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VI. INSTRUCTION POLICIES
SECTION 6010 – MISSION STATEMENT

***6010.1 – STATEMENT OF MISSION**

The San Jose/Evergreen Community College District, as its primary charge, provides seamless access to a wide range of comprehensive and quality post-secondary academic and career-based programs. These programs prepare Silicon Valley residents of all ages and backgrounds for balanced and productive lives, and successful careers. To reach these educational goals, the district orchestrates the appropriate support services to meet the needs of an increasingly diverse student population.

In fulfilling this mission, the San Jose/Evergreen Community College District will champion student achievement. We will assist our students in accomplishing their educational goals and career choices including lower-division transfer and general education, certificates, distance learning opportunities, basic skills instruction, English as a Second Language, economic development, adult non-credit courses, targeted career training, two-year college degrees, and service learning courses.

The district provides a physical environment that contributes to the educational ambiance of the campuses within a non-violent, discrimination-free, non-threatening academic atmosphere.

This mission is, and shall remain, in accordance with all legislation enacted by the State of California.

***Revised: December 14, 1999**

**San Jose/Evergreen Community
College District**

VI. INSTRUCTION POLICIES
SECTION 6020 – COLLEGE CATALOG

***6020.1 – COLLEGE CATALOG AS EXTENSION OF BOARD POLICIES**

The Colleges' Catalogs shall serve as statements of Board policy. In the event of conflict between statements of policy in this section and the Colleges' Catalogs, the statement in the Colleges' Catalogs shall prevail.

**College catalogs shall be printed each two years and shall be augmented by annual errata and/or addendum inserts.

***Revised: 3/21/78**
****Added: 12/19/89**

**San Jose/Evergreen Community
College District**

VI. INSTRUCTION POLICIES

SECTION 6030 – CURRICULUM

***6030.1 – INSTRUCTIONAL PROGRAMS**

***6030.101 Purpose**

The curriculum in the District shall accommodate the needs of students and provide for new courses. The curriculum shall establish: (1) courses which form the essential curriculum of a proposed degree or certificate program; (2) courses which are discrete (not required for a transfer or certificate program) and are considered as such, though they may contribute to the curriculum of an existing degree or certificate program; and (3) courses which are developed as a response to expressed community need.

***Revised: 3/6/79**

****Added: 12/17/89**

**San Jose/Evergreen Community
College District**

VI. INSTRUCTION POLICIES
SECTION 6030 – CURRICULUM

***6030.1 – INSTRUCTIONAL PROGRAMS**

***6030.102 Programs**

The District shall offer programs leading to the following educational objectives:

***6040.1021 Associate Degrees**

Course offerings in degree programs shall be designed to meet the following objectives:

***6030.1022 Transfer**

To include programs of study for students who plan to continue toward a baccalaureate degree at a four-year college or university.

***6030.1023 General Studies**

To include programs of study that meet requirements for graduation as established by the District for students who elect the “General” major.

***6030.1024 Occupational/Vocational**

To include programs of study that meet requirements for graduation as established by the District for students who want to prepare for employment after two years of college training, or desire to improve their technical competence or skills in their field of employment.

***Revised: 3/21/78**
****Added: 12/19/89**

**San Jose/Evergreen Community
College District**

VI. INSTRUCTION POLICIES

SECTION 6030 – CURRICULUM

***6030.1 – INSTRUCTIONAL PROGRAMS**

***6030.103 Certificates**

**All certificates granted which bear the name of the college or the District, prior to issuance, shall receive the approval of the respective Academic Senate and the College President as to the requirements to be met to qualify for the certificate. The issuing body of the certificate shall be assigned by the College President.

***Certificates shall be awarded to qualified students in designated programs. The standards to be met and the courses required for each certificate shall be specified by the District.

***A certificate of course completion may be issued to a student upon satisfactory completion of the specific course as approved by the Board.

***Revised: 3/21/78**
****Added: 12/19/89**
*****Revised: 5/13/97**

**San Jose/Evergreen Community
College District**

VI. INSTRUCTION POLICIES
SECTION 6030 – CURRICULUM

***6030.1 – INSTRUCTIONAL PROGRAMS**

***6030.104 Standards**

All courses shall comply with standards and definitions as set forth in the Education Code of the State of California, Title 5, Administrative Regulations of the Chancellor of the Community Colleges of the State of California, and District/campus procedures.

***Added: 3/6/79**
***Revised: 3/21/78; 1/3/84; 12/19/89;**
4/17/90; 7/17/90

**San Jose/Evergreen Community
College District**

VI. INSTRUCTION POLICIES
SECTION 6030 – CURRICULUM

***6030.1 – INSTRUCTIONAL PROGRAMS**

***6030.105 Approval**

Each new course qualifying for state apportionment shall be presented to the Governing Board for approval prior to being offered to students.

***Added: 3/6/79**

**San Jose/Evergreen Community
College District**

VI. INSTRUCTION POLICIES

SECTION 6030 – CURRICULUM

6030.1 – INSTRUCTIONAL PROGRAMS

***6030.106 PREREQUISITES/COREQUISITES POLICY**

The San Jose/Evergreen 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 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 concerns.

6030.1061 College Policies and Procedures

The Colleges shall provide the following explanations both in the colleges' Catalogs and in the Schedule of Classes:

1. Definitions of prerequisites, corequisites, and limitations on enrollment including the specific differences among them and the specific prerequisites, corequisites, and limitations on enrollment which have been established pursuant to Section 55200(1)-(f) of Title 5.
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 circumstances under which a student is encouraged to examine that right.

Added: 1/28/92
***Revised:** 6/13/95

**San Jose/Evergreen Community
College District**

VI. INSTRUCTION POLICIES

SECTION 6030 – CURRICULUM

6030.1 – INSTRUCTIONAL PROGRAMS

6030.1062 Challenge Process

The Colleges 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 provisions of Section 55201(f) of Title 5 and Section 1.B.1-3 of the Model District Policy. For the purposes of a student challenge, limitations on enrollment are confined to the following two conditions:

1. When space is available in a course when a student files a challenge to the prerequisite or corequisite, the colleges shall re serve a seat for the student and allow that student to enroll in the course if the challenge is successful.
2. When no space is available in the course when a challenge is filed and the challenge is upheld, the student shall be permitted to enroll if space is available when the student registers for the subsequent term.

6030.1063 Curriculum Review Process

The Colleges certify that the Curriculum and Instruction Committees have been established by mutual agreement of the administrations and the Academic Senates as required in Section 55002(a) (1) of Title 5. The Curriculum and Instruction Committees shall:

1. Establish prerequisites, corequisites, advisories on recommended preparation, and limitation on enrollment pursuant to Sections 55002, 55201, 55202 and 58106 of Title 5 and Section 1.C.3, 1-4 and II.C of the Model District Policy.
2. Verify and provide documentation that prerequisites or corequisites meet the scrutiny specified in one of the measures of readiness specified in Section 55201(b) (1) of Title 5 and Sections II.A.1.a-g of the Model District Policy.

Added: 1/28/92
***Revised:** 6/13/95

**San Jose/Evergreen Community
College District**

VI. INSTRUCTION POLICIES

SECTION 6030 – CURRICULUM

6030.1 – INSTRUCTIONAL PROGRAMS

3. Provide for a review of each prerequisite, corequisite, or advisory at least every six years pursuant to Section 55201(b) (3) of Title 5 and Section I.D. of the Model District Policy. Any prerequisite or corequisite which is successfully challenged under subsections (1), (2), or (3) of Section 55201(f) shall be reviewed promptly thereafter to assure that 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 pursuant to Section II.C. of the Model District Policy.

6030.1063 Implementing Prerequisites, Corequisites, and Limitations on Enrollment

The Colleges 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 Section 55202(g) of Title 5 and Section I .E. of the Model District Policy.

6030.1064 Instructor's Formal Agreement to Teach the Course as Described

The Colleges 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 pursuant to Section 55201(b) (2) of Title 5.

(Complete reference material for policy is on file in the Chancellor's Office)

Added: 1/28/92
***Revised:** 6/13/95

**San Jose/Evergreen Community
College District**

VI. INSTRUCTION POLICIES
SECTION 6030 – CURRICULUM

***6030.2 – ANNUAL REVIEW**

The Chancellor, in consultation with the Faculty/Academic Senates and the college administration, shall establish procedures for the periodic review and evaluation of programs and courses offered at the colleges. The review and evaluation shall be conducted by the college administration and faculty of the discipline involved and may result in recommendations to the Governing Board that strengthen, modify or delete offerings.

***Revised: 3/21/78; 12/19/89**

**San Jose/Evergreen Community
College District**

VI. INSTRUCTION POLICIES
SECTION 6030 – CURRICULUM

***6030.3 – COMMUNITY EDUCATION AND SERVICES COURSES**

Educational needs for college services may arise which should be met by organizing fee based community service courses and programs, cultural offerings and other activities which focus upon the social aspects of education.

Such courses need not meet the Criteria and Standards for graded courses as defined in Title 5 of the California Administrative Code.

***Revised: 3/21/78; 12/18/89**

**San Jose/Evergreen Community
College District**

VI. INSTRUCTION POLICIES
SECTION 6030 – CURRICULUM

***6030.4 – COURSE INFORMATION**

***6030.401 Description**

Each instructor shall distribute during the first class session of instruction a course information sheet outlining the course objectives, the instructor's attendance and grading policy and other requirements necessary for the student to successfully complete the course.

The District and college administrations shall establish a process whereby the information sheets are in harmony with the adopted course outlines.

***Revised: 3/21/78; 12/18/89**

**San Jose/Evergreen Community
College District**

VI. INSTRUCTION POLICIES
SECTION 6030 – CURRICULUM

***6030.4 – COURSE DESCRIPTIONS**

***6030.402 Qualifying Information**

For the colleges' catalogs the hours and type of meeting shall be shown with each course offered.

Prerequisites, if any, for a course shall be listed.

For a student to register in class, subject prerequisite courses must have been completed with a minimum passing grade unless a higher grade is specified.

VI. INSTRUCTION POLICIES
SECTION 6030 – CURRICULUM

***6030.5 – COURSE PROPOSALS**

Courses and programs (including majors, degree and certificate programs) proposed for consideration shall be channeled through the established process for curriculum development and must be approved by the Governing Board. New or revised programs shall be presented for approval to the Office of the Chancellor, California Community Colleges.

***Revised: 3/21/78**

**San Jose/Evergreen Community
College District**

VI. INSTRUCTION POLICIES
SECTION 6030 – CURRICULUM

***6030.6 – INSTRUCTIONAL PROGRAMS**

***6030.601 Developmental Courses**

Developmental Courses are designed to improve a student's competence to a level deemed essential for college study. They are not designed for transfer and may not be accepted as units toward the Associate degree. Such courses shall only be taken as credit/no credit.

***Revised: 3/21/78**

**San Jose/Evergreen Community
College District**

VI. INSTRUCTION POLICIES
SECTION 6030 – CURRICULUM

***6030.6 – INSTRUCTIONAL PROGRAMS**

***6030.602 General Education Criteria**

To qualify for the General Education list, a course must:

1. Provide a general introduction and a broad overview of the topic.
2. Stress major concepts and analysis rather than techniques or skills.
3. Focus on universal topics.
4. Emphasize the relationship and the interdependence of ideas and disciplines.
5. Have no college-level subject content prerequisites in the same subject area except for the second course of a two-course sequence of a general education course.**

(**Subject content prerequisites do not include basic skills prerequisites in reading, writing and math. Each academic area will be responsible for recommending to the college curriculum committee its college-level course and any two-course sequence in general education for that discipline.)

***Added: 1/19/88**

**San Jose/Evergreen Community
College District**

VI. INSTRUCTION POLICIES

SECTION 6040 – CREDIT

***6040.1 – NON-COLLEGIATE COURSES**

Upon presentation of certificates from non-collegiate agencies, credit may be granted. Credit will be granted according to the recommendation approved or listed in the instructional guide for non-credit courses published by the American Council on Education.

***Revised: 3/21/78; 5/1/79**

**San Jose/Evergreen Community
College District**

VI. INSTRUCTION POLICIES

SECTION 6040 – CREDIT

***6040.2 – BY EXAMINATION**

In order to permit able students to pursue programs at an accelerated rate and to encourage self-study, it shall be the policy of the District to grant credit by examination, subject to the following provisions:

1. College Entrance Examination Board Advanced Placement Program (CEEB) – General Credit

District grants credit toward degrees for successful completion of examination of the Advanced Placement program of the College Entrance Examination Board. Students who present scores of three or better will be granted six semester units of college credit.

2. General Examinations (CLEP)

**The student who takes the General Examination portion of the College Level Examination program will receive credit as follows for each examination completed with a score or 500 or above, except for English for which the minimum score shall be 610.

Examination	Semester Units	General Educational Areas
Natural Sciences	6	Natural Sciences
Mathematics	3	Satisfies Math Requirement
Humanities	6	Humanities
Social Sciences	6	Social Sciences –
History		(Satisfies U.S. History Requirement – Must take California Government)
English	3	English Composition

Students who have received conventional university credit for courses taken in the areas covered by the examination are not eligible to receive credit through the CLEP exam.

*Revised: 3/21/78; 5/1/79
**Revised: 12/16/80

VI. INSTRUCTION POLICIES

SECTION 6040 – CREDIT

*6040.2 – BY EXAMINATION

3. Department/Discipline Examinations

Department/Discipline Subject Examinations shall be comprehensive. Projects, term papers, reading reports, laboratory exercises and/or written examinations may be required as evidence that the student has performed to the extent and level of students regularly enrolled in the class.

Credit by examination shall be granted to a maximum of 12 units.

Credit-by-Exam may be granted only to a student who is registered at the college and is in good standing and only for a course listed ***as credit by exam*** in the catalog of the community college.

An application to be examined for credit by examination must be approved both by the student's counselor and by the appropriate Dean.

At each college sample examinations shall be maintained on file for those courses designated as eligible for subject examination.

**A student is permitted only one attempt to challenge each course.

*Revised: 3/21/78; 5/1/79; 1/13/04
**Added: 12/18/89

San Jose/Evergreen Community
College District

VI. INSTRUCTION POLICIES

SECTION 6040 – CREDIT

*6040.2 – BY EXAMINATION

***6040.201 Courses Included**

A list of courses available for credit by examination shall be established by the Dean of Instruction or Provost and a list of such courses shall be updated annually. Copies of this list shall be made available to students through counselors and discipline administrators.

A student who is enrolled in a course in the District in the semester in which he/she wishes to file an application and has remained in the course at least six weeks may not file for credit by examination anytime during that same semester, unless the consent of the instructor is obtained.

Credit by examination shall be granted only for courses offered in the District which do not duplicate:

1. Courses completed in fulfillment of the requirements of a high school diploma.
2. College courses for which college credit is granted upon admission to the District.

***Revised:** 3/21/78; 5/1/79
 12/18/89

**San Jose/Evergreen Community
College District**

VI. INSTRUCTION POLICIES

SECTION 6040 – CREDIT

***6040.2 – BY EXAMINATION**

***6040.202 Granting and Recording of Credit**

Credit granted for external examinations shall be posted when a student has completed 12 units of study in the San Jose/Evergreen Community College District.

If credit by examination is granted, a student may not subsequently take the course for which he received such credit.

Only a “C” or better grade shall be recorded on the student’s permanent record. The petition of the student to take the examination shall be placed in the student’s file with the instructor’s recommendation relative to the awarding of credit.

Total number of units that a student can earn by either external or internal processes will not exceed 30 units.

VI. INSTRUCTION POLICIES

SECTION 6040 – CREDIT

***6040.3 – AUDITING**

Auditing of classes is not permitted.

***Revised: 3/21/78; 4/7/81**

**San Jose/Evergreen Community
College District**

VI. INSTRUCTION POLICIES

SECTION 6040 – CREDIT

***6040.4 – CARNEGIE UNITS**

A “Carnegie Unit” shall be defined as the course credit granted for one attendance hour per week of lecture-recitation, seminar or other approved course activity plus two hours of outside work throughout a semester (or equivalent when a course is offered at time intervals other than a semester). A unit of credit shall also be granted for three hours per week of laboratory time.

VI. INSTRUCTION POLICIES

SECTION 6040 – CREDIT

***6040.5 – ARTICULATED CREDIT**

Articulated course credit shall be awarded to any individual who has satisfactorily completed course work at an institution which has executed an articulation agreement with the San Jose/Evergreen Community College District. The conditions for credit shall conform with the requirements as set forth in the articulation agreement. Each Articulation Agreement shall be recommended by the faculty from the appropriate discipline; supported by the administrator in charge of the discipline, and approved by the college curriculum committee and/or Chief Instructional Officer.

Credit granted for articulated course work shall be posted upon receipt of a completed Course Equivalency Verification form and/or a Student Request for Credit by Examination form; and upon student's first registration at the college.

The grade recorded for articulated course work shall be obtained from the official records/transcript of the institution at which the work was completed.

If articulated credit has been awarded, a student may not subsequently take the course for which such credit was received.

The total number of units that a student can earn by articulated credit will not exceed 12 units.

VI. INSTRUCTION POLICIES
SECTION 6050 – GRADING POLICY

***6050.1 – LETTER GRADES**

***6050.101 Criteria**

Letter grades shall be assigned to students to indicate proficiency or grasp of course material according to the following criteria:

Grade A – Distinguished

The student has mastered the content of the course, is able to apply in formation learned to new situations, and is able to relate it to other knowledge.

The student consistently distinguishes self in examinations, reports, projects, and class participation.

The student shows independent thinking in assignments and class discussion.

Work is consistently in proper form, shows evidence of careful research, and is submitted punctually.

Where achievement in the course involves development of hand or body skills, the student consistently demonstrates superior skills, ability, and performance.

The student complies with class attendance regulations.

VI. INSTRUCTION POLICIES
SECTION 6050 – GRADING POLICY

***6050.1 – LETTER GRADES**

***6050.101 Criteria (continued)**

Grade B – Above Average

The student consistently shows mastery of the course content, and usually is able to apply it to new situations or to relate it to other knowledge.

The student is consistently above average in examinations, reports, projects and class participation.

Work is in proper form, shows evidence of research, and is submitted punctually.

Where achievement in the course involves development of hand or body skills, the student consistently demonstrates above average skills, ability, and performance.

The student complies with class attendance regulations.

VI. INSTRUCTION POLICIES
SECTION 6050 – GRADING POLICY

***6050.1 – LETTER GRADES**

***6050.101 Criteria (continued)**

Grade C – Average

The student shows evidence of a reasonable comprehension of the subject matter of the course and has an average mastery of the content. The student's competence in the content is sufficient to indicate progression to the next course in the same field.

Assignments are completed in good form and on time.

If the subject carries transfer credit, the student has indicated sufficient competence in the content to continue in the subject field upon transfer.

The student consistently makes average scores on examinations, projects and reports.

Where achievement in the course involves development of hand or body skills, the student consistently demonstrates average skills, ability, and performance.

The student complies with class attendance regulations.

VI. INSTRUCTION POLICIES
SECTION 6050 – GRADING POLICY

***6050.1 – LETTER GRADES**

***6050.101 Criteria (continued)**

Grade D – Below Average
Minimum Passing

The student falls below the average in examinations, projects, and reports, and shows substandard competence in the assignment subject matters of the course, indicating probable difficulty completing the next course in the same field.

Assignments are completed in imperfect form, late, or of inconsistent quality.

Where achievement in the course involves development of hand or body skills, the student consistently demonstrates usable but below-average skills, ability, and performance.

Grade D may not permit passing to the next course depending upon course and discipline prerequisites.

The student complies with class attendance regulations.

In optional Credit/No Credit courses the grade D converts to NC.

VI. INSTRUCTION POLICIES
SECTION 6050 – GRADING POLICY

***6050.1 – LETTER GRADES**

***6050.101 Criteria (continued)**

Grade F – Failing Grade
No Credit Earned

The student makes unsatisfactory grades in examinations, projects, and reports.

The student does not show evidence of competence in the subject matter.

Assignments may be omitted or are incomplete.

Where achievement in the course involves development of hand or body skills, the student consistently demonstrates unsatisfactory skills, ability, and performance.

The student does not comply with class attendance regulations.

The student is disqualified from a course or the College.

The “F” grade is used in computing the standards of probation and disqualification.

VI. INSTRUCTION POLICIES
SECTION 6050 – GRADING POLICY

***6050.1 – LETTER GRADES**

***6050.101 Criteria (continued)**

Grade CR – Passing
Credit Earned

Grade CR is offered for two purposes: (1) to provide an opportunity for students to pursue areas outside their fields of major interest and to encourage general education, and/or (2) to indicate a successful completion of developmental courses.

Upon request of the student involved the Grade CR may be converted to a grade of C or better depending upon the grade assigned by the instructor.

Grade CR may be used to progress to the next higher level in designated developmental courses.

The CR grade is not used to calculate academic probation or dismissal.

VI. INSTRUCTION POLICIES
SECTION 6050 – GRADING POLICY

***6050.1 – LETTER GRADES**

***6050.101 Criteria (continued)**

Grade NC – Less than Satisfactory
Credit Earned

Used in Credit/No Credit classes only.

The student makes unsatisfactory grades in examinations, projects, and reports.

The student does not show evidence of competence in the subject matter.

Assignments may be omitted or are incomplete.

Where achievement in the course involves development of hand or body skills, the student consistently demonstrates unsatisfactory skills, ability and performance.

The student does not comply with class attendance regulations.

In Credit/No Credit classes, a “D” grade converts to “NC”.

**The “NC” grade can be converted to a “D” or an “F”.

The “NC” grade is used in computing Progress Probation or Dismissal.

**The “NC” grade is not used toward academic disqualification from the college.

***Revised:** 3/21/78; 4/7/81; 5/17/83;
5/19/87; 12/19/89
****Added:** 5/17/83

**San Jose/Evergreen Community
College District**

VI. INSTRUCTION POLICIES
SECTION 6050 – GRADING POLICY

***6050.1 – LETTER GRADES**

***6050.101 Criteria (continued)**

Symbol W - Withdrawal

A student withdraws from a course or the college before the end of the 14th week of the semester (or 75% of the term, whichever is less).

The Permanent Record Card of a student who remains in class beyond the time limit must reflect a grade other than “W,”
**unless there are extenuating circumstances.

No notation (“W” or other) shall be made on the Permanent Record Card of the student who withdraws from a course or the college during the first four weeks or 30% of a term, whichever is less.

Withdrawal between the end of the fourth week and the 14th week or 75% of the term of instruction shall be recorded as a “W” on the student’s Permanent Record.

Withdrawal after the end of the 14th week (or 75% of the term, whichever is less) in extenuating circumstances, as determined by the instructor(s) or appropriate faculty, will be recorded as a “W”. Extenuating circumstances are defined as verifiable cases of accidents, illness or other circumstances beyond the control of the student.

“W” shall not be used in calculating grade point averages, but excessive “W’s” shall be used in calculation of “ Progress Probation and Dismissal.”

VI. INSTRUCTION POLICIES
SECTION 6050 – GRADING POLICY

***6050.1 – LETTER GRADES**

***6050.101 Criteria (continued)**

Symbol I - Incomplete

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.

“I” grades may be given only upon agreement between the student and the instructor.

The condition for removal of the “I” shall be stated by the instructor in a written record. This record shall contain the conditions for 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 Office of Admissions and Records 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 student may not clear the Incomplete by re-enrolling in the course.

The symbol of “I” is assigned no grade points in computing the grade point average.

The “I” is used in calculating Progress Probation and Dismissal.

VI. INSTRUCTION POLICIES
SECTION 6050 – GRADING POLICY

***6050.1 – LETTER GRADES**

***6050.101 Criteria (continued)**

Symbol IP – In Progress

The “IP” symbol shall be used to denote that the class extends beyond the normal end of the academic term. It indicates that work is “in progress,” but that assignment of a substantive grade must await its completion. The “IP” symbol shall remain on the student’s permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student’s record for the term in which the course is completed. The “IP” shall not be used in calculating grade point averages.

“IP” may be assigned only by the Office of Admissions and Records.

Symbol RD – Report Delayed

The “RD” symbol may be assigned by the Office of Admissions and Records only. It is to be used when there is a delay in reporting the grade.

VI. INSTRUCTION POLICIES
SECTION 6050 – GRADING POLICY

***6050.1 – LETTER GRADES**

***6050.102 Issuance**

Official final grades shall be issued only by the Office of
Admissions and Records.

VI. INSTRUCTION POLICIES
SECTION 6050 – GRADING POLICY

***6050.2 – CREDIT/NO-CREDIT**

***6050.201 General Procedures**

Courses for which credit (CR) or no-credit (NC) grades are assigned may not be used in computing the grade point average, but shall be used in calculating “Progress Probation or Dismissal.”

VI. INSTRUCTION POLICIES
SECTION 6050 – GRADING POLICY

***6050.2 – CREDIT/NO-CREDIT**

***6050.202 Evaluation**

A student must declare the intention of receiving a letter grade or a credit/no-credit grade by the end of the fifth week of the semester.

A student may convert a “credit” grade (CR) to the letter grade by requesting that conversion from the Office of Admissions and Records at any time after the conclusion of the semester.

The credit grade shall be defined as completion of the course requirements.

Under no circumstances shall a student attempt to convert a no-credit (NC) grade to a letter grade by examination.

VI. INSTRUCTION POLICIES
SECTION 6050 – GRADING POLICY

***6050.3 – FINAL EXAMINATION**

At the end of each course offering, a final instructional culminating activity shall be held or a final examination given. Any exceptions must receive the prior written approval of the appropriate administrator.

VI. INSTRUCTION POLICIES
SECTION 6050 – GRADING POLICY

***6050.4 – GRADE STATUS, PROBATION, DISMISSAL**

The following standard of probation and dismissal shall apply to all Colleges within the District:

***6050.401 Probation**

****Academic Probation.** A student who has attempted at least 12 semester units of letter grades (A, B, C, D and F), as shown by the Permanent Record, shall be placed on Academic Probation if the student has earned a cumulative grade point average below 2.0.

Progress Probation. A student who has enrolled in a total of at least 12 semester units, as shown by the Permanent Record, shall be placed on Progress Probation when the percentage of all units in which a student has enrolled and for which entries of “I,” “W,” and “NC” are recorded reaches or exceeds fifty percent (50%).

Removal from Academic Probation. A student on Academic Probation shall be removed from Academic Probation when the student’s accumulated grade point average is 2.0 or higher.

Removal from Progress Probation. A student on Progress Probation shall be removed from Progress Probation when the percentage of all units in grades “I,” “W,” and “NC” drops below fifty percent (50%) of all units attempted.

***Revised: 3/21/78; 4/7/81**
****Revised: 5/19/87**

**San Jose/Evergreen Community
College District**

VI. INSTRUCTION POLICIES
SECTION 6050 – GRADING POLICY

***6050.4 – GRADE STATUS, PROBATION, DISMISSAL**

***6050.402 Dismissal**

Academic Dismissal. A student who is on Academic Probation shall be dismissed from the District if the student earns in letter grade classes (A, B, C, D and F) an accumulative grade point average of less than 2.0 in the next two subsequent terms of enrollment.

Progress Dismissal. A student who is on Progress Probation shall be dismissed if at the end of the second subsequent term of enrollment the percentage of units in which the student has been enrolled and for which entries of “W,” “I” and “NC” are recorded reaches or exceeds fifty percent (50%).

***Revised: 3/21/78; 4/7/81; 5/19/87
 12/19/89**

**San Jose/Evergreen Community
College District**

VI. INSTRUCTION POLICIES
SECTION 6050 – GRADING POLICY

***6050.4 – GRADE STATUS, PROBATION, DISMISSAL**

***6050.403 Grade Points**

Grade Points are assigned in the following manner:

- A – 4 Grade Points per unit
- B – 3 Grade Points per unit
- C – 2 Grade Points per unit
- D – 1 Grade Points per unit
- F – 0 Grade Points per unit

Grades CR, W, NC and I are not assigned Grade Points.

***6050.4031 Grade Point Average**

Grade Point Average is calculated in the following manner:

$$\frac{\text{Grade Points}}{\text{Units Attempted}} = \text{Grade Point Average}$$

VI. INSTRUCTION POLICIES
SECTION 6050 – GRADING POLICY

***6050.5 – ACADEMIC RENEWAL**

It is the policy of the San Jose/Evergreen Community College District to grant Academic Renewal in the following ways:

***6050.501 Academic Renewal by Repetition**

Students may repeat any course, one time, in which they have received a “D” or “F” grade at this or another institution. The highest grade attained shall be used in the computation of their grade point average.

No student may repeat a course in which a final grade of “C” or “CR” or better has been received unless the catalog entry with the course title indicates that credit may be earned more than once.

A student is not limited to the number of times he or she can take a course if it is a “legally mandated training requirement as a condition of continued paid or volunteer employment”. A student may take these courses any number of times.

**Students’ transcripts shall show the grades for all courses taken.

*Revised:	3/21/78; 4/7/81; 5/19/87; 1/13/04	San Jose/Evergreen Community College District
**Added:	12/19/89	

VI. INSTRUCTION POLICIES
SECTION 6050 – GRADING POLICY

***6050.5 – ACADEMIC RENEWAL**

***6050.502 Academic Leave**

Academic Leave is intended to provide students an opportunity to pursue activities related to their academic program which would not be possible while otherwise enrolled.

Academic Leave is also intended for students who, for personal or medical reasons beyond their control, must have a break in attendance.

The application for Academic Leave requires approval by the College President or his/her designee and must state clearly the basis for the requested leave and the duration of the leave. If the leave is for academic-related reasons, that relationship must be clearly stated. Leave for personal or medical reasons must be substantiated by submitting additional appropriate documentation with the application.

Leave may be granted for two consecutive semesters for a maximum of three semesters. Extensions may be granted in extreme hardship.

Upon approval of the application for Academic Leave, the student's transcript at the college will be appropriately annotated to reflect the leave for the granted period.

Added:	1/3/84	San Jose/Evergreen Community
*Revised:	12/19/89	College District

VI. INSTRUCTION POLICIES
SECTION 6050 – GRADING POLICY

***6050.6 – HONORS LIST**

Placement on an Honors List awards the student special recognition for academic achievement attained during the semester concluded.

To be eligible for any Honors List, the student must have a minimum of 6 units in graded status (A, B, C, D) within the semester.

Dean's List

To be eligible a student must earn between a 3.0 Grade Point Average and a 3.00 Grade Point Average.

President's List

To be eligible a student must earn a 4.00 Grade Point Average.

VI. INSTRUCTION POLICIES
SECTION 6050 – GRADING POLICY

***6050.6 – HONORS LIST**

***6050.601 Honors at Graduation**

To be eligible for Honors at Graduation a student must convert all optional credit-no credit grades to the earned letter grades.

Honors

Graduation with honors is granted to graduating students who earn an overall grade point average of between 3.50 and 3.99 in all units attempted, both transfer and District.

President's Honors

Graduation with President's Honors is granted to graduating students who earn a 4.00 grade point average in all units attempted, both transfer and District.

VI. INSTRUCTION POLICIES

SECTION 6060 – GRADUATION REQUIREMENTS

***6060.1 – GRADUATION REQUIREMENTS FOR A.A. AND A.S. DEGREE –
EVERGREEN VALLEY COLLEGE/SAN JOSE CITY COLLEGE**

To be awarded the Associate Degree from San Jose City or Evergreen Valley College, all students, regardless of their intent to transfer or not, shall complete a minimum of 60 units of instruction with an average grade of at least a “C” (2.0 grade point average) in all units attempted in a curriculum. Grades earned in non-degree applicable courses do not count in a student’s GPA used in relationship to an AA or AS degree. The student must complete the following minimum requirements:

- I. A major consisting of a minimum of 18 semester units in a specialized or related field of study. The major may be in a special field OR a general studies area.

- II. A general education pattern which shall include:

<u>CONTENT AREA</u>		<u>ASSOCIATE OF SCIENCE DEGREE</u>	<u>ASSOCIATE OF ARTS DEGREE</u>
A. English Communication			
Written Communication	list ¹	3 units	3 units
Oral Communication	list	3 units	3 units
Critical Thinking	list	<u>0 units</u> 6 units	<u>0-3 units</u> 6-9 units
**B. Physical and Biological Sciences			
Science with Lab	list	3 units	3 units
Science with/without Lab			
OR Math	list	0 units	0-6 units
Mathematics	list	<u>competency</u> 3 units	<u>3 units</u> 6-12 units
***C. Arts and Humanities			
	list ²	3 units <u>3 units</u> 6 units	3 units <u>3-9 units</u> 3-12 units
***D. Social and Behavioral Science			
	list ³	6 units <u>0 units</u> 6 units	6 units <u>0-6 units</u> 6-12 units

***Revised: 3/21/78; 1/3/84; 12/19/89;
4/17/90; 7/17/90; 1/13/04**

**San Jose/Evergreen Community
College District**

VI. INSTRUCTION POLICIES

SECTION 6060 – GRADUATION REQUIREMENTS

***6060.1 – GRADUATION REQUIREMENTS FOR A.A. AND A.S. DEGREE –
EVERGREEN VALLEY COLLEGE/SAN JOSE CITY COLLEGE**

<u>CONTENT AREA</u>	<u>ASSOCIATE OF SCIENCE DEGREE</u>	<u>ASSOCIATE OF ARTS DEGREE</u>
E. Lifelong Understanding and Self Development	List 3 units****	List 3 units****
<u>Required Minimum</u>	24 units	39 units

List means on an approved list for Associate of Science and/or the Associate of Arts Degree.

Area A, Written Communication List – English 1A or ESL 1A

Area C, Arts and Humanities List for SJCC – Humanities 1 or
Humanities 2

Area D, Social Science List -History 17A and History 17B or
History 1 and Political Science 1

** A minimum of 3 units is required in the Sciences area for the A.S. degree and 6 units for the A.A. degree. One course with laboratory activity must be included in this area. Students completing majors requiring 10 or more science units will have satisfied this requirement.

***Cultural Pluralism/Ethnic Studies:

A minimum of 3 units must be taken in the Arts and Humanities area for The A.S. degree. Three units may be taken in either the Art and Humanities Area OR the Social and Behavioral Sciences area for the A.A. degree.

****This requirements may be met by any 3 unit nonphysical activity course in Area E. Only 1 unit of physical activity may be used to meet this requirement and only when combined with a 2 unit nonphysical activity course that meets the CSU Area E content guidelines.

***Revised: 3/21/78; 1/3/84; 12/19/89
4/17/90; 7/17/90**

**San Jose/Evergreen Community
College District**

VI. INSTRUCTION POLICIES
SECTION 6050 – GRADING POLICY

***6060.1 – GRADUATION REQUIREMENTS FOR A.A. AND A.S. DEGREE –
EVERGREEN VALLEY COLLEGE/SAN JOSE CITY COLLEGE**

VI. Residence requirement

1. Prior to the fulfillment of graduation requirements, no fewer than 12 A.A./A.S. units must have been earned with the District and no fewer than 6 of these units must have been earned at the college awarding the degree. An exception to this policy will be granted when the colleges jointly offer a program for which only one college has been approved.
2. A minimum of two courses (no fewer than 6 units) must have been completed in the major at the college awarding the degree. A major department may grant an exception to this requirement when able to verify competency equivalent to this requirement.

***Revised: 3/21/78; 1/3/81; 12/19/89
4/17/90; 7/17/90**

**San Jose/Evergreen Community
College District**

VI. INSTRUCTION POLICIES
SECTION 6070 – GENERAL PROVISIONS

***6070.1 – ATTENDANCE - STUDENT**

Students are expected to maintain regular and prompt attendance in all classes.

Instructors shall maintain a record of students' attendance in class. Students who miss the first class meeting may be disqualified from that class.

Absences may lead to disqualification from a course in which the instructor requires attendance and maintains an attendance record. No student shall be so disqualified from a course whose absences are fewer than the number of times the class meets in one week.

Students who feel there are extenuating circumstances which justify their absences should be advised of the right to petition for readmission to a course under the Student Grievance procedure.

Students may register for two or more classes which conflict in day and time only with the written authorization of the instructors in involved and the approval of the Director of Admissions and Records.

VI. INSTRUCTION POLICIES
SECTION 6070 – GENERAL PROVISIONS

***6070.2 – POTENTIALLY DANGEROUS EQUIPMENT AND MATERIALS**

Instructors, in addition to all other college staff, are responsible for safety measures in classes under their supervision. All equipment which may be potentially dangerous shall have safeguards according to legal and other recommended standards. Periodic inspection shall be made, and any unsafe equipment shall be reported to the College President and District safety officers and repaired before further use.

***Revised: 3/21/78; 12/19/89**

**San Jose/Evergreen Community
College District**

VI. INSTRUCTION POLICIES
SECTION 6070 – GENERAL PROVISIONS

***6070.3 – USE OF PROTECTIVE DEVICES**

***6070.301 Required Use**

Certificated staff charged with the supervision of courses, including, but not limited to, shops or laboratories, shall require eye protective devices to be worn by students, teachers, and visitors at any time at which the individual is engaged in or observing an activity in the use of hazardous substances likely to cause injury to the eyes.

***Revised: 3/21/78**

**San Jose/Evergreen Community
College District**

VI. INSTRUCTION POLICIES
SECTION 6070 – GENERAL PROVISIONS

***6070.3 – USE OF PROTECTIVE DEVICES**

***6070.302 Sale**

The eye protective devices may be sold to pupils and teachers at a price which shall not exceed the actual cost to the District.

***Revised: 3/21/78**

**San Jose/Evergreen Community
College District**

VI. INSTRUCTION POLICIES
SECTION 6070 – GENERAL PROVISIONS

***6070.4 – DISMISSAL - STUDENT**

***6070.401 Causes**

The following causes may lead to dismissal from class or from college:

1. Excessive absences (See Policy 6070.1, Attendance – Student).
2. Consistent failure to submit or perform assigned work.
3. Behavior that interferes materially or substantially with the rights of others.
4. Behavior which may be harmful to the student.
5. Other causes listed in the Student Services Policies.

***Revised: 3/21/78**

**San Jose/Evergreen Community
College District**

VI. INSTRUCTION POLICIES
SECTION 6070 – GENERAL PROVISIONS

***6070.4 – DISMISSAL - STUDENT**

***6070.402 Grade**

A student who is dismissed from a course or from college for any reason listed above will receive a “W” grade.

VI. INSTRUCTION POLICIES
SECTION 6070 – GENERAL PROVISIONS

***6070.4 – DISMISSAL - STUDENT**

***6070.403 Readmission**

A student must petition for readmission following dismissal from the San Jose/Evergreen Community College District or any other college. A student shall follow procedures outlined in the college catalog.

***Revised: 3/21/78**

**San Jose/Evergreen Community
College District**

VI. INSTRUCTION POLICIES

SECTION 6070 – GENERAL PROVISIONS

***6070.4 – DISMISSAL - STUDENT**

****6070.404 Limit on Remedial Units**

No student shall receive more than 30 semester units (or 45 quarter units) of credit for remedial coursework. Students having exhausted the unit limitation shall be referred to appropriate adult noncredit education services provided by college, adult school, community-based organization, or other appropriate local provider with which the district has an established referral agreement

The following students are exempted from the limitation on remedial coursework described in subsection of this section:

- (1) Students enrolled in one or more courses of English as a Second Language (ESL);
- (2) Students identified by the district as having a learning disability...
- (3) ... any student who shows significant, measurable progress toward the development of skills appropriate to his or her enrollment in college-level courses.” Such students need to petition for a waiver of the limitation on remedial coursework with the Counseling Administrator on the campus.

A student who does not attain full eligibility status for college-level work...shall, unless provided with a waiver, be dismissed and referred to adult noncredit education courses.

A student may, upon successful completion of appropriate “remedial coursework,” or upon demonstration of skills levels which will reasonably assure success in college-level courses, request reinstatement to proceed with college level coursework. The request should be made to the Counseling Administrator on the campus.

Per Title 5 Section 55756.5(b)

***Revised: 3/21/78**
****Added: 1/13/04**

**San Jose/Evergreen Community
College District**

VI. INSTRUCTION POLICIES
SECTION 6070 – GENERAL PROVISIONS

***6070.5 – FEES**

***6070.501 Materials**

Except as authorized or required by the State Chancellor's Office or in the Education Code, the District shall not require a student to pay a fee for any instructional and other materials required for a credit or noncredit course; however, the District 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.

***Revised: 3/21/78; 2/18/86**

**San Jose/Evergreen Community
College District**

VI. INSTRUCTION POLICIES
SECTION 6070 – GENERAL PROVISIONS

***6070.5 – FEES**

***6070.502 Payment for Breakage or Loss**

Students in science laboratory courses may be required to pay for glass and equipment breakage.

***Revised: 3/21/78**

**San Jose/Evergreen Community
College District**

VI. INSTRUCTION POLICIES
SECTION 6070 – GENERAL PROVISIONS

***6070.6 – FIELD TRIPS**

***6070.601 Authorization**

All field trips shall require prior written approval by the college President. Such field trips are subject to District Office procedures and approvals.

***Revised: 3/21/78**

**San Jose/Evergreen Community
College District**

VI. INSTRUCTION POLICIES
SECTION 6070 – GENERAL PROVISIONS

***6070.6 – FIELD TRIPS**

***6070.602 General Regulations**

***6070.6021 Attendance Records**

On instructional field trips held during the regular meeting hours of a class, the normal attendance procedures shall be followed.

Attendance shall not be counted for a greater number of hours than those for which the class is regularly scheduled.

***6070.6022 Distance Limitations**

College activities shall be confined to areas within reasonable traveling distances. Requests for trips outside the State of California shall be referred to the Governing Board for approval.

***6070.6023 Eligibility for Travel**

Normally students registered in the course or District-connected personnel shall be included on field trips. Other students may be approved by a Dean or Provost.

***6070.6024 Overnight Trips**

Written approval by parent or guardian for a student under 18 years of age shall be on file with the office of the Associate Dean of Student Services/Provost two days prior to departure date. Hold harmless agreements are also required of all participants.

***Revised: 3/21/78; 12/19/89**

**San Jose/Evergreen Community
College District**

VI. INSTRUCTION POLICIES
SECTION 6070 – GENERAL PROVISIONS

***6070.6 – FIELD TRIPS**

***6070.602 General Regulations (continued)**

***6070.6025 Safety**

All personnel leaving from the colleges on a college-authorized field trip by bus or vehicle shall be required to return to the campuses by the same means.

***Revised: 3/21/78**

**San Jose/Evergreen Community
College District**

VI. INSTRUCTION POLICIES
SECTION 6070 – GENERAL PROVISIONS

***6070.7 – GUEST SPEAKERS – CAMPUS PERFORMANCES**

The District, recognizing the value of outside speakers and performers in augmenting and enriching its educational objectives, shall authorize their services. The selection of speakers and performers shall be consistent with the established policy of academic freedom.

***Revised: 3/21/78**

**San Jose/Evergreen Community
College District**

VI. INSTRUCTION POLICIES
SECTION 6070 – GENERAL PROVISIONS

***6070.8 – MEDICATION**

No drugs or medication of any kind shall be given or provided by college personnel to students or faculty members except as required for first aid or as prescribed by the college physician.

***Revised: 3/21/78**

**San Jose/Evergreen Community
College District**

VI. INSTRUCTION POLICIES
SECTION 6070 – GENERAL PROVISIONS

***6070.9 – OPEN CLASSES**

It is the policy of the District that, unless specifically exempt by statute, every course, course section or class, the average daily attendance of which is to be reported for state aid, wherever offered and maintained by the District, shall be open to enrollment and participation by any person who has been admitted to the colleges and who meets such prerequisites as may be established pursuant to Title 5 of the California Administrative Code.

***Added: 12/6/77**

**San Jose/Evergreen Community
College District**

VI. INSTRUCTION POLICIES
SECTION 6070 – GENERAL PROVISIONS

***6070.9 – OPEN CLASSES**

***6070.302 Health and Safety**

Enrollment or continuation of enrollment in certain classes may require that certain standards of health or safety be met by students. Each college shall develop these standards and procedures for student screening in cooperation with appropriate health service professionals.

***Added: 12/6/77**

**San Jose/Evergreen Community
College District**

VI. INSTRUCTION POLICIES
SECTION 6070 – GENERAL PROVISIONS

***6070.9 – OPEN CLASSES**

***6070.902 Impacted Enrollment**

In enrollment-impacted classes and programs, each college shall develop fair and equitable guidelines and procedures for admission of students within the limits of facilities and resources.

VI. INSTRUCTION POLICIES

SECTION 6080 – STANDARDS

***6080.1 – STANDARDS OF INSTRUCTION**

Evening, Saturday, Summer Session and between semester classes shall conform to standards of the regular day program.

***Added: 12/19/89**

**San Jose/Evergreen Community
College District**

VI. INSTRUCTION POLICIES

SECTION 6080 – STANDARDS

***6080.2 – STANDARDS OF TUTORING**

It shall be considered professional undesirable for an instructor to tutor his/her own students for a fee.

*Added: 12/19/89

San Jose/Evergreen Community
College District

VI. INSTRUCTION POLICIES

SECTION 6080 – STANDARDS

***6080.3 – STANDARDS OF SUPERVISION**

No student shall be permitted to work in a classroom, shop or laboratory unattended by an instructor or District-employed instructional aide present or in the immediate vicinity.

*Added: 12/19/89

San Jose/Evergreen Community
College District

VI. INSTRUCTION POLICIES

SECTION 6080 – STANDARDS

***6080.4 – STANDARDS OF RIGHTS, FREEDOMS AND RESPONSIBILITIES**

***6080.401 Instructors**

The instructor has the right to study and investigate, interpret his/her findings and express resulting conclusions to students. The instructor has the responsibility to be thorough in his/her investigations and to draw conclusions supported by the findings. Because human knowledge is limited and changeable, the instructor may present views which are controversial and evaluate opinions held by others while simultaneously respecting the right of their free expression.

***Revised: 12/19/89**

**San Jose/Evergreen Community
College District**

VI. INSTRUCTION POLICIES

SECTION 6080 – STANDARDS

***6080.4 – STANDARDS OF RIGHTS, FREEDOMS AND RESPONSIBILITIES**

***6080.402 Students**

The students shall have the freedom to express and defend their views, to question or differ without suffering repression or scholastic penalty. The students have the same responsibilities as instructors to seek and weigh evidence, express supportable conclusions, identify bias and evaluate opinions held by others while respecting the right of their own free expression.

***Added: 12/19/89**

**San Jose/Evergreen Community
College District**

VI. INSTRUCTION POLICIES

SECTION 6080 – STANDARDS

***6080.5 – STANDARDS FOR REPRESENTING THE INSTITUTION**

When individuals affiliated with the District represent it in the community or in other contacts, they shall so indicate as to whether their representation is authorized or self assigned.

Expressions by staff members or students to the community-at-large require adherence to the principles of academic freedom and to the standards (6080.401 and 6080.402) above.

*Added: 12/19/89

San Jose/Evergreen Community
College District