



Pima County Community College District Administrative Procedure

AP Title:

**Equal Access to Credit
Classroom Learning**

AP Number:

AP 3.05.01

Adoption Date:

5/13/20

Schedule for Review & Update:

Every three years

Review Date(s):

[6/24/24](#)

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[6/24/24](#)

Sponsoring Unit/Department:

Office of the Provost

Policy Title(s) & No(s).

Equal Educational Opportunity, BP
3.05

Legal Reference:

Cross Reference:

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

The purpose of this Administrative Procedure (“AP”) is to promote the Pima County Community College District (“College”) policy to provide open and equal access to educational opportunities for all learners while recognizing specific factors that might limit choice in specific situations. ~~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~~ All noncredit and credit courses will be available for open enrollment ~~student registration~~, unless a specific exception is approved.
- 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 Vice Provost AVC for Academic Affairs a request for ~~exception to~~ each course they recommend for exclusion from open enrollment.
 - 1.2.2 The Vice Provost for Academic Affairs or designee will review requests with the VP of Workforce Development or designee, the Chief Cultural Impact Officer or designee, and the Director of Access and Disability Resources or designee, where a decision and rationale will be determined and then provided to the DFC. ~~The AVC for Academic Affairs will review requests with the VP of Workforce Development where a decision and rationale will be 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.