LAS POSITAS COLLEGE 2020-21 CATALOG RESPONSIBILITIES

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LAS POSITAS COLLEGE 2020-21 CATALOG TIMELINE

September 20th	Catalog Pages Dispersed for Revision
November 15th	**Front Catalog Pages Due**
January 14th	Draft 2020-21 pages distributed for review
February 6th	Corrections to Draft Due: Grammar/ Errors in Fact
March 18th	Catalog Sent to Printer/ Posted Online

CATALOG CHECKLIST

For my assigned sections of review i certify that:

- I have reviewed all of the ACCJC Standards & Title 5 requirements and verified that all requirements that apply to my sections are met
- I have reviewed my assigned content, verified with appropriate staff members and made all necessary additions and updates
- All deadlines printed in my sections are for the 2020 academic year
- All website links are accurate and functioning
- All content has been added or updated to reflect any new legislation, regulations or changes in policy
- The content order is logical and listed under the appropriate heading
- Spelling and grammar is accurate
- Formatting reflects how you would like your content to appear in the catalog

All front page catalog changes are due via hard copy to Academic Services on **November 15th, 2019.**

_____   _____

Signature   **Date**

CATALOG REQUIRMENTS: ACCJC

The following list of required information must be included in the college catalog.

1. General Information
   - Official Name, Address(es), Telephone Number(s), and Website Address of the Institution
   - Educational Mission
   - Representation of accredited status with ACCJC, and with programmatic accreditors if any
   - Course, Program, and Degree Offerings
   - Student Learning Outcomes for Programs and Degrees
   - Academic Calendar and Program Length
   - Academic Freedom Statement
   - Available Student Financial Aid
   - Available Learning Resources
   - Names and Degrees of Administrators and Faculty
   - Names of Governing Board Members
2. Requirements
   - Admissions
   - Student Tuition, Fees, and Other Financial Obligations
   - Degrees, Certificates, Graduation and Transfer
3. Major Policies and Procedures Affecting Students
   - Academic Regulations, including Academic Honesty
   - Nondiscrimination
   - Acceptance and Transfer of Credits
   - Transcripts
   - Grievance and Complaint Procedures
   - Sexual Harassment
   - Refund of Fees
4. Locations or Publications Where Other Policies may be Found

Standard I: C. Institutional Integrity

1. The institution assures the clarity, accuracy, and integrity of information provided to students and prospective students, personnel, and all persons or organizations related to its mission statement, learning outcomes, educational programs, and student support services. The institution gives accurate information to students and the public about its accreditation status with all of its accreditors. (ER 20)
2. The institution provides a print or online catalog for students and prospective students with precise, accurate, and current information on all facts, requirements, policies, and procedures listed in the "Catalog Requirements" (see endnote). (ER 20)
4. The institution describes its certificates and degrees in terms of their purpose, content, course requirements, and expected learning outcomes.
5. The institution regularly reviews institutional policies, procedures, and publications to assure integrity in all representations of its mission, programs, and services.
7. In order to assure institutional and academic integrity, the institution uses and publishes governing board policies on academic freedom and responsibility. These policies make clear the institution's commitment to the free pursuit and dissemination of knowledge, and its support for an atmosphere in which intellectual freedom exists for all constituencies, including faculty and students. (ER 13)
8. The institution establishes and publishes clear policies and procedures that promote honesty, responsibility and academic integrity. These policies apply to all constituencies and include specifics relative to each, including student behavior, academic honesty and the consequences for dishonesty.
10. Institutions that require conformity to specific codes of conduct of staff, faculty, administrators, or students, or

that seek to instill specific beliefs or world views, give clear prior notice of such policies, including statements in the catalog and/or appropriate faculty and student handbooks.

13. The institution advocates and demonstrates honesty and integrity in its relationships with external agencies, including compliance with regulations and statutes. It describes itself in consistent terms to all of its accrediting agencies and communicates any changes in its accredited status to the Commission, students, and the public. (ER 21)

Standard II: A. Instructional Programs

10. The institution makes available to its students clearly stated transfer-of-credit policies in order to facilitate the mobility of students without penalty. In accepting transfer credits to fulfill degree requirements, the institution certifies that the expected learning outcomes for transferred courses are comparable to the learning outcomes of its own courses. Where patterns of student enrollment between institutions are identified, the institution develops articulation agreements as appropriate to its mission. (ER 10)

12. The institution requires of all of its degree programs a component of general education based on a carefully considered philosophy for both associate and baccalaureate degrees that is clearly stated in its catalog. The institution, relying on faculty expertise, determines the appropriateness of each course for inclusion in the general education curriculum, based upon student learning outcomes and competencies appropriate to the degree level. The learning outcomes include a student's preparation for and acceptance of responsible participation in civil society, skills for lifelong learning and application of learning, and a broad comprehension of the development of knowledge, practice, and interpretive approaches in the arts and humanities, the sciences, mathematics, and social sciences. (ER 12)

C. Student Support Services

8. The institution maintains student records permanently, securely, and confidentially, with provision for secure backup of all files, regardless of the form in which those files are maintained. The institution publishes and follows established policies for release of student records.

ACCJC Policy on Institutional Advertising, Student Recruitment and Representation of Accredited Status (2012):

- Educational programs and services offered shall be the primary emphasis of all advertisements, publications, promotional literature and recruitment activities, including those presented in electronic formats. All statements and representations, including, but not limited to conditions for transfer of course credits, conditions for acceptance of course credits, requirements for course completion and licensure examinations, shall be clear, factually accurate, and current.

- In institutional catalogs and/or official publications describing career opportunities, clear and accurate information shall be provided on: national and/or state legal requirements for eligibility for licensure or entry into an occupation or profession for which education and training are offered; and any unique requirements for career path or for employment and advancement opportunities in the profession or occupation described.

CATALOG REQUIRMENTS: TITLE 5

§58104 (Dissemination of Information):
- Courses must be published in the official catalog and/or addenda and listed in the schedule of classes
- Courses which are established or conducted after publication of the general catalog or regular schedule of classes shall be reasonably well publicized

§58102 (Course description):
- Must be clear and understandable
- May indicate course designed to meet special needs, but must affirm enrollment is open to all qualified students

§55005 (Publication of Course Standards) – must be published prior to student enrollment:
- Course type – degree-applicable credit course, nondegree-applicable credit course, community service offering
- Transfer status
- Whether course fulfills a major/area of emphasis or GE requirement
- Whether course is offered on pass/no pass basis

§51006 (Open Courses)
- Open enrollment policy statement for courses shall be published in the official catalog, schedule of classes, and addenda to the schedule of classes for which FTES is reported for state apportionment

§55041 (Repeatable Courses)
- The district must identify all courses which are repeatable and designate such courses in its catalog

§55070(e) Credit Certificates and §55155(e) Noncredit Certificates
- A description of each approved (and/or chaptered) program shall be included in the college catalog

The following must appear exactly as approved/chaptered by the CCCCO:
- Program Title
- Program Type: A.A. Degree, AA-T, A.S. Degree, AS-T, Certificate of Achievement (credit), Certificate of Completion (noncredit), Certificate of Competency (noncredit), Adult High School Diploma
- Catalog Description (including mandatory SB1440 language for ADTs)
- Courses: required, restricted electives, general education (for degrees)
- Credit programs only: units for each category, plus the total
- Access statement (§§ 51006, 58108)
- Cleary Act Information (info on where to access campus crime statistics)
- Policies
  - Probation/Dismissal/Reinstatement (§55034)
  - Student Conduct
  - Catalog Rights (§40401)
  - Degree, General Education, and Certificate Requirements (§55063, §55070)
  - FERPA/Directory Information
  - BOG Fee Waiver eligibility (§58621)
  - Grading Policies (§55023)
  - Grade Challenge (§55025)
  - Criteria for Withdrawal and Procedures to Accomplish It (§55024)
  - Registration and Enrollment Procedures (§58108)
  - Academic Policies, Petition Processes, and Exceptions