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**District Council on Student Learning (DCSL)**  
**Agenda**

**March 8, 2012 – Lakin Board Room**  
**3:00 p.m. – 4:30 p.m.**

**1. Approval of January 12, 2012 Meeting Notes**

**2. Review of Committee Charge**

**3. Review of Annual Committee Evaluation**

**4. Old Business**

- AP 5055 Early Registration – supporting documentation for rationale of early registration for athletes to Cabinet (Peter Sezzi, Karen Engelsen, Pat Ewins)
- New Title 5 Repetition and Withdrawal Regulations – new drafts (Registrars)
  - a. AP 4255 Course Repetition
  - b. AP 4227 Course Repetition Absent Substandard Academic Work
  - c. AP 4230 – Grading and Academic Records Symbols
- Changing the Current Deadline for Dropping Without a “W” – new proposed language (Susan Bricker)
- Academic Renewal (Angelica Gonzales & all DCSL members to bring back comments ) – BP 4240/AP 4240
- AP 5010 Admissions and Concurrent Enrollment  
Board Policy exists, but no Administrative Procedure exists; draft attached (Clare Geisen)

**5. New Business**

- Student Success Task Force (Erika Endrijonas)
- AP 4235 Credit by Examination (Shannon Davis will bring a copy of draft to meeting which was recommended by DCSL in March 2011, but did not make it to Cabinet.)
- AP 5013 Military (Shannon Davis and Clare Geisen)
- AP 4100 Graduation Requirements for Degrees and Certificates – draft (Riley Dwyer)
- Mandatory New Student Orientation (Pat Ewins)
- Math Competency (Shannon Davis)

Next Meeting Date: April 12, 2012

**Ventura County Community College District**

**District Council on Student Learning (DCSL) Meeting Notes**

**January 12, 2012 – DAC Lakin Board Room**

**3:00 p.m. – 4:30 p.m.**

**DRAFT PRIOR TO APPROVAL OF MEETING NOTES AT 3.08.12 DCSL MEETING**

**Present:** Chancellor's Designee: Dr. Gaither Loewenstein  
Co-Chair: Ms. Dwyer (MC)  
Gloria Arevalo (VC), Lori Bennett (MC), Daniel Chavez (ASVC), Shannon Davis (OC), Riley Dwyer (MC), Erika Endrijonas (OC), Karen Engelsen (OC), Patricia Ewins (MC), Clare Geisen (DAC), Angelica Gonzales (VC), Linda Kamaila (OC – designee for Robert Cabral), Pam Kennedy-Luna (MC), Linda Loiselle (MC), Victoria Lugo (VC), Maureen Rauchfuss (MC), Mary Rees (MC), Ramiro Sanchez (VC), Peter Sezzi (VC), Mark Pauley (VC)

**Absent:** Susan Bricker (VC), Robert Cabral (OC), Kathy Colborn (MC), Joel Diaz (OC),

**Recorder:** Laurie Nelson-Nusser

**Notes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Welcome and Approval of November 10, 2011 Meeting Notes</b>	Dr. Loewenstein welcomed everyone to DCSL. The meeting commenced at 3 pm.  The meeting notes were approved with a minor correction.			
<b>OLD BUSINESS</b>				
<b>Early Registration – AP 5055 (Clare Geisen)</b>	<u>Early Registration for Student Athletes:</u> Cabinet denied the early registration based on its previous decision in light of current enrollment circumstances and early registration is not justified, which was provided via an email sent to Ms. Geisen.  DCSL was in disagreement with Cabinet's decision as they require more of a rationale for student	Obtain supporting	Next DCSL meeting –	Pat Ewins (MC)

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Reducing Registration Limits</b>	<p>athlete early registration. DCSL will pursue supporting documentation. Dr. Loewenstein suggested three representatives to obtain this information. The three designees are: Pat Ewins/Moorpark, Karen Engelsen/Oxnard, and Peter Sezzi/Ventura. The representatives will return with their information to the next meeting before presenting the supporting documentation to Cabinet.</p>	documentation	2.09.12	Karen Engelsen (OC) Peter Sezzi (VC)
	<p>Revisions to AP 5055 were made at December 12, 2011 Cabinet Meeting and the revised administrative procedure was reviewed by DCSL. Discussion ensued regarding the Cabinet revisions. Ms. Ewins will make the requested DCSL changes to AP 5055 (item #8) and send to Ms. Geisen and Ms. Nusser. AP 5055 will return to Cabinet on January 23, 2012 with these revisions.</p> <p><u>Reducing Registration Limits:</u> Dr. Lowenstein presented data as requested in the December meeting for the following parameters:</p> <ul style="list-style-type: none"> <li>• Retention rate beginning of term to refund date for students enrolled in more than 18 units.</li> <li>• Success course completion rate</li> <li>• Comparison with overall college/district retention/completion rates</li> </ul> <p>After reviewing the data, the registration limits will remain the same as indicated below.</p> <p>Full-time students in good standing can currently register for :</p> <ul style="list-style-type: none"> <li>• 19.5 units – no approval required</li> <li>• 20 – 21.5 units counselor approval required</li> </ul>	Make revisions to AP 5055	Next DCSL meeting – 2.09.12	Pat Ewins

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p><b>New Title 5 Repetition and Withdrawal Regulations (Registrars):</b></p> <ul style="list-style-type: none"> <li>• AP 4255 Course Repetition</li> <li>• AP 4227 Course Repetition Absent Substandard Academic Work</li> <li>• AP 4230 – Grading and Academic Records Symbols</li> </ul> <p><b>Changing the Current Deadline for Dropping Without a “W” (Susan Bricker)</b></p>	<ul style="list-style-type: none"> <li>• 22 or more – dean’s approval required</li> </ul> <p>This agenda item was tabled until the February 9<sup>th</sup> meeting due to absence of all Registrars. There was a very heavy registration day on the date of this meeting.</p> <p><u>Changing the Current Deadline for Dropping Without a “W”:</u></p> <p>This agenda item was tabled until the February 9<sup>th</sup> meeting due to absence of all Registrars. There was a very heavy registration day on the date of this meeting.</p>			
<p><b>New Business for January</b></p>	<ul style="list-style-type: none"> <li>• <u>Academic Renewal</u></li> </ul> <p>Ms. Gonzales suggested DCSL review the current VCCCD policy/procedure for academic renewal. Ms. Gonzales provided Title 5 Section 55046, VCCCD BP 4240/AP 4240, as well as examples from other local colleges for academic regulations and academic renewal petition forms. Discussion ensued regarding whether the VCCCD policy and administrative procedure accommodates academic renewal options and eligibility as handled by other colleges. Specific inadequacy concerns are that the</p>	<p>Return to colleges for review of BP/AP 4240 and bring back comments</p>	<p>Next DCSL meeting – 2.09.12</p>	<p>All DCSL members</p>

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>policy/procedure is too restrictive. This issue will be taken back to the colleges for review and returned to the next DCSL meeting.</p> <ul style="list-style-type: none"> <li>• <u>AP 5010 Admissions and Concurrent Enrollment</u> Ms. Geisen researched whether DCSL's draft of AP 5010 from 2009 ever made its way to the Board and confirmed it hasn't been through the approval process. Ms. Geisen stated there is a recent CCLC update to this administrative procedure and the update, which should be incorporated into our revised procedure. The 2009 draft will be sent to the registrars by Ms. Geisen for review and the revised draft will be brought to the February DCSL meeting.</li> <li>• <u>AP 4232 Pass/No Pass:</u> Dr. Endrijonas requested that DCSL review the colleges' catalog language regarding Pass/No Pass options. Dr. Endrijonas provided handouts of the current VCCCD AP 4232 procedure and the Moorpark, Oxnard, Ventura College catalog pages regarding this issue, which are not consistent between the colleges. Discussion ensued regarding clarifying the language. Dr. Endrijonas will make revisions to AP 4232 and present at the February meeting.</li> </ul>	<p>Send AP 5010 draft to registrars and registrars will return with comments to the next meeting</p> <p>Make revisions to AP 4232</p>	<p>Next DCSL meeting – 2.09.12</p> <p>Next DCSL meeting – 2.09.12</p>	<p>Clare Geisen and registrars</p> <p>Erika Endrijonas</p>
<b>Early Alert</b>	Dr. Engelsen discussed the early alert feature and encouraged DCSL to go back to their colleges and request their faculty to utilize this feature. Early alert will be available in the VCCCD Portal.	Advocate early alert to faculty members	Ongoing	All DCSL members
<b>Student Success Task Force</b>	Ms. Lugo asked if DCSL was aware of the new California Community Colleges Student Success	Review SSTF report	By next DCSL	All DCSL members

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	Task Force (SSTF) report just published by the Board of Governors on 1/9/12. It has serious implications for student learning and she suggested everyone review the report.		meeting – 2.09.12	
<b>NEXT MEETING</b>	Thursday, February 9, 2012 – 3:00 p.m.			

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### **District Council on Human Resources**

The District Council on Human Resources (DCHR) is advisory to the Chancellor on human resources policies and procedures. This charge includes:

- Develop the first draft of Board policies on human resources;
- Develop the first draft of District procedures to implement the related Board policies on human resources;
- Review implementation processes that accompany innovations in technology to support human resources; and
- Facilitate discussion on common interests among the three Colleges with regard to human resources issues.

The Chancellor's designee to convene this advisory committee is the Vice Chancellor of Human Resources. The suggested membership is as follows:

Executive Vice Presidents  
Academic Senate Presidents  
Classified Representative  
Human Resources Department Manager(s)

In addition, the two collective bargaining units appoint a representative.

This group meets monthly during the academic year on the fourth Thursday.

### **District Council on Student Learning (Participatory Governance Group)**

The District Council on Student Learning (DCSL) is an advisory group for operational and procedural issues that impact student learning District-wide.

The Chancellor appoints a staff member to serve as his/her representative on this council. This staff member co-chairs the council with another council member selected by the entire council; this co-chair position is rotated annually among the three Colleges. The maximum term for a council co-chair selected by the council is one year.

Suggested membership to DCSL includes from each College:

Executive Vice President  
Academic Senate President  
Registrar  
Two Faculty Members selected by each Academic Senate (one Faculty Member representing student services and one representing instruction)  
One Classified Staff Representative

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One Dean  
One Student Representative selected by each Associated Student  
Government organization

The American Federation of Teachers also appoints a representative to DCSL.

This group meets monthly during the academic year on the fourth Thursday.

In addition to the operating agreements for District groups included previously in this Handbook, DCSL follows these additional operating agreements:

- The group develops positions on operational and procedural issues by consensus, defined as group solidarity in sentiment and belief.
- As appropriate, this council refers issues for consideration to other District and/or College bodies in addition to or in lieu of review by this council.
- Recommendations from this council are forwarded to the Chancellor's Cabinet.
- The Executive Vice Presidents and Academic Senate Presidents serve as liaisons between this council and the District Technical Review Workgroup.
- Any operational or procedural issue that pertains to the 10 + 1 areas will be referred to the Colleges' Academic Senates.
- The council's annual self-appraisal and recommended "appropriate changes" will be forwarded to the Chancellor for Consultation Council's review.

### **District Technical Review Workgroup (Participatory Governance Group)**

The charter of the District Technical Review Workgroup (DTRW) is:

- To safeguard the primacy of each College Curriculum Committee and the College faculty in the design and modification of courses and programs, and
- To put into practice the collaboration of faculty and District administration in ensuring the technical and legal accuracy of new and substantively revised courses and programs approved by each College's Curriculum Committee.

The District Technical Review Workgroup is a Chancellor's advisory group that reviews curriculum submitted by the three VCCCD College Curriculum Committees. The DTRW is responsible for reviewing new and substantively



Demographics

1. Work Location

- ☐ Moorpark College
- ☐ Oxnard College
- ☐ Ventura College
- ☐ District Administrative Center (DAC)

## Meeting Frequency

2. How often did the committee meet?

☐ Weekly

☐ Bi-weekly

☐ Monthly

☐ As needed

3. Should the committee meet more often or less often?

☐ More often

☐ Less often

☐ No need to change

## Membership Composition

4. Are all the appropriate constituent groups represented?

☐ Yes

☐ No

If "No", identify the missing group and list the rationale for inclusion.

# VCCCD Participatory Governance Committee Self-Appraisal

## Goal Setting

5. Does the committee have a clear documented purpose or role statement?

☐ Yes

☐ No

☐ Not sure

6. Did the committee set goals at the beginning of the year?

☐ Yes, formally

☐ Yes, informally

☐ No

7. Were the goals reached in time as planned?

☐ Yes

☐ Partially

☐ No

☐ No comment (new committee member)

## Process Implementation

8. Are the processes used by the committee documented?

☐ Well documented

☐ Partially documented

☐ Not documented

9. Are the processes used by the committee effective in advancing committee goals?

☐ Very effective

☐ Partially effective

☐ Not effective

# VCCCD Participatory Governance Committee Self-Appraisal

## Accomplishments

10. Identify three major committee accomplishments from the last academic year (limited to 1,500 characters):

1.

2.

3.

# VCCCD Participatory Governance Committee Self-Appraisal

## Overall Effectiveness

11. To what degree do you agree with the following statement?

"The business of the committee was accomplished effectively."

☐ Strongly Agree

☐ Agree

☐ Neutral

☐ Disagree

☐ Strongly Disagree

☐ Not Applicable

12. I identify three suggested changes to improve the effectiveness of this committee (limited to 1,500 characters):

1.
2.
3.

This is the end of the self-appraisal. Please click the "Done" button to complete your self-appraisal. Thank you for your participation.

## AP 5055 ENROLLMENT PRIORITIES

Title AP 5055 ENROLLMENT PRIORITIES

Legal Title 5 Section 58106; Education Code Section 66025.8 et. seq.

Adopted April 14, 2009

Last  
Reviewed April 14, 2009

Pursuant to Title 5 Section 58106; Education Code Section 66025.8 et. seq. within the Ventura County Community College District, registration appointments are given in the following order:

1. EOPS students, DSPS students, CalWORKS students, military veterans, and former foster youth as defined by statute
2. Continuing students with 45-75 units\* (waivers for majors exceeding 75 units may be requested through the Counseling Department)
3. Continuing students with 30-44 units\*
4. Continuing students with 15-29 units\*
5. Continuing students with 1-14 units\*
6. Newly matriculated students and returning students with less than 76 units
7. New students who have not gone through matriculation
8. Open registration for all students (except "9." below), including students with 76+ units (unless granted a waiver under item 2 above)
9. Special admission high school students

\*Completed and in progress VCCCD units. Basic skills and non-degree applicable units shall not be counted.

**Continuing Student:** a student who has been enrolled in one or more of the two previous primary semesters.

**Returning Student:** a student who has been previously enrolled, but not enrolled for either of the previous two primary semesters.

**Primary Semesters:** fall and spring



## AP 4225 Course Repetition – draft DCSL 01.12.12

References: *Title 5 Sections 55023, 55030, 55040 - 55045 and 55253, 58161*

### General Guidelines for Repetition of Credit Courses

Pursuant to Title 5, students are permitted ~~to repeat credit courses that are non-repeatable a maximum of two times for the purpose of three enrollment attempts to alleviate~~ to achieve a substandard (passing) grade. Students may be permitted, under special circumstances, to repeat non-repeatable credit courses in which ~~non-substandard or standard (passing)~~ standard (passing) grades have been awarded. Students may also repeat credit courses that are designated as repeatable in the colleges' catalogs providing the maximum number of allowed enrollments per course or set of courses is not exceeded.

Standard passing grades are defined as A, B, C or P/CR. Substandard grades are defined as D, F, NC and NP.

An enrollment attempt is defined as any enrollment where a student receives an evaluative or nonevaluative symbol pursuant to Title 5, section 55023. For purposes of this section, enrollments include any combination of withdrawals and graded attempts.

Courses that are repeated shall be recorded on the student's permanent academic record using an appropriate symbol.

Annotating the permanent academic record shall be done in a manner that all work remains legible, insuring a true and complete academic history.

Nothing herein can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or district procedures relating to retention and destruction of records.

Apportionment may be claimed for a maximum of two repetitions of a course three enrollment attempts to alleviate achieve a substandard (passing) grade (or a total of three times). The district may claim apportionment for one additional enrollment attempt under the following circumstances:

- Approved repetition due to significant lapse of time as defined in this section.
- Approved repetition due to extenuating circumstances as defined in this section if the course is not designated as repeatable.

The district may claim apportionment for students' enrollments without limitation under the following circumstances and if all other requirements are met:

- Approved attendance in legally mandated training as defined in AP 4227
- Approved attendance of a student with a disability in credit special classes as a disability accommodation as defined in AP 4227
- The attendance of a student repeating cooperative work experience courses pursuant to Title 5, section 55253
- The attendance of a student withdrawing as a result of extraordinary conditions pursuant to Title 4 section 55024 (a)(10)
- The attendance of a student receiving a military withdrawal pursuant to section 55024 (d)(1)

The district may claim state apportionment for students' enrollments in credit courses that are designated as repeatable as provided by Title 5 section 55041© for a maximum of four semesters. This limitation applies even if a student receives a substandard grade during one or more of the

enrollments in such a course or petitions for repetition due to special circumstances as provided in VCCCD AP 4225 and AP 4227.

The district may permit enrollment in credit courses beyond the limits set forth in BP 4225, AP 4225 and AP 4227 providing apportionment is not claimed for such additional enrollments.

The district will develop and implement a mechanism for the proper monitoring of course repetitions.

### **Course Repetition to Alleviate a Substandard Grade**

A non-repeatable course in which a grade of C/P/CR or better is earned may not be repeated except as allowed under special circumstances (see AP 4227). Students are permitted ~~to repeat courses that are non-repeatable a maximum of two times for the purpose of a total of three enrollment attempts to alleviating~~ achieve a substandard grade. This rule applies to courses taken at any regionally accredited college, in which the student received a substandard grade as defined above. Once a passing grade of C/P/CR or better is received, he or she may not repeat the course again under this section. However, repetition may be allowable under special circumstances as defined below and in AP 4227.

A student who has taken a class three times and received a substandard grade each time may petition to take the class again. The petition must state verifiable extenuating circumstances that affected the student's past performance in the class and/or additional steps the student has taken to prepare to succeed in the petitioned course. Approved repetitions beyond the third attempt may not be claimed for apportionment. For purposes of this section, extenuating circumstances are verifiable cases of illness, accident or other circumstances beyond the control of the student.

In order to identify acceptable equivalencies in course and grading scale, course comparability shall be determined chiefly by content, as defined in the catalog course description, and not by course title or units.

~~Upon completion of a repeated course the previous substandard grade and credit shall be disregarded in the computation of grade point averages.~~ The first two substandard grades ~~may~~ will be excluded from the student's grade point average calculations if the student repeats the class two or more times. The student's permanent record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

If a student repeats a repeatable course in which a substandard grade has been recorded, the substandard grade and credit may be disregarded provided that no additional repetitions are permitted beyond those limits specified in 55041(c)(6). No more than two substandard grades may be alleviated pursuant to this section.

A student who receives a substandard grade in a course that was approved for repetition due to a significant lapse of time will be permitted to utilize the grade alleviation process described in this section when the course in question is not designated as repeatable.

In determining the transfer of a student's credits, similar prior course repetition actions by other accredited colleges and universities shall be honored.

Apportionment may be claimed for a maximum of ~~two repetitions of a course~~ three enrollment attempts to alleviate a substandard grade ~~(or a total of three times).~~

### **Course Repetition Allowed Under Special circumstances**

#### **Course Repetition Due to Significant Lapse of Time**

Students may petition only one time to repeat a course in which a ~~satisfactory standard~~ (passing) grade has already been awarded providing that one of the following conditions has been met:

1. The course was successfully completed more than three years prior, and:
  - a) is required as a part of the student's designated educational goal and/or
  - b) is in a sequence of courses based on prerequisites, or
2. Another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course in question.

If it is determined that an activity course needs to be repeated pursuant to this section, the repetition shall count toward the maximum number of enrollments that are allowed for the activity courses, except that if the student has already exhausted the activity course limitation, one additional repetition can be permitted due to lapse of time.

When a course is repeated pursuant to this section, both grades and credits will be included in the calculations of the grade point average.

The attendance of a student repeating a course due to lapse of time may be claimed only one time for apportionment funding.

### **Course Repetition Due to Extenuating Circumstances**

Students may petition ~~two times~~ to repeat a course that is not designated as a repeatable course ~~regardless of whether or not substandard grades were previously recorded, if it is determined that the student's previous grade was, at least in part, the result of verifiable extenuating circumstances which justify the repetition.~~ based on a finding that the student's previous grade (whether substandard or passing) was, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.

Petitions for course repetition under this section must be approved in writing by the appropriate Dean.

When a course is repeated pursuant to this section, the previous grade and credit will be excluded from the calculations of the grade point average, provided that no more than two substandard grades are excluded by course repetition.

The attendance of a student repeating a credit course by approved petition pursuant to this section may be claimed for apportionment funding for a maximum of ~~two~~ one times.

### **Repetition of Variable Unit, Open Entry/Open Exit Courses**

Students may enroll in a variable unit, open entry/open exit course as many times as necessary to complete one time the entire curriculum of the course as described in the course outline of record, but may not repeat any portion of the curriculum for the course unless:

1. the course is required for legally mandated training;

2. the course is a special class for students with disabilities which the student needs to repeat as a verified disability-related accommodated;
3. repetition of the course to retake a portion of the curriculum is justified by verified extenuating circumstances; or
4. the student wishes to repeat the course to alleviate substandard work recorded for a portion of the curriculum.

Students repeating a portion of a course pursuant to this section are subject to the repetition limitations applicable to repeatable courses.

When a course is repeated pursuant to this section, the previous grade and credit will be excluded from the calculations of grade point average.

## **Course Repetition Allowed Absent Substandard Academic Work**

As defined and explained in AP 4227, students may be allowed to repeat credit courses under the following special circumstances:

**Legally Mandated Training Requirement:** Students may, with verification, repeat a course when repetition is necessary to enable the student to meet a legally mandated training requirement as a condition of continued volunteer or paid employment.

**Courses Designated as Repeatable:** Students may repeat courses that have been designated as repeatable for a maximum of three times providing the course meets the required criteria.

**Repetition of Special Classes:** Students with disabilities may petition to repeat a special class for students with disabilities any number of times based on an individualized determination verifies that such repetition is required as a disability-related accommodation.

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# AP 4227 Course Repetition Absent Substandard Academic Work - Draft DCSL 01.12.12

References:

***Title 5 Sections 55041, 55042, and 55253, 56029, 58161***

Under special circumstances, students may repeat courses in which a C or better grade was earned, or regardless of whether substandard academic work has been recorded.

## **Legally Mandated Training Requirement**

Students are allowed to repeat a course when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of continued volunteer or paid employment. Students may repeat such courses any number of times, even if they received a grade of C or better; however, the grade received by the student each time will be included in calculations of the student's grade point average. Students will be required to ~~verify~~ certify the legally mandated training requirement for their continued volunteer or paid employment status.

The term "legally mandated" is interpreted to mean "required by statute or regulation", and excludes administrative policy or practice.

Legally mandated training courses will conform to all attendance accounting, course approval and other requirements imposed by applicable provisions of law.

The attendance of students in legally mandated training may be claimed for state apportionment without limitation.

## **Courses Designated as Repeatable**

Repeatable courses will be so designated in the colleges' catalogs. Courses that are designated as repeatable include:

A course may be designated as repeatable if it meets the following criteria:

- The course content differs each time it is offered, or
- The course is an activity course where the student meets course objectives by repeating a similar primary educational activity and the gains an expanded educational experience each time the course is repeated because:
  - a) Skills or proficiencies are enhanced by supervised repetition and practice within class periods; or
  - b) Active participatory experience in individual study or group assignments is the basic means by which learning objectives are obtained.
- Activity courses which may qualify as repeatable courses meeting the requirements of paragraph (2)(B) of this subdivision include, but are not limited to the following:
  - a) Physical education courses; or
  - b) Visual or performing arts courses in music, fine arts, theater or dance.

Courses designated as repeatable shall be identified in the college catalog. The district will devise and implement a mechanism for the proper monitoring of such repetitions, including the determination and certification that each identified course meets the criteria specified in Title 5 section 55041c.

Students may repeat enroll in courses that have been designated as repeatable, for ~~a maximum of three times (course can be taken four times total)~~ not more than three four semesters. For purposes of this administrative procedure, summer or other intersessions count toward the maximum number of repetitions allowed. When a course is repeated pursuant to this section, the grade received each time will be included in the calculations of grade point average.

Where the colleges establish several levels of courses which consist of similar educational activities, repetition limitations applicable to this section apply to all levels of such courses. (Example: PE 1A, PE 1B and PE 1C may be taken in any combination a maximum of four times.) Visual and performing arts courses in music, fine arts, theater or dance which are part of a sequence of transfer courses are not subject to this limitation.

The attendance of students in credit activity courses may be claimed for apportionment for a maximum of four semester enrollments ~~times~~ inclusive of summer and other intersessions. This limitation applies even if the student receives a substandard grade for one or more of the enrollments in the activity course such a course or petitions for repetition due to special circumstances as defined herein and by Title 5 section 55045.

### **Repetition of Special Classes**

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation. Such determination will generally be provided by a qualified instructor or academic counselor. The individualized determination must verify one of the following conditions:

- The success of the student in other general and/or special classes is dependent on additional repetitions of the specific special class in question;
- Additional repetitions of the special class in question are essential to completing the student's preparation for enrollment into other regular or special classes; or
- The student has a student educational contract which involves a goal other than completion of the special class in question and repetition of the course will further achievement of that goal.

The attendance of a student with a disability may be claimed for state apportionment each time the student repeats a special class as a disability-related accommodation which is justified by one of the circumstances noted above. When a grade is received pursuant to this section, the grade received each time will be included in the calculations of grade point average.

### **Repetition of Cooperative Work Experience Education Courses**

Students are allowed to repeat a cooperative work experience course if a college only offers one course in cooperative work experience. Where only one work experience course is offered, students

may be permitted to repeat this course any number of times as long as they do not exceed the limits on the number of units of cooperative work experience set forth in Title 5 Section 55253(a).

Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4230 GRADING AND ACADEMIC RECORD SYMBOLS
Number	AP 4230
Status	Active
Legal	<a href="#">Title 5, Section 55758</a> 55021, 55022, 55023, 55024
Adopted	May 12, 2009
Last Reviewed	October 11, 2011

The following evaluative symbols will be used to measure student work:

- A – Excellent (4 points per semester unit)
- B – Good (3 points per semester unit)
- C – Satisfactory (2 points per semester unit)
- D – Passing, Less than satisfactory (1 point per semester unit)
- F – Failing (0 point per semester unit)
- P – Pass, At least satisfactory (Units awarded not counted in GPA. (Replaced CR as of Fall 2009))
- NP – No Pass, Less than satisfactory, or failing (Units not counted in GPA. (Replaced NC as of Fall 2009))

Grades from the letter grading scale shall be averaged on the basis of the numerical grade point equivalencies to determine a student's grade point average.

#### **Non-Evaluative Symbols:**

The District Governing Board has authorized the use of the non-evaluative symbols "I," "RD" and "W," defined as follows:

##### I - Incomplete

Students who are at the end of a term and have failed to complete the required academic work of a course because of unforeseeable, emergency, and justifiable reasons may receive a symbol "I" (Incomplete) on their records.

The conditions for receiving a letter grade and for the removal of the "I" must be stated by the instructor in a written record which must also state the grade to be assigned in lieu of the removal of the "I." This record must be given to the student and a copy is to be placed on file with the Registrar until the conditions are met (the "I" is made up) or the time limit is passed.

The instructor is also required to award a default grade with the incomplete. The default grade will become the student's final grade if, at the end of one year, the student has not met the conditions stipulated on the written record.

The "I" symbol shall not be used in calculating units attempted or for grade point averages.

##### RD - Report Delayed

The "RD" symbol may be assigned by the Registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages



#### W - Withdrawal

~~A s~~ Students may withdraw from a class through the last day of the fourteenth week of instruction for full-semester classes or through seventy-five percent (75%) of a class less than a semester in length. The academic record of a student who remains in a class beyond this time limit must reflect a grade other than a "W."

No notation ("W" or other) shall be made on the academic record of the student who withdraws during the first ~~four~~ three weeks of a full-semester length class or ~~thirty~~ sixteen percent (16%) of a short-term course. Withdrawal ~~between~~ after this no-notation deadline (~~roughly 30% of a course~~) and through the drop deadline (roughly 75% of the course) shall be recorded as a "W" on the student's record. Students may withdraw and receive a "W" grade on his/her academic record a maximum of three times in the same course.

Appropriate faculty are is notified of withdrawals that result in the assignment of a "W" grade on their summary class roster.

Withdrawal after the fourteenth week (or 75 percent of a short term class) may be approved upon petition by the student and documentation of verifiable extenuating circumstances, and after consultation with appropriate faculty. Such withdrawals will be recorded as a grade of "W".

A "W" grade shall not be assigned, or if assigned shall be removed, from a student's academic record, if a determination is made pursuant to Title 5 sections 59300 et seq. that the student withdrew from a course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment.

A "W" grade will not be assigned to any student who withdrew from one or more classes where such withdrawal was necessary due to fire, flood or other extraordinary conditions pursuant to Title 5 section 58509. Such withdrawal must be petitioned and supported by documentation of circumstances.

#### MW – Military Withdrawal

"Military Withdrawal" occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of ~~such~~ orders, a withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals.

A student requesting military withdrawal must present a written request for withdrawal and a copy of military order or other acceptable documentation which verify the dates and location of the military assignment that interrupted or will interrupt the student's attendance.

~~The academic record of a student who requests military withdrawal after the fourth second week of a full semester course or 30% 16% of a short term course shall reflect a grade of "W" (rather than a grade of MW).~~

The academic record of a student who is approved for military withdrawal at any time after the fourth third week (or 30-16% of a short term class) shall be assigned a grade of "MW". The "MW" grade shall not be counted for the permitted number of withdrawals. Military withdrawals shall not be counted in progress probation and dismissal calculations.



Book	VCCCD Board Policy Manual
Section	Chapter 4 Academic Affairs
Title	BP 4240 ACADEMIC RENEWAL
Number	BP 4240
Status	Active
Legal	Title 5, Section 55044
Adopted	June 23, 2009
Last Reviewed	May 14, 2009

Previously recorded substandard academic performance may be disregarded if it is not reflective of a student's demonstrated ability. The Chancellor shall, in consultation with the Academic Senates, establish procedures that provide for academic renewal.

See Administrative Procedure 4240.



Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4240 ACADEMIC RENEWAL
Number	AP 4240
Status	Active
Legal	Title 5 Section 55046
Adopted	June 23, 2009
Last Reviewed	May 14, 2009

Students may petition to have a portion of previous college work disregarded in meeting academic requirements in the colleges of the VCCCD. Academic Renewal is intended to facilitate the completion of requirements necessary for an academic degree or certificate.

#### **Academic Renewal Options:**

A student may petition, once only, to eliminate grade point calculations and credits from selected portions of previous college work which is not reflective of the student's present demonstrated ability and level of performance. The student may petition for Academic Renewal to disregard previous substandard college work by selecting one of the following options:

- Disregard a maximum of 15 or fewer semester units of any courses with less than a "C" or equivalent grade taken during any one or two terms (maximum two terms), not necessarily consecutively; or
- Disregard all courses from two consecutive terms (one summer or intersession may be regarded as equivalent to one semester at the student's discretion). Courses and units taken at any institution may be disregarded.

#### **Eligibility:**

- The student has completed at least 12 units in residence in the colleges of the VCCCD
- The student has submitted transcripts of all college work
- The student has waited two years since the course work to be disregarded was completed
- The student has subsequently completed at least 30 semester units with a minimum 2.40 GPA
- The colleges of the VCCCD will honor similar actions by other accredited colleges and universities in determining grade point averages and credits

#### **Petition:**

The petition form for this purpose is "Petition for Academic Renewal." The academic renewal form is initiated by the student through a counseling appointment.

#### **Recording of Academic Renewal:**

Once the Petition of Academic Renewal is granted, the student's permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

Academic renewal actions are irreversible.

The student should be aware that other colleges or universities may have different policies concerning Academic Renewal and may not honor this policy.



[Home](#) > [Academic Programs](#) > [Academic Information and Regulations](#) > [Academic Regulations](#)

## ACADEMIC REGULATIONS

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### HONEST ACADEMIC CONDUCT

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Honesty and integrity are integral components of the academic process. Students are expected to be honest and ethical at all times in their pursuit of academic goals in accordance with Policy 3100, Student Rights, Responsibilities and Administrative Due Process. Procedure 3100.3 describes the Academic and Administrative Sanctions for Students who are found to be cheating. A copy of Procedure 3100.3 can be obtained in the Office of the Vice President of Student Services.

### COURSE REPETITION POLICY

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No course in which a "C" or better grade has been earned may be repeated. Students will not be allowed more than four enrollments in any activity course, regardless of grade or symbol earned. Each course in which an unsatisfactory grade ("D," "F," or "NP") has been earned may be repeated once without a petition. The course being repeated must be the same as the original course, not its equivalent. Only the newly-earned units and grades will be used in computing the grade point average.

### ACADEMIC RENEWAL WITHOUT COURSE REPETITION

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A student with a semester of substandard academic performance that is not reflective of present demonstrated ability may petition to have the substandard semester disregarded in computation of grade point average.

The following conditions apply:

1. To be eligible for academic renewal without course repetition a student must:
  - a. have transcripts from all institutions attended officially on file;
  - b. successfully complete, in an accredited college or university, 15 units with a grade point average of at least 2.0 subsequent to the work to be disregarded. All courses taken during the semester/session in which the student reaches or exceeds the 15 unit minimum will be used in computing the 2.0 grade point average;
  - c. have one year elapsed since the semester/session to be disregarded was completed.
2. Students with degrees or certificates: Semester/session(s) prior to earning a degree or certificate are not eligible for academic renewal.
3. A maximum of 24 units or two semesters or summer sessions, may be disregarded, whichever is greater. For purposes of academic renewal for summer session work, a summer session will be defined as all courses which commence after the termination of the spring semester and end prior to the commencement of the fall semester. Intersession work will be included in the spring semester. Short-term or carry-over classes will be considered to be part of the semester or session in which credit is awarded or a grade is posted to the student's permanent academic record.
4. For any semester/session in which course work is to be disregarded, all courses in that semester/session will be disregarded including satisfactory grades.
5. If grade alleviation has already been applied two times for a course included in the semester to be disregarded, the course will not be eligible for academic renewal without repetition and will remain on the academic record.
6. If previous action for academic renewal has been applied to coursework included in the semester to be disregarded, the course will not be eligible for academic renewal without repetition and will remain on the academic record.
7. Academic renewal without course repetition may be applied to substandard semester(s) from another accredited institution.

**5 CA ADC § 55046**

§ 55046. Academic Renewal Without Course Repetition.

Term   
5 CCR § 55046

Cal. Admin. Code tit. 5, § 55046

Barclays Official California Code of Regulations Currentness  
Title 5. Education  
Division 6. California Community Colleges  
Chapter 6. Curriculum and Instruction  
Subchapter 1. Programs, Courses and Classes  
Article 4. Course Repetition and Academic Renewal  
→ § 55046. Academic Renewal Without Course Repetition.

(a) The governing board of each community college district shall adopt and publish policies and procedures pertaining to the alleviation of previously recorded substandard academic work, as defined in section 55040, which is not reflective of a student's demonstrated ability. Such policies and procedures shall include a clear statement of the educational principles upon which they are based, and shall be referred to as academic renewal procedures. When academic renewal procedures adopted by the district permit previously recorded, substandard course work to be disregarded in the computation of grade point averages, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

(b) Policies and procedures adopted pursuant to subdivision (a) shall not conflict with:

(1) section 55025 of this subchapter and Education Code section 76224, pertaining to the finality of grades assigned by instructors; or

(2) chapter 2.5 (commencing with section 59020) of division 10 of this part pertaining to the retention and destruction of records.

(c) The policies and procedures adopted pursuant to subdivision (a) shall address all of the following:

(1) The maximum amount of coursework that may be alleviated;

(2) The amount of academic work to have been completed at a satisfactory level (minimum 2.00) subsequent to the coursework to be alleviated;

(3) The length of time to have elapsed since the coursework to be alleviated was recorded;

(4) A description of any specific courses and/or categories of courses that are, for any reason, exempt from consideration under the alleviation procedures;

(5) The procedures to be followed by students in petitioning for alleviation; and

(6) The personnel responsible for implementing the procedures.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902 and 76224, Education Code.

**HISTORY**

1. New section filed 5-16-2008; operative 6-15-2008. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2008, No. 21).

5 CCR § 55046, ← 5 CA ADC § 55046 →

This database is current through 8/19/11 Register 2011, No. 33

END OF DOCUMENT

Term 

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# Pierce College

## ACADEMIC RENEWAL PETITION

Admissions & Records Office • 6201 Winnetka Avenue • Woodland Hills, CA 91371

Date \_\_\_\_\_

Last Name \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_ Student ID Number \_\_\_\_\_

Address: Number & Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Birthdate \_\_\_\_\_ Phone No. \_\_\_\_\_ Student's Signature \_\_\_\_\_

**ACADEMIC RENEWAL:** Academic Renewal policy allows students to have grades of D or F removed from their grade point average calculation if the requirements listed below are met. The original grade will still appear on the transcript with a notation indicating academic renewal has been granted.

This policy is adopted for use in the Los Angeles Community College District only. Other institutions may differ, and students planning to transfer to another college should contact that institution regarding its policy.

### REQUIREMENTS:

- Students must have achieved a grade point average of 2.5 in their last 15 semester units or 2.0 in their last 30 semester units, completed at any accredited college or university. These courses must have been completed after the courses on this Academic Renewal Petition.
- The courses for which you are requesting Academic Renewal must have ended at least 2 calendar years ago.
- No more than 18 units** of Academic Renewal will be granted.

I am requesting Academic Renewal for the following courses:

<u>Semester</u>	<u>Course</u>	<u>Grade</u>	<u>Semester</u>	<u>Course</u>	<u>Grade</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

### LIST ALL THE COLLEGES AND UNIVERSITIES YOU HAVE ATTENDED IN ADDITION TO LOS ANGELES PIERCE COLLEGE:

A current official transcript from each college/university you listed below must be on file with our graduation office in order to process this petition. However, if the college you listed is one of our "sister" campuses within the Los Angeles Community College District (LACCD), a transcript is unnecessary. Please have your school(s) mail them directly to our graduation office.

Name of College or University

Dates Attended

_____	_____
_____	_____
_____	_____

-----DO NOT WRITE BELOW THIS LINE-----

### ACTION

### REMARKS

\_\_\_\_\_ Approved \_\_\_\_\_ Denied

\_\_\_\_\_ Action Postponed

By \_\_\_\_\_

Copy sent to student on \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



SANTA BARBARA CITY COLLEGE

**Admissions & Records  
Academic Renewal Petition**

**Step 1: Provide student contact information.**

Name:	SBCC ID:
Address:	SBCC Pipeline Email:
City, State, Zip Code:	Telephone:

**Step 2: Review and certify that you meet the eligibility criteria for consideration of Academic Renewal.**

According to SBCC Board Policy 5046, a student may request academic renewal for a maximum of two semesters of previously recorded substandard coursework completed at SBCC (substandard coursework is defined as D or F grades) when the following criteria are met:

1. There shall be at least 12 months between the end of the semester or summer session during which the last courses to be alleviated are completed and the date of initiation of the petition.
2. The student must provide evidence to the effect that the previously recorded work was substandard academic performance and is not reflective of more recently demonstrated academic success. Evidence of recent academic success must be demonstrated by the following:
  - a. 12 semester units with a 3.00 GPA, or
  - b. 15 semester units with a 2.50 GPA, or
  - c. 20 semester units with a 2.00 GPA
3. Students using coursework from another regionally accredited college to meet the criteria must submit an official copy of their transcript(s) with the Academic Renewal Petition.
  - a. If the official copy of the transcript(s) is on file in Admissions & Records, attach a printout from your Pipeline verifying receipt. Visit <http://www.sbcc.edu/admissions/files/IncomingTranscriptsReceived.pdf> for more information.
4. Currently enrolled students at SBCC must also attach a current Student Education Plan (SEP) completed with an Academic Counselor. Visit <http://www.sbcc.edu/counselingcenter>.
5. A student may request academic renewal only once.
6. When the student's Academic Renewal Petition has been approved by the Scholastic Standards Committee, the student's record will be annotated by Admissions & Records so that it is readily evident to all users of the record that no units alleviated by academic renewal will apply toward units for graduation or other unit commitment. All work, however, will remain legible on the permanent record to insure a true and complete academic history.
7. This policy is adopted for use at Santa Barbara City College. SBCC does not guarantee that other colleges will approve our Academic Renewal policy. This determination is made by the respective transfer institution.

**Step 3: I have read the above information about Academic Renewal and hereby petition that it be applied to my academic record for the following semester(s) and course(s):**

Semester(s): e.g. Fall 2008 or Spring 2008	Course(s): e.g. ENG 110, MATH 117, FS 101

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

For Office Use Only:

☐ Approved ☐ Denied ☐ Postponed

Comments: \_\_\_\_\_

Scholastic Standards/Designee: \_\_\_\_\_

Date: \_\_\_\_\_

☐ Processed/Notified





Book VCCCD Board Policy Manual  
 Section Chapter 5 Student Services  
 Title BP 5010 ADMISSIONS AND CONCURRENT ENROLLMENT  
 Number BP 5010  
 Status Active  
 Legal Education Code Section 76000, 76001, 76002; Labor Code Section 3077  
 Adopted April 18, 2006

The District shall admit students who meet one of the following requirements and who are capable of profiting from the instruction offered:

- Any person over the age of 18 and possessing a high school diploma or its equivalent.
- Other persons who are over the age of 18 years and who, in the judgment of the Chancellor or his or her designee are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.
- Persons who are apprentices as defined in Section 3077 of the Labor Code

#### Admission

- Any student whose age or class level is equal to grades K-12 is eligible to attend as a special part-time student for advanced scholastic or vocational courses.
- Any student whose age or class level is equal to grades K-12 is eligible to attend as a special full-time student
- Any student enrolled in K-12 may attend summer session.

The Chancellor shall establish procedures regarding ability to benefit and admission of high school and younger students.

#### Denial of Requests for Admission:

- If the Board denies a request for special full time or part time enrollment by a pupil who is identified as highly gifted, the board will record its findings and the reason for denying the request in writing within 60 days.
- The written recommendation and denial shall be issued at the next regularly scheduled board meeting that occurs at least 30 days after the pupil submits the request to the District.

The Chancellor shall establish procedures regarding evaluation of requests for special full time or part time enrollment by a pupil who is identified as highly gifted.

#### Claims for State Apportionment for Concurrent Enrollment:

Claims for state apportionment submitted by the district based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

The Chancellor shall establish procedures regarding compliance with statutory and regulatory criteria for concurrent enrollment.

9.13.11 League Update: BP 5010  
revised to comply with recently  
enacted U.S. Dept. of Education  
regulations.

## BP 5010 Admissions and Concurrent Enrollment

### References:

Education Code Sections 76000, 76001, and 76002;

Labor Code Section 3077;

U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended; 34 C.F.R. § 668.16(p).

The District shall admit students who meet one of the following requirements and who are capable of profiting from the instruction offered:

- Any person over the age of 18 and possessing a high school diploma or its equivalent.
- Other persons who are over the age of 18 years and who, in the judgment of the [ CEO ] or his/her designee are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.
- Persons who are apprentices as defined in Labor Code Section 3077.

[Note: This policy is legally required in an effort to show good faith compliance with the applicable federal regulations.]

The District shall in its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion. The [Chief Executive Officer] shall establish procedures for evaluating the validity of a student's high school completion.

**Note:** Admission of high school and younger students is not mandated by law. However, if the District wishes to do so and there is agreement with the school district(s), this board policy should identify students who may be admitted (generally by age or grade level) and the status (special part-time [Education Code Section 48800], or special full time [Education Code Section 48800.5]).

Districts may also make a statement regarding summer school attendance. Examples of such policies are listed below.

Boards that admit special part-time or full-time students must comply with the requirements of Education Code Section 76001(b) regarding findings and reasons for denying any such request by pupils who are identified as highly gifted. Language is included below. Apportionment for the concurrent enrollment of high school students can only be claimed if the enrollment meets the criteria of Education Code Section 76002. Language is included below.

**Admission** – Any student whose age or class level is equal to grades [ *insert grade levels* ] is eligible to attend as a special part-time student for advanced scholastic or vocational courses.

Any student whose age or class level is equal to grades [ *insert grade levels* ] is eligible to attend as a special full-time student.

Any student enrolled in [ *insert grade level* ] may attend summer session.

The [ *CEO* ] shall establish procedures regarding ability to benefit and admission of high school and younger students.

**Denial of Requests for Admission** – If the Board denies a request for special full time or part time enrollment by a pupil who is identified as highly gifted, the board will record its findings and the reason for denying the request in writing within 60 days.

The written recommendation and denial shall be issued at the next regularly scheduled board meeting that occurs at least 30 days after the pupil submits the request to the district.

The [ *CEO* ] shall establish procedures regarding evaluation of requests for special full time or part time enrollment by a pupil who is identified as highly gifted.

**Claims for State Apportionment for Concurrent Enrollment** – Claims for state apportionment submitted by the district based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

The [ *CEO* ] shall establish procedures regarding compliance with statutory and regulatory criteria for concurrent enrollment.

<p><b>Note:</b> Nonresident students, including international students, are addressed in BP 5020 titled Nonresident Tuition. The District is not required to admit nonresident students, and thus is not required to admit international students. However, if the District admits nonresident students, it should not exclude international students as a matter of policy based on that status alone, because the district has no authority to discriminate on the basis of national origin.</p>
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See Administrative Procedures [ # ].

| Revised 2/04: 7/11

Book	VCCCD Administrative Procedure Manual
Section	Chapter 5 Student Services
Title	AP 5010 ADMISSIONS
Number	AP 5010
Status	PROPOSED
Legal	Education Code Section 76000
Adopted	
Last Reviewed	

### **1. Designated Authority and Responsibility for the Admissions Process**

The authority to grant admission to the colleges of the District is assigned to the Office of Admissions and Records. The appropriate administrator or designee makes initial admission determinations.

### **2. Admission Procedures for Students Over 18**

All students must complete and sign a valid admissions application to be admitted to the college. Applications may be submitted in written format or online.

Admission to the colleges of the Ventura County Community College District is open to anyone who possesses a high school diploma or equivalent (certificate of proficiency, GED), any adult 18 years of age or older who may benefit from instruction offered, and any person who is an apprentice as defined in Section 3077 of the Labor Code.

### **3. Admission Procedures for Non-Resident Students That Include a Determination of Residence Status**

A U.S. citizen who is a resident of another state may be admitted under conditions stipulated by the governing board and on payment of non-resident tuition, enrollment fees, health fees, and other applicable fees.

U.S. citizens who are determined to be non-residents, but who meet the following criteria, will be exempted from payment of non-resident tuition:

- High school attendance in California for three or more years, and;
- Graduation from a California high school or attainment of the equivalent thereof

A non-citizen who holds an F1 or M1 student visa may only be admitted under conditions stipulated by the governing board and on payment of an application processing fee, non-resident tuition and foreign student surcharge, enrollment fees, health fees, and other applicable fees.

Non-citizens holding other non-immigrant visas may be admitted as non-residents or residents as determined by the conditions of the visa and the student's ability to provide documentation in support of the establishment of California residence pursuant to California Education Code.

Non-citizens without lawful immigration status may be classified as a non-resident but exempted from payment of non-resident tuition if he or she meets the following requirements:

- High school attendance in California for three or more years, and;
- Graduation from a California high school or attainment of the equivalent thereof, and;
- The filing of an affidavit that attests that the student has filed an application to legalize his/her immigration status or will do so as soon as he/she is eligible.

#### **4. Publication of Admissions Policies and Procedures**

Specific and current admission procedures are published in the most recent versions of the college schedule of classes, catalog, and website.

#### **5. Minors as Special Admission Students**

In accordance with the California Education Code, minors may be permitted to take college courses under very specific circumstances. The intent of Special Admissions is to provide minors who can benefit from advanced scholastic and vocational education the opportunity to take college-level courses that are not available through their primary school or other alternatives.

Special Admission students are required to complete and submit an application for college admission, a Special Admission packet that includes the Recommendation for Special Admission (required every semester), Memorandum of Understanding, and a transcript (for high school students) or a letter from the primary school principal attesting to the student's ability to benefit from advance scholastic or vocational education (for K-8 students). Additional documentation, including the college instructor's written permission, may be required.

Parents and students applying for Special Full-time Admission status must contact the Registrar's Office. Petitions for Special Full-Time Admission will be considered only after the parent and student have exhausted all alternatives available through the secondary school district that the student would be attending.

Under the Family Educational Rights and Privacy Act, once a student of any age is attending an institution of post-secondary education, all rights pertaining to the inspection, review and release of his/her educational records belong to the student without regard to the student's age. Therefore all students, regardless of age, must provide written consent for the release of their transcripts.

7/13/11 League Update. AP 5010 revised to comply with recently enacted U.S. Dept. of Education regulations.

## AP 5010 Admissions

### Reference:

#### **Education Code Section 76000:**

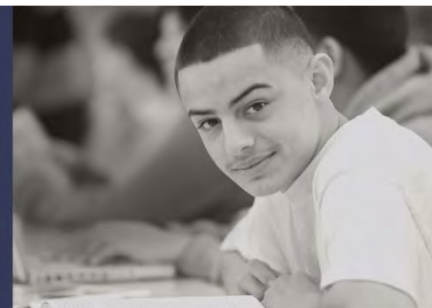
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended; 34 C.F.R. § 668.16(p).

**Note:** This procedure is **legally required**. Local practice can be inserted here, so long as it does not conflict with the general admissions requirements of Education Code Section 76000. Districts should address:

- Designated authority and responsibility for the admissions process
- Admission procedures for students over 18 with a high school diploma
- Admission criteria and procedures for students over 18 without a high school diploma
- Admission procedures for non-resident students that include a determination of residency status (AP 5015 titled Residence Determination)
- Publication of admissions policies and procedures

The [Chief Instructional Officer] shall establish procedures for evaluating the validity of a student's high school completion if the District or the United States Department of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education.

Revised 7/11



## **Advancing Student Success in California Community Colleges**

*January, 2012*

### **The Vision**

For 2.6 million students, the California Community Colleges system is the gateway to a better life. In addition to the personal fulfillment that a college education brings, students who earn a Community College degree or certificate nearly double their earnings within three years. Whatever the academic skill-level at the time of enrollment, all students should be given the tools and guidance to successfully complete their educational goals. The recommendations of the Board of Governors Student Success Task Force lay out reforms that will increase transfer, degree and certificate attainment and help close the achievement gap for historically underrepresented students.

### **The Challenge**

Years of severe budget reductions have put tremendous strain on colleges and their ability to serve students. At a time when demand is at an all-time high, budget cuts have forced colleges to slash course offerings and turn away hundreds of thousands of first-time students. In 2009-10 alone, 133,000 first-time students were unable to register for a single course due to a lack of space. Student support services have also been dramatically cut to roughly half of pre-recession levels. These services are the life-boat for the 70 percent of students statewide who enter the community colleges underprepared for college. These students also happen to be an extremely diverse pool of students. Unfortunately, only about half of degree-seeking students achieve a certificate, degree or transfer preparation. For Latinos and African Americans the rate is even lower. Bold changes are needed to improve completion rates, narrow the achievement gap and keep pace with an economy that increasingly is demanding more college-educated workers.

### **The Opportunity**

Last year, the California Community College Board of Governors established the Student Success Task Force (SSTF) to find new and better ways to increase the student outcomes. After a year of study and research, the SSTF issued a report that included 22 recommendations that will greatly enhance the opportunity for students to succeed in completing their certificates, degrees and educational goals. The recommendations take the unprecedented step of identifying core priorities -- basic math and English instruction, transfer, career technical training and degree attainment -- and refocusing policies and future investments to support these priorities.

Never before have California community colleges engaged in such a comprehensive examination of how to systemically improve student success. The recommendations, approved by the Board of Governors in January, are student-oriented, create new efficiencies from which savings will be reinvested in student success, and make tough choices based on a set of core priorities.

## The Recommendations

- ***Give students the tools they need to succeed.*** All students will be required to participate in a diagnostic assessment, orientation, and to develop an education plan to guide them toward completion of their educational goals. Without these services students face an uphill battle to navigate the system and ultimately succeed.
- ***Prioritize student enrollment.*** Currently, registration priority is given to students who have the most units, thus rewarding unit accumulation rather than progress in their program of study. This is a disservice to first-time students who are the most likely to be turned away due to a lack of space. The new policy will give priority to returning and first-time students who have taken a diagnostic assessment, participated in orientation and have developed an educational plan, and have after three semesters identified a program of study.
- ***Increase transparency and close the achievement gap.*** The SSTF recommendations direct the Chancellor's Office to work with community college districts to establish state and local student success goals. Each campus will be required to post a score card highlighting a select number of metrics that show student progress in meeting the goals. The score card will also be disaggregated by race, ethnicity and gender to assess the progress of students by subgroup and determine the degree to which the achievement gap is being closed.
- ***Improve basic skills education.*** More than 70% of community college students who enter the system are under prepared to do college-level work with the majority being first generation college students, low-income and/or minority. Changes will support faculty in developing new and innovative approaches to teaching basic skills courses and to provide more quality professional development opportunities for teaching basic skills.
- ***Use technology to help students and create greater efficiency.*** Student-friendly technology will be leveraged to better support student needs. Technology applications will generate efficiencies, and help students navigate the college system more effectively. For instance, all students will have access to common online assessment tools for English, mathematics and ESL and to pre-testing programs that help improve assessment outcomes. They also will be able to take the results of their tests to any community college in the state. In addition, students will be able to develop education plans online and regularly monitor their progress in completing courses necessary to complete their programs of study, thus reducing their dependence on face-to-face meetings with counselors. This will free up counselors' duties so they can spend more time working with students with more complex issues.

## Key Supporters

Alliance for a Better Community, Accrediting Commission for Community and Junior Colleges, Bay Area Council, Chandler Farms, Californians for Justice, California EDGE Campaign, California Hospital Association, California State Student Association, The Campaign for College Opportunity, USC Rossier School of Education, Antonio R. Villaraigosa, Mayor, City of Los Angeles, The Education Trust-West, Excelencia in Education, Families in Schools, Girls Inc. of Orange County, Hispanic Foundation of Silicon Valley, Hispanas Organized for Political Equality, Institute for Higher Education Policy, Los Angeles Area Chamber of Commerce, Silicon Valley Leadership Group, Mexican American Legal Defense and Educational Fund (MALDEF), Progressive Christians Uniting, Parent Institute for Quality



Education( PIQE), Project GRAD Los Angeles, Greater Sacramento Urban League, Southern California College Access Network, The Institute for College Access & Success (TICAS), Women's Foundation of California, Youth Policy Institute.

**For more information**

Visit: <http://californiacommunitycolleges.cccco.edu/PolicyInAction/StudentSuccessTaskForce.aspx>



# Community College League

## 9/13/11 Update

### AP 5013 Students in the Military

#### References:

Education Code Sections 68074, 68075, and 68075.5;  
Title 5 Sections 55023, 55024 54041, 54042, 54050, and 58620

**Note:** *This procedure is optional. The following procedures may also be placed in other Administrative Procedures as appropriate, e.g., residence determinations and grading and drop/add procedures.*

#### Residence Determinations for Military Personnel and Dependents

A student who is a member of the armed forces of the United States stationed in California on active duty, except a member of the armed forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification.

An undergraduate student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification.

A student who was a member of the armed forces of the United States stationed in California on active duty for more than one year immediately prior to being discharged from the armed forces is entitled to resident classification for the length of time he or she lives in California after being discharged up to the minimum time necessary to become a resident.

A parent who is a federal civil service employee and his/her natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.

A student claiming the residence classifications provided for in this procedure must provide a statement from the student's commanding officer or personnel officer providing evidence of the date of the assignment to California, and that the assignment to active duty in California is not for educational purposes. A student claiming the residence classifications provided for here for the dependent of military personnel shall provide a statement from the military person's commanding officer or personnel officer that the military person's duty station is in California on active duty as of the residence determination date, or has been transferred outside of California on active duty after the residence determination date, or that the military person has retired from active duty after the residence determination date. (Title 5 Sections 54041 and 54042)

#### Withdrawal Policies for Members of the Military

A student who is a member of an active or reserve United States military service and who receives orders compelling a withdrawal from courses shall be permitted to withdraw upon verification of such orders. A withdrawal symbol may be assigned which may be a "W" or a "MW." Military withdrawal shall not be counted in progress probation, or dismissal calculations, or in calculating the permitted number of withdrawals. In no case may a military withdrawal result in a student being assigned an "FW" grade.

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Districts may reference or include local Administrative Procedures regarding how such a student would withdraw.

| Revised 8/06, 8/07 7/11

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Book VCCCD Administrative Procedure Manual  
 Section Chapter 4 Academic Affairs  
 Title AP 4100 GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES  
 Number AP 4100  
 Status Active  
 Legal Title 5 Sections 55000.5, 55002, 55022-55024, 55063, 55060-55064, 55070-55072.

Adopted June 16, 2010

Last Revised June 21, 2011

Last Reviewed May 19, 2011

Graduation Requirements for Degrees and Certificates of the District Colleges must address the following:

- Standards<sup>[Sydney Si1]</sup> of Scholarship:
  - Students must achieve a cumulative grade point average of no less than 2.0 in all degree-applicable college and university coursework attempted.
  - Courses used for the Associate in Arts or Associate in Science degrees<sup>[Sydney Si2]</sup>, Areas of Emphasis, or Majors, Certificates of Achievement<sup>[Sydney Si3]</sup>, or Proficiency Awards must be completed with a grade of C or better or "P" in each course.
  - District policies and procedures regarding general education and degree requirements must be published in the college catalog and must be filed with the State Chancellor's Office.
- For the<sup>[Sydney Si4]</sup> Associate in Arts or Associate in Science degree, a student must demonstrate competence in reading, in written expression, and in mathematics.
  - The student must satisfactorily complete at least 60 semester units of degree-applicable college work.
  - A definition of "college work" provides that courses acceptable toward the associate degree include those that have been properly approved pursuant to Title 5, Section 55002(a), or, if completed at other than a California community college, would reasonably be expected to meet the standards of that section. The work must include:
    - ⊖ at least 18 semester units in general education as noted in AP 4025.
    - ⊖ at least 18 semester units in a major listed in the Community Colleges "Taxonomy of Programs" or 18 semester units in an area of emphasis approved by the CCCCO.
    - ⊖ at least 12 semester units in residence at the college granting the degree; exceptions to the residence requirement can be made by the Board when an injustice or undue hardship would result
    - ⊖ The general education requirements must include a minimum amount of work in the natural sciences, the social and behavioral sciences, humanities, and language and rationality.
    - ⊖ Ethnic studies must be offered.
- Standards of Scholarship:
  - Students must achieve a cumulative grade point average of no less than 2.0 in all degree-applicable college and university coursework attempted.
  - Courses used for Areas of Emphasis, or Majors or Proficiency Awards must be completed with a

~~grade of C or better or "P" in each course.~~

~~○ District policies and procedures regarding general education and degree requirements must be published in the college catalog and must be filed with the State Chancellor's Office.~~

- For a Certificate of Achievement, a student must successfully complete a course of study that has been approved by the CCCCO and that consists of 18 or more semester units of degree-applicable credit coursework. Additionally, a student must earn a cumulative grade point average of not less than 2.0 in all degree-applicable college and university coursework attempted and must complete at least 12 semester units in residence at the college granting the certificate. Certificate programs may also be approved for fewer units (a minimum of 12 and a maximum of 17.5 semester units of degree-applicable credit coursework).; ~~in this case, the~~ The same scholarship and residency standards would apply. The Certificate of Achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.
- Shorter credit programs that lead to a Proficiency Award may be established by the District.
  - ~~Content~~ [Sydney Si5] and assessment standards for Proficiency Awards shall ensure that these programs are consistent with the District Colleges' mission, meet a demonstrated need, are feasible, and adhere to guidelines on academic achievement. A student must ~~earn a cumulative grade point average of 2.0 in all degree-applicable credit coursework attempted~~ complete all applicable coursework used for proficiency Award with a grade of C or better or "P" in each course. Proficiency Awards cannot be memorialized on a student transcript.

## Graduation Application Procedure

- Students must file a petition for a degree and/or certificate through the Counseling Office.
- District Colleges offer three graduation dates: Summer term, Fall semester, Spring semester.
- Graduation ceremonies are conducted at the end of the Spring semester.
- Graduation petition deadline dates are locally announced at each District College.

## Variance in Major Requirements

Occasionally a student may have difficulty in completing exact major requirements as specified in the college catalog due to circumstances of class schedule conflicts, class cancellation, related but nonequivalent coursework taken outside of this college district, or circumstances beyond the control of the student. Under such circumstances, a student may file a Petition for Variance to seek approval from the appropriate college officials to substitute one or more courses in a designated major, an area of emphasis, or in general education. The petition forms are available in the Counseling Center.

## Double Counting

While a course might satisfy more than one general education requirement, it may not be counted more than once for these purposes. A course may be used to satisfy both a general education requirement and a major or area of emphasis requirement.

## Catalog Rights/Continuous Enrollment

A student remaining in continuous enrollment at one or more of the colleges of the Ventura County Community College District (VCCCD) or at any other regionally accredited college or university, may meet the VCCCD graduation requirements in effect at the time of his/her entering or at any time thereafter. This applies only to graduation requirements and not to policies, procedures, or other regulations. Catalog rights/continuous enrollment are defined as attendance in at least one term each calendar year. Any academic record symbol entered on a transcript (A-F, CR, CRE, NC, P, NP, I, IP, RD, W, MW) shall constitute enrollment or attendance.

A student who has not maintained continuous enrollment is considered to be under new requirements when returning unless the student is granted a petition/waiver for extenuating circumstances. This petition must be initiated by the student through a college counselor and approved by the appropriate dean or designee.

Students should be made aware that other governing agencies may impose more restrictive limitations concerning the definitions of continuous enrollment or continuous attendance. Some agencies define continuous enrollment as remaining in attendance both fall and spring semesters. Some will not accept selected academic record symbols (such as Ws). Those affected by more restrictive guidelines include students receiving financial aid and all students.

**Academic Year**

The Fall semester is the first term of an academic year. A summer term, whether one or more sessions, constitutes the last term of an academic year.

**Guidelines for Additional Degrees**

Any college in the Ventura County Community College District will award additional associate degrees under the following conditions:

- A student who has earned an associate degree at any regionally accredited institution may earn additional associate degrees.
- Additional degrees can be in a specific major, a general studies area of emphasis or an additional option within the field of the original degree.
- Students must meet all minimum Title 5 requirements for the catalog year covering the additional degree(s). These include, but are not limited to residency requirements, a minimum of 12 additional units for each degree (i.e., a minimum total of 72 units for a second degree and 84 units for a third degree, etc.) and competency requirements in written expression and mathematics.
- Students must complete all required major/emphasis courses listed in the appropriate year's catalog for the specific major, area of emphasis or area of option for the additional degree(s).
- A student who already holds an Associate degree or higher degree from any regionally accredited institution or one evaluated as equivalent to a regionally accredited institution only needs to complete minimum Title 5 requirements and the major/emphasis requirements to earn an additional degree. No further general education or local additions will be required.

Appeals to the above policy may be submitted to the Executive Vice President, or designee. Waivers may be granted under extenuating circumstances or when there has not been sufficient opportunity to enroll in required courses.



# CALIFORNIA COMMUNITY COLLEGES

## CHANCELLOR'S OFFICE

### PRESS RELEASE

March 1, 2012

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### **California Community Colleges Chancellor Jack Scott Praises West Hills Community College District for Offering Priority Registration to Graduating High School Seniors** *35 percent increase in enrollments from qualified high school seniors*

LEMOORE, Calif. – California Community Colleges Chancellor Jack Scott on Thursday praised a new priority enrollment system that has resulted in more high school graduates entering West Hills Community College District campuses, saying it can serve as an example for system-wide registration changes called for by the California Community Colleges Student Success Task Force.

“After severe state budget cuts started, West Hills Community College District saw a decline in enrollment of high school seniors from its feeder schools, so they did something about it,” Chancellor Scott said. “Students who completed a few minor requirements, such as completing a diagnostic academic assessment and going through a college orientation session, received priority registration, and within a year the enrollment numbers went up. This is the kind of initiative that will help students achieve their educational goals on time and help power our state’s economic recovery.”

Scott noted that the Student Success Task Force recommended 22 system-wide changes that will help students complete their educational goals and better prepare the state’s workforce. Many colleges, such as those in the West Hills district, were already well on their way in making some of these improvements, and their experiences will help guide implementation of the task force’s recommendations.

“I’ve said all along that the most significant improvements will come as a result of innovations developed by college leaders, faculty and staff at the local level,” Scott said. “We want to take those best practices and bring them to scale so all our students can benefit.”

Currently, registration priority at most of the system’s 112 colleges is given to students with the most units, thus rewarding unit accumulation rather than progress in their program of study. Due to course reductions brought on by budget cuts, hundreds of thousands of potential first-time students are being denied access to community colleges.

- more -

The Student Success Task Force recently recommended that registration priority be updated to give priority to students focused on transfer, career technical education and degree attainment. The new policy will provide more access to potential first-time students who have taken a diagnostic assessment, participated in orientation and have developed an educational plan.

The West Hills Community College District's two campuses (West Hills College Lemoore and West Hills College Coalinga) switched to the new priority registration process in the summer and fall 2011 registration sessions and through a focused effort in outreach to high school seniors at the district's 15 feeder high schools, West Hills Community College District saw a 35 percent increase in high school graduates enrolling compared to 2010. This outreach also aligns with the task force's recommendation to foster better coordination between K-12 schools and community colleges.

"Chancellor Scott's visit to our district to observe firsthand the impact of our new priority registration system is great," West Hills Community College District Chancellor Frank Gornick said. "Our success with this new system and his visit validates his advocacy on behalf of all of the community college students and the hard work of our staff with the registration implementation."

For more on the Student Success Task Force recommendations, visit <http://bit.ly/xcxG3W>.

*The [California Community Colleges](#) is the largest system of higher education in the nation. It is composed of 72 districts and 112 colleges serving 2.6 million students per year. Community colleges supply workforce training, basic skills courses in English and math, and prepare students for transfer to four-year colleges and universities. The Chancellor's Office provides leadership, advocacy and support under the direction of the Board of Governors of the California Community Colleges.*

###



# VCCCD Mathematics Competency

Minimum competency in mathematics is satisfied by one of the following:

- Successful completion (A, B, C, or P) of a college mathematics course in Intermediate Algebra; or
- Successful completion (A, B, C, or P) of a course offered by the college mathematics department with an Intermediate Algebra or higher prerequisite; or
- Successful completion (A, B, C, or P) of a math course offered by a different department **(approved by the mathematics department)** with an enforced prerequisite of Intermediate Algebra or higher; or
- A score of 3 or higher on the AP Calculus AB or Calculus BC exam; or
- A score of 3 or higher on the AP Statistics exam; or
- A score of 4 or higher on the IB Mathematics HL exam; or
- A score of 50 or higher on the CLEP College Mathematics or Precalculus exam; or
- Successful passing of the VCCCD math competency exam; or
- Successful completion (A, B, C, or P) of any course offered by the college's math department, or approved by the math department if offered by another department, which includes demonstrated ability in all of the following:
  - Simplify rational expressions and solve rational equations
  - Solve problems and applications involving systems of equations in three variables
  - Graph systems of inequalities in two variables
  - Simplify expressions involving positive, negative, and rational exponents
  - Perform mathematical operations on radical expressions and solve radical equations
  - Solve quadratic equations and their applications using multiple methods
  - Graph and evaluate elementary functions. Use definitions, domain and range, algebra and composition of functions on related applications.
  - Solve elementary exponential and logarithmic equations and related applications.