

Board Policy 8.3.4P

Book
Sonoma County Junior College District Board Policy Manual
Section
Section 8: Student Services
Title
Student Placement Assessment
Number
8.3.4P
Status
Active
Last Revised
June 10, 2014
Last Reviewed
June 10, 2014

8.3.4P
STUDENT PLACEMENT ASSESSMENT
REVIEW: JUNE 9, 1986
REVISED: NOVEMBER 14, 1995
REVISED: NOVEMBER 14, 2000
REVISED: JUNE 10, 2008
REVISED: MAY 8, 2012
CATEGORY 2 REVISION: JUNE 10, 2014
Title 5: 51024, 55500, 55502, 55510, 55520,
55522, 55530, 55531, 55532, 55534, 58106
ED CODE: 78211, 78212, 78213, 78214, 78215, 78216, 78218, 78219
~~Board Policy and Procedure 8.6/8.6P~~

Placement ~~assessment testing~~ provides a means for students to satisfy course prerequisite or co-requisite requirements on courses. Current information concerning student placement assessment can be found on the Santa Rosa Junior College website.

~~Placement testing preparation materials are available at assessment services offices and on Santa Rosa Junior College Website.~~

~~The District provides accommodation for placement testing for students with verified disabilities.~~

~~After the initial placement testing in a subject area, students may re-take the test once per term.~~

~~Test scores are valid for three years.~~

Students may fulfill this requirement in a subject area (Mathematics, English, or ESL) through one or more of the following:

- a. Completing an equivalent course at a post-secondary accredited institution in that subject area (the course will determine placement).
- b. Earning a qualifying AP score or IB exam score in the subject area.
- c. Having obtained a placement result using Chancellor's Office approved instruments/methods. Placement methods will be in compliance with Assembly Bill 705, effective for Summer and Fall 2019 enrollment.
- d. Providing placement results from other California community colleges.

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e. Having valid Early Assessment Program (EAP) results that satisfy placement conditions determined by the District.

Board Policy 8.6P

Book
Sonoma County Junior College District Board Policy Manual
Section
Section 8: Student Services
Title
Student Success and Support Program
Number
8.6P
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March 11, 2014
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March 11, 2014

8.6P
STUDENT SUCCESS AND SUPPORT
REVIEW: APRIL 8, 1985
REVISED: NOVEMBER 14, 1995
REVIEWED: NOVEMBER 14, 2000
REVISED: JUNE 10, 2008
CATEGORY 2 REVISION: JANUARY 14, 2014
CATEGORY 3 REVISION: MARCH 11, 2014
Title 5: 51024, 55500, 55502, 55510, 55511, 55512, 55516,
55518, 55520, 55521, 55526, 55530, 55531, 55532, 55534
ED CODE: 72011, 76000, 76001, 78210-78218
Board Policy and Procedure 8.3.4P/P

The District is responsible for the provision of student services to support student success. The Student Success and Support Program (SSSP) will include the following core matriculation services: orientation, assessment, counseling, advising, and other student education planning, and follow-up services.

STUDENT RIGHTS AND RESPONSIBILITIES

1. All students have the right to the following student success and support services: orientation, assessment; counseling, advising, and other student education planning; and follow-up services
2. Each student has the responsibility identify an educational goal upon application and declare a course of study after completing fifteen (15) degree-applicable semester units, attend an orientation session; complete the assessment service; attend classes regularly and complete assigned coursework; adhere to all college rules, regulations, and policies, and participate in the development of his or her student education plan (SEP).
3. Each student is entitled to:

- a. Participate in the development of his or her student education plan. A student who believes that the District has not afforded him or her the opportunity to develop or implement this plan may file a complaint with an appropriate Student Services Dean or designee;
- b. Equal opportunity to engage in the educational process. A student who alleges he or she has been subject to unlawful discrimination may file a grievance with Human Resources;
- c. Challenge any prerequisite and/or co-requisite using established procedures through appropriate channels on one or more of the following grounds:
 - i. The prerequisite and/or co-requisite is not valid because it is not necessary for success in the course for which it is required;
 - ii. The student has the knowledge or ability to succeed in the course despite not meeting the prerequisite;
 - iii. The prerequisite and/or co-requisite is discriminatory or is being applied in a discriminatory manner;
 - iv. The prerequisite and/or co-requisite course is not reasonably available;

A prerequisite and/or co-requisite challenge must be filed using ~~on~~ the appropriate form with the Office of Admissions and Records.

- d. Challenge his or her placement ~~test~~ results, ~~retest~~, and request to enroll in a course that is not recommended by the course placement through the college process. The District has the authority to drop a student from a course if he/she has not met the requirement;
- e. Review the Student Success and Support Program regulations of the California Community Colleges and file a complaint when he or she believes the District has engaged in any practice prohibited by these regulations. These regulations are available, and complaints may be filed in the Office of the Vice President of Student Services.

DISTRICT RESPONSIBILITIES

The responsibilities of the District under this agreement shall include:

1. The processing of applications for admission in a timely manner;
2. Providing timely orientation;
3. Providing placement assessment for all non-exempt students;
4. Providing counseling, advising, and other education planning services for non-exempt students;
5. Providing assistance to all non-exempt students in development of a student education plan which identifies education goal, course of study, and the courses, services, and programs to be used to achieve them;
6. Providing follow-up services to evaluate the academic progress of, and provide support services to at-risk students;
7. Referring students to:
 - a. support services which may be available, including but not limited to, counseling/advising, financial aid, health and mental health services, campus employment placement services, Extended Opportunity

Program & Services (EOPS), and Disabled Student Programs and Services (DSPS), tutorial services, foster youth support services, veterans support services; and

b. curriculum offerings including but not limited to, basic skills, noncredit programs, and English as a Second Language;

8. Conducting an ongoing research program to determine the effectiveness of the Student Success and Support Program to ensure effectiveness in improving student progress toward and completion of educational goals and courses of study;

9. Providing professional development opportunities to help faculty and staff implement Student Success and Support requirements;

10. Developing and regularly reviewing and updating a Student Success and Support Program Plan, which clearly delineates each of the above areas of responsibilities. Compliance with these requirements will be monitored by the state Chancellor's Office as stipulated by the Student Success Act of 2012 (SB 1456);

11. Investigating and attempting to resolve any challenges and complaints related to the Student Success and Support Program in a timely manner. Records of such complaints will be retained for three years after the complaints have been resolved or longer if necessary.

FULFILLMENT OF REQUIRED STUDENT SUCCESS AND SUPPORT SERVICES

Students who complete the required orientation, assessment, and education planning services will be identified as fully-matriculated.

1. Orientation

Students may fulfill this requirement through COUN 270, Online Orientation, and/or in-person group orientation, as well as orientation services provided by other District programs that meet SSSP regulations.

2. Assessment

Students may fulfill this requirement in a subject area (Mathematics, English, or ESL) ~~through one or more of the~~ by following AB707 compliant procedures outlined in BP 8.3.4P

~~a. Completing an equivalent course at a post-secondary accredited institution in that subject area (the course will determine placement).~~

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~~b. Earning a qualifying AP score or IB exam score in the subject area (students should contact Office of Admissions and Records for details).~~

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~~c. Taking the SRJC placement tests within three (3) years prior to initial registration.~~

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~~d. Taking valid, approved placement tests at other two-year California community colleges within three (3) years prior to initial registration.~~

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~~e. Having valid Early Assessment Program (EAP) results that satisfy placement conditions determined by the District.~~

3. Education Planning

Students may fulfill this requirement by meeting with a counselor to develop either an abbreviated education plan (one or two terms in length) or a comprehensive education plan (at least two terms in length and reflecting the number of terms required to achieve the student's declared course of study).

Students may also fulfill this requirement through other programs, such as DSPP, EOPS/CARE, CalWORKs, or other District programs that provide the education planning services.

Students should work with counselors to update their education plans if their goals and courses of study change.

EXEMPTION CRITERIA

Certain students may be exempted from the SSSP requirements if they meet the exemption criteria described in this procedure. Students may elect to participate in these services to become fully-matriculated regardless of their exemption status.

Students who are exempt and who elect not to participate in the SSSP services will not obtain registration priority.

The following categories of students may be exempt from the SSSP service requirements:

1. Students who have earned an Associate or higher degree.
2. Students who are enrolled in the District for the purpose of personal interest or completion of credits for high school diploma or GED.
3. High school students who are concurrently enrolled in the District.

Section
Section 8: Student Services
Title
Special Admission of K-12 Students
Number
8.1.11P
Status
Active
Adopted
January 12, 1987
Last Revised
January 13, 2009
Last Reviewed
January 13, 2009

8.1.11P
SPECIAL ADMISSION OF K-12 STUDENTS
ADOPTED: JANUARY 12, 1987
REVISED: NOVEMBER 14, 1995
REVISED: NOVEMBER 14, 2000
REVISED: DECEMBER 3, 2008
REVISED: JANUARY 13, 2009
CATEGORY 2 REVISION: JANUARY 14, 2014
ED CODE: 48800, 48800.5a, b, 76001

I. Enrollment Eligibility and Requirements

- A. In order for K-12 students to enroll in Santa Rosa Junior College courses, formal authorization and agreement from the school district of attendance must be on file with the Sonoma County Junior College District. If a full-time applicant is not enrolled in a public or private school, the parent or legal guardian may directly petition the District for admission.
- B. Eligible students must meet all College academic standards and prerequisite requirements, including but not limited to specific assessment tests processes for purposes of determining enrollment eligibility, course placement or general advisement.
- C. Students must complete the ~~Concurrent-Dual Enrollment Program~~ Request Form according to announced deadlines. This application requires the signed consent of the following: parent, or legal guardian; school counselor; and school principal, or official designee.
- D. Parental consent for the emergency health treatment of minors must be on file with the District Admissions, Records & Enrollment Development Office.
- E. Students may be required to meet with a College counselor to determine enrollment eligibility, course placement or general advisement as long as such procedures do not establish enrollment criteria different than those applied to other college students.

II. Curriculum/Program Eligibility

- A. Any program designated impacted shall be excluded from special admission eligibility.
- B. Each academic department will determine if certain courses are not appropriate for special admission students in general, or specific categories of special students. The District will list excluded courses on the Concurrent Enrollment Program Request form.
- C. The District reserves the right to restrict enrollment in any given academic term for any class that it deems inappropriate for health, safety, seat occupancy, or other substantive reasons.

III. Credit

Special admission students shall receive credit for completed work in the same manner as regular community college students.

IV. Appeals

Appeals to decisions regarding special admission will be considered by the Director of Admissions, Records & Enrollment Development, or designee.