BP 5050 Matriculation

Reference: *Education Code Sections 78210, et seq.;*
Title 5, Section 55500

The district shall provide matriculation services to students for the purpose of furthering equality of educational opportunity and academic success. The purpose of matriculation is to bring the student and the district into agreement regarding the student's educational goal through the district's established programs, policies and requirements.

The Superintendent/President shall establish procedures to assure implementation of matriculation services that comply with the Title 5 regulations.

Copper Mountain College will provide students, except as exempted pursuant to *Title 5, Section 55532*, with all of the following matriculation services:

A. Admission applications for processing;
B. Orientation services designed to provide nonexempt students and potential students, on a timely basis, information concerning college procedures and course scheduling, academic expectations, financial assistance and any other matters the college or district finds appropriate;
C. Assessment for course placement for all nonexempt students pursuant to *Title 5, Section 55524;*
D. Counseling or advisement for nonexempt students pursuant to *Title 5, Section 55523*;
E. Assistance in developing a student educational plan pursuant to *Title 5, Section 55525*, which identifies the student's educational objectives and the courses, services, and programs to be used to achieve them;
F. Post enrollment evaluation, pursuant to *Title 5, Section 55526*, of each student's progress; and
G. Referral of students to:

1. Support services that may be available, including, but not limited to, counseling, financial aid, health services, campus employment placement services, Extended Opportunity Programs and Services, child care services, tutorial services, Disabled Students Programs and Services; and

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BP 5050 Matriculation (continued)

2. Specialized curriculum offerings, including, but not limited to, pre-collegiate basic skills courses and programs in English as a Second Language.

5050.1 Student Responsibilities

Students enrolling for credit courses enter into an agreement with the Copper Mountain Community College District for the purpose of realizing the student's educational goal through the district's established programs, policies and requirements.

Student responsibilities include:

A. Stating a broad educational intent upon enrollment;
B. Declaring a specific educational goal after completion of 15 units of degree applicable credit coursework;
C. Attending class regularly and completing assignments;
D. Completing course work each semester and maintaining progress toward an educational goal according to standards established by the district and the State;
E. Participating in counseling or advising; and
F. Participating in the development of a Student Educational Plan (SEP) within 90 days after stating an educational goal.

If a student fails to fulfill stated responsibilities or fails to cooperate with the District in the development of the SEP and terms of the plan, the district may suspend or terminate provisions of matriculation services.

5050.2 Student Rights

Student rights include the following:

1. Right to challenge the requirements of any prerequisite through established district procedures.
2. Right to challenge any prerequisite the student believes to be discriminatory through the Office of Instruction;
3. Right to challenge matriculation regulations or procedures in accordance with the stated grievance policy;

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BP 5050 Matriculation

5050.2 Student Rights (continued)

4. Right to be informed of district investigations of complaints filed by students challenging matriculation regulations, how the district resolved such complaints, and methods by which the district maintains such records; Regulations will be developed to implement this policy.

5050.3 Orientation

Orientation is a process that acquaints students with college programs, services, facilities and grounds, academic expectations, and institutional procedures. All new students entering Copper Mountain College will be required to participate in the orientation component of the Matriculation Program unless exempted according to the following criteria:

A. Students who have completed an associate degree or higher at an accredited institution.
B. Students taking only courses not dependent on academic skill requisites such as some fine or performing arts or physical education.
C. Students taking only courses to up grade occupational skills or as continuing education for employment.

The college will make reasonable efforts to ensure that all exempt students are provided the opportunity to participate in the orientation.

5050.4 Assessment

Assessment is the process that combines the administration of assessment instruments to determine student competency in computational and language skills, assisting students in identifying their aptitudes, interests, and educational objectives, evaluating student's study and learning skills, and evaluating other factors that may be pertinent to their success in meeting their educational objectives. The college will provide a multi-measure assessment program to assure that appropriate educational services and opportunities are provided to the students. The assessment process shall not be used to exclude students from admission to the college. *(ECS 78213(b)(3); Title 5, Section 55530)*

BP 5050 Matriculation

5050.4 Assessment (continued)

All new students entering Copper Mountain College will be required to participate in the assessment component of the Matriculation program unless exempted from this requirement according to the criteria listed below.

A. Students who have completed an associate degree or higher at an accredited institution.
B. Students taking only courses not dependent on academic skill requisites such as some fine or performing arts or physical education.
C. Students taking only courses to up grade occupational skills or as continuing education for employment.
D. Students who present recent test scores on a test from the Chancellor's approved list of instruments. (Exempt from placement testing only.)
E. Students transferring from other accredited post-secondary institutions with credit for degree appropriate English or mathematics. (Exempt from placement testing only.)

The college will make reasonable efforts to ensure that all exempt students are provided the opportunity to participate in the assessment component.

5050.5 Matriculation Plan

The college will develop a matriculation plan in accordance with *Title 5, Section 55510*. The plan will be developed through consultation with representatives of the Academic Senate/Forum, Classified Forum, students and staff with appropriate expertise. The plan will be submitted to the Chancellor's Office for review and approval. This plan will assure that that matriculation process will not subject any person to unlawful discrimination prohibited by *Title 5, Section 59300.*

(Title 5, Sections 55510, 55521(d))

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BP 5050 Matriculation

5050.6 Record of Student Complaints

Records of all student complaints regarding violations of matriculation regulatory provisions will be retained at least three years after the complaint is resolved.

(Title 5, Section 55534(a))

See Administrative Procedures [# 5050]

Adopted: September 24, 1999
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