

## **BASIC SKILLS COURSE-WORK AND UNIT LIMIT**

### **COURSE-WORK**

- Remedial course-work consists of pre-collegiate basic skills courses. Basic Skills courses are defined, in Title 5 Regulations, as those courses in reading, writing, computation, and English as a Second Language which are designated by the community college district as non-degree credit courses.
- A student's need for remedial course-work shall be determined using appropriate assessment instruments, methods, or procedures.

### **UNIT LIMIT**

- Each college shall publish in its catalog, the Basic Skills unit limitation defined by Title 5 as 30 semester units, except as provided in section 55756.5(c)(1), which states that students enrolled in one or more courses in English as a Second Language and students identified by the district as having a learning disability are exempt from the limitation on remedial course-work.
- When students have completed 25 units of basic skills course-work, they will be notified of the basic skills limit policy in writing.
- A student who has exhausted the unit limitation on basic skills course-work will be notified in writing and may apply for a waiver for a specified period of time or for a specified number of basic skills units. A campus committee will be convened to review students' applications for waivers. Waivers will be granted to students who show significant measurable progress toward the development of skills appropriate to their enrollment in college-level courses. A student who is denied a waiver may appeal. A student who chooses not to appeal or whose appeal is denied will be referred to appropriate adult non-credit education services with which the district has an established referral agreement.
- A student may, upon successful completion of appropriate basic skills course-work, or upon demonstration of skill levels which will reasonably assure success in college-level courses, request reinstatement to proceed with college-level course-work.
- Each college will develop a process and procedure for handling waivers, appeals, referrals and reinstatement.
- Each college will also develop a process to notify students of the limit when they have completed 25 units of basic skills course-work.

Title 5, California Code of Regulations, Section 55756.5