

COLLEGE OF THE SEQUOIAS COMMUNITY COLLEGE DISTRICT
Board of Trustees Meeting
November 4, 2024

BOARD POLICIES – 2nd Read

15

Status: **Action**

Presented by: Brent Calvin, Ed.D.
 Superintendent/President

Issue

The District is in the process of writing and modifying policies to be in compliance with required state and/or federal legal statutes (Education Code, Title 5, etc.) and/or agreement with employee units.

Background

The following policies were revised and reviewed by Senior Management, District Governance Senate, and Academic Senate.

Chapter 4 (Academic Services)

- a. BP 4226 – Multiple and Overlapping Enrollments
- b. BP 4231 – Grade Changes
- c. BP 4240 – Academic Renewal

Recommended Action

It is recommended that the Board of Trustees approve the second reading of the board policies as presented.

MULTIPLE AND OVERLAPPING ENROLLMENTS

Multiple Enrollments:

The Superintendent/President 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.

Overlapping Enrollments:

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

See Administrative Procedure 4226

Reference: Title 5 Section 55007

Adopted: February 11, 2008

Revised: December 14, 2015

BP/AP APPROVAL PROCESS		
Author	30-Day	Board
La Serna; Academic Services	8/20/24	10/14/24; 11/4/24

GRADE CHANGES

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

- Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final.
- Procedures for students to challenge the correctness of a grade.
- The installation of security measures to protect grade records and grade storage systems from unauthorized access.
- Limitations on access to grade records and grade storage systems.
- Discipline for students or staff who are found 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.

Also see BP 3310 titled Records Retention and Destruction, AP 4231 titled Grade Changes, and BP/AP 5040 titled Student Records.

References: Education Code Sections 76224 and 76232; Title 5 Section 55025

Board Approved: January 12, 2015

BP/AP APPROVAL PROCESS		
Author	30-Day	Board
La Serna; Academic Services	8/20/24	10/14/24; 11/4/24

10+1

BOARD POLICY

SEQUOIAS CCD

4240

Academic Services

ACADEMIC RENEWAL

Previously recorded substandard academic performance may be disregarded if it is not reflective of a student's demonstrated ability. The Superintendent/President shall establish procedures that provide for academic renewal.

See Administrative Procedure 4240

Reference: Title 5, Section 55046
Adopted: February 11, 2008
Revised: December 14, 2015

BP/AP APPROVAL PROCESS		
Author	30-Day	Board
La Serna; Academic Services	8/20/24	10/14/24; 11/4/24