

BOARD POLICY 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT

The programs and curricula of the District shall be of high quality, relevant to the multicultural East Bay community and student needs, and evaluated regularly through Program Review and Annual Unit Plan updates to ensure quality and currency. To that end, the Chancellor 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 Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development; and
- Consideration of job market and other related information for vocational and occupational programs, as well as regular review of vocational programs consistent with requirements of Education Code.

All new programs, program modifications, and program deletions shall be approved by the Board.

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

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

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.

The Chancellor shall establish a procedure which prescribe the definition of "credit hour" consistent with applicable federal regulations, as they apply to community college districts. The Chancellor shall establish a procedure to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour," where applicable.

The Chancellor shall establish a procedure 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.

References:

Education Code Sections 70901(b), 70902(b), and 78016;
California Code of Administrative Regulations Sections 51000, 51022, 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
Administrative Procedure 4020 Program and Curriculum Development

Replaces:

Board Policy 5.11, Review Policy for Instructional Programs approved November 14, 2000.

Policy 5.11 Review policy for Instructional Programs

It is the policy of the Board of Trustees to establish, modify or discontinue courses or educational and instructional programs within the requirements of the Education Code. The goal is to provide accessible, high quality adult learning opportunities to meet the educational needs of the multicultural East Bay community. It is the policy of the Board of Trustees to review vocational or occupational training programs consistent with requirements of the Education Code.

The District shall enact procedures that implement this policy.

Source of Law:

Education Code Section 78016

Title 5, Section 51022(a)

Approved by Board of Trustees on November 14, 2000

BOARD POLICY 4025 PHILOSOPHY AND CRITERIA FOR ASSOCIATE DEGREE AND GENERAL EDUCATION

Courses that are designated to fulfill the general education and depth requirements shall meet the following philosophy taken from Title 5 Section 55061, which is the policy of the Board of Governors.

The awarding of an Associate degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics, to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems, and to develop the capacity for self-understanding.

In addition to these accomplishments, the student shall possess sufficient depth in some field of knowledge to contribute to lifetime interest.

Central to an Associate degree, general education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of colleges that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. College educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most important, general education should lead to better understanding.

In the establishing or modifying a general education program, ways shall be sought to create coherence and integration among the separate requirements. It is also desirable that general education programs involve students actively in examining values inherent in proposed solutions to major society problems.

The Chancellor shall establish procedures to assure that courses used to meet general education and associate degree requirements meet the standards in this policy. The procedures shall provide for appropriate Academic Senate involvement.

References:

Title 5 Section 55061
Accreditation Standard II.A.3

Replaces portions of:

Board Policy 5.20 **Requirements for Degrees and Certificates** first adopted May 10, 1983 and last revised September 16, 2008.

Policy 5.20 Requirements for Degrees and Certificates

STATEMENT OF PHILOSOPHY

The Associate Degree signifies successful completion of a program of organized study and learning experiences designed to impart knowledge and to develop skills, appreciations, attitudes, and values which will be useful to its recipients and to the society in which they live.

1. General

- a. Each Peralta College shall publish a list of courses meeting graduation requirements. These lists shall be maintained and approved at each college by the Office of Instruction in consultation with the faculty.
- b. Degree requirements fulfilled by a student attending one Peralta College shall be accepted as fulfillment of requirements at another Peralta College.

2. Associate Degree Requirements

To award an Associate Degree in any of the Peralta Colleges, the College must certify that the following requirements have been met:

- a. Satisfactory completion of at least 60 semester units in a curriculum accepted by the College toward a degree, as shown in its catalog.
- b. Twelve (12) semester units of the required units completed in residence at the College awarding the Degree.
- c. Completion of at least 18 semester units of study in a discipline or from related disciplines as listed in the California Community Colleges "Taxonomy of Programs."
- d. A minimum grade point average of 2.0 is required in each of the following:
 - (1) Overall grade point average
 - (2) General Education requirements
- e. A "C" grade or better is required in each course in the major and in Area 4.a., English Composition, and Area 4.b., Mathematics.
- f. Satisfaction of the following General Education distribution requirements:

(1) Natural Sciences	3 semester units	one (1) course
(2) Social and Behavioral Sciences	3 semester units	one (1) course
(3) Humanities	3 semester units	one (1) course

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| (4) | Language and Rationality | four (4) courses |
| | (a) English Composition* | one (1) course |
| | 3-4 semester units | |
| | (b) Mathematics* | one (1) course |
| | 3-4 semester units | |
| | (c) Computer Literacy | one (1) course |
| | 1 semester unit | |
| | (d) Oral or Written Communication or Literature | one (1) course |
| | 3 semester units | |
| | (e) COA** | one (1) course |
| | 3 semester units | |
| (5) | Ethnic Studies | one (1) course |
| | 3 semester units | |
| | May simultaneously satisfy any one of the above four requirements if it is offered within that discipline. Ethnic Studies will be offered in at least one of the required areas. | |

All courses fulfilling the foregoing requirements are to be indicated by the individual colleges in their catalogs. Some requirements may be met through credit by examination. The final transcript must show credit received in each of the first four categories above, and the credit received in these first four categories must add up to at least 19 semester units.

3. Certificate of Achievement Requirements

To award a Certificate of Achievement in any of the Peralta Colleges, the College shall certify that the following requirements have been met:

- a. Minimum of 18 semester units in the major; and completion of a specified program of courses with a "C" grade or better in each course; or
- b. Completion of 12-17.5 units in a specified program of courses with a "C" grade or better in each course.

4. Certificate of Proficiency Requirements

To award a Certificate of Proficiency in any of the Peralta Colleges, the College shall certify that the following requirements have been met:

- a. Up to and including 17.5 semester units
- b. Completion of specified courses with a "C" grade or better in each course.

Certificates of Proficiency will not appear on student transcripts.

*Requires a grade of "C" or better

**Communication & Analytical Thinking

5. Students' catalog rights are based on continuous enrollment in any of the Peralta Colleges, excluding summer and intersessions.

Administrative guidelines for implementation of this policy are to be found in the Procedures section of this Manual.

Source of Law:

Approved by the Board of Trustees: May 10, 1983

Revised by the Board of Trustees: May 28, 1991

Revised by the Board of Trustees: July 26, 1994

Revised by the Board of Trustees: July 8, 1997

Revised by the Board of Trustees: June 5, 2001

Revised by the Board of Trustees: September 16, 2008

BOARD POLICY 4040 LIBRARY SERVICES

The District shall have library services that are an integral part of the educational program.

Reference:

Education Code Section 78100

Replaces:

Board Policy 5.30 **Selection of Library Materials**

Draft November 9, 2017

Policy 5.30 Selection of Library Materials

The library as a part of the educational program shall have the same freedoms guaranteed the faculty and students and shall choose books based on their interest, information and potential for enlightenment of all the people of the community. So far as practical, books will be selected to present all points of view concerning the problems and issues of our times, international, national and local. No book shall be excluded because of the race or nationality or the political, philosophical or religious views of the writer.

Source of Law:

Approved by Board of Trustees:

BOARD POLICY 4050 ARTICULATION

The Chancellor shall establish procedures that assure appropriate articulation of the District's educational programs with proximate high schools and baccalaureate institutions.

The procedures also may support articulation with institutions, including other high schools, community colleges, or four-year institutions, that are not geographically proximate but that are appropriate and advantageous for partnership with the District.

References:

Education Code Sections 66720-66744;
Title 5 Section 51022(b)
Accreditation Standard II.A.6.a

Replaces:

Board Policy 5.12, **Articulation Policy for Instructional Programs and Support Services** adopted November 14, 2000.

Draft November 9, 2011

**Policy 5.12 Articulation Policy for Instructional Programs
and Support Services**

It is the policy of the Board of Trustees to seek to establish partnerships and basic skills standards with each district and/or school system having high schools or regional occupation centers located within the Peralta Community College District area, as well as with proximate four-year colleges. The purpose of such partnerships is to articulate instructional programs, high academic standards and support services for students pursuing specific educational/career objectives.

Nothing in this policy shall be construed to prohibit articulation agreements with high schools or four-year institutions that are not geographically proximate but which are determined by the District to be appropriate and advantageous for partnership with the District.

The District shall enact procedures that implement this policy and assure appropriate articulation of the District's educational programs with proximate high schools and four year institutions.

Source of Law:

Title 5, Section 51022(b)

Approved by Board of Trustees: November 14, 2000

BOARD POLICY 4070 AUDITING AND AUDITING FEES

Auditing of classes is not permitted. No person is allowed to attend a class unless registered and enrolled in that class.

The auditing policy shall be published in college catalogs and class schedules.

Reference:

Education Code Section 76370

Draft November 9, 2011

BOARD POLICY 4100 GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES

The Peralta Community College District grants the degrees of Associate in Arts, Associate in Science, Associate in Arts for Transfer (AA-T), and Associate in Science for Transfer (AS-T) to those students who have completed the subject requirements for graduation and who have maintained a 2.0 average in subjects attempted (additional requirements can be listed in the administrative procedures); and who meet residency requirements.

Students may be awarded a Certificate of Achievement upon successful completion of a minimum of 18 or more semester units of degree-applicable coursework designed as a pattern of learning experiences intended to develop certain skills that may be oriented to career or general education. Students must obtain a "C" or better in each course and meet college residency requirements.

Students may be awarded a Certificate of Proficiency upon successful completion of a program of study which includes up to 17.5 units. Students must obtain a "C" or better in each course. A Certificate of Proficiency will not appear on a student's transcript.

The Chancellor shall establish procedures to determine degree and certificate requirements that include appropriate involvement of each of the local college curriculum committees and the district Council on Instruction, Planning, and Development (CIPD). The procedures shall assure that graduation requirements are published in the college catalogs and included in other resources that are convenient for students. Further, each college catalog shall include a statement on Catalog Rights.

References:

Education Code section 70902(b)(3); sections 66745 et seq.;
Title 5 sections 55060 et seq.;
Accreditation Standard II.A.3.

Replaces:

Board Policy 5.20 **Requirements for Degrees and Certificates** adopted May 10, 1983 and last revised September 16, 2008

Draft November 9, 2011

Policy 5.20 Requirements for Degrees and Certificates

STATEMENT OF PHILOSOPHY

The Associate Degree signifies successful completion of a program of organized study and learning experiences designed to impart knowledge and to develop skills, appreciations, attitudes, and values which will be useful to its recipients and to the society in which they live.

1. General

- a. Each Peralta College shall publish a list of courses meeting graduation requirements. These lists shall be maintained and approved at each college by the Office of Instruction in consultation with the faculty.
- b. Degree requirements fulfilled by a student attending one Peralta College shall be accepted as fulfillment of requirements at another Peralta College.

2. Associate Degree Requirements

To award an Associate Degree in any of the Peralta Colleges, the College must certify that the following requirements have been met:

- a. Satisfactory completion of at least 60 semester units in a curriculum accepted by the College toward a degree, as shown in its catalog.
- b. Twelve (12) semester units of the required units completed in residence at the College awarding the Degree.
- c. Completion of at least 18 semester units of study in a discipline or from related disciplines as listed in the California Community Colleges "Taxonomy of Programs."
- d. A minimum grade point average of 2.0 is required in each of the following:
 - (1) Overall grade point average
 - (2) General Education requirements
- e. A "C" grade or better is required in each course in the major and in Area 4.a., English Composition, and Area 4.b., Mathematics.
- f. Satisfaction of the following General Education distribution requirements:

(1) Natural Sciences	3 semester units	one (1) course
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| (a) | English Composition*
3-4 semester units | one (1) course |
| (b) | Mathematics*
3-4 semester units | one (1) course |
| (c) | Computer Literacy
1 semester unit | one (1) course |
| (d) | Oral or Written Communication or Literature
3 semester units | one (1) course |
| (e) | COA**
3 semester units | one (1) course |
| (5) | Ethnic Studies
3 semester units
May simultaneously satisfy any one of the above four requirements if it is offered within that discipline. Ethnic Studies will be offered in at least one of the required areas. | one (1) course |

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To award a Certificate of Achievement in any of the Peralta Colleges, the College shall certify that the following requirements have been met:

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- b. Completion of 12-17.5 units in a specified program of courses with a "C" grade or better in each course.

4. Certificate of Proficiency Requirements

To award a Certificate of Proficiency in any of the Peralta Colleges, the College shall certify that the following requirements have been met:

- a. Up to and including 17.5 semester units
- b. Completion of specified courses with a "C" grade or better in each course.

Certificates of Proficiency will not appear on student transcripts.

*Requires a grade of "C" or better
 **Communication & Analytical Thinking

5. Students' catalog rights are based on continuous enrollment in any of the Peralta Colleges, excluding summer and intersessions.

Administrative guidelines for implementation of this policy are to be found in the Procedures section of this Manual.

Source of Law:

Approved by the Board of Trustees: May 10, 1983

Revised by the Board of Trustees: May 28, 1991

Revised by the Board of Trustees: July 26, 1994

Revised by the Board of Trustees: July 8, 1997

Revised by the Board of Trustees: June 5, 2001

Revised by the Board of Trustees: September 16, 2008

BOARD POLICY 4220 STANDARDS OF SCHOLARSHIP

The Chancellor shall establish procedures that establish standards of scholarship consistent with the provisions of Title 5 Sections 55020 et seq., 55030 et seq., 55040 et seq., and Board policy.

These procedures shall address: academic record symbols and grading, credit by examination, academic and progress probation, academic and progress dismissal, alleviating substandard work and academic renewal, remedial course limit, excess units, and course repetition.

These procedures shall be published in the college catalogs.

Reference:

Education Code Section 70902(b)(3);
Title 5 Sections 55020 et seq., 55030 et seq., and 55040 et seq.

Replaces:

Board Policy 5.22 **Standards of Scholarship** adopted March 17, 1981 and last revised March 18, 2011.
Board Policy 5.23 **Excess Units** adopted October 16, 1972
Board Policy 4.32 **Remedial Course Limit** adopted May 28, 1991

Draft November 9, 2011



**PERALTA COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD POLICY**

POLICY #	TITLE	EFFECTIVE	REVISED
5.22	Academic Standards	12/9/2010	9/30/2010
PURPOSE			
To establish criteria that determine academic practices, levels of student achievement and evaluation.			
POLICY			
<p><u>Introduction</u></p> <p>The Peralta Governing Board is responsible for establishing, academic standards consistent with state regulations for: academic record symbols and grades, credit by examination, probation, dismissal, alleviating substandard work, academic renewal, remedial course limit and course repetition.</p> <p><u>Administrative Implementation</u></p> <p>The Chancellor shall ensure Administrative Procedures are developed and implemented to carry out the provisions of this Policy.</p> <p>Detailed procedures shall be memorialized in an official Administrative Procedures document, routinely published in each college catalog under the appropriate headings, and filed with the state Chancellor's Office.</p>			
RESOURCE CONTACT			
Vice Chancellor of Educational Services			
PERALTA COMMUNITY COLLEGE DISTRICT SOURCE		STATE/FEDERAL ENACTMENT	
Administrative Procedure #5.22 March 18, 2011 Incorporates Board Policy #4.20 and 4.32 TBD Revised by Governing Board: October 26, 2010; April 7, 2009; September 16, 2008; June 25, 1991 Approved by Governing Board: March 17, 1981		California Education Code §70902 (b)(3) California Code of Regulations, Title 5 §51002 et seq., §55020 et. seq.; §55030 et. seq.; §55040 et. seq.	

Policy 5.23 Excess Units

Each College shall include a paragraph in its catalog standardizing the number of units at 18 that a student may carry per semester.

A procedure shall be developed for approval of programs over 18 units.

There shall be an absolute maximum load of 25 units for any student at any one College or combination of Colleges.

The Colleges are required to develop criteria for approving excess units beyond the 18-unit limit, but only on rare occasions shall any excess unit arrangement be permitted. Under no circumstances shall the 25-unit maximum be exceeded.

Source of Law:

Approved by Board of Trustees: October 16, 1972

Policy 4.32 Remedial Course Limit

The law provides that no student shall receive more than 30 semester units (or 45 quarter units) of credit for remedial coursework, unless excepted as explained below. Remedial coursework is defined as "precollegiate basic skill instruction delivered in the non-degree applicable credit mode."

A student who transfers to a Peralta college from a college outside of the district begins with a "clean slate" with respect to the remedial limitation. Students transferring within the Peralta District will accumulate remedial units and all such units will count toward the remedial limitation.

A student who is enrolled in one or more courses in English as a Second Language (ESL) or who is identified as having a learning disability as defined by the Code is exempted from the limitation on remedial coursework.

A student who has exhausted the unit limitation on remedial coursework may apply for a waiver for a specified period of time or for a specified number of units. Waivers will be granted to students who show significant, measurable progress toward the development of skills appropriate to his/her enrollment in college-level courses.

Source of Law:

Approved by Board of Trustees: 5/28/1991

BOARD POLICY 4226 MULTIPLE AND OVERLAPPING ENROLLMENTS

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

The Peralta Community College District does not permit enrollment in two or more classes where the meeting times overlap.

Reference:
Title 5 Section 55007

New Policy

Draft November 18, 2017

BOARD POLICY 4231 GRADE CHANGES

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

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

References:

Education Code Sections 76224 and 76232;
Title 5 Section 55025

Replaces:

Board Policy 4.43A **Student Grievance Policy** adopted April 27, 1993 and last revised March 15, 2011.

Draft November 9, 2011

Policy 4.43A Student Grievance Policy

The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. This procedure shall be available to any student who reasonably believes an experience or decision has adversely affected his or her status, rights or privileges as a student. A grievance may be initiated by a student against an instructor, an administrator, or a member of the classified staff. A grievance may also be initiated against another student.

A. Grounds for Filing Student Grievances

The Student Grievance Procedure shall apply only to grievances involving:

1. Academic (Grade) Grievance: a complaint alleging mistake, fraud, bad faith or incompetence in the academic (grade) evaluation of student performance.
2. Violation of Law, Policy, and Procedures:
 - a. Violation of rights which a student is entitled to by law or District policy, including financial aid, exercise of free expression, rules for student conduct, admission, probation, or suspension or dismissal policies.
 - b. Act or threat of physical aggression
 - c. Act or threat of intimidation or harassment

This Student Grievance Procedure does **not** apply to:

1. Police citations (i.e. "tickets"). Complaints about citations must be directed to the Campus Police in the same way as any traffic violation.
2. Discrimination, Sexual Assault or Sexual Harassment. Any student who feels he/she has been or is presently an alleged victim of sexual harassment, may first contact the Vice President of Student Services to file a complaint verbally or in writing, or may directly contact the District's Equal Opportunity Coordinator at 333 East Eighth Street, Oakland, CA 94606, (510) 466-7220. At the time a complaint is made known, a copy of the complaint procedures and a complaint form shall be made available to the complainant. For additional information regarding reporting of discrimination, sexual assault or sexual harassment, please refer to Discrimination Complaint Procedures in this catalog.

B. Definitions

Party. The student or any persons claimed to have been responsible for the student's alleged grievance, together with their representatives. "Party" shall not include the Grievance Hearing Committee.

Student. A currently enrolled student, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).

Respondent. Any person claimed by a grievant to be responsible for the alleged grievance.

Observer. An individual who is present at a hearing to observe the proceeding, but shall not be allowed to speak and address the committee.

Written Notice/Written Decision. Notice sent by personal service or by registered or certified mail with return receipt requested via the U.S. Postal Service.

Day. Unless otherwise provided, day shall mean a day during which the college is in session and regular classes are held, excluding Saturdays, Sundays, and District holidays.

C. Grievance Process

1. Step One: Informal Resolution

Within 30 days of the allegation, each student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing:

- a. For an academic (grade) grievance, the student shall make an appointment with the faculty against whom he/she has a grievance during the faculty member's posted office hours or at a mutually-agreed-upon time, in order to discuss the student's complaint. Should the faculty against whom the student has an academic complaint fail to meet with the student in a timely manner, the student may meet with the Division Dean of Instruction of the faculty member.
- b. For a grievance based on an alleged violation of law, policy, and procedures, the student shall attempt to solve the problem with the person with whom the student has the grievance, that person's immediate supervisor, or the Vice President of Student Services (or designee).

2. Step Two: Formal Complaint Procedures

Any student who believes he/she has a grievance must file an approved grievance complaint form with the Vice President of Student Services (or designee). The student may obtain the form from the Office of the Vice President of Student Services.

The student must file within 90 days of the incident on which the grievance is based; or after the student knew or should have known of the basis for the grievance, whichever is later. The grievance complaint must be filed whether or not the student has already initiated efforts at informal resolution, if the student wishes the grievance to become official. Failure to file a formal complaint within such ninety (90) day period constitutes waiver of the student's right to appeal.

a. Filing Complaint

The complaint must include the following:

- The exact nature of the complaint (grounds).
- The specific details of the complaint (e.g., chronology of the event and an explicit description of the alleged violation).
- A description of the informal meeting and attempted resolution, if any.
- The specific resolution/remedy sought.

Complaint should be filed with Vice President of Student Services.

b. Meeting with Vice President of Student Services (or designee)

The Vice President of Student Services (or designee) shall provide to the person against whom the grievance has been filed a copy of the grievance and a copy of the procedure.

The Vice President of Student Services (or designee) will provide the grievant with a written copy of the policy and procedures and answer all questions regarding the policy including the student's rights and responsibilities in the process of filing a grievance. For academic (grade) grievance, the Vice President of Student Services (or designee) will inform the student that a grade change may only be made where there is a finding of fraud, mistake, bad faith or incompetence.

The student and Vice President of Student Services (or designee) shall attempt to reach an informal resolution.

c. Request for Grievance Hearing

If an informal resolution cannot be reached, the Vice President of Student Services (or designee) shall make a request for records and documents from the student filing the complaint and forward copies of all documents pertinent to the alleged violation to the Chair of the Grievance Committee and the parties. Documents or accusations not specifically related to the alleged violations shall not be forwarded to the committee or the parties.

i. For academic (grade) grievance, the Chair shall request records and documents from the faculty member against whom the complaint has been filed.

ii. For grievance based on an alleged violation of law, policy, and procedures, the Chair shall request records and documents from the party against whom the complaint has been filed.

The Grievance Hearing timeline may be tolled (postponed) pending a formal investigation of any discrimination claims by or against the student. Such investigation must be concluded no later than 90 calendar days as required by law.

d. Grievance Hearing Committee

Within 90 days following receipt of the grievance complaint form, the Grievance Hearing Committee shall conduct a hearing. The following College Grievance Committee members shall be appointed for a term of one academic year as follows:

- The Vice President of Instruction, who shall Chair the committee;
- One faculty member (and one alternate) jointly appointed by the PFT and the Faculty Senate;
- One administrator (and one alternate) appointed by the College President;
- One student (and one alternate) appointed by the President of the Associated Students

Additional committee member:

- For academic (grade) grievances, one faculty member (and one alternate) jointly appointed by the PFT and the Faculty Senate; or
- For other grievances, one classified employee (and one alternate) jointly appointed by Local 790 and the Classified Senate.

A committee member shall withdraw from participation in the hearing if a conflict of interest is anticipated, in which case the alternate member shall serve. The members of the Committee shall be provided with a copy of the grievance and any written response provided by the respondent before the hearing begins. Four-fifths of the members of the committee shall be present in order for the committee to act.

e. Hearing Procedure

1. The Vice President of Instruction, as Chair, shall provide written notice, including the date, time and place of the hearing to both parties at least ten days prior to the hearing. The notice shall be hand-delivered or sent by certified mail and shall include a copy of the complaint.
2. The Chair shall provide the involved complainant with a written summary of rights he/she may be entitled to by law or contract at least 10 days before the hearing. For academic (grade) grievance, the Chair of the committee shall

provide the involved faculty member with a written summary of rights he/she may be entitled to by law or contract at least 10 days before the hearing. Both parties shall be given adequate time (at least 10 days) to read and review all documents, consistent with privacy laws. This right may be waived by either party. Both parties shall be informed that all relevant evidence presented to the hearing committee, whether written or oral, may be used against them in this or any other proceeding unless otherwise prohibited by law. The written notice shall inform the parties of this fact. The Chair of the committee shall inform both parties orally of this fact at the commencement of the hearing.

3. The decision of the Chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by a majority of the other members of the panel to the contrary. The Chair may do whatever is necessary, so long as it is legally permissible, to ensure that the hearing is conducted in a fair, dignified and orderly manner.
4. The Chair of the committee may exclude a witness from the hearing when the witness is not giving testimony.
5. Anyone who disrupts the proceeding or interferes shall be excluded from the proceeding.
6. All information derived from the complaint is confidential. Information may not be made public nor discussed with anyone except those with a legitimate need to know.
7. The hearing shall be open only to persons directly involved in the matters to be heard. The bargaining agent representing the respondent may send an observer to any hearing.
8. The committee may call in "expert witnesses" if the subject of the grievance is beyond their expertise.
9. The committee shall inform the witnesses (other than the accused) in writing that they are sought for interview purposes and their participation in the process is requested by the committee. Witnesses shall also be informed as to the purpose of the interview, the general subject of the interview, and their right to request representation by anyone of their choosing prior to and during said interview.
10. Any member of the committee may ask questions of any witness.
11. The hearing shall be conducted so as to bring all of the relevant information and evidence to the members of the committee in an orderly and intelligible form. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted, if it is the sort of evidence on which responsible persons are

accustomed to rely upon in the conduct of serious affairs. Accusations not specifically related to the alleged violation shall not be considered relevant. The rules of privilege shall apply to the same extent that they are recognized in civil actions.

12. At all steps of the process, both the student filing and the other party have the right to be accompanied, advised and represented by a person or counsel of their choosing. If either party wishes to be represented by an attorney, a request must be presented not less than 10 days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request legal assistance. The hearing committee may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.
13. If the respondent or his/her representative, or both, are absent from all or a part of the hearing, the committee shall make its recommendations on the basis of whatever evidence is submitted before the hearing and on whatever evidence and testimony is presented to the committee during the hearing.
14. The committee shall make all evidence, written or oral, part of the record.
15. The committee shall judge the relevancy and weight of testimony and evidence and make its findings of fact, limiting its investigation to the formal charge. The decision shall be based only on the record of the hearing, and not on matter outside of that record.
16. The burden shall be on the grievant to prove by a preponderance of the evidence that the facts alleged are true and a grievance has been sufficiently established.
17. The hearing date may be postponed or continued at the discretion of the Chair of the committee. Both parties shall be given notice of the new or continued hearing date.
18. The votes of the majority of the members present (at least 3 votes) are necessary in order for the committee to make a recommendation to the Vice President of Student Services.
19. The Chair of the committee shall notify the Vice President of Student Services of the committee's recommendation within 10 days.
20. A summary record of the proceedings held in a closed session shall be kept in a confidential file by the Vice President of Student Services and shall be available at all times to the accused person. The Vice President of Student

Services has the responsibility to ensure that a proper record is maintained and available at all times.

f. Final Decision by Vice President of Student Services

Based on the grievance hearing committee's recommendations, the Vice President of Student Services (or designee) may accept the recommendation, return it to the committee for further review, or reject it. Within 10 days of receipt of the committee's recommendation, the Vice President of Student Services (or designee) shall send written notification to the parties and committee informing them of:

- The committee's recommendation;
- The final decision by Vice President of Student Services; and
- Appeals procedure

Any decision to reject findings of the committee must be supported by a summary finding of fact. The decision to recommend a grade change must be supported by a summary finding of fact, establishing mistake, fraud, bad faith or incompetence.

3. Appeals

a. President's Decision

The Vice President of Student Services' (or designee's) decision may be appealed by either party in writing within 10 days of the Vice President of Student Services' (or designee's) decision.

The College President shall issue a written decision to the parties and their representatives within ten (10) days of receipt of the appeal. A decision to change a grade must be supported by a summary finding of fact, establishing mistake, fraud, bad faith or incompetence.

b. Chancellor's Decision

The College President's decision may be appealed to the Chancellor in writing within 10 days of receipt of the decision.

The Chancellor, or designee, shall issue a written decision to the parties and the representatives by certified mail within 10 days of the receipt of the decision. A decision to change a grade must be supported by a summary finding of fact, establishing mistake, fraud, bad faith or incompetence.

c. Board of Trustees' Decision

The Chancellor's (or designee's), decision may be appealed to the Board of Trustees in writing within 10 days of the receipt of the decision.

The Board will review the documentation of the prior steps of the case and determine whether to confirm the Chancellor's decision or hear the appeal. If the Board confirms the Chancellor's decision, the appellant has exhausted his or her remedies. If the Board decides to consider the appeal, it will do so in closed session subject to Education Code 72122, and will issue a final decision within forty-five (45) days after receipt of the decision.

A decision to change a grade must be supported by a summary finding of fact, establishing mistake, fraud, bad faith or incompetence. Implementation of any grade change shall be held in abeyance until the internal appeal process has been exhausted.

All recommendations, resolutions, and actions taken by the Board of Trustees shall be consistent with the State and Federal law, the Peralta Community College District Policies and Procedures, and the PFT and Local 790 Collective Bargaining Agreements. (In the event of a conflict between the Collective Bargaining Agreement and the PCCD Policies and Procedures, the Collective Bargaining Agreement shall govern.)

4. Time Limits

Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

Approved by the Board of Trustees: April 27, 1993

Revised by the Board of Trustees: September 16, 2008

Approved by the Board of Trustees: March 15, 2011

BOARD POLICY 4260 PREREQUISITES AND CO-REQUISITES

The Peralta Community College District is authorized to establish pre-requisites, co-requisites and advisories on recommended preparation for courses in the curriculum. All such pre-requisites, co-requisites, and advisories shall be established in accordance with the standards set out in Title 5. Any pre-requisites, co-requisites or advisories shall be necessary and appropriate for achieving the purpose for which they are established. The procedures shall include a way 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.

The District recognizes that, if these prerequisites, co-requisites, advisories, and limitations are established unnecessarily or inappropriately, they constitute unjustifiable obstacles to student access and success (disproportionate impact) and, therefore, the District will use caution and careful scrutiny in establishing them. Nonetheless, the District recognizes that it is as important to have prerequisites in place where they are a vital factor in maintaining academic standards as it is to avoid establishing prerequisites where they are not needed.

Reference:

Title 5 Sections 55000 and 55003

Replaces:

Board Policy 9.01, Prerequisites, Co-requisites, Advisories and Other Limitations on Enrollment, adopted April 26, 1994.

Board Policy, 9.02, Prerequisites, Co-requisites, Advisories and Other Limitations on Enrollment, adopted April 26, 1994.

Board Policy 10.01, Disproportionate Impact, adopted April 26, 1994

Board Policy 10.02, Disproportionate Impact, adopted April 26, 1994

Draft November 9, 2017

**Policy 9.01 Prerequisites, Co requisites, Advisories
and Other Limitations on Enrollment**

Unless otherwise exempted by statute or regulation, every class shall be fully open for enrollment and participation by any person who has been admitted to the college(s) and who meets the prerequisites and co requisites as contained in the Model District Policy as set forth by the State Chancellor's Office.

Source of Law:

Approved by Board of Trustees: April 26, 1994

Policy 9.02 Pre-requisites, Co-requisites, Advisories and Other Limitations on Enrollment

The matriculation policy shall be published in the college catalog and other appropriate publications.

Source of Law:

Approved by Board of Trustees: April 26, 1994

Procedure 10.01 Disproportionate Impact

When there is a disproportionate impact on any group of students, the district shall, in consultation with the State Chancellor's Office, develop and implement a plan setting forth the steps the district will take to correct the disproportionate impact.

Source of Law:

Approved by Board of Trustees: April 26, 1994

Procedure 10.02 Disproportionate Impact

The evaluation of the matriculation program shall include, but not be limited to an analysis of the degree to which it

- (1) impacts on particular courses, programs, and facilities;
- (2) helps students to define their educational goals;
- (3) promotes student success, as evidenced by outcome and retention data such as student persistence, goal attainment, skill improvement and grades;
- (4) assists the district in the assessment of students' educational needs;

Disproportionate Impact

- (5) matches district resources with students' educational needs; and
- (6) provides students with necessary support services.

ADOPTION OF BOARD POLICIES RELATED TO MATRICULATION

The Peralta Community College District hereby adopts the enclosed matriculation policy in order to establish uniform matriculation practices and to provide guidelines for reviewing and challenging of prerequisites, co requisites, advisories on recommended preparation, and certain limitations on enrollment in a manner consistent with law and good practice. The Board recognizes that, if these prerequisites, co requisites advisories, and limitations are established unnecessarily or inappropriately, they constitute unjustifiable obstacles to student access and success and, therefore, the Board adopts this policy, which calls for caution and careful scrutiny in establishing them. Nonetheless, the Board also recognizes that it is as important to have prerequisites in place where they are a vital factor in maintaining academic standards as it is to avoid establishing prerequisites where they are not needed. For these reasons, the Board has sought to establish a policy that fosters the appropriate balance between these two concerns.

Source of Law:

Approved by Board of Trustees: April 26, 1994

This matriculation policy follows the "Model District Policy" developed by the state. A copy of the state policy and implementing procedures are contained in the procedures section of this manual and should be used in conjunction with this policy.

BOARD POLICY 4300 FIELD TRIPS AND EXCURSIONS

The Chancellor shall establish procedures to be followed by the Colleges for all district/college-sponsored field trips, especially field trips organized by instructors. These procedures shall be in keeping with the California Education Code and Title 5 sections referenced below.

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

References:

Title 5 Section, 55220
Title 5 Section, 55450
Education Code Section 72640
Education Code Section 72641

Replaces:

Board Policy 5.35 Field Trips adopted April 22, 2003

Policy 5.35 Field Trips

The colleges will follow the Peralta Community College District-established rules and guidelines for all district-sponsored field trips, as follows:

1. Both students and instructors have an obligation to act responsibly, ethically and professionally during the course of any college-sponsored field trip.
2. During the field trip, all student conduct set forth in the college catalog shall apply. The instructor has the authority to dismiss a student as if the violation occurred on campus.
3. Neither the college nor the instructor has any responsibility for student conduct outside the official field trip hours.
4. Each student shall be required to sign a district-approved release form before being allowed to participate on a field trip. Students under 18 years of age must obtain written approval from their legal guardian.
5. Tide 5, Code of Regs., section 55450 shall apply to field trips. All waiver forms shall state that the participant and any volunteers agree to release Peralta Community College District from any liability and all claims that may arise from participation in the field trip activity.
6. An agreement for medical consent for participants that are unable to consent may be included in the waiver form.

Source of Law:

Approved by Board of Trustees: 4/22/03

BOARD POLICY 5055 ENROLLMENT PRIORITIES

The Chancellor shall establish procedures defining enrollment priorities, limitations, and processes for student challenge, which shall comply with Title 5 regulations.

Reference:

Title 5 Sections 51006, 58106, and 58108

Draft November 9, 2011