

CHAPTER 7: Student Services
ADMINISTRATIVE PROCEDURE NO. 7.39.1 (AP 5050)

ADMINISTRATIVE PROCEDURE
San Mateo County Community College District

Subject: AP 7.39.1 Student Success and Support Program
Revision Date: 8/13; 12/13
Policy References: Education Code Sections 78210 et seq.; Title 5 Sections 55500 et seq.; ACCJC Accreditation Standard II.C.2

1. 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 implemented by means of the student educational plan.
2. New, non-exempt students, as part of the Student Success Act, are required to participate in orientation, assessment and advising. New students may petition to be exempted from these services.
3. Each student, in entering into an educational plan, will do all of the following:
 - a. identify an educational and career goal;
 - b. identify a course of study;
 - c. be assessed to determine appropriate course placement;
 - d. complete orientation;
 - e. participate in the development of a student educational plan;
 - f. complete a student educational plan no later than the term after which the student completes 15 semester units of degree applicable credit coursework
 - g. diligently attend class and complete assigned coursework; and
 - h. complete courses and maintain progress toward an educational goal
4. Student Success and Support Program services include, but are not limited to, all of the following:
 - a. Orientation, on a timely basis, information concerning campus procedures, academic expectations, financial assistance, and any other appropriate matters
 - b. Assessment and counseling services upon enrollment, which shall include, but not be limited to, all of the following:
 - i. Administration of assessment instruments to determine student competency in computational and language skills
 - ii. 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
 - iii. Evaluation of student study and learning skills
 - iv. Referral to specialized support services as needed, including but not limited to, federal, state, and local financial assistance; health services; mental 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 student services
 - v. Advisement concerning educational, academic, career interests and goals, and course selection

AP 7.39.1 Student Success and Support Program (continued)

- vi. Follow-up services, and 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 academic probation
- 5. The District shall not use any assessment instrument except one specifically authorized by the Board of Trustees of Governors of the California Community Colleges.