



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • COLLEGE OF CONTINUING EDUCATION

Administrative Procedure

Chapter 5 – Student Services

AP 5050 – STUDENT EQUITY AND ACHIEVEMENT PROGRAM

The District is committed to assuring student equity and student success in educational programs and services. San Diego City, Mesa, Miramar, and Continuing Education colleges shall have, and each is required to comply with, a Student Equity and Achievement Program plan accepted by the Board of Trustees and filed with the California Community Colleges State Chancellor's Office.

Student Equity and Achievement Program (SEA Program) services shall be provided to further equality of educational opportunity and academic success, identify and close opportunity gaps, and improve the District's commitment to diversity, equity, inclusion, and accessibility to better support student success. The implementation of the SEA Program brings the student and the institution into agreement regarding the student's educational goal through the District's established programs, policies, and requirements. The agreement is implemented by means of the student educational plan and is developed and maintained under the supervision of the Vice President of Student Services.

STUDENT RESPONSIBILITIES

When entering into an education plan, each student shall do all of the following:

1. Identify education and career goals;
2. Identify a course of study;
3. Be assessed in computational and language skills to determine appropriate course placement;
4. Complete orientation;
5. Participate in the development of an education plan;
6. A student education plan shall be completed no later than the term after which the student completes three (3) semesters, or fifteen (15) units of degree-applicable credit coursework;
7. Diligently attend class and complete assigned coursework; and
8. Complete courses and maintain progress toward identified goals.

STUDENT EQUITY AND ACHIEVEMENT PROGRAM SERVICES

SEA Program services include, but are not limited to, the following:

1. Orientation: information concerning campus procedures, academic expectations, support services, institutional expectations, financial assistance, and any other appropriate matters.
2. Assessment and counseling upon enrollment, which shall include, but not be limited to, the following:
 - a. Assess high school performance and other measures to determine placement in English and mathematics courses as authorized by the Board of Governors of the California Community Colleges;
 - b. Career counseling in the identification of aptitudes, interests, and educational objectives, including but not limited to, associate of arts degrees, transfer for baccalaureate degrees, and vocational certificates and licenses;
 - c. Evaluation of student study and learning skills; and/or
 - d. Referral to specialized support services as needed, including but not limited to, federal, state, and local financial assistance; health services; mental health services; campus employment placement services; Extended Opportunity Programs and Services (EOPS); programs that teach English as a second language; and Disability Support Programs and Services (DSPS).
3. Assistance with creating a student education plan.
4. Assistance with course selection in accordance with the student's education plan.
5. Follow-up services and required advisement or counseling for students who are enrolled in basic skills courses, have not declared an educational objective as required, or are on academic probation.

EXEMPTIONS

Any student exempted from orientation, assessment, counseling, advising or student education plan development shall be notified, and given the opportunity to participate in those services. A student may be exempted from certain Student Equity and Achievement Program requirements based on one or more of the following criteria:

1. Students who attend with an educational goal to maintain a certificate or license, for educational development, or to complete the required credits for obtaining a high school diploma;
2. Students who have completed an associate degree or higher;
3. Students concurrently enrolled at a four-year institution;
4. Students concurrently enrolled in high school; and/or
5. Students who have completed these services at another community college within the last three years.

VIOLATIONS AND APPEALS

San Diego City, Mesa, Miramar, and Continuing Education colleges shall ensure the catalog describes the policies and procedures by which students may challenge any alleged violation of the provisions of this administrative procedure. Records of such challenges shall be retained for at least three (3) years after the challenge has been resolved, or longer if necessary to meet other requirements, and shall be subject to further review as requested.

STUDENT EQUITY

Under the Student Equity and Achievement Program, the San Diego Community College District shall develop and maintain a student equity plan, approved by the Board of Trustees and updated under the supervision of the Vice President of Student Services, pursuant to California Education Code Section 78220,

1. The development of the Student Equity Plan shall include broad input from the following:
 - a. The active involvement of the appropriate constituent groups on campus;
 - b. Members of the community who can articulate the perspectives and concerns of historically underrepresented groups; and
 - c. The Office of Institutional Effectiveness and Research (OIER) to include an analysis of the disproportionate impact and student equity.
2. The Student Equity Plan shall address:
 - a. Institutional barriers to equity;
 - b. Goals for access, retention, degree and certificate completion, English as a Second Language and basic skills completion, and transfer for each historically underrepresented group;
 - c. Activities most probable to effectively attain the goals, including coordination of existing student equity-related programs;
 - d. Sources of funds for the activities in the plan;
 - e. A schedule and process for evaluation of progress toward the goals; and
 - f. An executive summary describing the groups for whom goals have been set, the goals, the initiatives that each college will undertake to achieve the goals, the resources budgeted for that purpose, and the official who can be contacted for further information.

References: Education Code Sections 66030, 66250 et seq., 72010 et seq., 78210 et seq. and 78220;
Title 5 Sections 54220 and 55500 et seq.;
WASC/ACCJC Accreditation Standard 2

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