



# **ADMINISTRATIVE** **PROCEDURE**

**5050**

**DESERT COMMUNITY COLLEGE DISTRICT**

## **STUDENT SUCCESS AND SUPPORT PROGRAM**

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 primarily implemented by means of the student educational plan.

Student Success and Support Program services include, but are not limited to, all of the following:

- Orientation and pre-orientation services including, but not limited to:
  - Providing to students, on a timely basis, information concerning campus policies and procedures, academic expectations, financial assistance, campus facilities, and any other appropriate matters.
  
- Assessment testing services including, but not limited to:
  - 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.
  
- Counseling and advising services including, but not limited to:
  - Academic advisement concerning course selection and the transfer process;
  - Career exploration;
  - Personal counseling; and
  - Referral to specialized support services as needed, including, but not limited to, federal, State, and local financial assistance; 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 Students Programs and Services.
  
- Student follow-up services including, but not limited to:
  - 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 probation;
  - Workshops designed to assist students to reestablish good academic standing;
  - Mid-semester progress reports; and

- Unit limitations may be imposed on student who are on probation or disqualification status.
- Coordination and training services including, but not limited to:
  - Counselor and faculty advisor training with respect to all components of the Student Success and Support Program and;
  - Implementation of a campus-wide Matriculation/Student Success and Support Program Advisory Committee that will develop and regularly review the College Student Success and Support Program Plan, as well as, guide and support the implementation of the College Student Success and Support Program Plan.
- Research and evaluation services including, but not limited to:
  - Collection and reporting of MIS data appropriate to the reporting needs of the Student Success and Support Program; and
  - Providing technical assistance to the faculty involved in the required validation process of the selected assessment tool for math, English and reading.
- Prerequisite, co-requisite and advisory services including, but not limited to:
  - Providing information to students defining each of these terms;
  - Working collaboratively with the Academic Senate's Curriculum Committee to ensure the on-going validation;
  - Creating a process by which prerequisites, co-requisites and advisories will be consistently and fairly enforced; and
  - Establishing a challenge process for students.

All students will be expected to participate in the College's Student Success and Support Program Services and will do 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 education plan;
- Complete a student education plan no later than the term after which the student completes 15 semester unites of degree-applicable credit coursework;
- Diligently attend class and complete assigned coursework; and
- Complete courses and maintain progress toward an educational goal.

The College shall provide an exemption process through which students who meet certain criteria will be allowed to request an exemption from the assessment, orientation, and/or counseling components of Student Success and Support Program services.

The College shall not use any assessment instrument except one specifically authorized by the Board of Governors of the California Community Colleges. College faculty who teach in the areas of math, reading, and English composition will participate in the validation process for any assessment instrument utilized for course placement. Results of the validation study will be kept on file within the Office of Institutional Research.

**References:**

**Education Code Sections 78210 et seq.;**

**Title 5 Sections 55500;  
ACCJC Accreditation Standard II.C.2**

Cabinet Approved: August 31, 2010

Executive Cabinet Review/Approval: May 9, 2017

College Planning Council Review/Approval, 1<sup>st</sup> Reading: May 12, 2017

College Planning Council Review/Approval, 2<sup>nd</sup> Reading: May 26, 2017

Board Meeting/Information Item: June 15, 2017

Next Review: June 2022

Administrator: VP Student Success