

## Student Services

**CCLC Update #34** - updated to add a note as a reminder that districts are required to comply with Student Success and Support Program requirements even though the California Community Colleges Chancellor's Office has implemented its integrated plan. Mici 2/04/2021

Tonya H. Revisions 2/06/2021

To JE for Review 9-21-21

To AS for Review 9-24-21

**AP 5050 STUDENT SUCCESS AND SUPPORT PROGRAM****References:**

Education Code Sections 78210 et seq.;

Title 5 Section 55500;

ACCJC Accreditation Standard II.C.2.

The Student Success and Support Program enhances student access to the District, promotes and sustains the efforts of students to be successful in their educational endeavors, and brings the student and the District into agreement regarding the student's educational goal through the District's established programs, policies, and requirements. The agreement is implemented by means of the Student Educational Plan.

Each student, in entering into an educational plan, will do all of the following:

- identify an educational and career goal;
- identify a course of study (major);
- be assessed to determine appropriate course placement;
- complete orientation;
- participate in the development of the Student Educational Plan;
- complete this Student Educational Plan no later than the term after which the student completes **fifteen (15)** semester units of degree applicable credit coursework;
- diligently attend class and complete assigned coursework; and
- complete courses and maintain progress toward an educational goal.

Student Success and Support Program services include, but are not limited to, all of the following:

- Orientation on a timely basis, which shall include, but not be limited to, information concerning campus procedures, academic expectations, financial assistance, and any other appropriate matters;
- Assessment and counseling before or upon enrollment, which may include, but not be limited to, all of the following:
  - Administration of assessment instruments to determine student competency in computational and language skills;
  - Assistance to students in the identification of aptitudes, interests, and educational objectives, including, but not limited to, associate of arts/science degrees, associate degrees for transfer; transfer for baccalaureate degrees, career/technical certificates and licenses, and lifelong learning;

- Evaluation of student study and learning skills;
- Referral to specialized support services as needed, including, but not limited to, local, state, and federal financial assistance; health services; mental health services; employment placement services; Extended Opportunity Programs and Services; campus child care services, programs that teach English as a second language; and services for students with disabilities;
- Counseling concerning course selection; and/or
- Follow-up services and required advisement or counseling for students who:
  - are enrolled in basic skills courses,
  - have not declared an educational objective as required, or
  - are on academic and/or progress probation.

The District shall not use any assessment instrument except those specifically authorized by the Board of Governors of the California Community Colleges.

The District shall do all of the following:

- Inform students of their rights to access transfer-level coursework in English, mathematics (or quantitative reasoning), credit English as a Second Language and of the multiple measures placement policies or other college placement processes including the availability of challenge processes;
- Include information about the student's course placement options in the college catalog, in orientation and advisement materials, on the college's website, and in any written communication by counseling services;
- Provide annual reports to the California Community Colleges Chancellor's Office in a manner and form described by the California Community Colleges Chancellor's Office; and
- Publicly post the college's placement results, including the number of students assessed and the number of students placed into transfer-level coursework, transfer-level coursework with concurrent support, or transfer-level or credit English as a Second Language coursework, disaggregated by race and ethnicity.

~~Although all credit students are given the opportunity to participate, the District has elected to exempt certain students from assessment in order to earn priority enrollment (Section 55532(a)). Exempted students are identified and informed through the matriculation process. Exemption criteria are outlined in the Student Success and Support Programs plan for the District as well as in the Catalog and Schedule of Classes.~~

Assessment Recency and Frequency

Recency

~~Assessments in English, Math, or credit and noncredit English as a Second Language (ESL) completed at College of Marin (or equivalent assessments from other colleges whose instruments have been approved by the content area department at COM) are valid for purposes of placement for up to one year (two years for English) from date of last assessment.~~

Frequency

~~Assessments in English, Math, or credit and noncredit English as a Second Language (ESL) completed at College of Marin (or equivalent assessments from other colleges whose instruments have been approved by the content area department) may be retaken once no sooner than two (2) weeks after the first assessment, allowing time for the student to further prepare. A third retake may be done within a year to reflect course work or independent study the student may have completed. After one year has elapsed since last assessment, a student is eligible to reassess.~~

~~Individual exceptions to either of these policies would be reviewed on a case by case basis and must be approved by either the content area department chair or Dean of Student Success.~~

*Office of Primary Responsibility: Office of Student Learning and Student Services*

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Date Approved: May 18, 2010 (~~Replaces~~ a portion of College of Marin Procedure 4.0003 DP.1)

Revised: November 17, 2015, May 17, 2016

**Revised:**