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

**December 8, 2011 – Lakin Board Room**  
**3:00 p.m. – 4:30 p.m.**

1. Approval of November 10, 2011 Meeting Notes
2. Old Business
  - Early Registration – AP 5055 (Clare Geisen)
  - AB 194: Priority Enrollment (Pat Ewins)
  - Priority Registration Ideas (Pat Ewins)
  - Reducing Registration Limits (Pat Ewins)
  - New Title 5 Repetition and Withdrawal Regulations (Registrars)
    - a. AP 4255 Course Repetition
    - b. AP 4227 Course Repetition Absent Substandard Academic Work
    - c. AP 4230 – Grading and Academic Records Symbols
3. New Business
  - Changing the Current Deadline for Dropping Without a “W” (Susan Bricker)
4. Next Meeting Date: January 12, 2011

**Ventura County Community College District**

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

**November 10, 2011 – DAC Lakin Board Room**

**3:00 p.m. – 4:30 p.m.**

**DRAFT PRIOR TO APPROVAL OF MEETING NOTES AT 12.08.11 DCSL MEETING**

**Present:** Chancellor's Designee: Dr. Gaither Loewenstein  
Co-Chair: Ms. Dwyer (MC)  
Gloria Arevalo (VC), Lori Bennett (MC), Susan Bricker (VC), Robert Cabral (OC), Susan Cabral (OC), Daniel Chavez (ASVC), Kathy Colborn (MC), Shannon Davis (OC), Riley Dwyer (MC), Erika Endrijonas (OC), Karen Engelsen (OC), Patricia Ewins (MC), Clare Geisen (DAC), Angelica Gonzales (VC), Traci Allen in place of Pam Kennedy-Luna (MC), Victoria Lugo (VC), Mary Rees (MC), Ramiro Sanchez (VC), Peter Sezzi (VC), Steven Turner (VC), Nenagh Brown (MC VP Academic Senate President, observer)

**Absent:** Linda Loiselle (MC), Maureen Rauchfuss (MC)

**Recorder:** Laurie Nelson-Nusser

**Notes:**

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
<b>Welcome and Approval of November 10, 2011 Meeting Notes</b>	Dr. Loewenstein welcomed everyone to DCSL. The October 13, 2011 meeting notes were reviewed and all were in agreement to approve the notes as submitted.			
<b>Program Discontinuance AP 4021</b>	Dr. Lowenstein provided a recap of steps taken on drafting AP 4021. The administrative procedure was taken back to the colleges' Academic Senates for approval.  Mr. Cabral stated the Oxnard Academic Senate had limited time for review, but were able to review the procedure and were pleased with the comments and revisions. Oxnard College has approved the procedure as is.			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>Moorpark's Academic Senate approved the procedure and will recommend it to the president on Tuesday in order to finish the approval process.</p> <p>Moorpark would like to change Section III to insert the appropriate constituent groups. Dr. Loewenstein asked if everyone was in agreement and this action was approved by all.</p> <p>Ventura College's Academic Senate had a conditional response to the document regarding the list under Section I and recommends removal of this list, which is the main issue of contention. Discussion ensued regarding whether the list should be removed or altered. Oxnard and Moorpark were not in favor of removing the list. The list remains intact with revisions.</p> <p>Revisions were made to the list to indicate each college shall determine their own criteria and will be bolded and italicized. A heading right above the list was suggested for "possible criteria." Bullets were suggested instead of alphas and all were in approval of this change. Ventura College requested to add a bullet at the end of the list that repeats the phrase of "other criteria as suggested by the college." All requested revisions were approved and will be incorporated into the document by Dr. Loewenstein.</p> <p>Ventura College asked about the effective date and if the procedure can be implemented immediately. The procedure can be implemented if the college chooses to do so.</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>For full approval of AP 4021, there were 18 members in agreement and 1 opposed (Ventura College Academic Senate President). Discussion ensued regarding what constitutes a full consensus and it was determined that if there has been a solid, good faith effort to address all concerns, then there is a consensus.</p> <p>Mr. Cabral requested Moorpark College to recap their approval process, which was provided by Ms. Dwyer and Ms. Ewins.</p> <p>Dr. Loewenstein will make the revisions, send to Chancellor's Cabinet, it will then go forward to the Policy Committee, if approved by Cabinet, and then on to the Board meeting as an information only item.</p>	<p>Make revisions and submit to Chancellor's Cabinet</p>	<p>Chancellor's Cabinet</p>	<p>Dr. Loewenstein</p>
<b>OLD BUSINESS</b>				
<ul style="list-style-type: none"> <li>• <b>Priority Registration Data (Ramiro)</b></li> <li>• <b>Early Registration (AP 5055)</b></li> <li>• <b>AB 194 (Pat Ewins)</b></li> <li>• <b>Priority Registration Ideas (Pat Ewins)</b></li> </ul>	<ul style="list-style-type: none"> <li>• At the August meeting, it was agreed to gather more data, which Mr. Sanchez provided for this meeting and reviewed the statistics distinguishing the data from the top portion and the bottom portion of the reports.</li> <li>• Mr. Sezzi provided the Ventura College Academic Senate's draft of AP 5055 Enrollment Priorities and reviewed revisions made by Ventura College. Discussion ensued regarding early registration. Dr. Loewenstein asked the registrars for their input and the possible impact on Admissions and Registration. The registrars felt the proposal would be a heavier workload for their departments and commented that Information Technology should be</li> </ul>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>consulted first before moving forward regarding Banner programming changes. Discussion ensued regarding why a revised priority registration administrative procedure (AP 5055) is needed. All submission proposals were compared and determined points for revision and noted classes will be harder to get due to the closure of programs/classes. Mr. Chavez suggested a new order of the priorities. Financial aid students need to be taken into consideration as they have limits on the amount of units which can be taken. Clarification was provided regarding admitting high school students and the current priority status. Dr. Loewenstein asked the members if they wanted to pursue this issue further. All were in agreement with the exception of Mr. Chavez. This issue has been on the DCSL agenda since October 2009. Moorpark and Oxnard would like to take it back to their senates to review the Ventura College administrative procedure draft proposal and bring it back for the December 8 meeting. Ms. Bricker suggested sending the draft procedure to the IT Department for review to ensure this new procedure would be feasible and the time/cost/effort involved. Current in progress units are counted and were clarified by Ms. Colborn.</p> <p>Mr. Sezzi requested status on priority registration for student athletes and Ms. Bricker commented the meeting notes from March stated if there was no closure that student athletes would get priority registration come fall and would be approved in April. It was stated student athletes should have priority registration starting on Monday, 11/14. Dr.</p>	Review Ventura College's AP 5055 draft	December 8	Moorpark and Oxnard Academic Senates

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>Endrijonas said there has been no approval from Chancellor's Cabinet and DCSL cannot put this in place until it has been vetted through the correct process. There was confusion regarding the last action taken on this issue and whether it went through Chancellor's Cabinet. Ms. Geisen provided an update on AP 5055 and will check the status regarding the cabinet process. This item will be agendized for December. Ms. Geisen will add the student athlete issue to the next Chancellor's Cabinet.</p> <ul style="list-style-type: none"> <li>• AB 194 was tabled until December's meeting.</li> <li>• Priority Registration Ideas were tabled until December's meeting.</li> </ul>	<p>Add student athlete priority registration to Chancellor's Cabinet Agenda</p> <p>Add to next agenda</p> <p>Add to next agenda</p>	<p>12/08</p> <p>12/08</p> <p>12/08</p>	<p>Clare Geisen</p> <p>Laurie Nelson-Nusser</p>
<b>Reducing Registration Limits (Pat Ewins)</b>	This item was tabled until December's meeting.	Add to next agenda	12/08	Laurie Nelson-Nusser
<b>NEXT MEETING</b>	Thursday, December 8, 2011 – 3:00 p.m.			



Book VCCCD Administrative Procedure Manual  
 Section Chapter 5 Student Services  
 Title AP 5055 ENROLLMENT PRIORITIES  
 Number AP 5055  
 Status Active  
 Legal Title 5 Section 58106; Education Code Section 66025.8  
 Adopted April 14, 2009  
 Last Reviewed March 12, 2009

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites.

Enrollment may be limited due to the following:

- Health and safety considerations
- Facility limitations
- Faculty workload
- Availability of qualified instructors
- Funding limitations
- Regional planning
- Legal requirements
- Contractual requirements

When enrollment must be limited, enrollment priorities are established based on one or more of the following approaches:

- Limiting enrollment to first come, first served, or other non-evaluative selection techniques
- In the case of intercollegiate ~~completion~~ *competition*, honors courses, or public performance courses, allocating available seats to those students judged most qualified.
- Limiting enrollment to any selection procedure expressly authorized by statute
- Priority for registration for enrollment must be granted to any member or former member of the Armed Forces of the United States for any academic term within two years of leaving active duty
- Limiting enrollment in one or more sections to students enrolled in one or more other courses, provided that a reasonable percentage of all sections of the course do not have such restrictions

Within the Ventura County Community College District, registration appointments are given in the following priority order:

1. EOPS students, DSPS students, CalWORKS students, and military veterans
2. Continuing students / *Student athletes*
3. Returning students
4. New matriculated students
5. New students who have not gone through matriculation
6. Special admission high school students
7. Walk-in registration for all students

PRIORITY

**PROPOSAL: ~~EARLY~~ REGISTRATION for Student Athletes**

*Recommendation: By maintaining at least a 2.0 GPA, meeting with a counselor for student athletes (or designee) at least once per semester and utilizing academic progress reports, Student Athletes may earn ~~early~~ registration privileges for their second, third and/or fourth semesters that would place them in the registration order immediately after Title 5-mandated priority registration for EOPS/DSPS/returning veterans and included within the first priority group of continuing students.*



## **Assembly Bill No. 194**

### **CHAPTER 458**

An act to add and repeal Section 66025.9 of the Education Code, relating to postsecondary education.

[Approved by Governor October 4, 2011. Filed with  
Secretary of State October 4, 2011.]

#### **LEGISLATIVE COUNSEL'S DIGEST**

AB 194, Beall. Public postsecondary education: priority enrollment: foster youth.

Existing law requires the California State University and each community college district, and requests the University of California, with respect to each campus in their respective jurisdictions that administers a priority enrollment system, to grant priority for registration for enrollment to any member or former member of the Armed Forces of the United States, as defined, for any academic term attended at one of these institutions within 2 years of leaving active duty.

This bill, until January 1, 2017, would require the California State University and each community college district, and requests the University of California, with respect to each campus in their respective jurisdictions that administers a priority enrollment system, to grant priority for registration for enrollment to foster youth or former foster youth, as defined.

By revising requirements relating to student eligibility for priority registration at community college districts, the bill would impose a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to these statutory provisions.

*The people of the State of California do enact as follows:*

SECTION 1. Section 66025.9 is added to the Education Code, to read:  
66025.9. (a) The California State University and each community college district shall, and the University of California is requested to, with respect to each campus in their respective jurisdictions that administers a priority enrollment system, grant priority in that system for registration for enrollment to a foster youth or former foster youth.

(b) For purposes of this section, “foster youth” means a person who is currently in foster care, and “former foster youth” means a person who is an emancipated foster youth and who is up to 24 years of age.

(c) This section shall remain in effect only until January 1, 2017, and as of that date is repealed, unless a later enacted statute, that is enacted before January 1, 2017, deletes or extends that date.

SEC. 2. If the Commission on State Mandates determines that this act contains costs mandated by the state, reimbursement to local agencies and school districts for those costs shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.

## **Modified Santa Monica Model of Priority Registration**

\*Enrollment priority to be based on degree applicable units only

Priority A-- all groups requiring priority registration (DSP&S, Veterans, EOPS, etc.)

Priority B--45-70 units\* plus Athletes (as previously agreed upon)

Priority C—30—44 units

Priority D—15—29 units

Priority F-- 0-14 units

Priority G-- 71+ units

This accounts for 65- 70% of our VCCCD students. The other 30-35% have more than 71 units... with 10.3% having more than 90 units.

Student with very high unit majors (over 70?) could petition for exemption from counselors and/or dean

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

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September 12, 2011

**To:** Chief Student Services Officers  
Chief Instructional Officers  
Academic Senate Presidents  
Chief Business Officers  
Admissions and Records Officers

**From:** Linda Michalowski, Vice Chancellor Student Services  
Dr. Barry Russell, Vice Chancellor, Academic Affairs

**Subject:** Advisory Regarding Title 5 Repetition and Withdrawal from Credit Courses

The purpose of this memorandum is to advise districts about the effective date of the new title 5 regulations on credit course repeats and withdrawals and to provide guidance on what actions districts should take in the interim. On July 11, 2011, the Board of Governors (BOG) adopted regulations limiting the number of times a community college district could receive apportionment for a student who has enrolled in the same credit course up to three times, with certain, limited exceptions. Details regarding this change can be found at: <http://www.cccco.edu/ChancellorsOffice/Divisions/Legal/RegulationNotices/tabid/411/Default.aspx>. This regulatory change was prompted in response to the reduced system capacity and increased enrollment demand faced by the California Community Colleges and the need to re-examine state policies to ensure that as many students as possible are provided the opportunity to access a postsecondary education.

The regulations have been approved by the Department of Finance and will be filed next week with the Secretary of State. The regulations are effective thirty days after filing with the Secretary of State and all community college districts are required to comply with all effective regulations. However, a district will not be considered to be out of compliance with a regulatory requirement solely because its written district policies or procedures have not been revised by the effective date, provided that it conforms with such policies or procedures to the regulatory requirement within 180 days after the effective date of such regulations and, at the first available opportunity, incorporates necessary changes into its catalog and class schedules. The anticipated effective date of the new regulations is October 12, 2011. Given the foregoing, *we expect colleges would conform with appropriate policy changes and notice to the public in time for summer session 2012. Colleges are required to include this information in their next scheduled catalog update.*

**Action**

Colleges should understand that the limits set forth in the revised regulations will affect students based on their prior course enrollments. From the effective date of the new regulations, all credit course repeats and withdrawals in a student's enrollment record are counted towards the new limit. The decision by students to repeat or withdraw from a class with a "W" has many more implications under the new regulations. Colleges should make every effort to provide clear guidance to students on this issue so that they can make informed choices as they register for classes in the future. Therefore, we recommend that you begin now to provide direction to all counseling staff and others who work with students so that they can explain the changes to students as they consider withdrawing from courses they are currently taking and begin to register for the spring term and beyond. In addition, there are most likely programming changes that need to occur within your campus management information systems to reflect the apportionment limits.

Should you have any questions about the proposed regulations or the implementation timeline, please contact Dr. Barry Russell at (916) 322-6888 or [brussell@cccco.edu](mailto:brussell@cccco.edu) or Sonia Ortiz-Mercado at (916) 322-6817 or via email at [sortiz@cccco.edu](mailto:sortiz@cccco.edu).

cc Sonia Ortiz-Mercado, Dean, Student Services  
Sally Montemayor-Lenz, Interim Dean, Curriculum and Instruction

**BOARD OF GOVERNORS OF THE CALIFORNIA COMMUNITY COLLEGES**  
**REVISIONS TO TITLE 5 REGULATIONS:**  
**APPORTIONMENT LIMITS FOR CREDIT COURSE ENROLLMENT**  
**REPETITION AND WITHDRAWAL**

1. Section 55024 of article 2 of subchapter 1 of chapter 6 of division 6 of title 5 of the California Code of Regulations is amended to read:

**§ 55024. Withdrawal.**

(a) The governing board of a district which decides to provide a withdrawal procedure shall adopt a policy which provides for withdrawal from credit courses consistent with the following:

(1) Withdrawal from a course or courses shall be authorized through the last day of the fourteenth week of instruction (or 75 percent of a term, whichever is less). The governing board, however, may establish a final withdrawal date which prohibits withdrawal after a designated point in time between the end of the fourth week of instruction (or 30 percent of a term, whichever is less) and the last day of the fourteenth week of instruction (or 75 percent of a term, whichever is less). The academic record of a student who remains in a course beyond the time allowed by district policy must reflect a symbol as authorized in section 55023 other than a "W."

(2) The governing board may by regulation authorize withdrawal from a course or courses in extenuating circumstances after the last day of the fourteenth week (or 75 percent of the term, whichever is less) upon petition of the student or his or her representative and after consultation with the appropriate faculty. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

(3) No notation ("W" or other) shall be made on the academic record of the student who withdraws during the first four weeks or 30 percent of a term, whichever is less. The governing board may establish a period of time shorter than the first four weeks or 30 percent of a term, during which no notation shall be made.

(4) Withdrawal between the end of the fourth week (or such time as established by the district) and the last day of the fourteenth week of instruction (or 75 percent of a term, whichever is less) shall be authorized, provided the appropriate faculty is informed.

(5) Withdrawal after the end of the fourteenth week (or 75 percent of a term, whichever is less) when the district has authorized such withdrawal in extenuating circumstances, after consultation with appropriate faculty, shall be recorded as a "W."

(6) For purposes of withdrawal policies, the term "appropriate faculty" means the instructor of each course section in question or, in the event the instructor cannot be contacted, the department chair or appropriate administrator.

(7) The "W" shall not be used in calculating grade point averages, but shall be used in determining probation and dismissal pursuant to article 3 of this subchapter.

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

(9) ~~Effective July 1, 2009, t~~The district policy shall establish the number of times (not to exceed ~~four~~three times) that a student may withdraw and receive a “W” symbol on his or her record for enrollment in the same course. The district policy may permit a student to enroll again in a course after having previously received the authorized number of “W” symbols in the same course in colleges within the district ~~pursuant to section 58161.5, if:~~

~~(A) apportionment is not claimed, and~~

~~(B)~~ the chief instructional officer, chief student services officer or other district official designated in the district policy approves such enrollment after review of a petition filed by the student.

(10) The district policy may provide that a “W” symbol 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 and the withdrawal is authorized by the district pursuant to section 58509.

(11) The district policy shall include provisions for intervention in cases of multiple withdrawals.

(b) Within the parameters set forth in subdivision (a), criteria for withdrawal and the procedures to accomplish it shall be established by the district governing board and published in college catalogs.

(c) A district's responsibilities with respect to enrollment or attendance accounting shall not be modified or superseded in any way by adoption of a withdrawal policy.

(d) The governing board of a district which decides to provide a withdrawal policy shall also adopt military withdrawal procedures consistent with the following:

(1) “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. The withdrawal symbol so assigned shall be a “MW.”

(2) Military withdrawals shall not be counted in progress probation and dismissal calculations.

(3) “MW” shall not be counted for the permitted number of withdrawals.

(4) In no case may a military withdrawal result in a student being assigned an “FW” grade.

(e) Notwithstanding the limits set forth above, apportionment will be limited as set forth in section 58161.

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

2. Section 55040 of article 4 of subchapter 1 of chapter 6 of division 6 of title 5 of the California Code of Regulations is amended to read:

**§ 55040. District Policy for Course Repetition.**

(a) The governing board of each community college district shall adopt and publish policies and procedures pertaining to the repetition of credit courses. Such policies and procedures shall not conflict with section 55025 or Education Code section 76224,

pertaining to the finality of grades assigned by instructors, or with subchapter 2.5 (commencing with section 59020) of chapter 10 of this division, pertaining to the retention and destruction of student records.

(b) For purposes of course repetition, academic renewal, and all other related provisions in this division, the following terms shall have the meanings specified below:

(1) "Course repetition" occurs when a student who has previously received an evaluative symbol as defined in section 55023, in a particular course re-enrolls in that course and receives an evaluative symbol as defined in section 55023.

(2) "Substandard academic work" means course work for which the grading symbols "D," "F," "FW," "NP" or "NC" (as defined in sections 55023 and 55030) have been recorded.

(c) The policies and procedures adopted pursuant to subdivision (a) may:

(1) designate certain types of courses as "repeatable courses" consistent with the requirements of section 55041.;

(2) allow a student to repeat a course in an effort to alleviate substandard academic work consistent with the requirements of section 55042.;

(3) permit or require a student to repeat a course due to significant lapse of time consistent with the requirements of section 55043.;

(4) permit a student to repeat a portion of a variable unit open-entry/open-exit course which the student previously completed only under the circumstances described in section 55044.;

(5) permit a student to repeat a course which is not designated as a repeatable course, regardless of whether or not substandard academic work was previously recorded, where the district determines, consistent with section 55045, that there are extenuating circumstances which justify the repetition.;

(6) permit a student to repeat a course in occupational work experience under the circumstances described in section 55253. When an occupational work experience course is repeated pursuant to that section, the grade received each time shall be included for purposes of calculating the student's grade point average.

(7) permit a student with a disability to repeat a special class for students with disabilities any number of times based on an individualized determination that such repetition is required as a disability-related accommodation for that particular student for one of the reasons specified in section 56029. The district policy may allow the previous grade and credit to be disregarded in computing the student's GPA each time the course is repeated.

(d) When course repetition occurs pursuant to this section, the student's permanent academic record shall clearly indicate any courses repeated using an appropriate symbol and be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

(e) Notwithstanding the limits set forth above, apportionment will be limited as set forth in section 58161.

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

3. Section 55042 of article 4 of subchapter 1 of chapter 6 of division 6 of title 5 of the California Code of Regulations is amended to read:



**§ 55042. Course Repetition to Alleviate Substandard Academic Work.**

(a) The district policies and procedures on course repetition adopted pursuant to section 55040 may permit a student to repeat a course in an effort to alleviate substandard academic work.

(b) If a student repeats a course which is not designated as a repeatable course and receives a satisfactory grade, then he or she may not repeat the course again pursuant to this section and any further repetition of the course must be authorized by another provision of this division. If a student repeats the course and receives another substandard grade, the district policy may permit the student to repeat the course one additional time in an effort to alleviate substandard work. District policy may permit a student to petition to repeat a course for which three substandard grades have been assigned, provided apportionment is not claimed pursuant to section 58161.5. The first two substandard grades may be excluded in computing the student's GPA if the student repeats the class two or more times.

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

(d) Notwithstanding section 55041, policies and procedures related to course repetition to alleviate substandard academic work shall:

(1) permit repetition of any course which was taken in an accredited college or university and for which substandard academic work is recorded;

(2) indicate any specific courses or categories of courses where repetition pursuant to this section is not permitted; and

(3) in determining transfer of a student's credits, honor similar, prior course repetition actions by other accredited colleges and universities.

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

4. Section 58161 of article 5 of subchapter 2 of chapter 9 of division 6 of title 5 of the California Code of Regulations is amended to read:

**§ 58161. Apportionment for Course ~~Repetition~~ Enrollment.**

A community college district may claim the attendance of students who ~~repeat~~ enroll in credit courses for state apportionment only if so authorized by this section and if all other requirements of this chapter are satisfied. For purposes of this section an enrollment occurs when a student receives an evaluative or nonevaluative symbol pursuant to section 55023.

~~(a) Where substandard academic work (as defined in section 55040) has been recorded for the attendance of a student in a credit course, apportionment may be claimed for a maximum of two repetitions of the course to alleviate substandard work pursuant to section 55042.~~

~~(b) The attendance of students in legally mandated training as provided in section 55041 may be claimed for state apportionment without limitation.~~

~~(c) The attendance of students in credit activity courses, and other courses described in subdivision (c) of section 55041, may be claimed for state apportionment for a maximum of four semesters or six quarters (the original enrollment and three semesters or five quarters of repeated enrollment). For purposes of this subdivision, semesters and quarters include summer sessions and intersessions. This limitation applies even if the 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 section 55045.~~

~~(d) The attendance of a student with a disability may be claimed for state apportionment each time the student repeats a credit special class as a disability-related accommodation which is justified by one of the circumstances described in section 56029.~~

~~(e) The attendance of a student repeating a credit course by petition pursuant to section 55045 may be claimed for state apportionment for a maximum of two repetitions.~~

~~(f) The attendance of a student repeating a credit course because the district determines pursuant to section 55043 that there has been a significant lapse of time since the student previously took the course may be counted for only one repetition beyond the prior enrollment.~~

~~(g) State apportionment may be claimed for the attendance of a student repeating a portion of a variable unit open entry/open exit credit course only to the extent that repetition of such courses is permitted pursuant to section 55044.~~

~~(h) The attendance of a student repeating a cooperative work experience course pursuant to section 55253 may be claimed for state apportionment without limitation.~~

(a) A district may claim state apportionment for attendance of students for enrollments totaling a maximum of three semesters or five quarters, including summer sessions and intersessions, per credit course and if all other requirements of this chapter are satisfied. For purposes of this section, enrollments include any combination of withdrawals and repetitions.

(b) Notwithstanding subdivision (a) of this section, a district may claim state apportionment for one additional enrollment if all other requirements of this chapter are met and only in the following circumstances:

(1) The attendance of a student repeating a credit course because the district determines pursuant to section 55043 that there has been a significant lapse of time since the student previously took the course.

(2) The attendance of a student repeating a credit course pursuant to section 55045 due to extenuating circumstances, if such credit course is not designated as repeatable pursuant to section 55041(c).

(c) Notwithstanding subdivisions (a), (b) and (d) of this section, a district may claim state apportionment for students' enrollments in credit courses without limitation if all other requirements of this chapter are met and in the following circumstances:

(1) The attendance of a student in legally mandated training as provided in section 55041(b).

(2) The attendance of a student with a disability may be claimed for state apportionment each time the student repeats a credit special class as a disability-related accommodation which is justified by one of the circumstances described in section 56029.

(3) The attendance of a student repeating a portion of a variable unit open entry/open exit credit course may be counted for state apportionment only to the extent that repetition of such courses is permitted pursuant to section 55044.

(4) The attendance of a student repeating a cooperative work experience course pursuant to section 55253 may be claimed for state apportionment without limitation.

(5) The attendance of a student withdrawing as a result of extraordinary conditions pursuant to section 55024(a)(10).

(6) The attendance of a student receiving a military withdrawal ("MW") pursuant to section 55024(d)(1).

(d) Notwithstanding subdivisions (a), (b) and (c) of this section, a district may claim state apportionment for students' enrollments in credit courses designated as repeatable as provided in section 55041(c) for a maximum of four semesters or six quarters. 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 section 55045.

(i)(e) To the extent permitted by article 4 of subchapter 1 of chapter 6, a district may permit repetition enrollment in of credit courses beyond the limits set forth in this section, but such additional repetitions enrollments may not be claimed for state apportionment.

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

5. Section 58161.5 of article 5 of subchapter 2 of chapter 9 of division 6 of title 5 of the California Code of Regulations is repealed:

**~~§ 58161.5. Apportionment for Re-Enrollment After Withdrawal.~~**

~~Notwithstanding section 58161 or any other provision of law, a community college district may not claim apportionment for the attendance of a student in a credit course if the student withdraws from the course and a "W" symbol, as defined in section 55023, is assigned to the student and the "W" symbol has previously been assigned to that student for that same course at colleges within the district on four or more occasions.~~

~~Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.~~

## AP 4225 Course Repetition

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~~ a substandard grade. Students may be permitted, under special circumstances, to repeat non-repeatable credit courses in which non-substandard or 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.

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 a substandard 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 alleviate~~ alleviate 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 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 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 certification, 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

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 courses that have been designated as repeatable, ~~for a maximum of three times (course can be taken four times total)~~ not more than three 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).

Suggested amendment to AP 4230 – Grading and Academic Records Symbols:

W – Withdrawal

New paragraphs:

Appropriate faculty 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. For purposes of application to this section, extenuating circumstances are defined as verifiable cases of illness, accident, or other circumstances beyond the control of the student. 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.

Students may withdraw and receive a “W” grade on his/her academic record a maximum of three times.

Modification to MW – Military Withdrawal

Paragraph 3:

The academic record of a student who is approved for military withdrawal at any time after the period in which no notation is made for withdrawals shall be assigned a grade of “MW”. The “MW” grade shall not be counted toward the permitted number of withdrawals.

Paragraph 5:

Add in the same class.