

Instructional Programs

The Lassen Community College District exists to meet the educational needs of its students. To meet these needs the college pursues excellence in the following areas:

Providing counseling, guidance, and support services to students in order that they may recognize their special abilities, needs, and interests.

Offering courses designed to provide comprehensive lower division instruction for students planning to transfer to a four-year institution as well as courses designed to contribute to the development of a broadly educated person who understands the need to gain self-knowledge, to perceive relationships among the individual, society, and the natural world, and to make sound judgments about relative values.

Offering vocational programs and courses designed to provide skills necessary to a successful career in a vocational or technical field, and to assist those already employed to improve their skills or to train for another career.

Offering pre-collegiate courses designed to provide opportunities to acquire and improve basic learning skills.

Offering non-credit courses designed to provide life-long learning in areas of parenting, citizenship, health and safety, occupational training, and home economics, and to give educational opportunities to older adults and the disabled.

Offering short-term, fee-based, not-for-credit community service courses to provide the surrounding community with opportunities for cultural enrichment, social and recreational activities, and academic and practical information to promote the quality of life.

Adopted: 05/05/87
Revised: 06/23/98
Revised: 08/12/08

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Program And Course Approval

Programs

Each program to be offered by Lassen Community College District shall be approved by the Chancellor's Office of the California Community Colleges before the program is offered. Once an educational program has been approved, the Governing Board shall approve individual courses which are offered as part of the approved program upon the recommendation of the Academic Senate in accordance with established procedures for curriculum development.

Courses

The Chancellor's Office of the California Community College delegates the authority to the Governing Board to approve individual courses which are not part of an approved program. All credit courses locally approved under the delegation of state powers must meet the relevant state standards. The Governing Board shall approve courses upon the recommendation of the Academic Senate in accordance with established procedures for curriculum development.

Each non-credit course shall be approved by the Chancellor's Office of the California Community Colleges before the course is offered.

Legal Reference: Ed code: Section 70901, Title V Section 55002, 55100, 55130, 55150

Adopted: 2/22/77
Reviewed: 5/5/87
Reviewed: 6/23/98
Revised: 8/12/08

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Curriculum Development

Under the direction of the Superintendent/President, and in conjunction with the Curriculum/Academic Standards Committee the Chief Instructional Officer shall formulate procedures for curriculum development, review, and evaluation. Curriculum recommendations are approved by the Curriculum/ Academic Standards Committee and are recommended to the Academic Senate. The Academic Senate shall make recommendations to the Governing Board for the approval of all programs and courses offered at the college.

Items concerning Academic Standards are also approved by the Curriculum/Academic Standards Committee and are recommended to the Academic Senate prior to forwarding to the Chief Instructional Officer

Approved by Sub-Committee on 12/11/07 – Academic Senate made additional changes.

Adopted: 05/05/87
Revised: 06/23/98
Revised: 08/12/08

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Courses And Classes

Lassen Community College District is a comprehensive community college that seeks to fulfill the educational needs of its students. It offers the following types of instruction:

1. Credit courses, which meet the following minimum qualifications:
 - a. recommended through the established curriculum process and have been approved by the Governing Board;
 - b. taught by an instructor certified as meeting the minimum qualifications for faculty established by the Board of Governors of the California Community Colleges;
 - c. taught in accordance with a set of instructional course objectives, identified on the course outline of record;
 - d. provide for measurement of student performance in terms of the stated student learning outcomes and culminate in a formal grade based upon uniform standards;
 - e. grant units of credit based upon the specified relationship between units assigned and hours of lecture and laboratory (see Board Policy 6210);
 - f. are available for credit to those students who have met the prerequisites;
 - g. allow repeated enrollment only as permitted by the provisions of Title 5, Section 58161, California Code of Regulations;
 - h. can be audited, as approved through Board Policy # 5120

2. Noncredit courses which meet the following requirements:
 - a. are in one of the following subject areas allowed by the State Education Code: parenting, citizenship, health and safety, occupational training, and home economics, and have been approved by the Governing Board and the Chancellor's Office of California Community Colleges
 - b. taught by an instructor certified as meeting the minimum qualifications for faculty established by the Board of Governors of the California Community Colleges
 - c. are conducted in accordance with the course outline of record, which specifies scope, course objectives, student learning outcomes, content, methods of instruction, and methods of evaluation student learning outcomes.

3. Not- for-Credit Community services classes, which meet the following requirements:
 - a. provide subject matter, content and teaching methods appropriate for enrolled students and have been approved the Governing Board;
 - b. are offered at no cost to the district and a fee is assessed to cover cost of instruction and administrative overhead.

Adopted: 05/05/87
 Revised: 06/23/98
 Revised: 08/12/08

LASSEN COMMUNITY COLLEGE DISTRICT
 Susanville, California

Repeatability of Credit and Non-Credit Courses

The Board of Trustees shall approve all individual courses that are offered in approved educational programs. The appropriateness, academic rigor, and repeatability of courses, whether credit or non-credit for special student populations are of considerable concern to the District. For this reason, the Lassen Community College Board of Trustees shall rely primarily on the advice and judgment of the Lassen Community College Academic Senate in all matters related to academic and professional matters to include repeatability of classes.

Legal Reference: Ed Code 84757; Title V, Section 55002

Adopted: 06/27/06
Revised: 08/12/08

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Certificate Policy

Credit Certificates

The following standards for credit certificates at Lassen Community College have been established:

Certificate of Accomplishment:

A Certificate of Accomplishment will be awarded for degree-applicable credit course work ranging from six (6) units to seventeen (17) units unless statutory or license requirements necessitate a higher unit value (appropriate statutory or license documentation must be attached). The course work must be within a specific educational program.

Certificate of Achievement:

A Certificate of Achievement will be awarded for degree-applicable credit course work ranging from eighteen (18) units to forty-two (42) units. The course work must be within a specific educational program and approved to be offered at Lassen Community College by the Chancellor's Office of the California Community Colleges.

Noncredit Certificates

The following standards for noncredit certificates at Lassen Community College have been established:

Noncredit Certificate of Completion

A noncredit Certificate of Completion will be awarded for a program or sequence of courses that prepare a student to progress in a career path or to undertake degree-applicable credit courses. The certificate is designed to result in improved employability or job opportunities.

Noncredit Certificate of Competency

A noncredit Certificate of Competency will be awarded for a program or sequence of courses that result in the student demonstrating achievement of a set of competencies that prepare him/her to progress in a career path or to undertake degree-applicable or non-degree-applicable credit courses. The certificate is in a recognized career field articulated with degree-applicable coursework, completion of an associate degree or transfer to a baccalaureate institution.

Legal Reference: Title V, Section 55000, 55070 & 55151

Adopted: 01/11/00

Revised: 08/12/08

LASSEN COMMUNITY COLLEGE DISTRICT

Susanville, California

Prerequisite/Corequisite Policy

The Lassen 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 Governing 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 governing board adopts this policy which calls for caution and careful scrutiny in establishing them. Nonetheless, the governing board also recognizes that it is important to have prerequisites in place where they are a valid factor in maintaining academic standards. The governing board has sought to establish a policy that fosters the appropriate balance between these two concerns.

College Policies and Procedures:

Lassen Community College shall provide the following explanations both in the college catalog and in the schedule of classes:

1. 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 V, Section 55200 (a) - (f).
2. 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.
3. Definitions of advisories on recommended preparation, the right of a student to choose to take a course without meeting the advisory, and the circumstances under which a student is encouraged to exercise that right.

Prerequisite/Corequisite Challenge Process

Lassen Community College shall establish a process 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 as required in and according to provisions of Title V, Section 55201 (f).

Curriculum Review Process

Lassen Community College certifies that the Curriculum/Academic Standards Committee has been established by mutual agreement of the administration and the Academic Senate as required in Title V, Section 55002 (a) (1).

The Curriculum/Academic Standards Committee shall:

1. Establish prerequisites, corequisites, advisories on recommended preparation, and limitations on enrollment pursuant to Title V, Sections 55002, 55201, 55202 and 58106.
2. Verify and provide documentation that prerequisites or corequisites meet the scrutiny specified in one of the measures of readiness specified in Title V, Section 55201 (b) (1).

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

Implementing Prerequisites, Corequisites, and Limitations on Enrollment

Lassen Community 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 all the conditions have been met except those for which there is a pending challenge or for which further information is needed before final determination is possible [Title V, Section 55202 (g).]

Instructor's Formal Agreement to Teach the Course as Described

Lassen Community College shall establish a procedure so that courses for which prerequisites or corequisites are established will be taught by each instructor in accordance with the course outline pursuant to Title V, Section 55201 (b) (2).

Adopted: 07/05/94
Revised: 06/23/98
Revised: 08/12/08

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Acceptance of Upper Division Coursework

Lassen College will accept coursework completed at the upper division level under the following conditions:

- The course must have been completed at a regionally accredited college or university.
- The course must be deemed comparable to a Lassen College course by the faculty in the discipline, or an appropriate designee, or an articulation agreement. Upper division courses (or graduate level courses) that require attainment of the lower division course competencies may also be accepted.
- The upper division course may be used to satisfy a Lassen College major requirement, an A.S. Degree general education requirement, or a prerequisite.
- Courses will be accepted for subject credit only. Unit credit will not be awarded toward the 60 units required for a degree. Upper division courses will not be used to certify CSU GE or IGETC requirements.
- At least 12 units in the major field of study must be completed at Lassen College.

Adopted: 03/07/06
Revised: 08/12/08

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Official College Policy On Instructional Programs

The college catalog contains the official district information on instructional programs, course offerings, and certificate and degree requirements. Also, the schedule of classes contains information about course offerings.

Adopted: 05/05/87
Revised: 06/23/98
Revised: 08/12/08

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Advisory Committees – Vocational

Advisory Committees shall be established and maintained for vocational programs in accordance with the applicable sections of the current revision of *The Curriculum Standards Handbook for the California Community Colleges, Volume One*. Committees shall not be vested with any administrative authority.

Meetings

Advisory Committees shall meet a minimum of once each academic year; record minutes for all meetings, and submit each set of minutes to the Office of Instruction.

Membership

Program faculty will nominate voting and non-voting advisory committee candidates to the Chief Instructional Officer for two-year terms. Advisory Committee members may be nominated for consecutive terms. As a minimum, the nominations shall include job title and affiliation. The Chief Instructional Officer will forward candidates to the Superintendent/ President for consideration. The Board of Trustees will make appointments that conform to the following membership guidelines:

- A. Voting Member Qualifications
 1. A minimum of five professionals that are actively engaged in the industry and/or other individuals who would hire graduates of the program. As appropriate, additional qualified professionals may be added above the minimum.
 2. A number of part-time Lassen Community College instructors who are also actively engaged in the industry not to exceed three individuals or 34% of the voting membership, whichever is greater.
 3. A minimum of one member from the public sector such as the Employment Development Department or the Private Industry Council.
 4. Other individuals as might be required by affiliated or licensing agencies.

- B. Non-Voting Member Qualifications
 1. Full or part-time program instructors.
 2. Full or part-time instructors from associated programs not to exceed a total of four individuals.
 3. Lassen Community College careers or other counselors.
 4. Lassen Community College administrators.
 5. Other individuals deemed appropriate by the program faculty and the Chief Instructional Officer such as constituents from the Lassen Career Network (LCN).

For this Policy, part-time instructors are defined as individuals under contract to teach during any semester of his/her appointment any class in any program that requires an advisory committee in accordance with this Policy.

Functions

An advisory committee shall serve as an informational body for the program faculty, the Curriculum Committee, the Instructional Office, the Superintendent/President and the Board of Trustees as might be required or requested. Committee members are expected to provide professional expertise and to offer recommendations for creating an environment of continuous quality improvement in program curricula and student success. Specific functions may include, but are not limited to, the following:

- A. Explain industry or professional functions and requirements.
- B. Provide industry trends and projections for employment opportunities and wage structures.
- C. Review existing or proposed curricula and offer recommendations with respect to current or projected technology and competency requirements.
- D. Recommend faculty and staff development opportunities.
- E. Participate in the development of student scholarships, job shadowing, cooperative work experience and internship opportunities, and other approaches to student success.
- F. Participate in the development of additional funding opportunities for new equipment and equipment replacement for the program.
- G. Assist program faculty with feasibility studies and need assessments as requested.

Legal References: Title V Section 55601

Adopted: 05/05/87
Revised: 06/23/98
Revised: 06/08/99
Amended: 04/24/01
Revised: 08/12/08

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Accreditation

Lassen Community College is officially accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges.

Special accreditation may be required for special segments of the instructional area.

Adopted 02/22/77
Revised: 05/05/87
Revised: 06/23/98
Reviewed: 08/12/08

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Lassen Community College Instructional Program Review Policy

Lassen Community College is committed to instructional quality and institutional accountability. Instructional program review is the core component and driving force behind that commitment. The instructional program review process is required for all campus and district long range planning that is aimed at meeting the educational goals and responsibilities of the college.

1. Each instructional program must complete an in-depth program review , at a minimum every four years; all vocational programs must complete program review every two years.
2. The instructional program review process relies on self-study and student evaluations.
3. The subject area faculty, working with their division chair, are responsible for conducting and completing the instructional program review process.
4. The Office of Instruction will provide the required data and clerical assistance.
5. Instructional program review documents will be submitted to the Academic Senate and Chief Instructional Officer for review upon completion. The Academic Senate and Chief Instructional Officer will jointly present the final approved document to the Governing Board for their acceptance.

Only upon acceptance of the instructional program review documents by the Governing Board may a program's recommendations be considered in the integrated planning process for instructional, budgetary and facility planning.

Procedures governing the instructional program review process are found in the Lassen Community College Instructional Program Review Policy and Procedures Handbook, which is periodically revised.

Adopted: 05/21/91
Revised: 03/25/97
Revised: 06/23/98
Revised: 08/12/08

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

College Terms

The academic year shall consist of at least 177 days of instructional and staff development days, including two days designated for staff in-service. The District may hold summer session(s) and other short-term sessions that shall provide for student instructional time, equivalent on a per-credit-hour basis with that provided during a regular academic semester.

Legal References: Title V Section 55700 and 55002.5

Adopted: 02/22/77
Reviewed: 05/05/87
Revised: 06/23/98
Revised: 08/12/08

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Unit of Academic Credit

The Carnegie Unit, or unit of academic credit, is the semester unit or semester hour. Its use is in conformance with universal academic practice in American colleges and universities.

One semester unit is a minimum of units with one of the following options:

- One class-hour of recitation or lecture per week for the 16 to 18 week semester, with at least two hours of study being expected in preparation for each hour of recitation or lecture, or
- Two class-hours per week in certain activity type courses (e.g. art, music and other areas) with at least one additional hour of outside preparation being expected for each two hours of class work, or
- Three to four class-hours per week of laboratory work and physical education.
- Ten class-hours per week in intercollegiate competitive activity type courses (e.g. athletics and rodeo).

One student contact hour is counted for each unit of Work Experience credit in which a student is enrolled during any census period. Each seventy-five (75) hours of paid work equals one unit of semester credit. Each sixty (60) hours of non-paid work equals one unit of semester credit.

Legal Reference: Title V Section 55002, 55002.5, 55253, and 55256.5

Adopted: 02/22/77
Reviewed: 05/05/87
Revised: 06/23/98
Revised: 08/12/08

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Academic Calendar

The Chief Instructional Officer shall be responsible for preparing the academic calendar in accordance the regulations set forth by the Board of Governors of the California Community Colleges in consultation with the Faculty Bargaining Unit and the Academic Senate. An equal number of representatives designated by the faculty bargaining unit, the Academic Senate and the Chief Instructional Officer shall annually convene no later than October 31 to consider and recommend the District's Academic Calendar for the following year. The committee's recommendation will be forwarded to the Superintendent/President no later than February 1. The resulting calendar shall be submitted to the Lassen Community College District Governing Board by the first regular meeting in April.

Adopted: 02/22/77
Reviewed: 05/05/87
Revised: 06/23/98
Revised: 08/12/08

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Flexible Calendar

In accordance with Education Code Section 84890, Lassen Community College District authorizes the offering of classes under a “flexible calendar.”

The academic year shall consist of a total of 177 instruction and staff development days, including two days designated for staff in-service. To ensure that all courses have the minimum number of teaching days, the academic calendar shall reflect sixteen (16) teaching days Monday through Saturday.

The Governing Board may designate an amount of time during each fiscal year to be used for staff development activities not to exceed fifteen (15) days. The time designated for these activities shall be known as “flex time.” The activities of all faculty during the designated flex days are to be directed toward instructional improvement activities such as the following:

- (a) Course instruction and evaluation;
- (b) Staff development, in-service training, and instructional improvement;
- (c) Program and course curriculum or learning resource development and evaluation;
- (d) Related activities, such as student advising, guidance, orientation and matriculation services;
- (e) Conferences, workshops, and institutional research;
- (f) Other duties as approved by the District.

References: Education Code Section 84890 Title V Section 55720 - 55732

Adopted: 02/20/87
Reviewed: 04/18/89
Revised: 06/23/98
Revised: 08/12/08

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Supervision of Instructional Programs and Activities

All instructional services and activities conducted on the campus or at other sites will be governed by the policies and regulation of the Lassen Community College District. The instructional program is under the direct supervision of the Chief Instructional Officer.

Adopted: 05/05/87
Revised: 06/23/98
Revised: 08/12/08

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Schedule of Classes

The Chief Instructional Officer will be responsible for developing a class schedule that provides for optimal flexibility, minimum class and time conflicts, proper sequence of courses in programs and optimal use of facilities. Classes shall be scheduled mornings, afternoons, evenings and weekends, on and off campus as students needs and enrollments require. The schedule of classes is designed for the benefit of the students.

Adopted: 02/22/77
Revised: 05/05/87
Revised: 06/23/98
Revised: 08/12/08

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Course Offerings

To ensure access and completion of degrees and certificates, a two year plan of academic offerings for each program will be on file in the Office of Instruction and Counseling/Transfer Center..

All required courses within an Associate of Arts or Associate of Science Degree must be offered at least once within two years. All required courses within a certificate must be offered within the term of the certificate.

The Chief Instructional Officer in consultation with the subject area faculty shall determine an appropriate course substitution when the institution cannot offer a course in accordance with this policy.

Adopted: 06/23/98
Revised: 08/12/08

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Course Syllabi

A course syllabus, consistent with the course outline of record, must be submitted to the Office of Instruction prior to the end of the first week of instruction each semester. The Office of Instruction will maintain the syllabus file in a manner similar to that used for the course outlines of record.

Freedom is granted to faculty members in determination of student course requirements, student performance evaluations, the final examination and course structure requirements as long as requirements outlined in the approved course outline are met. The format may vary; however, all syllabi must contain the following minimum requirements:

- Course Title and Number
- Current Semester and Year
- Instructor Name
- Instructor Contact Information (e.g. phone, email)
- Telephone Number
- Times available to consult with students (e.g. posted office hours)
- Description/Student Learning Outcomes
- Course Objectives
- Required Assignments
- Grading Criteria/Scale
- Textbook Requirements
- Attendance Policy
- Key Dates (e.g. dates for mid-term exams, term papers and field trips)

Adopted: 11/09/99
Revised: 06/27/06
Revised: 08/12/08

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Assignment of Instructors

Instructors shall be assigned to classes in the areas in which they have been certified to meet the minimum qualifications established by the Board of Governors of the California Community Colleges and have demonstrated competency. The final decision for assignments will be the responsibility of the administration through the Chief Instructional Officer in accordance with the bargaining unit contract.

Adopted: 05/05/87
Revised: 06/23/98
Revised:

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Class Size

The college shall organize classes in as efficient a manner as possible consistent with sound instructional practices.

The Governing Board recognizes the minimal class size goal shall be 15 students in the regular day, extended day, and summer sessions. Determination of minimum class size shall be subject to review and approval by the Chief Instructional Officer.

Minimum class size shall apply to all lecture, seminar and laboratory classes. Independent study classes are exempted from the guidelines on minimal class size.

Exceptions to minimum class size guidelines may be based upon the following: courses required for graduation, courses required in a major or in a career subject area, courses offered sequentially, courses offered irregularly based on enrollment and need, limited classroom, or laboratory facilities, campus size and geographical location, experimental or pilot programs and statutory and state regulations mandating class size.

Minimum and maximum size for each class shall be determined by the Chief Instructional Officer in accordance with the bargaining unit contract.

Adopted: 02/22/77

Reviewed: 05/05/87

Reviewed: 06/23/98

Revised: 08/12/08

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Guest Speakers

Lassen Community College encourages the use of guest speakers as a supplement to classroom instruction.

The sponsorship of a guest speaker does not imply endorsement or approval of the view expressed, either by the sponsor or by Lassen Community College.

Adopted: 02/22/77
Revised: 05/05/87
Revised: 06/23/98
Revised: 08/12/08

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Field Trips

Lassen Community College recognizes the value of field trips in the educational experience and therefore encourages their use in all appropriate classes.

Field trips should be approved and scheduled through the Chief Instructional Officer by a minimum of one month prior to the scheduled outing. Field trip attendance may be required where it is an essential part of the class. Students have the responsibility of making up all school work missed while attending approved college functions.

A Lassen Community College instructor must be in charge and in attendance during each instructional field trip.

No student should be prevented from making the field trip because of lack of funds. The District may pay for expenses of student's participation in a field trip or excursion with auxiliary grant or categorical program funds if the funds are used consistently with the funding source. The expenses of instructors, chaperones, and other personnel traveling with students may also be paid from district funds.

Students and staff shall at all times adhere to the standards of the Student Code of Conduct.

Adopted: 02/22/77
Revised: 05/05/87
Revised: 06/23/98
Revised: 08/12/08

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Final Exams

Final examinations shall be scheduled during the last week of each semester or session (including summer sessions). Final exams are required in all degree applicable lecture courses. Final exams are optional in degree applicable laboratory and activity courses, non-degree applicable courses and noncredit courses.

Adopted: 02/22/77
Revised: 05/05/87
Revised: 06/23/98
Revised: 08/12/08

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Grading Policy

When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final.

If the presence of mistake, fraud, bad faith, or incompetence is determined, the Chief Instructional Officer may delete the grade from the transcript.

No grade of a student participating in a physical education class, however, may be adversely affected due to the fact that the student does not wear standardized physical education apparel where the failure to wear such apparel arises from circumstances beyond the control of the student.

The grade report made by the instructor to the Office of Admissions and Records shall be one of the following:

A – Excellent	- 4 grade points per unit
B - Above Average	- 3 grade points per unit
C –Satisfactory	- 2 grade points per unit
D - Passing, less than satisfactory	- 1 grade point per unit
F – Failing	- 0 grade point per unit
CR - Credit (at least satisfactory)	- 0 grade point per unit
NC - Noncredit	
(less than satisfactory or failing)	- 0 grade point per unit
I - Incomplete	- Does not affect grade point standing
W – Withdrawn	- Does not affect grade point standing
IP - In progress	- Does not affect grade point standing
RD - Report Delayed	- Does not affect grade point standing

Incompletes

Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an “I” symbol being entered in the student's record. The condition for the removal of the “I” shall be stated by the instructor in a written record. This record shall contain the conditions for the removal of the “I” and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the registrar until the “I” is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

The “I” may be made up no later than one year following the end of the term in which it was assigned.

The “I” symbol shall not be used in calculating units attempted nor for grade points. A student may petition to the Dean of Student Services and the Chief Instructional Officer for a time extension due to unusual circumstances.

Withdrawal

Withdrawal from a class or classes shall be authorized through the last day of the fourteenth week of instruction (or 75% of a term, whichever is less). Students may withdraw from a class or classes in extenuating circumstances after the last day of the thirteenth week (or 75% of a term, whichever is less) upon petition of the student or his/her representative, and after consultation with the instructor(s) or appropriate faculty to the Chief Instructional Officer. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student. No notation (“W” or other) shall be made on the academic record of a student who withdraws during the first four weeks (or 30% of a term, which ever is less).

Withdrawal between the end of the fourth week (or such time as established by the district) and the last day of the thirteenth week of instruction (or 75% of a term, whichever is less) shall be authorized after informing the appropriate faculty.

Withdrawal after the end of the thirteenth week of instruction (or 75% of a term, whichever is less) when the district has authorized such withdrawal in extenuating circumstances, after consultation with appropriate faculty, shall be recorded as a “W”.

For purposes of withdrawal policies, the term “appropriate faculty” means the instructor of each course in question or, in the event the instructor cannot be contacted, the department chair or equivalent faculty officer.

The “W” shall not be used in calculating grade point averages, but excessive “W”. (as defined in Title V, Section 55754 and 55756) shall be used as factors in probation and dismissal. Criteria for withdrawal procedures shall be published in the college catalog.

Military Withdrawal

Military Withdrawal occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. The withdrawal symbol so assigned may be a “W” or, if necessary to distinguish military withdrawals, may be a “MW”. Military withdrawals shall not be counted in progress probation and dismissal calculations. “W”s incurred during the period between January 1, 1990, and the effective date of this paragraph, which meet the definition of military withdrawals herein, shall not be counted in progress probation and dismissal calculations and may be changed to “MW”s.

In Progress

The “IP” symbol shall be used only following the grade point averages. If a student enrolled in an “open-entry, open-exit” course is assigned an “IP” at the end of an attendance period and does not enroll in that course during the subsequent attendance period, the appropriate faculty will assign an evaluative symbol (grade) to be recorded on the student’s permanent record of the course.

Report Delayed

The “RD” symbol may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. “RD” shall not be used in calculating grade point averages.

Satisfactory Grade

For the course in question, a satisfactory grade for purposes of prerequisites means that the student’s academic record has been annotated with the symbol A, B, C or CR.

Legal References: Education Code Section 76224, Title V Sections 55200, 55021 & 55022

Adopted: 09/20/76
Revised: 05/5/87
Revised: 08/12/08

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Credit/No Credit Courses

Each division/department shall determine the courses it will designate as only credit/no credit courses. Such courses must be approved by the Curriculum/Academic Standards Committee and the Chief Instructional Officer. These courses will be designated in the college catalog, in the schedule of classes, and on the course outline of record.

Legal Reference: Title V Section 55002

Adopted: 02/22/77
Revised: 05/05/87
Revised: 06/23/98
Revised: 08/12/08

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Credit/No Credit Grades

Courses in the college catalog shall be structured as follows:

1. Courses in which all students are evaluated on a credit/no credit basis.
2. Courses in which each student may elect (no later than the end of the first 30 percent of the course term) to be evaluated on the basis of credit/no credit. If the course lasts less than two weeks the student must request credit/no credit grading on the first day of class.
 - a. A grade of “A”, “B”, or “C” will become CR (credit) grade.
 - b. A grade of “D” or “F” will become an NC (no credit) grade.

Credit/ no credit grades shall be excluded from the computation of units attempted, grade point, and grade point average.

Units attempted for which NC is recorded shall be considered in probation and dismissal procedures.

Once filed, the petition for credit/no credit cannot be withdrawn nor may the decision be reversed. However changes in major may require a student to petition for a change of grade from credit/noncredit to a letter grade: the student shall receive a grade of “C” if CR was previously received; a grade of “F” if non-credit was previously received.

A student may earn no more than twelve (12.0) units of credit toward the Associate Degree in courses graded on a credit/no credit option. Courses that are offered only credit/no credit will not be counted in the 12 unit limit.

Legal Reference: Title V Section 55752

Adopted: 02/22/77
Revised: 05/05/87
Revised: 06/23/98
Revised: 08/12/08

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Course Repetition

Courses may be repeated when the following conditions exist:

1. Substandard Work
 - a. Substandard work has been recorded as indicated by a grade of “D”, “F” or “NC”.
 - b. Repetition under this provision may occur twice.
 - c. When course repetition occurs under this provision, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

2. Special Circumstances, defined as:
 - a. Substandard work may or may not been recorded; and
 - b. Circumstances exist which justify such repetition (i.e. verified cases of accidents, illness, or other circumstances beyond the control of the student); or
 - c. A minimum of two years has elapsed and mastery is necessary; and
 - d. In order for repetition to be granted under this section the following must apply:
 - (1) A petition must be filed by the student; and
 - (2) Written permission granted by the District Superintendent or authorized representative (Chief Instructional Officer).
 - e. Repetition under the provisions may occur twice.
 - f. Grades awarded for courses repeated under the provisions of this section shall not be counted in calculating the student’s grade point average.

3. Standard Work
 - a. Courses are designated as repeatable in the catalog; and
 - b. Required for legally mandated training; or
 - c. Courses are courses in which the content and focus differs each time it is offered and provides the repeating student the opportunity to gain an expanded educational experience because:
 - (1) skills are enhanced; or
 - (2) active participator experience is a basic means to achieve learning objectives; and
 - d. Activity course repetitions shall be restricted to no more than four enrollments per subject matter or per course (irrespective of the number of repeats in other courses within a common subject matter), if the course is part of a sequenced transfer curriculum in the visual and performing arts disciplines (music, fine arts, dance or theater arts).

4. Students eligible for Disabled Student Programs and Services (DSPS) are permitted additional repetitions of developmental studies classes to provide accommodations to a student’s educational limitations, pursuant to state and federal nondiscrimination laws under the following circumstances:
 - a. When continuing success of the student in other general and/ or developmental studies classes is dependent on additional repetitions of a developmental studies class.
 - b. When additional repetitions of a specific developmental studies class are essential to completing a student’s preparation for enrollment into other regular or developmental studies classes; or

- c. When the student has a student educational contract which involves a goal other than completion of the developmental studies class in question and repetition of the course will further the achievement of that goal.

Legal Reference: Title V Section 55040, 55041, 55042 & 55043

Adopted: 05/05/87
Revised: 06/23/98
Amended: 04/24/01
Revised: 08/12/08

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

ACADEMIC RENEWAL WITHOUT COURSE REPETITION POLICY

The policy on Academic Renewal is adopted for students who need a means of amending their previous academic record. Academic Renewal may only be applied when it is determined that the substandard academic performance is not reflective of the student's demonstrated ability. Academic Renewal permits removing only "D" and "F" and non-credit grades from the grade point calculation when the student's previous academic performance is not reflective of the student's recent performance. Academic Renewal may only be utilized one time in the student's attendance at Lassen Community College. This action is subject to the following conditions:

1. Academic Renewal may not be used to reduce a student's total academic units for the purpose of obtaining financial aid, nor for the fulfillment of requirements for a degree or certificate.
2. The maximum amount of course work that may be academically renewed is 30 semester units.
3. A minimum of two academic years must have elapsed since the course work to be renewed was completed.
4. To apply for academic renewal, the student must have completed either 15 semester units with a 3.0 Grade Point Average (G.P.A.) or 20 semester units with a 2.5 G.P.A.; or 30 semester units with a 2.0 G.P.A. since the completion of course(s) to be renewed.
5. Units that have been excluded by Academic Renewal cannot be reinstated.
6. The student's permanent records 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.

Legal Reference: Title V, Section 55044

Course Repetition – Noncredit Courses

Noncredit Course Categories:

1. Parenting, including parent cooperative preschools, classes in child growth and development and parent-child relationships, and classes in parenting
2. Elementary and secondary basic skills and other courses and classes such as remedial academic courses or classic reading mathematics and language arts.
3. English as a Second Language
4. Classes and courses for immigrants eligible for educational services in citizenship, English as a Second Language and work force preparation classes in basic skills of speaking, listening, reading, writing, mathematics, decision-making and problem solving skills, and other classes required for preparation to participate in job-specific technical training
5. Education programs for substantially handicapped persons
6. Short-term vocational programs with high employment potential
7. Education programs for older adults
8. Education programs in home economics
9. Health and safety education

The maximum enrollment, for each individual noncredit course shall be determined by the Curriculum/Academic Standards Committee on a course-by-course basis.

The maximum number of enrollments in any noncredit course except Education programs for substantially handicapped persons is four (4) unless specifically approved differently by official action of the Curriculum/Academic Standards Committee and subsequently approved by the Academic Senate and Governing Board.

No maximum number of enrollments in Education programs for substantially handicapped persons has been established.

Legal Reference: Ed Code 84757; Title V, Section 55002

Adopted: 06/13/06
Revised: 08/12/08

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Independent Study Courses

1. Course Number: Independent Study courses that are utilized and not part of the regular catalog offering will be numbered forty-seven (47) for transfer level credit courses and ninety-seven (97) for non-transfer credit courses in the college catalog. Identification of the subject area, e.g., mathematics, will be used with the course number. The student's transcript will reflect the specific course designation.
2. Conditions: Courses designated as forty-seven (47) and ninety-seven (97) in the catalog will have the following conditions:
 - a. Independent study may not be used by a student to satisfy breadth or major requirements or be used as a substitute for any regularly scheduled course. These units will not normally transfer and cannot apply toward the General Education requirement.
 - b. A maximum of three (3) units of independent study can be taken per semester.
 - c. A maximum of nine (9) units of independent study can be taken per department area that will apply to a degree/certificate.
 - d. Only one (1) independent study forty-seven (47) or ninety-seven (97) class will be taken per department and only one class will apply towards a degree/certificate.
 - e. The course must be completed by the end of the semester in which the application is made. The instructor will submit the grade, and it will appear on the grade report at the end of the semester.
 - f. The applicant will show that his/her background is adequate for the proposed study. The privilege of independent study courses is limited to students who have at least a 2.00 (C) grade average in all courses previously taken in the department in which the independent study is to be taken either at this institution or in work which may have been attempted at another institution. Students on academic probation are ineligible for independent study.
3. Exceptions may be granted by the Curriculum/Academic Standards Committee on the recommendation of the instructor.

Adopted: 05/22/79
Revised: 05/05/87
Reviewed: 02/12/91
Reviewed: 06/02/92
Reviewed: 10/06/92
Revised: 06/23/98
Revised: 08/12/08

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Military Service Credit

Lassen Community College will grant a minimum of four units of elective credit for military experience without regard to the field of service. These units do meet the health and physical education requirement for graduation. Additional credit may be allowed on the basis of college level coursework completed in military schools. All military experience must be verified by the appropriate documents in order to grant the credit.

Adopted: 05/22/79
Revised: 05/05/87
Revised: 06/23/98
Revised: 08/12/08

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Credit By Examination

Who May Petition:

Any student may petition for credit by examination provided the following minimum requirements are met:

1. The petitioner is a student currently enrolled at Lassen Community College.
2. The petitioner has completed twelve (12) semester units at Lassen Community College.
3. The petitioner is in good standing at Lassen Community College with at least a 2.0 grade point average.
4. The student may petition to be examined only in those subjects currently offered in the catalog and supplement, and for which the student has not previously earned a grade.
5. The petitioner may earn no more than fifteen (15) semester units by credit by examination while at Lassen Community College.
6. Credit earned by examination shall not be counted towards determining the twelve (12) semester units of credit in residence required for the Associate Degree
7. The petitioner may not challenge prerequisite courses after completing advanced courses.
8. Students with an approved 2 + 2 agreement will follow the procedures designated by the 2 + 2 agreement for the awarding of Credit by Examination and will be awarded the credit upon successful completion of the competencies.
9. Students who participate in approved 2 + 2 agreements are exempt from the 15 semester unit maximum for credit by examination.
10. The petition process will be approved by the Lassen Community College Curriculum/Academic Standards Committee and maintained in the Office of Instruction.

Adopted: 11/18/80
Reviewed: 05/05/87
Reviewed: 02/25/97
Revised: 06/23/98
Revised: 08/12/08

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Graduation Requirements

Associate Degree Requirements:

By authority of the Board of Governors of the California Community Colleges and the Lassen Community College District Governing Board, either an Associate in Arts or an Associate in Science degree shall be conferred upon those who satisfy all of the following requirements.

1. Satisfactory completion of at least sixty (60) units in courses used toward the degree is required.
2. Completion of a major in a discipline, vocational, or non-vocational, as outlined in the college catalog or an official listing of the California Community Colleges "Classification of Instructional Disciplines." A minimum of twenty-four (24) units within the core is required.
3. A minimum grade of "C" is required in each core course counted towards an associate degree. A minimum grade point average of 2.0 ("C" average) is required in all Lassen Community College units attempted.

All new, revised or deleted degree programs must be approved by the Curriculum/Academic Standards Committee, the Academic Senate, and the Governing Board.

4. Completion of eighteen (18) semester units of general education is required to give breadth within the areas of Natural Science, Social and Behavioral Science, Humanities, Language and Rationality, and Physical Health and Activities. Students must complete one course from each of the following areas for a total of eighteen (18) units:
 - A. Natural Science
 - B. Social and Behavioral Science
 - C. Humanities
 - D1. English Composition
 - D2. Communication and Analytical Thinking
 - E. Physical Health and Activities

The courses satisfying these areas are listed in the college catalog. Courses added or deleted from this list must be approved the Curriculum/Academic Standards Committee, the Academic Senate, and the Governing Board.

5. A maximum of one course (up to five units) may be used for a student's major and may also be used towards satisfying the General Education requirements.
6. Of the sixty (60) units used for graduation, at least twelve (12) must be in residence at Lassen Community College.
7. In order to obtain the Associate degree from Lassen Community College, a student must meet the math competency requirement. This requirement may be satisfied by either of the following:

- a. Obtaining a score on the current adopted Lassen Community College mathematics Assessment Instrument equivalent to placement at the Math 51 level, or
 - b. A “C” or better in any three to five unit mathematics course at or above the Math 51 (Elementary Algebra), Bus 16 (Business Mathematics) or IT 53 (Technical Mathematics) level from an accredited college or university.
8. In order to obtain the Associate degree from Lassen Community College, a student must meet the reading competency requirement. This requirement may be satisfied by obtaining a grade level equivalent score of 12.0 or higher on the current adopted Lassen Community College Reading Assessment Instrument of “C” or better in completion of a college level reading course (English 51).
 9. In order to obtain the Associate degree from Lassen Community College, a student must complete English 50, English 60, Business 27, or English 1, with “C” or better or the equivalent from an accredited college or university.
 10. Non-degree applicable courses will NOT count towards the sixty (60) units required for the degree. These courses are listed in the college catalog. The Curriculum/Academic Standards Committee, the Academic Senate, and the Chief Instructional Officer will approve all additions or deletions to this list.
 11. Student must file a formal application for graduation through the Counseling Office. Students may graduate at the end of any semester or summer session.

Adopted: 09/20/76
Revised: 05/18/82
Revised: 05/05/87
Revised: 06/23/98
Revised: 08/12/08

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Certificate Requirements

Certificate of Achievement Requirements:

The Lassen Community College District Governing Board has approved granting of a Certificate of Achievement in certain vocational programs. Certificates of Achievement require a minimum of twenty-four (24) units, not to exceed a maximum of forty-five (45) units. Exceptions will be considered for mandated training requirements. Students must complete all courses listed in the college catalog for that certificate with a minimum grade of “C” in each course. New, revised or deleted Certificates of Achievement must be approved by the Curriculum/Academic Standards Committee, the Academic Senate and the Chief Instructional Officer prior to forwarding to the Governing Board. New Certificate of Achievement must be submitted the Chancellor’s Office for California Community Colleges for final approval.

Adopted: 09/20/76
Revised: 05/05/87
Revised: 06/23/98
Revised: 08/12/08

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Assigning Grades in Special Circumstances

In the event that the instructor of record fails to assign a grade and leaves the employment of the Lassen Community College District with no means of contact:

The Academic Senate will appoint an ad hoc committee to advise the registrar of a grade assignment. This ad hoc committee will consist of no fewer than three members and include the Chief Instructional Officer and two faculty members, at least one with a faculty service area in the discipline or related discipline. This ad hoc committee will use any or all of the following criteria to determine a grade assignment, based on availability: time cards, test, quiz, exam scores, graded work, or other appropriate data as determined by the committee. The committee will also consider the option of “challenge by examination,” the exam to be prepared and administered by an instructor with an FSA in the discipline.

Adopted: 03/09/06
Revised: 08/12/08

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Intercollegiate Activities

The college shall provide a well-rounded program of intercollegiate activities for both men and women in accordance with the Lassen Community College Mission Statement.

All activities and participants are regulated by their own particular national, state, regional, local and/or conference organizations:

Associated Student Body: Constitution and Bylaws

Athletics: California Commission on Athletics

Livestock Judging: National Junior College Coaches Association

Rodeo: National Intercollegiate Rodeo Association (NIRA)

The following basic principles pertain to all matters of eligibility:

1. Students shall not represent their college in any intercollegiate *athletic* activity unless they are enrolled in a minimum of twelve units of regular work in a regular or special course as defined in the curricula of this institution. Scholastic checks shall be made each census period to ensure that each student is currently enrolled in 12 units.
2. In meeting the unit-of-work requirement, subjects which have been failed may be repeated but those that have been completed with a passing mark may not be repeated and included in meeting this requirement.
3. In order to be eligible, students who have previously participated must have completed 24 units of work with a minimum GPA of 2.0 before they are eligible for a second season, semester, year.
4. Students that participate in Lassen Community College Intercollegiate activities will complete a Student Education Plan no later than their second semester as a full time student.

Adopted: 02/22/77

Revised: 05/05/87

Revised: 09/08/98

Revised:

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Student and Staff Complaints

All complaints concerning equipment, books and/or materials shall be directed to the Chief Instructional Officer.

Adopted: 02/22/77
Revised: 05/05/87
Revised: 06/23/98
Revised: 08/12/08

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Academic Freedom

The Lassen Community College District Governing Board recognizes that academic freedom is necessary to the pursuit of truth and supports the principles of academic freedom enunciated in the American Association of University Professors (AAUP) and the Association of American Colleges and Universities ethics statement. The Academic Senate of Lassen Community College adopted the AAUP 1940 Statement of Principles on Academic Freedom and the 1987 AAUP Statement on Professional Ethics.

Legal References: Title V, Section 51023

Adopted: 02/22/77
Revised: 05/05/87
Revised: 06/23/98
Revised: 08/12/08

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Firearms Policy

In compliance with California Penal Code 626.9, all persons must obtain written permission from the Superintendent/President or designee (instructor) to bring to or possess a firearm on campus grounds. The bringing and possession of firearms shall comply with all federal, state, county, city, and district laws, rules and regulations pertaining to firearms.

All individuals authorized to bring to or possess a firearm on the Lassen Community College campus will receive The Firearms Procedure Handbook detailing specific rules and regulations concerning firearms on campus.

Any violator of the above provisions shall be subject to dismissal from Lassen Community College in addition to any penalties imposed in the Penal Code.

Adopted: 02/22/77
Revised: 12/05/78
Revised: 06/21/88
Revised: 06/23/98
Revised: 08/12/08

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California