



Education Policy Minutes



Facilitator: Carlos Maruri

Recorder: Jennifer Hill

Date: March 24, 2021

Time: 1:00 p.m. - 2:00 p.m.

Location: [Zoom](#)

Vision:

Compton College will be the leading institution of student learning and success in higher education.

Mission Statement:

Compton College is a welcoming and inclusive community where diverse students are supported to pursue and attain student success. Compton College provides solutions to challenges, utilizes the latest techniques for preparing the workforce and provides clear pathways for completion of programs of study, transition to a university, and securing living-wage employment.

ATTENDEES:

X Domenic Capozzolo	X Kendahl Radcliffe	X Minodora Moldoveanu
X Jennifer Hill	X Andree Valdry	X Carlos Maruri
X Melain McIntosh	X Holly Schumacher	Clifford Seymour
X Janette Morales		Guests: Sheri Berger

- 1) **Call to Order:** Meeting called to order at 1:03 PM. Carlos displayed the agenda and noted that it is posted in advance on the Ed. Policy webpage.
- 2) **Approval of Agenda:** Carlos amended the agenda to switch 5C with 5A under new action items. Domenic motioned to approve the agenda. Melain seconded. Approved.
- 3) **Review and Approval of Previous Meeting Minutes:** Sheri mentioned a correction on 6B to reflect what the Deans and Directors council reviewed, rather than Board approval. Holly moved to approve the minutes. Domenic seconded. Approved.
- 4) **Unfinished Business:**
 - a. **Third Read and Vote: BP 4055 – Academic Accommodations for Students with Disabilities**
Holly moved to open; Melain seconded. Changes are noted in *Appendix A*. Domenic moved to approve and send to the Senate. Holly seconded. Approved.
 - b. **Third Read and Vote: BP/AR 4240 – Academic Renewal**
Holly moved to open; Domenic seconded. There were no changes made in Senate, so this draft is the same as we reviewed at the prior meeting, but there are minor corrections as noted in *Appendix B*, as well as some procedural questions for Admissions. Holly suggested that we table the item until we consult with Richette Bell. Holly moved to postpone until our next meeting for a fourth read and vote. Domenic seconded. Approved.
- 5) **New Discussion Items**
 - a. **First Read: BP/AR 4230 - Grading and Academic Record Symbols**
Holly moved to open; Domenic seconded. Domenic reviewed Citrus, Cerritos, ECC, and Santa Monica. Holly suggested that we keep the BP simple and use the AR for the process itself. Melain added that this is very clear in Title V, and that most schools simply copy and paste from the source. There was talk on how to handle incomplete grades, missing grades, etc., and in which policy to such issues should be addressed in detail, in addition to extensive focus on how long students should receive to make up incomplete grades. (See *Appendix C*.) Holly moved to close; Andree seconded. Approved.

b. First Read: BP/AR 4070- Course Auditing and Auditing Fees

Holly moved to open; Domenic seconded. Melain and Kendahl added material verbatim from Ed. Code., and there were a number of minor questions. There discussion about noting applicable fees in the AR vs. the BP, when and how said fees should be paid, striking language requiring dean authorization for auditing and policies on limitations. All suggestions and questions are noted in *Appendix D*. Holly moved to close. Jennifer seconded.

c. First Read: BP 3200- Accreditation

Holly moved to open; Jennifer seconded. Holly provided a document from the items discussed in the email thread. Cliff and Carlos contributed suggestions as well as noted in *Appendix E*, and the committee had additional changes. Holly moved to close; Jennifer seconded. Approved.

6) Future Agenda Items:

- a. First Read: BP 4222 - Limitation to Remedial Coursework (Carlos and Minodora 3/31)
- b. First Read: BP/AR 4021 - Program Discontinuance (Holly & Jennifer 3/31)
- c. First Read: BP 5050 - Student Success and Support Program (Carlos & Janette 3/31)
- d. Fourth Read: BP/AR 4240 – Academic Renewal
- e. Second Read: BP/AR 4070- Course Auditing and Auditing Fees
- f. Second Read: BP 3200- Accreditation
- g. Second Read: BP/AR 4230 - Grading and Academic Record Symbols

7) Discussion: None

8) Public Comment via Brown Act: None

9) Adjournment: Holly made a motion to extend the meeting time by ten minutes. Jennifer seconded. Meeting adjourned at 2:27 p.m.

Next Scheduled Meeting: March 31, 2021

Spring 2021 BP/AR Schedule

BP/AR/AP Title	Accompanying BP/AR/AP	Last Updated/ Reviewed	Deadline for Board Review
Board Policy 4055 - Academic Accommodations for Students with Disabilities		17-Apr-18	17-Mar-21
Administrative Regulation 4240 Academic Renewal	BP 4240 - Academic Renewal	17-Apr-18	17-Mar-21
Board Policy 4240 - Academic Renewal	AR 4240 - Academic Renewal	17-Apr-18	17-Mar-21
Board Policy 4070 - Course Auditing and Auditing Fees	AR 4070 Course Auditing and Auditing Fees	17-Apr-18	14-Apr-21
Board Policy 4222 - Limitation to Remedial Coursework		15-May-18	14-Apr-21
Board Policy 4230 - Grading and Academic Record Symbols	AR 4230 - Grading and Academic Record Symbols	19-Jun-18	14-Apr-21
Administrative Regulation 4021 - Program Discontinuance	BP 4021 - Program Discontinuance	15-May-18	14-Apr-21
Administrative Regulation 4070 - Course Auditing and Auditing Fees	BP 4070 - Course Auditing Auditing Fees		14-Apr-21
Administrative Regulation 4230 - Grading and Academic Record Symbols	BP 4230 - Grading and Academic Record Symbols		14-Apr-21
Board Policy 4100 - Graduation Requirement for Degree and Certificates	AR 4102, AR 4103, AR 4105	19-Jun-18	12-May-21

Board Policy 4106 - Nursing Program		19-Jun-18	12-May-21
Board Policy 4225 - Course Repetition	AR 4225 - Course Repetition Procedure	19-Jun-18	12-May-21
Board Policy 4250 - Probation, Dismissal and Readmission	AR 4250 - Probation, Dismissal and Readmission	19-Jun-18	12-May-21
Board Policy 5052 - Open Enrollment		19-Jun-18	12-May-21
Administrative Regulation 4100 - Graduation Requirements for Degrees and Certificates	BP 4100 - Graduation Requirement for Degree and Certificate		12-May-21
Administrative Regulation 4225 Course Repetition Procedure	BP 4225 - Course Repetition Procedure	19-Jun-18	12-May-21
Administrative Regulation 4245 Academic Rank	BP 4245 - Academic Rank		12-May-21
Administrative Regulation 4250 - Probation, Dismissal, and Readmission	BP 4250 - Probation, Dismissal, and Readmission		12-May-21
Administrative Regulation 7211 - Administrative Regulation Equivalency	BP 7120 - Recruitment and Selection		12-May-21
Administrative Regulation 4227 - Repeatable Courses	BP 4225 - Course Repetition Procedure	17-Jul-18	16-Jun-21



COMPTON COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES POLICIES

**BP 4055 Academic Accommodations for Students
with Disabilities**

Issued: April 17, 2018

Reference:

Title 5, Section 56000 *et. Seq. 6 (Disabled Student Programs & Services Regulations)*,
56027 (Academic Accommodations), 55063 (Minimum requirements for the Associate
Degree) Rehabilitation Act of 1973, Section 504 and Section 508
Americans with Disabilities Act of 1990 (ADA)
ADA Amendments Act of 2008

Compton Community College District ~~provides reasonable accommodations for students with disabilities in accordance with compliance measures~~ is committed to all provisions established by the Rehabilitation Act of 1973, sections 504 and 508, the Americans with Disabilities Act (ADA), and the ADA Amendments Act of 2008 (ADAAA). The fundamental principles of nondiscrimination and accommodation in academic programs provides that: 1) No student with a qualified disability shall, on the basis of the disability, be excluded from participation in, be denied the benefit of, or otherwise be subjected to discrimination under any post-secondary education activity or program; and 2) Reasonable accommodations and academic adjustments, determined on an individual basis, to academic activities or requirements, shall be made in a timely manner and as are necessary to ensure that such requirements do not discriminate or have the effect of discrimination on a student with a qualified disability; and 3) The institution shall create an educational environment where students with disabilities have equal access to instruction, including those taking place in a clinical setting, without compromising the essential components and technical requirements of the course, educational program or degree.

The Special Resource Center (SRC) DSP&S shall be the primary provider for academic adjustments, auxiliary services, and/or instruction that facilitate equal educational opportunities for students with disabilities who can profit benefit from instruction as required by federal and state laws. No student with disabilities is required to participate in the SRC program.

~~Compton Community College District shall provide reasonable accommodations to students with documented disabilities without compromising the student's course of study or the integrity of the college's academic standards. Reasonable accommodations are determined on an individual basis.~~

APPENDIX B



COMPTON COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE REGULATIONS

AR 4240 Academic Renewal

Issued: April 17, 2018

Revised: April 20, 2021

Reference:

Title 5, Section 55046

~~Beginning July 1, 2019 (enter new date)~~ Beginning July 1, 2021, a student may petition to have up to 24 **30** semester units of substandard work (~~D-, or F or WF~~ grade assigned) taken at Compton College disregarded in the determination of the grade point average (GPA), subject to limitations as follows:

- The student must have earned a GPA of ~~2.25 or higher in the last 30 units of graded work, or 2.5~~ **2.0** or higher in the last 24 units of graded work since the substandard work to be removed. These units can be completed at any regionally accredited college or university.
- At least ~~two~~ **one** years must have passed since the substandard grade(s) was awarded (including summer/winter).
- Academic Renewal shall be granted to a Compton College student only one time.
- If another accredited college has removed previous course work through academic renewal, such action shall be honored by Compton College.
- Course work with disregarded grades may not be used to meet degree or certificate requirements.
- If a student has received an associate degree at Compton College, academic renewal may be allowed upon petitioning through the **Admissions Office** and reviewed by the Special Circumstance Petition Process Committee.

Academic renewal actions are irreversible.

Students initiate the academic renewal process through the **Admissions Office** by obtaining and submitting the Academic Renewal Petition.

The student's permanent academic record shall be annotated to indicate all disregarded course work, but all grades shall remain legible to ensure a true and complete academic history.

It is the student's responsibility to ensure that any institution or program to which he or she is applying will accept Academic Renewal from Compton College.

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Appendix B,
continued



COMPTON COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES POLICIES

BP 4240 Academic Renewal

Issued: April 17, 2018

Revised: April 20, 2021

Reference:

Title 5, Section 55046, 53200

The President/Chief Executive Officer shall, in consultation with the appropriate groups, develop procedures that provide for academic renewal. It is the policy of Compton Community College District to allow previously recorded substandard ~~academic course~~work to be disregarded in the computation of a student's grade point average if it is not reflective of a student's more recently demonstrated ability, and if repetition is not appropriate to the current objectives of the student. The student's permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history. Compton Community College District will honor academic renewal actions by other regionally accredited institutions.

Procedures for implementing the policy will be developed in collegial consultation with the Academic Senate, as stated in Board Policy 2510.

Applicable Administrative Regulation:

AR 4240 Academic Renewal

Appendix C

[El Camino](#)
[Cerritos](#)
[Santa Monica](#)
[Citrus](#)[1]

AR 4230 Grading and Academic Record Symbols

Issued: June 19, 2018
Revised: March 19, 2020

References:

Title 5 §55021 and §55023

The grading practices of the Compton Community College District shall be as follows:

Semester Unit of Credit[2]

College work at Compton College is measured in terms of semester units. One unit of credit is awarded for approximately 54 hours of lecture, study or laboratory work. The amount of credit awarded shall be adjusted in proportion to the number of hours of lecture, study or laboratory work.[3]

Grade Records

Instructors will maintain records required by the District and report grades in a timely manner based on District procedures. Instructors shall maintain a careful record of graded assignments and, to support the grade assigned for the course, the grade roster should have a minimum of three grades plus the final examination grade for each student.[4]

Grades, Grade Points, and Grade Point Average

Grade points are numerical values which indicate the scholarship level of letter grades. The grade point average equals the total grade points divided by the total units attempted for-credit courses in which letter grades (evaluative symbols) have been assigned. Grade points are assigned according to the scale in the chart below and shall be published in the college catalog.[5]

Evaluative Symbols

A	Excellent	4 points for each unit
[6] B	Good	3 points for each unit
[7] C	Satisfactory	2 points for each unit
[8] D	Passing, less than satisfactory	1 point for each unit
[9] F	Failing	0 points for each unit

[10] P	Pass, at least satisfactory (formerly C for Credit)	See Note 1
[11] NP	No Pass, less than satisfactory (formerly NC for No Credit)	See Note 1
[12] SP	<i>Satisfactory Progress towards completion of the course (Used for noncredit courses only and is not supplanted by any other symbol.)</i>	

Non-Evaluative Symbols

I	Incomplete	See Note 2
[13] IP	In Progress	See Note 3
[14] W	Withdrawal	See Note 4
[15] MW	Military Withdrawal	See Note 5
[16] EW	Excused Withdrawal	See Note 6
[17] RD	Report Delayed	See Note 7

Notes:

I. **P/NP – Pass/No Pass (formerly Cr/NC for Credit/No Credit)**

A certain number of courses are offered only on a P/NP basis while some others are offered on a P/NP or letter grade option depending on which the student selects by the fourth week of a 16-week class or 25% of a class. A student earning a P grade will receive unit credit toward graduation if the course is degree-applicable. Non-credit courses may also be offered P/NP. Unit credit earned in P/NP courses will not be considered when calculating grade point average. Designation of P/NP or option P/NP grading is included in the course description. All grades in credit courses except W and P/NP will be considered in determining the grade point average. While NP and W grades are not used in grade point determination, a student with an excessive number of withdrawals or NPs is subject to course repetition limitations and probation or dismissal regulations.[18]

II. **I - Incomplete**

A student may receive a notation of “I” (Incomplete) and a default grade when a student did not complete his or her academic work for unforeseeable, emergency, and justifiable reasons. The Incomplete grade to be assigned by the instructor and designated on the student’s transcript will be IB, IC, ID, IF, or INP. Collectively, these grades will be referred to as an “I” grade. The written record containing the conditions for removal of the “I” will be held for the student in the Records Office through the sixth week of the next regular semester[CM19]. If the student does not complete the required work by the end of the sixth week, the “I” will automatically

be removed and the default grade will be assigned. Any extension of the time for completion of the required work must be approved by the division dean. The student should petition for the extension of time on a form provided by the Admissions Office.

III. **IP - In Progress**

The "IP" symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of an evaluative symbol (grade) must await its completion. The "IP" symbol shall remain on the student's permanent record to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student's permanent record for the term in which the course is completed. The "IP" shall not be used in calculating grade point averages. If a student enrolled in an "open-entry, open-exit" course is assigned an "IP" at the end of an attendance period and does not re-enroll in that course during the subsequent attendance period, the appropriate faculty will assign an evaluative symbol (grade A through F, P, or NP) to be recorded on the student's permanent record for the course.

IV. **W - Withdrawal**

It is the responsibility of the student to officially drop a class by the published withdrawal date. If a student fails to drop by that date, the student may be subject to a substandard grade. A student may also be dropped by the instructor if the student has been absent for more than 10% of the scheduled class meetings. Withdrawal from classes is authorized through the 12th week of instruction in a 16-week class, or 75% of a class, whichever is less. If a student remains in class beyond the published withdrawal date an evaluative symbol (grade A through F, P, or NP) or an "I" (Incomplete) shall be assigned. A student who must withdraw after the published withdrawal date due to extenuating circumstances may petition for the assignment of a "W." Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

No notation ("W" or other) shall be made on the academic record of the student who withdraws prior to the close of the second week of a 16-week class, or 20% of a class, whichever is less. Any withdrawal occurring after the published No Notation date shall be recorded as a "W" on the student's record.

The "W" shall not be used in calculating grade point averages, but excessive "W's" shall be used as factors in course repetition and probation and dismissal procedures.

V. **MW – Military Withdrawal**

Military Withdrawal occurs when a student who is a member of an active or reserve

United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, the student may be assigned "MW." Military withdrawals shall not be counted in the limitation on excessive withdrawals nor in progress probation and dismissal calculations.

VI. EW – Excused Withdrawal

An Excused Withdrawal (EW) occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting his or her ability to complete a course(s). Such events ~~and~~ may include a job transfer outside the geographical region, an illness in the family where the student is the primary caregiver, a pandemic event (e.g. Novel Coronavirus) when the student who is incarcerated in a California state prison or county jail is released from custody or involuntarily transferred before the end of the term when the student is the subject of an immigration action, or other extenuating circumstances making course completion impractical. In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer.

Upon verification of these conditions by the Director of Admissions and Records or their designee and consistent with the district's required documentation substantiating the condition, an excused withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. The withdrawal symbol so assigned shall be an "EW."

An Excused Withdrawal shall not be counted in progress probation and dismissal calculations and shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.

An Excused Withdrawal will be counted in the Satisfactory Academic Progress calculation for Financial Aid purposes.

VII. RD – Report Delayed

The "RD" symbol may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.



Appendix C,
continued



COMPTON COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES POLICIES

BP 4230 Grading and Academic Record Symbols

Issued: June 19, 2018

Revised: April 20, 2021

References:

Title 5 § 55021 and §55023

Courses shall be graded using the grading system established by Title 5 section 55023. The grading system shall be published in the college catalog and made available to students.

Procedures for implementing this policy will be developed in collegial consultation with the Academic Senate.^[1]

Applicable Administrative Regulation:

AR 4230 Grading and Academic Record Symbols

2020-2021 Catalog Verbiage

Auditing of Courses Education Code Section 76370 permits the Board of Trustees to authorize a person to audit a community college course.

A student may audit selected Compton College courses with following provisions:

1. Priority in class enrollment shall be given to students desiring to take the course for credit ~~toward a degree or certificate~~. Auditing a course is on a space- available basis.
2. No student auditing a course shall be permitted to change ~~his or her~~their enrollment in that course to receive credit for the course. ~~Students will not be permitted to earn credit by examination for audited courses.~~ [MM1]
3. A student wishing to audit a course must first obtain a ~~petition~~ Petition to Audit form ~~in via the Admissions Office~~[MM2]. ~~Registration for audit will occur no sooner than the second week of classes~~[MM3].
4. The audit of a class is subject to the approval of the instructor of the course ~~and the dean of the academic division~~. Neither the instructor nor the dean is obligated to approve an audit.
5. Fee for auditing a class shall be \$15 per unit per ~~semester term~~(~~subject to change~~). Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged a fee to audit three or fewer semester units per semester. ~~Fees are to be paid before attending the class and are non-refundable~~[MM4].

Other items for considerations:

- Audited courses cannot be used to fulfill prerequisites
- Limit on auditing



BP 4070 Course Auditing and Auditing Fees

Issued: April 17, 2018

Revised: April 20, 2021

Reference:

Education Code Section 76370

It is the policy of Compton Community College District to allow students to audit courses. The instructor of the course will determine whether to accept a student as an auditor and the manner in which the audit is to be conducted^[MM1].

Students who are enrolling in a class for credit have enrollment priority over students intending to audit. The fee for auditing courses shall be \$15.00 per unit. Students enrolled in classes to receive credit for ten or more semester credit units shall not be charged a fee to audit three or fewer semester units per semester.

Students who enroll in a class as an auditor cannot change their enrollment to receive credit for the course and cannot receive credit by examination for audited courses. Audited courses cannot be used to fulfill prerequisites.

Classroom attendance of students auditing a course shall not be included in computing the apportionment due a community college district.

Procedures for implementing the policy will be developed with collegial consultation with the Academic Senate, as defined in CCR § 53200 and as stated in Board Policy 2510.

Applicable Administrative Regulation:

AR 4070 Course Auditing and Auditing Fees



COMPTON COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES POLICIES

Appendix E

BP 3200 Accreditation

Issued: April 20, 2021

References:

Title 5 Section 51016;
ACCJC Accreditation Eligibility Requirement 21
ACCJC Accreditation Standards I.C.12 and 13

~~The Compton Community College District shall meet and, where feasible, exceed the accreditation Standards established by the Western Association of Schools and Colleges (WASC), Accrediting Commission for Community and Junior Colleges (ACCJC). To that end, the College, through the consultation process, has established procedures to maximize the effectiveness of the accreditation process, and promote the participation of the campus community in that process. provides quality educational programs and services to its community and demonstrates its commitment as an accredited institution of higher learning by ensuring the following:~~ [CMH]

The President/Chief Executive Officer (CEO) shall

- ~~confirm~~ ensure that the District complies with the accreditation processes and standards of the Accrediting Commission of Community and Junior Colleges and of other District programs that seek special accreditation.
- keep the Board of Trustees informed of approved accrediting organizations and the status of accreditations of various programs at Compton College.
- ensure that the Board of Trustees is involved in any accreditation process in which Board participation is required.
- provide the Board of Trustees with regular status updates and summaries of any accreditation report and any actions taken or to be taken in response to recommendations in an accreditation report.

~~Procedures for implementing the policy will be developed in collegial consultation with the Academic Senate.~~