

SECTION FOUR

STUDENTS/INSTRUCTIONAL SERVICES

4A **Admission and Registration** *(Revised December 9, 2004)*

4A1 **Eligibility for Admission**

- 4A1A** Persons with high school diplomas or the equivalent thereof shall be admitted. (Education Code 76000)

- 4A1B** Non-high school graduates over eighteen (18) years of age who are judged capable of profiting from instruction may be admitted. (Education Code 76000)

- 4A1C** Persons who are apprentices as defined in Section 3077 of the Labor Code (16 years of age and entered into an “apprentice agreement”) may be admitted. (Education Code 76000)

- 4A1D** Certain students who are enrolled in K-12 programs, including public, private, and charter schools, may be admitted as special part-time students, or special full-time students (Education Code 76001[a]), upon recommendation of the school principal or designee, and with parental consent.

- 4A1E** A parent or guardian of a pupil who is not enrolled in a public, private, or charter school, regardless of the pupil’s age or class level, may directly petition the president or designee, of any community college to authorize attendance of the pupil at the community college as a special part-time or full-time student (Education Code 48800.5 [c]).

4A1F The Colleges are authorized to restrict the admission or enrollment of a special part-time or full-time student, noted in the **Policies 4A1D and 4A1E**, based on any of the following criteria: (Education Code 76002[b])

- Age
- Completion of a specified grade level
- Demonstrated eligibility for instruction using assessment methods and procedures adopted by the Board of Governors

4A2 **Student Responsibilities** *(Added June 3, 1993)*

4A2A Upon admission to the College, each student shall express at least a broad educational intent for attending College.

4A2B All students are matriculating students unless exempt (see **Procedure 4A3(a)** of this Manual for the Matriculation Component Exemption Criteria). Each matriculating student must identify a specific educational goal no later than the semester following the completion of fifteen (15) semester units.

4A2C After specifying an educational goal, each matriculating student must develop a Student Educational Plan within ninety (90) instructional days.

4A2D Matriculating students in the following categories shall participate in counseling/advisement:

- students on probation
- students who have not declared a specific educational goal
- students who are enrolled in pre-collegiate basic skills courses

4A2E All students shall comply with attendance and progress requirements established by each College.

4A2F All students shall complete assigned work in a timely manner.

4A2G Student failure to take responsibilities as cited above may lead to disciplinary action as defined in Title 5.

4A3 **Matriculation** - *(Approved 4/12/12)* The matriculation process for students includes assessment, orientation, counseling/advising and the completion of a Student Educational Plan. Each College in the District shall develop, regularly update, and post to the District/College website a complete description of all of the opportunities available to students so that they can become fully matriculated in a timely manner. This policy

and practice meets with the requirements and intent of the Seymour-Campbell Matriculation Act of 1986 and Title 5. See **Procedures 4A3(a), 4A3(b) and 4A3(c)**. Reference: Education Code Section 78210 et seq.; Title 5 Section 55500 et seq.

- 4A3A** Assessment - Students shall be required to complete assessment testing. Assessment is mandated for courses with assessment level prerequisites. The Colleges are authorized to develop and use assessment equivalencies. Assessment requirements shall be noted in appropriate College publications.
- 4A3B** Orientation - Each College shall develop and offer orientation opportunities that provide students with information including, but not limited to, the college's programs, services, facilities, grounds, academic expectations, and institutional procedures.
- 4A3C** Counseling/Advising - Each College shall develop and staff counseling and advising programs that provide appropriate support services to assist students in their academic and personal development.
- 4A3D** Student Educational Plan - Each College shall provide resources for students to complete a Student Educational Plan which shall outline the courses necessary to satisfy a student's academic goal in a recommended term-by-term sequence.
- 4A3E** Priority Registration - The District recognizes that matriculation enhances students' success in achieving their educational goals. The District shall provide priority registration to students who have completed the following matriculation components: assessment, orientation, counseling/ advising, and a Student Educational Plan. See Procedures 4A3(a), 4A3(b), and 4A3(c).
- 4AF** Evaluation - Each College shall annually evaluate the effectiveness of its matriculation process.

4A4 **Prerequisites, Corequisites, and Advisories on Recommended Preparation** *(Added July 14, 1994)*

The Kern Community College District adopts the following policy in order to provide for the establishing, reviewing, and challenging of prerequisites, corequisites, advisories on recommended preparation, and certain limitations on enrollment in a manner consistent with law and good practice. The Board recognizes that, if these prerequisites, corequisites, advisories, and limitations are established unnecessarily or inappropriately, they constitute unjustifiable obstacles to student access and success and, therefore, the Board adopts this policy which calls for caution and careful scrutiny in establishing them.

Nonetheless, the Board also recognizes that it is as important to have prerequisites in place where they are a vital factor in maintaining academic standards as it is to avoid establishing prerequisites where

they are not needed. For these reasons, the Board has sought to establish a policy that fosters the appropriate balance between these two (2) concerns.

4A4A Each College shall provide the following explanations both in the College catalog and in the schedule of classes.

- Definitions of prerequisites, corequisites, and limitations on enrollment including the differences among them and the specific prerequisites, corequisites, and limitations on enrollment which have been established pursuant to Title 5 regulations.
- Procedures for a student to challenge prerequisites, corequisites, and limitations on enrollment and circumstances under which a student is encouraged to make such a challenge.
- Definitions of advisories on recommended preparation, the right of a student to choose to take a course without meeting the advisory, and circumstances under which a student is encouraged to exercise that right.

4A4B Each College shall establish procedures by which any student who does not meet a prerequisite or corequisite or who is not permitted to enroll due to a limitation on enrollment, but who provides satisfactory evidence, may seek entry into the class according to a challenge process pursuant to provisions of the Model District Policy. See [Appendix 4A4](#) of this Manual for the Model District Policy.

4A4C The curriculum review process at each College shall at a minimum be in accordance with all of the following:

4A4C1 Establish a curriculum committee and its membership in a manner that is mutually agreeable to the College administration and the academic senate.

4A4C2 Establish prerequisites, corequisites, advisories on recommended preparation, and limitations on enrollment pursuant to the Model District Policy. See [Appendix 4A4](#) of this Manual for the Model District Policy.

4A4C3 Verify and provide documentation that prerequisites or corequisites meet the scrutiny specified in one (1) of the measures of readiness specified in the Model District Policy. See [Appendix 4A4](#) of this Manual for the Model District Policy.

4A4C4 Provide for a review of each prerequisite, corequisite, or advisory at least every six (6) years. Any prerequisite or corequisite which is successfully challenged under subsections (1), (2), or (3) of Title 5, Section 55201(f) shall be reviewed promptly thereafter to assure that it is in compliance with all other provisions of this policy and with the law.

4A4C5 Provide for a review of each limitation on enrollment at least every six (6) years.

4A4D Each College shall establish procedures wherein every attempt shall be made to enforce all conditions a student must meet to be enrolled through the registration process so that a student is not permitted to enroll unless he or she has met all the conditions or has met all except those for which he or she has a pending challenge or for which further information is needed before final determination is possible of whether the student has met the condition pursuant to the Model District Policy. See [Appendix 4A4](#) of this Manual for the Model District Policy.

4A4E Each College shall establish a procedure whereby courses for which prerequisites, corequisites, or advisories on recommended preparation are established will be taught in accordance with the course outline, particularly those aspects of the course outline that are the basis for justifying the establishment of the prerequisite or corequisite.

4A5 **Residence Eligibility (Revised July 14, 1994)**

4A5A District Residents--Any legal residents of the Kern Community College District may be admitted to the campus of their choice. To be a legal resident of the Kern Community College District, a student must establish residency within the College District and meet State residency requirements. (Education Code Sections 68017-68019)

4A5B Out-of-State Resident Tuition--Out-of-State residents shall be charged tuition in accordance with the regulations of the Board of Governors of the California Community Colleges. (Education Code Sections 68051 and 76004) See [Procedure 4A5B](#) of this Manual for Non-Resident Tuition Refund procedures.

4A5C Resident Classification for Employees--A full-time employee of the Kern Community College District or a student who is a child or spouse of a full-time employee of the District is entitled to resident classification until he/she has resided in the State the minimum time necessary to become a resident.

4A6 **Admission to Impacted Programs** (May 6, 2010)

In the event the number of applicants designated to be eligible for admission exceeds the number of student positions in a program, the following selection process may be used to determine student admission.

- 4A6A** Applicants who are eligible will be admitted in the order in which their names appear on an eligibility list established for each program. The applicant's position on the list will be determined by specific procedures established for each program. Screening and selection criteria will be applied consistently for all applicants at each College. Criteria which may be used to establish priority for admittance are noted in the following sections or may be allowed by using other non-evaluative techniques to determine who may enroll.
- 4A6B** Academic prerequisites may include high school graduation or equivalent, grade point average, completion of high school, or college courses which are directly related to the curriculum content of the impacted program.
- 4A6C** Standard testing procedures may include aptitude tests, attitude or personality tests, skills performance, and competency tests in specific fields.
- 4A6D** Criminal background checks, drug screening, and physical health assessments of an applicant may be used to assure that the health and safety of the public is protected and to assure the student is able to perform the work required in the program. [See Title 5, Section 58106(b)]
- 4A6E** An interview procedure may be used in the screening and selection process. The interview shall be preceded by instructions to the applicant indicating the purpose, conduct, and general content of the interview. The interview procedure shall be uniform for all applicants, contain items relevant to the discipline, and result in a quantitative evaluation. The interview committee shall consist of two (2) or more persons.
- 4A6F** Previous experience may be used as a criterion for screening and selection.
- 4A6G** Student failure to complete the application procedure may preclude admittance.
- 4A6H** Each College shall have available for interested applicants the specific and current criteria for implementing this policy.

4A6I In Administration of Justice courses approved by the Commission on Peace Officer Standards and Training, preference in enrollment may be given to employed law enforcement trainees who are required to complete such courses pursuant to law. Preference should only be given when the trainee cannot complete the course within the time required by statute and when no other training program is reasonably available. Preference is limited to eighty-five percent (85%) of enrollment when there are sufficient numbers of non-law enforcement trainees available.

4A7 Limitations on Enrollment in Courses or Programs

4A7A Enrollment may be limited by the College President or designee to students meeting validated prerequisites and corequisites established by the Curriculum Committee. (See Title 5, Section 55003.)

4A7B Enrollment may be limited due to health and safety considerations, facility limitations, faculty workload, the availability of qualified instructors, funding limitations, or legal requirements.

4A7C Enrollment will be allowed on a first-come, first-served basis or by using other non-evaluative techniques to determine who may enroll.

4A7D Enrollment in intercollegiate competition courses, honors courses, or public performance courses may be allocated to those students judged most qualified.

4A7E Enrollment in individual sections of multi-section courses may be limited to a cohort of students enrolled in one or more other courses, provided however, that a reasonable percentage of all sections of the course do not have such restrictions.

4A7F The colleges will limit the total number of units in which students who have been disqualified or placed on probationary status may enroll. [See Board Policy Manual Procedure 4C4(a)]

4A7G Students may challenge an enrollment limitation on the grounds that: the limitation is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner; the District is not following its policy on enrollment limitations; or, the basis upon which the district has established an enrollment limitation does not, in fact, exist.

The student shall bear the burden of showing that grounds exist for the challenge. Challenges shall be handled in a timely manner, and if the challenge is upheld, the District shall waive

the enrollment limitation with respect to that student. In the case of a challenge under this Policy, the District shall, upon completion of the challenge procedure, advise the student that he or she may file a formal complaint for unlawful discrimination. (See Board Policy 4F10, Student Complaint Policy.)

4A8 **Student Fees** *(Revised November 6, 2008)*

4A8A Mandatory student fees must be established by the Board of Trustees and must be expressly authorized by State law.

4A8B Fee waivers may be approved by the College President or designee in accordance with law.

4A8C **Enrollment Fee**--Unless expressly exempted, or entitled to a waiver, all students enrolling in credit courses shall pay the enrollment fee established by law. (Education Code Section 76300, Title 5 Sections 58500-58508) K-12 students admitted as special part-time students, and enrolled for college credit, pursuant to Education Code Section 76300(f) are exempt from paying the enrollment fee. Special full-time or part-time students enrolled in college courses for high school credit only are not subject to the enrollment fee, and no waiver or exemption is necessary. *(Revised November 6, 2008)*

Prior to the last day of open registration, students will be dropped for non-payment of enrollment fees of one hundred dollars (\$100.00) or more ten (10) days after the date that they registered for the particular course(s). Students whose unpaid enrollment fees are less than one hundred dollars (\$100.00) will have holds placed on their transcripts, grades, and diplomas until their enrollment fees are paid. *(Revised December 13, 2007)*

Beginning with the first day of the term, students owing one hundred dollars (\$100.00) or more will not be dropped for non-payment of enrollment fees; however, these students will have holds placed on their transcripts, grades, diplomas, and registration privileges until their enrollment fees are paid. Students whose unpaid enrollment fees are less than one hundred dollars (\$100.00) will have holds placed on their transcripts, grades, and diplomas until their enrollment fees are paid. *(Revised December 13, 2007)*

See **Procedure 4A8C(a)** of this Manual for Enrollment Fee Refund procedures.

Enrollment fee waivers will be granted according to law. See **Procedure 4A8C(b)** of this Manual for Enrollment Fee Waivers.

4A8D **Parking Fee**--Colleges may assess a parking fee for services according to law (Education Code Section 76360). The fee may be assessed only to those students who use parking facilities.

4A8E **Health Fee**--Each College may charge a student fee for health services (Education Code Section 76355).

Health Fee exemptions will be granted according to law. See **Procedure 4A8E** of this Manual for Health Fee Exemptions and Refund Guidelines.

4A8F **Course Audit Fee** (Education Code Section 76370)

4A8F1 Students auditing credit classes shall be charged a fee, except as excluded in (**Policy 4A8F3**) below.

4A8F2 The course audit fee for credit courses shall be assessed in the same manner as the enrollment fee (**Policy 4A8C**).

4A8F3 Students enrolled in classes for ten (10) or more semester credit units shall not be charged a fee to audit classes taken during that semester.

4A8F4 A student in a course shall not be permitted to change enrollment from credit to audit or audit to credit.

4A8F5 Priority in class enrollment shall be given students desiring to take the course for credit.

4A8F6 The College President or designee shall approve audit enrollments.

4A8G **Student Body Operating and Building Fee**--Effective Fall Semester 1990 through Spring Semester 2020, Bakersfield College may charge an annual building and operating fee for the purpose of financing, constructing, enlarging, remodeling, refurbishing and operating a student body center. The fee shall not exceed one dollar (\$1.00) per credit hour for courses offered on the main campus up to a maximum of ten dollars (\$10.00) per student per fiscal year. See **Procedure 4A8G** of this Manual for specific procedures to implement this fee and for waiver and refund procedures.

4A8H **Community Service Course Fee**--Student fees for non-credit community service classes are authorized by the Board of Trustees. The fees are set by each College President at a

level to be self-supporting.

4A9 **Instructional and Other Materials** (Title 5, Sections 59400-59408)

- 4A9A** The Colleges may require students to provide instructional and other materials required for a credit or noncredit course, provided that such materials are of continuing value to a student outside of the classroom setting, and provided that such materials are not solely or exclusively available from the District.
- 4A9B** A material shall not be considered to be solely or exclusively available from the District if it is provided to the student at the District's actual costs; and (a) the material is otherwise generally available, but is provided solely or exclusively by the District for health and safety reasons; or (b) the material is provided in-lieu of other generally available but more expensive material which would otherwise be required.
- 4A9C** The Colleges shall adopt procedures for required instructional and other materials consistent with Title 5 regulations.
- 4A9D** District policies and College procedures for required instructional materials shall be published in the College catalog.



4B1E Non-credit courses recommended by the Curriculum Committee and the College President to the District Chancellor and the Board of Trustees for approval, shall comply with the following conditions:

1. Non-credit courses are submitted for approval by the California Community Colleges Chancellor's Office.
2. Course outlines shall be on file in the College's Curriculum Office and the District Office of the Vice Chancellor, Educational Services.
3. Each College shall keep current records and reports as may be required by the State Chancellor.
4. In order to be eligible for enhanced funding, a career development or college preparation non-credit course must be part of a program or sequence of courses approved by the State Chancellor.

4B1F Community Service offerings may be developed by the District as long as they are not referred to as non-credit courses.

4B1G Contract education courses may be offered by the District.

4B2 **Courses** – Course additions, deletions, and modifications shall be determined through established College procedures. (*Revised February 5, 2009*)

4B2A The courses of the Colleges shall be of high quality, relevant to the community and student needs, and evaluated regularly to ensure quality and currency.

4B2B College procedures for course creation, deletion, and modification shall include:

- Appropriate involvement of the faculty and Academic Senate in all processes;
- Academic Senate involvement requires consideration and action taken by the Academic Senate or appropriate Senate committee;
- Appropriate notice and involvement of the affected parties in all of the processes;
- Regular review and justification of course description;
- Opportunities for training for persons involved in aspects of curriculum development;
- Consideration of job market and other related information for vocational and occupational programs;
- Rationale for the course creation, deletion, and modification; and
- Consideration of the impact of the proposed course creation, deletion, and modification.

4B2C In addition to course additions, deletions, and modifications initiated by the College procedures, College or District administration may initiate the appropriate College procedures.

4B2D Final recommendations for course additions, deletions, and modifications shall be recommended to the College Chief Instructional Officer who shall make a recommendation to the College President. The College President shall then submit a recommendation to the District Chancellor for approval by the Board of Trustees.

4B3 **Distance Education** *(Revised June 11, 2009)*

4B3A Distance Education means instruction in which the instructor and the student are separated by distance and interact through the assistance of communication technology. (Title 5, Section 55200)

4B3B The same standards and judgment of course quality shall be applied to any portion of a course through distance education as are applied to traditional classroom courses. (Title 5, Section 55202)

4B3C Any portion of a course conducted through distance education must include regular effective contact between instructor and students through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, correspondence, voice mail, e-mail, or other activities. (Title 5, Section 55204)

4B3D If a portion of the instruction in a proposed or existing course or course section is designed to be provided through distance education, the course shall be separately reviewed and approved using both College and District course approval procedures. (Title 5, Section 55206)

4B3E Instructors of course sections delivered by distance education technology shall be selected by the same procedures used to determine all instructional assignments.

Instructors shall possess the minimum qualifications for the discipline into which the course's subject matter most appropriately falls.

The number of students assigned to any one course section offered by distance education shall be determined by, and be consistent with, other district procedures related to faculty

assignments.

Procedures for determining the number of students assigned to courses provided through distance education may be reviewed by the Curriculum Committee.

Nothing in this section shall be construed to impinge upon or detract from negotiated agreements between the exclusive representatives and the Board of Trustees. (Title 5, Section 55208)

4B3F The District Office shall:

1. Maintain records and report data through the Chancellor's MIS program regarding numbers of students and faculty participating in distance education.
2. Report to the Board of Trustees by August 31st each year regarding distance education activities.
3. Provide other information as required or requested.

(Title 5, Section 55210)

4B3G Attendance accounting shall be consistent with the California Community Colleges Chancellor's Office Student Attendance Accounting Manual for calculating Distance Education FTES. (Title 5, Section 58003.1)

4B4 **Programs** – Program additions and modifications shall be determined through established College procedures. (*Revised February 5, 2009*)

4B4A The programs of the Colleges shall be of high quality, relevant to the community and student needs, and evaluated regularly to ensure quality and currency.

4B4B College procedures for program additions and modifications shall include:

- Appropriate involvement of the faculty and Academic Senate in all processes;
- Academic Senate involvement requires consideration and action taken by the Academic Senate or appropriate Senate committee;
- Appropriate notice and involvement of the affected parties in all of the processes;
- Regular review and justification of programs and program descriptions;

- Consideration of job market and other related information for vocational and occupational programs;
- Rationale for the program additions and modifications; and
- Consideration of the impact of the proposed additions and modifications.

4B4C In addition to program additions and modifications initiated by the College procedures, College or District administration may also initiate the appropriate College procedures.

4B4D Final recommendations for program additions and modifications shall be recommended to the College Chief Instructional Officer who shall make a recommendation to the College President. The College President shall then submit a recommendation to the District Chancellor for approval by the Board of Trustees.

4B5 **Program Review** – Program review shall be determined through established College procedures and shall meet all statutory and accreditation requirements. (*Revised February 5, 2009*)

4B5A College procedures for program review shall include:

- Appropriate involvement of the faculty and Academic Senate in all processes;
- Academic Senate involvement requires consideration and action taken by the Academic Senate or appropriate Senate committee;
- Regular review and justification of programs and course descriptions; and
- Consideration of job market and other related information for vocational and occupational programs.

4B6 **Program Discontinuance** – Program discontinuance shall be determined through established College procedures. (*Revised February 5, 2009*)

4B6A College procedures for program discontinuance shall include:

- Appropriate involvement of the faculty and Academic Senate in all processes;
- Academic Senate involvement requires consideration and action taken by the Academic Senate or appropriate Senate committee;
- Appropriate notice and involvement of the affected parties in all of the processes;
- Plan and schedule for implementing the program deletion;

- Consideration of job market and other related information for vocational and occupational programs;
- Rationale for the program deletion; and
- Consideration of the impact of the proposed deletion with evidentiary support.

4B6B The procedure for discontinuance of vocational or occupational programs should include:

- Process for reviewing such programs every two (2) years to ensure they meet legal standards; and,

4B6C In addition to program discontinuance initiated by the College procedures, the College or District administration may also initiate the appropriate College procedures.

4B6D Final recommendations for program discontinuance shall be recommended to the College Chief Instructional Officer who shall make a recommendation to the College President. The College President shall then submit a recommendation to the District Chancellor for approval by the Board of Trustees.

- Discontinued programs may also be deleted subject to review.
- Process for termination of program by the Board of Trustees if legal and other District standards are not met.

4B7 **Articulation**

The Colleges may articulate programs and courses with high schools, limited to Career and Technical Education courses (Tech Prep), and with four-year (4-year) institutions. *(Revised February 5, 2010)*

4B7A Articulation agreements shall identify Kern Community College District Board of Trustees approved courses that are comparable and transferable between the community colleges and high schools or four-year (4-year) institutions. Articulation agreements may include, but shall not be limited to, general education requirements, major subject prerequisites, departmental requirements, and co-enrollment arrangements.

4B7B Articulation of courses and programs with four-year (4-year) institutions shall be the responsibility of the College President or designee. Individual articulation agreements shall be updated and maintained on file at each College.

4B7C Articulation of courses and programs with high schools shall be the responsibility of the College President or designee. A plan for articulation shall be developed and implemented at

each College.

4B7D An articulated high school course is one that the faculty of the college in the appropriate discipline, using procedures developed by the Curriculum Committee, have determined to be comparable to a specific college course that has been recommended by the Curriculum Committee, and approved by the Board of Trustees.

4B7E Articulated high school courses may be applied to college requirements in lieu of comparable college courses to partially satisfy:

1. The requirements for a certificate program, including the total number of units required for a certificate;

2. The major requirements in a degree program.

4B7F Articulated high school courses used to partially satisfy certificate or major requirements shall be clearly noted as such on the student's academic record only if the comparable college courses have been successfully completed, or if credit for these comparable college courses has been earned via credit by examination.

With respect to articulated high school courses, credit by examination will only be granted when the final examination for the high school course has the approval of knowledgeable college faculty in the same field, and the student passes this examination with a satisfactory grade ("A", "B", or "C" level).

4B7G Except through credit by examination, articulated high school courses may not be used to satisfy:

1. The requirement that students complete at least 60 units in order to receive an associate degree;

2. Any general education requirement for the associate degree.

4B8 **Independent Study**
(Approved 11/10/11)

4B8A The purpose of Independent Study is to fulfill a student's immediate need due to circumstances beyond their control as determined by the College Vice Presidents, Academic Affairs, to meet a specific requirement for their degree, certificate, major, or for transfer.

4B8B Independent Study will be conducted by qualified faculty in accordance with the course outline of record, to permit

students to cover course material independently, but under the supervision and direction of the assigned faculty.

4B8C Academic standards applicable to Independent Study shall be the same as those applied to other credit and non-credit courses.

4B8D Students enrolled in Independent Study will be evaluated, and their progress recorded in the same manner as students enrolled in other courses.

4B8F Faculty conducting Independent Study shall, as a minimum, make themselves available to students in the same manner as for students in other courses, including use of scheduled office hours.

4B8G Instructors of Independent Study shall:

1. Meet the same standards used for qualifying, as other instructors for a teaching assignment.
2. Provide orientation, guidance, and other information relevant to the Independent Study course to the students enrolled.
3. Provide each Independent Study student with the instructor's consultation schedule. This schedule is to be included in the written record of student progress required by Title 5, Section 55234.

4B8H The method of instruction for Independent Study shall be outlined and reviewed with the student by the supervising faculty assigned, with the student being held accountable on a regular basis for the material that has been assigned.

4B8I Attendance for Independent Study must be reported as outlined in the State Student Accounting Manual.

4B9 **Student Field Trips, Excursions, and Transportation**
(Revised December 13, 2007)

4B9A In recognition of the value of combining academic instruction with on-site experience, the Kern Community College District establishes the following policies pursuant to Section 55450 of Title 5 for instructional programs and courses in which students travel within the United States or to foreign countries.

4B9B The Colleges of the District may conduct field trips and excursions for enrolled students in connection with courses of instruction, or College-related social, educational, cultural, athletic, or musical activities to and from places in California,

or any other state, the District of Columbia, or a foreign country. [Title 5, Section 55450 (a)] Students participating in the activities cited in this Section are governed by the provisions of Board Policy Section **4F8**, Student Conduct.

4B9C Travel activity must be a valid educational experience rather than simply a guided tour.

4B9D The District may engage instructors, supervisors, and other personnel as may be necessary for such field trips and excursions who volunteer their services over and above the normal period for which they are employed by the District. [Title 5, Section 55450 (b)]

4B9D1 Faculty assigned to field trips or excursions will be compensated as cited in the CCA Contract, Compensation for Special Services.

4B9E The District may, at the discretion of the designated administrator, transport students, instructors, supervisors, or other personnel by use of District equipment, contract to provide transportation, or arrange transportation by the use of other equipment to sites in California. When District equipment is used, the District shall obtain liability insurance, and if travel is to and from a foreign country, the liability insurance shall be secured from a carrier licensed to transact insurance business in the foreign country. [Title 5, Section 55450 (c)]

4B9F Instructors are required to provide alternative assignments to students who demonstrate that they are unable to participate in a published field trip or excursion for reasons other than the lack of sufficient funds, (see **Policy 4B9H**). Students will be properly notified in College catalogs and/or Class schedules that field trips and/or excursions are required for particular courses.

4B9G The District may pay expenses of instructors, chaperones, and other personnel participating in a field trip or excursion. Payments shall be by way of itemized reimbursement in a form prescribed by the designated administrator. The District shall not pay the expenses, including transportation costs, of students participating in a field trip or excursion with District funds when this field trip or excursion is to any other state, the District of Columbia, or a foreign country. The District may pay from District funds all incidental expenses for the use of District equipment during a field trip or excursion authorized by this policy. [Title 5, Section 55450 (d)]

4B9H No student shall be prevented from making a field trip or

excursion because of lack of sufficient funds. To this end, the Colleges of the District shall coordinate the raising of funds for field trips and excursions that will assist students who lack sufficient funds for making the trip. No group shall be authorized to take a field trip or excursion if any student who is a member of the group will be excluded because of lack of sufficient funds. [Title 5, Section 55450 (d)]

4B9I All persons making a field trip or excursion shall be deemed to have waived all claims against the District for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out of state trips and excursions, and all parents or guardians of minor students taking out of state trips and excursions shall sign a statement waiving such claims. [Title 5, Section 55450 (d)] (See **Procedure 4B9I** of this Manual for the Parent/Guardian/Student Consent for Excursions, Field Trips, and Transportation of Student form.)

4B9J **Crediting Attendance for Apportionment**

4B9J1 The attendance or participation of a student in a field trip or excursion authorized by this section shall be considered attendance for the purpose of crediting attendance for apportionments in the fiscal year. Credited attendance resulting from such field trip or excursion shall be limited to the amount of attendance that would have accrued had the students not been engaged in the field trip or excursion. No more contact hours shall be generated by a field trip or excursion than if the class was held on campus.

4B9K **Student Transportation**

4B9K1 The College may provide transportation for:

- Class groups, provided (1) the trip has instructional relevance and value, (2) appropriate vehicles are available and (3) approval by the College President or designee is secured.
- Recognized student activities, if appropriate vehicles are available and the approval of the College President or designee is secured.

4B9K2 When transportation is provided by the District using District-owned vehicles or contracted carriers, the following provisions apply:

- 4B9K3** The District shall assure reasonable supervision. Except as approved by the College President or designee, the supervising academic staff member must accompany the group and is responsible for maintaining order and for informing students of applicable College policies and regulations regarding student conduct and other matters. (See **Policy 4F8** of this Manual for applicable Policies and Procedures governing student conduct.)
- 4B9K4** Students may elect not to use District-provided transportation, except where the College President or designee determines that transportation of the participating students, as a unit, is a requirement of the activity.
- 4B9K5** Students who elect to use private modes of transportation, where transportation is provided by the District, are deemed to have accepted liability for injury or damages which may result from, or in the course of, said transportation. Students shall sign a statement affirming the condition of their election of private transportation and agreeing to hold harmless the District for any claim whatsoever resulting from their transportation. (See **Procedure 4B9K5** of this Manual for the Student Election of Private Transportation for Approved Student Trip form.) Private vehicles must be operated in accordance with all applicable state and local laws and regulations.
- 4B8K6** Student trips outside the Kern Community College District must be approved by the College President or designee. Student trips outside of the State must be approved by the Board of Trustees. (See **Procedure 4B9I** of this Manual for the Parent/Guardian/Student Consent form for excursions, field trips, and transportation of students.)
- 4B9K7** Duplicate lists of students participating in the trip shall be prepared by the supervising academic staff member, one (1) copy to be retained by the responsible staff member in each vehicle and one (1) copy retained by the College President or designee. If no staff member is in a particular vehicle, the list is to be kept by a designated person in that vehicle. (See **Procedure 4B9K7** of this Manual for the Student