

TAFT COLLEGE ACADEMIC POLICIES AND PROCEDURES COMMITTEE AGENDA
Wednesday, February 14, 2024
12:10 PM - 1:00 PM
S-11 Conference Room

CALL TO ORDER

PUBLIC COMMENTARY

ACTION ITEMS

- | | |
|---|---------------|
| 1. Approval of the January 8, 2024 Minutes | ACTION |
| 2. Approval of the February 5, 2024 Minutes | ACTION |

REPORTS

3. NONE

OLD BUSINESS

4. NONE

NEW BUSINESS

- | | |
|--|---------------|
| 5. Review of Petition to Withdraw after the Final Deadline: Student #1 is requesting an Excused Withdrawal (EW) for ENGL 1725 for Fall 2023, ECEF 1500, ENGL 1700, SOC 1510 for Summer 2023, DS 1506, ENGL 1500, PSYC 2003, STSU 1500 for Spring 2023. | ACTION |
| 6. Review of Petition to Withdraw after the Final Deadline: Student #2 is requesting an Excused Withdrawal (EW) for PSYC 2200 for Fall 2023. | ACTION |
| 7. Review of Repeat Petition: Student #3 is requesting to repeat BIOL 2260. | ACTION |
| 8. Request for review and approval of AP 4225 Course Repetition, AP 4230 Grading Symbols, AP 4232 Pass/No Pass, AP 4250 Probation, AP 4255 Dismissal and Readmission to move forward to Academic Senate. | ACTION |

DISCUSSION ITEMS

9. NONE

NEXT MEETING

March 13, 2024 at 12:10pm-1:00pm in S-11 Conference Room

ADJOURNMENT

TAFT COLLEGE ACADEMIC POLICIES AND PROCEDURES COMMITTEE MINUTES
Monday, January 8, 2024
3:10PM - 4:00PM in the S-11 Conference Room

Present: Joe'll Chaidez, Christopher Chung-Wee, Amanda Clark, Candace Duron, Tiffany Payne, Mallori Rossi, Isaura Santiesteban, Lori Sundgren

Absent: Damon Bell, Vicki Jacobi, Leslie Minor, Rebecca Roth

Recorders: Lisa Brettschneider, Lindsay Peevy

CALL TO ORDER

1. The meeting was called to order at 3:11pm by Candace Duron.

PUBLIC COMMENTARY

2. NONE

ACTION ITEMS

1. Motion to reorder agenda and move the minutes approval to the end of the meeting was made by Tiffany Payne, seconded by Christopher Chung-Wee. Motion carried unanimously.

ACTION

REPORTS

2. NONE

OLD BUSINESS

3. NONE

NEW BUSINESS

4. Review of Petition to Withdraw after the Final Deadline: Student #1 is requesting an Excused Withdrawal (EW) for HIST 2232 for Spring 2023. Motion to approve by Tiffany Payne, seconded by Christopher Chung-Wee. Motion carried unanimously. **ACTION**
5. Review of Petition to Withdraw after the Final Deadline: Student #2 is requesting an Excused Withdrawal (EW) for ECEF 1500, ECEF 1501, ECEF 1531 for Fall 2023. Motion to approve by Tiffany Payne, seconded by Christopher Chung-Wee. Lori Sundgren opposed. Motion carried. **ACTION**
6. Review of Petition to Withdraw after the Final Deadline: Student #3 is requesting an Excused Withdrawal (EW) for BIOL 1510, ENGL 2150 for Spring 2023 and POSC 1501, PSYC 1500 for Summer 2023. Motion to approve by Christopher Chung-Wee, seconded by Isaura Santiesteban. Lori Sundgren opposed. Motion carried. **ACTION**

7. Review of Petition to Withdraw after the Final Deadline: Student #4 is requesting an Excused Withdrawal (EW) for ENGL 1500, HLED 1510, BUSN 1500 for Fall 2023. Motion to approve by Christopher Chung-Wee, seconded by Lori Sundgren. Motion carried unanimously. **ACTION**
8. Review of Petition to Withdraw after the Final Deadline: Student #5 is requesting an Excused Withdrawal (EW) for PSYC 2200 for Fall 2023. Motion to approve by Isaura Santiesteban, seconded by Tiffany Payne. Motion carried unanimously. **ACTION**
9. Review of Petition to Withdraw after the Final Deadline: Student #6 is requesting an Excused Withdrawal (EW) for ART 1800, ECON 2120 for Summer 2022. Motion to approve by Joe'll Chaidez, seconded by Mallori Rossi. Lori Sundgren opposed. Motion carried. **ACTION**
10. The minutes from the December 11, 2023, meeting were presented for approval. No changes were made, minutes were adopted. **ACTION**

DISCUSSION ITEMS

11. Candace Duron shared that Title V is in the process of being changed to reflect inclusive language that is affirming regarding academic progress and probation. The Senate Council voted that it be brought to the Academic Policies and Procedures Committee in February.
12. Joe'll Chaidez asked for clarification for approval/denial for petitions that don't include documentation. Tiffany Payne explained that there isn't a rubric; training does instruct us to never make assumptions and to use professional judgement. Candace Duron reminded the committee that the student has the right to petition. Christopher Chung-Wee stated that some students don't know they can petition and asked that faculty be made aware of the Excused Withdrawal Petition so that it can be shared with students. Tiffany Payne shared that she also sends out emails to students about all petitions via Salesforce.

NEXT MEETING

TBA

ADJOURNMENT

The meeting adjourned at 4:04pm.

TAFT COLLEGE ACADEMIC POLICIES AND PROCEDURES COMMITTEE MINUTES
Monday, February 5, 2024
1:10PM - 2:00PM in the Cougar Conference Room

Present: Christopher Chung-Wee, Candace Duron, Vicki Jacobi, Tiffany Payne, Mallori Rossi, Rebecca Roth, Lori Sundgren

Absent: Damon Bell, Joe'll Chaidez, Amanda Clark, Leslie Minor, Isaura Santiesteban

Recorders: Lisa Brettschneider, Lindsay Peevy

CALL TO ORDER

1. The meeting was called to order at 1:10pm by Candace Duron.

PUBLIC COMMENTARY

2. NONE

NEW BUSINESS

3. Request for an exception to AP 5011 for LRSK 0250 for Spring 2024 (01/29/2024-03/22/2024). Motion to approve by Tiffany Payne, seconded by Christopher Chung-Wee.
Motion carried unanimously. **ACTION**

ADJOURNMENT

The meeting adjourned at 1:14pm.

TAFT COLLEGE

PETITION TO WITHDRAW AFTER THE FINAL DEADLINE SUBMISSION

Submitted by: [REDACTED] n 01/09/2024

This email was automatically generated by the Petition to Withdraw.

Petition to Withdraw After the Final Deadline

PETITION TO WITHDRAW AFTER THE FINAL DEADLINE

NAME

[REDACTED]

EMAIL

[REDACTED]

ARE YOU FILLING THIS OUT WITH THE ASSISTANCE OF A COUNSELOR/ADVISOR?

No

ARE THE COURSES YOU ARE REQUESTING TO WITHDRAW FROM STILL ON-GOING? (THE LAST DAY OF INSTRUCTION HAS NOT PASSED)

No

HAVE YOU EXPERIENCED EXTENUATING CIRCUMSTANCES THAT IMPACTED YOUR ABILITY TO COMPLETE THE COURSE(S)?

Yes

IN ORDER TO BE REVIEWED, YOU MUST EXPLAIN THE EXTENUATING CIRCUMSTANCES YOU HAVE EXPERIENCED OR CURRENTLY ARE EXPERIENCING THAT IMPACTED YOUR ABILITY TO REMAIN IN THE COURSE(S). ALL INFORMATION YOU PROVIDE WILL BE KEPT CONFIDENTIAL. PLEASE INCLUDE AS MUCH DETAILED INFORMATION AS POSSIBLE THAT YOU ARE COMFORTABLE WITH PROVIDING.

Experienced a family loss in April 2023, Gave birth in May 2023. I was hospitalized in November 2023 and had two surgery's, one resulting in a gallbladder removal, the other being an ERCP.
During the months of August 2022 - May 2023, I was in a domestic violence relationship and police were involved quite a few times, along with dealing with a court case for my first born daughter that went on from August 2022 - April 2023.

YOU ARE REQUIRED TO UPLOAD DOCUMENTATION THAT SUPPORTS THE EXTENUATING CIRCUMSTANCES IN YOUR STATEMENT ABOVE.

- [IMG_5026.jpeg](#)
- [IMG_5027.jpeg](#)
- [IMG_5028.jpeg](#)
- [IMG_5029.jpeg](#)

COURSE(S)

TERM COURSE WAS TAKEN

Fall 2023

INSTRUCTORS NAME

N/A

COURSE (EXAMPLE: ENGL 1500)

ENGL 1725

UNITS

3

COURSE(S)

TERM COURSE WAS TAKEN

Summer 2023

INSTRUCTORS NAME

N/A

COURSE (EXAMPLE: ENGL 1500)

ECEF 1500

UNITS

3

COURSE(S)

TERM COURSE WAS TAKEN

Summer 2023

INSTRUCTORS NAME

N/A

COURSE (EXAMPLE: ENGL 1500)

ENGL 1700

UNITS

3

COURSE(S)

TERM COURSE WAS TAKEN

Summer 2023

INSTRUCTORS NAME

N/A

COURSE (EXAMPLE: ENGL 1500)

SOC 1510

UNITS

3

COURSE(S)

TERM COURSE WAS TAKEN

Spring 2023

INSTRUCTORS NAME

N/A

COURSE (EXAMPLE: ENGL 1500)

DS 1506

UNITS

3

COURSE(S)**TERM COURSE WAS TAKEN**

Spring 2023

INSTRUCTORS NAME

N/A

COURSE (EXAMPLE: ENGL 1500)

ENGL 1500

UNITS

3

COURSE(S)**TERM COURSE WAS TAKEN**

Spring 2023

INSTRUCTORS NAME

N/A

COURSE (EXAMPLE: ENGL 1500)

PSYC 2003

UNITS

3

COURSE(S)**TERM COURSE WAS TAKEN**

Spring 2023

INSTRUCTORS NAME

N/A

COURSE (EXAMPLE: ENGL 1500)

STSU

UNITS

3

Check to acknowledge below to accept the following conditions. Incomplete petitions will be voided with no action taken.

I ACKNOWLEDGE THAT MY PETITION MUST BE SUBMITTED WITHIN TWO YEARS OF ENROLLMENT IN THE COURSE(S) IN QUESTION.

Acknowledged

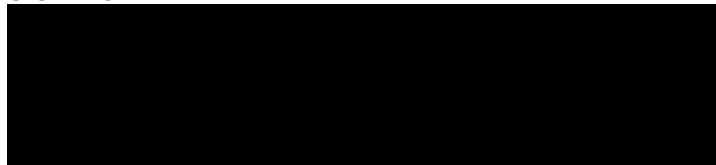
I ACKNOWLEDGE THAT MY PETITION IS NOT A GUARANTEED APPROVAL, BUT IS DEPENDENT ON SATISFACTORY COMPLETION OF THE STATED REQUIREMENTS.

Acknowledged

I ACKNOWLEDGE THAT MY PETITION IS REQUIRED TO BE REVIEWED BY THE ACADEMIC POLICIES AND PROCEDURES COMMITTEE AND THAT THE RESULTS WILL BE SENT TO THE EMAIL ADDRESS I HAVE ON FILE WITH TAFT COLLEGE.

Acknowledged

SIGNATURE



Empty rectangular box for a signature or stamp.



Mercy Hospital of Bakersfield
2215 Truxtun Avenue
Bakersfield, CA 93301
(661) 632-5000

Name: [REDACTED]
Current [REDACTED]
MRN: [REDACTED] B 16:34:46
Patient Address: [REDACTED]
Patient Phone: [REDACTED]

Mercy Hospital would like to thank you for allowing us to assist you with your healthcare needs. These instructions are intended to provide general information and guidelines to follow at home to properly care for your particular medical problem.

Patient Education Materials:

[REDACTED] has been given the following patient education materials:
Obstetrics and Gynecology

Return to Work

_____ was treated at our facility.

Injury or illness was:

- Work-related.
 Not work-related.
 Undetermined if work-related.

Return to work

- Employee may return to work on NOV 21, 2023.
- Employee may return to modified work on _____.

Work activity restrictions

This person is not able to do the following activities:

- Bend
 Sit for a prolonged time
- This person should not sit for more than _____ hours at a time.
 - This person should not sit for more than _____ hours during _____-hour workday.

[REDACTED]

Nov/11 /2023 16:34:46



Dignity Health.
Bakersfield Memorial Hospital



SOUVENIR OF BIRTH

from

Bakersfield Memorial Hospital

This certifies that _____

was born to _____

at this hospital on Sunday, May 14, 2023 at 1:55 pm

Sex of child Female Weight 8#5oz Length 20³/₄ in

Attending nurse's signature [Signature] RN

Attending physician's signature DR GHAI

Miracles
on 34th Street



In Witness Whereof, a duly authorized officer of Bakersfield Memorial Hospital has signed this certificate and caused its Official Seal to be hereunto affixed.

[Signature]

President



footprints

This is not a legal document

SPGBM-20010 (12/19) SPS INDD

Record of:
Current Name:



Issued To: Petition

Course Level: Undergraduate

Current Program

Major : Psychology for Transfer

SUBJ NO.	COURSE TITLE	CRED GRD	PTS R
----------	--------------	----------	-------

INSTITUTION CREDIT:

Spring 2023

DS 1506	Sfty Advcy & Mltreatmnt Prvnt	3.00 F	0.00
ENGL 1500	Composition and Reading	3.00 F	0.00
PSYC 2003	Child Growth and Development	3.00 FW	0.00
STSU 1500	Strategies College & Life Mgt	3.00 F	0.00
Ehrs: 0.00 GPA-Hrs: 12.00 QPts: 0.00 GPA: 0.00			

Academic Probation

Summer 2023

ECEF 1500	Intro. to ECE:Princip. & Pract	3.00 F	0.00
ENGL 1700	Intro Creative Writing	3.00 FW	0.00
SOC 1510	Introduction to Sociology	3.00 F	0.00
Ehrs: 0.00 GPA-Hrs: 9.00 QPts: 0.00 GPA: 0.00			

Academic Probation

Fall 2023

ENGL 1725	Creative Writing: Poetry	3.00 FW	0.00
Ehrs: 0.00 GPA-Hrs: 3.00 QPts: 0.00 GPA: 0.00			

Continued Academic Probation

Last Standing: Continued Academic Probation

***** TRANSCRIPT TOTALS *****

	Earned Hrs	GPA Hrs	Points	GPA
TOTAL INSTITUTION	0.00	24.00	0.00	0.00

TOTAL TRANSFER	0.00	0.00	0.00	0.00
----------------	------	------	------	------

OVERALL	0.00	24.00	0.00	0.00
---------	------	-------	------	------

***** END OF TRANSCRIPT *****

PETITION TO WITHDRAW AFTER THE FINAL DEADLINE SUBMISSION

Submitted by: [REDACTED] n 01/09/2024

This email was automatically generated by the Petition to Withdraw.

Petition to Withdraw After the Final Deadline

PETITION TO WITHDRAW AFTER THE FINAL DEADLINE

NAME

EMAIL

ARE YOU FILLING THIS OUT WITH THE ASSISTANCE OF A COUNSELOR/ADVISOR?

ARE THE COURSES YOU ARE REQUESTING TO WITHDRAW FROM STILL ON-GOING? (THE LAST DAY OF INSTRUCTION HAS NOT PASSED)

HAVE YOU EXPERIENCED EXTENUATING CIRCUMSTANCES THAT IMPACTED YOUR ABILITY TO COMPLETE THE COURSE(S)?

IN ORDER TO BE REVIEWED, YOU MUST EXPLAIN THE EXTENUATING CIRCUMSTANCES YOU HAVE EXPERIENCED OR CURRENTLY ARE EXPERIENCING THAT IMPACTED YOUR ABILITY TO REMAIN IN THE COURSE(S). ALL INFORMATION YOU PROVIDE WILL BE KEPT CONFIDENTIAL. PLEASE INCLUDE AS MUCH DETAILED INFORMATION AS POSSIBLE THAT YOU ARE COMFORTABLE WITH PROVIDING.

Due to the circumstances, I have had trouble completing my last course in school due to my mental health and illnesses. I have experienced PTSD and Depression for many years, but recently I have had family issues and separations that have caused my metal health to decline and have affected me being present in school. In the last few months, I have endured in the separation of my dad and step mother. This has put a step back in my education as I had to take on a new job to provide for my school financial cost and my own family cost as we are struggling with financial support. In a way to fix this issue with my upcoming education, I have enrolled all in online schooling so I can prevent this from happening in the future. Thank you.

YOU ARE REQUIRED TO UPLOAD DOCUMENTATION THAT SUPPORTS THE EXTENUATING CIRCUMSTANCES IN YOUR STATEMENT ABOVE.

- [IMG_9108.png](#)

COURSE(S)

TERM COURSE WAS TAKEN
Fall 2023

INSTRUCTORS NAME

Professor Oja

COURSE (EXAMPLE: ENGL 1500)

PSYC 2200

UNITS

3

Check to acknowledge below to accept the following conditions. Incomplete petitions will be voided with no action taken.

I ACKNOWLEDGE THAT MY PETITION MUST BE SUBMITTED WITHIN TWO YEARS OF ENROLLMENT IN THE COURSE(S) IN QUESTION.

Acknowledged

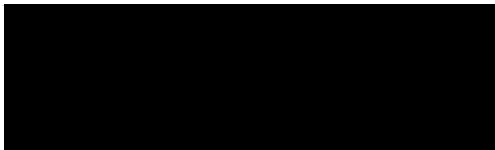
I ACKNOWLEDGE THAT MY PETITION IS NOT A GUARANTEED APPROVAL, BUT IS DEPENDENT ON SATISFACTORY COMPLETION OF THE STATED REQUIREMENTS.

Acknowledged

I ACKNOWLEDGE THAT MY PETITION IS REQUIRED TO BE REVIEWED BY THE ACADEMIC POLICIES AND PROCEDURES COMMITTEE AND THAT THE RESULTS WILL BE SENT TO THE EMAIL ADDRESS I HAVE ON FILE WITH TAFT COLLEGE.

Acknowledged

SIGNATURE



17:22



< Back

Message Details



received in error, please notify sender and destroy
all contents and attachments. All rights to email
contents are retained by Taft College.

[Reply](#)



me to Michelle Oja
Oct 18 at 1:10 PM



This does sometimes infer with my school work as I sometimes have episodes that prevent me from coming to class or completing work. I have been able to manage it better throughout the years and will be sure it won't happen for this class. Thank you.

[Reply](#)



me to Michelle Oja
Oct 18 at 1:09 PM



Hello Professor Oja. To answer your first question of what may prevent me from succeeding in this class is that I had lost my mom a few years ago. I have also endured in many losses other than my mom's death that have impacted myself and my mental health. I suffer from PTSD from a lot from my childhood and I also suffer from depression. I have

[Reply](#)



Dashboard



Calendar



To Do



Notifications



Inbox

Date Issued: 19-JAN-2024

U N O F F I C I A L

Page: 1

Record of:
Current Name:



Issued To: Petition

Course Level: Undergraduate

Current Program

Major : Psychology for Transfer

SUBJ NO.	COURSE TITLE	CRED GRD	PTS R
----------	--------------	----------	-------

INSTITUTION CREDIT:

Fall 2023

ENGL 1501	Enhanced Comp. & Reading	4.00 B	12.00
PSYC 1500	Introduction to Psychology	3.00 A	12.00
PSYC 2003	Child Growth and Development	3.00 B	9.00
PSYC 2200	Elem Stats for Behav and SS	4.00 FW	0.00

Ehrs: 10.00 GPA-Hrs: 14.00 QPts: 33.00 GPA: 2.36

Academic Good Standing

Last Standing: Academic Good Standing

Spring 2024

IN PROGRESS WORK

ART 1500	Art Appreciation	3.00	IN PROGRESS
BIOL 1500	Fundamentals of Biology	3.00	IN PROGRESS
ENGL 1600	Crit Think, Lit, & Composition	4.00	IN PROGRESS
HIST 2210	World Civilization to 1500	3.00	IN PROGRESS
PSYC 2033	Personal & Social Adjustment	3.00	IN PROGRESS

In Progress Credits 16.00

***** TRANSCRIPT TOTALS *****

	Earned Hrs	GPA Hrs	Points	GPA
TOTAL INSTITUTION	10.00	14.00	33.00	2.36

TOTAL TRANSFER	0.00	0.00	0.00	0.00
----------------	------	------	------	------

OVERALL	10.00	14.00	33.00	2.36
---------	-------	-------	-------	------

***** END OF TRANSCRIPT *****

Taft College Records



Term

Spring

Year

2023

Name



Phone



Email



REPEAT PETITION STANDARD/SUBSTANDARD WORK

Subject

BIOL

Number

2,260

Term

Fall

Year

2023

Previous Enrollments

Term

Fall

Year

2023

Grade

C

Please check the reason(s) you are retaking the course (Documentation must be attached at bottom of form)

- Course repetition is required to meet legally mandated training requirements that are a condition of continued paid or volunteer employment. Documentation is required.
- Other.

Other reason

Bakersfield College Nursing Program GPA Requirement

A petition to repeat must be submitted for one of the reasons below.

Explanation of Extenuating Circumstances

I am requesting to retake biology due to the GPA requirement for the nursing program. Unfortunately I am unable to apply with my current Science GPA. I can request to take the class at BC but currently I feel I'm better suited at Taft as they meet my needs as a DSPS student.

I understand I must attach required documentation.

Signature



If the petition is not approved, would you, the student like to appeal the decision through Academic Policies and Procedures Committee?

Yes

May contain privileged and confidential information for the intended recipient only. If received in error, please notify sender and destroy all contents and attachments. All rights to email contents are retained by Taft College.

Denied by Director of Admissions and Records 2/6/24 due to student's most recent attempt not being 36 months prior. For students who have received (A, B, C, P) grades, 3 years must have elapsed since last satisfactory grade was posted at Taft College.

A handwritten signature in black ink, appearing to be 'AR' with a flourish.

Reason to repeat:	Will this petition be approved?
1: Student received an A, B, C, P in a credit class and wants to improve grade.	No, unless reasons #3, 4 or 5 apply. 55042 (b)
2: Student received a D, F, NP or W after attempting a credit class a total of three times.	No, unless reasons #3 or #6 applies. 55024 (a)(9), 55040, 58161
3: Course is mandated for training requirements as a condition of continued paid or volunteer employment. 55041(b)	Yes – student can repeat unlimited number of times. Must provide statement from employer or a signed affidavit that the course is necessary to meet legally mandated training as a condition of paid or volunteer employment. Regardless of whether or not a substandard grade was previously earned , the grades and unit credit shall be included each time for the purpose of calculating the GPA.
4: Significant Lapse of Time (55043)	Yes, for students with standard grades (A, B, C, P) and (3) three years have elapsed since the last satisfactory grade was posted at Taft College. Previous grade and credit will be alleviated by the rule. Course repetition based on significant lapse of time may only occur once.
5: Recency requirement is mandated for current coursework or degree.	Yes, for students with standard grades (A, B, C, P) and 3 years have elapsed at Taft College. Student must provide documentation of recency requirement mandate. Previous grade and credit will be alleviated by the rule.
6: Extenuating Circumstances (55045) accident, illness, or other life changing events beyond the control of the student.	Yes, for students with substandard grades. Valid documentation is required to support circumstances that specifically relate to the date of the course. Previous grade and credit will be alleviated by the rule.
7: Three (3) withdrawals have been processed for the same course.	No, unless #6, extenuating circumstances, existed. Valid documentation is required to support the circumstance.
8: Repeated a course taken at another college	No, substandard grades earned at another institution will not be alleviated by repeating a course at Taft College. There are no exceptions.
9: Special Course Repetition (56029) for Students with Disabilities	Yes, there is no limit as long as the course has a “Special Class” designation for students with disabilities; and the class is required due to a disability related accommodation. Students must be receiving accommodations through DSPS. Previous grade and credit will be alleviated by the rule.

Course Level: Undergraduate

Current Program

Major : Liberal Arts Health & PE

SUBJ NO. COURSE TITLE CRED GRD PTS R

INSTITUTION CREDIT:

Fall 2020

BIOL 1500 Fundamentals of Biology 3.00 A 12.00
Ehrs: 3.00 GPA-Hrs: 3.00 QPts: 12.00 GPA: 4.00

Acad Standing Not Applicable

Fall 2021

BIOL 2250 Human Anatomy 5.00 B 15.00
Ehrs: 5.00 GPA-Hrs: 5.00 QPts: 15.00 GPA: 3.00

Acad Standing Not Applicable

Spring 2022

BIOL 2257 Human Physiology with Lab 5.00 C 10.00
BIOL 2370 Nutrition Science 3.00 A 12.00
Ehrs: 8.00 GPA-Hrs: 8.00 QPts: 22.00 GPA: 2.75

Academic Good Standing

Fall 2023

BIOL 2260 General Microbiology 5.00 C 10.00
Ehrs: 5.00 GPA-Hrs: 5.00 QPts: 10.00 GPA: 2.00

Academic Good Standing

Last Standing: Academic Good Standing

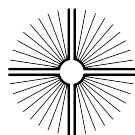
***** TRANSCRIPT TOTALS *****

 Earned Hrs GPA Hrs Points GPA
TOTAL INSTITUTION 21.00 21.00 59.00 2.81

TOTAL TRANSFER 0.00 0.00 0.00 0.00

OVERALL 21.00 21.00 59.00 2.81

***** END OF TRANSCRIPT *****



AP 4225 Course Repetition

References:

Education Code Section 76224;
Title 5 Sections 55040, 55041, 55042, 55043, 55253, 56029, and 58161

NOTE: *This procedure is **legally required**. Local practice may be inserted below, which must include the following:*

Students may petition for approval to repeat up to a total of [**insert number**] courses in the following courses:

- Courses for which repetition is necessary to meet the major requirements of California State University (CSU) or University of California (UC) for completion of a bachelor's degree;
- Intercollegiate athletics courses; and
- Intercollegiate academic or vocational competition courses. Such courses may be repeated no more than four times for semester courses or six times for quarter courses.

Students may enroll in activity courses in physical education, visual arts, or performing arts. Such courses may not be repeated for more than [**four semesters or six quarters**]. This limit applies even if the student receives a substandard grade or "W" during one or more enrollment or if a student petitions for repetition for repetition due to extenuating circumstances.

[**Insert local processes for petitioning for approval**]

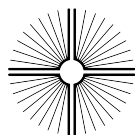
When a student repeats a course designated as repeatable to alleviate substandard academic work (a "D," "F," "FW," "or NP"), the previous grade and credit shall be disregarded in the computation of grade point averages. No more than two substandard grades may be alleviated.

When a student with a disability repeats a class, the previous grade and credit shall be disregarded in the computation of grade point averages.

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.

Disclaimer: *This document is provided as a benefit to Community College League of California's Policy & Procedure Service subscribers and cannot be shared outside of their district. The information contained within is a sample only and is not designed to address each district's specific and unique issues, internal rules or practices, or governing documents that might be in place at each district. Districts should always consult with local District legal counsel prior to implementation.*



POLICY & PROCEDURE SERVICE

Nothing 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.

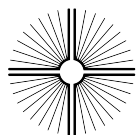
NOTE: *Inclusion of the following depends on District practice. The elements are suggested as good practice/optional.*

If the District is claiming apportionment under Title 5 Section 58161, students may petition for approval to repeat up to a total of [**insert number that is not more than four times for semester courses or six times for quarter courses**] courses designated as repeatable, including courses in which substandard grades (less than “C,” and including “FW” and “NP”) were awarded in one or more enrollments. If the student is repeating the course to alleviate substandard academic work, the District may disregard the first two substandard grades if the student repeats the class two or more times. Students may also petition for approval to repeat up to a total of [**insert number that is not more than four times for semester courses or six times for quarter courses**] active participatory credit courses that are related in content, in physical education, visual arts, or performing arts, including courses in which substandard grades (less than “C,” and including “FW” and “NP”) were awarded in one or more enrollments.

[**Insert local processes for petitioning for approval, which may include**]

- A list of the specific courses or categories of courses, if any, which are exempt from course repetition.
- Requirements to repeat courses after a significant amount of time [**include a definition of significant lapse of time, no less than 36 months**] or the District has established a recency prerequisite.
- An institute of higher learning established a recency requirement, which the student will not be able to satisfy without repeating the course. A student may petition for repetition if less than [**set period of time, such as 36 months**] have elapsed and the student provides documentation that the repetition is necessary for transfer.
- Provisions for repeating a course taken at another accredited college or university for which substandard academic performance is recorded.
- Circumstances under which students may repeat courses in which a C or better grade was earned. Such course repetition requires a finding that extenuating, emergency, or extraordinary circumstances exist which justify such repetition. Emergency conditions or extraordinary conditions are those meeting the

Disclaimer: *This document is provided as a benefit to Community College League of California's Policy & Procedure Service subscribers and cannot be shared outside of their district. The information contained within is a sample only and is not designed to address each district's specific and unique issues, internal rules or practices, or governing documents that might be in place at each district. Districts should always consult with local District legal counsel prior to implementation.*



POLICY & PROCEDURE SERVICE

requirements of Title 5 Section 58146 subdivision (b). Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Grades awarded for courses repeated under these provisions **[NOTE: When a course is repeated pursuant to this section, the District may allow the previous grade and credit to be disregarded in computing the student's GPA -- select shall or may]** be included when calculating a student's grade point average.

- Limits on the number of times students may repeat a course.
- Students may not enroll in a course more than three times, except in limited circumstances, described below. Enrollments include any combination of withdrawals and repetitions.
- Students may enroll in work-experience education.
- 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 for the student for one of the reasons specified in Title 5 Section 56029. **[NOTE: The District may allow the previous grade to be disregarded when computing the GPA each time the course is repeated. If the District determines to do so, include: The District will disregard previous grades in computing the student's GPA each time the course is repeated.]**
- Students may repeat a course any number of times where it is required for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment, regardless of whether the student recorded substandard work. **[Insert local procedure for students to certify the course is legally mandated.]**
- Students may petition to repeat a course needed for employment or licensing because of a significant change in the industry or licensure standards. Students may take these courses any number of times. **[Insert policy to require students to certify the course is needed because of a significant change in the industry or licensure standards.]**

Revised 7/02, 8/03, 8/06, 8/07, 2/08, 4/09, 9/12, 10/13, 10/15, 10/16, 4/17, 10/17, 4/23

Disclaimer: *This document is provided as a benefit to Community College League of California's Policy & Procedure Service subscribers and cannot be shared outside of their district. The information contained within is a sample only and is not designed to address each district's specific and unique issues, internal rules or practices, or governing documents that might be in place at each district. Districts should always consult with local District legal counsel prior to implementation.*

AP 4225 Course Repetition

Reference:

Education Code Section 76224;
Title 5 Sections 55040, 55041, 55042, 55043, 55253, 56029, and 58161

Students may petition for approval to repeat up to a total of 2 courses in the following courses:

1. Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree.
2. Intercollegiate athletics courses and
3. Intercollegiate academic or vocational competition courses. Such courses may be repeated no more than four times for semester courses or six times for quarter courses.

Students may enroll in activity courses in physical education, visual arts, or performing arts. Such courses may not be repeated for more than four semesters. This limit applies even if the student receives a substandard grade or "W" during one or more enrollment or if a student petitions for repetition due to extenuating circumstances.

When a student repeats a course designated as repeatable to alleviate substandard academic work (a "D", "F", "FW", or "NP"), the previous grade and credit shall be disregarded in the computation of grade point averages. No more than two substandard grades may be alleviated.

When a student with a disability repeats a class, the previous grade and credit shall be disregarded in the computation of grade point averages.

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 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.

If the District is claiming apportionment under Title 5 Section 58161, students may petition for approval to repeat up to a total of four (4) courses for semester courses or six (6) quarter courses in which substandard grades (less than "C," and including "FW," "NP,"

Formatted: Font: (Default) Open Sans

Formatted: Not Different first page header

Formatted: Font: (Default) Open Sans, Not Bold

Formatted: Font: (Default) Open Sans

Formatted: Font: (Default) Open Sans

Deleted: or "NC"

Formatted: Font: (Default) Open Sans

Deleted: 8/6/18

Formatted: Font: (Default) Open Sans

Formatted: Font: (Default) Open Sans

Formatted: Font: (Default) Open Sans

Formatted: Font: (Default) Open Sans

Formatted: Font: (Default) Open Sans

or “NC”) were awarded in one or more enrollments. The District may disregard the first two substandard grades if the student repeats the class two or more times.

The process for petitioning for approval may include the following:

1. A list of the specific courses or categories of courses, if any, which are exempt from course repetition.
2. Requirements to repeat courses after a significant amount of *no less than 36 months* or the District has established a recency prerequisite.
3. An institute of higher learning established a recency requirement, which the student will not be able to satisfy without repeating the course. A student may petition for repetition if less than 36 months have elapsed and the student provides documentation that the repetition is necessary for transfer.
4. Provisions for repeating a course taken at another accredited college or university for which substandard academic performance is recorded.
5. Circumstances under which students may repeat courses in which a C or better grade was earned. Such course repetition requires a finding that extenuating emergency or extraordinary circumstances exist which justify such repetition. Emergency conditions or extraordinary conditions are those meeting the requirements of Title 5 Section 58146, subdivision (b). Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Grades awarded for courses repeated under these provisions *or may* be included when calculating a student’s grade point average. Note that the District may allow the previous grade and credit to be disregarded in computing the student’s grade point average.
6. Limits on the number of times students may repeat a course.
7. Students may not enroll in a course more than three times, except in limited circumstances, described below. Enrollments include any combination of withdrawals and repetitions.
8. Students may enroll in work-experience education.
9. 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 for the student for one of the reasons specified in Title 5 Section 56029. Note that the District may allow the previous grade to be disregarded when computing the grade point average each time the course is repeated. If the District determines to do so,

Formatted: Font: (Default) Open Sans

Deleted: E

Deleted: circumstances

Formatted: Font: (Default) Open Sans

Deleted: which would justify the District providing the student a refund

Formatted: Font: (Default) Open Sans

Formatted: Font: (Default) Open Sans

Commented [SC1]: Leslie: Recommends KEEPING the language per Title 5 55253 that gives them up to 16 semester hours

Deleted: r

Deleted: repeat a cooperative work experience course pursuant to District policy 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).

Formatted: Font: (Default) Open Sans

Formatted: Font: (Default) Open Sans

Formatted: Font: (Default) Open Sans

Deleted: 8/6/18

Formatted: Font: (Default) Open Sans

Formatted: Font: (Default) Open Sans

Formatted: Font: (Default) Open Sans

Formatted: Font: (Default) Open Sans

Formatted: Font: (Default) Open Sans

include: The District will disregard previous grades in computing the student's grade point average each time the course is repeated.

10. Students may repeat a course any number of times where it is required for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment, regardless of whether the student recorded substandard work. The students are required to provide documentation verifying that the course is legally mandated as condition for continued employment or volunteer assignment.
11. Students may petition to repeat a course needed for employment or licensing because of a significant change in the industry or licensure standards. Students may take these courses any number of times. The students will be required to provide documentation verifying that the course is required due to significant change in the industry or licensure standards.

Formatted: Font: (Default) Open Sans

Deleted: 8/6/18

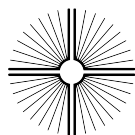
Formatted: Font: (Default) Open Sans

Formatted: Font: (Default) Open Sans

Formatted: Font: (Default) Open Sans

Formatted: Font: (Default) Open Sans

Formatted: Font: (Default) Open Sans



AP 4230 Grading and Academic Record Symbols

References:

Title 5 Sections 55023, 55024, 55051, 55052, and 55052.5

NOTE: *This procedure is **legally required**. Local practice may be inserted below, but it must comply with Title 5.*

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:

Evaluative Symbols:

A – Excellent (Grade Point = 4)

B – Good (Grade Point = 3)

C – Satisfactory (Grade Point = 2)

D – Less than satisfactory (Grade Point = 1)

F – Failing (Grade Point = 0)

P – Passing (At least satisfactory – units awarded not counted in GPA)

NP – No Pass (Less than satisfactory, or failing – units not counted in GPA)

SP – Satisfactory Progress toward completion of the course (Used for noncredit courses only and is not supplanted by any other symbol)

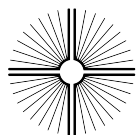
NOTE: *Districts that have adopted “plus-minus” grades would insert those grades. If pluses and minuses are used, the grade point value of a plus shall be computed by adding 0.3 to the value assigned to the letter grade with which it is combined, and the grade point value of a minus shall be computed 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.*

NOTE: *Districts that have adopted the “FW” grade symbol (unofficial withdrawal) would insert that symbol under the list of evaluative symbols. The “FW” symbol may not be used if a student has qualified for and been granted a military withdrawal. If “FW” is used, its grade point value is 0.*

Non-Evaluative Symbols:

I – Incomplete: Incomplete academic work for unforeseeable, emergency and justifiable reasons. The condition for the removal of the “I” shall be stated by the instructor in a written record. The record shall contain the conditions for the removal of the “I” and the grade assigned in lieu of its removal. The 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

Disclaimer: *This document is provided as a benefit to Community College League of California's Policy & Procedure Service subscribers and cannot be shared outside of their district. The information contained within is a sample only and is not designed to address each district's specific and unique issues, internal rules or practices, or governing documents that might be in place at each district. Districts should always consult with local District legal counsel prior to implementation.*



POLICY & PROCEDURE SERVICE

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 in which it was assigned. The “I” symbol shall not be used in calculating units attempted nor for grade points.

IP – In Progress: The “IP” symbol shall be used only in courses that 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 appropriate evaluative symbol (grade) and unit credit shall be assigned and replace the IP symbol once the course is completed.

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: The “W” symbol may be used to denote withdrawal in accordance with the requirements of Title 5 Section 55024.

MW – Military Withdrawal: The “MW” symbol may be used to denote military withdrawal in accordance with Title 5 Section 55024.

EW – Excused Withdrawal: The “EW” symbol may be used to denote withdrawal in accordance with Title 5 Section 55024.

[*Symbol*] – Credit for Prior Learning: The “[*Symbol*]” symbol may be used to denote credit earned through successful completion of an International Baccalaureate examination, College Level Examination Program examination, Advanced Placement examination, or another experience, examination or assessment of prior learning, if the District determines that such prior learning satisfies the District’s standards for measuring competencies comparable to those achieved in baccalaureate or general education level courses. Standards for satisfactory completion of a prior learning experience, examination or assessment will be approved by the faculty in the appropriate discipline for which prior learning credit is earned.

Revised 9/01, 8/07, 4/17, 4/18, 10/18, 10/21, 4/23

Disclaimer: *This document is provided as a benefit to Community College League of California’s Policy & Procedure Service subscribers and cannot be shared outside of their district. The information contained within is a sample only and is not designed to address each district’s specific and unique issues, internal rules or practices, or governing documents that might be in place at each district. Districts should always consult with local District legal counsel prior to implementation.*

AP 4230 Grading Symbols

Reference:

Title 5 Sections 55023, 55024

Evaluation grades are averaged on the basis of the point equivalencies to determine a student's grade-point average. Non-evaluative symbols are not used in calculating grade-point averages. Evaluative symbols and grade-points are as follows:

Evaluative Symbols and Grade Points Evaluative Grade	Symbols Definition	Grade Point Average
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
P	Pass (at least satisfactory)	-
NP	No Pass (less than satisfactory)	-
Non-Evaluative Symbols and Grade Points Evaluative Grade	Symbols Definition	Grade Point Average
I	Incomplete	0
IP	In Progress	0
RD	Report Delayed	0
W	Withdrawal	0
MW	Military Withdrawal	0
EW	Excused Withdrawal	0

I – Incomplete: Incomplete academic work for unforeseeable, emergency and justifiable reasons. The condition for the removal of the “I” shall be stated by the instructor in a written record. The record shall contain the conditions for the removal of the “I” and the grade assigned in lieu of its removal. The 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. The “I” may be made up no later than

Deleted: AP 4010 - Academic Calendar

Page 1

Formatted: Font: (Default) Open Sans

Formatted: Not Different first page header

Deleted: Date of Implementation:

... [1]

one year following the end of the term in which it was assigned. The “I” symbol shall not be used in calculating unites attempted nor for grade points.

Deleted: AP 4010 - Academic Calendar
Page 2

IP – In Progress: the “IP” symbol shall be used only in courses that extend beyond the normal end of an academic term. It indicates that work is “in progress,” but that assignment of a evaluative symbol (grade) must await its completion. The appropriate evaluative symbol (grade) and unit credit shall be assigned and replace the IP symbol once the course is completed.

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: The “W” symbol may be used to denote withdrawal in accordance with the requirements of Title 5 Secction 55024.

MW – Military Withdrawal: The “MW” symbol may be used to denote military withdrawal in accordance with Title 5 Section 55024.

EW – Excused Withdrawal: The “EW” symbol may be used to denote withdrawal in accordance with Title 5 Section 55024.

?? – Credit for Prior Learning: The ?? symbol may be used to denote credit earned through the successful completion of an International Baccalaureate examination, College Level Examination Program examination, Advanced Placement examination, or another experience, examination or assessment of prior learning, if the District determines that such prior learning satisfies the District's standards for measuring competencies comparable to those achieved in baccalaureate or general education level courses. Standards for satisfactory completion of a prior learning experience, examination or assessment will be approved by the faculty in the appropriate discipline for which prior learning credit is earned.

Formatted: Font: Bold

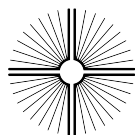
Commented [SC1]: Leslie: Do not have but will need to develop. Tiffany Payne should know how we note prior learning.

Formatted: Font: (Default) Open Sans

Deleted: Date of Implementation: ... [2]

Page 1: [1] Deleted	Sarah Criss	9/19/23 2:49:00 PM
----------------------------	--------------------	---------------------------

Page 1: [2] Deleted	Sarah Criss	9/19/23 2:49:00 PM
----------------------------	--------------------	---------------------------



AP 4232 Pass/No Pass

Reference:

Title 5 Section 55022

NOTE: *This procedure is **optional**, but it is **legally advised** if the District offers courses on a pass-no pass basis. Local practice may be inserted below, but it should comply with the following.*

Courses may be offered in either or both of the following categories:

- Courses in which all students are evaluated on a "pass-no pass" basis.
- Courses in which each student may elect until the last day of instruction, as established and published by the District, whether the basis of evaluation is to be "pass-no pass" or a letter grade.

A student electing to be evaluated on the "pass-no pass" basis will receive both course credit and unit credit upon satisfactory completion of the course. In computing a student's grade-point average, grades of "pass-no pass" are omitted.

A pass grade is granted for performance that is equivalent to the letter grade of "C" or better. A student who fails to perform satisfactorily will be assigned a "no pass" grade.

The student is held responsible for all assignments and examinations required in the course. The standards of evaluation are identical for all students in the course.

NOTE: *The District may insert its local practice on how pass/no pass classes are identified and how students select the pass/no pass option. The District must replace "credit/no credit" with "pass/no-pass" by Fall 2009.*

Revised 8/07, 2/08, 4/23, 5/23

Disclaimer: *This document is provided as a benefit to Community College League of California's Policy & Procedure Service subscribers and cannot be shared outside of their district. The information contained within is a sample only and is not designed to address each district's specific and unique issues, internal rules or practices, or governing documents that might be in place at each district. Districts should always consult with local District legal counsel prior to implementation.*

AP 4232 Pass/No Pass

Reference:

Title 5 Sections 55752

Courses may be offered in either or both of the following categories:

- A. Courses in which all students are evaluated on a "Pass/No Pass" basis
- B. Courses in which each student may elect, until the last day of instruction, as established and published by the District, whether the basis of evaluation is to be "pass-no pass" or a letter grade.

A student electing to be evaluated on the "Pass/No Pass" basis will receive both course credit and unit credit upon satisfactory completion of the course. In computing a student's grade-point average, grades of "Pass/No Pass" are omitted.

A pass grade is granted for performance that is equivalent to the letter grade of "C" or better. A student who fails to perform satisfactorily will be assigned a "no pass" grade.

The student is held responsible for all assignments and examinations required in the course. The standards of evaluation are identical for all students in the course.

Formatted: Font: (Default) Open Sans

Formatted: Not Different first page header

Formatted: Font: (Default) Open Sans, Not Bold

Formatted: Font: (Default) Open Sans

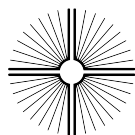
Formatted: Font: (Default) Open Sans

Deleted: s

Deleted: to take the course on a "Pass/No Pass" basis filed by the dates listed on the Deadline for Adding/Dropping Sheet available on the college website

Formatted: Font: (Default) Open Sans

Deleted: Date of Implementation: ... [1]



AP 4250 Probation

References:

Title 5 Sections 55031 - 55034

NOTE: *This procedure is **legally required**. Local practice may be inserted below, but it should address the minimum requirements in the following examples.*

Notification of Probation

Each student is entitled to be notified of his/her/their academic difficulty and the availability of college support services to respond to the academic difficulty before the student is dismissed. Notification will consist, at a minimum, of the following: At the end of the semester in which the student's grade point average falls below 2.0 in all units attempted, a notice that the student is on probation shall be sent to the student informing him/her/them that he/she/they is on academic probation. "All units attempted" is defined as all units of credit for which the student is enrolled in at the community college that they attend.

If the student receives symbols of "W," "I," or "NP" in 50% or more of all units in which a student has enrolled, the student shall be placed on progress probation.

At the end of the third semester on which the student is on academic or progress probation, a notice that the student is subject to dismissal will be sent to the student informing him/her/them that he/she/they is subject to dismissal.

Probationary Letter

The letter notifying the student of probation will cover, at a minimum, the significance of being on probation and description of the services available.

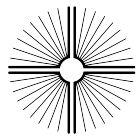
A student who is on academic probation and earns a semester grade point average of 2.0 or better shall not be dismissed as long as this minimum semester grade point average is maintained.

A student on progress probation because of an excess of units for which entries of "W," "I," and "NP" are recorded shall be removed from probation when the percentage of units in this category drops below 50%.

Probation, Dismissal, Readmission Data Reporting

The [**CEO**] shall develop and provide to the Board for review [**specify annual or other interval**] report of the number of students who were placed on probation, dismissed, and

Disclaimer: *This document is provided as a benefit to Community College League of California's Policy & Procedure Service subscribers and cannot be shared outside of their district. The information contained within is a sample only and is not designed to address each district's specific and unique issues, internal rules or practices, or governing documents that might be in place at each district. Districts should always consult with local District legal counsel prior to implementation.*



reinstated. This report must disaggregate the students by race, age, gender, or any other characteristic identified by the Board.

Revised 8/06, 8/07, 3/12, 4/18, 4/21, 4/23

Disclaimer: *This document is provided as a benefit to Community College League of California's Policy & Procedure Service subscribers and cannot be shared outside of their district. The information contained within is a sample only and is not designed to address each district's specific and unique issues, internal rules or practices, or governing documents that might be in place at each district. Districts should always consult with local District legal counsel prior to implementation.*

AP 4250 Probation

Formatted: Font: (Default) Open Sans

Reference:

*Education Code Section 70902(b)(3);
Title 5, Sections 55031 - 55034*

Formatted: Font: (Default) Open Sans, Not Bold

Standards for Probation

Formatted: Font: (Default) Open Sans

Academic Probation— A student who has attempted at least 12 semester units as shown on the official academic record shall be placed on academic probation if the student's grade point average is below 2.0 in all units.

Progress – A student shall be placed on progress probation if he or she has enrolled in a total of at least 12 semester units and the percentage of all Taft College units in which the student has enrolled, for which entries of “W”, “I”, ~~and~~ “NP” were recorded reaches fifty percent ~~or more~~.

Deleted: “NC”

Deleted: and

Formatted: Font: (Default) Open Sans

Deleted: or exceeds

Formatted: Font: (Default) Open Sans

Notification of Probation

Each student is entitled to be notified of his/her academic difficulty and the availability of college support services to respond to the academic difficulty before the student is dismissed. Notification will consist of the following:

1. At the end of the semester in which the student's grade point average falls below 2.0 in all units attempted, a notice that the student is on probation shall be sent to the student informing him/her that he/she is on academic probation. “All units attempted” is defined as all units of credit for which the student is enrolled in at Taft College. If the percentage of a student's recorded entries of “W”, “I”, ~~and~~ “NP” in at least three consecutive semesters reaches or exceeds 50% of all units in which a student has enrolled, the student shall be placed on progress probation.
2. At the end of the third semester on which the student is on academic or progress probation, a notice that the student is subject to dismissal will be sent to the student informing him/her that he/she is subject to dismissal.

Deleted: “NC” and

Formatted: Font: (Default) Open Sans

Removal from Probation

Formatted: Font: (Default) Open Sans, Bold

Formatted: Font: (Default) Open Sans

Deleted: “NC” and

Formatted: Font: (Default) Open Sans

Formatted: Font: (Default) Open Sans, Bold

Formatted: Font: (Default) Open Sans

Deleted: 1/28/19

Formatted: Font: (Default) Open Sans

Formatted: Font: (Default) Open Sans

Formatted: Font: (Default) Open Sans

Formatted: Font: (Default) Open Sans

Formatted: Font: (Default) Open Sans

Academic Probation – A student on academic probation shall be removed from probation when the student's accumulated grade point average is 2.0 or higher.

Progress Probation – A student on progress probation shall be removed from probation when the percentage unites in the categories of “W”, “I”, ~~and~~ “NP” drops below fifty percent.

Dismissal

▲ Academic Dismissal – A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 1.75 in all unites attempted in each of three (3) consecutive semesters.

Formatted: Font: (Default) Open Sans

Progress Dismissal – A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of “W”, “I”, and “NP” are recorded in at least three (3) consecutive semesters reaches or exceeds fifty percent.

Deleted: “NC” and

Formatted: Font: (Default) Open Sans

Appeal of Dismissal

A student who is subject to dismissal may submit a written appeal to the Admissions and Attendance Committee. The petition form is available in the link below:

<http://www.taftcollege.edu/admissions/wp-content/uploads/sites/12/2018/05/Dismissal-Appeal-Petition.pdf>

Formatted: Font: (Default) Open Sans

Formatted: Font: (Default) Open Sans

Readmission

A student who has been dismissed may request readmission with a written petition for reinstatement after a lapse of one semester. He or she can use the same petition form listed above.

Probation, Dismissal, Readmission Data Reporting

The Superintendent/President shall develop and provide to the Board for review (Annual or other interval) report of the number of students who were placed on probation, dismissed, and reinstated. This report must disaggregate the students by race, age, gender, or any other characteristic identified by the Board.

Formatted: Font: (Default) Open Sans

Formatted: Font: (Default) Open Sans

Deleted: 1/28/19

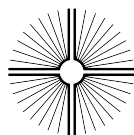
Formatted: Font: (Default) Open Sans

Formatted: Font: (Default) Open Sans

Formatted: Font: (Default) Open Sans

Formatted: Font: (Default) Open Sans

Formatted: Font: (Default) Open Sans



AP 4255 Dismissal and Readmission

References:

Title 5 Sections 55033 and 55034

NOTE: *This procedure is **legally required**. Local practice may be inserted below, but it should address the minimum requirements in the following examples.*

Standards for Dismissal

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of three consecutive semesters (five consecutive quarters). [**NOTE: Title 5 Section 55033 subdivision (c)(3) permits the District to establish a minimum of fewer than three consecutive semesters**]. A student who has been placed on probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of “W,” “I,” “NC,” and “NP” are recorded in at least three consecutive semesters (five consecutive quarters) reaches or exceeds 50 percent. [**NOTE: Title 5 Section 55033 subdivision (d) permits the District to establish a minimum percentage of units of less than 50 percent.**]

Dismissal Letter

The letter notifying the student that he/she/they is subject to dismissal will cover, at a minimum, reference to this procedure, explanation of what dismissal means, procedure for reinstatement, and procedure to appeal the dismissal.

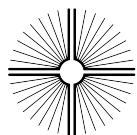
Appeal of Dismissal

The student has the right to appeal a proposed dismissal action if the student feels that facts exist that warrant an exception to the dismissal action. The student must file the written petition of appeal [**identify where petition is filed**] within [**time limit**] after the dismissal letter was mailed. If the student fails to file a written petition within the [**time limit**], the student waives all future rights to appeal the dismissal action. It is the student's responsibility to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting the reasons. Petitions will be reviewed by [**identify who reviews petitions**].

The student will be continued on probation until the [**designate authority**] decides on the student's appeal.

The decision of the [**designate authority**] will be communicated to the student in writing by the [**designate authority**]. The [**designate authority**] will notify the student of its action within [**time limit**] of receipt of the student's appeal. The student may appeal the decision of the [**designate authority**] in writing to the [**CEO or designee**], within [**time**]

Disclaimer: *This document is provided as a benefit to Community College League of California's Policy & Procedure Service subscribers and cannot be shared outside of their district. The information contained within is a sample only and is not designed to address each district's specific and unique issues, internal rules or practices, or governing documents that might be in place at each district. Districts should always consult with local District legal counsel prior to implementation.*



POLICY & PROCEDURE SERVICE

limit] working days of the date of notification of the decision of the [**Appeals Committee**]. The decision of the [**CEO or designee**] is final.

If the dismissal appeal is granted, the student will be continued on probation for an additional semester. At the end of the additional semester, the student's academic record will again be evaluated to determine whether the student may be removed from probation, should be dismissed, or should be continued on probation.

NOTE: *The following standards are suggested as good practice.*

Fall Dismissals

Special circumstances exist for dismissals after the Fall semester due to the fact that students traditionally enroll before Fall grades are available. Subject to dismissal letters will be sent no later than [**month**] informing students that:

- If they are enrolled in the Spring semester, they will be permitted to continue on probation. Dismissal status will be reevaluated at the end of the Spring semester.
- If they are not enrolled in the Spring semester, they have the right to appeal dismissal in accordance with the appeal process.

Procedure for Fall Dismissal Appeals

Appeals for students subject to dismissal as a result of the fall grades must be filed following notification during the Spring semester. The following conditions apply:

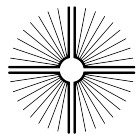
- Students who are enrolled in the Spring semester will not be required to file an appeal but will be allowed to continue on probation and have their dismissal status reevaluated at the end of the Spring semester.
- Students who have not enrolled in the Spring semester will be dismissed unless an appeal is granted in accordance with procedures set above.

Standards for Evaluating Appeals

Dismissal appeals may be granted under the following circumstances:

- If the dismissal determination is based on the academic record for one semester in which the record does not reflect the student's usual level of performance due to accident, illness, or other circumstances beyond the control of the student. Verification should be submitted with the appeal.
- The student enrolls in a corrective program designed to assist him/her/them in improving academic skills, such as obtaining academic counseling, or limiting course load.
- When there is evidence of significant improvement in academic achievement.

Disclaimer: *This document is provided as a benefit to Community College League of California's Policy & Procedure Service subscribers and cannot be shared outside of their district. The information contained within is a sample only and is not designed to address each district's specific and unique issues, internal rules or practices, or governing documents that might be in place at each district. Districts should always consult with local District legal counsel prior to implementation.*



POLICY & PROCEDURE SERVICE

Re-Admission after Dismissal

In considering whether or not students may be re-admitted after a dismissal and two semesters absence, the following criteria should be considered:

- Documented extenuating circumstances (considered during appeal).
- Marked improvement between the semesters on which disqualification was based.
- Semesters on which disqualification was based were atypical of past academic performance.
- Formal or informal educational experiences since completion of semesters on which disqualification was based.
- Improved GPA as a result of grade changes, fulfillment of incomplete courses, or academic renewal.

Revised 8/06, 2/08, 10/13, 4/23

Disclaimer: *This document is provided as a benefit to Community College League of California's Policy & Procedure Service subscribers and cannot be shared outside of their district. The information contained within is a sample only and is not designed to address each district's specific and unique issues, internal rules or practices, or governing documents that might be in place at each district. Districts should always consult with local District legal counsel prior to implementation.*

AP 4255 **Dismissal and Readmission**

Reference:

Title 5 Sections 55033 and 55034

Standards for Dismissal

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of three consecutive semesters. A student who has been placed on probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of "W," "I," "NC," and "NP" are recorded in at least three (3) consecutive semesters (five consecutive quarters) reaches or exceeds fifty percent (50%).

Dismissal Letter

A letter notifying the student that he/she is subject to dismissal will cover, at a minimum, reference to this procedure, explanation of what dismissal means, procedure for reinstatement, and procedure to appeal the dismissal.

Appeal of Dismissal

The student has the right to appeal a proposed dismissal action if the student feels that facts exist that warrant an exception to the dismissal action. The student must file the written petition of appeal with the Vice President of Student Services, who is the Academic Policies and Procedures Committee Chair, within 10 days after the dismissal letter was mailed. If the student fails to file a written petition within the 10 days, the student waives all future rights to appeal the dismissal action. It is the student's responsibility to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting the reasons. Petitions will be reviewed by the Academic Policies and Procedures Committee.

The student will be continued on probation until the Academic Policies and Procedures Committee decides on the student's appeal.

The decision of the Academic Policy and Procedures Committee will be communicated to the student in writing by the chair of the Academic Policy and Procedure Committee. The chair will notify the student of its action within five days of receipt of the student's appeal. The student may appeal the decision of the Academic Policy and Procedures Committee in writing to the Vice President of Student Services within five working days of the date of notification of the decision of the Academic Policy and Procedures Committee. The decision of the Vice President of Student Services is final.

If the dismissal appeal is granted, the student will be continued on probation for an additional semester. At the end of the additional semester, the student's academic

WKCCD Board Policies & Procedures

Revised xx/xx/xx

Page 1 of 3

Working copy 9/19/23

Deleted: Disqualification

Formatted: Font: (Default) Open Sans

Formatted: Font: (Default) Open Sans

Deleted: ¶

Formatted: Font: (Default) Open Sans, Not Bold

Formatted: Font: (Default) Open Sans

Formatted: Indent: First line: 0.5"

Deleted: 1.75

Formatted: Font: (Default) Open Sans

Deleted: ¶

Formatted: Font: (Default) Open Sans

Deleted: 12/14/20

Formatted: Font: (Default) Open Sans

Formatted: Font: (Default) Open Sans

Formatted: Font: (Default) Open Sans

Formatted: Font: (Default) Open Sans

Formatted: Font: (Default) Open Sans

record will again be evaluated to determine whether the student may be removed from probation, should be dismissed, or should be continued on probation.

Fall Dismissals

Special circumstances exist for dismissals after the Fall semester due to the fact that students traditionally enroll before Fall grades are available. Subject to dismissal letters will be sent no later than one month informing students that:

- If they are enrolled in the Spring semester, they will be permitted to continue on probation. Dismissal status will be reevaluated at the end of the Spring semester.
- If they are not enrolled in the Spring semester, they have the right to appeal dismissal in accordance with the appeal process.

Procedure for Fall Dismissal Appeals

Appeals for students subject to dismissal as a result of the fall grades must be filed following notification during the Spring semester. The following conditions apply:

- Students who are enrolled in the Spring semester will not be required to file an appeal but will be allowed to continue on probation and have their dismissal status reevaluated at the end of the Spring semester.
- Students who have not enrolled in the Spring semester will be dismissed unless an appeal is granted in accordance with procedures set above.

Standards for Evaluating Appeals

Dismissal appeals may be granted under the following circumstances:

- If the dismissal determination is based on the academic record for one semester in which the record does not reflect the student's usual level of performance due to accident, illness, or other circumstances beyond the control of the student. Verification should be submitted with the appeal.
- The student enrolls in a corrective program designed to assist him/her in improving academic skills, such as obtaining academic counseling, or limiting course load.
- When there is evidence of significant improvement in academic achievement.

Re-Admission after Dismissal

Deleted: and/
Deleted: ¶
Formatted: Font: (Default) Open Sans
Deleted: 12/14/20
Formatted: Font: (Default) Open Sans
Formatted: Font: (Default) Open Sans
Formatted: Font: (Default) Open Sans
Formatted: Font: (Default) Open Sans
Formatted: Font: (Default) Open Sans

