



Pima County Community College District Administrative Procedure

<i>AP Title:</i>	Equal Access to Credit Classroom Learning
<i>AP Number:</i>	AP 3.05.01
<i>Adoption Date:</i>	5/13/20
<i>Schedule for Review & Update:</i>	Every three years
<i>Review Date(s):</i>	9/11/24
<i>Revision Date(s):</i>	9/11/24
<i>Sponsoring Unit/Department:</i>	Office of the Provost
<i>Policy Title(s) & No(s).</i>	Equal Educational Opportunity, BP 3.05
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	Admissions and Registration, BP 3.10; Curriculum, BP 3.25; Disabled Student Resources, BP 3.46; Student Organization, BP 3.47 and Library Services, BP 3.48

PURPOSE

Pima County Community College District provides student choice to continuous learning and educational environment. Accessibility is limited only by fiscal constraints, facility limitations, safety, selective admission, or external governing agency requirements and is commensurate with the District's responsibility to uphold and practice compliance with federal, state and local laws.

DEFINITIONS

Noncredit includes audit, professional continuing education, workforce response, adult education or personal interest community education. These course types do not earn credit toward degree and are not eligible for financial aid.

Credit courses includes transfer, special interest, developmental, workforce response, and clock hour.

SECTION 1: Courses Available

- 1.1 By default, all noncredit and credit courses will be available for student registration.
- 1.2 Courses not appropriate for open enrollment are limited only by selective admission, fiscal restraint, facility limitation, safety, external governing or accrediting requirements.
 - 1.2.1 The Discipline Faculty Committee (DFC) will submit to the Provost a request for exception to each course they recommend for exclusion.
 - 1.2.2 The Provost or designee will review requests with the VC of Workforce Development or designee, the Chief Cultural Impact Officer or designee, and the Director of Access and Disability or designee, where a decision and rationale will be determined and then provided to the DFC.

SECTION 2: Audit Registration

- 2.1 Noncredit application, registration and report processes apply to students selecting audit.
- 2.2 Students taking courses for credit have registration priority over those taking the course for audit.
 - 2.2.1 Registration as audit begins three weeks prior to class start.
 - 2.2.2 Waitlist is not available for audit.
 - 2.2.3 A student enrolled for audit will be moved to another section if the seat is needed for a degree seeking student.