



District Council on Student Learning (DCSL)
Agenda

April 12, 2012 – Lakin Board Room
3:00 p.m. – 4:30 p.m.

1. Approval of March 8, 2012 Meeting Notes

2. Old Business

- New Title 5 Repetition and Withdrawal Regulations – new drafts (Registrars)
 - a. AP 4255 Course Repetition
 - b. AP 4227 Course Repetition Absent Substandard Academic Work
 - c. AP 4230 – Grading and Academic Records Symbols
- BP 4240/AP 4240 Academic Renewal (Angelica Gonzales)
- AP 5010 Admissions and Concurrent Enrollment (Board Policy exists, but no Administrative Procedure exists) (Susan Bricker)
- AP 4100 Graduation Requirements for Degrees and Certificates – new draft (Riley Dwyer)
- Mandatory New Student Orientation – return comments from the DCSL group (Pat Ewins)
- Math Competency – update (Lisa Anderson, DCSL guest)

3. New Business

- Health Fee Trailer Bill (Mary Jones, DCSL guest)

Updates

- AP 5055 Early Registration – supporting documentation for rationale of early registration for athletes to Cabinet (Peter Sezzi). It was requested to leave this item on the agenda for the next meeting after April (September 12, 2012).
- AP 5013 Students in the Military, AP 5015 Residence Determination, BP/AP 5020 Nonresident Tuition – update (Shannon Davis, Peter Sezzi and Clare Geisen)

Next Meeting Date: September 12, 2012

Ventura County Community College District

District Council on Student Learning (DCSL) Meeting Notes

March 8, 2012 – DAC Lakin Board Room

3:00 p.m. – 4:30 p.m.

DRAFT PRIOR TO APPROVAL OF MEETING NOTES AT 4.12.12 DCSL MEETING

Present: Chancellor’s Designee: Erika Endrijonas (OC)
 Co-Chair: Riley Dwyer (MC)
 Gloria Arevalo (VC), Lori Bennett (MC), Susan Bricker (VC), Daniel Chavez (ASVC), Kathy Colborn (MC), Shannon Davis (OC), Joel Diaz (OC), Riley Dwyer (MC), Patricia Ewins (MC), Clare Geisen (DAC), Angelica Gonzales (VC), Linda Kamaila (OC), Pam Kennedy-Luna (MC), Linda Loiselle (MC), Maureen Rauchfuss (MC), Mary Rees (MC), Ramiro Sanchez (VC), Peter Sezzi (VC), Mark Pauley (VC)

Absent: Karen Engelsen (OC), Victoria Lugo (VC)

Recorder: Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome and Approval of January 12, 2012 Meeting Notes	Dr. Endrijonas welcomed everyone to DCSL. The meeting commenced at 3:10 pm. The meeting notes were approved with a minor correction. Robert Cabral is indicated as absent and Linda Kamaila has replaced him. All were in favor to approve the minutes with the above correction.			
Review of Committee Charge	Recommendations of changes to the Committee charge: <ul style="list-style-type: none"> • “<i>Fourth Thursday</i>” will be removed. • Website Membership: “<i>suggested</i>” will move to parenthesis in front of two faculty members selected. No other changes were requested. 			
Review of Annual	Dr. Endrijonas requested the group review the			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Committee Evaluation	survey, which is not specific to this committee. Comments will be brought back to the meeting in April. (Since the last meeting, this item has been resolved.)			
OLD BUSINESS				
Early Registration – AP 5055 (Peter Sezzi)	Mr. Sezzi is currently working on gathering data for review. There was discussion if the SSTF information should be included in this administrative procedure. There was concern there are no degree applicable courses for basic skills students. Return of students for 76 units were discussed. It was requested to leave this item on the agenda for the next meeting after April (September 12, 2012).	gather data	9.12.12	Peter Sezzi
AP 4225, 4227, 4230 New Title 5 Repetition and Withdrawal Regulations (Registrars): <ul style="list-style-type: none">• AP 4255 Course Repetition	AP 4255 Course Repetition <p>Ms. Bricker provided an explanation of changes made to the administrative procedure. The document was reviewed and the following changes were requested:</p> <ul style="list-style-type: none">• Copyright symbol will be deleted (1st page)• Under “<i>Course Repetition to Alleviate a Substandard Grade.</i>” Substandard will be changed to standard (2nd page)• Under “<i>Course Repetition to Alleviate a Substandard Grade.</i>” “<i>To alleviate a substandard grade</i>” will be changed “<i>to achieve a standard grade</i>”.• “<i>Activity</i>” will be changed to <i>allowable</i>” in all places in paragraph. (3rd page after item 2)• “<i>Verification</i>” will change to “<i>certification.</i>” (last page under “<i>Legally Mandated Training Requirement.</i>”	Make revisions to AP 4255, 4227, and 4230	4.12.12	Susan Bricker

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<ul style="list-style-type: none"> • AP 4227 Course Repetition Absent Substandard Academic Work • AP 4230 – Grading and Academic Records Symbols <p>BP/AP 4240</p>	<p>AP 4227 Course Repetition Absent Substandard Academic Work Ms. Bricker provided an explanation of changes made to the administrative procedure. The document was reviewed and the following changes were requested:</p> <ul style="list-style-type: none"> • C – “or P” will be added in first and second paragraph • “<i>may qualify</i>” will replace “<i>is an activity course</i>” in 2nd bullet on first page <p>AP 4230 Grading and Academic Record Symbols Ms. Bricker provided an explanation of changes made to the administrative procedure. The document was reviewed and the following changes were requested:</p> <ul style="list-style-type: none"> • This procedure is scheduled to go into effect fall 2012 and there was concern regarding the withdrawal at 14 weeks. Mr. Sezzi will take AP 4230 back to the Academic Senate for consideration and opinion. This item will be agendized on the April DCSL agenda. • Issues with Title 4 and financial aid were discussed regarding withdrawals. Ms. Bricker will craft a sentence to be added for clarification regarding the W-Withdrawal (first paragraph on second page). This will be discussed at the April DCSL meeting. <p>Academic Renewal – BP/AP 4240 Ms. Gonzales requested to have this item tabled to the April meeting in order to clarify Title 5 updates.</p>	<p>Review AP 4230 with Academic Senate</p> <p>Craft new sentence for clarification</p> <p>Clarify Title 5 updates</p>	<p>4.12.12</p> <p>4.12.12</p> <p>4.12.12</p>	<p>Peter Sezzi</p> <p>Susan Bricker</p> <p>Angelica Gonzales</p>

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
AP 5010	In January, Ms. Geisen researched whether DCSL's draft of AP 5010 from 2009 ever made its way to the Board and confirmed it hasn't been through the approval process. Ms. Geisen stated there is a recent CCLC update to this administrative procedure and the update, which should be incorporated into our revised procedure. The 2009 draft will be sent to the registrars by Ms. Geisen for review and the revised draft will be brought to the February DCSL meeting. (The February meeting was cancelled.)	Revise draft	4.12.12.	Registrars
NEW BUSINESS				
Student Success Task Force	<p>Dr. Endrijonas provided a copy of the SSTF Advancing Student Success in California Community Colleges and reviewed the changes recommended by California Community Colleges.</p> <p>One of the concerns is the current data being utilized is not accurate and the ARCC group will be starting up soon. Another group will be coming together to identify the diagnostic assessment. The state will be doing an RFP as to why they should be identified as the choice of the state. Local validation has not been addressed at state level. Cut scores were discussed and whether they are consistent across the state. Stay tuned for improved basic skills and funding issues.</p>			
AP 4235	The current administrative procedure online is not the same as was approved last year and, therefore, requires review again as it has been close to a year since the last assessment. The draft dated 3/30/11 was provided at the meeting for review. There was a question regarding whether fees should be added to	Make fee revisions to AP 4235 and send to Ms. Geisen for Cabinet	4.12.12	Shannon Davis

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	the document. Registrars will review the fees to ensure this is covered under another administrative procedure. This policy/procedure will move to Cabinet, and if approved, to Policy Committee in April, and the Board in May.	approval.		
AP 5013 Students in the Military	The CCLC update dated 9/13/11 was provided for review to adopt for our administrative procedure. The registrars will review the procedure and bring back a draft for the next meeting. Health credits were discussed as they are not consistent across the military branches. The ACD model has been followed by Ventura for the history of enrollment of military.	Review administrative procedure	4.12.12	Registrars
AP 4100	<p>Ms. Dwyer presented a draft of AP 4100 Graduation Requirements for Degrees and Certificates. The following changes were requested:</p> <ul style="list-style-type: none"> • The primary change is on page 2 – complete with a grade of C or better. • Move “<i>Areas of Emphasis Majors</i>” to front of sentence. • Include language regarding transfer degrees. • C or a P should be added <p>Oxnard College’s Academic Senate has not yet reviewed this document and will bring back their comments to the April meeting based on the changes made at this meeting.</p>	Review AP 4100	4.12.12	OC Academic Senate
Mandatory New Student Orientation	Implementation of this item is a concern and Ms. Ewins requested presentation to the group. Please review this item, which will return to the April meeting.	Review New Student Orientation	4.12.12	DCSL Group
Math Competency	This item was discussed in DTRW, which the group agreed the document required a few changes and	Review with Curriculum	4.12.12	Curriculum Committee

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	Linda Anderson (math professor and DCSL guest) will bring back the requested changes to the Curriculum Committee.	Committee		
NEXT MEETING	Thursday, April 12, 2012 – 3:00 p.m.			

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

~~Standard passing grades are defined as A, B, C or P/CR. For purposes of the regulatory enforcement of course repetition regulations only, S substandard grades are defined as D, F, NP/NC and W.~~

All enrollment attempts that result in an evaluative or non-evaluative grade on a student's permanent record are counted for purposes of this administrative procedure and pursuant to Title 5, Section 55023. Evaluative symbols are defined as standard passing grades of A, B, C or P/CR; and substandard grades of D, F and NP/NC. Non-evaluative symbols are defined as W.

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

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

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

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

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

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

- Approved attendance ~~in~~ for 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 ~~achieve a substandard (passing) grade.~~ This rule applies to courses taken at any regionally accredited college, in which the student received a substandard grade as defined above. Once a passing grade of C/P/CR or better is received, he or she may not repeat the course again under this section. However, repetition may be allowable under special circumstances as defined below and in AP 4227.

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

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

~~Upon completion of a repeated course the previous substandard grade and credit shall be disregarded in the computation of grade point averages.~~ The first two substandard grades may will be excluded from the student's grade point average calculations if the student repeats enrolls in and completes 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 achieve a standard (passing) grade (or a total of three times).

Course Repetition Allowed Under Special circumstances

Course Repetition Due to Significant Lapse of Time

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

1. The course was successfully completed more than three years prior, and:
 - a) is required as a part of the student's designated educational goal and/or
 - b) is in a sequence of courses based on prerequisites, or

2. Another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course in question.

If it is determined that an ~~activity allowable~~ 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 designated administrator.

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

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

Repetition of Variable Unit, Open Entry/Open Exit Courses

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

1. the course is required for legally mandated training;
2. the course is a special class for students with disabilities which the student needs to repeat as a verified disability-related accommodated;

3. repetition of the course to retake a portion of the curriculum is justified by verified extenuating circumstances; or
4. the student wishes to repeat the course to alleviate substandard work recorded for a portion of the curriculum.

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

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

Course Repetition Allowed Absent Substandard Academic Work

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

Legally Mandated Training Requirement: Students may, with verification 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/P 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/P or better; however, the grade received by the student each time will be included in calculations of the student's grade point average. Students will be required to ~~verify~~ certify the legally mandated training requirement for their continued volunteer or paid employment status.

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

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

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

Courses Designated as Repeatable

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

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

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

Courses designated as repeatable shall be identified in the college catalog. The district will devise and implement a mechanism for the proper monitoring of such repetitions, including the

determination and certification that each identified course meets the criteria specified in Title 5 section 55041c.

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

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

The attendance of students in credit activity courses may be claimed for apportionment ~~for~~ a maximum of four ~~times~~ **semester enrollments** 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 for Students with Disabilities

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).

AP 4230 Grading and Academic Record Symbols

Reference:

Title 5, Sections 55023, 55050

Evaluative Symbols:

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

- A – Excellent (4 points per semester unit)
- B – Good (3 points per semester unit)
- C – Satisfactory (2 points per semester unit)
- D – Passing, Less than satisfactory (1 point per semester unit)
- F – Failing (0 point per semester unit)

P – Pass, At least satisfactory (units awarded not counted in GPA. Replaced CR effective Fall 2009)

NP – No Pass, Less than satisfactory, or failing (units not counted in GPA. Replaced NC effective Fall 2009)

CRE – Credit by Exam (units awarded not counted in GPA)

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

Non-Evaluative Symbols:

The District Governing Board has authorized the use of the non-evaluative symbols "I," "IP," "RD₁" and "W," and "MW" defined as follows:

I - Incomplete

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

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

A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The "I" may be made up no later than one year following the end of the term for which it was assigned. The "I" symbol shall not be used in calculating units attempted or for grade point averages.

IP – In Progress

The "IP" symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of an evaluative symbol (grade) must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student's permanent record for the term in which the

course is completed. The "IP" shall not be used in calculating grade point averages. If a student enrolled in an "open-entry, open-exit" course is assigned an "IP" at the end of a term and does not re-enroll in that course during the subsequent attendance period, the appropriate faculty will assign an evaluative grade symbol in accordance with the academic record symbols to be recorded on the student's permanent record for the course.

RD - Report Delayed

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

W - Withdrawal

Students may withdraw from a class by the end of the third week of a full-semester length class or by 16% of the total meetings in a short-term class without any notation being recorded in the permanent academic record.

Withdrawals that occur after the third week of a full-semester length class or 16% of a short term class shall be recorded as a W on students' permanent academic records. W grades will be counted as one of the three enrollment attempts that students are allowed in order to achieve a standard (passing) grade of C/P or better in a course. They will also be counted in the calculation of a student's academic progress to determine academic standing (e.g. good standing, probation or dismissal).

Withdrawals shall not be permitted after the 14th week of a full-semester length class or 75% of total class meetings in a short-term class. Students who are actively enrolled after that point shall receive a grade other than W in the permanent academic record. Exception may be made if approved upon petition by the student and documentation of verifiable extenuating circumstances, and after consultation with appropriate faculty. Withdrawals approved by exception shall be recorded as a W on students' permanent academic record.

Appropriate faculty is notified of withdrawals on their summary class roster.

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

W grades shall not be assigned when withdrawal was necessary due to fire, flood or other extraordinary conditions pursuant to Title 5 section 58509. Such withdrawal must be petitioned by the student and supported by documentation of circumstances.

MW – Military Withdrawal

Military withdrawal occurs when students who are members of an active or reserve United States military service receive orders compelling withdrawal from classes. Upon verification of orders, the appropriate withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made on the permanent academic record for withdrawals.

Students requesting military withdrawal must present a petition for withdrawal and a copy of the military orders, or other acceptable documentation, which verifies the dates and location of military assignment that compelled or compels withdrawal from classes.

A grade of MW shall be recorded on the permanent academic record upon approval of petition for military withdrawal that occurs after the third week of full-semester length classes or 16% of total meetings of short-term classes. MW grades shall not be counted as one of the three enrollment attempts allowed to

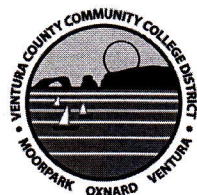
achieve a standard (passing) grade of C/P or better, or in the calculation of a student's academic progress for the determination of academic standing.



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

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

See Administrative Procedure 4240.



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

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

Academic Renewal Options:

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

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

Eligibility:

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

Petition:

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

Recording of Academic Renewal:

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

Academic renewal actions are irreversible.

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

ACADEMIC REGULATIONS

HONEST ACADEMIC CONDUCT

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

COURSE REPETITION POLICY

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

ACADEMIC RENEWAL WITHOUT COURSE REPETITION

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

The following conditions apply:

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

5 CA ADC § 55046

§ 55046. Academic Renewal Without Course Repetition.

Term
5 CCR § 55046

Cal. Admin. Code tit. 5, § 55046

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

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

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

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

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

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

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

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

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

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

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

(6) The personnel responsible for implementing the procedures.

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

HISTORY

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

5 CCR § 55046, ←5 CA ADC § 55046 →

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

END OF DOCUMENT

Term

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PIERCE COLLEGE

ACADEMIC RENEWAL PETITION

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

Date _____

Last Name First M.I. Student ID Number

Address: Number & Street City Zip

Birthdate Phone No. Student's Signature

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

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

REQUIREMENTS:

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

I am requesting Academic Renewal for the following courses:

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

LIST ALL THE COLLEGES AND UNIVERSITIES YOU HAVE ATTENDED IN ADDITION TO LOS ANGELES PIERCE COLLEGE: A current official transcript from each college/university you listed below must be on file with our graduation office in order to process this petition. However, if the college you listed is one of our "sister" campuses within the Los Angeles Community College District (LACCD), a transcript is unnecessary. Please have your school(s) mail them directly to our graduation office.

<u>Name of College or University</u>	<u>Dates Attended</u>
_____	_____
_____	_____
_____	_____

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

ACTION

REMARKS

_____ Approved _____ Denied

_____ Action Postponed

By _____

Copy sent to student on _____



SANTA BARBARA CITY COLLEGE

Admissions & Records
Academic Renewal Petition

Step 1: Provide student contact information.

Form with fields: Name, Address, City, State, Zip Code, SBCC ID, SBCC Pipeline Email, Telephone.

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

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

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

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

Table with 2 columns: Semester(s): e.g. Fall 2008 or Spring 2008, Course(s): e.g. ENG 110, MATH 117, FS 101

Student Signature _____ Date _____

For Office Use Only:
__ Approved __ Denied __ Postponed
Scholastic Standards/Designee: _____ Date: _____
Comments: _____
_____ Processed/Notified

Book	VCCCD Board Policy Manual
Section	Chapter 5 Student Services
Title	BP 5010 ADMISSIONS AND CONCURRENT ENROLLMENT
Number	BP 5010
Status	Active
Legal	Education Code Section <u>48800, 48800.5, 68000 et seq., 76000, 76001, 76002</u> ; Labor Code Section 3077
Adopted	April 18, 2006

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

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

The district may admit other persons who meet the criteria set forth in AP 5010 and are determined to be capable of profiting from the instruction offered:

Admission ~~Concurrently Enrolled~~ Special Admission Students

The district may admit concurrently enrolled special admission students providing they are determined to be able to benefit from advanced scholastic or vocational education, and they meet the criteria set forth in AP 5010.

For purposes of this section, concurrently enrolled special admission students are defined as minors and persons 18 years of age or older enrolled in grades K through 12 in an accredited public or private school, or an approved home school program who are eligible to attend pursuant to section 48800 et seq. A home school program that is affiliated with an accredited public or private K-12 school district, or for which an affidavit is on file with the California Department of Education will be considered an approved home school program.

Concurrently enrolled special admission students may be admitted as a special part-time or special full-time student in any session or term.

- ~~Any student whose age or class level is equal to grades K-12 is eligible to attend as a special part-time student for advanced scholastic or vocational courses.~~

- ~~Any student whose age or class level is equal to grades K-12 is eligible to attend as a special full-time student~~
- ~~Any student enrolled in K-12 may attend summer session.~~

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

Denial of Requests for Admission:

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

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

~~Claims for State Apportionment for Concurrent Enrollment:~~

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

Nonresidents:

The district may admit any person who is determined to be a nonresident of California under conditions stipulated herein providing the admission criteria set forth in AP 5010 is met and upon payment of all required nonresident tuition and fees See BP 5020, AP 5020 regarding nonresident tuition and fees). Nonresidents are defined as:

- U.S. citizens who are legal residents of a state other than California
- Immigrant aliens (permanent residents) who are legal residents of a state other than California
- Non-immigrant aliens who are citizens and legal residents of their home country
- Non-U.S. citizens who do not have lawful immigration status
- Any person who does not have a legal right to establish residency in California or, if he/she has the legal right to establish residency in California, has not demonstrated the combination of physical presence and intent sufficiently to warrant a determination of California residency.

Residency shall be determined in compliance with section 68000 et seq. of the California Education Code. The Chancellor shall establish procedures regarding compliance with statutory and regulatory criteria for residency of community college students.

The attendance of nonresident students shall not be claimed for apportionment funding except as allowed by law under the California Education Code and Title 5 Administrative Code.

See Administrative Procedure 5010, Board Policy 5020 and Administrative Procedure 5020.

AP 5010 Admissions

Reference:

Education Code Section 76000

1. Designated Authority and Responsibility for the Admissions Process

Responsibility for the admission process in the colleges of the District is assigned to the appropriate administrator or designee in the Office of Admissions and Records. The appropriate administrator or designee makes initial admission determinations.

2. Admission Procedures for Students Over 18

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

All prospective students must complete and sign a valid admissions application to be admitted to the college. Applications may be submitted in written format or online. Each person applying for admission or enrollment to the colleges of the Ventura County Community College District is classified as a 'resident' or a 'non-resident' for purposes of admission and/or tuition. The admission application will be the basis for initial residency determination. (See BP 5015, AP 5015 – Residency Determination, and BP 5020, AP 5020 – Nonresident Tuition)

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

Students' self-certification may serve as proof of high school attendance and graduation or its equivalent, except that home schooled students may be required to provide verification from an accredited high school district that the home school curriculum completed is deemed equivalent to graduation from an accredited high school.

Admission may be granted to other persons who are determined to be capable of benefitting from the instruction offered, including minors who are concurrently enrolled in grades K-12 and persons who are not California residents, including nonimmigrant aliens. Additional admission criteria apply as stated below.

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

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

U.S. citizens who are determined to be non-residents, but who submit verifiable documentation to certify that they meet the following criteria, will remain classified as a nonresident but may be exempted from payment of non-resident tuition pursuant to AB 540:

- High school attendance in California for three or more years, and;
- Graduation from a California high school or attainment of the equivalent thereof
- Verifiable documentation shall include the self-certifying affidavit required by the California Community Colleges' Chancellor's Office, and may include high school transcripts or other acceptable documents verifying attendance and graduation.

A non-citizen who holds or is applying for an F1 or M1 student visa may only be admitted under conditions stipulated by the governing board, and upon submission of a completed International Student Application packet and ~~on~~ payment of an application processing fee, non-resident tuition and foreign student surcharge, enrollment fees, health fees, and other applicable fees.

Non-citizens holding other non-immigrant visas may be admitted under conditions stipulated by the governing board, and upon presentation of their visa at the Admissions and Records Office for verification and determination of residency status. Non-immigrant students who are determined to be eligible to establish California residency under the terms of their visa will initially be classified as nonresidents and required to submit additional documentation in support of their request for residency reclassification. (See BP 5015 and AP 5015, Residency Determination).
~~as non-residents or residents as determined by the conditions of the visa and the student's ability provide documentation in support of the establishment of California residence pursuant to California Education Code.~~

Non-citizens without lawful immigration status ~~may~~ shall be classified as a non-residents but exempted from payment of non-resident tuition ~~if he or she~~ provided they submit verifiable documentation to certify that they meets the following requirements criteria:

- High school attendance in California for three or more years, and;
- Graduation from a California high school or attainment of the equivalent thereof, and;
- ~~The filing of an affidavit that attests that the student has filed an application to legalize his/her immigration status or will do so as soon as he/she is eligible~~
Verifiable documentation shall include the self-certifying affidavit required by the California Community Colleges' Chancellor's Office, and may include high school transcripts or other acceptable documents verifying attendance and graduation.

~~4. Publication of Admissions Policies and Procedures~~

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

5. Minors as Special Admission Students

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

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

Students admitted as part-time special admission students may enroll in a maximum of six (6) units per semester or term, unless approved for additional units by the designated college administrator. Under no circumstances may a part-time special admission student enroll in more than eleven (11) units in a regular semester.

Parents and students applying for Special Full-time Admission status must contact the Registrar's Office. Petitions for Special Full-Time Admission will be considered only after the parent and student have exhausted all alternatives available through the secondary school district that the student would be attending. The decision to admit a minor as a special full-time admission student may be subject to the availability of classes. Special full-time admission students are required to complete at least 12 units in each primary term, and to maintain continuous enrollment until reaching the age of 18.

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



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

Adopted June 16, 2010

Last Revised June 21, 2011

Last Reviewed May 19, 2011

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

- Standards of Scholarship:
 - Students must achieve a cumulative grade point average of no less than 2.0 in all degree-applicable college and university coursework attempted.
 - Courses used for the Associate in Arts or Associate in Science degrees, Areas of Emphasis, or Majors, Certificates of Achievement, or Proficiency Awards must be completed with a grade of C or better or “P” in each course.
 - District policies and procedures regarding general education and degree requirements must be published in the college catalog and must be filed with the State Chancellor’s Office.
- For the Associate in Arts or Associate in Science degree, a student must demonstrate competence in reading, in written expression, and in mathematics.
 - ◆○ The student must satisfactorily complete at least 60 semester units of degree-applicable college work.
 - ◆○ A definition of “college work” provides that courses acceptable toward the associate degree include those that have been properly approved pursuant to Title 5, Section 55002(a), or, if completed at other than a California community college, would reasonably be expected to meet the standards of that section. The work must include:
 - ◆ at least 18 semester units in general education as noted in AP 4025.
 - ◆ at least 18 semester units in a major listed in the Community Colleges “Taxonomy of Programs” or 18 semester units in an area of emphasis

approved by the CCCCCO.

- ⊖ at least 12 semester units in residence at the college granting the degree; exceptions to the residence requirement can be made by the Board when an injustice or undue hardship would result
- ⊖ The general education requirements must include a minimum amount of work in the natural sciences, the social and behavioral sciences, humanities, and language and rationality.
- ⊖ Ethnic studies must be offered.

● ~~Standards of Scholarship:-~~

- ⊖ ~~Students must achieve a cumulative grade point average of no less than 2.0 in all degree-applicable college and university coursework attempted.-~~
- ⊖ ~~Courses used for Areas of Emphasis, or Majors or Proficiency Awards must be completed with a grade of C or better or "P" in each course.-~~
- ⊖ ~~District policies and procedures regarding general education and degree requirements must be published in the college catalog and must be filed with the State Chancellor's Office.-~~

- For a Certificate of Achievement, a student must successfully complete a course of study that has been approved by the CCCCCO and that consists of 18 or more semester units of degree-applicable credit coursework. Additionally, a student must earn a cumulative grade point average of not less than 2.0 in all degree-applicable college and university coursework attempted and must complete at least 12 semester units in residence at the college granting the certificate. Certificate programs may also be approved for fewer units (a minimum of 12 and a maximum of 17.5 semester units of degree-applicable credit coursework).; ~~in this case, the~~The same scholarship and residency standards would apply. The Certificate of Achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.
- Shorter credit programs that lead to a Proficiency Award may be established by the District.

Content and assessment standards for Proficiency Awards shall ensure that these programs are consistent with the District Colleges' mission, meet a demonstrated need, are feasible, and adhere to guidelines on academic achievement. A student must ~~earn a cumulative grade point average of 2.0 in all degree-applicable credit coursework-~~ complete all applicable coursework used for proficiency Award with a grade of C or better or "P" in each course. Proficiency Awards cannot be memorialized on a student transcript.

Graduation Application Procedure

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

Variance in Major Requirements

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

Double Counting

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

Catalog Rights/Continuous Enrollment

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

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

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

Academic Year

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

Guidelines for Additional Degrees

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

- A student who has earned an associate degree at any regionally accredited institution may earn additional associate degrees.
- Additional degrees can be in a specific major, a general studies area of emphasis or an additional option within the field of the original degree.
- Students must meet all minimum Title 5 requirements for the catalog year covering the additional degree(s). These include, but are not limited to residency requirements, a minimum of 12 additional units for each degree (i.e., a minimum total of 72 units for a second degree and 84 units for a third degree, etc.) and competency requirements in written expression and mathematics.
- Students must complete all required major/emphasis courses listed in the appropriate year's catalog for the specific major, area of emphasis or area of option for the additional degree(s).
- A student who already holds an Associate degree or higher degree from any regionally accredited institution or one evaluated as equivalent to a regionally accredited institution only

needs to complete minimum Title 5 requirements and the major/emphasis requirements to earn an additional degree. No further general education or local additions will be required.

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

VCCCD Mathematics Competency

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

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



Health Fee Trailer Bill Talking Points

- A. Student Voting Component should NOT be an option because:
1. Destabilizes funding for established Student Health programs and threatens closure of health centers on California Community College campuses because:
 - a. Health fees could be decreased or eliminated by student vote
 - b. 76.3% of participating colleges stated they were 100% funded by student health fees (HSACCC Annual Survey).
 - c. Health fees will no longer qualify for federal reimbursement matching dollars under the Medi-Cal Administrative Activities (MAA) program.
 - d. 25.5% of participating colleges indicated they participate in the MAA program and receive an average reimbursement of \$43,700.00 each (HSACCC Annual Survey).
 2. Students don't vote on any other aspect of college services.
 3. It is unfair to burden students with a vote for services that are critical to their academic success but, may not be recognized as such until a health or mental health crisis presents itself.
 4. Students who have not accessed their student health services are typically uninformed about the type and quality of services available to them and therefore may not vote to support them. In general most students are healthy and not inclined to think about health needs or resources until they need them.
 5. Historically, community colleges have low student turn-out for any elections. Thus, it is unfair to have a relatively small number of people vote on an issue that impacts the entire college population long-term.
 6. It is not logical that Districts should expose themselves to liability on the whim of a student vote.
 7. This should be a District decision, not one made by a transient, and most likely inexperienced, student population.

8. Elimination or reduction of current health center services could result in increased costs to a district's budget to provide mandates services currently done by health center staff.
9. Further jeopardizes smaller college health programs since their funding base is already low. ANY change in funding can prove to be fatal to smaller programs.
10. It is the lowest fee that students pay, for services that CANNOT be accessed in the community for the same cost.
11. The student health fee has a minimal impact on the overall financial burden to students.

B. Elimination of Maintenance of Effort (MOE):

1. For 30 years, Student Health Services, which include mental health services, have existed under State Mandate and have become an integral part of the campus safety network and directly support academic success.
2. Student Health Services Fees are the avenue by which Student Health Services are supported and delivered to the majority of CCC students.
3. Leads to the potential loss of student health services for colleges who rely on MOE funds to supplement budgets that are dependent on student health fees.
4. Will severely impact colleges who serve low-income populations that have little to no access to health care. Student Health Services are their "only safety net".
5. Data shows that:
 - CCC students have increased risk factors for a variety of mental health issues (HSACCC NCHA 2010 Consortium).
 - Mental health services on college campuses are accessed by students of color at a higher rate than services available in the community (Hayes, et al.).
 - College students with depression are twice as likely as their classmates to drop out of school (Eisenberg, et al.).
 - The community college age demographic is widely associated with the first onset of mental illness.

Closure of any community college student health center will impact this population and will most likely result in a decrease in retention and academic success (Hayes, et al), as well as in an increase in the number of mental health crises on campuses.

6. Student Health Services and Mental Health Services are interrelated in providing for the physical as well as mental health needs of our students. Whether it is the

diagnosis and treatment of an acute illness or dealing with a student who may be suicidal, homicidal or in need of other mental health services. Without Student Health and Mental Health Services many of our students will never access health care.

7. District Liability: The possible closure or reduction of health services will increase the risk of liability for Districts. Liability includes, but is not limited to:
 - The monitoring and management of campus-related injuries,
 - The management and follow-up of medical emergencies,
 - Campus health & safety issues including the development of emergency protocols, disaster preparedness and response, etc.
 - mental health crisis response, management and follow-up,
 - Public health intervention to prevent and manage the spread of infectious diseases, including active tuberculosis and pandemic flu, will be transferred to non-health professionals or be dependent on emergency medical services, such as 911.

8. Student Success: Student Health Services programs keep students in school. A UC study revealed that 25% of its freshmen dropped out due to health and lifestyle issues and now all students are mandated to carry health insurance. While we cannot make such demands in the community college system, we can recognize the critical need for these services and provide maximum support to programs. A second study (Peilow, 1999) listed reasons for college dropouts. Medical and personal issues were cited as the 3rd and 4th most common reason given after 1st transfer and 2nd financial problems. Community college student health centers are often a place of last resort for students who are uninsured or underinsured, as well as a convenient and efficient place for those fortunate ones that have health insurance.

References

1. Eisenberg, Daniel, Ezra Golberstein and Justin Hunt B.E. Mental Health and Academic Success in College. *Journal of Economic Analysis & Policy*.
2. Hayes, Jeffrey A., Soo Jeong Youn², Castonguay, Louis G.², Locke, Benjamin D.³, McAleavey, Andrew A.², Nordberg, Sam². Rates and Predictors of Counseling Center Use Among College Students of Color. *Journal of College Counseling*; Fall 2011, Vol. 14 Issue 2, p105-116, 12p.
3. Pielow, Gillian. Is All Retention Good? An Empirical Study. *College Student Journal*: 6/1/1999
4. HSACCC NCHA 2010 Consortium. www.hsaccc.org
5. HSACCC 2010 Benchmark Survey. www.hsaccc.org

districts," as defined in subdivision (d) of Section 41202, for the 2004-05 fiscal year and included within the "total allocations to school districts and community college districts from General Fund proceeds of taxes appropriated pursuant to Article XIII B," as defined in subdivision (e) of Section 41202, for that fiscal year. The remaining appropriations made pursuant to subdivision (c) shall be deemed to be "General Fund revenues appropriated for school districts," as defined in subdivision (c) of Section 41202 and "General Fund revenues appropriated for community college districts," as defined in subdivision (d) of Section 41202, for the 2005-06 fiscal year and included within the "total allocations to school districts and community college districts from General Fund proceeds of taxes appropriated pursuant to Article XIII B," as defined in subdivision (e) of Section 41202, for that fiscal year.

(i) From funds appropriated under subdivision (c), the Superintendent shall provide both of the following:

(1) Not more than two million dollars (\$2,000,000) annually to county superintendents of schools to carry out the requirements of this article, allocated in a manner similar to that created to carry out the new duties of those superintendents under the settlement agreement in the case of *Williams v. California* (Super. Ct. San Francisco, No. CGC-00-312236).

(2) Five million dollars (\$5,000,000) in the 2007-08 fiscal year to support regional assistance under Section 52055.730. It is the intent of the Legislature that the Superintendent and the secretary, along with county offices of education, seek foundational and other financial support to sustain and expand these services. Funds provided under this paragraph that are not expended in the 2007-08 fiscal year shall be reappropriated for use in subsequent fiscal years for the same purpose.

(j) Notwithstanding any other provision of law, funds appropriated under subdivision (c) but not allocated to schools with kindergarten or grades 1 to 12, inclusive, in a fiscal year due to program termination in any year or otherwise, shall be available for reappropriation for purposes of providing per pupil funding in accordance with subdivision (a), only in furtherance of the purposes of this article. First priority for those amounts shall be to provide cost-of-living increases and enrollment growth adjustments to funded schools.

(k) The sum of three hundred fifty thousand dollars (\$350,000) is hereby appropriated from the General Fund to the State Department of Education to fund 3.0 positions to implement this article. Funding provided under this subdivision is not part of funds provided pursuant to subdivision (c).

Eliminate Health Fee Elimination Mandate (Amends ECS 76355)

SEC. 18. 76355. (a) (1) The governing board of a district maintaining a community college may require community college students to pay a fee in the total amount of not more than ten dollars (\$10) for each semester, seven dollars (\$7) for summer school, seven dollars (\$7) for each intersession of at least four weeks, or seven dollars (\$7) for each quarter for health supervision and services, including direct or indirect medical and hospitalization services, or the operation of a student health center or centers, or both.

—(2) The governing board of each community college district may increase this fee by the same percentage increase as the Implicit Price Deflator for State and Local Government Purchase of Goods and Services. Whenever that calculation produces an increase of one dollar (\$1) above the existing fee, the fee may be increased by one dollar (\$1).

(b) If a district chooses to provide health services, an alternative fee or fee structure to that specified in subdivision (a) may be authorized by the following:

(1) Upon the favorable vote of a majority of the students of a campus of the district, who voted at an election on the question of whether or not the governing board should require all students at the campus to pay a fee, as specified, for health services, as specified, and for a period of time, as specified.

(2) Upon the favorable vote of a majority of the students at a campus of the district taking a specified number of course credits for a specified duration, to be determined by the governing board, who voted at an election on the question of whether or not the governing board should require all students taking that prescribed number of course credits to pay a fee, as specified, for health services, as specified, for a period of time, as specified.

(c) The governing board of each community college district may increase the fee pursuant to subdivisions (a) and (b) by the same percentage increase as the Implicit Price Deflator for State and Local Government Purchase of Goods and Services published by the United States Department of Commerce. The fees may be increased annually up to the next whole dollar increment above the existing fee limit that the calculation produces.

~~(b)~~ (d) If, pursuant to this section, a fee is required, the governing board of the district shall decide the amount of the fee, if any, that a part-time student is required to pay. The governing board may decide whether the fee shall be mandatory or optional.

~~(e)~~ (e) The governing board of a district maintaining a community college that chooses to implement this section shall adopt rules and regulations that exempt the following students from any fee required pursuant to subdivisions (a) and (b):

(1) Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.

(2) Students who are attending a community college under an approved apprenticeship training program.

~~(d)~~ (f) (1) All fees collected pursuant to this section shall be deposited in the fund of the district designated by the California Community Colleges Budget and Accounting Manual. These fees shall be expended only to provide health services as specified in regulations adopted by the board of governors.

(2) Authorized expenditures shall not include, among other things, athletic trainers' salaries, athletic insurance, medical supplies for athletics, physical examinations for intercollegiate athletics, ambulance services, the salaries of health professionals for athletic events, any deductible portion of accident claims filed for athletic team members, or any other expense that is not available to all students. No student shall be denied a service supported by student health fees on account of participation in athletic programs.

~~(e) Any community college district that provided health services in the 1986-87 fiscal year shall maintain health services, at the level provided during the 1986-87 fiscal year, and each fiscal year thereafter. If the cost to maintain that level of service exceeds the limits specified in subdivision (a), the excess cost shall be borne by the district.~~

~~(f)~~ (g) A district that begins charging a health fee may use funds for startup costs from other district funds, and may recover all or part of those funds from health fees collected within the first five years following the commencement of charging the fee.

~~(g)~~ (h) The board of governors that chooses to implement this section shall adopt regulations that generally describe the types of health services included in the health service program

Community College Deferrals (Amends ECS 84321.6)