Planning Council

Category G. Reports of Constituencies

Access

Public

Type

Reports

**1. Other****I. Adjournment**

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**Subject****1. Adjournment**

Meeting

Oct 16, 2018 - Strategic Planning Council

Category

I. Adjournment

Access

Public

Type

**Palomar Community College District  
Strategic Planning Council (Tuesday, October 16, 2018)**

**Members present**

Michelle Barton, Barbara Baer, Joi L Blake, Carmelino Cruz, Aiden Ely, Kelly Falcone, Tricia Frady, Margie Fritch, Laura Gropen, Jack S Kahn, Teresa Laughlin, Connie S Moise, Lisa M Norman, Travis Ritt, Stacy Rungaitis, Connie Sterling, Sherry Titus, Fari Towfiq, Anthony White

**Meeting called to order at 9:58 AM**

**A. Opening**

1. The meeting was called to Order at 2:35 pm by Dr. Dr. Blake
2. Approval of October 2, 2018 SPC Minutes  
Motion to approve October 2, 2018 SPC Minutes as presented  
Motion by Margie Fritch, second by Fari Towfiq  
Final Resolution: Motion Carries, Unanimous

**B. Action-Second Reading**

1. Policies and Procedures  
Motion to approve Policies and Procedures as a batch  
Motion by Connie S Moise, second by Fari Towfiq.  
Final Resolution: Motion Carries, Unanimous  
  
Motion to approve BP/AP 3440, AP 5031, BP/AP 3540, BP 4005, BP/AP 4023, AP 4026, BP 4030, BP/AP 4045, BP/AP 4060, BP/AP 4070, BP/AP 4102, BP/AP 4103, AP 4104, BP/AP 4226, AP 4227, AP 4228, AP 4229, BP/AP 4231, BP 4233, BP 4250, BP/AP 4260, BP 4290, BP/AP 4300, AP 4610, BP/AP 4675 and BP 7330 as presented  
Motion by Connie S Moise, second by Fari Towfiq.  
Motion Carries Unanimous
2. Accreditation Mid-term Report  
Michelle Barton explained the revisions made to the Accreditation Midterm Report since the first reading.  
  
Motion to approve the Accreditation Mid-term Report  
Motion by Fari Towfiq, second by Travis Ritt.  
Final Resolution: Motion Carries Unanimous

**C. Action-First Reading**

1. Policies and Procedures  
Motion to move BP/AP 4020 to Second Reading  
Motion by Margie Fritch, second by Fari Towfiq.  
Final Resolution: Motion Carries Unanimous  
  
Motion to approve BP/AP 4020 as presented  
Motion by Lisa M Norman, second by Sherry Titus.  
Motion Carries Unanimous  
  
BP/AP 3502, BP/AP 4015, AP 4101, BP/AP 4110, BP/AP 4220, BP/AP 4235, BP/AP 4300 and AP 4700 will return for action/second reading at the next meetig.
2. Website Privacy Notice  
Connie Moise stated Palomar College is required to post a Website Privacy Notice on our website by December 14. She reviewed the information in the document which was modeled after the College of the Canyons. This item will return for action/second reading at the next meeting.

**D. Information/Discussion**

1. Community College Survey of Student Engagement Results - Part 1: Student Survey results  
Rachel Miller from Institutional Research and Planning presented an overview of the student survey results of the Community College Survey of Student Engagement (CCSSE), which measures student engagement and is administered nationally. The model focuses on the relationship between student engagement and student success. She reviewed the results of the five benchmarks: active and collaborative learning; student effort; academic challenge; student-faculty interaction; and support for learners. Ms. Miller reviewed the methodology, summarized the data on student characteristics and led a discussion on the key findings: Benchmark Scores, Academic Mindset, and Use of Student Services and Satisfaction.  
  
Michelle Barton stated the CCSSE results will be provided to the Guided Pathways Committee and Student Services Planning Council. The Guided Pathways Committee will have a dialogue and look at how to integrate the information and come up with strategies. Faculty can compare the results of their answers on faculty-student engagement to the response of students. She will provide greater detail to those who ask.

**E. Accreditation**

There was no report.

## F. Reports of Planning Councils/Departments

## 1. Finance and Administrative Services Planning Council - Connie Moise

Connie Moise reported FASCP met October 11. PRPs are in progress. FASPC heard reports from the Budget Committee, Safety and Security Committee, and Facilities Review Committee. An update on building projects and recruitment in the Finance and Administrative Division were provided. They heard a report on the Student Centered Funding Formula.

Charging stations are in the process of being installed at Rancho Bernardo, Escondido, and San Marcos; all installations and usage fees will be handled by SDGE.

There is now a list of food service vendors; contact April Cross in purchasing to get a copy of the list. She can also provide you the requirements to be on the list.

## 2. Human Resource Services Planning Council - Lisa Norman

Lisa Norman reported HRSPC held its first meeting. They reviewed the final draft of the Staffing Plan and discussed its goals and objectives. HRSPC plans to provide an overview of the new Position Authorization form. A survey on recruitment efforts was recently sent out by EEOC.

## 3. Instructional Planning Council - Jack Kahn

Jack Kahn reported IPC met last week and discussed the Faculty Priority Process wait lists and reviewed a new program proposal.

## 4. Student Services Planning Council - Aiden Ely

Aiden Ely reported SSPC met last week. Two presentations were provided, one on Guided Pathways and one on Outreach Programs. A decision was made to do Program Reviews in the fall.

## 5. Foundation - Stacy Rungaitis

Stacy Rungaitis reminded everyone of the Dash and Bash fundraiser this weekend. She reported the Foundation is close to meeting its strategic revenue goal. Giving Tuesday is scheduled for November 27 and the Community Showcase is scheduled for December 4.

## 6. Professional Development - Kelly Falcone

Kelly Falcone reported the Professional Development Committee is transitioning into a working committee; at its last meeting work groups were formed. The Chancellor's Office announced its statewide Resource Center, which is based on our PD platform.

## 7. Guided Pathways - Jack Kahn

Jack Kahn reported the Guided Pathways committee had its first mapping meeting on strategic development. Rou Johnston will be returning to speak on Meta Majors. Members of the GP Committee will be traveling to Miami Dade College to learn how they do Guided Pathways. Olga Diaz is working on a regional RFP for onboarding analysis.

## G. Reports of Constituencies

## 1. PFF/AFT - Teresa Laughlin/Barbara Baer

Barbara Baer reported she and other PFF members recently attended a Statewide meeting. She is offering a health benefits workshop tonight to part-time faculty. Two loan forgiveness workshops, a food drive for members, and listening sessions are also planned.

## 2. Faculty Senate - Travis Ritt

Travis Ritt reported the Faculty Senate aproved and adopted goals, defined focus areas, and assigned people in each. Last Saturday Palomar FS hosted the ASCCC meeting in Rancho Bernardo which was well received. They had a robust discussion on guided pathways, AB 705, and the relationship with the Chancellor's Office.

## 3. Confidential/Supervisory Team - Jenny Akins

There was no report.

## 4. CCE/AFT - Tricia Frady

Tricia Frady reported they viewed the Caring Campus Webinar. Members of the E-Council will be attending its conference this week.

## 5. Associated Student Government - Anthony White

Anthony White reported a Homeless Advocacy and Housing Initiative will be coming soon. ASG members recently toured the Escondido Center and plan to tour the other centers.

## 6. Administrative Association - Connie Sterling

There was no report.

## H. Other

## 1. Meet Up

Dr. Blake reminded everyone of the Meet Up tomorrow at the Polynesian Garden at 11:30 am

## 2. Rumors

Jo Blake remarked on a rumor about misappropriation of funds for flowers by the President's Office. The President's Office purchased artificial plants and flower arrangements for the use of the entire campus. The plants are housed and checked out through Facilities. The purchase saves hundreds of dollars for individual departments who no longer have to purchase these items for events.

Dr. Blake remarked on a rumor that the President's office took space away from Academic Learning. Connie Sterling confirmed space was not taken from Academic Learning; soft seating was only there. In addition, there are 11 study rooms in the library for student use and the President's Offices do not encroach on these.

Adjournment

There being no remaining items, the meeting was adjourned at 4:20 pm.



GENERAL INSTITUTION  
REV 4/3/18 no proposed changes

**BP 3440 SERVICE ANIMALS**

**References:**

The Americans with Disabilities Act of 1990 -- 42 United States Code Sections  
12101 et seq.;  
28 Code of Federal Regulations Part 35;  
28 Code of Federal Regulations Part 36;  
34 Code of Federal Regulations Part 104.44(b)

In order to prevent discrimination on the basis of disability, the District will allow an individual with a disability to use a service animal or miniature horse in District facilities and on District property in compliance with state and federal law.

Also see BP 3580 titled Animals on Campus.

GENERAL INSTITUTION  
Rev. 4/3/18 no proposed changes

## AP 3440 SERVICE ANIMALS

### References:

Civil Code Sections 54 et seq.;  
Penal Code Section 365.5;  
The Americans with Disabilities Act of 1990 -- 42 United States Code Sections 12101 et seq.;  
28 Code of Federal Regulations Part 35;  
28 Code of Federal Regulations Part 36;  
34 Code of Federal Regulations Part 104.44(b)

The District will allow an individual with a disability to use a service animal in District facilities and on District property in compliance with state and federal law.

The District will allow an individual with a disability to use a miniature horse as a service animal in District facilities and on District property if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability and the District has determined, based on the assessment factors provided in this procedure, that a reasonable accommodation can be made.

The District will allow an individual with a disability to be accompanied by his/her service animal in all areas of the District's facilities where members of the public, invitees, clients, customers, patrons, or participants in services, programs or activities, as relevant, are allowed to go.

These procedures shall also be applicable to an individual who is training a service animal.

### Service Animal Defined

A "service animal" for purposes of this procedure means any dog (or miniature horse, as provided herein) that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.

The work or tasks performed by a service animal must be directly related to the handler's disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

**Exceptions**

The District may ask an individual with a disability to remove a service animal from the premises if:

- The animal is out of control and the animal's handler does not take effective action to control it; or
- The animal is not housebroken.

If a service animal is excluded under one of these exceptions, the District will give the individual with a disability the opportunity to obtain goods, services, and accommodations or to participate in the service, program, or activity without having the service animal on the premises.

**Assessment Factors for Miniature Horses**

The District shall consider the following factors:

- The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- Whether the handler has sufficient control of the miniature horse;
- Whether the miniature horse is housebroken; and
- Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

**Control**

The service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

**Care or Supervision**

The District is not responsible for the care or supervision of the animal.

**Inquiries by the District**

The District may make two inquiries to determine whether an animal qualifies as a service animal:

- Whether the animal is required because of a disability; and
- What work or task the animal has been trained to perform.

The District will not make either of these inquiries when it is readily apparent that an

86 animal is trained to do work or perform tasks for an individual with a disability (e.g., the  
87 dog is observed guiding an individual who is blind or has low vision, pulling a person's  
88 wheelchair, or providing assistance with stability or balance to an individual with an  
89 observable mobility disability).

90  
91 An individual may choose to produce a county service dog license or identification tag  
92 as proof that the animal is a service animal. Licensure or certification is not required in  
93 order to meet the definition of service animal under this procedure. There are no  
94 licensing or certification requirements for miniature horses.

95  
96 **No Surcharge**

97 The District will not ask or require an individual with a disability to pay a surcharge, even  
98 if people accompanied by pets are required to pay fees, or to comply with other  
99 requirements generally not applicable to people without pets. If the District normally  
100 charges individuals for damage caused by pets, an individual with a disability may be  
101 charged for damaged caused by his/her service animal.

102  
103 Office of Primary Responsibility: Student Services

**Student Services**  
**REV 2/28/18****AP 5031 INSTRUCTIONAL MATERIALS FEES****References:**

Education Code Section 76365;  
Title 5 Sections 59400 et seq.

Students may be required to provide instructional materials required for a credit or non-credit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

Required instructional materials shall not include materials used or designed primarily for administrative purposes, class management, course management, or supervision.

Where instructional materials are available to a student temporarily through a license or access fee, the student shall be provided options at the time of purchase to maintain full access to the instructional materials for varying periods of time ranging from the length of the class up to at least two years. The terms of the license or access fee shall be provided to the student in a clear and understandable manner prior to purchase.

Instructors shall take reasonable steps to minimize the cost and ensure the necessity of instructional materials.

The District will publish these regulations in each college catalog.

**DEFINITIONS:**

**Required Instructional Materials:** Any materials which a student must procure or possess as a condition of registration, enrollment, or entry into a class; or any such material which the instructor determines is necessary to achieve the required objectives of a course.

- **Solely or exclusively available from the District:** The instructional material is not available except through the District or that the District requires that the instructional material be purchased or procured from it. A material shall not be considered to be solely or exclusively available from the District if it is provided to the student at the District's actual cost; and 1) the instructional material is otherwise generally available, but is provided solely or exclusively by the District for health and safety reasons or 2) the instructional material is provided in lieu of other generally available but more expensive material which would otherwise be required.

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**Date Approved: 04/08/2008, Revised 12/5/17**

*(Replaces Palomar College Policy 403.3 and all previous versions of AP 5031.)*

- **Required Instructional Materials which are of Continuing Value Outside of the Classroom Setting:** Materials which can be taken from the classroom setting and which are not wholly consumed, used up, or rendered valueless as they are applied in achieving the required objectives of a course to be accomplished under the supervision of an instructor during the class.

### **Establishing Required Materials and Related Fees**

The need for an instructional material fee is determined by the discipline faculty in consultation with the department chair, the division dean, and staff in the Office of Instructional Services. The instructional material fee is assessed if it complies with the definitions above and has been approved by the dean.

Based upon scheduled offerings, All active instructional material fees are to be published in the class schedule. The fees are paid to be assessed through the district's information system the Bookstore or and paid to the Cashier's Office. and the materials are provided by the department or by the College Bookstore. Departments will make arrangements to provide the materials to students in a timely fashion.

Office of Primary Responsibility: Instructional Services Student Services

GENERAL INSTITUTION  
REV 4/3/18

## BP 3540 SEXUAL AND OTHER ASSAULTS ON CAMPUS

### References:

Education Code Sections 67385, and 67385.7, and 67386;  
20 US. Code Section 1092(f);  
34 Code of Federal Regulations Section 668.46(b)(11)

Any sexual assault or physical abuse, including but not limited to rape as defined by California law, whether committed by an employee, student, or member of the public, that occurs on District property, is a violation of District policies and procedures and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. Students, faculty, and staff who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance.

- ❖ **NOTE:** The following language shaded in gray is shown as struck as definitional, prescriptive language is more appropriately codified in an administrative procedure where additional descriptive details are reflected (See AP 3540 Sexual and Other Assaults on Campus) and different types of assault are clearly defined.

~~"Sexual assault" includes but is not limited to rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.~~

The Superintendent/President shall establish administrative procedures that ensure that students, faculty, and staff who are victims of sexual and other assaults receive appropriate information, emergency and treatment, and referral, and that educational information about preventing sexual violence is provided and publicized as required by law.

The procedures shall meet the criteria contained in Education Code Sections 67385, and 67385.7, and 67386; as well as 34 Code of Federal Regulations Section 668.46.

Also see BP/AP 3430 titled Prohibition of Harassment and AP 3435 titled Discrimination and & Harassment: Complaints, Investigations, and Awareness Training.

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**Date Adopted: 02/16/2010; Revised:**

(Replaces former Palomar College Policy 103 and all previous versions of BP 3540.)



## GENERAL INSTITUTION

REV 5/18/18

**AP 3540 SEXUAL AND OTHER ASSAULTS ON CAMPUS****References:**

Education Code Sections 67385 and 67386;

20 U.S. Code Section 1092(f);

34 Code of Federal Regulations Section 668.46(b)(11)

Any sexual assault or physical abuse, including, but not limited to, rape, domestic violence, dating violence, sexual assault, or stalking as defined by California law, whether committed by an employee, student, or member of the public, occurring on District property, in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities or at another location, or on an off-campus site or facility maintained by the District or on grounds or facilities maintained by a student organization is a violation of District policies and regulations procedures and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. (Also see AP 5500 titled Standards of Student Conduct)

"Sexual assault" includes but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

"Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a romantic or intimate relationship will be determined based on the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

"Domestic violence" includes felony or misdemeanor crimes of violence committed by:

- a current or former spouse of the victim;
- by a person with whom the victim shares a child in common;
- by a person who is cohabitating with or has cohabitated with the victim as a spouse;
- by a person similarly situated to a spouse of the victim under California law; or
- by any other person against an adult or youth victim who is protected from that person's acts California law.

"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/ or her safety or the safety of others, or to suffer substantial emotional distress.

*The proposed changes in yellow highlighting are from the Policy & Procedure Service's Legal Updates 25 (November 2014), 26 (April 2015), and 27 (October 2015).*

**Date Approved: SPC 12/15/09; Revised: 5/7/13; Revised: 10/21/14**



It is the responsibility of each person involved in sexual activity to ensure that he/she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

"Affirmative consent" means affirmative, conscious, and voluntary agreement to engage in sexual activity.

These written procedures and protocols are designed to ensure victims of domestic violence, dating violence, sexual assault, or stalking receive treatment and information. (For physical assaults/violence, also see AP 3500 titled Campus Safety, AP 3510 titled Workplace Violence Plan, and AP 3515 titled-Reporting of Crimes).

All students, faculty members, or staff members who allege they are the victims of domestic violence, dating violence, sexual assault, or stalking on District property shall be provided with information regarding options and assistance available to them. Information shall be available from the Palomar College Police Department, which shall maintain the identity and other information about alleged sexual assault victims as confidential unless and until the Palomar College Police Department is authorized to release such information.

The Palomar College Police Department shall provide all alleged victims of domestic violence, dating violence, sexual assault, or stalking with the following: ~~upon request:~~

- A copy of the District's policy and procedure regarding domestic violence, dating violence, sexual assault, or stalking
- A list of personnel on campus who should be notified and procedures for such notification, if the alleged victim consents. The Chief of Police or designee shall notify the following individuals, as applicable:
  - Superintendent/President
  - Vice President ~~of~~ for Student Services
  - Vice President ~~of~~ for Human Resources Services
  - Director of Student Affairs
  - Director, Communications, Marketing & Public Affairs
- Information about the importance of preserving evidence and the identification and location of witnesses
- Services include:
  - Facilitate transportation to a hospital, if necessary
  - Referral to a counseling center

*The proposed changes in **yellow highlighting** are from the Policy & Procedure Service's Legal Updates 25 (November 2014), 26 (April 2015), and 27 (October 2015).*

**Date Approved: SPC 12/15/09; Revised: 5/7/13; Revised: 10/21/14**

- Notification to appropriate police authorities, if desired
- A list of other available campus resources or appropriate off-campus resources
- A description of available services and the persons on campus available to provide those services if requested. The departments responsible for providing or arranging them include:
  - Palomar College Police Department
  - Health Services
  - Office of Student Affairs
  - Counseling Department
  - Human Resource Services
- The victim's option to:
  - notify proper law enforcement authorities, including on-campus and local police;
  - be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and
  - decline to notify such authorities;
- The rights of victims and the institution's responsibilities regarding orders of protection, no contact orders, or similar lawful orders issued by a court;
- Information about how the district will protect the confidentiality of victims; and
- Written notification of to victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.
- A description of each of the following procedures:
  - Criminal prosecution
  - Civil prosecution (i.e., lawsuit)
  - District disciplinary procedures, both student and employee
  - Modification of class schedules
  - Tutoring, if necessary

The Vice President for Human Resource Services or designee should be is available to provide assistance to District Police law enforcement unit employees regarding how to respond appropriately to reports of sexual violence.

The District will investigate all complaints alleging sexual assault under the procedures for sexual harassment investigations described in AP 3435 Discrimination & Harassment: Complaints, Investigations, and Awareness Training, regardless of whether a complaint is filed with local law enforcement. All alleged victims of domestic violence, dating violence, sexual assault, or stalking on District property shall be kept informed, through the Palomar College Police Department of any ongoing investigation.

*The proposed changes in **yellow highlighting** are from the Policy & Procedure Service's Legal Updates 25 (November 2014), 26 (April 2015), and 27 (October 2015).*

**Date Approved: SPC 12/15/09; Revised: 5/7/13; Revised: 10/21/14**

Information shall include the status of any student or employee disciplinary proceedings or appeal. Alleged victims of domestic violence, dating violence, sexual assault, or stalking are required to maintain any such information in confidence, unless the alleged assailant has waived rights to confidentiality.

A complainant or witness who participates in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the District's student conduct policy at or near the time of the incident, unless the District determines that the violation was egregious, including but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic honesty.

In the evaluation of complaints in any disciplinary process, it shall not be a valid excuse to alleged lack of affirmative consent that the accused believed that the complainant consented to the sexual activity under either of the following circumstances:

- The accused's belief in affirmative consent arose from the intoxication or recklessness of the accused.
- The accused did not take reasonable steps, in the circumstances known to the accused at the time, to ascertain whether the complainant affirmatively consented.

In the evaluation of complaints in the disciplinary process, it shall not be a valid excuse that the accused believed that the complainant affirmatively consented to the sexual activity if the accused knew or reasonably should have known that the complainant was unable to consent to the sexual activity under any of the following circumstances:

- The complainant was asleep or unconscious.
- The complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity.
- The complainant was unable to communicate due to a mental or physical condition.

The District shall maintain the identity of any alleged victim, or witness, or third-party reporter of domestic violence, dating violence, sexual assault, or stalking on District property, as defined above, in confidence unless the alleged victim, or witness, or third-party reporter specifically waives that right to confidentiality. All inquiries from reporters or other media representatives about alleged domestic violence, dating violence, sexual assaults, or stalking on District property shall be referred to the District's Communications, Marketing, & Public Affairs Office, which shall work with the Palomar College Police Department to assure that all confidentiality rights are maintained.

*The proposed changes in yellow highlighting are from the Policy & Procedure Service's Legal Updates 25 (November 2014), 26 (April 2015), and 27 (October 2015).*

**Date Approved: SPC 12/15/09; Revised: 5/7/13; Revised: 10/21/14**

Additionally, the Annual Security Report will include a statement regarding the District's programs to prevent ~~sex offenses~~ sexual assault, domestic violence, dating violence, and stalking and procedures that should be followed after ~~a sex offense occurs~~ an incident of domestic violence, dating violence, sexual assault, or stalking has been reported, including a statement of the standard of evidence that will be used during any in any district proceeding arising from such a report. The statement must include the following:

- A description of educational programs to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses, domestic violence, dating violence, or stalking
- Procedures to follow if a domestic violence, dating violence, sex offense, or stalking occurs, including who should be contacted, the importance of preserving evidence to prove a criminal offense, and to whom the alleged offense should be reported
- Information on a student's right to notify appropriate law enforcement authorities, including on-campus and local police, and a statement that campus personnel will assist the student in notifying these authorities, if the student so requests, and the right to decline to notify these authorities
- Information about how the District will protect the confidentiality of victims
- Information for students about existing on and off-campus counseling, mental health, victim advocacy, legal assistance, or other student services for victims of ~~sex offenses~~
- Written notification to victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement
- Notice to students that the campus will change a victim's academic situation after an alleged domestic violence, dating violence, sexual assault ~~sex offense~~, or stalking and of the options for those changes, if those changes are requested by the victim and are reasonably available
- Procedures for campus disciplinary action in cases of an alleged domestic violence, dating violence, sexual assault ~~sex offense~~, or stalking, including a clear statement that:
  - Such proceedings shall provide a prompt, fair, and impartial resolution
  - Such proceedings shall be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability
  - The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding and

*The proposed changes in **yellow highlighting** are from the Policy & Procedure Service's Legal Updates 25 (November 2014), 26 (April 2015), and 27 (October 2015).*

**Date Approved: SPC 12/15/09; Revised: 5/7/13; Revised: 10/21/14**



- Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding resulting from an alleged ~~sex offense~~, domestic violence, dating violence, sexual assault, or stalking, the procedures for the accused and victim to appeal the results of the disciplinary proceeding, of any chances to the results that occurs prior to the time that such results become final, and when such results become final. Compliance with this paragraph does not violate the Family Educational Rights and Privacy Act. For the purposes of this paragraph, the outcome of a disciplinary proceeding means the final determination with respect to the alleged domestic violence, dating violence, sex offense, or stalking and any sanction that is imposed against the accused
- A description of the sanctions the campus may impose following a final determination by a campus disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, domestic violence, dating violence, or stalking

#### **Education and Prevention Information**

~~Regarding Education and Prevention Information, t~~The Palomar College Police Department shall:

- Provide, as part of the District's established on-campus orientation program, education, and prevention information about domestic violence, dating violence, sexual assault, and or stalking. The information shall be developed in collaboration with District-based and community-based victim advocacy organizations, and shall include the District's sexual assault policy and prevention strategies including empowerment programming for victim prevention, awareness raising campaigns, primary prevention, bystander intervention, and risk reduction.
- Post sexual violence prevention and education information on the campus internet website regarding domestic violence, dating violence, sexual assault and stalking.

For additional information and resources on sexual assault, domestic violence, dating violence, and stalking in the educational/campus environment, the Department of Justice has established a clearinghouse of resources geared towards colleges and universities, which can be accessed at the California Attorney General's website.

Also see BP/AP 3430 titled Prohibition of Harassment and AP 3435 titled Discrimination and & Harassment: Complaints, Investigations, and Awareness Training.

Office of Primary Responsibility: Student Services

*The proposed changes in **yellow highlighting** are from the Policy & Procedure Service's Legal Updates 25 (November 2014), 26 (April 2015), and 27 (October 2015).*

**Date Approved: SPC 12/15/09; Revised: 5/7/13; Revised: 10/21/14**

**INSTRUCTIONAL SERVICES**

REV 4/21/18 Unique/propose deletion

**BP 4005 — FORMAL COMMUNICATION OF MATTERS OF INSTRUCTION**

**References:**

~~No references~~

~~In matters relating directly to instruction, the faculty member involved, the department chairperson/director, the division dean, and the Assistant Superintendent/Vice President for Instruction should be contacted, in that order.~~

**INSTRUCTIONAL SERVICES**

~~REV 5-18-18 for deletion~~

**~~BP 4023 COURSE OUTLINE OF RECORD~~**

**References:**

~~Title 5 Sections 55002, 55003, 55044, 55050, 55130, 55150, and 55151, 55152, and 55153 (NOTE: Title 5 Sections 55152 and 55153 were repealed in 2011).~~

~~All courses listed in the Palomar College Catalog must have an current and accessible official course outline of record compliant with Title 5 Section 55002, on file in the Office of the Assistant Superintendent/Vice President for Instruction.~~

~~Also see AP 4260 Prerequisites, Co-requisites, and Advisories~~

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**Date Adopted: 12/14/2010; Revised:**

*(Replaces former Palomar College Policy 303)*

## INSTRUCTIONAL SERVICES

5/18/18 to delete

**AP 4023 COURSE OUTLINE OF RECORD****References:**

Title 5 Sections 55002, 55003, 55044, 55050, 55130, 55150, 55151, 55152, 55153, and 55200 et seq. (NOTE: Title 5 Sections 55152 and 55153 were repealed in 2011).

~~For credit courses, the following information must be contained in each course outline for A.A. of record.~~

**Degree applicable credit courses:**

- Course number and title
- Unit value
- ~~Expected Total~~ number of contact hours for the course as a whole ~~inclusive of lecture, laboratory, and out of class hours~~
- ~~Conditions of enrollment - p~~Prerequisites, co-requisites, and advisories
- Basic skills requirements
- Catalog description
- Specific course objectives
- Content in terms of specific body of knowledge ~~outline~~
- Required reading
- Critical thinking
- Required writing
- Outside assignments
- Instructional and evaluation methodology
- ~~Methods of instruction~~

~~Additional District requirements for credit course outlines of record for A.A.~~

**Degree applicable credit courses include:**

- ~~Minimum and maximum~~ number of weekly lecture semester hours ~~and/or minimum number of weekly laboratory semester hours~~
- ~~Minimum and maximum~~ number of weekly laboratory hours
- ~~Minimum and maximum~~ number of weekly out of class hours
- Open entry/Open exit category
- At least one textbook no older than five years of the current year
- Course repetition, if applicable
- Grading restrictions, such as Pass/No Pass Only or Graded Only
- ~~Effective term~~
- ~~Minimum qualifications~~
- ~~Course cross listings~~

Yellow = CCLC recommended. Blue = internal

**Date Approved: SPC 2/15/2011; Revised:**

(Replaces former Palomar Procedure 303)



The following information must be contained in each course outline for Non-A.A. Degree applicable credit courses:

- Course number and title
- Unit value
- Expected number of contact hours for the course as a whole
- Prerequisites, co-requisites, and advisories
- Basic skills requirements
- Catalog description
- Specific course objectives
- Content in terms of specific body of knowledge
- Required reading
- Critical thinking
- Required writing
- Outside assignments
- Instructional and evaluation methodology

Additional District requirements for course outlines for non-A.A. Degree applicable credit courses include:

- Minimum number of weekly lecture semester hours and/or minimum number of weekly laboratory semester hours
- Open entry/open exit category
- A list of readings including one textbook no older than five years of the current year
- Course repetition, if applicable
- Grading restrictions, such as Pass/No Pass Only or Graded Only

For noncredit courses, the following information must be contained in each course outline of record for a Non-credit course:

- Course number and title
- Contact hours, advisories, or course entry expectations (optional)
- Catalog description
- Total contact hours for the course as a whole (outside of class hours not required)
- Objectives
- Content in terms of specific body of knowledge (outline)
- Methods of instruction
- Examples of assignments and/or activities (out of class work is optional)
- Methods of evaluation (grades optional)

Yellow = CCLC recommended. Blue = internal

**Date Approved: SPC 2/15/2011; Revised:**  
(Replaces former Palomar Procedure 303)

Course outlines are reviewed by the program/department and division dean on a cycle as recommended by the Curriculum Committee and consistent with Title 5.

**Distance Education** (Also see AP 4105 Distance Education)

**Definition**

Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology.

Any portion of a course conducted through distance education includes regular effective contact between instructor and students, through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, correspondence, voice mail, e-mail, or other activities.

**Separate Course Approval**

If any portion of the instruction in a proposed or existing course or course section is designed to be provided through distance education in lieu of face-to-face interaction between instructor and student, the course shall be separately reviewed and approved according to the district's adopted course approval procedures.

Also see AP 4260 Prerequisites, Co-requisites, and Advisories.

Office of Primary Responsibility: Instructional Services

Yellow = CCLC recommended. Blue = internal

**Date Approved: SPC 2/15/2011; Revised:**  
(Replaces former Palomar Procedure 303)

## INSTRUCTIONAL SERVICES

REV 5/18/18

**AP 4026 PHILOSOPHY AND CRITERIA FOR INTERNATIONAL EDUCATION****Reference:**

Education Code Section 66015.7

The District supports the concept of International Education. It may offer programs that include, but are not limited to, foreign study programs, faculty, and student exchanges, and other cross-cultural training and instructional opportunities. The Governing Board shall approve each program.

The District encourages programs that support learning about other cultures, global issues, and the exchange of Californians and international students and scholars. Such programs might include:

- Courses of study in as many fields as possible to increase students' understanding of global issues and cultural differences
- Courses in languages other than English to train students to communicate effectively in other cultures and to enhance their understanding of other nations' values
- Opportunities for students in all majors to participate in study abroad programs to enrich their academic training, perspectives, and personal development
- Opportunities for domestic and international students to interact effectively and routinely share their views, perceptions, and experiences in educational settings, and
- Innovative public educational forums and venues to explore global issues and showcase world cultures

Regarding international students and scholars, the District:

- Encourages the presence of qualified students from other countries with sufficient geographic diversity to inspire an appreciation for differences among cultures and a deeper understanding of the values and perspectives of other people
- Facilitates faculty exchange and collaborative partnership programs with institutions in other countries

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**Date Approved: SPC 12/15/09; Revised:**

*Replaces all previous versions of AP 4026*

- Initiates collaborative research undertakings to address issues of global significance, and
- Recruits and retains the world's best and brightest faculty to educate California's students as globally competent citizens

For specific guidelines pertaining to study abroad courses and field courses, refer to AP 4300 titled Field Trips and Excursions.

Office of Primary Responsibility: Instructional Services

## INSTRUCTIONAL SERVICES

## BP 4030 ACADEMIC FREEDOM

## References:

~~Education Code Section 7050 et seq.;~~

Title 5 Section 51023;

ACCJC Accreditation Standard I.C.7 II.A.7

ACCJC Accreditation Eligibility Requirement 20

See BP/AP 7370 ~~itled~~ Use of District Resources for Political Activity, BP 2716 ~~itled~~ Political Activity, and Article 3 of the Agreement between Palomar Faculty Federation, CFT/AFT and Palomar Community College District.

The District encourages freedom of expression and the free flow and exchange of information and ideas. The District seeks to protect academic freedom and supports free and unfettered scholarly inquiry for all constituencies.

Faculty members of Palomar College shall conduct the instructional program in accordance with principles of academic freedom of expression and inquiry within the framework of rights and responsibilities.

The District considers academic freedom, defined by its attendant rights and responsibilities, as a vital, primary force in the achievement of the aims and objectives of the institution. Academic freedom inherently involves the following rights and responsibilities:

- To research to the limit of competence and training, the assigned teaching area and its references
- To question and challenge, without fear of censorship or discipline, those actions originating from within the institution which seriously affect the total academic environment
- To introduce, within the assigned teaching area, controversial concepts, issues, and systems, subjecting these ideas to the test of reasoned inquiry
- To create free and clear intellectual atmosphere democratically maintained, encouraged, and supported by students, staff, administration, and members of the Governing Board
- To associate with those individuals or groups of one's choice without fear of censorship or discipline, unless such association is forbidden by law

Yellow = CCLC recommended, Blue = internal

**Date Adopted: 6/10/2009; Revised 6/11/2013; Revised:**

*(Replaces former Palomar College Policies 2.0, 4.1, 300 and all previous versions of BP 4030.)*

- To speak or write publicly, free of prior censorship or subsequent discipline by the college or District, as a citizen on matters of public concern
- To make reasonable efforts to be accurate in public statements about college and District matters, and to indicate that they write or speak as public citizens and not as spokespersons of the institution

At no time will the inherent right of faculty members to use any of the normal channels of campus communication be abridged, nor will individual faculty members be singled out for prior censorship of their use of such channels of communication. It is understood that faculty members exercising this right will accept responsibility for both the substance and the manner of their messages. In compliance with these principles, the District encourages faculty, staff, and student involvement with others in support of candidates for offices or in the furtherance of other political activities, as long as no District resources are used for these purposes.

This policy will be published in the District catalog annually and disseminated to the employees of the District no less than annually and whenever it is amended.

Yellow = CCLC recommended, Blue = internal

**Date Adopted: 6/10/2009; Revised 6/11/2013; Revised:**

*(Replaces former Palomar College Policies 2.0, 4.1, 300 and all previous versions of BP 4030)*

**STUDENT INSTRUCTIONAL SERVICE**  
**REV 5/18/18**

**~~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.~~

**STUDENT SERVICES**

5/18/18

**AP 4045 TUTORIAL SERVICES PROGRAMS****References:**

Education Code Section 70902

Tutorial Services at Palomar College are designed to provide assistance in most academic subjects to currently enrolled Palomar College students. Students in Palomar's tutoring centers are served on a walk-in basis and/or by appointment and must be enrolled in the course(s) for which they are seeking assistance. All tutors are carefully selected and trained in tutoring methods and learning strategies to do the best job possible in helping students achieve academic success. Services provided include:

- one-on-one tutoring
- group tutoring
- tutor training
- embedded tutoring
- supplemental instruction (SI)
- workshops
- end-of-semester review sessions
- study resources
- tutoring for categorical populations
- online tutoring

Tutoring services are provided on the San Marcos campus in various locations and at the Escondido Center in the Teaching and Learning Center.

Also see the Palomar College Catalog.

Office of Primary Responsibility: Instructional Services and Faculty Senate

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**Date SPC Approved: 4/17/2012; Revised:**

*(Replaces ~~current~~ former Palomar College Procedure 418.2)*



INSTRUCTIONAL SERVICES  
REV 4/21/18

**BP 4060 AGREEMENTS WITH SCHOOL DISTRICTS FOR  
NONCREDIT AND ADULT EDUCATION**

**References:**

Education Code Sections 8535 and 8536

Whenever a mutual agreement with a school district or other educational entity relating to responsibility for noncredit continuing education programs is required by state law, the Superintendent/President shall present an appropriate Memorandum of Understanding Agreement to the Governing Board for approval.

## INSTRUCTIONAL SERVICES

REV 4/21/18

**AP 4060 AGREEMENTS WITH SCHOOL DISTRICTS FOR  
NONCREDIT AND ADULT EDUCATION****References:**

Education Code Sections 8535 and 8536

When a Memorandum of Understanding Agreement (MOUA) is required between the District and a high school district, the Assistant Superintendent/Vice President for Instruction or designee will meet with representatives of the high school district to delineate functions and responsibilities for noncredit or adult education. The MOUA should include courses subjects to be taught, geographic boundaries, emergency/safety procedures, on-site resources and recruitment practices.

**Office of Primary Responsibility: Instructional Services**

## INSTRUCTIONAL SERVICES

BP 4070 COURSE AUDITING AND AUDITING FEES**Reference:**

Education Code Section 76370

Individuals may audit courses by petition only and with the stipulations described in AP 4070 titled Course Auditing and Auditing Fees. The fees for auditing a course are defined on a per unit basis by the Governing Board and shall comply with the restrictions pursuant to Education Code Section 76370.

No student auditing a course shall be permitted to change his/her enrollment to receive credit for the course.

Priority in class enrollment shall be given to students enrolled in the course for credit toward a degree or certificate.

The auditing policy shall be published in the College Catalog and Class Schedule.

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**Date Adopted: 11/10/2009; Revised:**

*(Replaces former Palomar College Policy 414)*

## INSTRUCTIONAL SERVICES

AP 4070 COURSE AUDITING AND AUDITING FEES**Reference:**

Education Code Section 76370

The District shall provide individuals the opportunity to audit college courses on a no-credit basis and only by petition when the following are met:

- Permission to audit a class is done at the discretion of the instructor and with the instructor's, department chair's, and Dean's signed permission.
- An audit student shall not be permitted to change his/her enrollment in that course to receive credit.
- With the instructor's, department chair's, and Dean's signed permission, a credit student may switch his/her enrollment to audit status provided the change is completed prior to the end of the fourth week of class for semester-length courses or prior to 30% of a class for short-term courses.
- With the instructor's, department chair's, and Dean's signed permission, a student may enroll in a class for audit at any time during a semester if he/she has not enrolled in that class for credit during the same semester.
- No student will be allowed to register in audit status prior to the first day of class. The first day of class refers to the actual first class meeting.
- Credit students have priority over auditing students.
- A student is charged a fee according to applicable law for auditing a class. A student enrolled in ten credit units or more may audit one class for free. If a student taking ten or more units for credit is auditing a class and drops below the ten-unit level, the auditing fee will be assessed.
- No fee will be assessed to Palomar College full- and part-time faculty, permanent staff, and retirees for auditing one class per semester or other session.
- Auditing fees are non-refundable unless the class being audited is cancelled or otherwise administratively altered.
- Classroom attendance of individuals auditing a class shall not be included in computing apportionment or determining class size.

Office of Primary Responsibility: Student Services

**Date Approved: SPC 09/22/2009, SPC 12/6/11; Revised:**  
(Replaces former Palomar Procedure 414)

## INSTRUCTIONAL SERVICES

REV 5/18/18

**BP 4102 CAREER AND  
TECHNICAL EDUCATION PROGRAMS ADVISORY  
COMMITTEES****References:**

Title 5 Sections 55600 et seq.;

2 Code of Federal Regulations Part 200 (The Federal Education Department General Administrative Regulations, 2nd Edition);

34 Code of Federal Regulations Part 600 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);

ACCJC Accreditation Standard II.A.14

The District shall offer Career and Technical Education (CTE) programs that implement its occupational education and economic development missions. CTE enables individuals to reach their occupational goals and supports the local economy by providing an educated workforce. CTE will serve first-time workers, incumbent workers, and those re-entering the workforce. The District will provide programs and support services appropriate to those groups. It is the District's goal to provide up-to-date, well-equipped, industry connected programs.

The Superintendent/President shall establish procedures, consistent with federal regulations pertaining to federal financial aid eligibility, to ensure the District meets the United States Department of Education disclosure requirements whenever the District intends to add a new gainful employment program.

The Superintendent/President or designee shall ensure that all Career and Technical Education (CTE) ~~career and technical education~~ programs have active industry advisory committees. These committees shall be composed primarily of community members who are experts in the education, skills, techniques, innovations, and attitudes needed in specific occupational fields. Students should also be invited to participate in advisory committees.

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**Date Adopted: 11/10/2009; Revised:**

*(Replaces all previous versions of BP 4102.)*

## INSTRUCTIONAL SERVICES

REV 5/18/18

**AP 4102 CAREER AND TECHNICAL EDUCATION  
PROGRAMS ADVISORY COMMITTEES****References:**

Title 5 Sections 55600 et seq.;

2 Code of Federal Regulations Part 200 (The Federal Education Department  
General Administrative Regulations, 2nd Edition);34 Code of Federal Regulations Part 600 (U.S. Department of Education  
regulations on the Integrity of Federal Student Financial Aid Programs under Title  
IV of the Higher Education Act of 1965, as amended);ACCJC Accreditation Standard II.A.14

Each career education and technical education program shall establish an advisory committee of industry experts. The committee shall meet at least once each academic year to and shall review and validate the following:

- That there is a need for the program
- That job opportunities with livable wages exist for graduates of the program
- That the program does not unnecessarily duplicate, reduce or supplant offerings available in the District or the Region

Responsibility for Career and Technical Education Programs and the recruitment of  
advisory committee members, scheduling meetings, taking minutes, and performing  
other duties necessary to ensure proper functioning of the committee rests with the Vice  
President for Instruction or his/her designee. The responsible faculty member or  
Department Chair/Director of the program shall be responsible for ongoing recruitment  
of advisory committee members, scheduling 14 meetings, taking minutes, and  
performing other duties necessary to ensure proper 15 functioning of the committee

Minutes of each meeting shall be held in an office designated by the Assistant  
Superintendent/Vice President of for Instruction.

Consistent with federal regulations pertaining to federal financial aid eligibility, the Vice  
President for Instruction will ensure that the District complies with the United States  
Department of Education's disclosure requirements for each of the District's gainful  
employment programs, by disclosing federally-mandated information about the  
programs to prospective students. The District shall make the required disclosures  
available to prospective students in promotional materials and on its website.

Yellow = CCLC recommended changes, Blue = internal

**Date Approved: 09/15/2009; Revised:**

*(Replaces all previous versions of AP 4102-)*

44 The Vice President for Instruction shall establish procedures to ensure that the District  
45 meets these reporting requirements whenever the District intends to add a new gainful  
46 employment program.

47  
48 Office of Primary Responsibility: Instructional Services

Yellow = CCLC recommended changes, Blue = internal

**Date Approved: 09/15/2009; Revised:**  
*(Replaces all previous versions of AP 4102.)*

INSTRUCTIONAL SERVICES  
REV 4/23/18**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 Governing Board ~~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.

Yellow = CCLC Legal Update 32 (April 2018)

**Date Adopted: 6/10/2009; Revised:**

*Replaces all previous versions of BP 4103.)*



## INSTRUCTIONAL SERVICES

REV 5/18/18

**AP 4103 COOPERATIVE WORK EXPERIENCE EDUCATION****References:**

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

Pursuant to changes in Title 5 Section 55251, the District's existing Cooperative Work Experience (CWE) Plan has been adopted and approved by the District's Governing Board.

CWE courses may be offered in .5 unit increments as aligned with AP 4020 Program, Curriculum, and Course Development.

Changes or revisions to the CWE Plan shall be approved by the District's Governing Board prior to implementation and shall include: ~~The District shall develop and submit a plan to the State Chancellor's Office, which includes:~~

- The systematic design of a program whereby the student gains realistic learning experiences through work
- A specific description of the respective responsibilities of the District, the student, the employer, and other cooperating agencies
- Guidance services
- A sufficient number of qualified academic personnel to direct the program
- Processes as developed by the supervising faculty that assure the student's on-the-job learning experiences are documented with written measurable learning objectives
- Criteria as developed by the supervising faculty by which the student is evaluated and the basis for awarding grades and credit is described
- Adequate clerical and instructional services
- A statement that the District has officially adopted the plan, subject to approval by the Governing Board

In addition, ~~procedures shall address~~ CWE processes include the maintenance of records that include the type and units of work experience in which the student is enrolled, where employed, job held, basis for determining student qualifications,

Yellow = CCLC recommended. Blue = internal.

**Date Approved: SPC 05/6/2009; Revised:**

*(Replaces former Palomar Procedure 325 and all previous versions of AP 4103.)*

statement of student hours worked, evaluation of performance, and, if required, a work permit was issued.

Supervising faculty must maintain records, in accordance with AP 3310 Records Retention and Destruction that show consultation with the employer and the student, evaluation of the student's achievement, and the final grade.

Office of Primary Responsibility: Instructional Services

Yellow = CCLC recommended. Blue = internal.

**Date Approved: SPC 05/6/2009; Revised:**

*(Replaces former Palomar Procedure 325 and all previous versions of AP 4103.)*

## INSTRUCTIONAL SERVICES

REV. 5/4/18

**AP 4104 WORKFORCE DEVELOPMENT/CONTRACT EDUCATION****References:**Education Code Sections 78016, 78020, 78022;Title 5 Section 55170

The District may contract for instructional classes to be offered at the request of public or private agencies or groups.

Contract Education is defined as those situations in which a community college district contracts with a public or private entity for the purposes of providing instruction or services or both by the community college. Such courses offered through contract education may be:

Degree-Applicable Credit Course: A course which has been designated as appropriate to the associate degree in accordance with the requirements of title 5, section 55062, and which has been recommended by the college and/or district curriculum committee and approved by the district governing board as a collegiate course meeting the needs of the students (title 5, section 55002).

Nondegree-Applicable Credit Course: A credit course designated by the governing board as not applicable to the associate degree which, at a minimum, is recommended by the college and/or district curriculum committee (the committee described and established under the subdivision (a)(1) of title 5, section 55001) and is approved by the district governing board (title 5, section 55001).

Noncredit Course: A course which, at a minimum, is recommended by the college and/or district curriculum committee (the committee described and established under subdivision (a)(1) of title 5, section 55002) and approved by the district governing board as a course meeting the needs of enrolled students (title 5, section 55002).

Community Services Offering: A fee-supported, not-for-credit community services class authorized pursuant to Education Code section 78300 and approved pursuant to subdivision (d) of title 5, section 55002, for which state apportionment is not claimed and credit is not awarded (title 5, section 55000).

The District may provide educational, training and related services to public and private organizations or individuals by means of contract education in those circumstances where the District is prohibited from using public funds to provide the requested training or services, or where public funds are not available to provide the training or services.

Per CCLC this procedure is **legally advised**.

Yellow = CCLC recommended. Blue = internal

**Date Adopted:**

The Palomar Community College District is dedicated to meeting local needs and serving all segments of the community, including local businesses and economic development entities. Contract education is consistent with, and complementary, to the overall mission of Palomar College. It is viewed as another means for meeting the educational and training needs of the District's constituencies.

The District's participation in contract education programs or classes shall be the prerogative of the Palomar Community College District Governing Board and the Governing Board shall ratify all such programs and classes.

#### Approval of Contract Education Curriculum and Course Offerings

Courses and workshops are reviewed and approved by the Associate Dean of Workforce Development and Extended Studies, in conjunction with the entity requesting the course(s), to ensure identified community needs are met and, where applicable, standards defined by state, national, or contracting entities are met. In these instances, the course content is measured against learning objectives provided by these entities.

#### Financial Support of Contract Education (Education Code Section 78021(b))

The contracting community college district or districts shall recover, from all revenue sources, including, but not necessarily limited to, public and private sources, or any combination thereof, an amount equal to, but not less than, the actual costs, including administrative costs, incurred in providing these programs or training.

#### Operation of the Contract Education Program

Overall administrative responsibility for the operation of the Contract Education program will rest with the Vice President for Instruction.

The Office of Workforce Development and Extended Studies shall administer the program and establish development, review, approval, and evaluation processes and criteria for the program.

Office of Primary Responsibility: Instructional Services

*(This is a procedure recommended by the CCLC and the League's legal counsel)*

**Date Approved:**

**INSTRUCTIONAL SERVICES**

**BP 4226 MULTIPLE AND OVERLAPPING ENROLLMENTS**

**Reference:**

Title 5 Section 55007

The Superintendent/President shall establish procedures to ensure that students may enroll in two or more sections of the same credit course during the same term only if the length of the course provides that the student is not enrolled in more than one section at any given time.

The Superintendent/President shall establish procedures to ensure that students may enroll in two or more courses where the meeting times overlap only under the conditions specified in Title 5 Section 55007.

## INSTRUCTIONAL SERVICES

REV 9/7/18

## AP 4226 MULTIPLE AND OVERLAPPING ENROLLMENTS

**Reference:**

Title 5 Section 55007

A student may not enroll in two or more sections of the same credit course during the same term unless the length of the course provides no overlap of sections.

A student may not enroll in two or more courses where the meeting times for the courses overlap, unless:

- The Request for Approval of Overlapping Classes (form) is completed ~~in the Instructional Services Office~~
- The student provides a valid justification, other than mere scheduling convenience, of the need for a partial overlapping schedule
- The student, the instructor, the department chair, and the division dean must ~~sign the form~~ approve the request
- The student must make up any missed class time at some other time during the same week under the supervision of the instructor of the course for the duration of the overlapping period.

Office of Primary Responsibility: Instructional Services



INSTRUCTIONAL SERVICES  
REV 9-7-18**AP 4227 REPEATABLE COURSES****References:**

Title 5 Sections 55040, 55041, 55253, and 56029

Only the following types of courses may be designated as repeatable:

- Courses for which repetition is necessary to meet the major requirements of California State University (CSU) or University of California (UC) for completion of a bachelor's degree
- Intercollegiate athletics courses
- Intercollegiate academic or vocational competition courses. Such courses may be repeated no more than four times for semester courses or six times for quarter courses

The District must identify and designate such repeatable courses in its catalog.

Under special circumstances, students may repeat courses in which a C or better grade was earned.

Students are allowed to repeat a course without petition when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or continued paid employment. Students can repeat such courses any number of times, ~~even if they receive a grade of C or better; however, the grade received by the student each time will be included in the calculations of the student's grade point average.~~

Students may petition to repeat a course as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for the student's employment or licensure. Students can repeat such courses any number of times.

~~To enhance skills and proficiencies, students may repeat activity courses where it is found that the course content differs each time it is offered. Activity courses are defined as career/technical courses where the content differs each time the course is offered, but the primary educational activity remains the same. Examples of activity courses that qualify as repeatable courses include physical education and courses in music, fine arts, theater, and dance. Absent substandard academic work, courses may not be repeated for more than three semesters or five quarters including summers and intersessions.~~

Yellow = CCLC recommended.

**Date Approved: SPC 12/1/09; Revised:**

*(Replaces all previous versions of AP 4227)*



Students may enroll in activity courses in physical education, visual arts, or performing arts. Such courses may not be repeated for more than four semesters ~~four semesters or six quarters~~. This limit applies even if the student receives a substandard grade or "W" during one or more enrollment or if a student petitions for repetition for repetition due to extenuating circumstances.

Students with disabilities making measurable progress can repeat a special course, designed for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for the student for one of the reasons specified in Title 5 Section 56029.

Students are allowed to repeat an occupational Cooperative Work Experience course; any number of times as long as they do not exceed the limit on the number of units of Cooperative Work Experience set forth in Title 5 Section 55253(a); however, the grade received by the student each time will be included in calculations of the student's grade point average. ~~Where only one occupational work experience course is offered subject to the above conditions, students may be permitted to repeat this course any number of times as long as they do not exceed the limit on the number of units of occupational work experience set forth in Title 5 Section 55253(a).~~

A student may file a petition on the basis that the student's previous grade was, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.

The District shall develop and implement a mechanism to allow it to properly monitor course repetition.

Office of Primary Responsibility: Student Services

Yellow = CCLC recommended.

**Date Approved: SPC 12/1/09; Revised:**

*(Replaces all previous versions of AP 4227)*

## INSTRUCTIONAL SERVICES

**AP 4228 COURSE REPETITION – SIGNIFICANT LAPSE OF TIME****Reference:**

Title 5 Section 55043

With an approved petition, students may be permitted to repeat courses in which a “C” or better grade was earned where there was a significant lapse of time, no fewer than 36 months, since the grade was obtained and:

- The District has established a recency requirement for a course or program; or
- An institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course;

When a student needs to repeat an activity active participatory experience course in physical education, or visual or performing arts, or that is related in content due to a significant lapse of time, each repetition attempt will be counted toward the established repetition limits. However, if a student has already exhausted the number of permitted repetitions, then one additional repetition may be permitted by petition.

When a course is repeated due to a significant lapse of time, the District shall disregard the previous grade and credit when computing a student’s grade point average.

Students may secure the required petition at the Records Office.

Office of Primary Responsibility: Student Services

Yellow = CCLC recommended.

**Date Approved: SPC 12/15/09; Revised: 10/26/10; Revised: 2/4/14;**

*Replaces all previous versions of AP 4288.)*

## INSTRUCTIONAL SERVICES

Rev. 3/17/18

**AP 4229 COURSE REPETITION – VARIABLE UNITS****Reference:**Title 5 Section 55044

Students may be permitted to enroll in variable unit open-entry/open-exit courses as many times as necessary to enable them to complete the entire curriculum of the course once.

Students may not repeat variable unit open-entry/open-exit courses unless:

- the course is required for legally mandated training
- the course is a special class for students with disabilities which the student needs to be repeated for one of the reasons described in Title 5 Section 56029
- repetition of the course to retake a portion of the curriculum is justified by extenuating circumstances pursuant to Title 5 Section 55045; or
- the student wishes to repeat the course to alleviate substandard work recorded for a portion of the curriculum as authorized pursuant to Title 5 Section 55042

A student may not enroll in a variable unit open-entry/open exit active participatory course in physical education, visual arts, or performing arts more than one time.

This procedure is legally advised by CCLC.

**Date Adopted:**

## INSTRUCTIONAL SERVICES

## 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, following a due process investigation, 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

INSTRUCTIONAL SERVICES  
REV 9-7-18**AP 4231 GRADE CHANGES****References:**

Education Code Sections 76224 and 76232;  
Title 5 Section 55025

**Changing Grades**

The instructor of the course shall determine the grade to be awarded to each student. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence per Title 5 Section 55025. "Mistake" may include, but is not limited to, clerical errors and errors made by an instructor in calculating a student's grade. "Fraud" may include, but is not limited to, inaccurate recording or change of a grade by any person who gains access to grade records without authorization.

Removal or correction of a grade shall only be done pursuant to Education Code Section 76232 or by an alternative method which will ensure that students receive a reasonable and objective review of the requested grade change. Provisions shall be made to allow another faculty member to substitute for the instructor if the student has filed a discrimination complaint, if the instructor is not available, or where the District determines that it is possible that there may have been gross misconduct by the original instructor. The Palomar College Student Grade Dispute Policy and Procedure is available on Faculty Senate's web page and the Instructional Services web page, under Student Forms.

No grade placed in a student's academic record may be changed unless the instructor submits a Grade Change Form to the Records Office stating the reason for the change. All changes or modifications to a student's record must be requested no later than three years from the semester in question. Registration records are maintained only for a three-year period.

**Security of Student Records**

- No one without proper authorization may obtain access to student grade records. These measures are installed as part of any computerized grade data storage system.
- The measures include, but are not necessarily limited to, password protection for all student grade databases, locking mechanisms for computer stations from which grade databases can be viewed, and strict limits on the number of persons who are authorized to change student grades.

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**Date Approved: 9/4/2013; Revised:**

*(Replaces former Palomar Procedures 411.3 and 411.4)*

- Persons authorized to change grades pursuant to District policy shall be designated by the Senior Director of Enrollment Services and shall be regular full-time employees of the District. Grade changes will occur only following the submission of the signed and approved grade change form and/or a signed and approved petition form and shall be authorized by the faculty member (or substitute faculty member.)
- Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the Senior Director of Enrollment Services or Supervisor of Evaluations and Records immediately. The Senior Director of Enrollment Services or Supervisor of Evaluations and Records shall immediately take steps to lock the grade storage system while an investigation is conducted.
- If any student's grade record is found to have been changed without proper authorization, the District will notify, as appropriate, 1) the student; 2) the instructor who originally awarded the grade; 3) any educational institution to which the student has transferred; 4) the accreditation agency; and 5) local law enforcement authorities.
- Whenever a grade is changed for any reason, corrected transcripts will be sent to any educational institution upon student request
- Any student or employee who is found to have gained access to grade recording systems without proper authorization or who is found to have changed any grade without proper authority shall be subject to discipline in accordance with the District's policies and procedures.
- Any person who is found to have gained access to grade recording systems without proper authorization or who is found to have changed any grade without proper authority or has willfully modified a student record transcript shall be reported to the appropriate law enforcement agency having jurisdiction over the college where the incident occurred.

Also see BP/AP 3310 titled Records Retention and Destruction as well as BP/AP 5040 titled Student Records and Directory Information

Office of Primary Responsibility: Student Services



## INSTRUCTIONAL SERVICES

5/18/18

## AP 4233 COURSE CONTENT AND GRADING SYSTEM

**References:**

Title 5 Sections 55002 and 55025

Each faculty member is responsible for informing students in writing of the course content and grading system for each class within the first two class meetings. This information must be consistent with the official course outline. A current copy of the information that is provided to students should be on file in the Department/Program Office.

**Suggested information includes:**• **Grading policy**

- How are course letter grades, as described in the official course outline, determined?
- What kinds of tests, quizzes, skills demonstrations, or other assignments are given, and what is their value in determining the final grade?
- Is homework given and graded?
- Is attendance or class participation included in the grade?
- How is the withdrawal policy as presented in the District catalog and class schedule applied, and what are the significant dates related to withdrawal?
- Is the course eligible for pass/no pass grading?

• **General course outline**• **Course requisites or expected entry skills**• **Required and recommended texts or readings**• **Required and recommended equipment or supplies**• **Office hours, and telephone number, and email address**• **A statement regarding academic integrity and consequences for violations****Office of Primary Responsibility:** Instructional Services**Date Approved: SPC 12/15/09; Revised:***(Replaces former Palomar Procedure 300.3)*



## INSTRUCTIONAL SERVICES

## BP 4250 PROBATION, DISMISSAL, AND READMISSION

**References:**

Education Code Section 70902 subdivision (b)(3);  
Title 5 Sections 550301-55034

This policy addresses academic achievement and progress. The policy that addresses violations of the Student Code of Conduct is BP/AP 5500 titled Standards of Student Conduct. Further information regarding Standards of Conduct is available in the Office of Student Affairs.

**Warning or Probation**

The college has established two levels of probation for students 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/ or she as attempted a minimum of 12 semester units of work and has a grade point average of less than a "C" (2.0).

A student shall be placed on progress warning or probation if he/ or 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 (50%).

A student on academic warning or probation shall be removed from warning or probation when the student's accumulated grade point average 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 (50%).

**Dismissal**

Pursuant to Title 5 Section 55033, aA student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than ~~2.0~~ 1.75 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 (50%).

Gray = Legal Update 32 (April 2018)

**Date Adopted: 6/10/2009; Revised:**

*(Replaces former Palomar College Policy 412)*

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 reinstatement 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.

**Gray = Legal Update 32 (April 2018)**

**Date Adopted: 6/10/2009; Revised:**  
*(Replaces former Palomar College Policy 412)*

## INSTRUCTIONAL SERVICES

**BP 4260 PRE-REQUISITES, CO-REQUISITES, AND ADVISORIES****References:**

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.

## INSTRUCTIONAL SERVICES

REV 9-7-18

**AP 4260 PRE-REQUISITES, CO-REQUISITES, AND ADVISORIES****References:**

Title 5 Sections 55000 et seq.

Prerequisites, co-requisites, advisories, and limitations are necessary to ensure that students succeed in their coursework and have access to the courses they require. It is important to have prerequisites in place where they are a vital factor in maintaining academic standards. It is also necessary to ensure that pre-requisites, co-requisites, advisories, and limitations do not constitute unjustifiable obstacles to student access and success. Therefore, to foster the appropriate balance between these two concerns, the Education Code requires that prerequisites, co-requisites, advisories, and limitations be established based solely on content review or content review with statistical validation.

**INSTRUCTIONAL SERVICES****Information in the Catalog and Class Schedule**

The District shall provide the following explanations both in the District Catalog and in the class schedule:

- Definitions of pre-requisites, co-requisites, and limitations on enrollment including the differences among them and the specific pre-requisites, co-requisites, and limitations on enrollment that have been established.
- Procedures for a student to challenge pre-requisites, co-requisites, and limitations on enrollment and circumstances under which a student is encouraged to make such a challenge. The information about challenges must include, at a minimum, the specific process including any deadlines, the various types of challenge that are established in law, and any additional types of challenge permitted by the District.
- Definitions of advisories, the right of a student to choose to take a course without meeting the advisory, and circumstances under which a student is encouraged to exercise that right.
- Definitions of contract course, co-requisite, noncredit basic skills course, non-degree-applicable basic skills courses, pre-requisites, and satisfactory grade.

**Curriculum Review Process**

The curriculum review process shall at a minimum be in accordance with all of the following:

- Establish a Curriculum Committee and its membership in a manner that is mutually agreeable to the District administration and the Faculty Senate.

Yellow = CCLC recommended.

**Date Approved: SPC 09/15/2009; Revised: 3/7/2017; Revised:**

*(Replaces all previous versions of AP 4260)*

- Establish pre-requisites, co-requisites, and advisories only upon the recommendation of the Faculty Senate except that the Faculty Senate may delegate this task to the Curriculum Committee without forfeiting its rights or responsibilities under Title 5 Sections 53200-53204 and within the limits set forth in Title 5 Section 55003. Certain limitations on enrollment must be established in the same manner.
- Establish pre-requisites, co-requisites, advisories, and limitations on enrollment only if:
  - The Curriculum Committee and Faculty Senate follow the Requisite Approval Procedure as identified by the Curriculum Committee and housed on the Curriculum website.

### Program Review

As a regular part of the program review process or at least every six years, except that the prerequisites and co-requisites for career and technical education (vocational) courses or programs shall be reviewed every two years, the District shall review each pre-requisite, co-requisite, or advisory to establish that each is still supported by the faculty in the discipline or department and by the Curriculum Committee and is still in compliance with all other provisions of this procedure and with the law. Any pre-requisite or co-requisite that is still supported shall be reviewed promptly thereafter to assure that it is in compliance with all other provisions of this procedure and with the law.

### Review of Individual Courses

If the student's enrollment in a course or program is to be contingent on his/her having met the proposed pre-requisite(s) or co-requisite(s), then such a pre-requisite or co-requisite must be established as follows. If enrollment is not blocked, then what is being established is not a pre-requisite or co-requisite but, rather, an advisory and must be identified as such in the schedule and catalog. Establishing advisories does not require all the following steps:

- **Pre-requisites and Co-requisites**

- **Levels of Scrutiny:** Pre-requisites and co-requisites must meet the requirements of at least one of the following subsections:

- a) **The Standard Pre-requisites or Co-requisites:** The District may establish satisfactory completion of a course as pre-requisite or co-requisite for another course provided that, in addition to obtaining the review of the faculty in the discipline or department and the Curriculum Committee as provided above, the District specifies as part of the course outline of record at least six of the campuses of the University of California (UC) and the California State University (CSU) which reflect in their catalogs that they offer the equivalent course with the equivalent pre-requisite(s) or co-requisite(s), per Title 5 Section 55003 g1 and g2 of Title V. Any combination of University of California UC campuses and California State University CSU campuses is acceptable in satisfaction of this requirement.

Yellow = CCLC recommended.

**Date Approved: SPC 09/15/2009; Revised: 3/7/2017; Revised:**  
(Replaces all previous versions of AP 4260)

b) **Sequential Courses Within and Across Disciplines:** A course may be established as a pre-requisite or co-requisite for another course

provided that, in addition to the review by faculty in the department or discipline and by the Curriculum Committee as described above, skills, concepts, and/or information taught in the first course are presupposed in the second course, and a list of the specific skills and/or knowledge a student must possess in order to be ready to take the second course is included in its outline of record.

c) **Courses in Communication or Computation Skills:** Pre-requisites establishing communication or computational skill requirements may not be established across the entire curriculum unless established on a course by course basis. A course in communication or computation skills, or eligibility for enrollment in such a course, may be established as a pre-requisite or co-requisite for any course other than another course in communication or computation skills if, in addition to the review by the faculty in the discipline or department and by the Curriculum Committee as provided above, the following is also done:

1. A list of the specific skills a student must possess in order to be ready to take the course is included in the course outline of record; and
2. Research is conducted as provided above.

The pre-requisite or co-requisite may be established for a period of not more than two years while the research is being conducted provided that a determination is made that a student who lacks the particular skills is highly unlikely to receive a satisfactory grade because a sufficient percentage of the grade is directly dependent on these skills. This determination must be approved both by the faculty in the discipline and by the Curriculum Committee as provided above and must be based on a review of the syllabus as well as samples of tests and other assignments on which the grade is based. The faculty work-group will convene, complete required worksheets and summarize meeting agreements in the curriculum management system in bullet form. Worksheets will be housed in Research and Planning, and the Curriculum Committee-requisites subcommittee will review in the curriculum management system.

d) **Cut Scores and Pre-requisites:** Whether or not research is required to establish a pre-requisite, data collected to validate assessment instruments and cut scores is always relevant to reviewing the pre-requisites for the associated courses. If such data are insufficient to establish the cut scores, any course pre-requisites established for the

Yellow = CCLC recommended.

**Date Approved: SPC 09/15/2009; Revised: 3/7/2017; Revised:**  
(Replaces all previous versions of AP 4260)



same course or courses may not be printed in subsequent catalogs and schedules nor enforced in subsequent semesters until the problems are resolved, and sufficient data exist to establish the cut scores. In such a case, the collection of these data shall be done in the manner prescribed above in addition to other requirements of law. Such a pre-requisite may be changed to an advisory while the problems are being resolved.

e) **Programs:** In order to establish a pre-requisite for a program, the proposed pre-requisite must be approved as provided for a course pre-requisite in regard to at least one course that is required as part of the program.

f) **Health and Safety:** A pre-requisite or co-requisite may be established provided that, in addition to the review by faculty in the department or division and by the Curriculum Committee as provided above:

1. The course for which the pre-requisite is proposed is one in which the student might endanger his/her own health and safety or the health and safety of others; and
2. The pre-requisite is that the student possesses what is necessary to protect his/her health and safety and the health and safety of others before entering the course.

g) **Recency and Other Measures of Readiness:** Recency and other measures of readiness may be established as a pre-requisite or co-requisite only if, in addition to the review by the faculty in the discipline or department and by the Curriculum Committee as provided above, the procedures for establishing recency and other measures of readiness are followed. These procedures are established by the Curriculum Committee and are housed on the Curriculum website.

- o **Additional Rules:** Title 5 Section 55202 specifies additional rules, which are to be considered part of this document as though reproduced here.

### **Advisories on Recommended Preparation:**

The District may recommend that a student meet a standard of readiness at entry only if recommended by the faculty in the discipline or department and by the Curriculum Committee as provided in above. This process is required whether the District used to describe such recommendations in its catalog or schedule as "pre-requisites," or "recommended," or by any other term.

Yellow = CCLC recommended.

**Date Approved: SPC 09/15/2009; Revised: 3/7/2017; Revised:**  
(Replaces all previous versions of AP 4260)



**ENROLLMENT MANAGEMENT****Implementing Pre-requisites, Co-requisites, and Limitations on Enrollment:**

Implementation of pre-requisites, co-requisites, and limitations on enrollment must be done in a consistent manner and not left exclusively to the classroom instructor. Every attempt shall be made to enforce all conditions a student must meet to be enrolled in the course through the registration process so that a student is not permitted to enroll unless he/she has met all the conditions. [Title 5 Section 55003(o)]

**Limitations on Enrollment:**

The types of limitation on enrollment specified below may only be established through the curriculum review process by the discipline or department faculty and the Curriculum Committee specified above including the requirement to review them again at least every six years; for example, as part of program review. The following requirements must also be met in order to establish these particular limitations on enrollment.

- **Performance Courses:** The District may establish audition or try-out as a limitation on enrollment for courses that include public performance or intercollegiate competition such as, but not limited to; band, orchestra, theater, competitive speech, chorus, journalism, dance, and intercollegiate athletics provided that:
  - For any certificate or associate degree requirement which can be met by taking this course, there is another course or courses which satisfy the same requirement; and
  - The District includes in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same requirement.

Limitations on enrollment established as provided for performance courses shall be reviewed during program review or at least every six years to determine whether the audition or try-out process is having a disproportionate impact on any historically under-represented group and, if so, a plan shall be adopted to seek to remedy the disproportionate impact. If disproportionate impact has been found, the limitation on enrollment may not be printed in subsequent catalogs or schedules nor enforced in any subsequent term until such a plan has been endorsed by the department and the District administration and put into effect.

- **Honors Courses:** A limitation on enrollment for an honors course or an honors section of a course may be established if, in addition to the review by the faculty in the discipline or department and by the Curriculum Committee as provided above, there is another section or another course or courses in the District which satisfy the same requirements. If the limitation is for an honors course and not only for an honors section, the District must also include in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same associate degree or certificate requirement.

**Yellow** = CCLC recommended.

**Date Approved: SPC 09/15/2009; Revised: 3/7/2017; Revised:**

*(Replaces all previous versions of AP 4260)*

- **Blocks of Courses or Sections:** Blocks of courses or blocks of sections of courses are two or more courses or sections for which enrollment is limited in order to create a cohort of students. Such a limitation on enrollment may be established if, in addition to review by the faculty in the discipline or department and by the Curriculum Committee as provided above, there is another section or another course or courses that satisfy the same requirement. If the cohort is created through limitations on enrollment in the courses rather than limitations on specific sections of courses, then the District must include in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which satisfy the same associate degree or certificate requirement.

### Student Challenge Process

Any student who does not meet a pre-requisite or co-requisite or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the course as follows (Title 5 Section 55003(p)):

- If the challenge is upheld the student shall be allowed to enroll in the course, if space is available.
- If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the students registers for that subsequent term.

Grounds for challenge shall include the following:

- Those grounds for challenge specified in Title 5 Section 55003(p)(q).
- The student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students. The student shall be allowed to enroll in such a course if otherwise he/she would be delayed by a semester or more in attaining the degree or certificate specified in his/her educational plan.
- The student seeks to enroll in a course that has a pre-requisite established to protect health and safety, and the student demonstrates that he/she does not pose a threat to himself/herself or others.

The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to a determination of whether the student's challenge should be upheld are or ought to be in the District's own records, then the District has the obligation to produce that information.

Offices of Primary Responsibility: Instructional Services, Student Services (Enrollment Management)

Yellow = CCLC recommended.

**Date Approved: SPC 09/15/2009; Revised: 3/7/2017; Revised:**  
(Replaces all previous versions of AP 4260)

## INSTRUCTIONAL SERVICES

## BP 4290 ACADEMIC HONESTY

## References:

Article 3: Code of Ethics, Constitution of the Faculty of Palomar College;  
Faculty Handbook;  
Statement on Professional Ethics, American Association of University Professors  
(AAUP)

"The Code of Ethics that appears in the Constitution of the Faculty of Palomar College serves as a reminder of the variety of obligations assumed by all members of the academic profession. These standards should become an integral part of each faculty member's personal and professional life.

Community college faculty members, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subjects is to seek and to state the truth as they see it. To this end, faculty members devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although faculty members may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

As teachers, faculty members encourage the free pursuit of learning in their students. They hold before them the best scholarly standards of their discipline. Faculty members demonstrate respect for the student as an individual and adhere to their proper role as intellectual guides and counselors. Faculty members make every reasonable effort to foster honest academic conduct and to assure that evaluation of students reflects their true merit. They respect the confidential nature of the relationship between faculty member and student. They avoid any exploitation of students for advantage and acknowledge significant assistance from them. They protect the academic freedom of students.

As colleagues, faculty members have obligations that derive from common membership in the community of scholars. Faculty members do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas, faculty members show due respect for the opinions of others. Faculty members acknowledge their academic debts and strive to be objective in their professional judgment of colleagues. Faculty members accept their share of faculty responsibilities for the governance of their institution.

As members of an academic institution, faculty members seek above all to be effective teachers and scholars. Although faculty members observe the stated regulations of their

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**Date Adopted: 6/10/2009; Revised:**

*(Replaces former Palomar Procedure 300.1 and all previous versions of BP 4290.)*

institutions, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision.

Faculty members give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, faculty members recognize the effect of their decisions upon the program of the institution and give due notice of their intentions.

As members of their community, faculty members have the rights and obligations of all citizens. Faculty members measure the urgency of these obligations in the light of their responsibilities to their subject areas, to their students, to their profession, and to their institutions. When they speak or act as persons, they avoid creating the impression that they speak or act for their colleges or universities. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

Also see BP/AP Institutional Code of Ethics and BP 4030 Academic Freedom.

## INSTRUCTIONAL SERVICES

## BP 4300 FIELD TRIPS AND EXCURSIONS

**References:**

Title 5 Section 55220;

Government Code Section 11139.8

The Superintendent/President shall rely primarily on the Faculty Senate to establish procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity.

The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant, or categorical program funds if the funds are used consistently with the funding source. The expenses of instructors, chaperones, and other personnel traveling with students may also be paid from District funds.

Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.

Office of Primary Responsibility: ~~Faculty Senate and~~ Instructional Services

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**Date Adopted: 8/14/2012; Revised:***(Replaces former Palomar College Policies 306 and 307 and all previous versions of BP 4300.)*



**INSTRUCTIONAL SERVICES**  
**REV 6/28/18****AP 4300 FIELD TRIPS AND EXCURSIONS****References:**

Government Code Section 11139.8;  
Title 5 Section 55220

The District recognizes the value of combining classroom instruction with field experiences which are consistent with the provisions of law and authorizes implementation.

The District may conduct student field trips and excursions in connection with courses of instruction or District-related social, educational, cultural, athletic or musical activities to and from places in California, or any other state, the District of Columbia, or a foreign country. However, funds and resources shall not be used to fund, sponsor, or support employee or student travel to states that are subject to the travel ban (as identified in Government Code Section 11139.8) which prohibits state-funded and state-sponsored travel to states with laws that authorize or require discrimination on the basis of sexual orientation, gender identity or gender expression or against same-sex couples or their families, with the exception of those situations specifically exempted in the legislation as determined by the Chancellor.]

The District shall engage faculty members, supervisors, and other personnel as may be necessary for such excursions or field trips who desire to contribute their services over and above the normal period for which they are employed by the District.

The District shall, at the discretion of the Office of Finance and Administrative Services transport students, faculty members, supervisors or other personnel by use of District equipment, contract to provide transportation, or arrange transportation by the use of other equipment.

The District shall maintain appropriate liability insurance for District equipment. If travel is to and from a foreign country, the liability insurance shall be secured from a carrier licensed to transact insurance business in the foreign country.

If a District vehicle is desired, a Vehicle Request Form must be submitted to Facilities Office. If chartered transportation is desired, a purchasing requisition must be submitted to Purchasing Services.

The District may pay expenses of faculty members, chaperones, and other personnel participating in a field trip or excursion. Payment shall be by way of itemized reimbursement in a form prescribed by the Office of Finance and Administrative Services.

**Yellow = CCLC recommended.**

**Date Approved: SPC 2/15/2011: Revised:**

*(Replaces former Palomar Procedure 306 and all previous versions of AP 4300.)*

The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant, or categorical program funds if the funds are used consistently with the funding source.

Forms for requesting approval of a field trip or excursion are available on the Instructional Services web page. It is the faculty member's responsibility to be familiar with the regulations governing field trips and excursions. Only students registered in the class may participate.

Students who participate in field trips or other College-sponsored activities such as performance or athletic events or competitions which may conflict with regularly scheduled classes are responsible for any work missed as a result of the absence. Students must notify faculty members in advance of impending absences.

No faculty member may require or excuse a student's absence from another faculty member's class. Students who miss participating in field trips or other College-sponsored performances or competitions as a result of class conflicts shall not be penalized.

No student shall be prevented from making a field trip or excursion which is integral to the completion of the course because of lack of sufficient funds. The District shall coordinate efforts of community service groups to provide funds for students in need of them.

The faculty member must make arrangements with the Cashier's Office for the collection of any student fees, if applicable. Faculty members are not to collect fees from students.

All persons making a field trip or excursion shall be deemed to have waived all claims against the District for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking such trips and all parents or guardians of minor students shall sign a statement waiving such claims.

A Single-Day Field Trip Authorization Request Form is due to the appropriate division dean five weeks prior to the proposed trip if it is outside of the Country, or two weeks prior to the proposed trip if it is within the Country. Students cannot be required to attend a single-day field trip unless such request is noted in the syllabus.

A Field Course Authorization Request Form is due at least eight weeks prior to the proposed trip, and must receive Governing Board approval prior to the date of the trip. An itinerary that identifies required activities, total instructional hours, and specific meeting times is required.

A Extended Field Trip Authorization Request Form is due at least five weeks prior to the proposed trip and must receive Governing Board approval prior to the date of the trip.

Yellow = CCLC recommended.

**Date Approved: SPC 2/15/2011: Revised:**

*(Replaces former Palomar Procedure 306 and all previous versions of AP 4300.)*



92 An itinerary which identifies required activities, total instructional hours, and specific  
93 meeting times is required.  
94

95 A Study Abroad Course Authorization Request Form is due at least eight weeks prior to  
96 the date of the trip and must receive Governing Board approval prior to the date of the  
97 trip. An itinerary which identifies required activities, total instructional hours, and  
98 specific meeting times is required.  
99

100 Office of Primary Responsibility: Instructional Services

**Yellow = CCLC recommended.**

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**Date Approved: SPC 2/15/2011: Revised:**

*(Replaces former Palomar Procedure 306 and all previous versions of AP 4300.)*

## INSTRUCTIONAL SERVICES

Rev. 4/23/18

## AP 4610 INSTRUCTIONAL SERVICE AGREEMENTS

## References:

Education Code Sections 78015 and 84752;  
Title 5 Sections 51006, 53410, 55002, 55003, 55005, 55300-55302, 55600 et  
seq., 55805.5, 58051 subdivisions (c) – (g), 58051.5, 58055, 58056,  
58058 subdivision (b), and 58102-58108 ~~58100-58110~~

The responsibility for developing, monitoring, and managing Instructional Service Agreements rests with the Assistant Superintendent/Vice President of Instruction. All such agreements shall comply with relevant policies and procedures and shall at minimum include administrative procedures, terms, and conditions relating to:

- enrollment period
- student enrollment fees
- the number of class hours sufficient to meet the stated performance objectives
- supervision and evaluation of students
- withdrawal of students prior to completion of a course or program, and
- terms and conditions relating to cancellation and termination of the arrangement.

Instruction claimed for apportionment under Instructional Service Agreements shall be under the immediate supervision and control of an employee of the Palomar Community College District who has met the minimum qualifications for instruction within the relevant discipline.

Where the instructor is not a paid employee, the District shall have a written agreement or contract with each instructor conducting instruction for which full-time employees are to be reported and stating that the District has the primary right to control and direct the instructional activities of the instructor.

The District shall list the minimum qualifications for instructors teaching these courses and that the qualifications are consistent with requirements in similar District courses.

Courses conducted under an Instructional Service Agreement must be held at facilities which are clearly identified as being open to the general public. Enrollment in the

Yellow = CCLC suggested language. Blue = internal. Gray = Legal Update 32 (April 2018)

**Date Approved: 9/15/2009; Revised:**

*(Replaces all previous versions of AP 4610.)*

course must be open to any person who has been admitted to the District and has met any applicable prerequisites. BP 5052 ~~itled~~ Open Enrollment must be published in the District Catalog, Class Schedule, and any addenda to the Class Schedule, along with a description of the course and information about whether the course is offered for credit and is transferable.

Course outlines of record for advanced public safety courses will not list as a prerequisite public safety employment or possession of a basic course diploma. Appropriate health and safety prerequisites or enrollment limitations can include the requirement to pass a California Department of Justice Live Scan, or other additional requirements that comply with the law.

Course outlines of record for advanced public safety courses should include a sufficiently detailed list of prerequisites that are directly related to the content of the advanced course so that all prospective students can be assessed for enrollment eligibility. Prerequisites may not be established or construed to prevent academically qualified persons not employed in public safety agencies from enrolling in and attending courses.

A student may request an evaluation of his/her previous experience and coursework to determine if it is equivalent to the listed requirements. A student found not to meet the prerequisite requirements may challenge the prerequisites through the District's prerequisite challenge process. The District must maintain documentation that demonstrates its processes for assessing student eligibility for enrollment were followed.

College publications shall inform students regarding the method by which they may seek an evaluation for equivalent enrollment eligibility for advanced public safety courses. College publications, including the course outline and syllabi, shall include a notification that approval of equivalent enrollment eligibility is not a guarantee that state regulatory or licensing agencies will also grant equivalency for licensure or employment purposes.

Degree and certificate programs must have been approved by the State California Community Colleges Chancellor's Office and courses that make up the programs must be part of the approved programs or the District must have received delegated authority to approve those courses locally.

The courses of instruction are specified in the agreement, the outlines of record for such courses and are approved by the District Curriculum Committee as meeting Title 5 course standards, and the courses have been approved by the Governing Board.

Yellow = CCLC suggested language. Blue = internal. Gray = Legal Update 32 (April 2018)

**Date Approved: 9/15/2009; Revised:**

*(Replaces all previous versions of AP 4610-)*

Faculty teaching different sections of the same course shall teach in a manner consistent with the approved course outline of record and hold students to the appropriate level of rigor.

Records of student attendance and achievement shall be maintained by the District. Records shall be open for review at all times by officials of the District and submitted on a schedule developed by the District.

Students enrolled in courses under an Instructional Services Agreement shall have access to all ancillary and support services provided for the students.

The District is responsible for obtaining certification verifying that the instructional activity to be conducted shall not be fully funded by other sources.

The District shall comply with the requirements of Title 5 Sections 55230-55232 concerning approval by adjoining high school or community college districts and use of non-district facilities, if classes are to be located outside the boundaries of the District.

Office of Primary Responsibility: Instructional Services

**Yellow** = CCLC suggested language. **Blue** = internal. **Gray** = Legal Update 32 (April 2018)

**Date Approved: 9/15/2009; Revised:**

*(Replaces all previous versions of AP 4610-)*

**INSTRUCTIONAL SERVICES**

**BP 4675 CLASS SIZE**

**Reference:**

No references

Class size (course minimums and maximums) shall be determined through negotiations between the District and the Palomar Faculty Federation (PFF).

## INSTRUCTIONAL SERVICES

## AP 4675 CLASS SIZE

**References:**

No references

The District and the Palomar Faculty Federation shall negotiate maximums and minimums for each course. Department chairpersons/directors, the appropriate dean, and the Assistant Superintendent/Vice President of Instruction shall maintain the negotiated class sizes.

With approval from the appropriate dean and the Assistant Superintendent/Vice President of Instruction, classes with enrollments smaller than the negotiated minimum may be offered for the following reasons:

- There is only one (1) section of the course offered during the academic year and the course is required for transfer, an associate of arts degree or a certificate
- The smaller enrollment is required by law or the accrediting organization for that program
- Traditionally, the class has been combined with other related courses and the combined enrollment meets or exceeds the minimum requirement
- The course is experimental or is being offered for the first time
- The available facilities cannot reasonably accommodate the minimum number of students set by the Course Maximums Committee
- The cost for offering the course is covered by contract or other non-public funds
- The Assistant Superintendent/Vice President of Instruction finds that special circumstances warrant an enrollment below the negotiated minimum

Office of Primary Responsibility: Instructional Services

**Blue** = internal

**Date Approved: SPC 09/15/2009; Revised:**  
(Replaces former Palomar Procedure 309)

## HUMAN RESOURCES

REV 5/16/18

**BP 7330 COMMUNICABLE DISEASE****References:**

Education Code Sections 87408, 87408.6, and 88021;  
California Code of Regulations Title 8 Section 5193;  
29 Code of Federal Regulations Part 1910.1030

The intent of this policy is to protect public health from diseases that could be transmitted via the scope/nature of the position and not to discriminate against individuals.

All applicants for positions shall affirm, via medical certificate signed by a licensed physician/physician assistant/nurse practitioner, that they are free from communicable diseases, including but not limited to active tuberculosis, that could be transmitted via activities reasonably within the scope of the position. Employees shall not commence employment service until such medical certificate has been provided to the District.

All newly hired employees must show that within the past 60 days they have submitted to a tuberculosis risk assessment and, if risk factors are present, been examined to determine that they are free from active tuberculosis. If risk factors were present at the tuberculosis risk assessment, and an examination occurs, after the examination the employee shall provide the District with a certificate from the employee's examining physician showing that the employee was examined and found to be free from active tuberculosis.

An applicant's having a communicable disease does not automatically disqualify the applicant from employment unless it poses a significant risk to the health and safety of others and that risk cannot be eliminated through reasonable accommodation. For applicants with communicable diseases who request accommodation, the District shall make a determination as to reasonableness consistent with applicable state and federal laws and the District's Equal Employment Opportunity and Nondiscrimination policies and procedures including. ~~Also see~~ BP/AP 3420 titled Equal Employment Opportunity and BP 3410 titled Nondiscrimination.

All employees shall be required to undergo a tuberculosis risk assessment prior to their date of hire and every four years thereafter to determine if they are free from tuberculosis.

The District also recognizes the potential danger to certain employment groups from occupational exposure to blood-borne pathogens, and offers information, vaccinations, and blood tests for such groups consistent with applicable law. Procedures governing bloodborne pathogens are as outlined in the District's Bloodborne Pathogens Plan, which

**Date Adopted: 4/12/2011; Revised:**

*(Replaces former Palomar Policy 104 and all previous versions of BP 7330.)*



4. is available through Environmental Health and Safety.
- 42 Also see BP/AP 5210 titled Communicable Disease (related to students) as well as AP
- 43 7336 titled Certification of Freedom from Tuberculosis.

INSTRUCTIONAL SERVICES  
Rev. 10/4/18**BP 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT**

**NOTE:** The League's Policy & Procedure Service updated this board policy in 11/14, 4/16, and 10/17.

**References:**

Education Code Sections 70901(b), 70902(b), and 78016;  
Title 5 Sections 51000, 51022, 55002.5, 55100, 55130, and 55150;  
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;  
34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8  
ACCJC Accreditation Standards II.A and II.A.9

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 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:

- appropriate involvement of the faculty and Faculty Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development;

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

All new programs and program discontinuances shall be approved by the Governing Board.

All new courses and course discontinuances shall be approved by the Governing Board.

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

Yellow = CCLC; blue = internal

**Date Adopted: 6/10/2009; Revised: 11/08/2011; Revised: 5/13/14; Revised:**

*(Replaces all previous versions of BP 4020)*

satisfy the conditions authorized by Title 5 regulations and shall be approved by the Governing Board.

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

All new programs shall be submitted to the State California Community Colleges Chancellor's Office for approval as required.

#### **Credit Hour**

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a "credit hour" program or a "clock hour" program.

~~Faculty Senate to The Superintendent/President shall~~ The district establishes procedures which prescribe the definition of "credit hour" consistent with applicable Title 5 and federal regulations, as they apply to community college districts.

~~The Superintendent/President shall will rely primarily upon the recommendations of the Faculty Senate to establish procedures to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour," where applicable. The Superintendent/President shall also establish procedures for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.~~

Yellow = CCLC; blue = internal

**Date Adopted:** 6/10/2009; **Revised:** 11/08/2011; **Revised:** 5/13/14; **Revised:**

*(Replaces all previous versions of BP 4020.)*

## INSTRUCTIONAL SERVICES

**AP 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT**  
**REV. 10/4/2018****References:**

Title 5 Sections 51021, 55000 et seq., and 55100 et seq.;  
ACCJC Accreditation Standard II.A;  
34 Code of Federal Regulations Part 600.2;  
U.S. Department of Education regulations on the Integrity of Federal Student  
Financial Aid Programs under Title IV of the Higher Education Act of 1965, as  
amended.

The Curriculum Committee shall be the preeminent body for the development, review, and recommendation of curricular policy to include philosophy and, goals, and strategic and long-range planning. The Curriculum Committee shall coordinate, evaluate, and review the District curricula to encourage innovation and excellence in instruction. The Curriculum Committee shall report to the Faculty Senate for ratification of its action and then via the Vice President for Instruction and the Superintendent/President to the Governing Board.

As directed by the California Community Colleges Chancellor's Office, the District shall annually certify compliance related to the approval of credit courses and submit other certifications as becomes required.

The District is to promptly report all changes to course and program inventory approved by the District's Governing Board through the California Community Colleges Chancellor's Office Curriculum Inventory and Management Information Systems.

Current procedures for the following areas appear in CurricUNET:

- The initiation, review, approval, and evaluation processes and related criteria
- The designated responsibility and authority for initiation, review, and approval of courses (e.g., Instructional Services, Faculty Senate, faculty, academic departments, related disciplines, instructional divisions, Curriculum Committee, Articulation Officer)
- All time lines and limits for the process
- The process for the publication of changes and maintenance of records
- The use of a range of delivery systems and modes of instruction

Blue = internal

**Date Approved: SPC 05/05/2009; SPC 10/18/2011; Revised:**  
*(Replaces ~~current~~ former Palomar BP 302 and all previous versions of AP 4020.)*

**NOTE:** The following language is **legally required**. Districts should insert their locally developed policy defining the standards for credit hour calculations which must include the following:

- credit hour calculation method for all academic activities
- expected ratios of in-class to outside-of-class hours for each type of academic activity
- standards for incremental award of credit
- standard term length
- calculation methods for short term and extended term courses, and provisions for monitoring compliance with state and federal regulations related to credit hour calculations

For purposes of federal financial aid eligibility, a "credit hour" shall be not less than:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately 15 16 weeks for one semester or the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work as required in the paragraph above, of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

#### **Standards for Credit Hour**

One credit hour of community college work (one unit of credit) shall require a minimum of 48 semester hours of total student work or 33 quarter hours of total student work, which may include inside and/or outside-of-class hours.

The District hours-per-unit divisor = 54.

The District will not offer units in increments less than .5 units.

Short-term and extended term courses will have unit calculations prorated using the appropriate formula.

#### **Traditional learning hours ratios:**

Category	In-Class	Outside-of-Class
Lecture	1	2
Activity	2	1
Laboratory	3	0 (traditional lab, natural science lab, clinical, etc.)

#### **Standard Formula:**

Blue = internal

**Date Approved: SPC 05/05/2009; SPC 10/18/2011; Revised:**

(Replaces ~~current former~~ Palomar BP 302 and all previous versions of AP 4020.)

One unit of credit requires a minimum of 48 total hours of student work, inclusive of all contact hours plus outside-of-class, or homework. Divide total student learning hours by the hours-per-unit divisor, round down to the nearest increment of credit awarded by the college.

#### Cooperative Work Experience Formula:

- Each 75 hours of paid work equals one semester unit of credit
- Each 60 hours of non-paid work equals one semester unit of credit.

Cooperative work experience courses shall adhere to the formula for credit hour calculations identified in Title 5 Section 55256.5. Credit for clock hour designated programs shall be awarded consistent with 34 Code of Federal Regulations Part 600.2.

#### Clock Hour Formula

A program is considered to be a clock-hour program for purposes of the Title IV, Higher Education Act (HEA) program if a program is required to measure student progress in clock hours when:

- Receiving Federal or State approval or licensure to offer the program; or
- Completing clock hours is a requirement for graduates to apply for licensure or the authorization to practice the occupation that the student is intending to pursue.

Programs that meet this definition are required to use a federal formula for determining the appropriate awarding of credit that is outlined in 34 Code of Federal Regulations Section 668.8(l).

#### Open Entry/Open Exit Formula

One unit of credit is a minimum of 48 hours of total student work, regardless of the course format (similar to the Standard Formula).

Office of Primary Responsibility: Instructional Services

Blue = internal

**Date Approved: SPC 05/05/2009; SPC 10/18/2011; Revised:**  
(Replaces ~~current~~ former Palomar BP 302 and all previous versions of AP 4020.)