



San Diego Community College District

City College · Mesa College · Miramar College · College of Continuing Education

Board Policy

CIC: 5/8/2025

CRC

AS:

Chapter 4 — INSTRUCTIONAL SERVICES

The following Board Policies are being put forth for approval as part of the Board's ongoing 6-year comprehensive review of all Board policies and procedures.

Category 1 Policies: New and/or major revisions to policies and/or procedures that are not required by law or regulation but are recommended by the respective offices of responsibility. This category has the most extensive review process.

No new/revised policy for this category

Category 2 Policies: New and/or revisions to policies and/or procedures in response to legal and/or regulatory requirements.

- BP 4100 Graduation Requirements For Degrees and Certificates
 - Revised policy: Align with current legal and regulatory requirements. Procedural information moved to a new AP 4100 Graduation Requirements for Degrees and Certificates
- BP 4010 Academic Calendar
 - New legally mandated policy. Supersedes BP 5070 Attendance Accounting
- BP 4023 (Formerly BP 3306) Course Materials Adoption and Procurement
 - Revised policy: Align with current legal and regulatory requirements. Minor technical changes.

Category 3 Policies: Technical and/or non-substantive revisions to policies and/or procedures, such as reference updates, title changes, or policies and procedures that are being reviewed for currency but not undergoing significant revision.

- BP 4025 Philosophy and Criteria for Associate Degree and General Education
 - Change number to align with CCLC numbering system.
- BP 4060 (Formerly BP 5060) Delineation of Functions Agreements
 - Change number to align with CCLC numbering system.
- BP 4107 (Formerly BP 5160) Health Occupation Instruction—Use of Clinical Facilities
 - Minor technical changes and change number to align with CCLC numbering system

- BP 4050 (Formerly 5050) Articulation
 - Minor technical changes and change number to align with CCLC numbering system



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BP 4100 – GRADUATION REQUIREMENTS FOR DEGREES AND CREDIT CERTIFICATES

The San Diego Community College District's [credit](#) colleges [City, Mesa, and Miramar](#) may grant the degrees of Bachelor of Science, Associate of Arts, Associate of Science, Associate in Arts for Transfer (AA-T), Associate in Science for Transfer (AS-T), Certificates of Achievement, and Certificates of Performance to students who have completed the requirements for graduation as prescribed by title 5 regulations.

The [District](#) Chancellor [or designee](#) shall establish procedures to determine degree and certificate requirements that include appropriate involvement of the local curriculum committees. [A description of each certificate and degree shall be included in the college catalog.](#) The procedures shall assure that graduation and program requirements are published in the district's credit college catalogs and included in other resources that are convenient for students.

~~The San Diego Community College District's credit colleges City, Mesa, and Miramar may grant the degrees of Associate of Arts and Associate of Science to those students who have completed the requirements for graduation as prescribed by title 5 regulations and the faculty earned a grade of "C" or better in courses required for the major, a grade point average of at least 2.0 (a "C" average) in the general education requirement, and a minimum grade point average of at least 2.0 in all associate degree applicable courses. A "P" (pass grade) meets the requirement for courses required in the major. Students must also complete the general education, residency, competency, and other graduation requirements set forth in title 5. Associate of Arts and Associate of Science degrees shall be approved by the colleges' curriculum committees, Curriculum and Instructional Council, the Board of Trustees, and the California Community Colleges Chancellor's Office, ACCJC/WASC, and/or appropriate external accrediting agencies.~~

~~Credit The colleges may grant the Associate in Arts for Transfer (AA-T) and Associate in Science for Transfer (AS-T) degrees to those students who have satisfactorily completed the requirements for graduation prescribed by title 5, Senate Bill 1440, and Senate Bill 400. The degrees shall be approved by the colleges' curriculum committees, Curriculum and Instructional Council, the Board of Trustees, the California Community Colleges Chancellor's Office, ACCJC, and/or appropriate external accrediting agencies. These degrees are intended for students who plan to complete a baccalaureate degree in a similar major at a CSU campus. Each AA-T or AS-T is accepted by some but not all CSU campuses.~~

~~Credit college may grant the associate of arts or associate of science degrees to students who have satisfactorily completed the requirements for graduation prescribed by title 5. The degrees shall be approved by the colleges' curriculum committees, Curriculum and Instructional Council,~~

the Board of Trustees, the California Community Colleges Chancellor's Office, ACCJC, and/or appropriate external accrediting agencies.

Approved cCredit colleges may grant the Bachelor of Science degree to those students who have completed the program requirements for graduation as prescribed by title 5 regulations, accreditation requirements, and the faculty. Students must also complete the general education, residency, and competency requirements set forth in title 5. Bachelor of Science degrees shall be approved by the colleges' curriculum committees, Curriculum and Instructional Council, the Board of Trustees, the California Community Colleges Chancellor's Office, ACCJC/WASC, and/or appropriate external accrediting agencies.

Students may be awarded the Certificate of Achievement consisting of 12 or more semester units of degree-applicable coursework approved by the colleges' curriculum committee, the Curriculum and Instructional Council, Board of Trustees and California Community Colleges Chancellor's Office. Such certificates shall be designed as a pattern of learning experiences considered to develop certain capabilities that may be oriented to career or general education.

The credit colleges may grant the Certificate of Achievement to those students who have completed an approved sequence of courses consisting of 16 or more semester units, or alternatively 8-15.5 semester units of degree-applicable credit coursework and who have earned a "C" or higher in each course required for the certificate as prescribed by title 5 regulations and the faculty. Such certificates shall be designed as a pattern of learning experiences considered to develop certain capabilities that may be oriented to career or general education. Certificates of Achievement shall be approved by the colleges' curriculum committees, Curriculum and Instructional Council, the Board of Trustees, and the California Community Colleges Chancellor's Office, ACCJC/WASC and/or appropriate external accrediting agencies.

Students may be awarded the The credit colleges may grant the Certificate of Performance, consisting of less than 18-16 units, without California Community Colleges Chancellor's Office approval after approval by the colleges' curriculum committees, the Curriculum and Instruction Council, and the Board of Trustees. Certificates of Performance are department awards which signify the completion of a related set of courses as determined by the faculty. Certificates of Performance do not imply that graduation requirements have been met and shall not be listed on a student's transcript.

If a certificate is 12-17.5 units the college shall determine whether it is a Certificate of Achievement or a Certificate of Performance.

Students may be awarded The College of Continuing Education may grant award the noncredit Certificate of Completion and/or Certificate of Competency for the completion of a pattern of noncredit courses approved by the Continuing Education curriculum committee, the Curriculum and Instruction Council, Board of Trustees, and California Community Colleges Chancellor's Office the attainment of applicable competencies learned in a pattern of noncredit courses as prescribed by title 5. Certificates of Completion and/or Certificates of Competency shall be approved by the College of Continuing Education curriculum committee, Curriculum and Instructional Council, the Board of Trustees, and the California Community Colleges Chancellor's Office.

In accordance with Title 5, §55151, a Certificate of Competency is awarded to students who complete a series of noncredit courses that prepare them for further educational opportunities. This may include non-degree-applicable credit coursework such as basic skills or English as a

Second Language (ESL), as well as degree-applicable coursework leading to a credit certificate, an associate degree, or transfer to a four-year institution.

A Certificate of Competency verifies that the student has demonstrated proficiency in specific competencies outlined within a noncredit educational program. These competencies are designed to support the student in progressing along a career pathway or to undertake either degree-applicable or non-degree-applicable credit courses.

The certificate must:

1. Clearly state the name of the certificate and the date it was awarded.
 2. Include a Taxonomy of Programs (TOP) Code that corresponds with the program discipline.
 3. List the competencies that the student has achieved as part of the noncredit program.
- In accordance with Title 5, §55151, a Certificate of Completion is awarded to students who successfully complete a series of noncredit courses designed to improve employability or enhance job opportunities. This certificate acknowledges the completion of a noncredit educational program that equips students with skills necessary for career advancement or to continue their education in degree-applicable credit courses.

The noncredit Certificate of Completion serves as documentation of the student's successful completion of the program and their readiness to progress in their chosen career pathway or pursue further academic goals.

The certificate must:

1. Clearly state the name of the certificate and the date it was awarded.
2. Include a Taxonomy of Programs (TOP) Code number that corresponds with the program discipline.
3. Identify the goal of the program that the certificate represents.
4. List all noncredit courses completed by the student.

Reference: Education Code Section 70902(b)(3);
Title 5 Sections 55060 et seq.

Adopted: 5/27/2010

Supersedes: 5100 5/27/10



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BP 4010—Academic Calendar

The District Chancellor or designee, in consultation with the appropriate groups, shall develop and submit to the Board of Trustees for approval of an academic calendar annually.

1. The calendar shall contain at least 175 instructional days during the fiscal year.
2. The credit college calendar shall include at least 32 weeks.
3. Class hours will be scheduled in accordance with state regulations, regardless of the number of weeks in the session.

The College of Continuing Education academic calendar may be scheduled differently than the San Diego City, Mesa, and Miramar college calendar due to facility use and program need.

Reference: Education Code Section 70902 (b)(12)

Adopted: <Date> <Aligned at 1">

Supersedes: BP 5070 Attendance Accounting



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BP 4023 – COURSE MATERIALS ADOPTION AND PROCUREMENT

This policy is intended to provide standards for the adoption and procurement of affordable textbooks and other course materials that support academic freedom and educational quality while promoting cost-effectiveness in the selection of course materials.

1. COURSE MATERIALS

All materials necessary for the successful completion of a class, either required or optional, including:

- a. Required Textbooks—Includes all hardback and paperback books, manuals, lab manuals, e-books, and workbooks.
- b. Supplemental Materials—Includes materials that supplement the basic textbook, such as website access codes, e-books, and course-specific software. These may be required or optional.
- c. Other Materials—Includes but are not limited to course specific supplies, digital applications, specialized clothes, music, film, electronic storage devices, and safety gear.

2. GENERAL POLICY

- a. All textbooks and instructional materials are selected by the faculty.
- b. Required course materials will be specified in the syllabus for each class and listed in the online schedule of classes.
- c. Textbooks and supplemental materials must be accessible to students with disabilities in order to comply with state and federal laws.
- d. Faculty shall submit the required information and/or order textbooks and instructional materials in accordance with published deadlines to ensure that:
 - 1) The information can be listed in the online class schedule;
 - 2) The bookstore can procure the most cost-effective options for students; and
 - 3) Disability Support Programs and Services DSPS has sufficient time to procure accessible alternatives as needed.

Faculty may not require any course material if there is uncertainty that the item will be used.

- e. The direct sale of textbooks and other instructional materials or supplies to students, by faculty or staff, is prohibited.
- f. Faculty, programs, and departments may not accept incentives from publishers other than reduced or no cost textbooks or other instructional materials that directly benefit students.
- g. Faculty will make every effort to look for the most cost-effective option when choosing course materials without compromising the quality or integrity of the course.

Adopted: Supersedes:

2/10/11, 3/14/13;

10/27/16



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Chapter 4 – Instructional Services ~~Academic Affairs~~

BP 4025 ~~5025~~ - PHILOSOPHY AND CRITERIA FOR ASSOCIATE DEGREE AND GENERAL EDUCATION

The awarding of an associate degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on part of the District's Colleges to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics, to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems, and to develop the capacity for self-understanding.

In addition to these accomplishments, the student shall possess sufficient depth in some field of knowledge to contribute to lifetime interest.

Central to an associate degree, general education is designed to introduce students to the variety of means through which individuals comprehend the modern world. General education shall reflect the conviction of the District's Colleges that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. College educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most importantly, general education should lead to better self-understanding.

In establishing or modifying a general education program, ways shall be sought to create coherence and integration among the separate requirements. It is also desirable that general education programs involve students actively in examining values inherent in proposed solutions to major societal problems.

The District Chancellor shall establish procedures to assure that courses used to meet general education and associate degree requirements meet the standards in this policy. The procedures shall provide for appropriate Academic Senate involvement from each of the District's Colleges.

Reference: Title 5 Section 55061; ~~WASC/ACCJC~~ Accreditation Standard II.A.2

Adopted: 5/27/10

Supersedes: BP 5025



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BP 4060 – DELINEATION OF FUNCTIONS AGREEMENTS

Whenever a mutual agreement with a school district or other educational entity relating to responsibility for noncredit continuing education programs is required by state law, the Chancellor shall present an appropriate memorandum of understanding to the Board of Trustees for approval.

See Administrative Procedures: To Be Determined

Reference: Education Code Sections 8535; 8536

Adopted:

Supersedes : 7/07



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BP 4107 – HEALTH OCCUPATION INSTRUCTION—USE OF CLINICAL FACILITIES

The Board of Trustees directs the Chancellor to establish procedures ensuring the use of off-campus resources and clinical facilities enhances the career technical educational capability of health occupations instruction when such use aligns with the educational objectives of the San Diego Community College District Colleges. The Chancellor is directed to develop and implement procedures based upon the following standards:

1. A fully executed agreement between the District and a clinical facility must be approved by the Board of Trustees and be on file at the District Office prior to assignment of any health occupations program students.
2. A clinical facility must be licensed by the State of California to operate as a health care facility.
3. The clinical facility must be willing to assist the District in helping to accomplish its educational objectives.

Per APxxxxx, the district shall keep and submit such records and reports concerning approved clinical placement sites.

Reference: Title 5, Section 55304

Adopted:

Supersedes: Policy AC-5100 3/12/75; Policy 5160 5/26/82, 1/23/97, 7/7/11



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BP 4050 – ARTICULATION

The District Chancellor or designee shall establish procedures to support and facilitate the articulation of San Diego Community College District Colleges' curricula to baccalaureate-granting institutions, which are appropriate and advantageous to students.

Reference: Education Code Sections 66720-66744;
Title 5- Section 51022(b)
WASC/ACCJC Accreditation Standard 2

Adopted: 05/27/10

Revised: 11/10/16, 06/12/25

Supersedes: BP 5050 – *Renumbered to BP 4050 6/12/25*