
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4222 REMEDIAL COURSEWORK

References:

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

Responsibilities

- A. The Vice President, Academic Affairs, with advice from the Curriculum Committee, shall recommend curriculum to the Board of Trustees for designation as precollegiate basic skills.

Definitions

- A. Remedial coursework consists of pre-collegiate basic skills courses. Precollegiate basic skills courses are those below transfer level meeting the applicable standards as defined in the California Code of Regulations and intended to provide instruction in reading, writing, computation, learning skills, and study skills to ensure acquisition of those skills necessary for successful completion of associate degree, transfer, and occupational courses.
- B. A unit means the units completed for courses attempted.
- C. Successful completion of a course requires earning a grade of credit or a letter grade of "C", "P" or better.

General

- A. No student shall be required to enroll in remedial English or mathematics coursework that lengthens their time to complete a degree unless placement research that includes consideration of high school grade point average and coursework, shows that those students are highly unlikely to succeed 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 the Dean of Language Arts & Communication and/or the Dean of Science and

Mathematics determines the support will increase their likelihood of passing the transfer-level English or mathematics course. The Vice President of Academic Affairs or Designee shall minimize the impact on student financial aid and unit requirements for the degree by exploring embedded and low unit or noncredit support options.

- B. A student who successfully completes remedial coursework or who demonstrates skill levels which assure success in college-level courses may request reinstatement to proceed with college level coursework.

Unit Limitations

No student shall receive more than thirty (30) semester units or forty-five (45) quarter units of remedial coursework. A student who exhausts this unit limitation shall be referred to appropriate adult noncredit education services.

Exemptions

- A. Students enrolled in one or more courses of English as a Second Language and students identified as having a learning disability are exempt from the limitations of this procedure. Students with disabilities must be registered with DSPP for a verifiable accommodation or have ability status documentation with a 504 coordinator.
- B. All classes completed by students on noncredit basic skills courses are exempt from the limitations of this procedure.
- C. Students transferring from another district shall have all credits earned at those other district(s) excluded from the limitations of this procedure.

Waiver

- A. Upon student petition, the Dean of Enrollment Services or Designee, will convene a workgroup to review the units taken to determine if the student should be eligible to take additional remedial units. The workgroup is expected to exercise sound professional judgment in reviewing the evidence presented by the student to demonstrate that measurable progress has been accomplished and that there is a reasonable belief that the student will soon be prepared to pursue college-level curriculum. Evidence of significant, measurable progress might include the following circumstances:
 - 1. A continuously enrolled student who has completed thirty units precollegiate basic skills course work with acceptable grades

might be granted a waiver to complete an additional English, mathematics, or English as a Second Language course.

- B. Students who demonstrate significant, measurable progress toward development of skills appropriate to enrollment in college-level courses may be granted a waiver of the limitations of this procedure.
- C. The workgroup must render a decision within a reasonable date from which the student files the completed petition with the Admissions & Records.

College Catalog

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

Also see BP 4222 Remedial Coursework.

Approved: April 6, 1993

Revised: July 28, 2021

(Replaces former LBCC Administrative Regulation 4015)