



# Shasta College

Student Services Council Meeting  
December 6, 2017 • 9:00 AM  
Room 2314

## MINUTES

Committee Members Present					
X	Stacey Bartlett	X	Sue Huizinga		Jenna Barry Highfield - Guest
X	Sharon Brisolara	X	Tim Johnston	X	Sara Phillips - Guest
X	Tina Duenas	X	Becky McCall	X	Nick Webb
	Nadia Elwood		Kevin O'Rorke		
	Sandra Hamilton Slane				

### CALL TO ORDER

The meeting was called to order by Tim at 9:00 am

#### 1. Approval of Minutes

It was moved by Stacey Bartlett and seconded by Becky McCall to approve the Student Services Council November 1, 2017 minutes with one revision. All in favor to approve the minutes.

It was moved by Stacey Bartlett and seconded by Tina Duenas to approve the Student Services Council November 15, 2017 minutes. All in favor to approve the minutes.

#### 2. Information Items

- a) AB 19 - College Promise  
Legislature approved the Promise, but it is unfunded. Kate taking lead on background work for costing it out. Question regarding if there is a plan to put it into effect next Fall independent of cost? Meeting this afternoon to discuss Student Services and Instructional perspectives. Believes there will
- b) AB 705 – Assessment  
Already underway. Have to prove that someone needs Basic Skills and have them complete English/Math in a year.
- c) Guided Pathways: <https://www.caguidedpathways.org/resources/>  
Initial funding has been released. College applications are due this month.
- d) Enrollment Management Plan / Strategic Plan  
Keep on the radar and how it might tie in
- e) Integrated Plan / Strategic Plan  
Have incorporated the Chancellors vision.
- f) Technology priority list  
Student Services meets every other week with IT to review priorities. Every other Tuesday at 9 am. Ad hoc committee open to those who have interest.

#### 3. BP/AP – First Reading

- a) BP/AP 4240 – *Academic Renewal*
- b) BP 4250 – *Probation, Dismissal and Readmission*
- c) AP 4250 – *Probation*
- d) AP 4255 – *Dismissal and Readmission*

4. Annual Area Plan

a) Review rankings

Item Rankings

1)

<u>Initiative Name</u>	<u>Total</u>	<u>Rank</u>
Hobsons Starfish Ongoing Support	31	1
Website Renewal (Enroll Svcs + Stu. Life)	58	2
SARS Ongoing Support	60	3
DocuWare Automated Workflow	100	4
College Source - TES	108	5
Student Lingo	115	6
Student Services Remodel	133	7
Student Union	137	8
Student Success Center Ongoing Support	141	9
HS Counselor Day Ongoing Support	144	10
Student Services Building	148	11
Latino/a/x Initiative	149	12
Integrated Student/Staff ID Cards	154	13
Peer Advising Funding	162	14
First Year Experience Ongoing Support	164	15
Student Center for Equity and Inclusion	168	16
Preview Day Ongoing Support	170	17
Regroup Ongoing Support	180	18
Associate Degrees for Transfer Promotion	186	19
Campus/Community Food Truck	187	20
Transfer Center Student Data Collection	190	21
Quad Shade Structure	191	22
iSpring Online Orientation	192	23
Residence Hall Storage Shed	193	24
Parking Permit – Automate Service	196	25
Student Services Tablets - Tehama	202	26
Promote Full Time Enrollment	212	27
Student Success Center - Burney	213	28
Transfer Center Remodel/Stu. Success Lab	215	29
CalWORKS Shared Office Space	219	30
Residence Hall Office Remodel	224	31
Hobsons Starfish Promotion	230	32
Outreach Publications and Printing	235	33
Student Center/Quad AV Technology	242	34
CalWORKS Technology Update	250	35
DubLabs Ongoing Support	269	36
Digital Signage Refresh	271	37
UC View – Digital Signage Support	274	38
SSC Computer Refresh	309	39

## Staff Rankings

<u>Initiative Name</u>	<u>Total</u>	<u>Rank</u>
Staff Transcript Evaluator 1 (Funding Change)	19	1
Hobsons Starfish Staff (Retain current position)	30	2
Hobsons SSF (New Position)	63	3
Staff Transcript Evaluator 2 (Funding Change)	67	4
Staff – Guided Pathway Counselor (New)	70	5
Tehama Campus - SSF 1 (New)	72	6
Associate Dean of Stu Services (Funding Change)	73	7
Director of Residence Life Position (Funding Change)	74	8
Admin Secretary – District Funded (New)	75	9
Support for Articulation Officer/Counseling (Funding Change)	87	10
Employment Services Development Tech (New)	87	11
Director of Marketing (Funding Change)	88	12
VSC – Student Services Specialist (New)	91	13
VSC – Student Success Facilitator 1 (New)	91	14
VSC – Student Success Facilitator 2 (New)	91	15
Tehama Campus – Student Success Analyst (New)	98	16
Veterans Resource Center (VSC) – Analyst	104	17
Tehama Campus – SSF 2 (New)	109	18
Full Time Classified Position (New)	131	19

- Those that have the same totals will be given equal weight in the ranking.
- Intent behind ranking is not absolute, but to repurpose funding that is more connected to the Integrated Plan. Neutral to general fund.
- Initiatives go to College Council for ranking, then to Budget Committee, and then to the President and he may discuss in Cabinet.

- b) Confirm process  
Unanimous approval/confirmation by Council.

### 5. Student Services Satisfaction Survey (Sara P.)

- a) Review preliminary results
  - Date range Oct 13<sup>th</sup> – October 31<sup>st</sup>
  - 540 response rate was positive.
  - Suggestion that there needs to be an overarching control of surveys to avoid duplication and over saturation. Research would love to take on management of all surveys on campus.
- b) Discuss next steps
  - Offer the major survey in the Fall. Then take time to review. Identify one or two responses for a focused approach and take steps to address and implement improvements.
  - Review theme and global ideas.
  - Request to also include percentages on the tables.
  - Do we have them identify their major of study? That could be pulled on the back end. Most students provided their student ID numbers. Knowing who the student could be helpful and informative to review more in depth any particular situations.
  - Perhaps add question regarding if the person completing the survey is open to being contacted for follow up.
  - Give consideration to editing out specific names. Research will provide raw data and Council can review and edit specific names for confidentiality for public consumption.



6. Student Concerns – Fall 2017 Review

a) Discuss Themes

- Enrollment Services only had one form submitted in regards to how a counselor handled an express appt.
- Financial Aid had zero.

b) Suggestions

- Suggestions/Discussion Regarding Promoting Feedback form
  1. Perhaps include it in the Orientation
  2. Send out a notice in Regroup
  3. Marketing campaign
  4. Balanced approach to elicit comments/complaints, but also compliments
  5. Include it on the college app

c) Action Steps

- Decision to let this percolate and revisit.

7. Texting Protocol Workgroup – Status Report (Tina D.)

- Shasta Connect wordmark was created by Marketing
- Next steps outlining regulations/protocol
- Campus wide notifications are coming from Cindy in IT to Tina for review. She'll run some by Kevin before final approval. Other group texts are being

8. Supporting Homeless Students (Sharon B.)

a) Homeless Point of Contact

- Students are told different things and are referred to Becky, Sharon and sometimes other resources by instructors and staff on campus.
- Efficiency if there is one point of contact.
- Collecting data is now being required of the Office for Equity and Inclusion

b) Information Sharing / Resourcing

- Handout from Sharon.
- Wisconsin Hope Lab Research document.

Will bring topic back for more discussion.

9. Hobsons Starfish Update (Michelle F.)

10. Outreach / Marketing plan work group

Still percolating

11. Spring Retreat

Full time planning workshop in the spring or summer?

Consider and provide feedback on preferences.

Spring – sometime in February/March, before Spring Registration

Summer – end of May, beginning of June

12. Area Updates

Student Life – Student Coordinator position open for UMOJA and Global Ed and first rounds of recruitment did result in a good pool.

- Experience building a program.
- Used to work with equity populations of some sort.
- Rooted in African values, so experience with working with African American students.

TRiO



- Reposting for the Upward Bound counselor position.
- Position included working with students at high schools Enterprise and CV.
- Also includes working 6 weeks in the summer.

13. Other/Announcements



**Next meeting will conclude with lunch at the Giant Orange.**

Meeting Adjourn: 11:05 am

**NEXT MEETING**

The next meeting is scheduled for Wednesday, December 20, 2017 from 9:00 am – 11:00 am in Room 2314.  
Recorded by: Michelle Fairchild, Administrative Secretary, Enrollment Services



# CALIFORNIA COMMUNITY COLLEGES

## CHANCELLOR'S OFFICE

### **AB 19 (Santiago) - California College Promise Chapter 735, Statutes of 2017**

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*AB 19 establishes the California College Promise, administered by the California Community College Chancellor's Office (CCCCO). Upon appropriation by the Legislature, the Chancellor will distribute funding to community college districts that satisfy program participation requirements. Colleges are directed to use funding to advance the outlined program goals.*

*The text of this bill can be read in full [here](#).*

#### ***What is the intent of AB 19?***

AB 19 supports the California Community Colleges (CCCs) in accomplishing all of the following goals:

- Increasing the number and percentage of high school students who are prepared for and attend college directly from high school and increasing the percentage of high school graduates who are placed directly into transfer-level mathematics and English courses at a community college.
- Increasing the percentage of students who earn associate degrees or career technical education certificates that prepare them for in-demand jobs and increasing the percentage of students who report being employed in their field of study.
- Increasing the percentage of students who successfully transfer from a community college to the California State University or the University of California and increasing the percentage of students who graduate from college with a baccalaureate degree.
- Reducing and eliminating regional achievement gaps and achievement gaps for students from groups that are underrepresented at the California Community Colleges, including, but not limited to, underrepresented students, low-income students, students who are current or former foster youth, students with disabilities, formerly incarcerated students, undocumented and AB 540 students, and students who are veterans.

#### ***How does AB 19 assist colleges in accomplishing these goals?***

AB 19 establishes a framework for the California College Promise and incentivizes colleges to adopt best practices in support of student enrollment and completion through providing an avenue for the college to receive additional funding. While AB 19 does not provide funding to support the California College Promise, the California Community Colleges Chancellor's Office (CCCCO) is working to ensure funding is provided in the 2018-19 Budget Act to support this program. In order for a college to be eligible to receive future program funding, a college must meet various program participation requirements.

***What are the requirements for a college to participate in the California College Promise?***

AB 19 requires that the California College Promise advance the goals outlined in the legislation and establishes participation requirements that include all of the following:

- Partnering with one or more K-12 schools to establish an Early Commitment to College Program, to provide K–12 students and families assistance that includes, but is not limited to, learning about college opportunities, visiting campuses, taking and completing college preparatory courses, and applying for college and financial aid.
- Partnering with one or more K-12 schools to support and improve high school student preparation for college and reduce postsecondary remediation through practices that may include small learning communities, concurrent enrollment, and other evidence-based practices.
- Utilizing evidence-based assessment and placement practices at the community college that include multiple measures of student performance (including high school performance) and using evidence-based practices to improve outcomes for underprepared students.
- Participating in the California Community College Guided Pathways Grant Program in order to clarify the academic path for students, help students enter a pathway, help students stay on an academic path, and ensure students are learning.
- Maximizing student access to need-based financial aid by leveraging the California College Promise Grant (formerly the Board of Governors fee waiver), ensuring students complete the Free Application for Federal Student Aid and Cal Grant application or Dream Act application, and participating in a federal loan program (colleges not currently participating in the loan program would have until January 1, 2019 to enter the loan program).

***Who determines if a college has met the requirements to participate in the California College Promise and receive funding?***

The CCCCO is responsible for certifying that a college meets the requirements outlined in statute and any implementing regulations. Only after a college is certified by the Chancellor will it be eligible to receive future available funding.

***How much funding is a college eligible to receive under the California College Promise?***

There is no funding currently provided to support the implementation of AB 19. The CCCCO is working to ensure that funding is provided to support the California College Promise in the 2018-19 Budget Act. The amount of money each college will be eligible to receive will depend on how much funding is provided in the 2018-19 Budget Act to support this program.

Pursuant to the provisions of AB 19, the Chancellor shall establish a funding formula that advances the goals of the program. It is the intent of the Legislature that sufficient future funding be



provided to each CCC to waive all first-time, full-time student fees. For future funding in excess of the funding sufficient to waive all student fees, the funding formula shall take into account the number of full-time equivalent students at a community college and the number of students at a community college who satisfy the requirements to receive federal Pell grants and AB 540 status.

***Does AB 19 provide “free tuition” to first-year college students?***

There is no funding currently provided to support implementation of AB 19. Upon appropriation of funds by the Legislature, an eligible college *may* use those funds to waive some or all of the fees for up to one year for first-time CCC students who are enrolled at the college full time, and complete and submit either a Free Application for Federal Student Aid or a California Dream Act application. Colleges are not required to use California College Promise funds to provide fee waivers, and should use funds to advance the goals of the legislation.

***Is a college required to use funding received pursuant to the California College Promise to provide “free tuition” to first-year college students?***

There is no funding currently provided to support implementation of AB 19. Provided future funding is made available, a college is not required to use funding to provide “free tuition”. Pursuant to AB 19 (Section 76396.3(b) of the Education Code) a community college *may* use funding appropriated pursuant to this article to waive some or all of the fees for up to one year for first-time community college students who are enrolled at the college full time, and complete and submit either a Free Application for Federal Student Aid or a California Dream Act application.

Legislative intent provides that colleges use future funding to advance the goals outlined in the program. These goals focus on improving college readiness, increasing completion rates and closing achievement gaps. A college might determine that local factors, such as an existing locally funded tuition waiver program or high levels of unmet financial need among low-income students, mean that there are other funding uses to best accomplish those program goals. For example, a college could provide low-income students with additional grants to offset the costs of textbooks and/or transportation. A college might determine that providing low-income students who are also parents with access to campus-based childcare centers will best help achieve the goals of the program. A college with underserved high school students could determine that outreach, dual enrollment and data sharing agreements will best accomplish the goals of the program.

***What should a college do if it already has a locally funded College Promise that includes a tuition waiver that is duplicative of the tuition waiver allowed in this program?***

A college is not required to expend any future monies received pursuant to this program on providing a tuition waiver to students. Pursuant to Legislative intent, a college should use funding to advance the goals outlined in the program. These goals focus on improving college readiness, increasing completion rates and closing achievement gaps. As previously indicated, a college could provide additional grant aid to low-income students, assist students with awareness

of and support in completing financial aid applications, or conduct other activities that would best accomplish the goals of the program.

***If a college determines that using funding to provide a tuition waiver to students is the best way to achieve the goals of the program, for which students can the college use California College Promise funding to waive fees?***

There is no funding currently provided to implement AB 19. Provided that future funding is made available for this purpose, a college may provide a fee waiver under the following criteria:

- The student is eligible for the fee waiver for only be for one academic year.
- Fees shall only be waived for the summer term and each semester or quarter of that year in which the student maintains full-time status.
- A fee waiver provided pursuant to this subdivision shall not be available to a student who is charged a tuition fee pursuant to Section 76140 of the Education Code.

Under the provisions of AB 19, “full time” means 12 or more semester units or the equivalent, and “one academic year” means the total of the summer term that immediately precedes the first semester or quarter of the fall term, and the two consecutive semesters or three quarters that immediately follow that summer term.

These criteria only apply to funding provided pursuant to the California College Promise under the statutory structure of AB 19. Please keep in mind that the Legislature could establish additional criteria at the time funding is provided. The CCCCO will provide colleges with additional updated information as it becomes available. AB 19 does not directly affect the structure or criteria for locally established and funded tuition waiver or “promise” programs.

***What does first-time community college student mean? How does dual enrollment affect first-time status?***

AB 19 does not define the term “first-time” and it does not limit “first-time” to students who enroll in a community college right out of high school. A high school student previously enrolled in a community college course through dual-enrollment does not affect a student’s determination as a “first-time” student for purposes of AB 19.

***Is a college required to participate in the California College Promise?***

Participation in the California College Promise is voluntary. A college is not required to establish a College Promise program nor is a college with an existing College Promise program required to change that program. However, if a college seeks to access any future funding provided by the State to support the California College Promise, the college would need to comply with the requirements outlined in the bill.



***When will this bill take effect?***

The statutory structure will take effect on January 1, 2018. However, funding has not yet been appropriated to support the program. Until funding is provided, colleges will need to find alternative resources if they would like to offer one year of free tuition for students that do not qualify for the existing fee waiver program.

***How much will full implementation of AB 19 cost?***

The CCCC estimates a cost of \$31 million annually to waive enrollment for first-time, full-time students, based on enrollments in the 2015-16 academic year. However, this bill establishes goals that include improving student access and success. Increases in students participating in the California College Promise will also have implications for program costs.

***How does AB 19 affect a student who currently qualifies for free tuition under the California College Promise Grant (formerly the Board of Governors Fee Waiver)?***

The California College Promise Grant, formerly known as the Board of Governors Fee Waiver, provides approximately 1 million students – nearly half of the 2.1 million students enrolled at California community college campuses – with free tuition. AB 19 does not alter the existing requirements of this program.



Shasta-Tehama-Trinity Joint Community College District  
Board of Trustees  
Administrative Procedures Manual

**Academic Renewal**

**\*\*\*New, Legally Required\*\*\***

**AP 4240**

**Reference: Title 5 Section 55046**

In accordance with Title 5, Section 55046 the following policy regarding Academic renewal permits removing "D" and "F" grades from grade point calculation when the student's previous academic performance is not reflective of the student's recent performance. Students may petition the Scholastic Standards Committee to have their academic record reviewed for academic renewal of substandard academic performance under the following conditions. Petition forms are available in the Admissions and Records office.

1. The maximum amount of course work that may be academically renewed is 30 semester units of D and F grades, within two consecutive academic years.
2. A minimum of two years must have elapsed since the coursework to be renewed was completed.
3. To apply for academic renewal, the student must have completed either 15 semester units with at least a 3.0 grade point average (G.P.A.) or 24 semester units with a G.P.A. of at least 2.5 since the course(s) to be renewed.
4. Courses which have been excluded by Academic Renewal may not be used in the fulfillment of requirements for a degree or certificate at Shasta College. Courses which were used in the past to fulfill the requirements of a degree or certificate already granted by any institution may not be excluded by Academic Renewal.
5. Units that have been excluded by Academic Renewal cannot be reinstated.
6. Courses which have been excluded by Academic Renewal may not be used to fulfill prerequisites.
7. The student's permanent record will be annotated in such a way that all work remains legible, ensuring a true and complete academic history. However, the grades will no longer be included in the computation of the student's G.P.A.

Academic renewal procedures may not conflict with the District's obligation to retain and destroy records or with the instructor's ability to determine a student's final grade. Academic renewal actions are irreversible.

The above policy is adopted for students who need a means of tempering their previous academic record so they may successfully accomplish an academic goal.

Submitted by Enrollment Services 04/12/17

Cabinet 1<sup>st</sup> Reading 04/18/17

Cabinet 2<sup>nd</sup> Reading 04/25/17

Shasta-Tehama-Trinity Joint Community College District  
Board of Trustees  
Board Policy Manual

**Academic Renewal** ~~\*\*\*Revised, Legally Required\*\*\*~~

**BP 4240**

Reference: ~~Title 5 Section 55046~~ ~~Title 5, Section 55044~~

~~Previously recorded substandard academic performance may be disregarded if it is not reflective of a student's demonstrated ability. The Superintendent/President, relying primarily upon the advice of the Academic Senate, shall establish procedures for academic renewal to be followed by students in filing petitions applied to this regulation and those procedures shall stipulate the officers and/or personnel responsible for implementing the procedures or regulations.~~

~~The District shall not adopt any regulation or procedure which conflicts with Education Code Section 76224 or Chapter 2.5 of Division 10 of Title 5.~~

~~In accordance with Title 5, Section 55044 the following policy regarding Academic renewal permits removing "D" and "F" grades from grade point calculation when the student's previous academic performance is not reflective of the student's recent performance. This action is subject to the following conditions:~~

- ~~1. The maximum amount of course work that may be academically renewed is 30 semester units of D and F grades, within two consecutive academic years.~~
- ~~2. A minimum of two years must have elapsed since the course work to be renewed was completed.~~
- ~~3. To apply for academic renewal, the student must have completed either 15 semester units with at least a 3.0 grade point average (G.P.A.) or 24 semester units with a G.P.A. of at least 2.5 since the course(s) to be renewed.~~
- ~~4. Courses which have been excluded by Academic Renewal may not be used in the fulfillment of requirements for a degree or certificate at Shasta College. Courses, which were used in the past to fulfill the requirements of a degree or certificate already granted by any institution, may not be excluded by Academic Renewal.~~
- ~~5. Units that have been excluded by Academic Renewal cannot be reinstated.~~
- ~~6. Courses, which have been excluded by Academic Renewal, may not be used to fulfill prerequisites.~~
- ~~7. The student's permanent record will be annotated in such a way that all work remains legible, ensuring a true and complete academic history. However, the grades will no longer be included in the computation of the student's G.P.A.~~

~~The above policy is adopted for students who need a means of tempering their previous academic record so they may successfully accomplish an academic goal.~~

~~The administration, relying primarily upon the advice of the Academic Senate, shall develop procedures to be followed by students in filing petitions applied to this regulation and those procedures shall stipulate the officers and/or personnel responsible for implementing the procedures or regulations.~~

~~The District shall rely primarily upon the advice of the Academic Senate in making any changes to this regulation, but shall not adopt any regulation or procedure which conflicts with Education Code Section 76224 or Chapter 2.5 of Division 10 of Title 5.~~



Shasta-Tehama-Trinity Joint Community College District  
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**Academic Renewal** \*\*\*Revised, Legally Required\*\*\*

**BP 4240**

***See Administrative Procedure 4240***

Board Approved 4/09/03

Reviewed by the Board Ad Hoc Committee on Policy 11/14/07

Board Approved Revisions 1/16/08

Reviewed by the Board Ad Hoc Committee on Policy 11/12/08

Submitted by Enrollment Services 04/12/17

Cabinet 1<sup>st</sup> Reading 04/18/17

Cabinet 2<sup>nd</sup> Reading 04/25/17



Shasta-Tehama-Trinity Joint Community College District  
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Administrative Procedures Manual

**Probation**

**\*\*\*New, Legally Required\*\*\***

**AP 4250**

**Reference:** Title 5 Sections 55030, 55021, 55032, 55033, and 55034

**Notification of Probation**

Each student is entitled to be notified of his/her academic difficulty and the availability of college support services to respond to the academic difficulty before the student is dismissed. Notification will consist, at a minimum, of the following:

- At the end of the semester in which the student's cumulative grade point average falls below 2.0 in all units attempted after attempting at least a cumulative of 12 units as shown by the official academic record, a notice shall be sent to the student informing him/her that he/she is on academic probation. "All units attempted" is defined as all units of credit for which the student is enrolled at Shasta College.
- A student who has a cumulative of 12 units attempted or more as shown by the official academic record shall be placed on progress probation when the percentage of a student's recorded entries of "W," "I," "NC," and/or "NP" grades reaches or exceeds 50 percent of all units in which a student has enrolled. Students placed on either academic or progress probation may be subject to a block from registration.
- At the end of the third semester on which the student is on academic and/or progress probation, a notice shall be sent to the student informing him/her that he/she is subject to dismissal.

**Probationary Letter**

Students shall be notified by the Admissions and Records office that they are on probation no later than 20 working days after the start of the next successive semester. The letter notifying the student of probation will cover, at a minimum, the significance of being on probation and description of the services available.

A student who is on academic probation and earns a semester grade point average of 2.0 or better shall not be dismissed as long as this minimum semester grade point average is maintained.

**Loss of Priority Registration**

Students will lose priority registration if they earn a GPA below 2.0 for two or more semesters or if they complete less than 50% of the classes attempted for two or more semesters.

**Appeal**

Any student may appeal probation procedures by filing a written petition within thirty (30) days after the probation or dismissal letter was mailed. All appeals shall be sent to the Scholastic Standards Committee, accompanied by a report from the student's counselor.

Shasta-Tehama-Trinity Joint Community College District  
Board of Trustees  
Administrative Procedures Manual

**Probation**

**\*\*\*New, Legally Required\*\*\***

**AP 4250**

Dismissal may be postponed and the student continued on probation if the student provides verified evidence of extenuating circumstances or shows significant improvement in academic achievement.

If the student fails to file a written petition within the thirty day time limit, the student waives all future rights to appeal the adverse action. It is the student's responsibility to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted and to provide verifiable evidence. The student will be continued on sanction until the Scholastic Standards Committee renders a decision.

The decision of the Scholastic Standards Committee will be communicated to the student in writing within thirty days of receipt of the student's appeal. The student may appeal this decision in writing to the Superintendent/President or designee within ten (10) working days of the date the notification was mailed. The decision of the Superintendent/President or designee is final.

If the dismissal appeal is granted, the student will be continued on probation for an additional semester. At the end of the additional semester, the student's academic record will again be evaluated to determine whether the student may be removed from probation, should be dismissed, or should be continued on probation.

The District will retain records of all such appeals and/or complaints for at least three years after the complaint has been resolved or longer if necessary to meet other requirements and shall be subject to review by the Chancellor as part of the statewide evaluation required under section 55511.

When a challenge contains an allegation that a community college district has violated the provisions of section 55522(c), the district shall, upon completion of the challenge procedure established pursuant to this section, advise the student that he or she may file a formal complaint of unlawful discrimination pursuant to subchapter 5 (commencing with section 59300) of chapter 10. Completion of the challenge procedure shall be deemed to be an effort at informal resolution of the complaint.

Submitted by Enrollment Services 04/12/17

Cabinet 1<sup>st</sup> Reading 04/18/17

Cabinet 2<sup>nd</sup> Reading 04/25/17



Shasta-Tehama-Trinity Joint Community College District  
Board of Trustees  
Board Policy Manual

**Probation, Dismissal and Readmission\*\*\*Revised, Legally Required\*\*\* BP 4250**

Reference: ***Education Code Section 70902(b)(3); Title 5, Sections 55030-5503555034***

For the purposes of Board Policy, the phrases "units attempted," "all units," or "all units attempted" mean all units of credit for which the student was enrolled at Shasta College regardless of whether the student completed the course or received any credit or grade. This specifically includes all "Pass," "No Pass," "I," and "W" grades. The word "semester" shall refer to the Fall and Spring terms. The condensed summer session is not considered a "semester."

**1. Standards for Probation**

- (a) Academic Probation. A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on academic probation if the student has earned a cumulative grade point average below 2.0 in all units which were graded on the basis of the grading scale described in Board Policy, Section 4230 – Grading and Academic Record Symbols.
- (b) Progress Probation. A student who has attempted at least 12 units as shown by the official academic record shall be placed on progress probation when the percentage of all units in which a student has enrolled and for which entries of "W," "I," and "NP," are recorded reaches or exceeds fifty percent (50%).
- (c) For record purposes, any changes made in the student's class schedule as a result of a counselor recommendation shall be treated as occurring within the first four weeks of the semester or 30% of the term for classes less than a semester in length.

A student who is placed on probation may submit an appeal in accordance with procedures to be established by the Superintendent/President.

A student on academic probation shall be removed from probation when the student's accumulated grade point average is 2.0 or higher. A student on progress probation shall be removed from probation when the percentage of units in the categories of "W," "I," "NC," and "NP" drops below 50 percent.

**Dismissal**

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of three consecutive semesters.

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of "W," "I," "NC," and "NP" are recorded in at least three consecutive semesters reaches or exceeds 50 percent.

A student who is subject to dismissal may submit a written appeal in compliance with administrative procedures. Dismissal may be postponed and the student continued on probation if the student provides evidence of extenuating circumstances or shows significant improvement in academic achievement.



**Probation, Dismissal and Readmission\*\*\*Revised, Legally Required\*\*\* BP 4250**

**Readmission**

A student who has been dismissed may request reinstatement according to criteria contained in administrative procedures.

Readmission may be granted, denied, or postponed according to criteria contained in administrative procedures.

The Superintendent/President shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

**2. Notification of Probation**

~~Students shall be notified by the Admissions and Records Office that they are on probation no later than 20 working days after the start of the next successive semester. The notification will include an explanation of the conditions that the student must satisfy as a result of their probation.~~

**3. Removal from Probation**

- ~~(a) A student on academic probation for a grade point deficiency shall be removed from probation when the student's accumulated grade point average is 2.0 or higher.~~
- ~~(b) A student on progress probation because of an excess of units for which entries of "W", "I", and "NP," are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).~~

**4. Extension of Probation**

- ~~(a) A student on academic probation who earns a grade point average of 2.0 or better for the semester, but whose cumulative grade point average still results in academic probation, shall have his/her probation extended an additional semester prior to dismissal.~~
- ~~(b) A student on progress probation who completes more than 50% of all units attempted for the semester, but whose cumulative records still results in progress probation, shall have his/her probation extended an additional semester prior to dismissal.~~

**5. Standards for Dismissal**

- ~~(a) For purposes of this section, semesters shall be considered consecutive on the basis of the student's enrollment so long as the break in the student's enrollment does not exceed one full primary term.~~
- ~~(b) A student who is on academic probation shall be dismissed if the student earned a cumulative grade point average of less than 2.0 in all units attempted and graded in each of three consecutive semesters, including the semester that placed the student on probation (which were graded on the basis of the grading scale described in Board Policy, 4230).~~
- ~~(c) A student who has been placed on progress probation shall be dismissed if the percentage of units in which the student has been enrolled for which entries of "W", "I", and "NP," (as defined in Board Policy, 4230) are recorded in at least three consecutive semesters reaches or exceeds fifty percent (50%) in accordance with Board Policy, 4230).~~



**Probation, Dismissal and Readmission\*\*\*Revised, Legally Required\*\*\* BP 4250**

**~~6. Notification of Dismissal~~**

~~The Admissions and Records Office shall make every reasonable effort to notify a student of dismissal from Shasta College due to academic disqualification as soon as that information is available following the completion of the semester. If a dismissed student has already enrolled in classes for a fall or spring semester, the Admissions and Records Office will disenroll the student retroactively as of the first day of the new term. The Admissions and Records Office will notify the student in writing of this action. Dismissal does not apply to summer school.~~

~~**7. Reinstatement.** A student who has been dismissed from Shasta College because of academic or progress disqualification must meet with a counselor and then file a request for reinstatement with the Admissions and Records Office. A dismissed student may be reinstated after an absence of one or more fall or spring semesters. Readmission may be granted, denied, or postponed based on documented extenuating circumstances (considered during appeal); Marked improvement between the semesters on which disqualification was based; Semesters on which disqualification was based were atypical of past academic performance; Formal or informal educational experiences since completion of semesters on which disqualification was based; Improved GPA as a result of grade changes, fulfillment of incomplete courses, or academic renewal.~~

- ~~(a) **Academic Dismissal.** A student who was dismissed because of academic probation must earn satisfactory grades (a grade point average of 2.0 or better) during the semester of reinstatement. A student who does not earn the required grade point average will be dismissed.~~
- ~~(b) **Progress Dismissal.** A student who was dismissed because of progress probation must satisfactorily complete more than 50% of all units attempted during the semester of reinstatement. A student who does not complete the required percentage of units will be dismissed.~~

~~**8. Loss of Priority Registration**~~

~~Students will lose priority registration if they earn a GPA below 2.0 for two or more semesters or if they complete less than 50% of the classes attempted for two or more semesters.~~

~~**9. Appeal**~~

~~Any student may appeal probation or dismissal procedures by filing a written petition within thirty (30) days after the probation or dismissal letter was mailed. All appeals shall be sent to the Scholastic Standards Committee, accompanied by a report from the student's counselor.~~

~~Dismissal may be postponed and the student continued on probation if the student provides verified evidence of extenuating circumstances or shows significant improvement in academic achievement.~~

~~If the student fails to file a written petition within the thirty day time limit, the student waives all future rights to appeal the adverse action. It is the student's responsibility to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted and to provide verifiable evidence. The student will be continued on sanction until the Scholastic Standards Committee renders a decision.~~

Shasta-Tehama-Trinity Joint Community College District  
Board of Trustees  
Board Policy Manual

**Probation, Dismissal and Readmission\*\*\*Revised, Legally Required\*\*\***      **BP 4250**

~~The decision of the Scholastic Standards Committee will be communicated to the student in writing within thirty days of receipt of the student's appeal. The student may appeal this decision in writing to the Superintendent/President or designee within ten (10) working days of the date the notification was mailed. The decision of the Superintendent/President or designee is final.~~

~~If the dismissal appeal is granted, the student will be continued on probation for an additional semester. At the end of the additional semester, the student's academic record will again be evaluated to determine whether the student may be removed from probation, should be dismissed, or should be continued on probation.~~

~~The District will retain records of all such appeals and/or complaints for at least three years after the complaint has been resolved or longer if necessary to meet other requirements, and shall be subject to review by the Chancellor as part of the statewide evaluation required under section 55511.~~

~~When a challenge contains an allegation that a community college district has violated the provisions of section 55522(c), the district shall, upon completion of the challenge procedure established pursuant to this section, advise the student that he or she may file a formal complaint of unlawful discrimination pursuant to subchapter 5 (commencing with section 59300) of chapter 10. Completion of the challenge procedure shall be deemed to be an effort at informal resolution of the complaint.~~

***See Administrative Procedure 4250***

Board Approved 03/12/03

Academic Senate Approved 11/08/04

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Board Approved Revisions 01/16/08

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Submitted by Enrollment Services 04/12/17

Cabinet 1<sup>st</sup> Reading 04/18/17

Cabinet 2<sup>nd</sup> Reading 04/25/17



Shasta-Tehama-Trinity Joint Community College District  
Board of Trustees  
Administrative Procedures Manual

**Dismissal and Readmission**    **\*\*\*New, Legally Required\*\*\***

**AP 4255**

**Reference:**    **Title 5 Sections 55033 and 55034**

**Standards for Dismissal**

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of three consecutive semesters. A student who has been placed on progress probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of "W," "I," "NC," and "NP" are recorded in at least three consecutive semesters reaches or exceeds 50 percent.

A student on academic probation who earns a grade point average of 2.0 or better for the semester, but whose cumulative grade point average still results in academic probation, shall have his/her probation extended an additional semester prior to dismissal.

A student on progress probation who completes more than 50% of all units attempted for the semester, but whose cumulative records still results in progress probation, shall have his/her probation extended an additional semester prior to dismissal.

**Dismissal Letter**

The Admissions and Records Office shall make every reasonable effort to notify a student of dismissal from Shasta College due to academic disqualification as soon as that information is available following the completion of the semester. If a dismissed student has already enrolled in classes for a fall or spring semester, the Admissions and Records Office will disenroll the student retroactively as of the first day of the new term. The Admissions and Records Office will notify the student in writing of this action. Dismissal does not apply to summer school.

The letter notifying the student that he/she is subject to dismissal will cover, at a minimum, reference to this procedure, explanation of what dismissal means, procedure for reinstatement, and procedure to appeal the dismissal.

**Appeal of Dismissal**

The student has the right to appeal a proposed dismissal action if the student feels that facts exist that warrant an exception to the dismissal action. The student must file the written petition of appeal to the Scholastic Standards Committee within thirty (30) days after the notification. If the student fails to file a written petition with 30 days, the student waives all future rights to appeal the dismissal action. It is the student's responsibility to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting the reasons.



Shasta-Tehama-Trinity Joint Community College District  
Board of Trustees  
Administrative Procedures Manual

**Dismissal and Readmission**    **\*\*\*New, Legally Required\*\*\***

**AP 4255**

Petitions will be reviewed by the Scholastic Standards Committee. The student will be continued on probation or dismissal until the Scholastic Standards Committee decides on the student's appeal.

The decision of the Scholastic Standards Committee will be communicated to the student in writing by Dean of Enrollment Services or designee. Dean of Enrollment Services or designee will notify the student of the Committee's action within 30 days of receipt of the committee's decision. The student may appeal the decision of the Scholastic Standards Committee in writing to the Superintendent/President or designee within 10 working days of the date of notification of the decision by the Scholastic Standards Committee. The decision of the Superintendent/President or designee is final.

If the dismissal appeal is granted, the student will be continued on probation for an additional semester. At the end of the additional semester, the student's academic record will again be evaluated to determine whether the student may be removed from probation, should be dismissed, or should be continued on probation.

The District will retain records of all such appeals and/or complaints for at least three years after the complaint has been resolved or longer if necessary to meet other requirements and shall be subject to review by the Chancellor as part of the statewide evaluation required under section 55511.

When a challenge contains an allegation that a community college district has violated the provisions of section 55522(c), the district shall, upon completion of the challenge procedure established pursuant to this section, advise the student that he or she may file a formal complaint of unlawful discrimination pursuant to subchapter 5 (commencing with section 59300) of chapter 10. Completion of the challenge procedure shall be deemed to be an effort at informal resolution of the complaint.

**Standards for Evaluating Appeals**

Dismissal appeals may be granted under the following circumstances:

- If the dismissal determination is based on the academic record for one semester in which the record does not reflect the student's usual level of performance due to accident, illness, or other circumstances beyond the control of the student. Verification should be submitted with the appeal.
- The student enrolls in a corrective program designed to assist him/her in improving academic skills, such as obtaining academic counseling and/or limiting course load.
- When there is evidence of significant improvement in academic achievement.

**Readmission after Dismissal**

Shasta-Tehama-Trinity Joint Community College District  
Board of Trustees  
Administrative Procedures Manual

**Dismissal and Readmission**    **\*\*\*New, Legally Required\*\*\***

**AP 4255**

In considering whether or not students may be readmitted after a dismissal and a one or more semester absence, the following criteria should be considered:

- Documented extenuating circumstances.
  
- Marked improvement between the semesters on which disqualification was based.
  
- Semesters on which disqualification was based were atypical of past academic performance.
  
- Formal or informal educational experiences since completion of semesters on which disqualification was based.
  
- Improved GPA as a result of grade changes, fulfillment of incomplete courses, or academic renewal.

Submitted by Enrollment Services 04/12/17

Cabinet 1<sup>st</sup> Reading 04/18/17

Cabinet 2<sup>nd</sup> Reading 04/25/17



## **Homeless Point of Contact**

### **Request:**

Consider establishing a central point of contact for students who are homeless or housing insecure/at risk of homelessness for the district on the main campus to serve all campus sites.

### **Rationale:**

Students who are experiencing homelessness or housing insecurity often have a range of needs that put them at risk of, among other things, dropping out. Although students in such situations can and do persist and succeed, they often experience isolation, food insecurity, lack of safety, and lack of information about other resources available to them. Having a single point of contact who would be responsible for being informed about resources and able to refer students to on campus and off campus resources would contribute to these students' success, would enable the district to have a better sense of the number of students experiencing these conditions (thus enabling us to apply for funding), to route eligible students to programs like Hill Country's with which we are affiliated, and to more effectively and efficiently address students' needs.

### **Services:**

Potential services provided by the Point of Contact would be conducting an intake with students to assess their needs and eligibility for other services.

- Referral to on campus and off campus resources.
- Provision of a student ID, parking pass if needed, food, and hygiene products, if needed.
- Connecting students with individuals on campus serving the programs or services to which they would be referred, facilitating transfer of information.
- Assess eligibility for priority registration.

### **Potential Points of Contact:**

Student Equity in Inclusion [new equity group, intake in place, resource and referral in place, serving this need for Hill Country Program]

EOPS? [Many such students would be eligible for EOPs, intake in place]

Financial Aid Dedicated Student Success Facilitator?

**AB108            Adding Students who are homeless and in the LGBTQIA+ Community to Equity Populations**

**78220.**

(a) As a condition for receiving Student Success and Support Program funding, and in order to ensure equal educational opportunities and to promote student success for all students, regardless of race, gender, age, disability, or economic circumstances, the governing board of each community college district shall maintain a student equity plan that includes all of the following for each community college in the community college district:

(1) Campus-based research, as to the extent of student equity by gender and for each of the following categories of students, that uses the methodology established pursuant to subdivision (d) of Section 78221:

(F) Homeless students.

(G) Lesbian, gay, bisexual, or transgender students.

(H) Additional categories of students determined by the governing board of the community college district.

(2) To the extent that student data described in paragraph (1) has been collected, the Office of the Chancellor of the California Community Colleges shall make the data available to community college districts for determining student equity and disproportionate impact.

(4) Whether significant underrepresentation

**78221.**

The Chancellor of the California Community Colleges shall allocate funds provided for purposes of successfully implementing the activities and goals specified in the student equity plans adopted pursuant to Section 78220, consistent with all of the following:

(d) The chancellor shall establish a standard methodology, including guidelines, for measurement of student equity and disproportionate impact for disaggregated subgroups of the student population of the California Community Colleges. The chancellor shall establish the methodology for use in the student equity plans of community college districts.