
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4222 REMEDIAL COURSEWORK

References:

Education Code Section 78213;
Title 5 Section 55035;
ACCJC Accreditation Standard II.A.4

Responsibilities

The Vice President, Academic Affairs, with advice from the Curriculum Committee, shall recommend curriculum to the Board of Trustees for designation as precollegiate basic skills.

Definitions

- A. Remedial coursework consists of pre-collegiate basic skills courses. Precollegiate basic skills courses are those below transfer level meeting the applicable standards as defined in the California Code of Regulations and intended to provide instruction in reading, writing, computation, learning skills, and study skills to ensure acquisition of those skills necessary for successful completion of associate degree, transfer, and occupational courses.
- B. A unit means the units completed for courses attempted.
- C. Successful completion of a course requires earning a grade of credit or a letter grade of "C", "P" or better.

General

- A. The District shall maximize the probability that a student will enter and complete transfer-level coursework in English and mathematics within a one-year timeframe of the student's initial attempt in the discipline. For a student with a declared academic goal, the transfer-level coursework shall satisfy the English and mathematics courses course requirements of the intended certificate or associate degree, or a requirement for transfer within the intended major, within a one-year timeframe of their initial attempt in the discipline.
- B. No student shall be required to enroll in pretransfer-level English or mathematics coursework that lengthens their time to complete a degree

unless placement research that includes consideration of high school grade point average and coursework, shows that those students are highly unlikely to succeed in transfer-level coursework in English and mathematics and the enrollment in pretransfer-level coursework will improve the student's probability of completing transfer-level coursework in English and mathematics within a one-year timeframe or, for credit English as a Second Language course students, completing transfer-level coursework in English within a three-year timeframe. A student may be required to enroll in additional concurrent support, including additional language support for English as a Second Language students, during the same semester that they take a transfer-level English or mathematics course, but only if the Dean of Language Arts & Communication and/or the Dean of Science, Engineering, and Mathematics determines the support will increase their likelihood of passing the transfer-level English or mathematics course. The Vice President of Academic Affairs or Designee shall minimize the impact on student financial aid and unit requirements for the degree by exploring embedded and low unit or noncredit support options.

- C. The District shall use, in the placement and enrollment of students into English and mathematics courses, one or more of the following measures: high school coursework, high school grades, and high school grade point average. When using multiple measures, the District shall apply multiple measures in the placement and enrollment of all students in such a manner that all of the following occur:
1. Low performance on one measure shall be offset by a higher performance on another measure;
 2. Multiple measures shall be used to increase a student's placement recommendation and shall not be used to lower it;
 3. Any one measure may demonstrate a student's preparedness for transfer-level coursework;
 4. The multiple measures placement shall not require students to repeat coursework that they successfully completed in high school or college or for which they demonstrated competency through other methods of credit for prior learning; and
 5. The multiple measures placement gives students access to a transfer-level course that will satisfy a requirement for the intended certificate or associate degree, or a requirement for transfer within the intended major.
- D. A student who successfully completes remedial coursework or who demonstrates skill levels which assure success in college-level courses may request reinstatement to proceed with college level coursework.

Unit Limitations

No student shall receive more than thirty (30) semester units of remedial coursework. A student who exhausts this unit limitation shall be referred to appropriate adult noncredit

education services.

Exemptions

- A. Students enrolled in one or more courses of English as a Second Language and students identified as having a learning disability are exempt from the limitations of this procedure. Students with disabilities must be registered with DSPS for a verifiable accommodation or have ability status documentation with a 504 coordinator.
- B. All classes completed by students on noncredit basic skills courses are exempt from the limitations of this procedure.
- C. Students transferring from another district shall have all credits earned at those other district(s) excluded from the limitations of this procedure.

Waiver

- A. Upon student petition, the Dean of Enrollment Services or Designee, will convene a workgroup to review the units taken to determine if the student should be eligible to take additional remedial units. The workgroup is expected to exercise sound professional judgment in reviewing the evidence presented by the student to demonstrate that measurable progress has been accomplished and that there is a reasonable belief that the student will soon be prepared to pursue college-level curriculum. Evidence of significant, measurable progress might include the following circumstances:
 - 1. A continuously enrolled student who has completed thirty units precollegiate basic skills course work with acceptable grades might be granted a waiver to complete an additional English, mathematics, or English as a Second Language course.
- B. Students who demonstrate significant, measurable progress toward development of skills appropriate to enrollment in college-level courses may be granted a waiver of the limitations of this procedure.
- C. The workgroup must render a decision within a reasonable date from which the student files the completed petition with the Admissions & Records.

College Catalog

College catalogs shall include a clear statement of the limited applicability of remedial coursework toward fulfilling degree requirements and any exemptions that may apply to this limitation.

Also see BP 4222 Remedial Coursework.

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