



ADMINISTRATIVE PROCEDURES

No. 5050.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

STUDENT SUCCESS and SUPPORT PROGRAM

The Student Success and Support Program brings the District and a student into agreement for the purpose of realizing 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 (SEP).

Each student, in entering into an educational plan, will do all of the following:

1. The expression of at least a broad educational intent upon enrollment admission;
2. The declaration of a specific educational goal and the development of a comprehensive student educational plan prior to the completion of the second semester of enrollment;
3. Cooperation in the development of the student educational plan;
4. Diligence in class attendance and completion of assigned course work;
5. The completion of courses and maintenance of academic progress toward an educational goal and course of study identified in the student educational plan.

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

1. The processing of applications for admission in a timely manner;
2. Orientation and pre-orientation services designed to provide students, on a timely basis, information concerning campus procedures, academic expectations, financial assistance, and any other appropriate matters;
3. Assessment and counseling including, but not limited to:
 - A. Administration of assessment instruments to determine student competency in computational and language skills;
 - B. 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 career/technical certificates and licenses;
 - C. Evaluation of student study and learning skills;

- D. Referral to specialized support services as needed, including, but not limited to, local, state, and federal financial assistance; health services, campus employment placement services; extended opportunity programs and services; campus child care services; tutorial services; disabled student program and services; and programs that teach English as a Second Language;
 - E. Advisement concerning course selection;
 - F. Post-enrollment evaluation of each student's progress 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.
- 4. A follow-up system to detect and correct early signs of academic difficulty, and to ensure the academic progress of each student
 - 5. An ongoing institutional research program to determine the effectiveness of Student Success and Support Programs, services, and procedures, including the determination of validity for assessment-procedures/instrumentation and course prerequisites;

Compliance with these requirements is monitored by the State Chancellor's Office as stipulated by the Seymour-Campbell Student Success Act of 2012 (SB1456).

The College shall not use any assessment instrument except one specifically authorized by the Board of Governors of the California Community Colleges.

STUDENTS SUBJECT TO STUDENT SUCCESS AND SUPPORT PROGRAM SERVICES

All new first-time freshmen and first-time transfer, credit students shall participate in Orientation, assessment, and Counseling services.

STUDENTS EXEMPTED FROM STUDENT SUCCESS AND SUPPORT PROGRAM SERVICES

Though all students are given the opportunity to participate in Student Success and Support Program Services, the College has elected to exempt certain students from participation in orientation, assessment, counseling/advising and student educational plan development. Students satisfying any of the following criteria may be exempted from portions of or all Student Success and Support Program services:

- 1. Students who have completed an Associate degree or higher
- 2. Students enrolling at the college for a reason other than career development or advancement, transfer, attainment of a degree or certificate of achievement, or completion of a basic skills or English as a Second Language course sequence;

3. Students who have completed Student Success and Support Program services at another community college within the previous 365 days;
4. Students enrolling at the college solely to take a course that is legally mandated for employment as defined in section 55000 or necessary in response to a significant change in industry or licensure standards;
5. Students who have enrolled at the college as a special admit student pursuant to Education Code section 76001.
6. Students who have successfully completed (minimum grade "C") college level coursework in English, math or reading or have completed a course placement assessment at another California Community College, within the past three (3) years, may be exempt from assessment services;

STUDENT SUCCESS AND SUPPORT PROGRAM EXEMPTION REQUEST

Students identifying an educational status of completion of an Associate degree or higher, or indicating a status of special admission, at the time of application will automatically be granted an exemption of Student Success and Support Program services.

Students meeting one of the other exemption criteria listed above must complete and submit an exemption request form and necessary documentation to the designated office for review.

References: Education Code Sections 78210 et seq.;
Title 5 Sections 55500 et seq.