

TAFT COLLEGE ACADEMIC POLICIES AND PROCEDURES COMMITTEE AGENDA
Tuesday, February 18, 2025
12:30 PM – 1:20 PM
Cougar Conference Room

CALL TO ORDER

PUBLIC COMMENTARY

ACTION ITEMS

1. Approval of the November 18, 2024 Minutes **ACTION**

2. Approval of the January 13, 2025 Minutes **ACTION**

REPORTS

3. NONE

OLD BUSINESS

4. NONE

NEW BUSINESS

5. Review of Petition for Substitution: Student #1 is requesting to substitute BSAD 2220 from Taft College for BUSN 1052 in the Information Technology and Management major. **ACTION**

6. Review of Repeat Petition: Student #2 is requesting to repeat ECEF 1501. **ACTION**

7. Review of Petition to Withdraw after the Final Deadline: Student #3 is requesting an Excused Withdrawal (EW) in CIS 1532 for Fall 2024. **ACTION**

DISCUSSION ITEMS

8. NONE

NEXT MEETING

Tuesday, March 18, 2025 at 12:30-1:20pm in the Cougar Conference Room

ADJOURNMENT

TAFT COLLEGE ACADEMIC POLICIES AND PROCEDURES COMMITTEE MINUTES
Monday, November 18, 2024
12:10PM - 1:00PM in the S-11 Conference Room

Present: Amar Abbott, Christopher Chung-Wee, Pearl Daley, Wesley Nishiyama, Tiffany Payne, Kristi Richards, Mallori Rossi, Rebecca Roth, Isaura Santiesteban

Absent: Wendy Berry, Amanda Clark, Vicki Jacobi, Lori Sundgren

Recorder: Lisa Brettschneider

CALL TO ORDER

1. The meeting was called to order at 12:11pm by Mallori Rossi

PUBLIC COMMENTARY

2. NONE

ACTION ITEMS

3. The minutes from the October 21, 2024 meeting were presented for approval. Motion to approve by Tiffany Payne, seconded by Christopher Chung-Wee. Motion carried.

ACTION

REPORTS

4. NONE

OLD BUSINESS

5. NONE

NEW BUSINESS

6. Request for review and approval of AP 5012 International Students to move forward to Academic Senate. Motion to approve by Tiffany Payne, seconded by Amar Abbott. Motion carried. **ACTION**
7. Review of Petition for Catalog Rights: Student #1 is requesting to reinstate 2016-2017 Catalog Rights. Motion to approve by Christopher Chung-Wee, seconded by Tiffany Payne. Opposed by Amar Abbott. Abstained by Kristi Richards. Motion carried. **ACTION**
8. Review of Petition for Substitution: Student #2 is requesting to substitute COMM 101 from California Lutheran University in Area A1 (Oral Communication) of the CSU General Breadth. Motion to approve by Pearl Daley and seconded by Tiffany Payne. Opposed by Wesley Nishiyama. Abstained by Kristi Richards. Motion carried. **ACTION**
9. Review of Petition for Substitution: Student #3 is requesting to substitute REL 100 from California Lutheran University in Area F (Ethnic Studies) of the CSU General Breadth. Motion to deny by Tiffany Payne, seconded by Amar Abbott. Abstained by Kristi Richards. Motion carried. **ACTION**

10. Review of Repeat Petition: Student #4 is requesting to repeat PSYC 2003. Motion to deny by Isaura Santiesteban, seconded by Rebecca Roth. Motion carried. **ACTION**

11. Review of Petition to Withdraw after the Final Deadline: Student #5 is requesting an Excused Withdrawal (EW) in HIST 2232 and POSC 1501 for Summer 2024. Motion to deny by Tiffany Payne, seconded by Christopher Chung-Wee. Abstained by Wesley Nishiyama. Motion carried. **ACTION**

DISCUSSION ITEMS

12. NONE

NEXT MEETING

Wednesday, December 11 at 12:10pm-1:00pm in S-11 Conference Room

ADJOURNMENT

The meeting adjourned at 12:40pm.

TAFT COLLEGE ACADEMIC POLICIES AND PROCEDURES COMMITTEE MINUTES
Monday, January 13, 2025
3:10PM - 4:00PM in the S-11 Conference Room

Present: Amar Abbott, Wendy Berry, Christopher Chung-Wee, Amanda Clark, Pearl Daley, Vicki Jacobi, Wesley Nishiyama, Tiffany Payne, Kristi Richards, Isaura Santiesteban, Lori Sundgren

Absent: Mallori Rossi, Rebecca Roth

Recorder: Lisa Brettschneider

CALL TO ORDER

1. The meeting was called to order at 3:16pm by Vicki Jacobi

PUBLIC COMMENTARY

2. NONE

ACTION ITEMS

3. The minutes from the November 18, 2024 meeting were tabled.

REPORTS

4. NONE

OLD BUSINESS

5. NONE

NEW BUSINESS

6. Request for review and approval of AP 5012 International Students to move forward to Academic Senate. After hearing feedback from multiple faculty members and discussion, a motion to remove the approval was made by Wendy Berry, seconded by Christopher Chung-Wee. Motion carried. **ACTION**
7. Review of Petition for Substitution: Student #1 is requesting to substitute ENGL 1010 from Snow College in Area A2 (Written Communication) of the CSU General Breadth. Motion to approve by Tiffany Payne and seconded by Amar Abbott. Abstained by Pearl Daley. Motion carried **ACTION**
8. Review of Petition for Substitution: Student #2 is requesting to substitute CHDV B20 from Bakersfield College for ECEF 1571 in the Early Care, Education and Family Studies major. Motion to deny by Amar Abbott and seconded by Isaura Santiesteban. Abstained by Kristi Richards. Motion carried. **ACTION**
9. Review of Petition for Substitution: Student #3 is requesting to substitute HIST B18 from Bakersfield College for ETHN 1510 in the local General Education pattern in the 2024-2025 catalog. Motion to approve by Tiffany Payne, seconded by Lori Sundgren. Opposed by Amar Abbott. Abstained by Kristi Richards. Motion carried. **ACTION**

10. Review of Petition for Substitution: Student #4 is requesting to substitute HIST 2231 from Taft College in the major requirement for the Liberal Arts: Arts & Humanities major. Motion to approve by Christopher Chung-Wee, seconded by Amar Abbott. Abstained by Pearl Daley. Motion carried. **ACTION**
11. Review of Repeat Petition: Student #5 is requesting to repeat BIOL 2258. Motion to deny by Christopher Chung-Wee, seconded by Wendy Berry. Motion carried. **ACTION**
12. Review of Petition to Withdraw after the Final Deadline: Student #6 is requesting an Excused Withdrawal (EW) in BUSN 1500 and PSYC 1500 for Summer 2024. Motion to deny by Isaura Santiesteban, seconded by Wendy Berry. Motion carried. **ACTION**
13. Review of Petition to Withdraw after the Final Deadline: Student #7 is requesting an Excused Withdrawal (EW) in ECEF 1601, ENGL 1500, ETHN 1510, and HIST 2231 for Fall 2024. Motion to approve by Tiffany Payne, Christopher Chung-Wee. Motion carried. **ACTION**
14. Review of Petition to Withdraw after the Final Deadline: Student #8 is requesting an Excused Withdrawal (EW) in BIOL 1510 for Spring 2024. Motion to approve by Isaura Santiesteban, seconded by Christopher Chung-Wee. Motion carried. **ACTION**
15. Review of Petition to Withdraw after the Final Deadline: Student #9 is requesting an Excused Withdrawal (EW) in SPAN 1601 for Fall 2024. Motion to deny by Christopher Chung-Wee, seconded by Wendy Berry. Motion carried. **ACTION**
16. Review of Petition to Withdraw after the Final Deadline: Student #10 is requesting an Excused Withdrawal (EW) in BIOL 2370 and PSYC 1500 for Fall 2024. Motion to deny by Christopher Chung-Wee, seconded by Tiffany Payne. Motion carried. **ACTION**

DISCUSSION ITEMS

17. NONE

NEXT MEETING

TBD

ADJOURNMENT

The meeting adjourned at 4:00pm



STEP 1 - TOP PORTION TO BE COMPLETED BY COUNSELOR (one course petition per form)

Form fields for Step 1: Last Name, First Name, ID Number, Course, Grade, Units, Term & Year Taken, School course was completed at, Substitution Petition Type, Major Requirements, Major - Required Core, Area for Substitution, Counselor, Additional Substitution Type, 2nd Area for Substitution.

Additional comments: Petitioning to use BSAD 2220 in place of BUSN 1052 for AS Information Technology & Management (has maintained catalog rights). BUSN 1052 is no longer offered. Student has also completed BUSN 1051.

STEP 2 - EVALUATOR REVIEW

Recommended: [] Not Recommended: [x]

Explanation: See Next Page

Isaura Santiesteban
Evaluator Signature

1/6/2025
Date

STEP 3 - DIVISION CHAIR REVIEW

Recommended: [] Not Recommended: [x] Send to Faculty Member: [] If yes, who: _____

Explanation: _____

Division Chair Signature

Jan 10, 2025
Date

STEP 4 - ACADEMIC POLICIES AND PROCEDURES COMMITTEE REVIEW (IF APPLICABLE)

Recommended: [] Not Recommended: [] Meeting Date: _____

Comments: _____

STEP 5 - ADMISSIONS AND RECORDS PROCESSED

Banner Updated: [] Student Notified: [] Processed by: IS Date: 1/8/2025

The student wants to use BSAD 2220 in the AS-Information Management and Technology major in lieu of BUSN 1052. BUSN 1052 is no longer offered. This major is no longer active either. **I don't recommend** using BSAD 2220 in the major since the student already took BUSN 1051. It would be double counting in the same area. If you see the major requirements, student can either use BUSN 1051 or BSAD 2220 to meet one area. The student would need to take BSAD 2221 Intro to Managerial Accounting to meet the requirement.

Information Management and Technology: Associate in Science

Program Requirements

Required Courses

BUSN 1051	General Accounting	4.00 Credits(s)
	OR	
BSAD 2220	Introduction to Financial Accounting	4.00 Credits(s)
BUSN 1052		
	OR	
BSAD 2221	Introduction to Managerial Accounting	4.00 Credits(s)
COSC 2002	Computer Operating Systems	1.50 Credits(s)
COSC 2020	Introduction to Computer Information Systems	3.00 Credits(s)
COSC 2050		
BUSN 1560	Business Capstone	3.00 Credits(s)
BUSN 1054		
BUSN 1055	Office Procedures	3.00 Credits(s)
	Electives*	9

BSAD 2220, BUSN 1055: This course is currently offered at 4 units.

COSC 2050, BUSN 1054: currently inactivated

*Electives to be selected from the following:

BUSN 1053	Computerized Accounting	1.00 Credits(s)
BUSN 1510	Business Communication	3.00 Credits(s)
COSC 1532	Basic Internet Skills and Concepts	1.00 Credits(s)
COSC 1050	Personal Computer Repair	2.00 Credits(s)
COSC 1850		
COSC 1800		

COSC 1850, COSC 1800: currently inactivated

Total Credit Hours: 26.5-28.5

Issued To: Petition

Course Level: Undergraduate

Current Program

Major : Information Tech & Mgmt

Secondary

SUBJ NO. COURSE TITLE CRED GRD PTS R

Institution Information continued:

Fall 2020

DRAM 1510 Introduction to Theatre 3.00 B 9.00 I

Ehrs: 3.00 GPA-Hrs: 3.00 QPts: 9.00 GPA: 3.00

Academic Dismissal

INSTITUTION CREDIT:

Spring 2021

ADMJ 1501 Intro to Criminal Justice 3.00 A 12.00

BIOL 1500 Fundamentals of Biology 3.00 D 3.00

Ehrs: 6.00 GPA-Hrs: 6.00 QPts: 15.00 GPA: 2.50

Continued Acad Reinstatement

Spring 2022

COMM 1507 Small Group Communication 3.00 A 12.00

Ehrs: 3.00 GPA-Hrs: 3.00 QPts: 12.00 GPA: 4.00

Continued Acad Reinstatement

Summer 2022

ART 1800 Introduction to Digital Art 3.00 A 12.00

BUSN 1510 Business Communication 3.00 A 12.00

Ehrs: 6.00 GPA-Hrs: 6.00 QPts: 24.00 GPA: 4.00

Continued Acad Reinstatement

Fall 2022

BUSN 1051 General Accounting 4.00 C 8.00

CIS 1532 Basic Internet Skls & Cncpts 1.00 A 4.00

CIS 2020 Intro to Computer Info Systems 3.00 A 12.00

MATH 1060 Intermediate Algebra 4.00 A 16.00

Ehrs: 12.00 GPA-Hrs: 12.00 QPts: 40.00 GPA: 3.33

Academic Good Standing

Spring 2023

BUSN 1055 Office Procedures 3.00 A 12.00

BUSN 2900 Business Capstone 3.00 A 12.00

LIBR 1548 Intro to Library Research 1.00 B 3.00

Ehrs: 7.00 GPA-Hrs: 7.00 QPts: 27.00 GPA: 3.86

Academic Good Standing

Fall 2018
COSC 2020 Intro To Computer Info Systems 3.00 F 0.00
ENGL 1500 Composition and Reading 3.00 B 9.00
HIST 2232 History of the U.S. since 1877 3.00 C 6.00
HLED 1510 Principles of Healthful Living 3.00 FW 0.00 E
MATH 1050 Elementary Algebra 4.00 FW 0.00 E
Ehrs: 6.00 GPA-Hrs: 9.00 QPts: 15.00 GPA: 1.67
Academic Probation

Spring 2019
Progress Good Standing
ENGL 1600 Crit Think, Lit, & Composition 0.00 W 0.00
HLED 1510 Principles of Healthful Living 3.00 C 6.00 I
STSU 1018 Career and Major Exploration 1.00 A 4.00
Ehrs: 4.00 GPA-Hrs: 4.00 QPts: 10.00 GPA: 2.50
Continued Academic Probation

Summer 2019
ENGL 1600 Crit Think, Lit, & Composition 4.00 F 0.00 E
Ehrs: 0.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00
Continued Academic Probation

Fall 2019
DRAM 1510 Introduction to Theatre 3.00 FW 0.00 E
MATH 1050 Elementary Algebra 4.00 FW 0.00 I
MUSC 1510 Music Appreciation 3.00 FW 0.00 E
SPCH 1511 Fundamentals of Speech 3.00 FW 0.00
Ehrs: 0.00 GPA-Hrs: 7.00 QPts: 0.00 GPA: 0.00
Continued Academic Probation

SUBJ NO.	COURSE TITLE	CRED	GRD	PTS	R
Institution Information continued:					
Summer 2023					
ENGL 1600	Crit Think, Lit, & Composition	4.00	B	12.00	I
ETHN 1510	Introduction to Ethnic Studies	0.00	W	0.00	
Ehrs: 4.00 GPA-Hrs: 4.00 QPts: 12.00 GPA: 3.00					
Academic Good Standing					
Fall 2023					
MGMT 1530	Conflict Resolution	0.50	A	2.00	
MGMT 1535	Decision Making & Prob. Solv.	0.50	B	1.50	
POSC 1501	Government	3.00	C	6.00	
Ehrs: 4.00 GPA-Hrs: 4.00 QPts: 9.50 GPA: 2.38					
Academic Good Standing					
Spring 2024					
MUSC 1510	Music Appreciation	3.00	B	9.00	I
Ehrs: 3.00 GPA-Hrs: 3.00 QPts: 9.00 GPA: 3.00					
Academic Good Standing					
Fall 2024					
BSAD 2220	Intro to Financial Accounting	4.00	C	8.00	
Ehrs: 4.00 GPA-Hrs: 4.00 QPts: 8.00 GPA: 2.00					
Academic Good Standing					
Last Standing: Academic Good Standing					
Spring 2025					
IN PROGRESS WORK					
BSAD 2221	Intro to Managerial Acct	3.00	IN PROGRESS		
In Progress Credits 3.00					
***** TRANSCRIPT TOTALS *****					
Earned Hrs		GPA Hrs	Points	GPA	
TOTAL INSTITUTION	62.00	72.00	190.50	2.65	
TOTAL TRANSFER	0.00	0.00	0.00	0.00	
OVERALL	62.00	72.00	190.50	2.65	
***** END OF TRANSCRIPT *****					

Repeat Petition

Repeat Petition

TERM	YEAR -OLD- THIS FIELD IS STILL PRESENT TO PRESERVE OLD ENTRY DATA	YEAR
Fall		2025

PHONE	EMAIL

REPEAT PETITION STANDARD/SUBSTANDARD WORK

TO THE STUDENT: A student who has earned a substandard grade of D, F, and/or NP in a credit course at Taft College may repeat the course two times for the purpose of grade alleviation. A student who has earned a standard grade of A, B, C, and/or P in a credit course at Taft College may petition to repeat the course when certain circumstances apply. W's are counted in attempts for repeat purposes. A student may repeat a course for which standard or substandard work has been recorded by obtaining the written permission of the Registrar, **PRIOR TO THE TIME OF REGISTRATION.**

SUBJECT	NUMBER
ECEF	1501
TERM	YEAR
Spring	2025
YEAR	
2023	

PREVIOUS ENROLLMENTS

TERM	YEAR	GRADE
Fall	2022	F

PREVIOUS ENROLLMENTS

TERM	YEAR	GRADE
Spring	2023	FW

PREVIOUS ENROLLMENTS

TERM	YEAR	GRADE
Fall	2024	W

PLEASE CHECK THE REASON(S) YOU ARE RETAKING THE COURSE (DOCUMENTATION MUST BE ATTACHED AT BOTTOM OF FORM)

- Other.

OTHER REASON

course is required to receive AA in child development plan, reason for failing before was due to prioritizing work over school. I am currently no longer working and will focus fully on school

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

EXPLANATION OF EXTENUATING CIRCUMSTANCES

During the time of these attempts I was prioritizing work over school. which i learned through these attempts that I can not work and be a student at the same time. I am no longer working in order to prioritize school, I want to graduate in the fall of 2025 and have set my mind to achieving this goal.

If you are requesting to repeat a class due to extenuating circumstances, documentation and an explanation MUST be attached.

Explanation of Extenuating Circumstances, this can be attached as txt, doc, docx, pdf, png, jpg, jpeg, png

I understand I must attach required documentation.

Failure to attach appropriate documentation may result in the denial of my request. (Submission of petition does not guarantee approval.) I understand all correspondence regarding the outcome of my petition will be sent to the email address I have on file with Taft College.

FILE



IF THE PETITION IS NOT APPROVED, WOULD YOU, THE STUDENT LIKE TO APPEAL THE DECISION THROUGH ACADEMIC POLICIES AND PROCEDURES COMMITTEE?

Yes

Denied - 36 months haven't elapsed since most recent attempt (Fall 24)

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

Issued To: Petition

Course Level: Undergraduate

Current Program

Major : Early Care Educ for Transfer

SUBJ NO.	COURSE TITLE	CRED GRD	PTS R	SUBJ NO.	COURSE TITLE	CRED GRD	PTS R
Transfer Information continued:							
CHDV B21	CGD: Birth through Adolescence	3.00 TB					
MUSC B2	Basic Elements of Music	3.00 TB					
Ehrs: 9.00		GPA-Hrs: 9.00	QPts: 24.00	GPA: 2.67			
TRANSFER CREDIT ACCEPTED BY THE INSTITUTION:							
Fall 2017 Bakersfield College				Fall 2021 Bakersfield College			
COMM B1	Public Speaking	3.00 TC		ANTH B1	Physical Anthropology	3.00 TD	
Ehrs: 3.00		GPA-Hrs: 3.00	QPts: 6.00	GPA: 2.00			
Spring 2018 Bakersfield College				Summer 2022 Bakersfield College			
PHED B2SB	Aquatics: Beginning Swimming	1.00 TA		HIST B18	History of California	3.00 TD	
SOCI B1	Introduction to Sociology	3.00 TB		Ehrs: 3.00		GPA-Hrs: 3.00	QPts: 3.00
Ehrs: 4.00		GPA-Hrs: 4.00	QPts: 13.00	GPA: 3.25			
Summer 2018 Bakersfield College				Summer 2022 Bakersfield College			
ART B1	Art Appreciation	3.00 TB		ERSC B10	Introduction to Earth Science	3.00 TA	
HIST B17A	History of the United States	3.00 TB		ERSC B10L	Earth Science Lab	1.00 TA	
Ehrs: 6.00		GPA-Hrs: 6.00	QPts: 18.00	GPA: 4.00			
Fall 2018 Bakersfield College				Spring 2020			
GEOG B2	Human Geography	3.00 TD		ECEF 1531	The Child in Family/Comm Relat	0.00 EW	0.00
Ehrs: 3.00		GPA-Hrs: 3.00	QPts: 3.00	GPA: 1.00			
Summer 2019 Bakersfield College				Acad Standing Not Calculated			
STDV B6	Tools for College Survival	3.00 TA					
Ehrs: 3.00		GPA-Hrs: 3.00	QPts: 12.00	GPA: 4.00			
Fall 2019 Bakersfield College				Fall 2022			
SOCI B2	Problems of Modern Society	3.00 TA		ECEF 1501	Early Care, Ed. & Fam. Stud.Cu	3.00 F	0.00 E
Ehrs: 3.00		GPA-Hrs: 3.00	QPts: 12.00	GPA: 4.00			
Spring 2021 Bakersfield College				Spring 2023			
CHDV B20	Principles and Practices	3.00 TC		ECEF 1501	Early Care, Ed. & Fam. Stud.Cu	3.00 FW	0.00 I
Ehrs: 3.00		GPA-Hrs: 3.00	QPts: 12.00	GPA: 4.00			

***** CONTINUED ON NEXT COLUMN *****

***** CONTINUED ON PAGE 2 *****

SUBJ NO.	COURSE TITLE	CRED	GRD	PTS	R
Institution Information continued:					
ECEF 1531	The Child in Family/Comm Relat	3.00	FW	0.00	E
Ehrs: 0.00 GPA-Hrs: 3.00 QPts: 0.00		GPA: 0.00			
Continued Academic Probation					
Spring 2024					
ECEF 1531	The Child in Family/Comm Relat	3.00	B	9.00	I
ECEF 1590	Health, Safety & Nutrition	3.00	B	9.00	
ECEF 1601	Divers. in Early Care, Ed., Fa	3.00	F	0.00	I
Ehrs: 6.00 GPA-Hrs: 9.00 QPts: 18.00		GPA: 2.00			
Academic Dismissal					
Summer 2024					
ENGL 1500	Composition and Reading	3.00	F	0.00	
Ehrs: 0.00 GPA-Hrs: 3.00 QPts: 0.00		GPA: 0.00			
Academic Reinstatement					
Fall 2024					
ECEF 1501	Early Care, Ed. & Fam. Stud.Cu	0.00	W	0.00	
ECEF 1601	Divers. in Early Care, Ed., Fa	0.00	W	0.00	
Ehrs: 0.00 GPA-Hrs: 0.00 QPts: 0.00		GPA: 0.00			
Academic Reinstatement					
Last Standing: Academic Reinstatement					
Spring 2025					
IN PROGRESS WORK					
ECEF 1571	Observation & Assessment	3.00	IN PROGRESS		
ENGL 1500	Composition and Reading	3.00	IN PROGRESS		
In Progress Credits		6.00			
***** TRANSCRIPT TOTALS *****					
	Earned Hrs	GPA Hrs	Points	GPA	
TOTAL INSTITUTION	6.00	15.00	18.00	1.20	
TOTAL TRANSFER	41.00	41.00	110.00	2.68	
OVERALL	47.00	56.00	128.00	2.29	
***** END OF TRANSCRIPT *****					

TAFT COLLEGE

PETITION TO WITHDRAW AFTER THE FINAL DEADLINE SUBMISSION

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?

Yes

WHICH COUNSELOR/ADVISOR?

Janis Mendenhall

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

Yes

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.

My family was unexpectedly evicted from our rental home during the semester. We had 60 days to find another place to live and move out. The new house required extensive renovations and repairs before we could move in. This affected my ability to complete the coursework in my CIS course which started in October.

YOU MAY UPLOAD DOCUMENTATION THAT SUPPORTS THE EXTENUATING CIRCUMSTANCES IN YOUR STATEMENT ABOVE.

- [Eviction-notice.pdf](#)

COURSE(S)

TERM COURSE WAS TAKEN

Fall 2024

INSTRUCTORS NAME

Goodman

COURSE (EXAMPLE: ENGL 1500)

CIS 1532 **ONLINE 10/24-12/12**

UNITS

1

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 THE RESULTS OF THIS PETITION WILL BE SENT TO THE EMAIL ADDRESS I HAVE ON FILE WITH TAFT COLLEGE.

Acknowledged

SIGNATURE



NOTICE OF TERMINATION OF TENANCY INSTRUCTIONS

THE TENANT PROTECTION ACT OF 2019, aka AB 1482, ("TPA"): The TPA (i) imposed limits on the amount a property owner can increase rent to a residential tenant ("Rent Cap") and (ii) identified a limited number of reasons that a property owner may terminate a tenancy and evict a tenant ("Just Cause"). Exemptions exist to both the Rent Cap and Just Cause laws.

Common Exemptions: Under the TPA, the most common exemptions from just cause eviction laws are: (1) separately alienable single-family dwellings, including a condominium, as long as the property is not owned by • a corporation: • a limited liability company with a corporate member; or • a real estate investment trust. For this exemption to apply, the Housing Provider must first give the tenant applicable notice of the exemption; (2) dwellings built in the previous 15 years prior to this notice; (3) a duplex in which one of the units was owner occupied at the commencement and throughout the tenancy; (4) single family owner occupied residences in which the owner rents no more than two units or bedrooms, including accessory dwelling units or junior accessory dwelling units; and (5) housing accommodations in which the tenant shares bathroom or kitchen facilities with the owner. Other exemptions may be applicable.

USE OF FORM: In **paragraph 1**, identify if the Property or tenancy is covered by the TPA. If it is, fill out **paragraph 2**. If Property or tenancy is NOT covered by the TPA, fill out **paragraph 3**.

LOCAL RENT AND EVICTION CONTROL WARNING: If the property where the Premises is located is subject to a city or county rent or eviction control ordinance or any eviction moratorium, additional notice or other requirements may apply. Penalties may exist for non-compliance with such laws.

RECOMMENDATION TO SEEK LEGAL ADVICE: There are substantial penalties for attempting to evict a tenant in violation of the TPA. Before serving this Notice, Housing Provider is advised to seek the advice of a qualified California real estate attorney who has experience with the tenant eviction process in California and who is familiar with the laws where the Premises is located if property owner is uncertain: (i) whether the property or tenancy is exempt from the TPA; (ii) how to comply with the TPA; (iii) whether the property or tenancy is subject to a city or county rent or eviction control ordinance or moratorium; or (iii) how to comply with any such local law.

OTHER TENANCY TERMINATION FORMS: Housing Provider is advised to use the form identified below for a termination of tenancy for the following reasons:

Pay Rent or Quit (C.A.R. form PRQ): Default in the payment of rent;

Cure or Perform Covenant (C.A.R. form PCQ): Breach of a material term of the lease or rental; Upon termination of an existing lease, tenant fails to execute a written extension or renewal of a lease for similar terms and duration of an existing lease; Tenant fails to deliver possession of the Premises after giving Housing Provider written notice of intent to terminate; and Tenant refuses to allow owner the right to enter the premises after being given proper notice;

Notice to Quit (C.A.R. form NTQ): Tenant maintains or causes a nuisance, waste, criminal activity; makes a criminal threat against the owner or agent; uses the Premises for an unlawful purpose; or where the tenant's employment or hiring by the owner or agent has been terminated; OR when the tenant has failed to cure a breach of the lease or rental by the time specified in a notice to cure or notice to perform covenant or quit previously provided to tenant.

REMOVE THIS INSTRUCTION PAGE BEFORE SERVING THE ATTACHED 2-PAGE FORM.



NOTICE OF TERMINATION OF TENANCY

(Intended to be Used for Periodic Tenancies)
(C.A.R. Form NTT, Revised 3/24)

To: _____ ("Tenant")
and any other occupant(s) in possession of the premises located at: _____ (Street Address)

(Unit/Apartment #) _____ (City) _____ ("Premises").

YOUR TENANCY IN THE PREMISES IS TERMINATED AS STATED BELOW. (CHECK THE BOX THAT APPLIES.)

1. APPLICABILITY OF THE TENANT PROTECTION ACT OF 2019, aka AB 1482, ("TPA"):

- The Property or tenancy IS covered by the TPA. See paragraph 2.
- The Property and tenancy are NOT covered by the TPA. See paragraph 3.

** NOTE: COMPLETE PARAGRAPH 2 OR 3. DO NOT COMPLETE BOTH. **

2. PROPERTIES OR TENANCIES COVERED BY THE TPA: Housing Provider is advised to seek counsel from a qualified California real estate attorney before issuing a notice to terminate tenancy.

IF any box in 2A or 2B is CHECKED, paragraph 3 does NOT apply and only the Notice checked in paragraph 2A or 2B shall be in effect.

A. Your tenancy, if any, in the Premises is terminated **60 days** from service of this Notice, or on _____ (whichever is later), for the following reason:

- (1) Family Move-In. Owner, or owner's spouse, domestic partner, parents, grandparents, children or grandchildren, intend to occupy the Premises. Tenant has previously agreed that owner may unilaterally terminate the tenancy for such a reason (C.A.R. Form RCJC dated _____). See NTT-FM for additional terms.
- (2) Owner intends to withdraw the Premises from the rental market.
- (3) Owner intends to demolish or substantially remodel the Premises. See NTT-RD for additional terms.
- (4) Owner intends to comply with (i) an order of a government agency or court regarding habitability of the Premises, or direction to vacate OR (ii) a local ordinance that mandates the Premises be vacated.

RELOCATION FEES: Whether (1)-(4) applies, tenant is entitled to relocation assistance in an amount equal to one-month's rent. Owner elects to compensate tenant by waiving rent for the final month of tenancy, and the amount of rent due, which is waived, is \$ _____ and no payment of rent is due for the final month of the tenancy, or, if checked, by providing direct payment to tenant within 15 calendar days of providing this notice.

However, no payment is required if a court or government agency has determined that the tenant is the cause of reason for the notice in 2A(4).

OR B. Your tenancy, if any, in the Premises is terminated **30 days** from service of this Notice, or on _____ (whichever is later).

Only applies if (i) all tenants have occupied the Premises for less than 12 months OR (ii) at least one tenant has occupied the Premises for less than 12 months and no other tenant has occupied the property for 24 months or more.

3. PROPERTIES OR TENANCIES NOT SUBJECT TO THE TPA: Housing Provider is strongly advised to seek counsel from a qualified California real estate attorney who is familiar with the TPA before selecting any of the options below.

IF any box is CHECKED below, paragraph 2 does NOT apply and only the Notice checked in paragraph 3A, B, C or D shall be in effect.

A. Your tenancy, if any, in the Premises is terminated **60 days** from service of this Notice, or on 11/22/2024 (whichever is later).

OR B. Your tenancy, if any, in the Premises is terminated **30 days** from service of this Notice, or on _____ (whichever is later). Only applies if at least one tenant or resident has resided in the Premises for less than one year.

OR C. Your tenancy, if any, in the Premises is terminated **90 days** from service of this Notice, or on _____ (whichever is later). Applies if Tenant is a beneficiary of, and the tenancy is subject to, a government agency rental housing assistant program.



OR D. Your tenancy, if any, in the Premises is terminated **30 days** from service of this Notice, or on _____ (whichever is later). Only applies if all of the following are met:

- (1) Housing Provider has entered into a contract to sell the Premises to a natural person(s);
- (2) **AND** Purchaser intends to reside in the Premises for at least one year following the termination of the tenancy in the Premises;
- (3) **AND** Housing Provider has established an escrow with an escrow company licensed by the Department of Financial Protection and Innovation, Department of Insurance, or a licensed Real Estate Broker;
- (4) **AND** Escrow was opened 120 or fewer days prior to the delivery of this Notice;
- (5) **AND** Title to the Premises is separately alienable from any other dwelling unit (i.e., it is a single-family unit or condominium);
- (6) **AND** Tenant has not previously been given a notice of termination of tenancy.

4. If you fail to give up possession by the specified date, a legal action will be filed seeking possession and damages that could result in a judgment being awarded against you.
5. State law permits former tenants to reclaim abandoned personal property left at the former address of the tenant, subject to certain conditions. You may or may not be able to reclaim property without incurring additional costs, depending on the cost of storing the property and the length of time before it is reclaimed. In general, these costs will be lower the sooner you contact your former Housing Provider after being notified that property belonging to you was left behind after you moved out.

Housing Provider (Owner or Agent) _____ Date _____
 Housing Provider (Owner or Agent) _____ Date _____

6. DELIVERY OF NOTICE/PROOF OF SERVICE:

This Notice was served by _____, on _____ (date)
 In the following manner: (if mailed, a copy was mailed at _____ (Location)
 on _____ (enter date, if different from date on first line of this paragraph))
 Emailing a notice does not satisfy the requirements of Code of Civil Procedure §§ 1162(a) or 1162(b).

To comply with state law, service attempts must be done in the following order: A, then B, then C. As an alternative to that procedure, service may be done by completing D, but additional time should be provided to the notice.

- A. **Personal service.** A copy of the Notice was personally delivered to the above named Tenant.
- B. **NOTE: SUBSTITUTED SERVICE MAY BE USED IF THE TENANT IS ABSENT FROM THE TENANT'S RESIDENCE OR USUAL PLACE OF BUSINESS**
 Substituted service. A copy of the Notice was left with a person of suitable age and discretion at the Tenant's residence or usual place of business and a copy was mailed to the Tenant at the Premises.
- C. **NOTE: POSTING AND MAILING OF THE NOTICE MAY BE USED ONLY IF THE TENANT'S RESIDENCE OR USUAL PLACE OF BUSINESS CANNOT BE ASCERTAINED OR IF KNOWN THEN ONLY IF NO PERSON OF SUITABLE AGE AND DISCRETION CAN BE FOUND AT THOSE LOCATIONS.**
 Post and mail. A copy of the Notice was affixed to a conspicuous place on the Premises and a copy was mailed to the Tenant at the Premises.
- D. **NOTE: IN THE ALTERNATIVE TO THE ABOVE OPTIONS FOR SERVING THIS NOTICE, A TENANT MAY BE SERVED BY CERTIFIED OR REGISTERED MAIL.**
 Certified/Registered mail. A copy of the Notice was mailed to the Tenant at the Premises by Certified or Registered mail. Before filing a legal action based on this notice, a tenant should be given five (5) additional days if served in California, ten (10) additional days if served in another state, twenty (20) additional days if served outside of the United States.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

 (Signature of person serving Notice)

 (Date)

 (Print Name)

(Keep a copy for your records)

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C



NTT REVISED 3/24 (PAGE 2 OF 2)

NOTICE OF TERMINATION OF TENANCY (NTT PAGE 2 OF 2)

Issued To: Petition

Course Level: Undergraduate

Current Program
Major : General Business

SUBJ NO.	COURSE TITLE	CRED GRD	PTS R	
				Institution Information continued:
INSTITUTION CREDIT:				Spring 2025
				IN PROGRESS WORK
				BUSN 1051 General Accounting 4.00 IN PROGRESS
				In Progress Credits 4.00
				***** TRANSCRIPT TOTALS *****
				Earned Hrs GPA Hrs Points GPA
Fall 2000				TOTAL INSTITUTION 11.00 13.00 25.00 1.92
LRSK 52A	Impr Lrn Potntial	1.00 B	3.00	
SOC 96	Indepen Liv Skill	0.00 NG	0.00	
SOC 99	Bas Ed Dev Dis Ad	0.00 NG	0.00	
	Ehrs: 1.00 GPA-Hrs: 1.00	QPts: 3.00	GPA: 3.00	TOTAL TRANSFER 0.00 0.00 0.00 0.00
Acad Standing Not Applicable				
				OVERALL 11.00 13.00 25.00 1.92
				***** END OF TRANSCRIPT *****
Spring 2001				
MATH 53A	Math Concepts	1.00 F	0.00	E
P.E. 28A	Beg Volleyball	2.00 W	0.00	
	Ehrs: 0.00 GPA-Hrs: 0.00	QPts: 0.00	GPA: 0.00	
Acad Standing Not Applicable				
Fall 2001				
MATH 53A	Math Concepts	1.00 D	1.00	I
	Ehrs: 1.00 GPA-Hrs: 1.00	QPts: 1.00	GPA: 1.00	
Acad Standing Not Applicable				
Spring 2002				
COSC 32A	Basic Internet Sk	1.00 F	0.00	
COSC 38D	Microsft Prpnt 00	1.50 W	0.00	
	Ehrs: 0.00 GPA-Hrs: 1.00	QPts: 0.00	GPA: 0.00	
Acad Standing Not Applicable				
Summer 2024				
STSU 1500	Strategies College & Life Mgt	3.00 B	9.00	
	Ehrs: 3.00 GPA-Hrs: 3.00	QPts: 9.00	GPA: 3.00	
Acad Standing Not Applicable				
Fall 2024				
BUSN 1500	Introduction to Business	3.00 C	6.00	
CIS 1532	Basic Internet Skls & Cncpts	1.00 F	0.00	
HIST 2231	History of the U.S. to 1877	3.00 C	6.00	
	Ehrs: 6.00 GPA-Hrs: 7.00	QPts: 12.00	GPA: 1.71	
Academic Probation				
Last Standing: Academic Probation				
***** CONTINUED ON NEXT COLUMN *****				