

Coast Community College District
ADMINISTRATIVE PROCEDURE

Chapter 5
Student Services

AP 5050 Student Success and Support Program

References:

Education Code Sections 78210 et seq.;
Title 5 Sections 55500 et seq.

The Student Success and Support Program 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 education and career goal;
- identify a course of study;
- be assessed to determine appropriate course placement;
- complete orientation;
- participate in the development of the student educational plan;
- complete a student educational plan no later than the term after which the student completes 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, information concerning college and district procedures, academic expectations, financial assistance, and any other appropriate matters
- Assessment and counseling upon enrollment, which shall 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 degrees, transfer for baccalaureate degrees, and vocational certificates and licenses
- Evaluation of student study and learning skills
- Referral to specialized support services as needed, including, but not limited to, federal, state, and local financial assistance; health services; mental health services; campus employment placement services; extended opportunity

programs and services; campus child care services programs that teach English as a second language; and disabled student services

- Advisement concerning course selection
- Follow-up services, and required advisement or counseling for students who are enrolled in remedial courses, who have not declared an educational objective as required, or who are on academic probation.

The District shall not use any assessment instrument except one specifically authorized by the Board of Governors of the California Community Colleges. This restriction applies to the Student Success and Support Program.

Other legal requirements applicable to the Student Success and Support Program include:

Each college shall adopt a Student Success and Support Program plan describing the services to be provided to its students. The plan shall include, but not be limited to:

- (1) a description of the methods by which required services identified above will be delivered;
- (2) a description of the college's process to identify students at risk for academic or progress probation and the college's plan for referral to appropriate interventions or services and coordination with the college's development of its student equity plan.
- (3) a description of partnerships among colleges and with high school districts, workforce agencies, or other community partners to deliver required services.
- (4) the college's budget for services funded through the Student Success and Support Program;
- (5) plans for professional development related to implementation of the Student Success and Support Program;
- (6) a description of the technology support and institutional research necessary to implement this subchapter;
- (7) a description of the college's adopted criteria for exempting students from participation in the required services;
- (8) a description of the college's assessment for placement process, including but not limited to:
 - (A) a list of any assessment test(s) and other measures used for English, mathematics, and English as a Second Language course placement.

- (B) a description of the college's policy on the portability of student assessment scores and placement results for colleges outside the district and for colleges within a multi-college district.
- (C) a description of the college's assessment procedures on pre-test practice, re-take, and recency.
- (9) a description of policies for establishing and periodically reviewing prerequisites and considering student challenges to prerequisites; and
- (10) a description of the college's student appeal policies and procedures related to the Student Success and Support Program; and
- (11) in districts with more than one college, arrangements for coordination of the Student Success and Support Program plans of its various colleges.

The plan shall be developed through consultation with representatives of the academic senate, students, administrators, and staff with appropriate expertise.

Each of the Coast Colleges shall annually report its expenditure of Student Success and Support Program and matching funds in a manner established by the State Chancellor.

Using the State Chancellor's Office state management information system, the District Office will report for each of the Coast Colleges data, including, but not limited to, student education goals, courses of study, exemptions, development of student education plans, and services provided that are funded through the Student Success and Support Program or through matching funds. The State Chancellor will use data reported to report system and institutional level performance in the Accountability Report for Community Colleges Scorecard and other reports as needed to meet legislative reporting requirements and to monitor compliance with the requirements of this subchapter.

The District shall also, as part of its annual financial audit, provide for a review of the revenue and expenditures of the Student Success and Support Program.

The District Office and each of the Coast Colleges will use their institutional research offices for the ongoing evaluation of the services funded through the Student Success and Support Program. Coast Colleges shall use the results of its institutional research as a basis to continuously improve services to students.

The State Chancellor shall establish a system for evaluation of the Student Success and Support Program on a statewide basis.

The District will develop and implement a program for providing professional development for the provision of Student Success and Support Program services.

Ratified February 19, 2014