



# San Bernardino Community College District Board Policy

Chapter 5 - Student Services

## **BP 5050 STUDENT SUCCESS AND SUPPORT PROGRAM**

(Replaces current SBCCD BP 5050)

**NOTE:** The language in red ink is **legally required**.

## ❖ From current SBCCD BP 5050 titled Matriculation

Student Success for San Bernardino Community College District students means more than just obtaining degrees, transfer, certificate, or career advancement. It also means the achievement of the individual student's self-established educational goals including completing a specific course, program, career and/or technical education to maximize the skills necessary to become a better person, worker, and/or citizen. Student Success is not merely an outcome, but also a process. It's a journey that encompasses multiple levels of achievement and milestones such as the abilities to: analyze, synthesize, and evaluate information; effectively communicate with others; achieve proficiency in subjects including science, mathematics, computer/technical skills, world languages, history, geography, and global awareness various disciplines; collaboratively work in culturally diverse settings; be leaders who see projects through to completion; be responsible decision makers who are self-motivated; be active civic participants; and be ethical individuals who are committed to their families, communities, and others. Student Success is everyone's responsibility demonstrated through role modeling, support, opportunity, equity, and social justice.

The Board's commitment to Student Success is to ensure the availability of resources for the colleges to achieve the goals and objectives as stated in their college planning documents.

The District shall provide matriculation Student Success and Support Program services to students for the purpose of furthering equality of educational opportunity and academic success. The purpose of matriculation Student Success and Support Program services is to bring the student and the Delistrict into agreement regarding the student's educational goal through the District's established programs, policies, and requirements.

The Chancellor is responsible for establishing procedures to assure implementation of matriculation Student Success and Support Program services that comply with the Title 5 regulations.

References: Education Code Sections 78210, et seq.;

Title 5, Sections 55500 et seq.

ACCJC Accreditation Standard II.C.2

**NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). This policy reflects updates/revisions from the Policy and Procedure Service in February 2008 and October 2013. The language in **black ink** is from current SBCCD BP 5050 titled Matriculation adopted on 6/10/04. The language in **blue ink** is included for consideration.

Adopted: 6/10/04

Revised:

| BP or AP # | Representative group | COMMENT | RESPONSE |
|------------|----------------------|---------|----------|
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**Legal Citations for BP 5050** 

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EDUCATION CODE SECTIONS 78210 et seq. 64

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**EDUCATION CODE - EDC** 

TITLE 3. POSTSECONDARY EDUCATION [66000 - 101060]

( Title 3 enacted by Stats. 1976, Ch. 1010. )

DIVISION 7. COMMUNITY COLLEGES [70900 - 88651]

(Division 7 enacted by Stats. 1976, Ch. 1010.)

PART 48. COMMUNITY COLLEGES, EDUCATION PROGRAMS [78015 -

79210]

**78210.** 

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( Part 48 enacted by Stats. 1976, Ch. 1010. ) CHAPTER 2. Courses of Study [78210 - 78300] 73

(Chapter 2 enacted by Stats. 1976, Ch. 1010.)

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# ARTICLE 1. Student Matriculation [78210 - 78219]

(Heading of Article 1 renumbered from Article 1.5 by Stats. 1993, Ch. 8, Sec. 35.)

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- This article shall be known and may be cited as the Seymour-Campbell Student 81 Success Act of 2012. 82
- 83 (Amended by Stats. 2012, Ch. 624, Sec. 3. Effective January 1, 2013. Note: See provision in Section 78218
- making operation contingent upon funding.) 84

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**78211.** 86

- It is the intent of the Legislature to do all of the following: 87
- (a) Ensure equal education opportunity for all Californians. 88
- (b) Provide students with the resources and support to establish informed 89
- educational choices aligned with their academic and career goals. 90
- (c) Ensure that students receive the educational services necessary to optimize 91
- their opportunities for success in completing their educational goals and courses 92 of study. 93

- (d) Recognize that student success is the responsibility of the institution and
   student, supported by well-coordinated and evidence-based student and
   instructional services to foster academic success.
- (e) Target state resources on the provision of critical student services, such as counseling and student advising, and identify a broad array of service delivery mechanisms that can effectively reach a greater number of students.
- (f) Recognize the importance for community college districts of establishing local and regional partnerships with school districts, workforce agencies, and other system partners to leverage resources to assist students in exploring career options, preparing for college, and developing and achieving educational goals and plans.
- (Amended by Stats. 2012, Ch. 624, Sec. 4. Effective January 1, 2013. Note: See provision in Section 78218
   making operation contingent upon funding.)

#### **78211.5.**

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- (a) The purpose of the Seymour-Campbell Student Success Act of 2012 is to 109 increase California community college student access and success by providing 110 effective core matriculation services, including orientation, assessment and 111 placement, counseling, and other education planning services, and academic 112 113 interventions. The focus of the Seymour-Campbell Student Success Act of 2012 is on the entering students' transition into college in order to provide a 114 foundation for student achievement and successful completion of students' 115 educational goals, with a priority toward serving students who enroll to earn 116 degrees, career technical certificates, transfer preparation, or career 117 advancement. The Seymour-Campbell Student Success Act of 2012 targets 118 state resources on core matriculation services that research has shown to be 119 critical in increasing the ability of students to reach their academic and career 120 goals. By focusing funding in these core areas and leveraging the use of 121 technology to more efficiently and effectively serve a greater number of 122 students, the goal of the Seymour-Campbell Student Success Act of 2012 is to 123 provide students with a solid foundation and opportunity for success in the 124 California Community Colleges. 125
- (b) Any college or district receiving funding under this article shall agree to
  carry out its provisions as specified, but shall be bound to that agreement only
  for the period during which funding is received pursuant to this article. The
  obligations of the college or district under the agreement shall include, but not
  be limited to, the expenditure of funds received pursuant to this article for only
  those services approved by the board of governors and the contribution toward

- the purposes of this article of matching funds as the board of governors may
- require pursuant to Section 78216.
- 134 (Amended by Stats. 2012, Ch. 624, Sec. 5. Effective January 1, 2013. Note: See provision in Section 78218
- *making operation contingent upon funding.)*

### 136 <u>78212.</u>

- (a) (1) For purposes of this article, "matriculation" means a process that brings
- a college and a student into an agreement for the purpose of achieving the
- student's educational goals and completing the student's course of study. The
- agreement involves the responsibilities of both parties to attain those objectives
- through the college's established programs, policies, and requirements including
- those established by the board of governors pursuant to Section 78215.
- 144 (2) The institution's responsibility under the agreement includes the provision of
- student services to provide a strong foundation and support for their academic
- success and ability to achieve their educational goals. The program of services
- funded through the Seymour-Campbell Student Success Act of 2012, which
- shall be known and may be cited as the Student Success and Support Program,
- shall include, but are not necessarily limited to, all of the following:
- 150 (A) Orientation services designed to provide to students, on a timely basis,
- information concerning campus procedures, academic expectations, financial
- assistance, and any other matters the college or district finds appropriate.
- 153 (B) Assessment before course registration, as defined in Section 78213.
- 154 (C) Counseling and other education planning services, which shall include, but
- not necessarily be limited to, all of the following:
- 156 (i) Counseling and advising.
- 157 (ii) Assistance to students in the exploration of educational and career interests
- and aptitudes and identification of educational objectives, including, but not
- limited to, preparation for transfer, associate degrees, and career technical
- 160 education certificates and licenses.
- 161 (iii) The provision of information, guided by sound counseling principles and
- practices, using a broad array of delivery mechanisms, including technology-
- based strategies to serve a continuum of student needs and abilities, that will
- 164 enable students to make informed choices.
- (iv) Development of an education plan leading to a course of study and
- guidance on course selection that is informed by, and related to, a student's
- 167 academic and career goals.
- (D) Referral to specialized support services as needed and available, including,
- but not necessarily limited to, federal, state, and local financial assistance;

- health services; career services; veteran support services; foster youth
- 171 services; extended opportunity programs and services provided pursuant to
- 172 Article 8 (commencing with Section 69640) of Chapter 2 of Part 42 of Division
- 5; campus child care services provided pursuant to Article 4 (commencing with
- Section 8225) of Chapter 2 of Part 6 of Division 1 of Title 1; programs that
- teach basic skills education and English as a second language; and disabled
- student services provided pursuant to Chapter 14 (commencing with Section
- 177 67300) of Part 40 of Division 5.
- 178 (E) Evaluation of each student's progress and referral to appropriate
- interventions for students who are enrolled in basic skills courses, who have not
- declared an educational goal as required, or who are on academic probation, as
- defined by standards adopted by the Board of Governors of the California
- 182 Community Colleges and community college districts.
- 183 (3) The student's responsibilities under the agreement include, but are not
- necessarily limited to, the identification of an academic and career goal upon
- application, the declaration of a specific course of study after a specified time
- period or unit accumulation, as defined by the board of governors, diligence in
- class attendance and completion of assigned coursework, and the completion of
- 188 courses and maintenance of academic progress toward an educational goal and
- 189 course of study identified in the student's education plan. To ensure that
- students are not unfairly impacted by the requirements of this chapter, the
- board of governors shall establish a reasonable implementation period that is
- 192 phased in as resources are available to provide nonexempt students with the
- 193 core services pursuant to this section.
- (b) Funding for the Student Success and Support Program shall be targeted to
- fully implement orientation, assessment, counseling and advising, and other
- education planning services needed to assist a student in making an informed
- decision about his or her educational goal and course of study and in the
- 198 development of an education plan.
- 199 (Amended by Stats. 2012, Ch. 624, Sec. 6. Effective January 1, 2013. Note: See provision in Section 78218
- 200 *making operation contingent upon funding.*)

#### 201 <u>**78213.**</u>

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(a) No district or college may use any assessment instrument for the purposes of this article without the authorization of the board of governors. The board of governors may adopt a list of authorized assessment instruments pursuant to

206 the policies and procedures developed pursuant to this section and the intent of

- 207 this article. The board of governors may waive this requirement as to any
- 208 assessment instrument pending evaluation.
- 209 (b) The board of governors shall review all assessment instruments to ensure
- 210 that they meet all of the following requirements:
- 211 (1) Assessment instruments shall be sensitive to cultural and language
- 212 differences between students, and shall be adapted as necessary to
- 213 accommodate students with disabilities.
- 214 (2) Assessment instruments shall be used as an advisory tool to assist students
- in the selection of appropriate courses.
- 216 (3) Assessment instruments shall not be used to exclude students from
- 217 admission to community colleges.
- 218 (c) The board of governors shall establish an advisory committee to review and
- 219 make recommendations concerning all assessment instruments used by districts
- 220 and colleges pursuant to this article.
- (d) For purposes of this section, "assessment" means the process of gathering
- 222 information about a student regarding the student's study skills, English
- language proficiency, computational skills, aptitudes, goals, learning skills,
- 224 career aspirations, academic performance, and need for special services.
- 225 Assessment methods may include, but not necessarily be limited to, interviews,
- 226 standardized tests, attitude surveys, vocational or career aptitude and interest
- 227 inventories, high school or postsecondary transcripts, specialized certificates or
- 228 licenses, educational histories, and other measures of performance.
- 229 (Amended by Stats. 2012, Ch. 624, Sec. 8. Effective January 1, 2013. Note: See provision in Section 78218
- 230 making operation contingent upon funding.)
- **78214.**
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- 233 (a) All participating districts shall, with the assistance of the chancellor,
- establish and maintain institutional research to evaluate the effectiveness of the
- 235 Student Success and Support Program described by this article and of any other
- 236 programs or services designed to facilitate students' completion of their
- 237 educational goals and courses of study.
- 238 (b) The metrics for this research shall include, but not be limited to:
- 239 (1) Prior educational experience, including transcripts when appropriate, as
- 240 determined by the chancellor.
- 241 (2) Educational goals and courses of study.
- 242 (3) Criteria for exemption from orientation, assessment, or required counseling
- 243 or advisement, if applicable.
- 244 (4) Need for financial assistance.

- 245 (5) Disaggregated data by ethnicity, gender, disability, age, and socioeconomic
- 246 status, to the extent this information is available.
- 247 (6) Academic performance, such as the completion of specified unit thresholds,
- 248 success in basic skills courses, grade point average, course completion
- outcomes, transfer readiness, and degree and certificate completion.
- 250 (7) Any additional information that the chancellor finds appropriate.
- (c) The evaluation provided for by this section shall include an assessment of
- 252 the effectiveness of the programs and services in attaining at least the following 253 objectives:
- 254 (1) Helping students to define their academic and career goals and declare a 255 course of study.
- (2) Assisting institutions in the assessment of students' educational needs and valid course placement.
- 258 (3) Helping support students' successful course completion and goal attainment.
- 259 (4) Matching institutional resources with students' educational needs.
- 260 (Amended by Stats. 2012, Ch. 624, Sec. 9. Effective January 1, 2013. Note: See provision in Section 78218
- 261 *making operation contingent upon funding.*)

## 262 <u>**78215.**</u>

- (a) The Board of Governors of the California Community Colleges, in
   consultation with students, faculty, student service administrators, and other
- 266 key stakeholders, shall establish policies and processes for all of the following:
- 267 (1) Requiring all nonexempt students to complete orientation and assessment 268 and to develop education plans.
- (2) Exempting students from participation in orientation, assessment, or required education planning services under this article.
- 271 (3) Requiring community college districts to adopt a student appeal process.
- 272 (b) To ensure that students are not unfairly impacted by the requirements of
- this chapter, these policies and processes shall be phased in over a reasonable
- 274 period of time as determined by the board of governors in consideration of the
- 275 resources available to provide the core services identified in Section 78212.
- (c) It is the intent of the Legislature that these policies and processes be
- 277 developed and implemented only as resources are provided and utilized by
- community college campuses to provide the student support services, individual
- counseling and advising, and technology-based strategies necessary to ensure
- that students can successfully meet the requirements of this section.
- 281 (Amended by Stats. 2012, Ch. 624, Sec. 10. Effective January 1, 2013. Note: See provision in Section 78218
- 282 making operation contingent upon funding.)

- 285 (a) The Legislature recognizes that community college districts are currently
  286 funding various components of student matriculation through existing
  287 orientation, counseling and advising, education planning, assessment, and other
  288 student services, but that adequate student matriculation and implementation
  289 of the Student Success and Support Program strategies cannot be realized
  290 without supplemental funding support.
- (b) The board of governors shall develop a formula for allocating the funding for the Student Success and Support Program to implement the services identified in Section 78212 at community colleges. The formula shall include the requirement that the districts or colleges contribute matching funds in an amount to be established by the board of governors in each case, and shall reflect, but not be necessarily limited to, other considerations as follows:
- 297 (1) The number of students to receive services at each college.
- 298 (2) The number of students who received orientation, assessment, counseling and advising, and other education planning services.
- 300 (3) The requirement that funds for the Student Success and Support Program services be expended only for services approved by the board of governors.
- (4) The requirement that any district or college receiving funding pursuant to this section agree to implement this article, implement the board of governors' system of common assessment, if using an assessment instrument for placement, and implement the board of governors' accountability scorecard, pursuant to Section 84754.5, when established during the period in which it receives that funding.
- (5) Insofar as a community college district is able to fully implement in-person or technology strategies for orientation, assessment, and education planning services, the board of governors may identify other noninstructional support services that can be funded through this article.
- 312 (c) The board of governors shall require participating colleges to develop a
- 313 Student Success and Support Program plan that reflects all of the following:
- 314 (1) A description of the Student Success and Support Program services
- identified in Section 78212 to be provided.
- 316 (2) A description of the college's process to identify students at risk for
- academic or progress probation and the college's plan for interventions or
- 318 services to students.
- 319 (3) The college budget for the state-funded Student Success and Support
- 320 Program services pursuant to Sections 78212 and 78214.

- 321 (4) The development and training of staff and faculty to implement the Student
- 322 Success and Support Program services.
- 323 (5) In multicampus districts, the coordination of the college Student Success
- and Support Program plan with other college plans within the district.
- 325 (6) Technology services and institutional research and evaluation necessary for
- 326 implementation of this article.
- 327 (7) Coordination with college student equity plans to ensure that the college has
- 328 identified strategies to monitor and address equity issues and mitigate any
- 329 disproportionate impacts on student access and achievement.
- 330 (8) The extent to which the community college is able to develop partnerships
- with feeder high school districts, workforce agencies, and other community
- partners to assist entering students in career and educational exploration and
- planning and leverage resources to support a successful transition to college
- 334 and career.
- 335 (d) The board of governors may allocate up to 5 percent of the total funds
- appropriated for the Student Success and Support Program for state
- administrative operations to carry out the intent of this article, subject to the
- 338 review of the annual budget process.
- 339 (Amended by Stats. 2012, Ch. 624, Sec. 11. Effective January 1, 2013. Note: See provision in Section 78218
- *making operation contingent upon funding.)*
- 341 <u>78218.</u>
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- In the 2012–13 fiscal year and each fiscal year thereafter, this article shall be
- operative only if funds are specifically appropriated for the purposes of this
- 345 article
- 346 (Amended by Stats. 2012, Ch. 624, Sec. 12. Effective January 1, 2013. Note: Operational conditions apply to
- 347 Article 1, commencing with Section 78210.)
- **78219.**
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- 350 (a) The Board of Governors of the California Community Colleges shall establish
- a common assessment system to be used as one of multiple measures,
- consistent with existing regulations, for the purposes of community college
- 353 placement and advisement. The system shall include all of the following
- 354 objectives:
- 355 (1) Selection of an existing commercially available and centrally delivered
- 356 system of student assessment that provides a single common assessment

- instrument for use by community colleges in the curriculum areas of English,
- 358 mathematics, and English as a second language.
- 359 (2) Creation of a secure, centrally housed assessment test data warehouse that
- shall collect all of the following:
- 361 (A) All available assessment scores generated by assessed students at all
- 362 community colleges.
- 363 (B) All available K-12 assessment data for students at all community colleges.
- 364 The use of this data shall be limited to placing and advising community college
- 365 students to enhance their success with and completion of their postsecondary
- 366 education objectives.
- 367 (C) Other data or student transcript information that is used for the purpose of
- 368 student placement.
- 369 (3) Creation of an Internet Web portal that can be accessed by community
- 370 college personnel and students and that provides all of the following:
- 371 (A) An assessment profile, generated for each student upon request, that
- includes all assessment information available in the data warehouse created
- pursuant to paragraph (2). This profile shall be accessible for counseling,
- matriculation, and course placement purposes.
- 375 (B) A pretest application that emulates the structure of the student assessment
- 376 created pursuant to paragraph (1) that students can practice on and familiarize
- 377 themselves with before taking future assessments.
- 378 (C) An advisement tool that provides students with information about the
- importance of taking the common assessment to be placed in college-level
- courses in English, mathematics, or English as a second language and the
- 381 historical success rates of students who place in various levels of remedial
- 382 coursework.
- 383 (b) In developing the common assessment, the Office of the Chancellor of the
- 384 California Community Colleges shall work in collaboration with the State
- 385 Department of Education and the California State University when developing a
- common college-readiness standard that will be reflected in the creation of
- 387 assessment instruments.
- 388 (c) The Office of the Chancellor of the California Community Colleges shall
- submit a report to the Legislature and the Governor on the progress of the
- implementation of the common assessment system by December 31, 2012.
- (d) The provisions of this section shall be operative upon the receipt of state,
- 392 federal, or philanthropic funds sufficient to cover the costs of the common
- 393 assessment system.
- 394 (Added by Stats. 2011, Ch. 615, Sec. 1. Effective January 1, 2012. Section conditionally operative, by its own
- 395 *provisions.*)

398 5 CCR § 55500 399 Cal. Admin. Code tit. 5, § 55500

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401 Title 5. Education 402

Division 6. California Community Colleges Chapter 6. Curriculum and Instruction

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442 443 Subchapter 6. Matriculation Programs <u>¶ Article 1.</u> Scope and Definitions →§ 55500. Scope and Intent.

- (a) This chapter implements and should be read in conjunction with the provisions of the Seymour-Campbell Student Success Act of 2012, codified as Education Code sections 78210, et seq., which recognizes that student success is the responsibility of the institution and student, supported by well-coordinated and evidence based student and instructional services to foster academic success. The purpose of this subchapter is to implement the Student Success and Support Program to increase California community college student access and success through the provision of core matriculation services, including orientation, assessment and placement, counseling, advising, and other education planning services, with the goal of providing students with the support services necessary to assist them in achieving their education goal and identified course of study.
- (b) The requirements of this subchapter apply only to districts receiving funds pursuant to Education Code section 78216 for the period of time during which such funds are received.

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

Reference: Sections 78210-78218, Education Code.

#### HISTORY

- 1. New section filed 6-5-90 by the Board of Governors, California Community Colleges, with the Secretary of State; operative 7-5-90. Submitted to OAL for printing only pursuant to Education Code section 70901.5(b) (Register 90, No. 37).
- 2. Amendment of subsection (a) and repealer of subsection (c) filed 4-3-92; operative 5-4-92 (Register 92, No. 17).
- 3. Amendment of section and Note filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).
- 4. Amendment of section heading and subsection (a) filed 9-19-2013; operative 10-19-2013. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2013, No. 38).

5 CCR § 55502 Cal. Admin. Code tit. 5, § 55502 Title 5. Education Division 6. California Community Colleges Chapter 6. Curriculum and Instruction Subchapter 6. Matriculation Programs In a Article 1. Scope and Definitions →§ 55502. Definitions. 

For purposes of this subchapter, the following definitions shall apply:

- (a) "Assessment for placement" hereinafter referred to as "assessment" is the process of gathering information about individual students in order to identify their skill level and appropriately direct them to courses for which they are prepared. Information used in the assessment process may include, but is not limited to, information regarding the student's study skills, English language proficiency, computational skills, aptitudes, goals, learning skills, career aspirations, academic performance, and need for special services. Assessment involves the collection of such information for purposes of course placement.
- (b) "Assessment test" is a validated, standardized, or locally-developed test used in addition to other measures in the course placement process.
- (c) "Career Goal" is the student's stated occupational interest upon application and is periodically updated during the student's continued enrollment at the college.
- (d) "Course of Study" is the student's chosen educational program; major or area of emphasis; or course sequence for transfer preparation, career preparation or advancement, completion of basic skills, or English as a Second Language proficiency to achieve the student's education goal.
- (e) "Disproportionate impact" in broad terms is a condition where access to key resources and supports or academic success may be hampered by inequitable practices, policies, and approaches to student support or instructional practices affecting a specific group. For the purpose of assessment, disproportionate impact is when the percentage of persons from a particular racial, ethnic, gender, age, or disability group, who are directed to a particular service or course placement based on an assessment test or other measure is significantly different from the representation of that group in the population of persons being assessed, and that discrepancy is not justified by empirical evidence demonstrating that the assessment test or other measure is a valid and reliable predictor of performance in the relevant educational setting.
- (f) "Education goal" is the student's stated intent to earn a degree or career technical education certificate, prepare for transfer to a four-year college or university, improve math or English basic skills or English language proficiency, or

pursue career advancement or occupational training or retraining, or other 492 493 educational interest. The education goal is initially identified during the application process and updated throughout the student's academic career at the college 494 during subsequent course registration or education planning processes.

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- (g) "Exemption" is a waiver or deferral of a student's participation in orientation, assessment and/or counseling, advising, and other education planning services required pursuant to section 55520.
- (h) "Matriculation" is a process that brings a college and a student into an agreement for the purpose of achieving the student's education goals and completing the student's course of study.
- (i) "Multiple measures" are a required component of a district's assessment system and refer to the use of more than one assessment measure in order to assess the student. Other measures that may comprise multiple measures include, but are not limited to, interviews, holistic scoring processes, attitude surveys, vocational or career aptitude and interest inventories, high school or college transcripts, specialized certificates or licenses, education and employment histories, and military training and experience.
- (j) "Orientation" is a process that acquaints students and potential students with, at a minimum, college programs, student support services, facilities and grounds, academic expectations, institutional procedures, and other appropriate information pursuant to section 55521.
- (k) "Student Success and Support Program Services" are those services listed in section 55520.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 78212 and 78213, Education Code.

#### **HISTORY**

- 1. Amendment of subsection (a) and (b) and new subsections (g), (h), (i), (j) and (k) filed 6-5-90 by the Board of Governors, California Community Colleges, with the Secretary of State; operative 7-6-90. Submitted to OAL for printing only pursuant to Education Code section 70901.5(b) (Register 90, No. 37).
- 2. Amendment of first paragraph and subsections (a) and (c)-(k) filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).
- 3. Amendment of first paragraph and subsections (b)-(c), repealer of subsection (d), subsection relettering and amendment of newly designated subsections (e)-(g) filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5(Register 2007, No. 35).

- 4. Amendment of subsections (a)-(c), repealer of subsection (h) and subsection 541 relettering filed 5-16-2008; operative 6-15-2008. Submitted to OAL for printing 542 only pursuant to Education Code section 70901.5 (Register 2008, No. 21). 543
- 5. Amendment filed 9-19-2013; operative 10-19-2013. Submitted to OAL for 545 printing only pursuant to Education Code section 70901.5 (Register 2013, No. 38). 546

548 5 CCR § 55510

Cal. Admin. Code tit. 5, § 55510

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Title 5. Education

Division 6. California Community Colleges

Chapter 6. Curriculum and Instruction

Subchapter 6. Matriculation Programs

Is article 2. Planning and Administration

→§ 55510. Student Success and Support Program Plans.

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(a) Each college shall adopt a Student Success and Support Program plan describing the services to be provided to its students. The plan shall include, but not be limited to:

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(1) a description of the methods by which required services identified in section 55520 will be delivered;

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(2) a description of the college's process to identify students at risk for academic or progress probation and the college's plan for referral to appropriate interventions or services and coordination with the college's development of its student equity plan.

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(3) a description of partnerships among colleges and with high school districts, workforce agencies, or other community partners to deliver required services pursuant to 55520.

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(4) the college's budget for services funded through the Student Success and Support Program;

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(5) plans for professional development related to implementation of the Student Success and Support Program;

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(6) a description of the technology support and institutional research necessary to implement this subchapter;

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(7) a description of the college's adopted criteria for exempting students from participation in the required services listed in section 55520 consistent with the requirements of section 55532;

(8) a description of the college's assessment for placement process, including but not limited to:

- (A) a list of any assessment test(s) and other measures used for English, mathematics, and English as a Second Language course placement pursuant to section 55522.
- (B) a description of the college's policy on the portability of student assessment scores and placement results for colleges outside the district and for colleges within a multi-college district.
- (C) a description of the college's assessment procedures on pre-test practice, re-take, and recency.
- (9) a description of policies for establishing and periodically reviewing prerequisites pursuant to section 55003 and considering student challenges to prerequisites established pursuant to section 55003; and
- (10) a description of the college's student appeal policies and procedures related to the Student Success and Support Program; and
- (11) in districts with more than one college, arrangements for coordination of the Student Success and Support Program plans of its various colleges.
- (b) The plan shall be developed through consultation with representatives of the academic senate, students, administrators, and staff with appropriate expertise, pursuant to section 51023 et seq.
- (c) Such plans shall conform to the requirements of this subchapter and shall be submitted to the Chancellor for review and approval. The Chancellor may require periodic updates of such plans.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 78216, Education Code.

#### **HISTORY**

- 1. New section filed 6-5-90 by the Board of Governors, California Community Colleges, with the Secretary of State; operative 7-5-90. Submitted to OAL for printing only pursuant to Education Code section 70901.5(b) (Register 90, No. 37).
- 2. Amendment filed 10-5-93; operative 11-4-93. Submitted to OAL for printing only pursuant to Education Code section 70901.5(b) (Register 93, No. 42).
- 3. Amendment of subsection (a)(6), new subsection (a)(7) and subsection renumbering filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).

- 4. Amendment of subsections (a)(4), (a)(6), (a)(7) and (c) filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant toEducation Code section 70901.5 (Register 2007, No. 35).
- 5. Amendment of section heading and section filed 9-19-2013; operative 10-19-2013. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2013, No. 38).

645 646 5 CCR § 55202

647 Cal. Admin. Code tit. 5, § 55202

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649 Title 5. Education

Division 6. California Community Colleges

651 Chapter 6. Curriculum and Instruction

- 652 Subchapter 3. Alternative Instructional Methodologies
- 653 \*\* Article 1. Distance Education
- **→§ 55202. Course Quality Standards.**

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The same standards of course quality shall be applied to any portion of a course conducted through distance education as are applied to traditional classroom courses, in regard to the course quality judgment made pursuant to the requirements of section 55002, and in regard to any local course quality determination or review process. Determinations and judgments about the quality of distance education under the course quality standards shall be made with the full involvement of faculty in accordance with the provisions of subchapter 2 (commencing with section 53200) of chapter 2.

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

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668 HISTORY

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1. New section filed 10-5-93; operative 11-4-93. Submitted to OAL for printing only pursuant to Education Code section 70901.5(b) (Register 93, No. 42).

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2. Repealer and new section filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).

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- 678 5 CCR § 55520
- 679 Cal. Admin. Code tit. 5, § 55520

- 681 Title 5. Education
- 682 Division 6. California Community Colleges
- 683 Chapter 6. Curriculum and Instruction

- Subchapter 6. Matriculation Programs

  Matriculation Services

  Matriculation Services

  Subchapter 6. Matriculation Programs

  Matriculation Programs

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  Matriculation Programs

At a minimum, each community college district shall provide students, except as exempted pursuant to section 55532, with all of the following Student Success and Support Program services:

(a) orientation on a timely basis, pursuant to section 55521.

(b) assessment for all nonexempt students pursuant to section 55522;

(c) counseling, advising, or other education planning services for nonexempt students pursuant to section 55523;

(d) assistance in developing a student education plan pursuant to section 55524, which identifies the student's education goal, course of study, and the courses, services, and programs to be used to achieve them;

(e) follow-up services, pursuant to section 55525, to evaluate the academic progress of, and provide support services to, at risk students; and

(f) referral of students to:

 (1) support services that may be available, including, but not limited to, counseling, financial aid, health and mental health services, campus employment placement services, Extended Opportunity Programs and Services, campus child care services, tutorial services, foster youth support services, veterans support services, and Disabled Students Programs and Services; and

(2) curriculum offerings which may be available, including but not limited to, basic skills, noncredit programs, and English as a Second Language.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 78212, Education Code.

HISTORY

1. Amendment filed 6-5-90 by the Board of Governors, California Community Colleges, with the Secretary of State; operative 7-6-90. Submitted to OAL for printing only pursuant to Education Code section 70901.5(b) (Register 90, No. 37).

2. Amendment filed 9-19-2013; operative 10-19-2013. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2013, No. 38).

5 CCR § 55521 730 731 Cal. Admin. Code tit. 5, § 55521 732 Title 5. Education 733 Division 6. California Community Colleges 734 Chapter 6. Curriculum and Instruction 735 736 Subchapter 6. Matriculation Programs Matriculation Services 737 **→**§ 55521. Orientation. 738 739 Each college shall provide all students with information on a timely basis, as 740 determined by the college, regarding policies, procedures and information, including 741 but not limited to: 742 743 744 (1) Academic expectations and progress and probation standards pursuant to 745 section 55031; 746 (2) Maintaining registration priority pursuant to section 58108; 747 748 (3) Prerequisite or co-requisite challenge process pursuant to section 55003; 749 750 (4) Maintaining Board of Governors Fee Waiver eligibility pursuant to section 751 58612. 752 753 (5) Description of available programs, support services, financial aid assistance, 754 and campus facilities, and how they can be accessed; 755 756 (6) Academic calendar and important timelines. 757 758 (7) Registration and college fees. 759 760 761 (8) Available education planning services. 762 (9) Other issues, policies, and procedures the college determines as necessary to 763 provide a comprehensive orientation to students. 764 765 Note: Authority cited: Sections 66700 and 70901, Education Code. 766 Reference: Section 78212, Education Code. 767 768 769 **HISTORY** 770 1. Amendment of subsections (d), (e) and (f) filed 6-5-90 by the Board of 771 Governors, California Community Colleges, with the Secretary of State; operative 772 7-6-90. Submitted to OAL for printing only pursuant to Education Code section 773

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70901.5(b) (Register 90, No. 37).

- 2. Amendment of subsection (a) and redesignating following subsections (1)-(6), adoption of subsection (b) and amendment of NOTE filed 4-3-92; operative 5-4-92 (Register 92, No. 15).
- 3. Amendment of subsections (a)(1) and (a)(5)-(b), new subsections (c)-(c)(3) and amendment of Note filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).
- 4. Amendment of subsection (a)(4) and Note filed 5-16-2008; operative 6-15-2008. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2008, No. 21).
- 5. Repealer and new section filed 9-19-2013; operative 10-19-2013. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2013, No. 38).

793 794 5 CCR § 55524 795 Cal. Admin. Code tit. 5, § 55524

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797 Title 5. Education
798 Division 6. California Community Colleges
799 Chapter 6. Curriculum and Instruction
800 Subchapter 6. Matriculation Programs
801 \*\*Article 3. Matriculation Services

802 →§ 55524. Student Education Plan.
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- (a) Each district or college shall establish a process that takes into consideration the student services and instructional resources available for assisting students to select an education goal and course of study within a reasonable time after admission as required by section 55530(d). This shall include, but not be limited to, the provision of counseling as required by section 55523.
- (b) Districts or colleges shall provide students with an opportunity to develop student education plans that are either:
- (1) Abbreviated. Abbreviated student education plans are one to two terms in length designed to meet the immediate needs of students for whom a comprehensive plan is not appropriate; or
- 817 (2) Comprehensive. Comprehensive student education plans take into account a
  818 student's interests, skills, career and education goals, major, potential transfer
  819 institutions, and the steps the student needs to take on their educational path to
  820 complete their identified course of study. The comprehensive plan helps the student
  821 achieve their course of study. The comprehensive plan includes, but is not limited
  822 to, addressing the education goal and course of study requirements, such as the
  823 requirements for the major, transfer, certificate, program, applicable course

prerequisites or co-requisites, the need for basic skills, assessment for placement results, and the need for referral to other support and instructional services as appropriate. The comprehensive student education plan is tailored to meet the individual needs and interests of the student and may include other elements to satisfy participation requirements for programs such as EOPS, DSPS, CalWORKs, veterans education benefits, athletics, and others.

(c) Once a continuing nonexempt student has selected an education goal and course of study, the district shall make a reasonable effort to afford the student the opportunity to develop a comprehensive student education plan describing the responsibilities of the student, the requirements he or she must meet, and the courses, programs, and services required and available to achieve the stated goal.

(d) The student education plan developed pursuant to subdivision (b) shall be accessible, timely, and recorded in electronic form. The plan and its implementation shall be reviewed as necessary to ensure that it continues to accurately reflect the needs and goals of the student. Districts or colleges shall make a reasonable effort to not duplicate education planning processes including for students participating in special programs.

 (e) If a student believes the district or college has failed to make good faith efforts to develop a plan, has failed to provide programs and services specified in the student education plan, or has otherwise violated the requirements of this section, the student may file a complaint pursuant to section 55534(a).

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 78212, Education Code.

852 HISTORY

1. New section filed 6-5-90 by the Board of Governors, California Community Colleges, with the Secretary of State; operative 7-6-90. Submitted to OAL for printing only pursuant to Education Code section 70901.5(b) (Register 90, No. 37).

2. Renumbering of former section 55524 to section 55522 and renumbering of former section 55525 to new section 55524, including amendment of section heading and section, filed 9-19-2013; operative 10-19-2013. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2013, No. 38).