



ADMINISTRATIVE **PROCEDURE**

4222

DESERT COMMUNITY COLLEGE DISTRICT

BASIC SKILLS COURSEWORK

Basic skills coursework refers to non-degree, pre-collegiate, basic skills offered for college credit to include reading, writing, computation, learning skills, study skills, and English as a Second Language designed to ensure acquisition of those skills necessary for successful completion of associate degree, transfer, and career technical certificates.

A student's need for basic skills coursework shall be determined by a multiple measures review which includes assessment instruments and consideration of past performance, and preparedness.

No student shall be required to enroll in basic skills English or mathematics coursework that lengthens their time to complete a degree unless a multiple measures review shows that those students are highly unlikely to be successful in transfer-level coursework in English and mathematics. A student may be required to enroll in additional concurrent support, including additional language support for English as a Second Language students, during the same semester that they take a transfer-level English or mathematics course, but only if a multiple measures review determines the support will increase their likelihood of passing the transfer-level English or mathematics course. A multiple measures review shall minimize the impact on student financial aid and unit requirements for the degree by exploring embedded and low or noncredit support options.

No student shall receive more than 30 semester units for basic skills coursework. A student who exhausts this unit limitation shall be referred to appropriate adult noncredit education services.

- A. A student who is enrolled in one or more courses of English as a Second Language is exempt from this unit limitation.
- B. A student who has been officially identified by the college as having a learning disability is exempt from this unit limitation.

A waiver of this policy may be granted for one semester to a student showing significant, measurable progress toward the development of skills appropriate to his or her enrollment in college-level courses and the counselor determines that the student could benefit by continued enrollment in basic skills coursework for an additional semester.

- A. If approved, the General Student Petition will be placed in the student's academic file.
- B. Students who exceed the 30 unit limit will be notified by the Admissions & Records Office and directed to see a counselor. If a waiver is not approved for the semester, the

student will be withdrawn from the College and referred to appropriate adult noncredit education services.

- C. Students who have been dismissed from the College as a result of exceeding the 30 unit limit must submit a General Student Petition to the Admissions & Records Office and meet with a counselor prior to reinstatement.
- D. Students who successfully complete basic skills coursework or who demonstrate skill levels which assure success in degree-applicable credit courses may request reinstatement to proceed with such coursework.

College of the Desert catalogs shall include a clear statement of the limited applicability of basic skills coursework toward fulfilling degree requirements and any exemptions that may apply to this limitation.

Reference:

**Education Code Section 78213;
Title 5 Section 55035;
ACCJC Accreditation Standard II.A.4**

Executive Cabinet Review/Approval: January 8, 2019
All Faculty Senate/First Reading: March 14, 2019
All Faculty Senate/Second Reading: March 28, 2019
College Planning Council Review/Approval, 1st Reading: April 12, 2019
College Planning Council Review/Approval, 2nd Reading: April 26, 2019
Board Meeting/Information Item: May 17, 2019
Next Review: May 2024

Administrator: VP Instruction