

ADMINISTRATIVE REGULATION 5050

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

STUDENT SERVICES

STUDENT SUCCESS AND SUPPORT PROGRAM

Student Success and Support Program (SSSP) is a set of services aimed at promoting and sustaining the efforts of students to be successful in their educational goals. The Student Success and Support Program brings the student and the District into agreement regarding the student's educational goal through the District's established programs, policies, and requirements. The agreement is implemented by means of the student educational plan.

The core services are assessment, orientation, and advisement. SSSP is a categorically funded program, and funding may only be used for the delivery of these core services. The goals of SSSP are to ensure that all students complete their college courses, persist to the next academic term, and achieve their educational objectives through the assistance of the student-direct components:

1. Orientation
2. Assessment
3. Counseling
4. Follow up
5. Admissions
6. Training and coordination
7. Research and evaluation

I. STUDENT RIGHTS AND RESPONSIBILITIES

A. Students are expected to:

1. Identify an education and career goal;
2. Diligently engage in course activities and complete assigned coursework; and
3. Complete courses and maintain progress toward an education goal and completion of a course of study.

B. Non-exempt students shall:

1. Identify a course of study;
2. Complete orientation;
3. Be assessed; and
4. Participate in counseling, advising, and abbreviated education plan development.

Adopted: 06-15-92 Revised: 09-17-15
Revised: 08-30-99 Revised: 05-06-21
Revised: 05-26-09
Revised: 12-04-14

- C. Non-exempt students who have completed initial services shall be required to complete a Comprehensive Education Plan after completing 15 degree-applicable units or prior to the end of the third semester, whichever comes first. Failure to develop a Comprehensive Education Plan may result in a hold being placed on a student’s registration upon completion of 15 degree-applicable units or before the fourth semester registration. (A Comprehensive Educational Plan is a semester-by-semester plan resulting in a projected completion date of the student’s educational goal, which is reviewed and approved by a counselor.)
- D. Any student who feels they have experienced discrimination regarding the matriculation process has the right to file a complaint. Information regarding filing a complaint and the “Unlawful Discrimination Complaint Form” may be obtained in the Office of the Vice President of Student Services.
- E. Appeals:

Each college shall establish a procedure where students may challenge any violation of this regulation. Colleges shall investigate and attempt to resolve any challenge or complaint in a timely manner. Procedures may be consolidated within existing student grievance procedures.

II. EXEMPTIONS

Colleges may exempt students from orientation, assessment, counseling, advising, or education planning if the student:

- A. Has completed an Associate Degree or higher, or has 30 units of college credit;
- B. Is enrolled in the college for a reason other than:
 - 1. Career development or advancement;
 - 2. Transfer;
 - 3. Attainment of a degree or Certificate of Achievement; or
 - 4. Completion of ESL sequence.
- C. Has enrolled solely to complete a course for legally mandated employment, or in response to a significant change in industry or licensure standards; or
- D. Is concurrently enrolled as a special admit.

III. INSTITUTIONAL RESPONSIBILITIES

The District will provide nonexempt students the SSSP services as prescribed in the Seymour Campbell Student Success Act of 2012. The District will ensure that matriculation processes are accessible and available to all students prior to and during enrollment, and are included in class schedules, catalogs, and other appropriate official communications.

Colleges shall make reasonable efforts to avoid duplication of orientation, assessment, counseling, advising, or other education planning services.

Adopted: 06-15-92 Revised: 09-17-15
Revised: 08-30-99 Revised: 05-06-21
Revised: 05-26-09
Revised: 12-04-14

Instruction and student services departments at each college shall use multiple sources of data from student education planning efforts and identified courses of study to coordinate course scheduling.

References:

California Education Code Sections 66700, 70901, and 78214.

California Code of Regulations, Title 5 Sections 51024, 55500, 55502, 55510, 55511, 55512, 55516, 55518, 55520 -55534, and 59300.

Seymour Campbell Act of 1986

Student Success Act of 2012 (SB1456)

ACCJC Accreditation Standard II.C.2

Adopted: 06-15-92 Revised: 09-17-15
Revised: 08-30-99 Revised: 05-06-21
Revised: 05-26-09
Revised: 12-04-14