

MATRICULATION STANDARDS



**Chancellor's Office
California Community Colleges
Student Services and Special Programs Division**

1. ADMISSIONS COMPONENT

<u>AB 3</u>	<u>Title 5</u>	<u>Component Standards</u>
78212(b)(1)	55520(a)	1. Provide a procedure for the processing of the admission application.
	55522	2. Provide modified or alternative services for the matriculation process (if necessary) for ethnic and language minority students and students with disabilities.
	55510(a)(4)	3. Utilize computerized information services to implement or support admissions services.

2. ORIENTATION COMPONENT

<u>AB 3</u>	<u>Title 5</u>	<u>Component Standards</u>
78212(b)(2)	55502(j)	1. Provide students and potential students with information concerning college programs, services, financial assistance, facilities and grounds, academic expectations, course scheduling and institutional procedures in a timely manner.
78212(a)	55530(b)(d)	2. Provide written definitions informing students of their rights and responsibilities.
	55201 (f),(g)	3. Promptly inform students of their right to challenge (on specified grounds) a pre- or co-requisite or limitation on enrollment; their responsibility for showing that grounds exist for the challenge; and their right to file a complaint of unlawful discrimination.
	58106(c),(d),(e)	
	55534(b)	4. Inform students of procedure for alleging unlawful discrimination in the implementation of matriculation practices.
	55534(a)	5. Provide students with or direct them to written district procedures for: challenging matriculation regulatory provisions; district investigation and attempted resolution of complaints; and methods by which district maintains such complaints.
	55522	6. Provide modified or alternative services for the matriculation process (if necessary) for ethnic and language minority students' and students with disabilities.
78214(b)(3)	55532(a)	7. Adopt District governing board policies specifying criteria for exemption.
	55510 (a)(5)	
	55532(c)	8. Make exempted students aware that they may choose whether or not to participate in this component.
	55532(d)	9. Ensure that exemptions from this component are not based upon specified sole criterion.
55510(a)(4)	10.	Utilize computerized information services to implement or support orientation activities.

3. ASSESSMENT COMPONENT

<u>AB 3</u>	<u>Title 5</u>	<u>Component Standards</u>
	55520(c)	1. Conduct assessment for all non-exempt students.
78212(b)(3)(A)		2. Administer assessment instruments to determine student competency in computational and language skills.
78212(b)(3)(B)		3. Assist students to identify their aptitudes, interests, and educational objectives.
78212(b)(3)(C)		4. Evaluate students' study and learning skills.
78213(a)	55521(a)	5. Use assessment instruments approved by the Chancellor.
	55521(b)	6. Use assessment instruments only for purpose for which they were developed or validated.
	55521(c)	7. Use multiple measures (other than two or more highly correlated instruments) for placement, required and appropriate referral, or subsequent evaluation.
78213(b)(2)	55521(e)	8. Use assessment instruments, methods or procedures in an advisory manner in the selection of academic courses and educational programs.
	55522	9. Provide modified or alternative services for the matriculation process (if necessary) for ethnic and language minority students and students with disabilities.
78214(b)(3)	55532(a) 55510(a)(5)	10. Adopt District governing board policies specifying criteria for exemption.
	55532(c)	11. Make exempted students aware that they may choose whether or not to participate in this component.
	55532(d)	12. Ensure that exemptions from this component are not based upon specified sole criterion.
	55510(a)(4)	13. Utilize computerized information services to implement or support assessment services.

4. COUNSELING/ADVISEMENT COMPONENT

<u>AB 3</u>	<u>Title 5</u>	<u>Component Standards</u>
78212(b)(3)(D)	55520(g)(1),(2)	1. Make appropriate referral(s) to available support services and curriculum offerings.
78212(b)(3)(E)	55520(d) 55523(a)(4)	2. Provide advisement concerning course selection.
78212(b)(4)	55523(a)(1) 78212(b)(4) 55526	3. Make reasonable efforts to ensure that probationary non-exempt students participate 4. Make reasonable efforts to ensure that non-exempt educational goal participate in counseling.
78212(b)(4)	55523(a)(3) 55526	5. Make reasonable efforts to ensure that non-exempt students enrolled in pre-collegiate basic skills courses participate in counseling or advisement.

78212(b)(4)	55523(a)(2) 55526	4. Make reasonable efforts to ensure that non-exempt students without a declared educational goal participate in counseling.
78212(b)(4)	55523(a)(3) 55526	5. Make reasonable efforts to ensure that non-exempt students enrolled in pre-collegiate basic skills courses participate in counseling or advisement.
	55520(d) 55523(a)(4)	6. Make counseling or advisement available to all non-exempt students.
	55523(b)	7. Provide counseling or advisement by appropriately trained counselors or staff in areas deemed appropriate by the district.
	55520(e) 55525(a),(b) 55530(d)	8. Provide assistance in selection of a specific educational goal and development of the student educational plan, including student responsibilities.
	55525(c)	9. Record the student educational plan in written or electronic form.
	55525(c)	10. Review, as necessary, the student educational plan, its implementation, and its accuracy related to students' needs.
	55201(f),(g) 58106(c),(d),(e)	11. Promptly inform students of their right to challenge (on specified grounds) a pre- or co-requisite or limitation on enrollment; their responsibility for showing that grounds exist for the challenge; and their right to file a complaint of unlawful discrimination.
	55534(b) 55525(d)	12. Inform students of procedures for filing complaint alleging unlawful discrimination in the implementation of matriculation practices, including alleged violation of process for developing student educational plan.
	55534(a) 55525(d)	13. Provide students with or direct them to written district procedures for: challenging matriculation regulatory provisions; district investigation and attempted resolution of complaints; and methods by which district maintains such complaints.
	55522	14. Provide modified or alternative services for the matriculation process (if necessary) for ethnic and language minority students and students with disabilities.
78214(b)(3)	55532(a) 55510(a)(5)	15. Adopt District governing board policies specifying criteria for exemption.
	55532(c)	16. Make exempted students aware that they may choose whether or not to participate in this component.
	55532(d)	17. Ensure that exemptions from this component are not based upon specified sole criterion.
	55510(a)(4)	18. Utilize computerized information services to implement or support counseling/advising activities.

5. STUDENT FOLLOW-UP COMPONENT

<u>AB 3</u>	<u>Title 5</u>	<u>Component Standards</u>
78212(b)(4) 55526	55520(f)	1. Provide post-enrollment evaluation of each non-exempt student's academic progress enrolled under specific academic conditions.
	55523(a)(1-3) 55526	2. Establish a follow-up system that ensures regular monitoring for early detection of academic difficulty.
	55520(g) 55526	3. Make referral to appropriate services and curricula as necessary.
	55522	4. Provide modified or alternative services for the matriculation process (if necessary) for ethnic and language minority students with disabilities.
	55510(a)(4)	5. Utilize computerized information services to implement, support, monitor and/or track follow-up services.

6. COORDINATION AND TRAINING COMPONENT

<u>AB 3</u>	<u>Title 5</u>	<u>Component Standards</u>
78216(b)(c)(3) 55510(a)(3) 55523(b)	55516	1. Develop and implement a program for providing all faculty and staff with training appropriate to their needs with respect to provision of matriculation services. a) Admissions b) Orientation c) Assessment d) Counseling/Advisement e) Follow-up f) Research and Evaluation g) Pre- and Co-requisites and Advisories
	55510(a)(4)	2. Utilize computerized information services to implement or support coordination and training activities.

7. RESEARCH AND EVALUATION COMPONENT

<u>AB 3</u>	<u>Title 5</u>	<u>Component Standards</u>
78214(a)	55512(a)	1. Establish and maintain institutional research for evaluating efficacy of matriculation services and remedial programs and services.

- | | | |
|----------------------------------|-------------------------|--|
| 55512(a) | | 2. Evaluate all assessment instruments to ensure that they minimize or eliminate cultural or linguistic bias and are being used in a valid manner. |
| 55512(a) | | 3. Determine whether any assessment instrument, method or procedure has a disproportionate impact on particular groups of students described in terms of ethnicity, gender, age or disability; where unjustified disproportionate impact is found, develop plan to correct it. |
| 55512(a)(1) | | 4. Analyze degree of matriculation's impact on particular courses, programs and facilities. |
| 78214(c)(1)
goals 78214(b)(2) | 55512(a)(2) | 5. Analyze degree to which matriculation helps students to define their educational and objectives. |
| 78214(b)(6)
55514(d) | 55512(a)(3) | 6. Analyze extent to which matriculation promotes student success as evidenced by student outcomes, persistence, skill improvement, grades, and goal attainment. |
| 78214(c)(2) | 55512(a)(4) | 7. Analyze degree to which matriculation assists district efforts to assess educational needs. |
| 78214(c)(3) | 55512(a)(5) | 8. Analyze degree to which matriculation matches district resources with students' educational needs. |
| 78214(b)(4)
78214(c)(4) | 55512(a)(6)
55520(g) | 9. Analyze degree to which matriculation provides students the specialized support services and programs to which they are referred. |
| 78214(b)(5) | | 10. Determine ethnicity, sex and age of credit students. |
| | 55514(a) | 11. Determine proportion of students of ethnic, gender, age and disability groups placed in pre-collegiate, associate degree-applicable, or transfer courses in reading, writing, computation, or ESL. |
| | 55514(b) | 12. Determine proportion of students of ethnic, gender, age and disability groups who enter and complete pre-collegiate basic skills courses. |
| | 55514(c) | 13. Determine proportion of students of ethnic, gender, age and disability groups who complete pre-collegiate basic skills course and who subsequently enter and complete associate degree-applicable courses. |
| | 55532(a)
55514(f) | 14. Record number of students exempted by category and grounds for exemption. |
| | 55514(g) | 15. Maintain numbers of students filing complaints (re: 55534) and the bases of those complaints. |
| | 55514(h) | 16. Document particular matriculation services received by each non-exempt student. |
| 55510(a)(4) | 17. | Utilize computerized information services to implement or support research and evaluation activities. |

8. PREREQUISITES, COREQUISITES, AND ADVISORIES ON RECOMMENDED PREPARATION

<u>Title 5</u>	<u>Component Standards</u>
58106(b)	<p>1 District ensures open enrollment subject to health and safety considerations, facility limitations, etc., consistent with Board-adopted policies that identify such limitations and which require fair and equitable procedures for determining who may enroll in such courses.</p> <p>_____ Local policies/procedures follow District Model exactly (see sections I.A. and II.C. of Model)</p> <p>_____ Local policies/procedures differ from District Model (see attached)</p>
55201(b)(1)	<p>2 Board-adopted policy establishes the process for establishing necessary and appropriate prerequisites, corequisites and advisories and their respective level of scrutiny, including data collection where appropriate.</p> <p>_____ Local policies/procedures follow District Model exactly (see sections I.C., II.A. and II.B. of Model)</p> <p>_____ Local policies/procedures differ from District Model (see attached)</p>
55002(a)(2)(D)	<p>3 Curriculum committee reviews course outline of record to determine if associate degree credit course shall require pre- and co-requisite to enhance students' likelihood of success.</p> <p>_____ Local policies/procedures follow District Model exactly (see sections I.C.2. and I.C.3. of Model)</p> <p>_____ Local policies/procedures differ from District Model (see attached)</p>
55201(e)	<p>4 Communication or computation pre- or co-requisites for any course other than a 55510(a)(6) communication or computation course are based on content review, sound data-gathering research practices, and demonstration that student is highly unlikely to succeed without the pre- or co-requisite.</p> <p>_____ Local policies/procedures follow District Model exactly (see sections I.C.2., I.C.3., II.A.1.c., II.A.1.g., and [where appropriate] II.A. 1.d. and/or 1.e. and/or 1.f. of Model)</p> <p>_____ Local policies/procedures differ from District Model (see attached)</p>
55002(a)(2)(E)	<p>5 If the curriculum committee determines that success in associate degree credit course is dependent on communication or computation skills, it establishes eligibility for enrollment in associate degree credit course(s) in English and/or mathematics as pre- or co-requisite(s).</p> <p>_____ Local policies/procedures follow District Model exactly (see sections I.C.2., I.C.3., II.A.1.a. or 1.b. or 1.c. and 1.g., and [where appropriate] II.A. 1.d. and/or 1.e. and/or 1.f. of Model)</p> <p>_____ Local policies/procedures differ from District Model (see attached)</p>

- 55002(b)(2)(D) 6 Curriculum committee recommends establishment of pre- or co-requisite for non-degree-applicable course, where appropriate.
- ____ Local policies/procedures follow District Model exactly
(see section I.C.2., I.C.3., II.A.1.b. or 1.c. and 1.g, and [where appropriate] II.A.1.d. and/or 1.f. of Model)
- ____ Local policies/procedures differ from District Model (see attached)
- 55201(b)(3) 7 Board-adopted policy specifies the process for periodically reviewing pre- and co-requisites (at least once every six years) and advisories, including level of scrutiny and frequency of review.
- ____ Local policies/procedures follow District Model exactly
(see section I.D. of Model)
- ____ Local policies/procedures differ from District Model (see attached)
- 55002(a)(4) 8 District ensures that associate degree credit courses and precollegiate basic
55002(b)(4) skills courses (including those with pre- and co-requisites) are taught by
55201(b)(2) qualified instructors and in accord with course outline of record, particularly
those aspects of the course that are the basis for the pre- or co-requisite.
- ____ Local policies/procedures follow District Model exactly
(see section I.F. of Model)
- ____ Local policies/procedures differ from District Model (see attached)
- 55202(g) 9 District determines students' satisfaction of a prerequisite prior to enrollment or permits enrollment pending verification, and ensures that enrollment fees are promptly refunded to students who are involuntarily dropped from course or failure to successfully complete the prerequisite.
- ____ Local policies/procedures follow District Model exactly
(see section I.E. of Model)
- ____ Local policies/procedures differ from District Model (see attached)
- 58106 10. District establishes procedures for determining who may enroll in courses for which there are limitations on enrollment, provides for student challenges to the limitations on the grounds specified in Title 5, handles challenges to enrollment limitation in a timely manner, and waives the enrollment limitation if the challenge is upheld.
- ____ Local policies/procedures follow District Model exactly
(see section I.A.2. and I.B. of Model)
- ____ Local policies/procedures differ from District Model (see attached)
- 55201(f) 11. College resolves challenges (made on specified grounds) to pre- and co-requisites in a timely manner and, if the challenge is upheld, the student is allowed to enroll in the course or program.
- ____ Local policies/procedures follow District Model exactly
(see section I.A.2. and I.B. of Model)
- ____ Local policies/procedures differ from District Model (see attached)

- 55202(a) 12. Pre- and co-requisites and advisories are identified in college publications and in the respective course outline(s) of record.
 _____ Local policies/procedures follow District Model exactly
 (see section I.A. and I.C. of Model)
 _____ Local policies/procedures differ from District Model (see attached)
- College publications will reflect new policies/procedures by Fall 1994 catalog and course schedule, or by: (date)_____.
- 55202(d) 13. District ensures that precollegiate basic skills reading, writing or math courses that serve as pre- or co-requisites are offered with reasonable frequency and that the number of available sections is reasonable given student need.
 _____ Local policies/procedures follow District Model exactly
 (see section II.A.2. of Model)
 _____ Local policies/procedures differ from District Model (see attached)

BUDGET

<u>AB 3</u>	<u>Title 5</u>	<u>Component Standards</u>
78211.5(b)		1 State matriculation allocation is used only for matriculation services approved by the Chancellor.
78211.5	55518(b)	2 District provides at least three-to-one dollar match of state matriculation allocation.
	55512(b)	3 District provides for a review of the revenue and expenditures of matriculation as part of annual district audit.

POLICIES AND PROCEDURES

- A. District ensures that no matriculation practice subjects any person to unlawful discrimination - Title 5, §55521(f)(a)(6).
- B. District takes steps to ensure that the matriculation process is efficient so that students are not discouraged from participating in college programs - Title 5, §55530(c).
- C. District and/or college has developed matriculation plan through consultation with representatives of academic senate, students, and staff - Title 5, §55510(b).
- D. In multi-campus district, the district makes arrangements for coordinating the various college matriculation plans - Title 5, §55510(a)(7).
- E. Each pre- or co-requisite is established for at least one of the following reasons: 1) required or authorized by statute or regulation; 2) the prerequisite assures that the student has the skills or knowledge without which success in the subsequent course (or specific course within a program) is highly unlikely; 3) the corequisite assures that the student will acquire the skills or knowledge without which success in the subsequent course (or specific course within a program) is highly unlikely; or 4) necessary to protect the health and safety of the student or others - Title 5, §55201(c)(1-4).

- F. District has adopted clear written policies that define student responsibilities and the consequences of failing to fulfill such responsibilities - Title 5, §55530(d).
- G. All computational and communication pre- and co-requisites are established on a course-by-course basis - Title 5, §55202(b).
- H. Student's satisfaction of pre- or co-requisite is based on successful completion of appropriate course or multiple-measures assessment. Any assessment instrument used shall be selected and used in accord with Title 5, §55521. - Title 5, §55202(c).
- I. District ensures that no exit test outside of a course is required to satisfy a prerequisite or co-requisite. - Title 5, §55202(f).
- J. Each course outline of record contains specific content and other required information is made available to the instructor. - Title 5, §55002(a)(3), 55002(b)(3)
- K. Records of all student complaints of alleged violation of matriculation regulatory provisions are retained for at least three years after the complaint has been resolved. - Title 5, §55534(a)
- L. Board has adopted policy on limitations on number of units or selected courses in which students on probationary or dismissal status may enroll, or requirement that they follow a prescribed educational plan. - Title 5, §58106(b)(5).
- M. Board-adopted policies identify limitations on enrollment. - Title 5, §58106(a),(b)
- N. District ensures that there are sufficient numbers of co-requisite sections to accommodate students or the requirement is waived for individual students for whom space is not available. - Title 5, §55201(e)
- O. Board-adopted policy specifies the bases and process for a student to challenge the application of a pre-or co-requisite. - Title 5, §55201(b)(4) and (f)
- P. Board-adopted district policies and procedures related to pre- and co-requisites and advisories are included in the college's matriculation plan. - Title 5, §55510(a)(6)
- Q. District policy ensures open enrollment (subject to meeting pre-and/or co-requisites); policy is in catalog, schedule of classes, and on file with state Chancellor. - Title 5, §51006(b) and 58106(a)
- R. District permits students, whenever possible, to avoid additional testing by submitting scores on recently taken tests which correlate with those used by the district - Title 5, §55530 (c).
- S. No portion of the district's assessment process is used to exclude students from admission to the college - AB 3, 78213(b)(3); Title 5, §55521(d).