

# SIERRA COLLEGE

## ADMINISTRATIVE PROCEDURE

AP 4222

### Basic Skills Coursework

Date Adopted:	7/14/1992
Date Revised:	5/12/2017
Date Reviewed:	5/12/2017
References:	Title 5 Section 55035; ACCJC Accreditation Standard II.A.4

Basic skills refers to non-degree-applicable pre-collegiate level coursework.

A student's need for basic skills coursework shall be determined using appropriate assessment instruments, methods, or procedures.

No student shall receive more than 30 semester units for basic skills coursework. Per Title 5, the following students are exempted from the limitation on basic skills coursework:

- Students who are enrolled in one or more courses of English as a Second Language (ESL)
- Students identified by the District as having a learning disability as defined in Title 5 Section 56036

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.

- If approved, the General Student Petition will be placed in the student's academic file.
- 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 If a waiver is not approved for the semester, the student will be withdrawn from the College and referred to appropriate adult noncredit education services.

- 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.
- 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.

District 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.

See Board Policy 4220.