



District Technical Review Workgroup
Student Services – DTRW-SS
AGENDA

January 24, 2013 – Lakin Board Room
3:00 p.m. – 4:30 p.m.

- **Approval of December 13, 2012 Meeting Notes**
- **Old Business**
 - BP/AP 4240 Academic Renewal – report on counselor meeting regarding this policy/procedure (Marian Carrasco Nungaray)
 - Waivers from college to college - Waiver process on high-unit majors' rubric – report on ATAC review (Jane Harmon)
 - AP 5013 Students in the Military (no BP/AP exists) – Review versions dated 10.11.12 and bring back comments (all DTRW-SS members)
 - AP 5015 Residence Determination (no BP exists) - Review versions dated 10.11.12 and bring back comments (all DTRW-SS members)
 - BP/AP 5020 Nonresident Tuition - Review versions dated 10.11.12 and bring back comments (all DTRW-SS members)
 - Policy and Procedure Two-Year Review (Erika Endrijonas/Clare Geisen) – status update
- **New Business**
 - BP/AP 5055 – Enrollment Priorities – BOG California Community College Revisions to Title 5 Regulations (Erika Endrijonas/Jane Harmon)
- **Business on Hold**
 - AP 4100 Graduation Requirements for Degrees and Certificates – under review by Academic Senates and DCAA.

Next Meeting Date: February 14, 2013, 3 pm

DTRW-SS

January 24, 2013

Meeting Notes Approval

Ventura County Community College District

District Technical Review Workgroup – DTRW-SS (Formerly DCSL) Meeting Notes

December 13, 2012 – DAC Lakin Board Room

3:00 p.m. – 4:30 p.m.

DRAFT PRIOR TO APPROVAL OF MEETING NOTES AT 1.24.13 DTRW-SS MEETING

Members: Chancellor’s Designee: Erika Endrijonas, Chair (OC)
 Co-Chair: Victoria Lugo, Co-chair (VC)
 Deans of Student Services: Karen Engelsen (OC), Pat Ewins (MC), Victoria Lugo (VC)
 Registrars: Joel Diaz (OC), Kathy Colburn (MC), Susan Bricker (VC)
 Articulation Officers or non-instructional designee: Shannon Davis (Articulation Officer, OC), Pam Kennedy-Luna (Counselor, MC), Marian Carrasco Nungaray (Counselor VC)
 Associated Student Government: ASG Rep vacant as of this meeting (OC), Kimberly Eder (MC), Daniel Chavez (VC)
 Policy and Administrative Procedures: Clare Geisen (Policy/procedure, Chancellor’s Cabinet Liaison/guest)

Absent: Daniel Chavez (VC), Clare Geisen (DAC), Jane Harmon (MC)

Recorder: Laurie Nelson-Nusser

Notes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome and Approval of October 11 and November 8, 2012 Meeting Notes	Dr. Endrijonas welcomed everyone to DTRW-SS. The meeting commenced at 3:08 pm. November meeting notes were approved with 3 abstentions from Dr. Endrijonas, Dr. Engelsen, and Ms. Ewins. The October meeting notes were approved with final changes.			
OLD BUSINESS				
AP 4100 Graduation Requirements for Degrees and Certificates	Ms. Davis provided a handout of a revised version of AP 4100, reviewed the new version of the administrative procedure, and explained the changes. There was discussion regarding reciprocity, transferability, double counting, US and foreign degrees, grades required, and requirements of	Send new version (dated 12.06.12) of AP 4100 to the Academic Senates	ASAP	Laurie Nusser

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	updating the procedure yearly. This procedure will be reviewed by the Academic Senates and then by DCAA. Ms. Davis will email them to Ms. Nusser and she will send them out to the Academic Senate Presidents.			
BP/AP 4240 – Academic Renewal	<p>Dr. Carrasco Nungaray provided handouts of academic renewal policies from Santa Monica College and Santa Barbara City College for review by the workgroup. It was agreed the counselors from each college would meet to review the proposal and craft a compromise. Dr. Carrasco Nungaray volunteered to be the contact person. Dr. Engelsen will provide the name of the participating Oxnard College counselor to Dr. Carrasco Nungaray, who will then coordinate a meeting with the counselors to meet before the January 24, 2013 DTRW-SS meeting.</p> <p>If there is no consensus amongst this workgroup, the policy/procedure will go to DCAA.</p>	Send 10.11.12 version of AP 4240 to deans of student services	ASAP	Laurie Nusser
Waivers from College to College (Pat Ewins)	There was discussion regarding the utilization of SARS notes for continuity between colleges for HUM waivers. This issue requires review by ATAC to ensure technology issues are addressed. Banner issues preclude the use of this tool per Ms. Bricker. There was discussion regarding various counseling scenarios. Dr. Harmon volunteered to take this issue to ATAC.	Agendize with ATAC	ASAP	Jane Harmon
<ul style="list-style-type: none"> • BP/AP 5013 Students in the Military (no BP/AP exists) • BP/AP 5015 Residence Determination (no AP exists) • BP/AP 5020 Nonresident Tuition 	The campuses will review the versions dated 10.11.12 and bring back comments January 24.	Review versions and bring back comments	January 24	All DTRW-SS members

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
(current BP/AP)				
Other Business Policy/Procedure Two-Year Review	<p>Ms. Geisen provided a policy/procedure tracking sheet for items which require review by March 2013 for accreditation purposes. Dr. Endrijonas will work with the group to disseminate. Dr. Endrijonas reviewed the document with the DTRW-SS group and indicated items already in progress.</p> <p>Dr. Endrijonas indicated the state's Department of Finance is starting to review this priority enrollment (AP 5055) and there is movement at the state level to add CalWorks legislatively into this procedure for priority enrollment.</p>			
NEXT MEETING	Thursday, January 24, 2012 – 3:00 p.m.			

DRAFT

DTRW-SS

January 24, 2013

BP/AP 4240 Academic Renewal



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 October 11, 2011

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](#).

Last Modified by Laurie Nusser on October 14, 2011

AP 4240 Academic Renewal

Reference:

Title 5 Section ~~55044~~ 55046

Students may petition to have a portion of previous college work disregarded in meeting academic requirements in the colleges of the VCCCD when that work is not considered to be reflective of the student's present demonstrated ability and level of performance. Academic Renewal is intended to facilitate the completion of requirements necessary for an academic degree or certificate.

Academic Renewal Options

A student may petition to disregard a maximum of 24 semester units of any courses with less than a "C" or equivalent grade. ~~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

To qualify for academic renewal, students must do all of the following:

- ~~The student has completed Complete at least 12 units in residence in the colleges of the VCCCD~~
- ~~The student has submitted Submit transcripts of all college work~~
- ~~The student has waited two Wait for two terms years since after the course work to be disregarded was is completed (summer intersession may be counted as a term)~~
- ~~The student has subsequently completed at least 30 semester units with a minimum 2.40 GPA. Students must demonstrate recent academic success based on the coursework they have completed at any regionally accredited college after the coursework that is being petitioned for exclusion through academic renewal. Recent academic success may be demonstrated by one of the following:~~
 - Completing at least 12 semester units with a minimum 3.0 cumulative GPA, or
 - Completing at least 15 semester units with a minimum 2.5 cumulative GPA, or
 - Completing at least 20 semester units with a minimum 2.0 cumulative GPA
- The colleges of the VCCCD will honor similar actions by other accredited colleges and universities in determining grade point averages and credits.

Petition Process

The petition form for this purpose, is "Petition for Academic Renewal" , is initiated by the student through a Counseling appointment.

Recording of Academic Renewal:

Once the Petition of for 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 permanent and irreversible.

DTRW-SS 10.11.12 – revisions by Susan Bricker

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

AP 4240 Academic Renewal

Reference:

Title 5 Section ~~55044~~ 55046

Students may petition to have a portion of previous college work disregarded in meeting academic requirements in the colleges of the VCCCD when that work is not considered to be reflective of the student's present demonstrated ability and level of performance. Academic Renewal is intended to facilitate the completion of requirements necessary for an academic degree or certificate.

Academic Renewal Options

A student may petition to disregard a maximum of 24 semester units of any courses with less than a "C" or equivalent grade. **Academic renewal may not be applied to any course that has been used to satisfy associate degree, certificate of achievement, IGETC or CSU-GE transfer general education breadth requirements.** ~~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

To qualify for academic renewal, students must do all of the following:

- Complete at least 12 units in residence in the colleges of the VCCCD
- Submit transcripts of all college work
- Wait for twelve months years since after the course work to be disregarded was is completed (summer intersession may be counted as a term)
- ~~The student has subsequently completed at least 30 semester units with a minimum 2.40 GPA~~ Students must demonstrate recent academic success based on the coursework they have completed at any regionally accredited college after the coursework that is being petitioned for exclusion through academic renewal. Recent academic success may be demonstrated by one of the following:
 - Completing at least 12 semester units with a minimum 3.0 cumulative GPA, or
 - Completing at least 15 semester units with a minimum 2.5 cumulative GPA, or
 - Completing at least 20 semester units with a minimum 2.0 cumulative GPA
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Once the Petition of ~~for~~ 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.

11.14.12 input from DTRW-SS

Academic renewal actions are permanent and irreversible.

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

DTRW-SS

January 24, 2013

**Waivers from College to College
(no handouts)**

DTRW-SS

January 24, 2013

- AP 5013 Students in the Military (no BP/AP exists) – Review versions dated 10.11.12 and bring back comments (all DTRW-SS members)
- AP 5015 Residence Determination (no BP exists) - Review versions dated 10.11.12 and bring back comments (all DTRW-SS members)
- BP/AP 5020 Nonresident Tuition - Review versions dated 10.11.12 and bring back comments (all DTRW-SS members)

BP 5013 Students in the Military

Reference:

Education Code Sections 68074, 68075, 68075.5; Title 5, Section 55758, 54041, 54042, 54050, 58620

~~The colleges of the Ventura County Community College District shall provide services for students in the Military for the purpose of furthering equality of educational opportunity and academic success. The purpose is to bring the student and the district into agreement regarding the student's educational goal through the district's established programs, policies, procedures and requirements.~~

The ~~VCCCD Board of Trustees~~ Chancellor shall establish procedures defining enrollment priorities, limitations, and processes for students in the Military in compliance with federal and state law.

AP 5013 STUDENTS IN THE MILITARY

References:

Education Code Sections 68074, 68075, and 68075.5;
Title 5 Sections 55023, 55024, 54041, 54042, 54050, and 58620;
Military and Veterans Code Section 824

Residence Determinations for Military Personnel and Dependents

A student who is a member of the armed forces of the United States stationed in California on active duty, ~~except a member of the armed forces assigned for educational purposes to a state-supported institution of higher education,~~ is entitled to resident classification only for the purpose of determining tuition and fees. Such student shall retain resident classification in the event that the member of the armed forces is thereafter transferred on military orders to a place outside of California or thereafter retires from active duty, so long as the student remains continuously enrolled in the colleges of the District.

An undergraduate student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification only for the purpose of determining tuition and fees. Such student shall retain resident classification if he/she is thereafter transferred on military orders to a place outside of California, so long as the student remains continuously enrolled in the District.

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

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

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

~~Withdrawal Policies for Members of the Military~~ Military Withdrawal Based on Orders

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~~ verify the dates and location of military assignment that compelled or compels withdrawal from classes. Other types of verifying documentation may be considered only if orders are unavailable providing they verify the dates and location of military assignment that compelled or compels withdrawal from classes. Military withdrawal may be requested at any time upon the student's return to college.

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 (course repetition), or in the calculation of a student's academic progress for the determination of academic standing.

The student will be eligible to receive a full refund for all fees paid in the term for which the military withdrawal was granted. The cost of books and supplies may be eligible for refund pursuant to the policies and procedures of the campus bookstore.

Credit for Military Educational Training

The colleges of the Ventura County Community College District will recognize and grant credit to service personnel for formal educational training completed in the United States armed forces provided such credit is not a duplication of work taken previously.

Service personnel may be allowed credit for formal service school courses offered by the United States military service recommended in the Guide to the Evaluation of Educational Experiences in the armed services of the American Council on Education. The credit allowed will be based upon the recommendations specified in the Guide.

Students must submit an official transcript of military education to the Registrar's Office for evaluation of military credit. The maximum amount of credit which may be allowed toward satisfaction of college requirements shall be 12 units. All military credit will be posted to the student's transcript as units earned.

Book VCCCD Board Policy Manual

Section Chapter 5 Student Services

Title BP 5015 RESIDENCE DETERMINATION

Number BP 5015

Status Active

Legal Education Code Sections 68040; 76140; Title 5, Sections 54000, et seq.

Adopted April 18, 2006

Students shall be classified at the time of each application for admission or registration as a resident or nonresident student.

A resident is any person who has been a bona fide resident of California for at least one year on the residence determination date. The residence determination date shall be the day immediately preceding the first day of a semester or summer session for which the student applies to attend.

Residence classification shall be made for each student at the time applications for admission are accepted or registration occurs and whenever a student has not been in attendance for more than one semester. A student previously classified as a nonresident may be reclassified as of any residence determination date.

The Chancellor shall enact procedures to assure that residence determinations are made in accordance with Education Code and Title 5 regulations.

See Administrative Procedure 5015.

AP 5015 Residence Determination

References:

Education Code Sections 68000 et seq. and 68130.5;
Title 5 Sections 54000 et seq.

Note: *This procedure is **legally required** except as noted. Districts may insert their local practices here. The following is provided as an illustrative example.*

Residence Classification – Residency classifications shall be determined for each student at the time of each registration application for admission ~~and whenever a student has not been in attendance for more than one semester.~~ Residence classifications are to be made in accordance with the following provisions:

- A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend.
- Residence classification is the responsibility of the Registrar's Office.

Students ~~must~~ shall be notified of residence determination within 14 calendar days of submission of application.

Rules Determining Residence

- ~~• A student who has resided in the state for more than one year immediately preceding the residence determination date is a resident.~~
- ~~• A student who has not resided in the state for more than one year immediately preceding the residence determination date is a nonresident.~~

The residence of each student enrolled in or applying for enrollment in any class or classes maintained by this District shall be determined in accordance with the Education Code which states that every person has, in law, a residence. In determining the place of residence, the following rules are to be observed:

- Every person who is married or eighteen years of age, or older, and under no legal disability to do so, may establish residence.
- A person may have only one residence.
- A residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose and to which one returns in seasons of repose.
- A residence cannot be lost until another is gained.
- The residence can be changed only by the union of act and intent.

- A man or a woman may establish his or her residence. A woman's residence shall not be derivative from that of her husband.
- The residence of the parent with whom an unmarried minor child maintains his/her place of abode is the residence of the unmarried minor child. When the minor lives with neither parent, the minor's residence is that of the parent with whom the last place of abode was maintained, provided the minor may establish his/her residence when both parents are deceased and a legal guardian has not been appointed.
- The residence of an unmarried minor who has a parent living cannot be changed by the minor's own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control.

Determination of Resident Status

~~A resident is a student who has been a bona fide resident of the state for one year prior to the residence determination date. A bona fide resident is a person whose residence is in California as determined above except:~~

- ~~• A student who is a minor and remains in this state after the parent, who was previously domiciled in California and has established residence elsewhere, shall be entitled to retain resident classification until attaining the age of majority and has resided in the state the minimum time necessary to become a resident, so long as continuous attendance is maintained at an institution.~~
- ~~• A student who is a minor and who provides evidence of being entirely self-supporting and actually present in California for more than one year immediately preceding the residence determination date with the intention of acquiring a residence therein, shall be entitled resident classification until he/she has resided in the state the minimum time necessary to become a resident.~~
- ~~• A student who has not been an adult for one year immediately preceding the residence determination date for the semester for which the student proposes to attend an institution shall have the immediate premajority-derived California residence, if any, added to the post-majority residence to obtain the one year of California residence.~~
- ~~• A student holding a valid credential authorizing service in the public schools of this state, who is employed by a school district in a full-time position requiring certification qualifications for the college year in which the student enrolls in an institution, shall be entitled to resident classification if each student meets any of the following requirements:~~

- ~~○ He/she holds a provisional credential and is enrolled in courses necessary to obtain another type of credential authorizing service in the public schools.~~
- ~~○ He/she holds a credential issued pursuant to Education Code Section 44250 and is enrolled in courses necessary to fulfill credential requirements.~~
- ~~○ He/she is enrolled in courses necessary to fulfill the requirements for a fifth year of education prescribed by subdivision (b) of Education Code Section 44259.~~
- ~~○ A student holding a valid emergency permit authorizing service in the public schools of this state, who is employed by a school district in a full-time position requiring certification qualifications for the academic year in which the student enrolls at an institution in courses necessary to fulfill teacher credential requirements, is entitled to resident classification only for the purpose of determining the amount of tuition and fees for no more than one year. Thereafter, the student's residency status will be determined under the other provisions of this procedure.~~
- ~~● A student who is a full-time employee of the California State University, the University of California or a community college, or of any state agency or a student who is a child or spouse of a full-time employee of the California State University, the University of California or a community college, or of any state agency may be entitled to resident classification, until the student has resided in the state the minimum time necessary to become a resident.~~
- ~~● A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification. If the member of the armed forces of the United States later transferred on military orders to a place outside this state, or retires as an active member of the armed forces of the United States, the student dependent shall not lose his or her resident classification until he/she has resided in the state the minimum time necessary to become a resident.~~
- ~~● A student who is a member of the armed forces of the United States stationed in this state on active duty, except a member of the Armed Forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification only for the purpose of determining the amount of tuition and fees.~~
- ~~● A student who was a member of the armed forces of the United States stationed in this state on active duty for more than one year immediately prior to being discharged from the armed forces is entitled to resident classification for the~~

~~length of time he/she lives in this state after being discharged up to the minimum time necessary to become a resident.~~

- ~~• A student who is a minor and resides with his or her parent in a district or territory not in a district shall be entitled to resident classification, provided that the parent has been domiciled in California for more than one year prior to the residence determination date for the semester, quarter or term for which the student proposes to attend.~~
- ~~• A student who is a native American is entitled to resident classification for attendance at a community college if the student is also attending a school administered by the Bureau of Indian Affairs located within the community college district.~~
- ~~• A student who is a federal civil service employee and his or her natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.~~
- ~~• A student who resides in California and is 19 years of age or under at the time of enrollment, who is currently a dependent or ward of the state through California's child welfare system, or was served by California's child welfare system and is no longer being served either due to emancipation or aging out of the system, may be entitled to resident classification until he/she has resided in the state the minimum time necessary to become a resident.~~
- ~~• A student who lives with a parent who earns a livelihood primarily by performing agricultural labor for hire in California and other states, and the parent has performed such labor in this state for at least two months per year in each of the two preceding years, and the parent resides in this District and the parent of the student has claimed the student as a dependent on his state or federal personal income tax return if he/she has sufficient income to have personal income tax liability shall be entitled to resident classification.~~

Reclassification – A student previously classified as a non-resident may be reclassified as of any residence determination date upon submission of a Request for Residency Reclassification and adequate documentation to support that California residency has been established. A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend.

Petitions Requests for Residency Reclassification are to be submitted to the appropriate office as identified above. Written documentation may will be required of the student in support of the reclassification request.

~~Petitions Reclassification requests must be submitted prior to the semester for which reclassification is to be effective. Extenuating circumstances may be considered in cases where a student failed to petition for reclassification prior to the residency determination date. In no case, however, may a student receive a non-resident tuition refund after the date of the first census.~~

~~A questionnaire to determine financial independence must be submitted with the petition is included in the request for reclassification. Determination of financial independence is not required for students who were classified as non-residents by the University of California, the California State University, or another community college District (Education Code Section 68044).~~

A student shall be considered financially independent for purposes of residence reclassification if the applicant meets all of the following requirements:

- Has not and will not be claimed as ~~an exemption~~ a deduction for state and federal tax purposes by his/her parent in the calendar year prior to the year the reclassification application is made;
- Has not lived and will not live for more than six weeks in the home of his/her parent during the calendar year the reclassification application is made.

A student who has established financial independence may be reclassified as a resident if the student has met the requirements of Title 5 Sections 54020, 54022, and 54024.

Failure to satisfy all of the financial independence criteria listed above does not necessarily result in denial of residence status if the one year requirement is met and demonstration of intent is sufficiently strong.

Financial dependence in the current or preceding calendar year shall weigh more heavily against finding California residence than financial dependence in the preceding second and third calendar years. Financial dependence in the current or preceding calendar year shall be overcome only if (1) the parent on whom the student is dependent is a California resident, or (2) there is no evidence of the student's continuing residence in another state.

The Registrar's Office will make a determination, based on the evidence and notify the student not later than 14 days of receipt of the petition for reclassification.

Students have the right to appeal according to the procedures ~~above~~ below.

Non-Citizens – The District ~~will~~ may admit any non-citizen who is 18 years of age or a high school graduate.

If non-citizens are present in the United States illegally or with any type of temporary visa, they will be classified as non-residents and charged non-resident tuition unless they meet the exceptions contained below.

If, for at least one year and one day prior to the start of the semester in question, a non-citizen has possessed any immigration status that allows him/her to live permanently in the United States and she or he meets the California residency requirements, the student can be classified as a resident.

A student who is without lawful immigration status may be exempted from payment of non-resident tuition pursuant to AB540 provided they submit verifiable documentation to certify that ~~classified as a resident~~ if he or she meets the following requirements:

- high school attendance in California for three or more years;
- graduation from a California high school or attainment of the equivalent thereof;
- registration for classes not earlier than the fall semester or quarter of 2001-2002;
- the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he or she is eligible to do so.
- 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.

The initial residency classification will be made at the time the student applies for admission. ~~Students may file residency questionnaire forms through the third week of the semester to request a review of their residency status.~~ Final residency determination is made by the Registrar's Office. Students may appeal the decision.

Right To Appeal – Students who have been classified as non-residents have the right to a review of their classification (Title 5 Section 54010 (a)). Any student, following a final decision of residence classification by the Registrar's Office may make written appeal to the Dean of Student Services within 30 calendar days of notification of final decision by the college regarding classification.

Appeal Procedure – The appeal is to be submitted to Dean of Student Services, which must forward it to the ~~the~~ **[designate, such as Chief Student Services Officer]** within five working days of receipt. ~~Copies of the original application for admission, the residency questionnaire, and evidence or documentation provided by the student, with a cover statement indicating upon what basis the residence classification decision was made, must be forwarded with the appeal.~~ The appeal must include a cover letter indicating

the student's rationale, and the documented, verifiable evidence as to why his or her residency classification is incorrect.

The Dean of Student Services shall review all ~~the~~ applicable records including the application for admission (may be a copy of the student's online admission application), the residency reclassification request form and supporting documentation, and ~~has the right to~~ may request additional information from either the student or the Admissions Registrar's Office.

Within 30 calendar days of receipt, the Dean of Student Services shall send a written determination to the student. The determination shall state specific facts on which the appeal decision was made.

Revised 2/02, 2/11

Book VCCCD Board Policy Manual

Section Chapter 5 Student Services

Title BP 5020 NONRESIDENT TUITION

Number BP 5020

Status Active

Legal Education Code Sections 68050, 68051, 68052, 68130, 76141

Adopted April 18, 2006

Consolidation

Nonresident students shall be charged nonresident tuition for all units enrolled.

No later than February 1 of each year, the Chancellor shall bring to the Board for approval an action to establish nonresident tuition for the following fiscal year. The fee shall be calculated in accordance with guidelines contained in applicable state regulations and/or the California Community College Attendance Accounting Manual.

The Chancellor shall establish procedures regarding collection, waiver, and refunds of nonresident tuition.

The Chancellor is authorized to implement a fee to be charged ~~only to persons who are both citizens and residents of foreign countries~~ pursuant to existing law to students who are not residents of California, including persons who are classified as international students. The Board finds and declares that this fee does not exceed the amount expended by the district for capital outlay in the preceding year divided by the total FTES in the preceding fiscal year.

~~Students' self-certification may serve as proof of high school attendance and graduation (or its equivalent).~~ Students' self-certification may serve as proof of high school attendance and graduation (or its equivalent). No later than February 1 of each year, the Chancellor shall bring to the Board for approval an action to establish international student tuition for the following fiscal year. The fee shall be calculated in accordance with guidelines contained in applicable state regulations and/or the California Community College Attendance Accounting Manual.

Students who would otherwise be charged this fee shall be exempt if they demonstrate that they are a victim of persecution or discrimination in the county of which they are a citizen and resident, or if they demonstrate economic hardship. Students shall be deemed victims of persecution or discrimination if they present evidence that they are citizens and residents of a foreign country and that they have been admitted to the United States under federal regulations permitting such persons to remain in the United States. Students shall be deemed to have demonstrated economic hardship if they present evidence

that they are citizens and residents of a foreign country and that they are receiving Aid to Families with Dependent Children, Supplemental Income/State Supplementary benefits, or general assistance.

See Administrative Procedures 5020.

Book	VCCCD Administrative Procedure Manual
Section	Chapter 5 Student Services
Title	AP 5020 NONRESIDENT TUITION
Number	AP 5020
Status	UNDER REVIEW
Legal	Education Code Sections 76140 et seq.
Adopted	April 14, 2009

1. Nonresident Tuition

The nonresident and capital outlay surcharge fees will be set by the VCCCD Board of Trustees no later than February 1 of each year. The calculation will reflect the expense of education in the preceding fiscal year according to the Budget and Accounting Manual.

Students who are not residents of California, including persons who are classified as international students, for one year prior to the first day of the term will be charged nonresident tuition and a capital outlay surcharge at the Board-approved rate per semester unit unless they are exempted by statute. All N nonresident students must pay nonresident tuition in addition to the California Community College enrollment mandatory fees.

2. Reclassification to California Resident

~~Any student who believes that he/she should be reclassified as a resident student has the responsibility to request a change of classification in the Admissions Office prior to registration and in accordance with AP 5015~~

~~A student who believes that he or she should be reclassified as a resident student has the responsibility to request a change of classification in Residency Reclassification Request to the Admissions Office prior to registration and~~

A student may be considered for reclassification to California resident status if they have resided in California for no less than one year and one day immediately preceding the term for which residency is requested; and are able to present verifiable documentation to support the actions they have taken to establish California residency.

A student previously classified as a non-resident may be reclassified as of any residence determination date upon submission of a Request for Residency Reclassification and adequate documentation to support that California residency has been established in accordance with AP 5015.

3. Exemptions from Payment of Nonresident Tuition

Military Resident Exemption: ~~Non-resident U.S.:~~

Military personnel on active duty in California (except those assigned for educational purposes ~~to state-supported institutions of higher education~~) are granted a waiver of nonresident tuition until they are discharged from ~~their~~ military services. Their Dependents of active duty military personnel are granted a waiver for a period of one year from the date they enter California. Upon expiration of the waiver, evidence must be provided as to the date the student surrendered his/her out-of-state residence to become a resident of California. ~~The~~ Any student who does not submit adequate evidence that California residency has been established will be classified as a

nonresident and charged nonresident tuition until ~~one year has elapsed since the out-of-state residence was surrendered~~ such time as California residency has been established.

California High School Graduate Attendance and Graduation Exemption (AB540):

Students without lawful immigration status and U.S. citizens who are not residents of California may be entitled to exemption from nonresident tuition if they meet all of the following criteria:

- who attended high school in California for three or more years
- graduated from a California high school or attained the equivalent
- filed an affidavit stating that they have filed or will file an application to legalize their immigration status as soon as possible
- are exempt from nonresident tuition. Students without lawful immigration status must file an affidavit stating that the student has filed an application to legalize their immigration status, or will do so as soon as possible. Students' self-certification may serve as proof of high school attendance and graduation (or its equivalent). 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.

Nonimmigrant alien students (students who are present in the U.S. on a nonimmigrant visa) are not eligible for this exemption.

Eligibility for an AB540 exemption does not result in the student being classified as a California resident.

September 11, 2001 Exemption:

If an individual who was killed in the terrorist attacks on the World Trade Center in New York City, the Pentagon in Washington, D.C., or the crash of United Airlines Flight 93 was a resident of California on September 11, 2001, or if their dependent was a resident on that date and if they meet the financial need requirement for the Cal Grant A Program, the dependents of this individual may be exempt from nonresident tuition. If the dependent is a spouse, the exemption applies until January 1, 2013. If the dependent is a child, the exemption applies until the person reaches the age of 30.

Other Exemptions

Other limited exemptions from non-resident tuition may be authorized. Eligibility for exemption shall be approved by the campus Vice President of Business Services or his or her designee.

4. Payment

Fees must be paid in full at the time of registration, or payment arrangements must be made using the district-approved payment plan option.

5. Refunds

The same refund guidelines apply as those for other registration fees. Courses must be dropped by the refund deadlines for each semester/session to generate a fee credit or refund. Nonresident Tuition is refunded at a rate of 100% for classes that are dropped by the 10% withdrawal deadline, and at a rate of 50% for classes that are dropped by the 20% withdrawal deadline. No fee credits or refunds are issued for withdrawals that occur after the 20% withdrawal deadline.

DTRW-SS

January 24, 2013

Policy and Procedure Two Year Review
(no handouts attached)

DTRW-SS

January 24, 2013

BP/AP 5055 Priority Enrollment

California Community College BOG
Timeline and Changes to Title 5

Student Success Task Force Recommendation 3.1

Title 5, Section 58108 Enrollment Priority Regulation

Timeline



**Districts may implement the new priority enrollment requirements earlier than Fall 2014*

BOARD OF GOVERNORS OF THE CALIFORNIA COMMUNITY COLLEGES
REVISIONS TO TITLE 5 REGULATIONS:
COURSE REPEATABILITY

1. Section 55000 of article 1 of subchapter 1 of chapter 6 of division 6 of title 5 of the California Code of Regulations is amended to read:

§ 55000. Definitions.

For the purpose of this chapter, the following definitions shall apply:

(a) "Active participatory courses" are those courses where individual study or group assignments are the basic means by which learning objectives are obtained.

~~(a)~~ (b) "Advisory on recommended preparation" means a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

(c) "All units attempted" means all units of credit for which the student has enrolled in the current community college district of attendance.

(d) "CR" means "credit" and is a symbol used to denote that a student received credit for at least satisfactory work in a course taken on a "credit-no credit basis" prior to the Fall 2009 term.

~~(b)~~ (e) "Community Services Offering" means a fee-supported community services class authorized pursuant to Education Code section 78300 and approved pursuant to subdivision (d) of section 55002 for which state apportionment is not claimed and credit is not awarded.

~~(c)~~ (f) "Content review" means a rigorous, systematic process developed in accordance with sections 53200 to 53204, approved by the Chancellor as part of the district matriculation plan required under section 55510, and that is conducted by faculty to identify the necessary and appropriate body of knowledge or skills students need to possess prior to enrolling in a course, or which students need to acquire through simultaneous enrollment in a corequisite course.

~~(d)~~ (g) "Contract Course" means a course which a community college district offers under a contract pursuant to Education Code section 78021 with a public or private agency, corporation, association, or other organization.

~~(e)~~ (h) "Corequisite" means a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course.

~~(f)~~ (i) "Course" means an organized pattern of instruction on a specified subject offered by a community college pursuant to subdivisions (a), (b) or (c) of section 55002.

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

(k) "Courses that are determined to be legally mandated" are courses that are required by statute or regulation as a condition of paid or volunteer employment.

(l) "Courses that are related in content" are those courses with similar primary educational activities in which skill levels or variations are separated into distinct courses with different student learning outcomes for each level or variation.

~~(g)~~ (m) "Educational program" is an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education.

(n) "Enrollment" occurs when a student receives an evaluative or nonevaluative symbol pursuant to section 55023 in a credit course.

(o) "Extraordinary conditions" are those conditions meeting the requirements of section 58509(a) allowing a community college to provide a full refund of enrollment fees to a student.

(p) "Intercollegiate academic or vocational competition course" is a course that is designed specifically for participation in non-athletic competitive events between students from different colleges that are sanctioned by a formal collegiate or industry governing body. The participation in the event must be directly related to the course content and objectives pursuant to subdivisions (a) or (b) of section 55002.

(q) "Intercollegiate athletic course" is a course in which a student athlete is enrolled to participate in an organized competitive sport sponsored by the district or a conditioning course which supports the organized competitive sport.

(r) "NC" means "no credit" and is a symbol used to denote that a student did not receive credit for a course taken on a "credit-no credit basis" prior to the Fall 2009 term.

~~(h)~~ (s) "Necessary and appropriate" means that a strong rational basis exists for concluding that a prerequisite or corequisite is reasonably needed to achieve the purpose that it purports to serve. This standard does not require absolute necessity.

~~(i)~~ (t) "Noncredit basic skills courses" are those courses in reading, writing, computation, and English as a Second Language which are designated by the community college district as noncredit courses pursuant to subdivision (c) of section 55002.

~~(j)~~ (u) "Nondegree-applicable basic skills courses" are those courses in reading, writing, computation, and English as a Second Language which are designated by the community college district as nondegree-applicable credit courses pursuant to subdivision (b) of section 55002.

~~(k)~~ (v) "Prerequisite" means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.

~~(l)~~ (w) "Satisfactory grade" means that, for the course in question, the student's academic record has been annotated with the symbol A, B, C or P as those symbols are defined in section 55023.

(x) "Special classes" means those instructional activities designed to address the educational limitations of students with disabilities who would be unable to substantially benefit from regular college classes even with appropriate support services or accommodations as set forth in section 56028.

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

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

2. Section 55023 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:

§ 55023. Academic Record Symbols and Grade Point Average.

(a) Except as provided in subdivisions (b) and (c), grades from a grading system shall be averaged on the basis of the point equivalencies to determine a student's grade point average using only the following evaluative symbols:

<i>Symbol</i>	<i>Definition</i>	<i>Grade Point</i>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Less than satisfactory	1
F	Failing	0
P	Passing (At least satisfactory - units awarded not counted in GPA. Has the same meaning as "CR" as that symbol was defined prior to June 30, 2007.)	
NP	No Pass (Less than satisfactory, or failing - units not counted in GPA. NP has the same meaning as "NC" as that symbol was defined prior to June 30, 2007.)	

(b) The governing board of a community college district may use "plus" and "minus" designations in combination with letter grades, except that the grade of C minus shall not be used. If pluses and minuses are used, the grade point value of a plus shall be computed by adding 0.3 to the value assigned to the letter grade with which it is combined, and the grade point value of a minus shall be computed by subtracting 0.3 from the value assigned to the letter grade with which it is combined, except that no grade point value shall be less than 0 or greater than 4.0.

(c) Regardless of whether the governing board elects to use plus and minus grading, it may provide for the use of the "FW" grade symbol to indicate that a student has both ceased participating in a course some time after the last day to officially withdraw from the course without having achieved a final passing grade, and that the student has not received district authorization to withdraw from the course under extenuating circumstances. The "FW" symbol may not be used if a student has qualified for and been granted military withdrawal. If "FW" is used, its grade point value shall be zero (0).

(d) The governing board of each community college district shall publish the point equivalencies for the grades used in subdivision (a), or, subdivisions (a) and (b) (if pluses and minuses are used) in the catalog or catalogs of each college in the district as a part of its grading policies. In the event the governing board chooses to use the “FW” described in subdivision (c), it shall be included in the grading system and point equivalencies published in the catalog.

(e) The governing board of each community college district may authorize the use, under controls and conditions specified below, of only the following nonevaluative symbols:

<i>Symbol</i>	<i>Definition</i>
I	<p>Incomplete: Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an “I” symbol being entered in the student's record. The condition for the removal of the “I” shall be stated by the instructor in a written record. This record shall contain the conditions for the removal of the “I” and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the registrar until the “I” is made up or the time limit has 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.</p> <p>The “I” may be made up no later than one year following the end of the term in which it was assigned.</p> <p>The “I” symbol shall not be used in calculating units attempted nor for grade points. The governing board shall provide a process whereby a student may petition for a time extension due to unusual circumstances.</p>
IP	<p>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 term, the appropriate faculty will assign an evaluative symbol (grade) in accordance with subdivision (a) or (a) and (b) (if plus and minus grading is used) to be recorded on the student's permanent record for the course.</p>
RD	<p>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</p>

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: The "W" symbol may be used to denote withdrawal in accordance with the requirements of section 55024.

MW Military Withdrawal: The "MW" symbol may be used to denote military withdrawal in accordance with section 55024.

(f) In calculating students' degree-applicable grade point averages, grades earned in nondegree-applicable credit courses shall not be included.

(g) The governing board of each district shall adopt rules and regulations governing the inclusion or exclusion of units in which a student did not receive a grade or "pass-no pass" or from which the student withdrew in accordance with rules adopted by the district.

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

3. Section 55030 of article 3 of subchapter 1 of chapter 6 of division 6 of title 5 of the California Code of Regulations is repealed:

~~§ 55030. Definitions.~~

~~For the purposes of this chapter, the following terms shall have the specified meanings:~~

~~(a) "All units attempted" means all units of credit for which the student is enrolled in the current community college of attendance. The governing board of each district shall adopt rules and regulations governing the inclusion or exclusion of units in which a student did not receive a grade or "pass-no pass" or from which the student withdrew in accordance with rules adopted by the district governing board.~~

~~(b) "CR" means "credit" and is a symbol used to denote that a student received credit for at least satisfactory work in a course taken on a "credit no credit basis" prior to the Fall 2009 term.~~

~~(c) "NC" means "no credit" and is a symbol used to denote that a student did not receive credit for a course taken on a "credit no credit basis" prior to the Fall 2009 term.~~

~~Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902, and 76000, Education Code.~~

4. 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)~~ (b) 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 permit 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.

(8) permit a student to repeat a course determined to be legally mandated as defined in section 55000, regardless of whether substandard academic work has been recorded. Such courses may be repeated for credit any number of times. The governing board of a district may establish policies and procedures requiring students to certify or document that course repetition is legally mandated.

(9) permit a student to petition the district to repeat a course as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for employment or licensure. Such courses may be repeated for credit any number of times. The governing board of the district may establish policies and procedures requiring students to certify or document that there has been a significant change in industry or licensure standards necessitating course repetition.

(c) The policies and procedures adopted by the governing board of each community college district pursuant to subdivision (a) may not permit student enrollment in active participatory courses, as defined in section 55000, in physical education, visual arts or performing arts that are related in content, as defined in section 55000, more than four times for semester courses or six times for quarter courses. This limitation applies even if a student receives a substandard grade or "W" during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstances as provided in section 55045.

(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.

5. Section 55041 of article 4 of subchapter 1 of chapter 6 of division 6 of title 5 of the California Code of Regulations is repealed:

~~§ 55041. Repeatable Courses.~~

~~(a) The district policy and procedures on course repetition adopted pursuant to section 55040 may designate as repeatable courses only those courses described in this section.~~

~~(b) If a district permits repetition of courses regardless of whether substandard academic work has been recorded, repetition shall be permitted, without petition, in instances when such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Such courses must conform to all attendance accounting, course approval, and other requirements imposed by applicable provisions of law. Such courses may be repeated for credit any number of times. The governing board of a district may establish policies~~

and procedures requiring students to certify or document that course repetition is necessary to complete legally mandated training pursuant to this subdivision.

~~(c) The district policy adopted pursuant to section 55040 may also designate courses of the types described in this subdivision as repeatable courses, subject to the following conditions:~~

~~(1) The district must identify the courses which are to be repeatable, and designate such courses in its catalog.~~

~~(2) The district must determine and certify that each identified course is one in which either:~~

~~(A) the course content differs each time it is offered; or~~

~~(B) the course is an activity course where the student meets course objectives by repeating a similar primary educational activity and the student gains an expanded educational experience each time the course is repeated for one of the following reasons:~~

~~(i) Skills or proficiencies are enhanced by supervised repetition and practice within class periods; or~~

~~(ii) Active participatory experience in individual study or group assignments is the basic means by which learning objectives are obtained.~~

~~(3) 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.~~

~~(4) foreign language courses, ESL courses and nondegree applicable basic skills courses are not considered "activity courses" for purposes of paragraph (2)(B) of this subdivision).~~

~~(5) The district must develop and implement a mechanism for the proper monitoring of such repetition.~~

~~(6) Students may repeat a course pursuant to this subdivision for not more than three semesters or five quarters. For purposes of this subdivision, semesters or quarters include summer or intersessions.~~

~~(7)(A) Except as provided in subparagraph (B) of this paragraph, where a college establishes several levels of courses which consist of similar educational activities, the repetition limitation in paragraph (6) of this subdivision applies to all levels of courses that involve a similar primary educational activity regardless of whether the repetitions reflect multiple enrollments in a single course or in multiple courses involving the same primary activity.~~

~~(B) Visual or performing arts courses in music, fine arts, theater or dance which are part of a sequence of transfer courses are not subject to subparagraph (A) of this paragraph.~~

~~(d) When a course is repeated pursuant to this section, the grade received each time shall be included for purposes of calculating the student's grade point average.~~

~~Note: Authority cited: Section 70901, Education Code. Reference: Sections 70901, 70902 and 76000, Education Code.~~

6. Section 55041 of article 4 of subchapter 1 of chapter 6 of division 6 of title 5 of the California Code of Regulations is added to read:

§ 55041. Repeatable Courses.

(a) Districts may only designate the following types of courses as repeatable:

(1) Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree. The governing board of a district must retain supporting documentation that verifies that the repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree. The supporting documentation must be retained by the district as a Class 3 record basic to audit as required by section 59020 et seq.;

(2) Intercollegiate athletics, as defined in section 55000; and

(3) Intercollegiate academic or vocational competition, as defined in section 55000, where enrollment in the course and courses that are related in content, as defined in 55000, is limited to no more than four times for semester courses or six times for quarter courses. This enrollment limitation applies even if the student receives a substandard grade or "W" during one or more of the enrollments in such a course or petitions for repetition due to special circumstances as provided in section 55045.

(b) The district must identify all courses which are repeatable and designate such courses in its catalog.

(c) When a course is repeated pursuant to this section, the grade received each time shall be included for purposes of calculating the student's grade point average.

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

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902 and 76000, Education Code.

7. Section 55043 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:

§ 55043. Course Repetition Due to Significant Lapse of Time.

(a) In addition to permitting course repetition in the circumstances described in other provisions of this article, a district may also permit or require repetition of a course where the student received a satisfactory grade the last time he or she took the course but the district determines that there has been a significant lapse of time of no less than 36 months since that grade was obtained and:

(1) the district has properly established a recency prerequisite for a course or program pursuant to section 55003, ~~or has otherwise defined "significant lapse of time" in its policy on course repetition; 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. Pursuant to petition, a district may allow repetition where less than 36 months have elapsed pursuant to this subdivision if the student documents the repetition is necessary for the student's transfer to the institution of higher education.

(b) If the district determines that a student needs to repeat an active participatory experience course, as defined in section 55000, in physical education or visual or performing arts, or an active participatory experience course that is related in content, as defined in section 55000, an activity course of the type described in subdivision (c)(2)(B) of section 55041 due to significant lapse of time, that repetition shall be counted in applying the limit on repetitions set forth in subdivision (c)(6) of section 55041 ~~section 55040(c)~~ except that, if the student has already exhausted the number of repetitions permitted under subdivision (c)(6), an additional repetition due to significant lapse of time may be permitted or required by the district.

(c) When a course is repeated pursuant to this section, the district policy may allow the previous grade and credit to be disregarded in computing the student's GPA.

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

8. 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 Enrollment.

(a) A community college district may claim the attendance of students who enroll for enrollments in credit courses for state apportionment only if so authorized by this section and if all other requirements of this chapter division are satisfied. For purposes of this section, the definition of enrollment found in section 55000 shall apply as an enrollment occurs when a student receives an evaluative or nonevaluative symbol pursuant to section 55023.

(b) A district may claim state apportionment for an enrollment in a credit course for the attendance of a student who receives a satisfactory grade, as defined in section 55000, one time unless an exception applies.

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

(d) Notwithstanding subdivisions (b) and (c) of this section, a district may claim state apportionment for the attendance of students for enrollments in credit courses designated as repeatable, as provided in section 55041, and courses that are related in content, as defined in section 55000, for no more than four times for semester courses

or six times for quarter courses. This limitation applies even if a student receives a substandard grade or "W" during one or more of the enrollments in such a course.

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

(1) The attendance of a student for an enrollment in a credit course resulting in that student's repetition of repeating a the credit course because the district determines pursuant to section 55043 that there has been a significant lapse of time of no less than 36 months since the student previously took successfully completed the course, unless an exception to the 36 month requirement applies.

(2) The attendance of a student for an enrollment in a credit course which is a repetition of repeating a the 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)-(f)~~ Notwithstanding subdivisions ~~(a)~~, ~~(b)~~, ~~(c)~~ and ~~(d)~~ of this section, a district may claim state apportionment for the attendance of students in credit courses for students' enrollments in the credit courses without limitation if all other requirements of this chapter division are met and in the following circumstances:

(1) The attendance of a student in legally mandated training as provided in section ~~55041(b)~~. 55040(b)(8).

(2) The attendance of a student with a disability may be claimed for state apportionment for each time the student repeats enrollment by that student in 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 for each enrollment in a portion of a variable unit open entry/open exit credit course, that is necessary for the student to complete one time the entire curriculum of the course as described in the course outline of record, 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 for each enrollment in 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).

(7) The attendance of a student withdrawing as a result of discriminatory treatment pursuant to section 55024(a)(8).

(8) The attendance of a student in a course as a result of a change in industry or licensure standards such that repetition of the course is necessary for employment or licensure as set forth in section 55040(b)(9).

~~(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.~~

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

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

9. Section 58162 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:

§ 58162. Intercollegiate Athletics.

(a) State apportionment may be claimed for the attendance of students enrolled in approved courses of intercollegiate athletics, as defined in section 55000, which are otherwise eligible for state assistance.

(b) State apportionment for students in courses of intercollegiate athletics shall not be claimed for more than ~~175-350~~ hours of attendance for each enrolled student in each fiscal year for each sport in which the student participates. Of the 350 hours of attendance, no more than 175 hours can be claimed for student enrollment in courses dedicated to the sport, and no more than 175 hours can be claimed for student enrollment in courses that focus on conditioning or skill development for the sport.

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

10. Section 58166 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:

§ 58166. Field Trips.

(a) State apportionment may be claimed for the attendance of students in courses which include a field trip or excursion pursuant to section 55220.

~~(b) State apportionment for the attendance of students in courses which include a field trip or excursion shall not be claimed for more than forty-eight hours per unit of credit earned. No more attendance may be claimed for a field trip or excursion than if the class were held on campus.~~

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

BOARD OF GOVERNORS OF THE CALIFORNIA COMMUNITY COLLEGES
REVISIONS TO TITLE 5 REGULATIONS:
ENROLLMENT PRIORITIES

1. Section 58108 of article 1 of subchapter 2 of chapter 9 of division 6 of title 5 of the California Code of Regulations is amended to read:

§ 58108. Registration and Enrollment Procedures.

(a) Districts shall adopt policies and procedures for registration and standards for enrollment in any course shall be only those which that are consistent with these and other sections of Title 5 and uniformly administered by appropriately authorized employees of the district.

(b) It is the intent of the Board of Governors of the California Community Colleges to provide priority registration for students who enroll in a community college for the purpose of degree or certificate attainment, transfer to a four-year college or university, or career advancement.

(c) Registration priority, in the order of priority listed below, shall be provided to students:

(1) who have completed orientation, assessment, and developed student education plans and are eligible as a member of the armed forces or a veteran pursuant to Education Code section 66025.8 or as a foster youth or former foster youth pursuant to Education Code section 66025.9;

(2) who have completed orientation, assessment, and developed student education plans and are eligible and receiving services through Disabled Student Programs and Services or Extended Opportunity Programs and Services;

(3) who are continuing students not on academic or progress probation for two consecutive terms as defined in section 55031 and first time students who have completed orientation, assessment, and developed student education plans.

(d) Districts are not required to apply the registration priorities identified in subdivisions (c)(2) and (c)(3) of this section for courses offered during summer or intersessions.

(e) A district may provide students identified in subdivision (c)(1) or (c)(2) of this section with the same level of registration priority as long as a district ensures students identified in (c)(1) receive registration priority as required by Education Code sections 66025.8 and 66025.9.

(f) To the extent districts have the capacity and resources to require orientation, assessment, and education plans for continuing students, districts may establish orientation, assessment and education plans or any combination thereof as a condition for registration priority.

(g) Within the state registration priorities identified in subdivision (c) of this section, districts may establish the relative order of priority for additional subcategories of

students within each of the three levels. Similarly situated students in the groups specified in subdivisions (c)(1) and (c)(2), respectively, shall be granted equal priority.

(h) Districts may establish additional registration priorities for students with priority lower than student groups covered by subdivision (c) of this section.

(i) Registration priority specified in subdivision (c) of this section shall be lost at the first registration opportunity after a student:

(1) is placed on academic or progress probation or any combination thereof as defined in section 55031 for two consecutive terms; or

(2) has earned one hundred (100) or more degree-applicable semester or quarter equivalent units at the district.

(A) For purposes of this section a unit is earned when a student receives a grade of A, B, C, D or P as defined in section 55023.

(B) The 100-unit limit does not include units for non-degree applicable English as a Second Language or basic skills courses as defined in section 55000(j) or special classes as defined in section 55000.

(C) Districts may set the unit limit lower than 100 units and may consider units from other higher education institutions.

(D) Districts may adopt policies to exempt from the 100-unit limit categories of students, including but not limited to, those enrolled in high unit majors or programs.

(E) Districts may exempt from the 100-unit limit units earned through credit by examination, advanced placement, International Baccalaureate, or other similar programs.

(j) Beginning in the spring 2013 term, districts shall notify students who are placed on academic or progress probation, or who have earned 75 percent or more of the unit limit, of the potential for loss of enrollment priority. The district shall notify the student that a second consecutive term on academic or progress probation will result in the loss of priority registration until the student is no longer on probation or that enrollment priority will be lost when the student reaches the unit limit.

(k) Except as otherwise provided by state law, no student shall be required to confer or consult with or be required to receive permission to enroll in any class from any person other than those employed by the college in the district.

(l) Students will not be required to participate in any preregistration activity not uniformly required; nor shall the college or district allow anyone to place or enforce nonacademic requisites that are not expressly authorized in this chapter or in state law as barriers to enrollment in or the successful completion of a class.

~~No registration procedures shall be used that result in restricting enrollment to a specialized clientele.~~

~~The following registration procedures are permissible: special registration assistance to the handicapped or disadvantaged student as defined by statute, for the purpose of providing equalization of educational opportunity; and enrollment of students in accordance with a priority system established pursuant to legal authority by the local board of trustees.~~

(m) With respect to accessibility to off-campus sites and facilities, no student is to be required to make any special effort not required of all students to register in any class or

course section. Once enrolled in the class, all students must have equal access to the site.

(n) Each community college district shall establish written procedures by which a student may appeal the loss of priority enrollment status due to extenuating circumstances, or where a student with a disability applied for, but did not receive reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student. Districts may allow students who have demonstrated significant academic improvement to appeal the loss of priority enrollment status. Significant academic improvement is defined as achieving no less than the minimum grade point average and progress standard established in section 55031 for the term or terms.

(o) Districts shall ensure that the requirements of this section are adopted in local board policies and fully operational for registration for fall 2014 courses. Districts shall ensure that all policies and course catalogs reflect the requirements of this section and that appropriate and timely notice is provided to students.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 84500, Education Code.