



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 5 – Student Services

AP 3050.1 – STUDENT SUCCESS AND SUPPORT PROGRAM AND STUDENT EQUITY

The District is committed to assuring student equity and student success in educational programs and student services. Each college and Continuing Education shall have a Student Success and Support Program plan and a Student Equity plan that is accepted by the Board of Trustees and filed with the Chancellor's Office for the California Community Colleges.

STUDENT SUCCESS AND SUPPORT PROGRAM

The implementation of the Student Success and Support 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. The plan is developed and maintained under the supervision of the Vice President, Student Services.

1. STUDENT RESPONSIBILITIES

Each student, in entering into an education plan, will do all of the following:

- a. Identify education and career goals;
- b. Identify a course of study;
- c. Be assessed in computational and language skills to determine appropriate course placement;
- d. Complete orientation;
- e. Participate in the development of an education plan;
- f. 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;
- g. Diligently attend class and complete assigned coursework; and
- h. Complete courses and maintain progress toward identified goals.

2. STUDENT SUCCESS AND SUPPORT PROGRAM SERVICES

Student Success and Support Program services include, but are not limited to, the following:

- a. Orientation: information concerning campus procedures, academic expectations, support services, institutional expectations, financial assistance, and any other appropriate matters.

- b. Assessment and counseling upon enrollment, which shall include, but not be limited to, the following:
 - 1) Administration of assessment instruments authorized by the Board of Governors of the California Community Colleges to determine student competency in computation and language skills. The District shall not use any assessment instrument except one specifically authorized by the Board of Governors of the California Community Colleges;
 - 2) 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;
 - 3) Evaluation of student study and learning skills;
 - 4) 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);
- c. Assistance with creating a student education plan;
- d. Assistance with course selection in accordance with the student's education plan;
- e. Follow-up services, and required advisement or counseling for students who are enrolled in basic skills courses, who have not declared an educational objective as required, or who are on academic probation.

3. EXEMPTIONS

A student may be exempted from certain Student Success and Support Program requirements based on one or more of the following criteria:

- a. Students who attend with an educational goal to: maintain a certificate or license; educational development; or completion of credits for high school diploma;
- b. Students who have completed an associate degree or higher;
- c. Students concurrently enrolled at a four-year institution;
- d. Students concurrently enrolled in high school;
- e. Students who have completed these services at another community college within the last three years.

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.

4. VIOLATIONS AND APPEALS

Each college and Continuing Education catalog describes the policies and procedures by which students may challenge any alleged violation of the provisions of this administrative policy. 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

The Student Equity Plan shall be developed, approved by the Board of Trustees, and maintained and updated under the supervision of the Vice President, Student Services.

1. DEVELOPMENT OF THE STUDENT EQUITY PLAN

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. Institutional research to include an analysis of disproportionate impact and student equity.

2. STUDENT EQUITY PLAN CONTENT

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 likely to be effective to 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 that describes the groups for whom goals have been set, the goals, the initiatives that each College and Continuing Education will undertake to achieve the goals, the resources budgeted for that purpose, and the College or Continuing Education official who can be contacted for further information.

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

Approved by
the Chancellor: November 9, 2016

Supersedes: 6/26/2016