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## **District Technical Review Workgroup (DTRW)**

### **Agenda**

**October 13, 2011 - 1:00 p.m. – Lakin Board Room**

- Approval of September 8, 2011 Minutes
- Suggested Norms for Group Interactions  
(from District Participatory Governance Handbook)  
(Gaither Loewenstein)
- Old Business
  - BP/AP in order to change prerequisites on content review  
CCLC Release: AP4260 (Mary Rees and Clare Geisen)
  - New Title 5 Repeats & Withdrawal Regulations and Guidelines  
(Erika Endrijonas or designee)
- Moorpark College Degree Submissions
  - New Degree:
    - RADT M44B Nuclear Medicine Clinical Lab IIB
  - Revised Degrees:
    - CNSE M82 Introduction to Network Security
    - RADT M44A Nuclear Medicine Clinical Lab IIA
- Oxnard College
  - Revised Degree:
    - SPAN R117 Hispanic American Literature
- Next Meeting Date: November 10, 2011

## Ventura County Community College District

### 2011-2012 Academic Year

#### **District Technical Review Workgroup (DTRW)**

**September 8, 2011 - 1:00 p.m. – DAC Lakin Board Room**

**Present:** Chancellor's Designee: Dr. Gaither Loewenstein (Consultant)  
Co-Chair & Faculty Co-Chair: Mary Rees (MC)  
Executive Vice Presidents: Erika Endrijonas (OC), Lori Bennett (acting EVP-MC), Ramiro Sanchez (VC)  
Faculty Co-Chairs of Curriculum Committees: Teresa Bonham (OC), Mark Pauley (VC)  
Articulation Officers: Shannon Davis (OC), Letrishia Mai (MC), Gloria Arevalo (VC)  
Academic Senate Appointees: Riley Dwyer (MC), Robert Cabral (OC), Peter Sezzi (VC)  
Associate Student Government: Daniel Chavez (VC)

**Absent:**

**Recorder:** Laurie Nelson-Nusser

#### **Minutes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>1. Welcome and Approval of April 28, 2011 Meeting Minutes</b>	Dr. Gaither Loewenstein introduced himself, welcomed everyone to DTRW, and introductions were made for all committee members. The April 28, 2011 meeting minutes were reviewed, amended, and on motion from Riley Dwyer and seconded by Mark Pauley, all were in agreement to approve the minutes with revisions. Letrishia Mai was not in attendance as indicated on the April meeting minutes.			
<b>2. Appointment of Faculty Co-Chair</b>	Peter Sezzi requested the minutes to reflect that Dr. Loewenstein has been appointed as the DTRW Chair by the Chancellor in contrast to the Participatory Governance Handbook			

	DTRW guidelines. Mary Rees was appointed as Faculty Co-Chair.			
<b>3. Ventura College New Degree Submission – Associate in Arts in Sociology for Transfer</b>	<p>Mr. Pauley provided an overview on the new degree submission for Associate in Arts in Sociology for Transfer. Ms. Arevalo suggested additions and corrections on the new program.</p> <p>Dr. Loewenstein made suggestions for addition of program level SLOs and provided a documentation rubric for PSLOs. Discussion ensued regarding whether PSLOs should be included in the new program. It was agreed that PSLOs should be listed in the catalog.</p> <p>On motion by Mr. Cabral, with suggested amendments, and seconded by Ms. Rees, all were in favor of the new degree and moving it forward to the Board.</p>			
<b>4. Topics for Future Meetings:</b> <ul style="list-style-type: none"> <li>• New Federal Regulations on Credit Hours – (Ramiro Sanchez)</li> <li>• BP in order to change prerequisites on content review (Mary Rees)</li> </ul>	<ul style="list-style-type: none"> <li>• Mr. Sanchez provided an overview and status of the new Federal regulations and submitted the latest update from the House Education Committee. This item is complete.</li> <li>• Ms. Rees stated there will be a curriculum meeting next week at Mt. San Antonio College (Mt. SAC), and if we are interested in moving to content review, a new or current BP/AP would require revisions. Mr. Sanchez stated that all three</li> </ul>			

<ul style="list-style-type: none"> <li>• Course Repetition &amp; Withdrawals (Erika Endrijonas)</li> <li>• New Legislation (Erika)</li> </ul>	<p>colleges would have the DTRW Committee review it as a global issue. The State Academic Senate was favorable regarding changing to content review. Ms. Geisen will contact CCLC to see if a policy is in draft.</p> <ul style="list-style-type: none"> <li>• Dr. Endrijonas stated the person responsible for handling the guidelines has left the District. Dr. Endrijonas will check with CIO colleagues in order to verify the current status for board policies and procedures regarding course repetition. Dr. Endrijonas stated there is no clear focus on this issue and need help with guidelines from the State Chancellor's office. This item will carry over to the next meeting on 10/13/11 and Dr. Endrijonas will send her comments on to a designated person as she will not be at the next meeting.</li> <li>• Dr. Endrijonas stated there is nothing to report.</li> </ul>	<p>Contact CCLC</p> <p>Contact CIO colleagues and forward comments onto a designated person for discussion as Dr. Endrijonas will not be at the next DTRW Meeting.</p>	<p>Clare Geisen</p> <p>Erika Endrijonas</p>	<p>Next Meeting 10/13/11</p> <p>Next Meeting 10/13/11</p>
<b>5. Next Meeting Date:</b>	<p>October 13, 2011 – 1 pm</p>			

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## Appendix I

### Suggested Norms for Group Interactions

The following are suggested norms for Ventura County Community College District governance groups. In the first fall meeting, each governance body will review this list, which the group will adopt or modify.

- Come prepared to present and participate;
- Listen to the contributions and reactions of fellow committee members;
- Refrain from interrupting;
- Commit to achieving the committee's purposes;
- Keep actions purposeful;
- Make sure the recorder expresses the intent of the committee members;
- Take responsibility for changing one's own non-constructive habits or negative attitudes;
- Present positions as clearly as possible and avoid blindly arguing for individual ideas;
- Avoid changing one's mind just to agree and avoid conflict. Support only ideas one can live with;
- Acknowledge and accept differences of opinion that improve committee chances of reaching the best solution;
- When the team reaches a stalemate, look for the next most acceptable alternative that all team members can live with;
- Value the unity of the committee; and
- Share meeting records and information with your constituency group(s).

Released by  
CC League of CA  
on 9.13.11.

## AP 4260 Prerequisites and Co-requisites

### References:

Title 5 Sections 55000 et seq.

**Note:** This procedure is **legally required**. Districts may insert their local practice here. The following example is based on the California Community Colleges Model District Policy developed by the California Community Colleges Chancellor's Office Task Force in conjunction with the State Academic Senate and Chief Instructional Officers.

~~Prerequisites, co-requisites, advisories, and limitations are necessary to ensure that students succeed in their coursework and have access to the courses they require. It is important to have prerequisites in place where they are a vital factor in maintaining academic standards. The following provides for the establishing, reviewing, and challenging of prerequisites, co-requisites, advisories on recommended preparation, and certain limitations on enrollment in a manner consistent with law and good practice. It is also necessary to ensure that prerequisites, co-requisites, advisories, and limitations are established unnecessarily or inappropriately, do not constitute unjustifiable obstacles to student access and success. Therefore, this procedure calls for caution and careful scrutiny in establishing them. Nonetheless, it is as important to have prerequisites in place where they are a vital factor in maintaining academic standards as it is to avoid establishing prerequisites where they are not needed. Therefore, to foster the appropriate balance between these two concerns, the Education Code requires that prerequisites, co-requisites, advisories, and limitations be established based solely on content review.~~

~~For these reasons, the District has sought to foster the appropriate balance between these two concerns.~~

#### 1. Information in the Catalog and Schedule of Courses.

The college shall provide the following explanations both in the college catalog and in the schedule of courses:

- A. Definitions of prerequisites, co-requisites, and limitations on enrollment including the differences among them and the specific prerequisites, co-requisites, and limitations on enrollment that have been established.
- B. Procedures for a student to challenge prerequisites, co-requisites, and limitations on enrollment and circumstances under which a student is encouraged to make such a challenge. The information about challenges must include, at a minimum, the specific process including any deadlines, the various types of challenge that are established in law, and any additional types of challenge permitted by the college.
- C. Definitions of advisories on recommended preparation, the right of a student to choose to take a course without meeting the advisory, and circumstances under which a student is encouraged to exercise that right.
- D. Definitions of contract course, co-requisite, noncredit basic skills course, non-degree-applicable basic skills courses, prerequisite and satisfactory grade.

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## 2. Challenge Process

A. Any student who does not meet a prerequisite or co-requisite or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the course as follows:

1. If space is available in a course when a student files a challenge to the prerequisite or co-requisite, the District shall reserve a seat for the student and resolve the challenge within five (5) working days. If the challenge is upheld or the District fails to resolve the challenge within the five (5) working-day period, the student shall be allowed to enroll in the course.
2. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the students registers for that subsequent term.

B. Grounds for challenge shall include the following:

1. Those grounds for challenge specified in Title 5, Section 55201(f).
2. The student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students. The student shall be allowed to enroll in such a course if otherwise he or she would be delayed by a semester or more in attaining the degree or certificate specified in his or her educational plan.
3. The student seeks to enroll in a course that has a prerequisite established to protect health and safety, and the student demonstrates that he/she does not pose a threat to himself/herself or others.
4. The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to a determination of whether the student's challenge should be upheld are or ought to be in the college's own records, then the college has the obligation to produce that information.

C. Curriculum Review Process

The curriculum review process shall at a minimum be in accordance with all of the following:

1. Establish a curriculum committee and its membership in a manner that is mutually agreeable to the college administration and the academic senate.
2. Establish prerequisites, co-requisites, and advisories on recommended preparation (advisories) only upon the recommendation of the academic senate except that the academic senate may delegate this task to the curriculum committee without forfeiting its rights or responsibilities under Title 5 Sections 53200-53204 and within the limits set forth in Title 5 Section 55003.. Certain limitations on enrollment must be established in the same manner.

3. Establish prerequisites, co-requisites, advisories on recommended preparation, and limitations on enrollment only if:

a) The faculty in the discipline or, if the college has no faculty member in the discipline, the faculty in the department do all of the following:

- (1) Approve the course; and,
- (2) As a separate action, approve any prerequisite or co-requisite, only if:

(a) The prerequisite or co-requisite is an appropriate and rational measure of a student's readiness to enter the course or program as demonstrated by a content review including, at a minimum, all of the following:

- (i) involvement of faculty with appropriate expertise;
- (ii) consideration of course objectives set by relevant department(s). The curriculum review process should be done in a manner that is in accordance with accreditation standards.
- (iii) be based on a detailed course syllabus and outline of record, tests, related instructional materials, course format, type and number of examinations, and grading criteria;
- (iv) specification of the body of knowledge and/or skills which are deemed necessary at entry and/or concurrent with enrollment;
- (v) identification and review of the prerequisite or co-requisite which develops the body of knowledge and/or measures skills identified under iv.
- (vi) matching of the knowledge and skills in the targeted course (identified under iv.) and those developed or measured by the prerequisite or co-requisite (i.e., the course or assessment identified under v.); and
- (vii) maintain documentation that the above steps were taken.

~~(b) The prerequisite or co-requisite meets the scrutiny specified in one of the procedures for review of individual courses (see below), and specify which.~~

- (3) Approve any limitation on enrollment that is being established for an honors course or section, for a course that includes intercollegiate competition or public performance, or so that a cohort of students will be enrolled in two or more courses, and, in a separate action, specify which.
- (4) Approve that the course meets the academic standards required for degree applicable courses, non-degree applicable courses, non-credit courses, or community service respectively.
- (5) Review the course outline to determine if a student would be highly unlikely to receive a satisfactory grade unless the student had knowledge or skills not taught in the course. If the student

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would need knowledge or skills not taught in the course itself, then the course may be approved for degree applicable credit only if all requirements for establishing the appropriate prerequisite have been met excepting only approval by the curriculum committee.

- (6) Review the course outline to determine whether receiving a satisfactory grade is dependent on skills in communication or computation. If receiving a satisfactory grade is sufficiently dependent on such skills, then the course may be approved for degree applicable credit only if all requirements have been met for establishing a prerequisite or co-requisite of not less than eligibility for enrollment to a degree-applicable course in English or mathematics, respectively.
  - b) A course which should have a prerequisite or co-requisite as provided in (5) or (6) but for which one or more of the requirements for establishing a prerequisite have not been met may only:
    - (1) Be reviewed and approved pursuant to the standards for non-degree applicable credit, non-credit, or community service; or
    - (2) Be revised and reviewed as required to meet the criteria for establishing the necessary prerequisites or co-requisites.
  - c) The curriculum committee also reviews the course and prerequisite in a manner that meets each of the requirements specified above.
4. Program Review. As a regular part of the program review process or at least every six years, except that the prerequisites and co-requisites for vocational courses or programs shall be reviewed every two years, the college shall review each prerequisite, co-requisite, or advisory to establish that each is still supported by the faculty in the discipline or department and by the curriculum committee and is still in compliance with all other provisions of this policy and with the law. Any prerequisite or co-requisite that is still supported shall be reviewed promptly thereafter to assure that it is in compliance with all other provisions of this policy and with the law.
  5. Implementing Prerequisites, Co-requisites, and Limitations on Enrollment. Implementation of prerequisites, co-requisites, and limitations on enrollment must be done in a consistent manner and not left exclusively to the classroom instructor. Every attempt shall be made to enforce all conditions a student must meet to be enrolled in the course through the registration process so that a student is not permitted to enroll unless he/she has met all the conditions or has met all except those for which he/she has a pending challenge or for which further information is needed before final determination is possible of whether the student has met the condition.
  6. Instructor's Formal Agreement to Teach the Course as Described. Each college shall establish a procedure so that courses for which prerequisites or co-requisites are established will be taught in accordance with the course

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outline, particularly those aspects of the course outline that are the basis for justifying the establishment of the prerequisite or co-requisite. The process shall be established by consulting collegially with the local academic senate and, if appropriate, the local bargaining unit.

### Review of Individual Courses

If the student's enrollment in a course or program is to be contingent on his or her having met the proposed prerequisite(s) or co-requisite(s), then such a prerequisite or co-requisite must be established as follows. If enrollment is not blocked, then what is being established is not a prerequisite or co-requisite but, rather, an advisory on recommended preparation and must be identified as such in the schedule and catalog. Establishing advisories does not require all the following steps.

#### 1. Prerequisites and Co-requisites

A. Levels of Scrutiny. Prerequisites and co-requisites must meet the requirements of at least one of the following subsections:

1. ~~The Standard Prerequisites or Co-requisites.~~ The college may establish satisfactory completion of a course as prerequisite or co-requisite for another course provided that, in addition to obtaining the review of the faculty in the discipline or department and the curriculum committee as provided above, the college specifies as part of the course outline of record at least three of the campuses of the University of California and the California State University which reflect in their catalogs that they offer the equivalent course with the equivalent prerequisite(s) or co-requisite(s). Any combination of University of California campuses and California State University campuses is acceptable in satisfaction of this requirement.

2. ~~Sequential Courses Within and Across Disciplines.~~ A course may be established as a prerequisite or co-requisite for another course provided that, in addition to the review by faculty in the department or discipline and by the curriculum committee as described above, skills, concepts, and/or information taught in the first course are presupposed in the second course, and a list of the specific skills and/or knowledge a student must possess in order to be ready to take the second course is included in its outline of record.

3. ~~Courses in Communication or Computation Skills.~~ Prerequisites establishing communication or computational skill requirements may not be established across the entire curriculum unless established on a course-by-course basis. A course in communication or computation skills, or eligibility for enrollment in such a course, may be established as a prerequisite or co-requisite for any course other than another course in communication or computation skills if, in addition to the review by the faculty in the discipline or department and by the curriculum committee as provided above, the following is also done:

- a) A list of the specific skills a student must possess in order to be ready to take the course is included in the course outline of record; and
- b) Research is conducted as provided above.

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The prerequisite or co-requisite may be established for a period of not more than two years while the research is being conducted provided that a determination is made that a student who lacks the particular skills is highly unlikely to receive a satisfactory grade because a sufficient percentage of the grade is directly dependent on these skills. This determination must be approved both by the faculty in the discipline and by the curriculum committee as provided above and must be based on a review of the syllabus as well as samples of tests and other assignments on which the grade is based.

4. Cut Scores and Prerequisites. Whether or not research is required to establish a prerequisite, data collected to validate assessment instruments and cut scores is always relevant to reviewing the prerequisites for the associated courses. If such data are insufficient to establish the cut scores, any course prerequisites established for the same course or courses may not be printed in subsequent catalogs and schedules nor enforced in subsequent semesters until the problems are resolved, and sufficient data exist to establish the cut scores. In such a case, the collection of these data shall be done in the manner prescribed above in addition to other requirements of law. Such a prerequisite may be changed to an advisory or recommended preparation while the problems are being resolved.

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5. Programs. In order to establish a prerequisite for a program, the proposed prerequisite must be approved as provided for a course prerequisite in regard to at least one course that is required as part of the program.

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6. Health and Safety. A prerequisite or co-requisite may be established provided that, in addition to the review by faculty in the department or division and by the curriculum committee as provided above:

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- a) The course for which the prerequisite is proposed is one in which the student might endanger his/her own health and safety or the health and safety of others; and
- b) The prerequisite is that the student possesses what is necessary to protect his/her health and safety and the health and safety of others before entering the course.

7. Recency and Other Measures of Readiness. Recency and other measures of readiness may be established as a prerequisite or co-requisite only if, in addition to the review by the faculty in the discipline or department and by the curriculum committee as provided above, the following is also done:

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- a) A list of the specific skills a student must possess in order to be ready to take the course is included in the course outline of record.
- b) Data are gathered according to sound research practices in at least one of the following areas:

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- (1) ~~The extent to which students, those currently enrolled in the course or those who have completed it, believe the proposed prerequisite or co-requisite is necessary.~~
  - (2) ~~Comparison of the faculty members' appraisal of students' readiness for the course to whether students met the proposed prerequisite or co-requisite. The faculty appraisal could be done at any time in the semester that the college determined was appropriate and based on independent assignments, quizzes and exams, participation in courses or other indicators that the student was or was not ready to take the course.~~
  - (3) ~~Comparison of students' performance at any point in the course with completion of the proposed prerequisite or co-requisite.~~
  - (4) ~~Comparison of student performance in the course to their scores on assessment instruments in the manner required to validate an assessment instrument and cut scores for the course in question as described above.~~
- c) ~~The standard for any comparison done shall be that a student is highly unlikely to receive a satisfactory grade in the course unless the student has met the proposed prerequisite or co-requisite. The research design, operational definitions, and numerical standards, if appropriate, shall be developed by research personnel, discipline faculty, and representatives of the academic senate. If the evidence fails to meet the standard established, each college may establish the proposed prerequisite or co-requisite as a recommended preparation and may seek to establish it as a prerequisite or co-requisite only by following the process described in this policy and any applicable college policies.~~
- d) ~~If the curriculum committee has determined as provided in these procedures that a new course needs to have a prerequisite or co-requisite, then the prerequisite or co-requisite may be established for a single period of not more than two years while research is being conducted and a determination is being made, provided that:~~
- (1) ~~All other requirements for establishing the prerequisite or co-requisite have already been met; and~~
  - (2) ~~Students are informed that they may enroll in the course although they do not meet the prerequisite. However, students who lack the prerequisite may not constitute more than 20% of those enrolled in any section of the course.~~

~~Prerequisites and co-requisites that are exempt from review at the time they are, or were, established are not eligible for this exception, and the research must be conducted during the six years before they must be reviewed.~~

B. ~~Additional Rules. Title 5 Section 55202 specifies additional rules, which are to be considered part of this document as though reproduced here.~~

## 2.1. **Advisories on Recommended Preparation.**

The college may recommend that a student meet a standard of readiness at entry only if recommended by the faculty in the discipline or department and by the curriculum committee as provided in above. This process is required whether the college used to describe such recommendations in its catalog or schedule as "prerequisites," or "recommended," or by any other term.

### **3.2 Limitations on Enrollment.**

The types of limitation on enrollment specified below may only be established through the curriculum review process by the discipline or department faculty and the curriculum committee specified above including the requirement to review them again at least every six years; for example, as part of program review. The following requirements must also be met in order to establish these particular limitations on enrollment.

- A. Performance Courses. The college may establish audition or try-out as a limitation on enrollment for courses that include public performance or intercollegiate competition such as but not limited to band, orchestra, theater, competitive speech, chorus, journalism, dance, and intercollegiate athletics provided that:
1. For any certificate or associate degree requirement which can be met by taking this course, there is another course or courses which satisfy the same requirement; and
  2. The college includes in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same requirement.

Limitations on enrollment established as provided for performance courses shall be reviewed during program review or at least every six years to determine whether the audition or try-out process is having a disproportionate impact on any historically under-represented group and, if so, a plan shall be adopted to seek to remedy the disproportionate impact. If disproportionate impact has been found, the limitation on enrollment may not be printed in subsequent catalogs or schedules nor enforced in any subsequent term until such a plan has been endorsed by the department and the college administration and put into effect.

- B. Honors Courses. A limitation on enrollment for an honors course or an honors section of a course may be established if, in addition to the review by the faculty in the discipline or department and by the curriculum committee as provided above, there is another section or another course or courses at the college which satisfy the same requirements. If the limitation is for an honors course and not only for an honors section, the college must also include in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same associate degree or certificate requirement.

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courses are two or more courses or sections for which enrollment is limited in order to create a cohort of students. Such a limitation on enrollment may be established if, in addition to review by the faculty in the discipline or department and by the curriculum committee as provided above, there is another section or another course or courses that satisfy the same requirement. If the cohort is created through limitations on enrollment in the courses rather than limitations on specific sections of courses, then the college must include in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which satisfy the same associate degree or certificate requirement.

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**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

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<http://www.cccco.edu>



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 of 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.~~

## **MOORPARK COLLEGE**

### **New Degrees/Programs**

Criminal Justice – AA-T

#### **New Course**

RADT M44B	Nuclear Medicine Clinical Lab IIB	5 Units
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#### **Revised Courses**

CNSE M82	Introduction to Network Security	<del>4.5</del> 2 Units
RADT M44A	Nuclear Medicine Clinical Lab IIA	<del>40</del> 5.5 Units

## **New Degrees/Programs**

### **Criminal Justice AA-T**

Students who complete Criminal Justice courses will utilize the Community Policing philosophy of partnerships to interact with and influence the diverse community that the Criminal Justice System serves. Students completing the Criminal Justice Program will acquire the practical knowledge and skills to successfully pass the Criminal Justice Law Enforcement vocational entrance exams and academy programs.

Public concern with rising crime rates and the increasing role of law enforcement in public service work has contributed to the growth of criminal justice agencies throughout the nation. There is a broad range of employment opportunities for men and women in all components of the Criminal Justice System. This Criminal Justice Program offers an education to students in the varied aspects of law enforcement, court procedures and corrections. A foundation of knowledge is provided for those interested in becoming competitive candidates for these rewarding and challenging positions.

Students who complete Criminal Justice courses in the Associate in Arts Degree in Criminal Justice for Transfer (AA-T in Criminal Justice), must complete 18 specified units plus the California State University (CSU) GE Breadth or Intersegmental General Education Transfer Curriculum (IGETC) requirements for a total of 60 CSU transferable units with a minimum of a 2.0 grade point average. The AA-T in Criminal Justice is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing this degree, Associate in Arts in Criminal Justice for Transfer (AA-T in Criminal Justice) are guaranteed admission to the CSU system, but not a particular campus or major. Students should consult with a counselor for more information on university admission and transfer requirements as this AA-T in Criminal Justice degree may not be the best option for students intending to transfer to a particular CSU campus or to a college or university that is not part of the CSU system.

#### **Required Courses: .....Units**

CJ M01	Introduction to Criminal Justice .....	3.0
CJ M02	Concepts of Criminal Law .....	3.0
CJ M03	Community Relations .....	3.0
CJ M05	Principles and Procedures of the Justice System.....	3.0

#### **Select two courses from the following:.....Units**

CJ M04	Legal Aspects of Evidence .....	3.0
CJ M06	Criminal Justice Report Writing.....	3.0
CJ M11	Criminal Investigation.....	3.0
CJ M14	Juvenile Procedures .....	3.0
CJ M41	Introduction to Probation, Parole and Corrections .....	3.0

<b>Total Units</b>	.....	<b>18.0</b>
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### New Course

RADT M44B	Nuclear Medicine Clinical Lab IIB	5 Units
Prerequisites:	RADT M44A, may be taken as a prerequisite or concurrently	
Recommended Prep:	MATH M15 or MATH M15H and CHEM M12 or CHEM M12H	
Hours:	15 lab	

Provides an opportunity for intermediate practical application of respiratory, genitourinary, hematopoietic, inflammatory/tumor, and pediatric procedures in a clinical laboratory. Utilizes lab in the nuclear medicine department of a pre-assigned clinical affiliate. Does not apply to Associate Degree.

### Revised Courses

CNSE M82	Introduction to Network Security	4.52 Units
Prerequisites:	<del>CNSE M01 and CNSE M05</del> None	
<b>Recommended Prep:</b>	<b>Proficiency using computers for Internet research</b>	
Hours:	1.5 lecture, <b>3 lab</b>	

Provides a comprehensive overview of network security. Covers general security concepts, communication security, infrastructure security, cryptography, and operational/organizational **security needs**. ~~Also prepares students for Computing Technology Industry Association (CompTIA) Security+ certification exam. Students will be prepared to pass a~~ **Prepares students for to pass a** foundational security exam leading to a security certification. Applies to Associate Degree.  
 Transfer credit: CSU

RADT M44A	Nuclear Medicine Clinical Lab IIA	405.5 Units
Prerequisites:	RADT M305, <b>and</b> RADT M40 <del>and</del> <b>and</b> RADT M42 or concurrent enrollment	
Recommended Prep:	MATH M15 or MATH M15H and CHEM M12 or CHEM M12H	
Hours:	<del>32</del> <b>17</b> lab	

Provides an opportunity for practical application of respiratory, genitourinary, hematopoietic, inflammatory/tumor, and pediatric procedures in a clinical laboratory. Utilizes lab in the Nuclear Medicine department of a pre-assigned clinical affiliate. **(Formerly RADT M44.)** Does not apply to Associate Degree.

**OXNARD COLLEGE**

**Revised Course**

SPAN R117

Hispanic American Literature

3 Units

SPAN R117	Hispanic American Literature	3 Units
Hours:	3.0 lecture	
Prerequisites:	<b>SPAN R103 or SPAN R140, or concurrent enrollment in SPAN R103 or SPAN R140</b>	
Advisories:	Advanced knowledge of Spanish reading and writing; SPAN R104, SPAN R108, <b>SPAN R141</b> , or the equivalent is highly recommended.	

This course provides a survey of Hispanic American Literature from Pre-Columbian times to the present. It includes representative writers from each of the major literary periods, as well as a discussion of literary genres such as poetry, short story, essay and novel. Readings, written assignments and class discussions will be in Spanish. Field trips may be required. Pass/No Pass at Student's Option. *Transfer credit: CSU; UC*