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**2018-2019 CATALOG  
SUPPLEMENT  
LANEY COLLEGE**



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## ABOUT THIS SUPPLEMENT

### CATALOG SUPPLEMENT 2018-2019 Fall

The Laney College Catalog Supplement for 2018-19 is a summary of additions, deactivations, corrections, and changes that have been made in curriculum and policies affecting students since the deadline for the 2018-19 Catalog. Changes to curriculum are made on an ongoing basis throughout the academic year and are usually effective for a subsequent term. All individual course additions and changes show the effective term at the end of each entry. All program additions and changes show the effective term after the program title. These notations are as follows: M18=Summer 2018; F18 = Fall 2018; S19=Spring 2019.

## ACCURACY STATEMENT

Laney College endeavors to present its programs and policies to the public accurately and fairly. Those responsible for the preparation of the Catalog, the Catalog Supplement, and Schedules of Classes, and all other public announcements make every effort to ensure that the information presented is correct and up-to-date. However, the College reserves the right to add, amend, or repeal the curriculum and any rules, regulations, policies and procedures. The College assumes no responsibility for program changes or publication errors beyond its control.



## STUDENT SERVICES ADDITIONS/CORRECTIONS

### AP 4231 GRADE CHANGES AND STUDENT GRIEVANCE PROCEDURE

#### I. REGULATIONS

- A. The instructor of the course shall determine the grade to be awarded to each student. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetency (per Education Code Section 76224). "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade and clerical errors. "Fraud" may include, but is not limited to, intentional inaccurate recording or the change of a grade by any person who gains access to grade records without authorization.
- B. No grade can be changed without the consent, in writing, by the instructor who assigned the grade except under the conditions of clerical errors, bad faith, fraud, and incompetency.
- C. Grades are not subject to change by reason of a revision of judgment on the instructor's part.
- D. No grade except "Incomplete" may be revised by the instructor on the basis of a new examination or additional work undertaken or completed after submission of final grades.
- E. No grade will be changed later than two years after the calendar date ending the semester (including intersession and summer session) in which the grade was assigned.
- F. Only the instructor is permitted to sign grade changes from "I" to a grade.

#### II. PROCEDURAL STEPS

- A. Instructor completes the "Request for Record Correction Form" and submits it to the divisional dean of instruction with a copy of the class roll book. The "Request for Record Correction Form" is available online at: <http://eperalta.org/wp/admissions/?p=565>
- B. Divisional dean of instruction, after discussion with the instructor, makes a recommendation to the associate vice chancellor of student services.
- C. The request is then reviewed and approved or denied by the associate vice chancellor of student services and processed by the Admissions and Records Office.

#### III. STUDENT GRIEVANCE

If a student alleges mistake, fraud, bad faith, or incompetence in the academic evaluation of the student's performance, the grievance procedure is as follows:

Both the informal and formal grievance procedure for "Academic (Grade) Grievance" is contained in the "Student Grievance Procedure" (also in AP 5530, Student Rights and Grievances) which was last revised and approved by the Board of Trustees on March 15, 2011.

The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. This procedure shall be available to any student who reasonably believes an experience or decision has adversely affected his or her status, rights or privileges as a student. A grievance may be initiated by a student against an instructor, an administrator, or a member of the classified staff. A grievance may also be initiated against another student. That procedure (in full) is as follows:

- A. Grounds for Filing Student Grievances

The Student Grievance Procedure shall apply only to grievances involving:





## STUDENT SERVICES ADDITIONS/CORRECTIONS

### AP 4231 GRADE CHANGES AND STUDENT GRIEVANCE PROCEDURE

2. Academic (Grade) Grievance: a complaint alleging mistake, fraud, bad faith or incompetence in the academic (grade) evaluation of student performance.
3. Violation of Law, Policy, and Procedures:
  - a. Violation of rights which a student is entitled to by law or district policy, including financial aid, exercise of free expression, rules for student conduct, admission, probation, or suspension or dismissal policies.
  - b. Act or threat of physical aggression
  - c. Act or threat of intimidation or harassment
- B. The Student Grievance Procedure does not apply to:
  3. Police citations (i.e. "tickets"). Complaints about citations must be directed to the Campus Police in the same way as any traffic violation.
  4. Discrimination, sexual assault or sexual harassment. Any student who feels he/she has been or is presently an alleged victim of sexual harassment, may first contact the vice president of student services to file a complaint verbally or in writing, or may directly contact the District's Equal

Opportunity Coordinator at 333 East Eighth Street, Oakland, CA 94606, (510) 466-7220. At the time a complaint is made known, a copy of the complaint procedures and a complaint form shall be made available to the complainant. For additional information regarding reporting of discrimination, sexual assault or sexual harassment, please refer to Discrimination Complaint Procedures in this catalog.

#### C. Definitions

1. Party: The student or any persons claimed to have been responsible for the student's alleged grievance, together with their representatives. "Party" shall not include the Grievance Hearing Committee.
2. Student: A currently enrolled student, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).
3. Respondent: Any person claimed by a grievant to be responsible for the alleged grievance.
4. Observer: An individual who is present at a hearing to observe the proceeding, but shall not be allowed to speak and address the committee.
5. Written Notice/Written Decision: Notice sent by personal service or by registered or certified mail with return receipt requested, via the U.S. Postal Service. Day. Unless otherwise provided, day shall mean a day during which the college is in session and regular classes are held, excluding Saturdays, Sundays, and District holidays.

#### CI. Grievance Process

##### 1. Informal Resolution

Within 30 days of the allegation, each student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing:

- a. For an academic (grade) grievance, the student shall make an appointment with the faculty against whom he/she has a grievance during the faculty member's posted office hours or at a mutually-agreed-upon time, in order to discuss the student's complaint. Should the faculty against whom the student has an academic complaint fail to meet with the student in a timely manner, the student may meet with the division dean of instruction of the faculty member.
- b. For a grievance based on an alleged violation of law, policy, and procedures, the student shall attempt to solve the problem with the person with whom the student has the grievance, that person's immediate supervisor, or the vice president of student services (or designee).

##### 2. Formal Complaint Procedures

Any student who believes he/she has a grievance must file an approved grievance complaint form with the vice president of student services (or designee). The student may obtain the form from the Office of the Vice President of Student Services.



## STUDENT SERVICES ADDITIONS/CORRECTIONS

### AP 4231 GRADE CHANGES AND STUDENT GRIEVANCE PROCEDURE

The student must file within 90 days of the incident on which the grievance is based, or after the student knew or should have known of the basis for the grievance, whichever is later. The grievance complaint must be filed whether or not the student has already initiated efforts at informal resolution, if the student wishes the grievance to become official. Failure to file a formal complaint within such 90 (ninety) day period, constitutes waiver of the student's right to appeal.

- c. *Complaint. The complaint must include the following:*
  - The exact nature of the complaint (grounds).
  - The specific details of the complaint (e.g., chronology of the event and an explicit description of the alleged violation).
  - A description of the informal meeting and attempted resolution, if any.
  - The specific resolution/remedy sought.
- ci. *Submission.* The complaint should be submitted to the vice president of student services.
- cii. *Meeting with vice president of student services (or designee)*  
 The vice president of student services (or designee) shall provide to the person against whom the grievance has been filed, a copy of the grievance and a copy of the procedure. The vice president of student services (or designee) will provide the grievant with a written copy of the policy and procedures and answer all questions regarding the policy including the student's rights and responsibilities in the process of filing a grievance. For academic (grade) grievance, the vice president of student services (or designee) will inform the student that a grade change may only be made where there is a finding of fraud, mistake, bad faith, or incompetence.  
 The student and vice president of student services (or designee) shall attempt to reach an informal resolution.
- ciii. *Request for Grievance Hearing*  
 If an informal resolution cannot be reached, the vice president of student services (or designee) shall make a request for records and documents from the student filing the complaint and forward copies of all documents pertinent to the alleged violation to the chair of the Grievance Committee and the parties. Documents or accusations not specifically related to the alleged violations shall not be forwarded to the committee or the parties.
  - i. For academic (grade) grievance, the chair shall request records and documents from the faculty member against whom the complaint has been filed.

For grievance based on an alleged violation of law, policy, and procedures, the chair shall request records and documents from the party against whom the complaint has been filed.

The Grievance Hearing timeline may be tolled (postponed) pending a formal investigation of any discrimination claims by or against the student. Such investigation must be concluded no later than 90 calendar days as required by law.

c. Grievance Hearing Committee Within 90 days following receipt of the grievance complaint form, the Grievance Hearing Committee shall conduct a hearing. The following College Grievance Committee members shall be appointed for a term of one academic year as follows:

- The vice president of instruction, who shall chair the committee;
- One faculty member (and one alternate) jointly appointed by the PFT and the Faculty Senate;
- One administrator (and one alternate) appointed by the college president;
- One student (and one alternate) appointed by the president of the associated students Additional committee member:



## STUDENT SERVICES ADDITIONS/CORRECTIONS

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- For academic (grade) grievances, one faculty member (and one alternate) jointly appointed by the PFT and the Faculty Senate; or
- For other grievances, one classified employee (and one alternate) jointly appointed by Local 790 and the Classified Senate.

A committee member shall withdraw from participation in the hearing if a conflict of interest is anticipated, in which case the alternate member shall serve. The members of the Committee shall be provided with a copy of the grievance and any written response provided by the respondent before the hearing begins. Four-fifths of the members of the committee shall be present in order for the committee to act.

#### d. Hearing Procedure

1. The vice president of instruction, as chair, shall provide written notice, including the date, time and place of the hearing to both parties at least 10 days prior to the hearing. The notice shall be hand-delivered or sent by certified mail and shall include a copy of the complaint.  
The chair shall provide the involved complainant with a written summary of rights he/she may be entitled to by law or contract at least 10 days before the hearing. For academic (grade) grievance, the chair of the committee shall provide the involved faculty member with a written summary of rights he/she may be entitled to by law or contract at least 10 days before the hearing. Both parties shall be given adequate time (at least 10 days) to read and review all documents, consistent with privacy laws. This right may be waived by either party. Both parties shall be informed that all relevant evidence presented to the hearing committee, whether written or oral, may be used against them in this or any other proceeding unless otherwise prohibited by law. The written notice shall inform the parties of this fact. The chair of the committee shall inform both parties orally of this fact at the commencement of the hearing.
2. The decision of the chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by a majority of the other members of the panel to the contrary. The chair may do whatever is necessary, so long as it is legally permissible, to ensure that the hearing is conducted in a fair, dignified and orderly manner.
3. The chair of the committee may exclude a witness from the hearing when the witness is not giving testimony.
4. Anyone who disrupts the proceeding or interferes shall be excluded from the proceeding.
5. All information derived from the complaint is confidential. Information may not be made public nor discussed with anyone except those with a legitimate need to know.
6. The hearing shall be open only to persons directly involved in the matters to be heard. The bargaining agent representing the respondent may send an observer to any hearing.
7. The committee may call in "expert witnesses" if the subject of the grievance is beyond their expertise.
8. The committee shall inform the witnesses (other than the accused) in writing that they are sought for interview purposes and their participation in the process is requested by the committee. Witnesses shall also be informed as to the purpose of the interview, the general subject of the interview, and their right to request representation by anyone of their choosing prior to and during said interview.
9. Any member of the committee may ask questions of any witness.
10. The hearing shall be conducted so as to bring all of the relevant information and evidence to the members of the committee in an orderly and intelligible form. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted, if it is the sort of evidence on which responsible persons are accustomed to rely upon in the conduct of serious affairs. Accusations not specifically related to the alleged violation shall not be considered relevant. The rules of privilege shall apply to the same extent that they are recognized in civil actions.



## STUDENT SERVICES ADDITIONS/CORRECTIONS

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At all steps of the process, both the student filing and the other party have the right to be accompanied, advised and represented by a person or counsel of their choosing. If either party wishes to be represented by an attorney, a request must be presented not less than 10 days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request legal assistance. The hearing committee may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

11. If the respondent or his/her representative, or both, are absent from all or a part of the hearing, the committee shall make its recommendations on the basis of whatever evidence is submitted before the hearing and on whatever evidence and testimony is presented to the committee during the hearing.
12. The committee shall make all evidence, written or oral, part of the record.
13. The committee shall judge the relevancy and weight of testimony and evidence and make its findings of fact, limiting its investigation to the formal charge. The decision shall be based only on the record of the hearing, and not on matter outside of that record.
14. The burden shall be on the grievant to prove by a preponderance of the evidence that the facts alleged are true and a grievance has been sufficiently established.
15. The hearing date may be postponed or continued at the discretion of the chair of the committee. Both parties shall be given notice of the new or continued hearing date.
16. The votes of the majority of the members present (at least 3 votes) are necessary in order for the committee to make a recommendation to the vice president of student services.
17. The chair of the committee shall notify the vice president of student services of the committee's recommendation within 10 days.
18. A summary record of the proceedings held in a closed session shall be kept in a confidential file by the vice president of student services and shall be available at all times to the accused person. The vice president of student services has the responsibility to ensure that a proper record is maintained and available at all times.

- u. Final Decision by vice president of student services  
Based on the grievance hearing committee's recommendations, the vice president of student services (or designee) may accept the recommendation, return it to the committee for further review, or reject it.

Within 10 days of receipt of the committee's recommendation, the vice president of student services (or designee) shall send written notification to the parties and committee informing them of:

- i. The committee's recommendation;
- ii. The final decision by vice president of student services; and
- iii. Appeals procedure.

Any decision to reject findings of the committee must be supported by a summary finding of fact. The decision to recommend a grade change must be supported by a summary finding of fact, establishing mistake, fraud, bad faith or incompetence.

#### 4. Appeals

##### e. President's Decision

The vice president of student services' (or designee's) decision may be appealed by either party in writing within 10 days of the vice president of student services' (or designee's) decision.

The college president shall issue a written decision to the parties and their representatives within ten (10) days of receipt of the appeal. A decision to change a grade must be supported by a summary finding of fact, establishing mistake, fraud, bad faith or incompetence.

##### f. Chancellor's Decision





## STUDENT SERVICES ADDITIONS/CORRECTIONS

### AP 4231 GRADE CHANGES AND STUDENT GRIEVANCE PROCEDURE

The college president's decision may be appealed to the chancellor in writing within 10 days of receipt of the decision.

The chancellor, or designee, shall issue a written decision to the parties and the representatives by certified mail within 10 days of the receipt of the decision. A decision to change a grade must be supported by a summary finding of fact, establishing mistake, fraud, bad faith or incompetence.

g. Board of Trustees' Decision

The chancellor's (or designee's), decision may be appealed to the Board of Trustees in writing within 10 days of the receipt of the decision.

The board will review the documentation of the prior steps of the case and determine whether to confirm the chancellor's decision or hear the appeal. If the board confirms the chancellor's decision, the appellant has exhausted his or her remedies. If the board decides to consider the appeal, it will do so in closed session subject to Education Code 72122, and will issue a final decision within 45 (forty-five) days after receipt of the decision.

A decision to change a grade must be supported by a summary finding of fact, establishing mistake, fraud, bad faith or incompetence.

Implementation of any grade change shall be held in abeyance until the internal appeal process has been exhausted.

All recommendations, resolutions, and actions taken by the Board of Trustees shall be consistent with the State and Federal law, the Peralta Community College District Policies and Procedures, and the PFT and Local 790

Collective Bargaining Agreements. (In the event of a conflict between the Collective Bargaining Agreement and the PCCD Policies and Procedures, the Collective Bargaining Agreement shall govern.)

#### Time Limits

Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

### Security of Grade Records

The district has implemented security measures for student records that assure no one without proper authorization may obtain access to student grade records. These measures are installed as part of the computerized grade data storage system in the enterprise management system, PeopleSoft.

The measures implemented by the district include, but are not necessarily limited to, password protection for all student grade data bases, locking mechanisms for computer stations from which grade data bases can be viewed, and strict limits on the number of persons who are authorized to change student grades.

Persons authorized to change grades shall be designated by the vice chancellor of educational services. No more than 6 (six) (one at each college in the Admissions and Records Office and two at the District Admissions and Records Office) district employees may be authorized to change student grades. Only full-time employees of the district may be authorized to change grades. Student workers shall not have access to or change grades at any time.

Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the vice chancellor of educational services immediately. The vice chancellor of educational services immediately shall take steps to lock the grade storage system entirely while an investigation is conducted.



## STUDENT SERVICES ADDITIONS/CORRECTIONS

If any student's grade record is found to have been changed without proper authorization, the district will notify (1) the student; (2) the instructor who originally awarded the grade; (3) any known educational institution to which the student has transferred; (4) the accrediting agency; and (5) local law enforcement authorities.

Whenever a grade is changed for any reason, corrected transcripts will be sent to any known educational institution to which the student has transferred.

Any student or employee who is found to have gained access to grade recording systems without proper authorization or who is found to have changed any grade without proper authority to do so, shall be subject to discipline in accordance with the district's policies and procedures.

Any person who is found to have gained access to grade recording systems without proper authorization or who is found to have changed any grade without proper authority to do so, shall be reported to the appropriate law enforcement agency.

The correction of an awarded grade shall only be allowed for a student-initiated request brought under the provisions of this procedure.

### AP 5500 STUDENT STANDARDS OF CONDUCT, DISCIPLINE PROCEDURES AND DUE PROCESS

- I. The purpose of this procedure is to provide a prompt and equitable means to address violations of the Student Standards of Conduct, which ensures to the student or students involved the due process rights guaranteed them by state and federal constitutional protections. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.
- II. These procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, Education Code Section 76120, and will not be used to punish expression that is protected.
- III. A student excluded for disciplinary reasons from one college in the Peralta Community College District may be denied enrollment into other colleges in the district, depending on the specific form of discipline. The president of a college may also deny admission to a student suspended or excluded for disciplinary reasons from other colleges or universities.
- IV. Standards of Conduct. Students are responsible for complying with all laws and college regulations and for maintaining appropriate course requirements as established by the instructors.
  - A. Disciplinary action may be imposed on a student for violation of college rules and regulations, the California Education Code, California Penal Code, and the California Administrative Code. Student misconduct may result in disciplinary action by the college and prosecution by civil authorities. Student misconduct may also result in disciplinary action that is applicable to other college campuses and central administrative offices at the Peralta Community College District. The college may require restitution as part of the discipline to ensure the return of items or compensation for any loss to the college or district. Misconduct that may result in disciplinary action includes, but is not limited to, the following violations:
    1. Violation of district policies or regulations including parking and traffic regulations (subject to Education Code Section 76036), policies regulating student organizations, and time, place and manner regulations in regard to public expression.
    2. Willful misconduct which results in injury or death of any person on college-owned or controlled property, or college-sponsored or supervised functions; or causing, attempting to cause, or threatening to cause physical injury to another person.
    3. Conduct which results in cutting, defacing, damaging, or other injury to any real or personal property owned by the college or to private property on campus.



## STUDENT SERVICES ADDITIONS/CORRECTIONS

### AP 5500 STUDENT STANDARDS OF CONDUCT, DISCIPLINE PROCEDURES AND DUE PROCESS

Stealing or attempting to steal college property or private property on campus; or knowingly receiving stolen college property or private property on campus.

4. Sexual assault or sexual exploitation regardless of the victim's affiliation with the district.
5. Unauthorized entry to or use of college facilities.
6. Committing or attempting to commit robbery or extortion.
7. Dishonesty such as cheating, plagiarism (including plagiarism in a student publication), forgery, alteration or misuse of college documents, records, or identification documents, or furnishing false information to the college.
8. The use, sale, or possession on campus of, or presence on campus under the influence of, any controlled substance, or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code or any controlled substance listed in California Health and Safety Code Section 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
9. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from an authorized college employee.
10. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the governing board.
11. Lewd, indecent, or obscene conduct or expression on college-owned or -controlled property, or at college sponsored or supervised functions; or engaging in libelous or slanderous expression; or expression or conduct which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or substantial disruption of the orderly operation of the college.
12. Disruptive or insulting behavior, willful disobedience, habitual profanity or vulgarity; or the open and persistent defiance of the authority of, refusal to comply with directions of, or persistent abuse of, college employees in the performance of their duty on or near the school premises or public sidewalks adjacent to school premises.
13. Obstruction or disruption of teaching, research, administrative procedures or other college activities.
14. Committing sexual harassment as defined by law or by college policies and procedures; or engaging in harassing or discriminatory behavior based on race, sex, religion, age, national origin, disability, or any other status protected by law.
15. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

B. In accordance with Education Code Section 76234, the results of any disciplinary action or appeal in connection with any alleged sexual assault, physical abuse or threat of the same shall be made available within 3 (three) school days of the results, to the alleged victim, who shall keep such information confidential.

#### **V. FORMS OF DISCIPLINE. STUDENTS FACING DISCIPLINARY ACTION ARE SUBJECT TO ANY OF THE FOLLOWING ACTIONS:**

- A. Written or verbal reprimand: An admonition to the student to cease and desist from conduct determined to violate the Code of Student Conduct. Written reprimands may become part of a student's permanent record at the college. A record of the fact that a verbal reprimand has been given may become part of a student's record at the college for a period of up to one year.
- B. Probation: A period of time specified for observing and evaluating a student's conduct, with or without special conditions. Probation will be imposed for a specific period of time; the student is considered removed from probation when the period expires. Violation of any conditions during the period of probation may be cause for further disciplinary action.



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- C. Loss of Privileges and Exclusion from Activities: Exclusion from participation in designated privileges and extracurricular activities for a specified period of time. Violation of any conditions or Code of Student Conduct during the period of sanction may be cause for further disciplinary action.
- D. Educational Sanction: Work, research projects, counseling, or community service projects may be assigned. Violation of any requirements of assignment or Code of Student Conduct during the period of sanction may be cause for further disciplinary action.
- E. Treatment Requirement: Require enrollment in anger management, drug and alcohol rehabilitation treatment. Such requirement must receive prior approval from the vice president of student services (or designee).
- F. Group Sanction: Sanctions for the misconduct of groups or organizations may include temporary or permanent revocation or denial of group registration as well as other appropriate sanctions.
- G. Removal from Class: Exclusion of the student by an instructor for the day of the removal and the next class meeting. Instructor must immediately report the removal to the vice president of student services (or designee).
- H. Exclusion from Areas of the College: Exclusion of a student from specified areas of the campus. Violation of the conditions of exclusion or Code of Student Conduct during the period of exclusion may be cause for further disciplinary action.
- I. Withdrawal of Consent to Remain on Campus: Withdrawal of consent by the Campus Police for any person to remain on campus in accordance with California Penal Code Section 626.4/626.6 where the Campus Police has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus. Any person as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest.
- J. Short-term Suspension: Exclusion of the student by the president (or designee) for good cause from one or more classes for a period of up to 10 (ten) consecutive days of instruction.
- K. Long-term Suspension: Exclusion of the student by the president (or designee) for good cause from one or more classes for the remainder of the school term or school year, or from all classes and activities of the college and district for one or more terms.
- L. Expulsion: Exclusion of the student by the Board of Trustees from attending all colleges in the District.
- VI. **DISCIPLINARY ACTION MAY BE IMPOSED ON A STUDENT BY:**
- A. A college faculty member who may place a student on probation or remove the student from class and/ or a college activity for the remainder of that class/ activity period.
- B. The president (or designee) who may impose any form of discipline, including summarily suspending a student when deemed necessary for the welfare and safety of the college community.
- C. The president who may recommend "expulsion" to the chancellor.
- D. The Board of Trustees who may terminate a student's privilege to attend any college of the district.

VII. **DUE PROCESS FOR DISCIPLINE, SUSPENSIONS AND EXPULSIONS**

- A. Definitions:
2. Student: Any person currently enrolled as a student at any college or in any program offered by Peralta Community College District.
  3. Faculty Member: Any instructor (an academic employee of the District in whose class a student subject to discipline is enrolled), counselor, librarian, or any academic employee who is providing services to the student.
  4. Day: A day during which the district is in session and regular classes are held, excluding Saturdays, Sundays, and district holidays.
  5. Written Notice/Written Decision. Notice sent by personal service or by registered or certified mail



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with return receipt requested via the United States Postal Service.

- B. Procedure. Before any disciplinary action to suspend or expel is taken against a student, the following procedures will apply:

1. Notice: The vice president of student services (or designee) will provide the student with written notice of the conduct warranting the discipline. The written notice will include the following:

- b. The specific section of the Code of Student Conduct that the student is accused of violating.
- c. A short statement of the facts (such as the date, time, and location) supporting the accusation.

The right of the student to meet with the vice president of student services (or designee) to discuss the accusation, or to respond in writing.

- d. The nature of the discipline that is being considered.

- 2. Time limits: The notice must be provided to the student within 5 days of the date on which the conduct took place or became known to the vice president of student services (or designee); in the case of continuous, repeated or ongoing conduct, the notice must be provided within 5 days of the date on which conduct occurred or became known to the vice president of student services (or designee) which led to the decision to take disciplinary action.
- 3. Conference Meeting: A student charged with misconduct must meet with the vice president of student services (or designee) for a conference regarding the basis of the charge and the possible disciplinary action that may arise as a consequence. If the student fails to respond within 5 days after receipt of the written notice, the vice president may proceed on the assumption that the charge(s) is (are) valid.

The conference with the vice president of student services (or designee) will be for the purpose of:

- a. Reviewing the written statement of the charge(s) as presented to the student;
- b. Providing a reasonable opportunity at the meeting for the student to answer the charge(s) verbally or in writing to the accusation;
- c. Informing the student in writing of possible disciplinary action that might be taken;
- d. Presenting to the student the College Due Process Procedures.

- 4. Meeting Results. One of the following scenarios will occur:

- a. The matter is dismissed, in which case no public record of this incident shall be retained; however, an annual confidential report is required to be submitted to the Peralta Board of Trustees.
- b. A disciplinary action is imposed, and the student accepts the disciplinary action.
- c. A disciplinary action is imposed, and the decision of the vice president of student services (or designee) is final due to the form of the discipline.
- d. A disciplinary action of a long-term suspension is imposed and the student does not accept the long-term suspension. The student must file at the Office of the President a written notice of intent to appeal to the Student Disciplinary Hearing Panel within 5 days of the written decision from the vice president of student services (or designee).
- e. A recommendation for expulsion is made by the vice president of student services (or designee) to the college president.

- 5. Short-term Suspension: Within 5 days after the meeting described above, the vice president

of student services (or designee) shall decide whether to impose a short-term suspension, whether to impose some lesser disciplinary action, or whether to end the matter. Written notice of the vice president of student services' (or designee's) decision shall be provided to the student. The written notice will include the length of time of the suspension, or the nature of the lesser disciplinary action. The vice president of student services' (or designee) decision on a short-term suspension shall be final.





## STUDENT SERVICES ADDITIONS/CORRECTIONS

### AP 5500 STUDENT STANDARDS OF CONDUCT, DISCIPLINE PROCEDURES AND DUE PROCESS

6. Long-term Suspension: Within 5 days after the meeting described above, the vice president of student services (or designee) may decide to impose a long-term suspension. Written notice of the vice president of student services' (or designee) decision shall be provided to the student. The written notice will include the right of the student to request a formal hearing and a copy of the College Student Discipline (Due Process) Procedures describing the procedures for a hearing.
7. Expulsion: Within 5 days after the meeting described above, the vice president of student services (or designee) may decide to recommend expulsion to the president. The Student Disciplinary Hearing Panel shall be convened to provide a recommendation to the president. The president shall then decide whether to make a recommendation of expulsion to the chancellor and board of trustees. Written notice of the president's (or designee) decision to recommend expulsion shall be provided to the student. The written notice will include the right of the student to a formal hearing with the Board of Trustees before expulsion is imposed, and a copy of the College Student Discipline (Due Process) Procedures describing the procedures for a hearing.

#### VIII. HEARING PROCEDURES:

- A. Request for Hearing: Within 5 days after receipt of the vice president of student services' (or designee's) decision regarding a long-term suspension, the student may request a formal hearing. The request must be made in writing to the president (or designee). Any charge(s) to which the student does not respond shall be deemed valid. Any recommendation for expulsion by the vice president of student services (or designee) shall be automatically reviewed by the Student Disciplinary Hearing Panel.
- B. Schedule of Hearing: The formal hearing shall be held within 10 days after a written request for hearing is received. Student's failure to confirm attendance at hearing or failure to appear at the hearing without reasonable cause constitutes waiver of the student's right to appeal. The formal hearing timeline may be tolled (postponed) pending a formal investigation of any discrimination claims by or against the student. Such investigation must be concluded no later than 90 calendar days as required by law.
- C. Student Disciplinary Hearing Panel: The hearing panel for any disciplinary action shall be composed of one faculty (selected by the president of the Faculty Senate), one classified (selected by the president of the Classified Senate), one administrator (selected by the president of the college) and one student (selected by the Associated Students).  
*The president (or designee), at the beginning of the academic year, will establish the panel, along with alternates. The chair of the committee will be appointed by the president.*
- D. Hearing Panel chair: The president (or designee) shall appoint one member of the panel to serve as the chair. The decision of the hearing panel chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by two other members of the panel to the contrary.
- E. Conduct of the Hearing.
  1. The members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student before the hearing begins.
  2. The facts supporting the accusation shall be presented by a college representative who shall be the vice president of student services.
  3. The college representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.
  4. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.
  5. Unless the hearing panel determines to proceed otherwise, the college representative and the student shall each be permitted to make an opening statement. Thereafter, the college



## STUDENT SERVICES ADDITIONS/CORRECTIONS

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representative shall make the first presentation, followed by the student. The college representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the college representative to prove by the preponderance of evidence that the facts alleged are true.

6. The student may represent himself or herself and may also have the right to be represented by a person of his or her choice, except that the student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. If the student wishes to be represented by an attorney, a request must be presented not less than 5 days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.
7. Hearings shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less than 5 days prior to the date of the hearing. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.
8. The hearing shall be recorded by the district either by tape recording or stenographic recording and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the hearing panel chair shall, at the beginning of the hearing, ask each person present to identify himself or herself by name, and thereafter shall ask witnesses to identify themselves by name. Tape recording shall remain in the custody of the district at all times, unless released to a professional transcribing service. The student may request a copy of the tape recording.
9. All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape-recorded is not unavailable.
10. Within 10 days following the close of the hearing, the hearing panel shall prepare and send to the president (or designee) a written recommendation regarding the disciplinary action to be imposed, if any. The recommendation shall include specific factual findings regarding the accusation and shall include specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

#### IX. PRESIDENT'S (OR DESIGNEE'S) DECISION

- A. Long-term suspension: Within 5 days following receipt of the hearing panel's recommendation, the president (or designee) shall render a final written decision based on the recommendations of the hearing panel and the vice president of student services (or designee). If the president (or designee) modifies or rejects the hearing panel's recommendation, the president shall review the record of the hearing, and shall prepare a written decision that contains specific factual findings and conclusions. The decision of the president (or designee) shall be final.
- B. Expulsion: Within 5 days following receipt of the hearing panel's recommendation, the president (or designee) shall render a written decision either to recommend expulsion or to impose a lesser form of discipline. If the president (or designee) modifies or rejects the hearing panel's decision, he or she shall review the record of the hearing, and shall prepare a written decision that contains specific
  1. factual findings and conclusions. If the president (or designee) decides to recommend expulsion, such recommendation shall be forwarded to the chancellor and board of trustees.



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### AP 5500 STUDENT STANDARDS OF CONDUCT, DISCIPLINE PROCEDURES AND DUE PROCESS

#### X. CHANCELLOR'S DECISION

A student may, within 10 days of the president's decision to impose long-term suspension or to recommend expulsion, appeal the decision in writing to the chancellor. For long-term suspensions, the chancellor (or designee) shall issue a written decision to the parties and the representatives within ten days of the receipt of the president's decision. For expulsions, the chancellor shall forward the president's recommendation to the Board of Trustees within 10 days and provide an independent opinion as to whether he or she also recommends expulsion.

#### XI. BOARD OF TRUSTEES' DECISION:

##### A. Long-Term Suspension Appeal:

The chancellor's (or designee's) decision regarding long-term suspension may be appealed to the Board of Trustees within 10 days of receipt of the chancellor's decision. The Board will consider the appeal request, along with the chancellor's decision, at the next regularly scheduled meeting. The board may reject the appeal request and uphold the chancellor's decision, or accept the appeal and conduct a hearing. The board's procedures for hearing of long-term suspension will be similar to the procedures required for expulsion hearings.

##### B. Expulsion:

1. The Board of Trustees shall consider any recommendation from the president for expulsion at the next regularly scheduled meeting of the board after receipt of the recommended decision.
2. The board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures. (Education Code Section 72122)
3. The student shall receive written notice at least three days prior to the meeting of the date, time, and place of the board's meeting.
4. The student may, within 48 hours after receipt of the notice, request that the hearing be held as a public meeting.
5. Even if a student has requested that the board consider an expulsion recommendation in a public meeting, the board will hold any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting in closed session.
6. The board may accept, modify or reject the findings, decisions and recommendations of the president (or designee) and chancellor (or designee). If the board modifies or rejects the decision, the board shall review the record of the hearing and shall prepare a written decision that contains specific factual findings and conclusions. The decision of the board shall be final.
7. The final action of the board on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the district.

#### XII. TIME LIMITS

Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

#### XIII. STUDENT GRIEVANCE:

- A. Students who believe that they have been improperly subjected to any of the disciplinary measures stated in this policy may file a Student Grievance with the vice president of student services in accordance with Board Policy 5530 Student Rights and Grievance.
- B. Students in Allied Health Programs:  
Board Policy 5531 (Allied Health: Student Appeal of Dismissal for Clinical Performance) may apply in lieu of this Board Policy to students who are enrolled in the Allied Health Program for clinical performances.



## STUDENT SERVICES ADDITIONS/CORRECTIONS

### AP 5530 STUDENT RIGHTS AND GRIEVANCE PROCEDURE

The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. This procedure shall be available to any student who reasonably believes an experience or decision has adversely affected his or her status, rights or privileges as a student. A grievance may be initiated by a student against an instructor, an administrator, or a member of the classified staff. A grievance may also be initiated against another student.

- I. GROUND FOR FILING STUDENT GRIEVANCES: THE STUDENT GRIEVANCE PROCEDURE SHALL APPLY ONLY TO GRIEVANCES INVOLVING:
  - A. Academic (Grade) Grievance: a complaint alleging mistake, fraud, bad faith or incompetence in the academic (grade) evaluation of student performance.
- II. Violation of Law, Policy, and Procedures:
  - A. Violation of rights which a student is entitled to by law or district policy, including financial aid, exercise of free expression, rules for student conduct, admission, probation, or suspension or dismissal policies.
  - B. Act or threat of physical aggression
  - C. Act or threat of intimidation or harassment
- III. This Student Grievance Procedure does not apply to:
  - A. Police citations (i.e. "tickets"): Complaints about citations must be directed to the Campus Police in the same way as any traffic violation.
  - B. Discrimination, Sexual Assault or Sexual Harassment: Any student who feels he/she has been or is presently an alleged victim of sexual harassment, may first contact the vice president of student services to file a complaint verbally or in writing, or may directly contact the District's Equal Opportunity Coordinator at 333 East Eighth Street, Oakland, CA 94606,
    - i. 466-7220. At the time a complaint is made known, a copy of the complaint procedures and a complaint form shall be made available to the complainant. For additional information regarding reporting of discrimination, sexual assault or sexual harassment, please refer to Discrimination Complaint Procedures in this catalog.
- IV. DEFINITIONS
  - A. Party: The student or any persons claimed to have been responsible for the student's alleged grievance, together with their representatives. "Party" shall not include the Grievance Hearing Committee.
  - B. Student: A currently enrolled student, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).
  - C. Respondent: Any person claimed by a grievant to be responsible for the alleged grievance.
  - D. Observer: An individual who is present at a hearing to observe the proceeding, but shall not be allowed to speak and address the committee.
  - E. Written Notice/Written Decision: Notice sent by personal service or by registered or certified mail with return receipt requested via the U.S. Postal Service.
  - F. Day: Unless otherwise provided, day shall mean a day during which the college is in session and regular classes are held, excluding Saturdays, Sundays, and District holidays.



## STUDENT SERVICES ADDITIONS/CORRECTIONS

### AP 5500 STUDENT STANDARDS OF CONDUCT, DISCIPLINE PROCEDURES AND DUE PROCESS

#### III. GRIEVANCE PROCESS

##### A. Informal Resolution

Within 30 days of the allegation, each student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing:

1. For an academic (grade) grievance, the student shall make an appointment with the faculty against whom he/she has a grievance during the faculty member's posted office hours or at a mutually-agreed-upon time, in order to discuss the student's complaint. Should the faculty against whom the student has an academic complaint fail to meet with the student in a timely manner, the student may meet with the division dean of instruction of the faculty member.
2. For a grievance based on an alleged violation of law, policy, and procedures, the student shall attempt to solve the problem with the person with whom the student has the grievance, that person's immediate supervisor, or the vice president of student services (or designee).

##### B. Formal Complaint Procedures

Any student who believes he/she has a grievance must file an approved grievance complaint form with the vice president of student services (or designee). The student may obtain the form from the Office of the Vice President of Student Services.

The student must file within 90 days of the incident on which the grievance is based; or after the student knew or should have known of the basis for the grievance, whichever is later. The grievance complaint must be filed whether or not the student

has already initiated efforts at informal resolution, if the student wishes the grievance to become official.

Failure to file a formal complaint within such ninety

(90) day period constitutes waiver of the student's right to appeal.

##### C. Filing Complaint

The complaint must include the following:

- b. The exact nature of the complaint (grounds)
- c. The specific details of the complaint (e.g., chronology of the event and an explicit description of the alleged violation)
- d. A description of the informal meeting and attempted resolution, if any
- e. The specific resolution/remedy sought

Complaint should be filed with vice president of student services.

2. Meeting with vice president of student services (or designee)

The vice president of student services (or designee) shall provide to the person against whom the grievance has been filed a copy of the grievance and a copy of the procedure.

The vice president of student services (or designee) will provide the grievant with a written copy of the policy and procedures and answer all questions regarding the policy including the student's rights and responsibilities in the process of filing a grievance. For academic (grade) grievance, the vice president of student services (or designee) will inform the student that a grade change may only be made where there is a finding of fraud, mistake, bad faith or incompetence.

The student and vice president of student services (or designee) shall attempt to reach an informal resolution.

##### 3. Request for Grievance Hearing

If an informal resolution cannot be reached, the vice president of student services (or designee) shall make a request for records and documents from the student filing the complaint and forward copies of all





## STUDENT SERVICES ADDITIONS/CORRECTIONS

### AP 5500 STUDENT STANDARDS OF CONDUCT, DISCIPLINE PROCEDURES AND DUE PROCESS

documents pertinent to the alleged violation to the chair of the Grievance Committee and the parties. Documents or accusations not specifically related to the alleged violations shall not be forwarded to the committee or the parties.

- a. For academic (grade) grievance, the chair shall request records and documents from the faculty member against whom the complaint has been filed.
- b. For grievance based on an alleged violation of law, policy, and procedures, the chair shall request records and documents from the party against whom the complaint has been filed.

The Grievance Hearing timeline may be tolled (postponed) pending a formal investigation of any discrimination claims by or against the student. Such investigation must be concluded no later than 90 calendar days as required by law.

4. Grievance Hearing Committee Within 90 days following receipt of the grievance complaint form, the Grievance Hearing Committee shall conduct a hearing.

The following College Grievance Committee members shall be appointed for a term of one academic year as follows:

- a. The vice president of instruction, who shall chair the committee;
- b. One faculty member (and one alternate) jointly appointed by the PFT and the Faculty Senate;
- c. One administrator (and one alternate) appointed by the college president;
- d. One student (and one alternate) appointed by the president of the Associated Students

Additional committee member:

- a. For academic (grade) grievances, one faculty member (and one alternate) jointly appointed by the PFT and the Faculty Senate; or
- b. For other grievances, one classified employee (and one alternate) jointly appointed by Local 790 and the Classified Senate.

A committee member shall withdraw from participation in the hearing if a conflict of interest is anticipated, in which case the alternate member shall serve. The members of the committee shall be provided with a copy of the grievance and any written response provided by the respondent before the hearing begins. Four-fifths of the members of the committee shall be present in order for the committee to act.

5. Hearing Procedure

- a. The vice president of instruction, as chair, shall provide written notice, including the date, time and place of the hearing to both parties at least ten days prior to the hearing. The notice shall be hand-delivered or sent by certified mail and shall include a copy of the complaint.
- b. The chair shall provide the involved complainant with a written summary of rights he/she may be entitled to by law or contract at least 10 days before the hearing. For academic (grade) grievance, the chair of the committee shall provide the involved faculty member with a written summary of rights he/she may be entitled to by law or contract at least 10 days before the hearing. Both parties shall be given adequate time (at least 10 days) to read and review all documents, consistent with privacy laws. This right may be waived by either party. Both parties shall be informed that all relevant evidence presented to the hearing committee, whether written or oral, may be used against them in this or any other proceeding unless otherwise prohibited by law. The written notice shall inform the parties of this fact. The chair of the committee shall inform both parties orally of this fact at the commencement of the hearing.



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- c. The decision of the chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by a majority of the other members of the panel to the contrary. The chair may do whatever is necessary, so long as it is legally permissible, to ensure that the hearing is conducted in a fair, dignified and orderly manner.
- d. The chair of the committee may exclude a witness from the hearing when the witness is not giving testimony.
- e. Anyone who disrupts the proceeding or interferes shall be excluded from the proceeding.
- f. All information derived from the complaint is confidential. Information may not be made public nor discussed with anyone except those with a legitimate need to know.
- g. The hearing shall be open only to persons directly involved in the matters to be heard. The bargaining agent representing the respondent may send an observer to any hearing.
- h. The committee may call in "expert witnesses" if the subject of the grievance is beyond their expertise.
- i. The committee shall inform the witnesses (other than the accused) in writing that they are sought for interview purposes and their participation in the process is requested by the committee. Witnesses shall also be informed as to the purpose of the interview, the general subject of the interview, and their right to request representation by anyone of their choosing prior to and during said interview.
- j. Any member of the committee may ask questions of any witness.
- k. The hearing shall be conducted so as to bring all of the relevant information and evidence to the members of the committee in an orderly and intelligible form. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted, if it is the sort of evidence on which responsible persons are accustomed to rely upon in the conduct of serious affairs. Accusations not specifically related to the alleged violation shall not be considered relevant. The rules of privilege shall apply to the same extent that they are recognized in civil actions.
- l. At all steps of the process, both the student filing and the other party have the right to be accompanied, advised and represented by a person or counsel of their choosing.  
If either party wishes to be represented by an attorney, a request must be presented not less than 10 days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request legal assistance. The hearing committee may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.
- m. If the respondent or his/her representative, or both, are absent from all or a part of the hearing, the committee shall make its recommendations on the basis of whatever evidence is submitted before the hearing and on whatever evidence and testimony is presented to the committee during the hearing.
- n. The committee shall make all evidence, written or oral, part of the record.
- o. The committee shall judge the relevancy and weight of testimony and evidence and make its findings of fact, limiting its investigation to the formal charge. The decision shall be based only on the record of the hearing, and not on matter outside of that record.
- p. The burden shall be on the grievant to prove by a preponderance of the evidence that the facts alleged are true and a grievance has been sufficiently established.
- q. The hearing date may be postponed or continued at the discretion of the chair of the committee. Both parties shall be given notice of the new or continued hearing date.
- r. The votes of the majority of the members present (at least 3 votes) are necessary in order for the committee to make a recommendation to the vice president of student services.
- s. The chair of the committee shall notify the vice president of student services of the committee's recommendation within 10 days.
- t. A summary record of the proceedings held in a closed session shall be kept in a confidential



## STUDENT SERVICES ADDITIONS/CORRECTIONS

### AP 5500 STUDENT STANDARDS OF CONDUCT, DISCIPLINE PROCEDURES AND DUE PROCESS

file by the vice president of student services and shall be available at all times to the accused person. The vice president of student services has the responsibility to ensure that a proper record is maintained and available at all times.

6. Final Decision by vice president of student services

Based on the grievance hearing committee's recommendations, the vice president of student services (or designee) may accept the recommendation, return it to the committee for further review, or reject it. Within 10 days of receipt of the committee's recommendation, the vice president of student services (or designee) shall send written notification to the parties and committee informing them of:

- a. The committee's recommendation;
- b. The final decision by vice president of student services; and
- c. Appeals procedure

Any decision to reject findings of the committee must be supported by a summary finding of fact. The decision to recommend a grade change must be supported by a summary finding of fact, establishing mistake, fraud, bad faith or incompetence.

7. Appeals

8. President's Decision

The vice president of student services' (or designee's) decision may be appealed by either party in writing within 10 days of the vice president of student services' (or designee's) decision.

The college president shall issue a written decision to the parties and their representatives within ten (10) days of receipt of the appeal. A decision to change a grade must be supported by a summary finding of fact, establishing mistake, fraud, bad faith or incompetence.

9. Chancellor's Decision

The college president's decision may be appealed to the chancellor in writing within 10 days of receipt of the decision.

The chancellor, or designee, shall issue a written decision to the parties and the representatives by certified mail within 10 days of the receipt of the decision. A decision to change a grade must be supported by a summary finding of fact, establishing mistake, fraud, bad faith or incompetence.

10. Board of Trustees' Decision

The chancellor's (or designee's), decision may be appealed to the Board of Trustees in writing within 10 days of the receipt of the decision.

The board will review the documentation of the prior steps of the case and determine whether to confirm the chancellor's decision or hear the appeal. If the board confirms the chancellor's decision, the appellant has exhausted his or her remedies. If the board decides to consider the appeal, it will do so in closed session subject to Education Code 72122, and will issue a final decision within forty-five (45) days after receipt of the decision.

A decision to change a grade must be supported by a summary finding of fact, establishing mistake, fraud, bad faith or incompetence.

Implementation of any grade change shall be held in abeyance until the internal appeal process has been exhausted.



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### **AP 5500 STUDENT STANDARDS OF CONDUCT, DISCIPLINE PROCEDURES AND DUE PROCESS**

All recommendations, resolutions, and actions taken by the Board of Trustees shall be consistent with the State and Federal law, the Peralta Community College District Policies and Procedures, and the PFT and Local 790 Collective Bargaining Agreements. (In the event of a conflict between the Collective Bargaining Agreement and the PCCD Policies and Procedures, the Collective Bargaining Agreement shall govern.)

11. Time Limits

Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.



## COURSE ADDITIONS

DEPT/NO.	COURSE TITLE/INFORMATION	EFF
CIS 44	<b>C# for Immersive Design</b> 4 units, 3 hours lecture, 3 hours laboratory (GR) Recommended Preparation: CIS 6 or 23 Acceptable for credit: CSU/UC pending  Beginning C# programming for immersive design: Basic unified modeling language (UML) notation in object-oriented software design and development using the C# programming language in the context of the Unity 3D Engine, focusing on the program structure, syntax, constructs, and keywords. 0707.10	F18
CIS 462A	<b>Occupational Work Experience in Computer Information Systems</b> 1-4 units, 3.43-17.15 hours laboratory (GR) Course study under this section may be repeated three times. Acceptable for credit: CSU pending  Supervised employment providing opportunities in Computer Information Systems or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. Students may reenroll for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience). 0707.00	F18
CIS 462B	<b>Occupational Work Experience in Computer Programming</b> 1-4 units, 3.43-17.15 hours laboratory (GR) Course study under this section may be repeated three times. Acceptable for credit: CSU pending  Supervised employment providing opportunities in computer programming or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. Students may reenroll for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience). 0707.10	F18
CIS 462C	<b>Occupational Work Experience in Management Information Systems Programming</b> 1-4 units, 3.43-17.15 hours laboratory (GR) Course study under this section may be repeated three times. Acceptable for credit: CSU pending  Supervised employment providing opportunities in Management Information Systems Programming Management or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. Students may reenroll for a maximum of 16 units for occupational or a combination of general	F18





## COURSE ADDITIONS

and occupational work experience education (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience). 0707.10

**ESOL 284      English Language Skills for Technology      F18**  
1 unit, 1 hour lecture (GR or P/NP)

Low-beginning English for technology: Grammar and vocabulary for speaking, listening, reading and writing related to academic uses of hardware and software. Not open for credit to students who have completed or are currently enrolled in ESL 287A.      4930.87

**ECT 466A      Occupational Work Experience in Environmental Control Technology      F18**  
1-4 units, 3.43-17.15 hours laboratory (GR)  
Course study under this section may be repeated three times.  
Acceptable for credit: CSU pending

Supervised employment providing opportunities in environmental control technology or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. Students may reenroll for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience). 0946.00

**MACH 466L      Occupational Work Experience in Machine Technology      F18**  
1-4 units, 3.43-17.15 hours laboratory (GR)  
Course study under this section may be repeated three times.  
Acceptable for credit: CSU pending

Supervised employment providing opportunities in machine technology or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. Students may reenroll for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience). 0956.30

**MEDIA 72      3D Modeling for AR/VR      F18**  
3 units, 2 hours lecture, 3 hours laboratory (GR)  
Acceptable for credit: CSU/UC pending

3D Modeling for AR/VR: Principles and practices of low and high poly modeling for real time, and immersive design content in polygons, NURBS, and subdivision surfaces; applications of textures, materials, and lighting to models; rendering with appropriate materials.      0699.00



## COURSE ADDITIONS

<b>MEDIA 75</b>	<b>Augmented Reality</b> 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP) Acceptable for credit: CSU/UC pending  Principles of AR Immersive Design for Mobile, Web, and Head Mounted Displays: Analysis and application of concepts of Augmented Reality; Design, UI, Flowcharts, Storyboards, Interactivity, World Building, Storytelling; Software and Hardware. 0699.00	<b>F18</b>
<b>MEDIA 77</b>	<b>Virtual Cinema</b> 3 units, 2 hours lecture, 3 hours laboratory (GR) Acceptable for credit: CSU/UC pending  Techniques for Immersive Cinema Design for Mobile, Web, and Head Mounted Displays: Analysis and application of tools for Virtual Cinema; Storytelling, design, animation, audio, lighting, 360° Camera, 3D Camera, navigation, hardware, and Unity Game Engine software. 0699.00	<b>F18</b>
<b>MEDIA 80</b>	<b>Advanced AR/VR Unity Training</b> 3 units, 2 hours lecture, 3 hours laboratory (GR) Acceptable for credit: CSU/UC pending  Advanced Techniques for AR and VR Immersive Design for Mobile, Web, and Head Mounted Displays: Analysis and application of tools for Augmented and Virtual Reality; design, animation, audio, scripting, lighting, camera, UI, navigation, deployment, hardware and Unity Game Engine software. 0699.00	<b>F18</b>
<b>MEDIA 166</b>	<b>AV Essentials II</b> 3 units, 2 hours lecture, 3 hours laboratory (GR or P/NP) Prerequisite(s): One-year industry experience and Instructor's approval Recommended Preparation: MEDIA 165 Acceptable for credit: CSU pending  Continuation of MEDIA 165: Designing an AV solution, vendor selection, estimates and job-costing, building & managing projects, maintaining & troubleshooting, AV business management. 0699.00	<b>F18</b>
<b>MEDIA 460A</b>	<b>Occupational Work Experience in Media Communications</b> 1-4 units, 3.43-17.15 hours laboratory (GR) Course study under this section may be repeated three times. Acceptable for credit: CSU pending  Supervised employment providing opportunities in media communication or a related field: Develop desirable work habits, become a productive, responsible individual, and extend	<b>F18</b>



## COURSE ADDITIONS

education experience with on the job training. Course study under this section may be repeated three times for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience). 0614.00

- |                 |   |     |
|-----------------|---|-----|
| <b>PHOTO 71</b> | <b>Introduction to Digital Photography</b><br>3 units, 2 hours lecture, 3 hours laboratory (GR)<br>Acceptable for credit: CSU pending   | F18 |
|                 | Introduction to digital photography: Theory and practical application, camera operation, image adjustment and file management, use of standard industry editing software. Not open for credit to students who have completed or are currently enrolled in PHOTO 70. 1012.00   |     |
| <b>PHOTO 72</b> | <b>Intermediate Digital Photography</b><br>3 units, 2 hours lecture, 3 hours laboratory (GR)<br>Acceptable for credit: CSU pending  | F18 |
|                 | Continuation of PHOTO 71: Focusing on two current photo-editing programs for post-production. 1012.00   |     |
| <b>SPFT 7A</b>  | <b>Swim X-Fit I – Fundamentals</b><br>0.5 units, 2 hours laboratory (GR or P/NP)<br>Acceptable for credit: CSU/UC pending   | F18 |
|                 | Activity course: Development of fundamental fitness level utilizing a hybrid of swimming, vertical aquatic training, strength and core activities to create a high intensity workout. 0835.10   |     |
| <b>SPFT 7B</b>  | <b>Swim X-Fit II – Beginning</b><br>0.5 units, 2 hours laboratory (GR or P/NP)<br>Acceptable for credit: CSU/UC pending   | F18 |
|                 | Activity course: Development of beginning fitness level utilizing a hybrid of swimming, vertical aquatic training, strength and core activities to create a high intensity workout. 0835.10   |     |
| <b>SPFT 7C</b>  | <b>Swim X-Fit III – Intermediate</b><br>0.5 units, 2 hours laboratory (GR or P/NP)<br>Acceptable for credit: CSU/UC pending<br>Activity course: Development of intermediate fitness level utilizing a hybrid of swimming, vertical aquatic training, strength and core activities to create a high intensity workout. 0835.10 | F18 |



## COURSE ADDITIONS

<b>SPFT 7D</b>	<b>Swim X-Fit IV - Experienced</b> 0.5 units, 2 hours laboratory (GR or P/NP) Acceptable for credit: CSU/UC pending  Activity course: Development of experienced fitness level utilizing a hybrid of swimming, vertical aquatic training, strength and core activities to create a high intensity workout. 0835.10	<b>F18</b>
<b>SPFT 9</b>	<b>Swimming Conditioning</b> 1 unit, 4 hours laboratory (GR or P/NP) Acceptable for credit: CSU/UC pending  Activity class: Application of competitive swim training techniques, increase cardio-respiratory endurance, muscular strength, and muscular endurance. 0835.00	<b>F18</b>
<b>WELD 466M</b>	<b>Occupational Work Experience in Welding Technology</b> 1-4 units, 3.43-17.15 hours laboratory (GR) Course study under this section may be repeated three times. Acceptable for credit: CSU pending  Supervised employment providing opportunities in welding or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. Students may reenroll for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience). 0956.50	<b>F18</b>



## COURSE CHANGES

DEPT/NO.	CHANGE COURSE FROM:	CHANGE COURSE TO:	EFF TERM
CARP 230	<b>Prerequisite(s):</b> CARP 207	<b>Prerequisite(s):</b> None	S19
CARP 231	<b>Prerequisite(s):</b> CARP 207	<b>Prerequisite(s):</b> None	S19
COSM 231	<b>Course Description:</b> Advanced level manicuring and pedicuring; Terminology and definitions, disinfection and sanitation, tools and equipment, nail cosmetics and chemistry, public health, safety, onychology structure and function, disorders and disease, nail shapes, water and oil manicures, nail mending and repairs, silk and paper wraps, artificial nails, fiberglass and gel nails, nail art and design, hazardous waste disposal, men's manicures, arm and hand massage, pedicuring, foot and ankle massage.	<b>Course Description:</b> Advanced level manicuring and pedicuring; Public health; safety.	F18
COSM 235	<b>Course Description:</b> Advanced level facial and skin care: Disinfection sanitation, public health, safety precautions, tools and equipment, skin care cosmetics, skin analysis, terminology and definitions, skin cleansing, massage, plain facials, eyebrow arching, packs and masks, daytime make-up, lash and brow tinting, hair removal, false lashes, evening and corrective make-up, electrical facials, high fashion and fantasy make-up, come done removal, chemical skin peels.	<b>Course Description:</b> Advanced level facial and skin care: Disinfection sanitation; public health; safety precautions; tools and equipment; skin care cosmetics; waxing; packs and masks; false lashes; evening make-up; electrical facials.	F18
ENGIN 51	<b>Recommended Preparation:</b> ENGL 201B ESL 52B CIS 205 or BUS 219 ENGIN 50 E/ET 204	<b>Recommended Preparation:</b> ENGL 201B ESL 52B or ESOL 52B CIS 205 or BUS 219 ENGIN 50 E/ET 204	F18



**COURSE CHANGES**

DEPT/NO.	CHANGE COURSE FROM:	CHANGE COURSE TO:	EFF TERM
ENGL 264A	<b>Units:</b> 5 <b>Hours:</b> 4.00 Lec/3.00 Lab	<b>Units:</b> 4 <b>Hours:</b> 3.00 Lec/3.50 Lab	S19
ENGL 264B	<b>Units:</b> 5 <b>Hours:</b> 4.00 Lec/3.00 Lab	<b>Units:</b> 4 <b>Hours:</b> 3.00 Lec/3.50 Lab	S19
ESOL 265	<b>Course Description:</b> High beginning level pronunciation for speakers of ESOL: Improving intonation, rhythm and stress patterns; individual sounds (consonants and vowels) to speak more clearly and with more intelligibility.	<b>Course Description:</b> High beginning level pronunciation for speakers of ESOL: Improving intonation, rhythm and stress patterns; individual sounds (consonants and vowels) to speak more clearly and with more intelligibility. Not open for students who have completed or are currently enrolled in ESL 286A.	F18
ESOL 285	<b>Course Description:</b> Low-beginning English for technology: Grammar and vocabulary for speaking, listening, reading and writing related to academic uses of hardware and software.	<b>Course Description:</b> Low-beginning English for technology: Grammar and vocabulary for speaking, listening, reading and writing related to academic uses of hardware and software. Not open for students who have completed or are currently enrolled in ESL 287B.	F18
ESOL 291	<b>Course Description:</b> Basic vocabulary for high beginning ESOL, including spelling and pronunciation of target words.	<b>Course Description:</b> Basic vocabulary for high beginning ESOL, including spelling and pronunciation of target words. Not open for students who have completed or are currently enrolled in ESL 254A.	F18
ESOL 292	<b>Course Description:</b> Continuation of ESOL 291: Study of words and idioms as used in context.	<b>Course Description:</b> Continuation of ESOL 291: Study of words and idioms as used in context. Not open for students who have completed or are currently enrolled in ESL 205A.	F18



## COURSE CHANGES

DEPT/NO.	CHANGE COURSE FROM:	CHANGE COURSE TO:	EFF TERM
ESOL 293	<b>Course Description:</b> Continuation of ESOL 292: Focus on vocabulary useful in academic courses; analysis of word derivations. Not open for credit to students who have completed or are currently enrolled in ESL 205A.	<b>Course Description:</b> Continuation of ESOL 292: Focus on vocabulary useful in academic courses; analysis of word derivations. Not open for credit to students who have completed or are currently enrolled in ESL 205B.	F18
ECT 29	<b>Course Description:</b> Introduction to the methods of acquiring HVAC equipment performance data to improve operations and reduce energy consumption: Emphasis on data acquisition through the use of portable data loggers and DDC control systems; methods of trending and visualizing data through the use of electronic databases and spreadsheets such as Microsoft Excel.	<b>Course Description:</b> Introduction to methods of acquiring HVAC equipment performance data to improve operations and reduce energy consumption. Data acquisition, portable data loggers and DDC control systems; methods of trending, electronic databases and spreadsheets such as Microsoft Excel.	F18
KIN 1B	<b>Units:</b> 0.5	<b>Units:</b> 1.0	F18
PHOTO 30B	<b>Grading:</b> GR  <b>Prerequisite(s):</b> PHOTO 30A  <b>Recommended Preparation:</b> None	<b>Grading:</b> GR or P/NP  <b>Prerequisite(s):</b> None  <b>Recommended Preparation:</b> PHOTO 30A	F18
PHOTO 182	<b>Units:</b> 2  <b>Hours:</b> 1.00 Lec/3.00 Lab	<b>Units:</b> 3  <b>Hours:</b> 2.00 Lec/3.00 Lab	F18
PHYS 4A	<b>Corequisite(s):</b> None	<b>Corequisite(s):</b> MATH 3B	S19
PHYS 4B	<b>Corequisite(s):</b> None	<b>Corequisite(s):</b> MATH 3C	S19
PHYS 4C	<b>Corequisite(s):</b> None	<b>Corequisite(s):</b> MATH 3E and 3F	S19



## COURSE CORRECTIONS

DEPT/NO.	CHANGE COURSE FROM:	CHANGE COURSE TO:
BIOL 10	<b>Course Description:</b> Fundamentals of biology for the non-major: Scientific inquiry, biological chemistry, cell structure and function, DNA and genetics, evolution and ecology, and an overview of living organisms. Includes laboratory exercises designed to complement lectures.	<b>Course Description:</b> <b>Fundamentals</b> of biology for the non-major: Scientific inquiry, biological chemistry, cell structure and function, DNA and genetics, evolution and ecology, and an overview of living organisms. Includes laboratory exercises designed to complement lectures.
BIOL 11	<b>Course Description:</b> Fundamentals of biology for the non-major: Scientific inquiry, biological chemistry, cell structure and function, DNA and genetics, evolution and ecology, and an overview of living organisms.	<b>Course Description:</b> <b>Fundamentals</b> of biology for the non-major: Scientific inquiry, biological chemistry, cell structure and function, DNA and genetics, evolution and ecology, and an overview of living organisms.
ENGIN 466J	<b>Course Description:</b> Supervised employment providing opportunities in engineering or related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. Course study under this section may be repeated three times for a maximum of 16 units for occupational or a combination of general and occupational work experience education (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience).	<b>Course Description:</b> Supervised employment providing opportunities in engineering or a related field: Develop desirable work habits, become a productive, responsible individual, and extend education experience with on the job training. <b>Students may reenroll for a maximum of 16 units for occupational or a combination of general and occupational work experience education</b> (including Regular and Alternate Plan and General/Occupational/Apprentice Work Experience).
GRART 113	<b>Recommended Preparation:</b> None	<del><b>Recommended Preparation:</b></del> None
JOURN 18A	<b>Course Description:</b> Basics of reporting: news-gathering, interviewing, accuracy, note-taking and transcribing notes, writing the new story; the lead, the body, conclusion for weekly newspaper. Includes practical experience in design/layout, visual, online, multimedia journalism and emerging technologies	<b>Course Description:</b> Basics of reporting: news-gathering, interviewing, accuracy, note-taking and transcribing notes, writing the <b>news</b> story; the lead, the body, conclusion for weekly newspaper. Includes practical experience in design/layout, visual, online, multimedia journalism and emerging technologies
MATH 15	<b>Prerequisite(s):</b> MATH 203 or 230 or 240 or 210D	<b>Prerequisite(s):</b> MATH 203 or 230 or 240 or <b>211D</b>



## COURSE CORRECTIONS

<b>PHOTO 220B</b>	<b>Course Title:</b> Beginning Professional Photography	<b>Course Title:</b> Beginning Professional Photography <b>II</b>
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## COURSE DEACTIVATIONS

DEPT/NO.	COURSE TITLE	EFF
ARCH 110	Introduction to 3D Modeling and Rendering	M18
BUS 18	Governmental and Nonprofit Accounting	M18
BUS 32	Introduction to International Business	M18
BUS 205	Filing and Records Management	F18
BUS 230E	Beginning Keyboarding (Self-Paced)	F18
BUS 230F	Beginning Keyboarding (Self-Paced)	F18
BUS 245EA	Word Processing Using Microsoft Word	M18
BUS 245EB	Word Processing Using Microsoft Word	M18
CIS 40	Database Management	M18
COPEd 456C	OCC. WORK EXPERIENCE IN BANKING AND FINANCE	M18
COPEd 456H	OCC. WORK EXPERIENCE IN LABOR STUDIES	M18
COPEd 456I	OCC. WORK EXPERIENCE IN MANAGEMENT AND SUPERVISION	F18
COPEd 458A	OCC. WORK EXPERIENCE IN COSMETOLOGY	F18
COPEd 462A	OCC. WORK EXPERIENCE IN COMPUTER INFORMATION SPECIALIST	F18
COPEd 462B	OCC. WORK EXPERIENCE IN COMPUTER PROGRAMMING	F18
COPEd 462C	OCC. WORK EXPERIENCE IN MANAGEMENT INFORMATION SYSTEMS PROGRAMMING	F18
COPEd 466A	OCC WORK EXPERIENCE IN ENVIRONMENTAL CONTROL TECHNOLOGY	F18
COEPD 466G	OCC. WORK EXPERIENCE IN CARPENTRY	M18
COPEd 466H	OCC. WORK EXPERIENCE IN CONSTRUCTION MANAGEMENT	M18
COPEd 466J	OCC. WORK EXPERIENCE IN ENGINEERING TECHNOLOGY	F18
COPEd 466L	OCC. WORK EXPERIENCE IN MACHINE TECHNOLOGY	F18
COPEd 466M	OCC. WORK EXPERIENCE IN WELDING TECHNOLOGY	F18
COPEd 466N	OCC. WORK EXPERIENCE IN WOOD TECHNOLOGY	M18
COPEd 468A	OCC. WORK EXPERIENCE IN PHOTOGRAPHY	M18
COPEd 472B	OCC. WORK EXPERIENCE IN CULINARY ARTS/BAKING	M18
COPEd 472C	OCC. WORK EXPERIENCE IN CULINARY ARTS/COOKING	M18
COPEd 478B	APPRENTICE WORK EXPERIENCE - MOLDER AND COREMAKER	F18
COPEd 478C	APPRENTICE WORK EXPERIENCE - ROOFER	F18
CULIN 216	Introduction to Food Science and Nutrition	F18
CULIN 219	Introduction to Sanitation	F18
CULIN 226	Introduction to Baking for Chefs	F18
ESL 50A	Advanced Listening and Speaking	F18
ESL 50B	Oral Communication for Advanced ESL Students	F18
ESL 52A	Advanced Reading and Writing	F18
ESL 52B	Advanced Reading and Writing	F18
ESL 205A	Vocabulary and Idioms in Context 3	F18





## COURSE DEACTIVATIONS

DEPT/NO.	COURSE TITLE	EFF
ESL 205B	Vocabulary and Word Analysis in Context 4	F18
ESL 215A	Intermediate Grammar	F18
ESL 215B	Intermediate Grammar	F18
ESL 217A	Advanced Grammar	F18
ESL 217B	Advanced Grammar	F18
ESL 218A	ESL Writing Workshop	F18
ESL 218B	ESL Writing Workshop	F18
ESL 218C	ESL Writing Workshop	F18
ESL 218D	ESL Writing Workshop	F18
ESL 219A	Applied Grammar and Editing	F18
ESL 219B	Applied Grammar and Editing	F18
ESL 222A	Intermediate Reading and Writing	F18
ESL 22B	Intermediate Reading and Writing	F18
ESL 223A	High Intermediate Reading and Writing	F18
ESL 223B	High Intermediate Reading and Writing	F18
ESL 232A	Intermediate Listening and Speaking	F18
ESL 232B	Intermediate Listening and Speaking	F18
ESL 233A	High Intermediate Listening and Speaking	F18
ESL 233B	High Intermediate Listening and Speaking	F18
ESL 254A	Vocabulary and Spelling of American English	F18
ESL 256A	Spelling 1: Spelling and Phonics	F18
ESL 266	ESL for Customer Service	F18
ESL 267	ESL For Workplace Communication	F18
ESL 283A	High Beginning Listening and Speaking	F18
ESL 283B	High Beginning Listening and Speaking	F18
ESL 284A	High Beginning Grammar	F18
ESL 284B	High Beginning Grammar	F18
ESL 285A	High Beginning Reading and Writing	F18
ESL 285B	High Beginning Reading and Writing	F18
ESL 286A	Basic Pronunciation	F18
ESL 287A	English Language Skills for Technology	F18
ESL 287B	English Language Skills for Technology	F18
MEDIA 160	AudioVisual Essentials I	M18
MEDIA 161	AudioVisual Essentials II	M18
PHOTO 10	Basic Photography	F18
PHOTO 70	Introduction to Digital Photography	S19
PHOTO 220D	Beginning Professional Photography IV	F18
PHOTO 230D	Intermediate Professional Photography IV	F18
PHOTO 240D	Marketing, Promotion and Business Development for Photography	F18



## PROGRAM ADDITIONS

### CARP

#### **High Performance Building Certificate of Proficiency (CARP CP)—effective Fall 2018**

The High Performance Building certificate was created for entry level carpentry students to achieve high performance building skills required for home auditing, thermal imaging, blower door testing and sustainable practices that ensure indoor air quality and comfort for healthy homes.

Career Opportunities in:

Entry level Building Trades, construction, remodeling, energy auditing, home energy upgrades, seismic retrofitting,

Core Courses (8.5 units):			Units
CARP 204	The Sustainable Built Environment		3
CARP 206	High Performance Building		3.5
CARP 223	CAL-OSHA 30-Hour Construction Industry Training for Carpentry		2
<b>Total Major Units:</b>			<b>8.5</b>

#### **Program Learning Outcomes for High Performance Building CP**

*Upon successful completion of this program, students will be able to:*

- Analyze and apply energy efficient and safe building techniques.

### ETHST

#### **Associate in Arts Degree in Social Justice: Ethnic Studies for Transfer (ETHST AA-T) —effective Fall 2018**

The Associate in Arts in Social Justice: Ethnic Studies for Transfer Degree, (AA-T SJS Ethnic Studies) is designed to prepare students for a seamless transfer with junior status and priority admission to their CSU campus to a program or major in Ethnic Studies or similar major for completion of a baccalaureate degree.

Students are required to complete:

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:



## PROGRAM ADDITIONS

(A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.

(B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

- Obtainment of a minimum grade point average of 2.0. Students must earn a C or better in all courses required for the major or area of emphasis.
- No more than 60 semester units are required.

The Associate in Arts in Social Justice: Ethnic Studies for Transfer Degree, (AA-T SJS Ethnic Studies) will also assist Ethnic Studies major students to transfer to a U.C. or other baccalaureate institutions. Students are advised to consult with a counselor to verify transfer requirements.

Career Opportunities in:

Program is geared in future careers in Teaching, Social Work, Public Health, Community Organizing, as well as working in higher education or graduate school.

**Required Core 1: Introduction to Ethnic Studies (3 units):**

	Units
ETHST 1 Introduction to Ethnic Studies	3

**Required Core 2: Intersections of Race and Gender (3 units):**

	Units
<i>Choose one of the following courses:</i>	
AFRAM 35 Women of Color	3
ASAME 35 Women of Color	3
M/LAT 35 Women of Color	3
NATAM 35 Women of Color	3

**Area 1: History or Government (3 units):**

	Units
<i>Choose one course from the following list. Courses used in one area cannot be used to fulfill a requirement for another area.</i>	
AFRAM 30 African American History: Africa to 1865	3
AFRAM 31 African American History: 1865-1945	3
ASAME 2 Introduction to the Pacific Islander Experience from 1850 to the Present	3
M/LAT 34 History of Latinos in the United States: 1800 to Present	3

**Area 2: Arts and Humanities (3 units):**

	Units
<i>Choose one course from the following list. Courses used in one area cannot be used to fulfill a requirement for another area.</i>	
AFRAM 26 African American Culture: Black Music, Art, and Literature	3
ASAME10 Asian and Asian American Popular Culture	3
ASAME30 Asians and Asian-Americans Through Films	3
M/LAT 30A Survey of Latin-American Films	3
M/LAT 30B Survey of Latin-American Films	3



## PROGRAM ADDITIONS

M/LAT 36      Survey of Latina/o Literature      3

### Area 3: Social Science (6 units):

### Units

*Choose two courses from the following list. Courses used in one area cannot be used to fulfill a requirement for another area.*

AFRAM 1	Introduction to African American Studies	3
AFRAM 2	Black Economics	3
AFRAM 5	The African American Family in the United States	3
AFRAM 8	African-American Politics	3-4
AFRAM 11	Perceptions of the African American Male in America	3
AFRAM 12	Psychology of African Americans	3
AFRAM 14A	Social Psychology of African American Male/Female Relationships	3
AFRAM 16	The Prison Industrial Complex: African American Incarceration	3
AFRAM 23	Perceptions of African American Women	3
AFRAM 38	Environmental Racism and Justice	3
ASAME2	Introduction to the Pacific Islander Experience from 1850 to the Present	3
ASAME21	Asian-American Communities	3
ASAME26	Politics in Modern Asia	3
ASAME32	Asian-American Psychology	3
ASAME42	Southeast Asians in the United States	3
ASAME45A	Asian-American History to 1945	3
ASAME45B	Asian American History From 1945 to the Present	3
ETHST 3	Race, Gender and Sports	3
ETHST 12	Economics and Social Change: Racial Conflict and Class in America	3
ETHST 13	Introduction to Community Based Research in Urban America	3
ETHST 14	Community Building and Transformation in Urban America	3
ETHST 30	Introduction to Race, Gender and Health	3
ETHST 50	Introduction to Race, Class and Schools	3
M/LAT 12	United States Relations with Mexico and Latin America	3
M/LAT 19	History of the Mexican American	3
M/LAT 23	Psychology of Latinas and Latinos	3
M/LAT 31	Survey of Chicana/Latina Women	3
M/LAT 33	Introduction to Chicana/o and Latina/o Studies	3
NATAM 1	History of Native American Indians	3
NATAM 2	Native American Indians in Contemporary Society	3

**Total Major Units:** 18

**IGTEC or CSU GE-Breadth Education Pattern** 37-39

### CSU Transferrable General Elective Courses to meet 60 units

**Total Units** 60



## PROGRAM ADDITIONS

### Program Learning Outcomes for Social Justice: Ethnic Studies AA-T Degree

*Upon successful completion of this program, students will be able to:*

- Evaluate and Research: Evaluate the development of the field of Ethnic Studies and utilize research methodologies and scholarship within the field to produce research papers.
- Analysis: Effectively employ social science methodologies in the analysis of issues related to Ethnic Studies.
- Identify and describe the general history of racial/ethnic people in the U.S.

## MEDIA

### AudioVisual Technologist Certificate of Achievement (MEDIA CA) — effective Spring 2019

The AV Technologist Certificate of Achievement was created to assist students' entry in the AV industry. Students will be proficient in video/audio production systems and signal flow; basic IP theory and connectivity; and AV business management. This is a joint regional program between Laney College and City College of San Francisco (CCSF).

Career Opportunities in:

Career opportunities are available in schools and universities, government, the military, corporations, healthcare, legal, retail, museums, churches, sports arenas, entertainment, and transportation. All these organizations require AV technicians, to install, maintain, repair and troubleshoot their facilities. Current AV technicians can also advance in their field, finding employment as audiovisual managers or audiovisual specialists.

#### Core Courses (11 units):

<i>Courses taught at Laney and CCSF (per MOU agreement, see notes below)</i>		Units
MEDIA 104*	Beginning Digital Video Production	3
MEDIA 108**	Studio Production	3
MEDIA 108***	Basic Audio Production	3
MEDIA 460	Occupational Work Experience in Media Communications	2

#### Laney College Courses (6 units):

		Units
MEDIA 165	AV Essentials I	3
MEDIA 166	AV Essentials II	3

#### City College of San Francisco Courses (4 units):

		Units
BCST 128	Sound Reinforcement (MEDIA 111 is the prerequisite)	3
BCST 127B	Interconnected Audio Systems	1

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<b>Total Major Units:</b>	<b>21</b>
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## PROGRAM ADDITIONS

\*: Students may substitute CCSF BCST 141 for Media 104

\*\*\*: Students may substitute CCSF BCST14 for Media 108.

\*\*\*: Students may substitute CCSF BCST 120 for Media 111.

### Program Learning Outcomes for AudioVisual Technologist CA

*Upon successful completion of this program, students will be able to:*

- Analyze and apply components of sound and hearing, vision and light, as they pertain to human perception and venue audiovisual systems integration
- Assemble, test, maintain and troubleshoot an audio, video, and audiovisual network according to AV principles and industry standards
- Manage the business aspects of AV and communicate effectively both with clientele and team members.

### AR/VR: Immersive Design Certificate of Achievement (MEDIA CA) —effective Spring 2019

The AR/VR certificate was created to educate students on the principles of AR and VR Immersive Design for mobile, web, and Head Mounted Displays. Students will cover analysis and application of concepts of design, modeling, world building, lighting, storytelling, and programming.

Career Opportunities in:

Hundreds of startups and established Silicon Valley Tech companies are building and hiring for Augmented and Virtual Reality applications; from virtual limbs, self-driving cars, retail, real estate, medical, military, construction, architecture, robotics, to entertainment, and 3-D immersive training and education. In 2017 Consumers and businesses spent more than 11 billion dollars on AR/VR. That number is expected to grow to 215 billion dollars by 2021. Demand for workers trained in AR and VR are set to grow exponentially to meet those demands. - cnbc.com

#### Core Courses (19 units):

		Units
MEDIA 70	XR Design: Creating Virtual	3
MEDIA 72*	Reality 3D Modeling for AR/VR	3
MEDIA 75	Augmented Reality	3
MEDIA 77	Virtual Cinema	3
MEDIA 80	Advanced AR/VR Unity Training	3
CIS 44	C# for Immersive Design	3

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**Total Major Units:**

**19**

\*: Students can substitute with MMART 191.





## PROGRAM ADDITIONS

### **Program Learning Outcomes for AR/VR: Immersive Design CA**

*Upon successful completion of this program, students will be able to:*

- Students will be able to design and create an AR or VR project from concept to final product.
- Collaborate effectively with production team.
- Adapt professional skills to most current VR and AR technology industry standards



## PROGRAM CHANGES

CHANGE PROGRAM FROM (highlighted courses have been removed from program)		CHANGE PROGRAM TO (highlighted courses have been added to program)	
<b>ARCH</b>		<b>ARCH</b>	
<b>Architecture Associate of Science:</b>		<b>Architecture Associate of Science (eff F18):</b>	
<b>First Semester (12 units):</b>		<b>First Semester (9 units):</b>	
ARCH 10 Introduction to Design Professions and Architectural Administration	2	ARCH 10 Introduction to Design Professions and Architectural Administration	2
ARCH 13 Architectural Drafting and Design I	4	ARCH 13 Architectural Drafting and Design I	4
ARCH 111 Introduction to Sustainable Architectural Design Applications	3	ARCH 104A Beginning Computer-Aided Drafting (CAD)	3
CONMT 20 Blueprint Reading and Interpretation	3		
<b>Second Semester (14 units):</b>		<b>Second Semester (9 units):</b>	
ARCH 23 Architectural Drafting and Design II	4	ARCH 23 Architectural Drafting and Design II	4
ARCH 35 Perspectives, Shades and Shadow I	2	CONMT 20 Blueprint Reading and Interpretation	3
ARCH 103 Materials of Construction	2	ARCH 125 Digital Tools for Architecture and Design	3
ARCH 104A Beginning Computer-Aided Drafting (CAD)	3		
ARCH 107 Architectural History and Theory	3		
<b>Third Semester (14 units):</b>		<b>Third Semester (8-9 units):</b>	
ARCH 33 Architectural Drafting and Design III	4	ARCH 33 Architectural Drafting and Design III	4
ARCH 121A Introduction to Building Information Modeling with Autodesk Revit	2	ARCH 103 Materials of Construction	2
ARCH 125 Digital Tools for Architecture and Design	3	or	
PHYS 3A+ General Physics	5	CONMT 32 Materials and Methods of Construction	3
or		ARCH 121A Introduction to Building Information Modeling with Autodesk Revit	2
PHYS 4A+ General Physics	5		
<b>Fourth Semester (13 units):</b>		<b>Fourth Semester (6 units):</b>	
ARCH 43 Architectural Drafting and Design IV	4	ARCH 43 Architectural Drafting and Design IV	4
ARCH 110 Introduction to 3D Modeling and Rendering	3	ARCH 121B Advanced Building Information Modeling with Autodesk Revit	2
ARCH 121B Advanced Building Information Modeling with Autodesk Revit	2		
ENGL 1A+ Composition and Reading	4		
<b>TOTAL MAJOR UNITS</b>	<b>53</b>	<b>TOTAL MAJOR UNITS</b>	<b>32-33</b>



## PROGRAM CHANGES

CHANGE PROGRAM FROM (highlighted courses have been removed from program)		CHANGE PROGRAM TO (highlighted courses have been added to program)	
<b>ARCH</b> <b>Architecture Certificate of Achievement:</b>  <b>First Semester (12 units):</b> ARCH 10 Introduction to Design Professions and Architectural Administration 2 ARCH 13 Architectural Drafting and Design I 4 <b>ARCH 111 Introduction to Sustainable Architectural Design Applications</b> 3 CONMT 20 Blueprint Reading and Interpretation 3  <b>Second Semester (14 units):</b> ARCH 23 Architectural Drafting and Design II 4 <b>ARCH 35 Perspectives, Shades and Shadow I</b> 2 ARCH 103 Materials of Construction 2 ARCH 104A Beginning Computer-Aided Drafting (CAD) 3 <b>ARCH 107 Architectural History and Theory</b> 3  <b>Third Semester (14 units):</b> ARCH 33 Architectural Drafting and Design III 4 ARCH 121A Introduction to Building Information Modeling with Autodesk Revit 2 <b>ARCH 125 Digital Tools for Architecture and Design</b> 3 <b>PHYS 3A+ General Physics</b> 5 or <b>PHYS 4A+ General Physics</b> 5  <b>Fourth Semester (13 units):</b> ARCH 43 Architectural Drafting and Design IV 4 <b>ARCH 110 Introduction to 3D Modeling and Rendering</b> 3 ARCH 121B Advanced Building Information Modeling with Autodesk Revit 2 <b>ENGL 1A+ Composition and Reading</b> 4  <b>TOTAL MAJOR UNITS</b> 53		<b>ARCH</b> <b>Architecture Certificate of Achievement (eff F18):</b>  <b>First Semester (9 units):</b> ARCH 10 Introduction to Design Professions and Architectural Administration 2 ARCH 13 Architectural Drafting and Design I 4 ARCH 104A Beginning Computer-Aided Drafting (CAD) 3  <b>Second Semester (9 units):</b> ARCH 23 Architectural Drafting and Design II 4 CONMT 20 Blueprint Reading and Interpretation 3 ARCH 125 Digital Tools for Architecture and Design 3  <b>Third Semester (8-9 units):</b> ARCH 33 Architectural Drafting and Design III 4 ARCH 103 Materials of Construction 2 or <b>CONMT 32 Materials and Methods of Construction</b> 3 ARCH 121A Introduction to Building Information Modeling with Autodesk Revit 2  <b>Fourth Semester (6 units):</b> ARCH 43 Architectural Drafting and Design IV 4 ARCH 121B Advanced Building Information Modeling with Autodesk Revit 2  <b>TOTAL MAJOR UNITS</b> 32-33	

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## PROGRAM CHANGES

CHANGE PROGRAM FROM (highlighted courses have been removed from program)		CHANGE PROGRAM TO (highlighted courses have been added to program)	
<b>CARP</b> <b>Carpentry Certificate of Achievement:</b>  <b>Core Courses (35 units):</b> CARP 210 Foundations and Forms Construction CARP 211 Elements of Construction <b>CARP 221 Advanced Elements of Construction</b> CARP 229 Rough Framing <b>CARP 230 Stair Building and Framing</b> <b>CARP 231 Roof Framing</b> CARP 232 Residential Plumbing for Carpenters CARP 233 Residential Electrical for Carpenters <b>CARP 240A Construction Rehabilitation</b> <b>CARP 240B Construction Rehabilitation</b> <b>CONMT 11 Construction Estimating I/Residential Projects</b> <b>MATH 220A* Technical Mathematics with Algebra - Part 1 (Lab)</b> <b>MATH 220B* Technical Mathematics with Algebra - Part 2 (Lab)</b> <b>MATH 220C* Technical Mathematics with Algebra - Part 3 (Lab)</b> <b>MATH 220D* Technical Mathematics with Algebra - Part 4 (Lab)</b> <b>MATH 220E* Technical Mathematics with Geometry - Part 1 (Lab)</b> <b>MATH 220F* Technical Mathematics with Geometry - Part 2 (Lab)</b>  <b>TOTAL MAJOR UNITS</b>  * MATH 210D or a more advanced Mathematics course may be substituted.		<b>CARP</b> <b>Carpentry Certificate of Achievement (eff F18):</b>  <b>Core Courses (35 units):</b> <b>CARP 206 High Performance Building</b> CARP 210 Foundations and Forms Construction CARP 211 Elements of Construction <b>CARP 223 CAL-OSHA 30-Hour Construction Industry Training for Carpentry</b> CARP 229 Rough Framing CARP 232 Residential Plumbing for Carpenters CARP 233 Residential Electrical for Carpenters <b>CARP 207 Math for Construction Trades</b> or <b>MATH 221 Technical Mathematics</b>  <b>TOTAL MAJOR UNITS</b>	
	3.5		3.5
	3.5		3.5
	3.5		3.5
	3.5		3.5
	2		3.5
	3		2
	1.5		3.5
	1.5		1.5
	2		1.5
	2		3
	3		3
	0.5		4
	0.5		22-
	0.5		23
	0.5		
	0.5		
	0.5		
	0.5		
	35		
<b>CULIN</b> <b>Baking and Pastry Associate of Science:</b>  <b>First Semester (11 units):</b> CULIN 203 Introduction to Baking CULIN 204 Basic Patisserie CULIN 215 Culinary Math Fundamentals		<b>CULIN</b> <b>Baking and Pastry Associate of Science (eff F18):</b>  <b>First Semester (12 units):</b> CULIN 203 Introduction to Baking CULIN 204 Basic Patisserie CULIN 215 Culinary Math Fundamentals	
	4		4
	4		4
	1		1



## PROGRAM CHANGES

CHANGE PROGRAM FROM (highlighted courses have been removed from program)		CHANGE PROGRAM FROM (highlighted courses have been removed from program)	
CULIN 216 Introduction to Food Science and Nutrition	1	CULIN 88 Introduction to Food and Culture	3
CULIN 219 Introduction to Sanitation	1		
<b>Second Semester (10 units):</b>		<b>Second Semester (10 units):</b>	
CULIN 205 Artisan Breads	5	CULIN 205 Artisan Breads	5
CULIN 206 Advanced Cake Decorating	5	CULIN 206 Advanced Cake Decorating	5
<b>Third Semester (11 units):</b>		<b>Third Semester (11 units):</b>	
CULIN 207 International Patisserie	6	CULIN 207 International Patisserie	6
CULIN 208 Confiserie (Candy and Chocolate Making	5	CULIN 208 Confiserie (Candy and Chocolate Making	5
<b>Fourth Semester (11-12 units):</b>		<b>Fourth Semester (11-12 units):</b>	
CULIN 33 Managing Food Sanitation	2	CULIN 33 Managing Food Sanitation	2
CULIN 209 Contemporary Plated Desserts	6	CULIN 209 Contemporary Plated Desserts	6
CULIN 229 Culinary Career Success Strategies	2	CULIN 229 Culinary Career Success Strategies	2
CULIN 233 How to Open a Baking Business	2	CULIN 233 How to Open a Baking Business	2
or		or	
CULIN 217 Recipe, Formulas and Food Costs	1	CULIN 217 Recipe, Formulas and Food Costs	1
<b>TOTAL MAJOR UNITS</b>	<b>43</b>	<b>TOTAL MAJOR UNITS</b>	<b>44</b>
	-		-
	<b>44</b>		<b>45</b>
<b>CULIN</b>		<b>CULIN</b>	
<b>Baking and Pastry Certificate of Achievement:</b>		<b>Baking and Pastry Certificate of Achievement (eff F18):</b>	
<b>First Semester (11 units):</b>		<b>First Semester (12 units):</b>	
CULIN 203 Introduction to Baking	4	CULIN 203 Introduction to Baking	4
CULIN 204 Basic Patisserie	4	CULIN 204 Basic Patisserie	4
CULIN 215 Culinary Math Fundamentals	1	CULIN 215 Culinary Math Fundamentals	1
CULIN 216 Introduction to Food Science and Nutrition	1	CULIN 88 Introduction to Food and Culture	3
CULIN 219 Introduction to Sanitation	1		
<b>Second Semester (10 units):</b>		<b>Second Semester (10 units):</b>	
CULIN 205 Artisan Breads	5	CULIN 205 Artisan Breads	5
CULIN 206 Advanced Cake Decorating	5	CULIN 206 Advanced Cake Decorating	5



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## PROGRAM CHANGES

CHANGE PROGRAM FROM (highlighted courses have been removed from program)		CHANGE PROGRAM FROM (highlighted courses have been removed from program)	
CULIN 53 Nutrition for the Culinary Professionals CULIN 232 Dining Room Service and Management  <b>Fourth Semester (13 units):</b> CULIN 41 International Cuisine CULIN 50 Principles of Food, Beverage, and Labor Controls CULIN 51 Supervision in the Hospitality Industry  <b>TOTAL MAJOR UNITS</b>	3 2  7 3 3  <b>46</b>	CULIN 53 Nutrition for the Culinary Professionals CULIN 232 Dining Room Service and Management  <b>Fourth Semester (13 units):</b> CULIN 41 International Cuisine CULIN 50 Principles of Food, Beverage, and Labor Controls CULIN 51 Supervision in the Hospitality Industry  <b>TOTAL MAJOR UNITS</b>  * Course only offered during the summer session.	3 2  7 3 3  <b>41</b>
<b>CULIN</b> <b>Restaurant Management Certificate of Achievement:</b>  <b>First Semester (10 units):</b> CULIN 212 Culinary Arts Fundamental Lab CULIN 214 Hospitality Careers and Skills Development CULIN 215 Culinary Math Fundamentals <b>CULIN 216 Introduction to Food Science and Nutrition</b> CULIN 217 Recipe, Formula, and Food Costs CULIN 218 Ingredients and Equipment <b>CULIN 219 Introduction to Sanitation</b>  <b>Second Semester (9 units):</b> CULIN 223 Stocks, Soups, and Sauces CULIN 224 Dynamics of Heat Cooking CULIN 225 Introduction to Garde Manger Food Presentation <b>CULIN 226 Introduction to Baking for Chefs</b> CULIN 227 Quantity Food Production Lab  <b>Third Semester (14 units):</b> CULIN 31 Garde Manger and Contemporary American Bistro Cooking	4 1 1 1 1 1 1 1  1 1 1 1 1 1  1 1 1 3 3  7	<b>CULIN</b> <b>Culinary Arts and Restaurant Management Certificate of Achievement (eff F18):</b>  <b>First Semester (8 units):</b> <b>CULIN 234* Introduction to Cooking Techniques</b> or CULIN 212 Culinary Arts Fundamental Lab CULIN 214 Hospitality Careers and Skills Development CULIN 215 Culinary Math Fundamentals CULIN 217 Recipe, Formula, and Food Costs CULIN 218 Ingredients and Equipment  <b>Second Semester (6 units):</b> CULIN 223 Stocks, Soups, and Sauces CULIN 224 Dynamics of Heat Cooking CULIN 225 Introduction to Garde Manger Food Presentation CULIN 227 Quantity Food Production Lab	4  4 1 1 1 1 1  1 1 1 3



## PROGRAM CHANGES

CHANGE PROGRAM FROM (highlighted courses have been removed from program)		CHANGE PROGRAM FROM (highlighted courses have been removed from program)	
CULIN 33 Managing Food Sanitation CULIN 53 Nutrition for the Culinary Professionals CULIN 232 Dining Room Service and Management  <b>Fourth Semester (13 units):</b> CULIN 41 International Cuisine CULIN 50 Principles of Food, Beverage, and Labor Controls CULIN 51 Supervision in the Hospitality Industry  <b>TOTAL MAJOR UNITS</b>	2 3 2   7 3 3 46	<b>Third Semester (14 units):</b> CULIN 31 Garde Manger and Contemporary American Bistro Cooking CULIN 33 Managing Food Sanitation CULIN 53 Nutrition for the Culinary Professionals CULIN 232 Dining Room Service and Management  <b>Fourth Semester (13 units):</b> CULIN 41 International Cuisine CULIN 50 Principles of Food, Beverage, and Labor Controls CULIN 51 Supervision in the Hospitality Industry  <b>TOTAL MAJOR UNITS</b>  * Course only offered during the summer session.	7  2 3 2  7 3 3 41
<b>KIN</b> <b>Associate in Arts Degree in Kinesiology for Transfer:</b>  <b>Core Courses (13 units):</b> BIOL 2 Human Anatomy and BIOL 4 Human Physiology or BIOL 20A Human Anatomy and Physiology and BIOL 20B Human Anatomy and Physiology KIN 150 Introduction to Kinesiology  <b>Movement Based Courses: Select at least one course each from three of the following areas (3 units):</b>  <b>Aquatics:</b> KIN 1B Swimming II - Beginning  <b>Individual Sports:</b> KIN 74B Badminton II - Beginning KIN 107B Tennis II - Beginning	  5 5 5 5 3   1 1 1	<b>KIN</b> <b>Associate in Arts Degree in Kinesiology for Transfer (eff F18):</b>  <b>Core Courses (13 units):</b> BIOL 2 Human Anatomy and BIOL 4 Human Physiology or BIOL 20A Human Anatomy and Physiology and BIOL 20B Human Anatomy and Physiology KIN 150 Introduction to Kinesiology  <b>Movement Based Courses: Select at least one course each from three of the following areas (3 units):</b>  <b>Aquatics:</b> KIN 14B Water Polo II - Beginning  <b>Dance:</b> DANCE 60 Ballet I DANCE 61 Ballet II	  5 5 5 5 3   1  1 1

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## PROGRAM CHANGES

CHANGE PROGRAM FROM (highlighted courses have been removed from program)		CHANGE PROGRAM FROM (highlighted courses have been removed from program)	
PHOTO 230A-D Intermediate Professional Photography	8	PHOTO 30A Beginning Photographic Art and Design	3
PHOTO 240A Introduction to Career Skills for Professional Photography	2	PHOTO 71* Introduction to Digital Photography	3
PHOTO 240B Workplace Applications for Professional Photography	2	PHOTO 220A Beginning Professional Photography I	2
PHOTO 240C Portfolio Development for Professional Photography	2	PHOTO 230A Intermediate Professional Photography I	2
PHOTO 240D Marketing, Promotion and Business Development for Photography	2	PHOTO 240A Advanced Professional Photography I	2
PHOTO 241A Color Photography	2	<b>List A: Select courses to complete the Major units (min 9 units):</b>	
<b>TOTAL REQUIRED UNITS</b>	36	PHOTO 12 Intermediate Black/White Darkroom Printing	3
		PHOTO 13 Creative Darkroom: Alternative Processes	3
		PHOTO 30B Intermediate Photographic Art and Design	3
		PHOTO 30C Advanced Photographic Art and Design	3
		PHOTO 72 Intermediate Digital Photography	3
		PHOTO 180 HD/SLR Workflow for Digital Photography and Cinematography	3
		PHOTO 182 Introduction to Lighting for Video and Video Equipped DSLR	3
		PHOTO 220B Beginning Professional Photography II	2
		PHOTO 220C Beginning Professional Photography III	2
		PHOTO 230B Intermediate Professional Photography II	2
		PHOTO 230C Intermediate Professional Photography III	2
		PHOTO 240B Advanced Professional Photography II	2
		PHOTO 240C Advanced Professional Photography III	2
		<b>TOTAL MAJOR UNITS</b>	30
		*: Must be taken as a first semester course	



## PROGRAM CHANGES

CHANGE PROGRAM FROM (highlighted courses have been removed from program)		CHANGE PROGRAM FROM (highlighted courses have been removed from program)	
PHOTO Photography Certificate of Achievement:		PHOTO Photography Certificate of Achievement (eff F18):	
Core Courses (34 units):		Core Courses (18 units):	
PHOTO 10 Basic Photography	2	PHOTO 11 Introduction to Black/White Film Photography	3
PHOTO 20 Photojournalism I	3	PHOTO 25 Looking at Images: History and Aesthetics of Photography	3
PHOTO 30A Photographic Art and Design	3	PHOTO 30A Beginning Photographic Art and Design	3
PHOTO 220A-D Beginning Professional Photography	8	PHOTO 71* Introduction to Digital Photography	3
PHOTO 230A-D Intermediate Professional Photography	8	PHOTO 220A Beginning Professional Photography I	3
PHOTO 240A Introduction to Career Skills for Professional Photography	2	PHOTO 230A Intermediate Professional Photography I	2
PHOTO 240B Workplace Applications for Professional Photography	2	PHOTO 240A Advanced Professional Photography I	2
PHOTO 240C Portfolio Development for Professional Photography	2		
PHOTO 240D Marketing, Promotion and Business Development for Photography	2	List A: Select courses to complete the Major units (min 6 units):	
PHOTO 241A Color Photography	2	PHOTO 12 Intermediate Black/White Darkroom Printing	2
		PHOTO 13 Creative Darkroom: Alternative Processes	3
		PHOTO 30B Intermediate Photographic Art and Design	3
		PHOTO 30C Advanced Photographic Art and Design	3
		PHOTO 72 Intermediate Digital Photography	3
		PHOTO 180 HD/SLR Workflow for Digital Photography and Cinematography	3
		PHOTO 182 Introduction to Lighting for Video and Video Equipped DSLR	3
		PHOTO 220B Beginning Professional Photography II	3
		PHOTO 220C Beginning Professional Photography III	2
		PHOTO 230B Intermediate Professional Photography II	2
TOTAL REQUIRED UNITS	36		





## PROGRAM CHANGES

CHANGE PROGRAM FROM (highlighted courses have been removed from program)		CHANGE PROGRAM FROM (highlighted courses have been removed from program)	
		PHOTO 230C Intermediate Professional Photography III	2
		PHOTO 240B Advanced Professional Photography II	2
		PHOTO 240C Advanced Professional Photography III	2
		<b>TOTAL MAJOR UNITS</b>	<b>24</b>
		*: Must be taken as a first semester course	



## PROGRAM DEACTIVATIONS

DEPT	PROGRAM TITLE	EFF
MEDIA	AV Installation Technician Certificate of Proficiency	M18



*Laney College*

**ENROLL @ [LANEY.EDU](http://LANEY.EDU)**  
**900 FALLON STREET**  
**OAKLAND, CA 94607**