

Policy Change	<input checked="" type="checkbox"/>	Subject Matter Area Review	<input checked="" type="checkbox"/>
Procedure Change	<input checked="" type="checkbox"/>	Constituency Group Review	<input checked="" type="checkbox"/>
New Policy	<input type="checkbox"/>	District Council	<input type="checkbox"/>
New Procedure	<input type="checkbox"/>	Board 1 st Reading	<input type="checkbox"/>
		Board 2 nd Reading	<input type="checkbox"/>
<u>Comments:</u>		<u>Referred to:</u>	

KEY:
BOLD= new language
~~strikethrough=~~ delete language

Edited:
9/20/17



Policy

4220 Standards of Scholarship

The Chancellor will direct Each College ~~to shall~~ establish procedures that establish standards of scholarship consistent with the provisions of Title 5, Sections, 55020 et seq., 55030 et seq., 55040 et seq., and Board policy.

These procedures shall address: grading practices, ~~units and hours~~, academic record symbols, grade point average, credit by examination, academic and progress probation, academic and progress dismissal, academic renewal, course repetition, limits on remedial coursework, and grade changes.

These procedures shall be described in the college catalogs.

References:

Education Code Section [70902\(b\)\(3\)](#); Title 5, Sections [55020 et seq.](#), [55031 et seq.](#), ~~55030 et seq.~~, and [55040 et seq.](#)

Adopted: June 28, 2004

Revision Adopted: February 11, 2009

Last Reviewed:

Administrative Procedure

4220 Standards of Scholarship

Note: This procedure is optional. This procedure is included to identify the designated authorities and processes for the other Administrative Procedures and documents related to standards of scholarship. Local practice may be inserted.

Matters identified by Title 5 as standards of scholarship are grading practices, credit-noncredit options, credit by examination, standards for probation and dismissal, remedial course work, academic record symbols, grade changes, course repetition, and academic renewal. Authority and responsibility is delegated to the chief instructional or academic officer and the Academic Senate as described in the policies and procedures on participation in local decision-making.

The college catalogs will include guidelines for each of the following in compliance with the most current program course approval handbook and the references below.

- **Withdrawal**
- **Course repetition absent substandard academic work**
 Authority cited: Education Code Section [70901](#)
 Reference: Education Code Sections [70901](#), [70902](#), and [76000](#)
- **Course Repetition to alleviate substandard academic work (improvement of grade)**
 Authority cited: Education Code Sections [66700](#) and [70901](#)
 Reference: Education Code Sections [70901](#) and [70902](#)
- **Course repetition due to significant lapse of time**
 Authority cited: Education Code Sections [66700](#) and [70901](#)
 Reference: Education Code Sections [70901](#) and [70902](#)
- **Course repetition due to extenuating circumstances**
 Authority cited: Education Code Sections [66700](#) and [70901](#)
 Reference: Education Code Sections [70901](#) and [70902](#)
- **College credit and repetition for work experience**
 Authority cited: Education Code Sections [66700](#) and [70901](#)
 Reference: Education Code Sections [70901](#) and [70902](#)

WITHDRAWAL

The Yosemite Community College District (YCCD) Board of Trustees provides the following withdrawal procedure for credit courses:

1. Withdrawal from a course or courses shall be authorized through the last day of the fourteenth week of instruction or 75% of the term, whichever is less (or 75% of the length of a short-term class).
2. No notation (W) or other shall be made on the academic record of the student who withdraws within the first two weeks or by census day whichever comes first.
3. No notation (W) or other shall be made on the academic record of the student who is withdrawn by the instructor prior to census day.
4. Faculty are required by Education Code, Title V, Section 58004 to clear their rolls prior to census day of students who were no shows or those who attended but are no longer attending.

1 A. For a full term and short term course, census is defined as the day the course meets that is closest
2 to one fifth of the number of days the course is scheduled to meet, excluding holidays and finals.
3 In the case of very short classes, the date by which faculty must drop students who are no shows
4 may be the first day the class meets.

5 i. No notation (W) or other shall be made on the academic record of the student who is
6 dropped by a faculty member prior to census day.

7 ii. Faculty receives an electronic email notice 10 days prior to census date, reminding them to
8 clear their rolls.

9 5. Withdrawal between census day and the last day of the fourteenth week of instruction or 75% of the
10 term, whichever is less (census day and 75% of the length of a short-term class) shall be authorized
11 provided that the appropriate faculty is informed.

12 A. The student's academic record for a withdrawal between the census day and the 75% point of the
13 term, whichever is less (or between census day and 75% of the length of a short-term class) shall
14 be annotated with a W.

15 B. For purposes of withdrawal procedures, the W shall not be used in calculating grade point
16 averages, but shall be used in determining progress probation and dismissal pursuant to Article
17 Three of this Subchapter.

18 C. For purposes of withdrawal procedures, the term "appropriate faculty" means the instructor of
19 record for each course section in question or, in the event the instructor cannot be contacted, the
20 appropriate educational administrator.

21 D. Appropriate faculty are notified electronically by email the day after the withdrawal transaction,
22 except that if a withdrawal is approved by petition process, notification may take up to 10 working
23 days.

24 6. The YCCD authorizes withdrawal from a course or courses due to extenuating circumstances after the
25 census day or 75% of the term, whichever is less (or 75% of the length of a short-term class), upon petition
26 of the student after consultation with the appropriate faculty.

27 A. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances (such
28 as, but not limited to, death in the family, evidence of caretaking responsibilities, verifiable
29 disability) beyond the control of the student and verified by official written documentation
30 provided by the student. The request must be received by the college within 30 days of the last
31 day of the class.

32 B. Such withdrawal after the census day or 75% of the term, whichever is less (or 75% of the length
33 of a short-term course), when the district has authorized such withdrawal because of an
34 extenuating circumstance, shall be recorded as W.

35 C. Military Withdrawal occurs when a student who is a member of an active or reserve United States
36 military service receives orders compelling a withdrawal from courses. Upon verification of such
37 orders by the Admissions Office, a withdrawal symbol may be assigned at any time after the
38 period established by the board during which no notation is made for withdrawals. The
39 withdrawal symbol so assigned shall be an MW (Military Withdrawal).

- a. An MW grade notation shall not be counted in progress probation and dismissal calculations.
- b. An MW grade notation is not calculated into the permitted number of withdrawals.
- c. The MW shall not count as an attempt in the Improvement of Grade rule.
- d. The MW withdrawal symbol shall remain on the student's academic record so that all work remains legible, ensuring a complete academic history.
- e. There is no deadline date by which a person must request withdrawal caused by military orders.

7. A W shall not be assigned, or if assigned, shall be removed from a student's academic record if a determination is made (pursuant to Section 53900) that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment.

8. An extraordinary circumstance applies when a college was closed or the college was unable to provide all or substantially all of the instruction in a course(s) in which the student was enrolled due to fire, flood, or other conditions qualifying for adjustment of state apportionment.

A. A student who withdraws due to fire, flood, and other extraordinary conditions will not receive a "W" on his/her record, pursuant to Section 58509.

B. A student withdrawing because of fire or flood must present evidence of such calamity to the Admissions Office.

Procedures 6220.2 – COURSE REPETITION ABSENT SUBSTANDARD ACADEMIC WORK

COURSE REPETITION ABSENT SUBSTANDARD ACADEMIC WORK

The Yosemite Community College District (YCCD) Board of Trustees provides the following repetition procedure for credit courses. These procedures are adopted pursuant to Section 55040 and designate as repeatable only those credit courses described in this section.

1. Repetition shall be permitted, without petition, in instances of legally mandated courses when the student provides appropriate documentation that the course meets legally mandated training requirements as a condition of continued paid or volunteer employment.

A. The grade and units received each time shall be included for the purpose of calculating the student's GPA.

2. Repetition in activity courses may be permitted, subject to the following conditions (Section 55041):

A. The district colleges must identify the activity courses which are to be repeatable, and designate such courses in its catalog.

B. The district colleges must determine and certify that each identified "activity" course is one in which the course content differs each time it is offered or that the student who repeats the course is gaining an expanded educational experience for one of the following reasons:

- i. Skills or proficiencies are enhanced by supervised repetition and practice within class periods; or

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

3 3. A student with a disability may repeat a “special class for students with disabilities” any number of
4 times based on an individualized determination that such repetition is required as a disability-related
5 accommodation for the particular student for one of the reasons specified in section 56029.

6 A. When continuing success of the student in other general and/or special classes is dependent on
7 additional repetitions of a specific “special” class;

8 B. When additional repetitions of a specific “special” class are essential to completing a student’s
9 preparation for enrollment into other regular or “special” classes; or

10 C. When the student has a student educational contract which involves a goal other than completion
11 of the special class in question and repetition of the course will further achievement of that goal.

12 4. For courses defined as repeatable, but not legally mandated:

13 A. If a student repeats a repeatable course and a substandard grade has been recorded, district
14 policy may allow the previous grade and credit to be disregarded. No more than two substandard
15 grades may be alleviated.

16 Authority cited: Section [70901](#), Education Code. Reference Sections [70901](#), [70902](#), and [76000](#).

17 COURSE REPETITION TO ALLEVIATE SUBSTANDARD ACADEMIC WORK (Improvement of Grade)

18
19 YCCD’s procedure permits a student to repeat a course which is not designated as a repeatable course
20 pursuant to Section 55041 in an effort to alleviate substandard academic work. If a student repeats the
21 course and receives a satisfactory grade, then he or she may not repeat the course again pursuant to this
22 section, and any further repetition of the course must be authorized by another provision of this division.

23 1. If a student earns a substandard grade (D, F, NP, NC, W) in a non-repeatable course from one of the
24 colleges in the district, the student has one opportunity to enroll in the course to improve the grade.

25
26 2. The grade that the student earns on this repeat will replace the previous grade and/or units of the first
27 enrollment.

28
29 i. The most recent grade will be used to calculate the student’s GPA, even if the most recent grade
30 is lower than the previous grade.

31 3. When a student withdraws from a course that they are repeating to alleviate a substandard grade and
32 if that withdrawal results in a W notation on the student’s academic record, that enrollment will serve as
33 the student’s one opportunity to repeat the course to alleviate substandard work.

34 4. A student may be considered for a third enrollment upon formal request to the college.

35 A. A third enrollment may be approved by the college; however, student success interventions may
36 be imposed upon the student to assist the student to satisfactorily complete the course the third
37 time.

1 B. If, during the third attempt, the student earns another substandard grade, the most recent grade,
2 even if the grade is lower than the previous grade, will replace the second grade. No additional
3 units will be awarded.

4 C. The student's most recent grade will be used to calculate the student's grade point average.

5 D. The previous grade(s) and units will remain on the student's academic record as a true and legible
6 record of all work completed.

7 E. The college will earn apportionment for enrollments 1, 2, and 3.

8 f. 5. The YCCD procedures related to course repetition when a student transfers in a course from
9 another college shall:

10 A. Permit repetition of any course which was taken in a regionally accredited college or university
11 recognized by YCCD and for which substandard academic work has been recorded as follows:

12 i. Allow any course completed at a regionally accredited college or university recognized by
13 YCCD to alleviate a substandard grade that was previously earned at a college of the YCCD.

14 B. If the repetition causes the student to exceed YCCD's procedure to alleviate substandard grades,
15 the college will accept the course, but will not award any additional units nor grade points to
16 improve the substandard grade.

17 C. In determining acceptability of a student's credits from another regionally accredited college or
18 university recognized by YCCD, the colleges of the YCCD will honor that college's course repetition
19 actions; unless by applying other rules, the student benefits. (For example, if student earned a D
20 and then an F; the college will bring in the D, rather than the F.)

21 D. When the student has exceeded the maximum number of times a course has been taken at one
22 of the colleges of the YCCD to improve a substandard grade, including W's, the course transferred
23 in can only be used to:

24 i. Satisfy an "area" in the general education requirements of the college's graduation
25 requirement when there are no other course choices that can be used to satisfy the
26 requirement. The college will show completion of the area and award a grade but will not
27 award units.

28 ii. Satisfy a major or certificate requirement; however, units and grade will not be awarded.
29 Course substitutions, caused by the unit deficiency, may be required to comply with state
30 mandated minimum unit requirements for degrees and certificates of achievement.

31 iii. Satisfy a prerequisite.

32 b. The YCCD college will not use the course to improve the student's substandard grade.

33 E. The college where the course was taken will be responsible for certification for GE breadth and/or
34 the IGETC pattern.

35
36 NOTE: Authority cited: Sections [66700](#) and [70901](#), Education Code., Reference: Sections [70901](#) and [70902](#)

37 38 COURSE REPETITION DUE TO SIGNIFICANT LAPSE OF TIME

39
40 In addition to permitting course repetition in the circumstances described in other provisions of this
41 article, YCCD may also permit repetition of a course where the student received a satisfactory grade the
42 last time he or she completed the course, and the district determines that there has been a significant
43 lapse of time since that grade was obtained and:

1. The district has properly established a recency prerequisite for a course or program pursuant to section 55003; or

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

3. Student has reached the maximum number of enrollments in an Activity course, and it has been five or more years since the student last completed the course.

A. Activity courses include, but are not limited to physical education (activity) courses, visual or performing arts classes in music, fine arts, theatre or dance, and career technical classes where the content differs each time the course is offered.

4. A student may repeat a course due to a significant lapse of time once.

5. When a course is repeated pursuant to this section, the district colleges will disregard the previous grade and credit in computing the student's grade point average. The most current grade and units will be used in calculating the student's grade point average.

6. Apportionment for repeats due to significant lapse of time will be claimed for apportionment.

NOTE: Authority cited: Sections [66700](#) and [70901](#), Education Code. Reference: Section [70901](#) and [70902](#).

COURSE REPETITION DUE TO EXTENUATING CIRCUMSTANCES

The YCCD procedure on course repetition, adopted pursuant to Section 55040, permits a student to repeat a course only if:

1. The repetition is expressly authorized by another provision of this article; or

2. The student files a petition and the board of the district or its designee grants written approval of the petition based on a finding that the student's previous grade (whether substandard or passing) was, at least in part, the result of extenuating circumstances.

A. Extenuating circumstances are verified cases of accidents, illness, or other circumstances (including, but not limited to: death in the family, evidence of caretaking responsibilities, verifiable disability) beyond the control of the student, and verified by official written documentation.

B. The petition citing the extenuating circumstance must be received by the college within 30 days of the end of the semester in which the course would have ended.

C. When course repetition is approved due to an extenuating circumstance, the previous grade and units will be disregarded in computing the student's grade point average.

D. The course will remain on the student's academic record as a true and legible record of the student's academic history.

E. Courses can only be approved to be repeated two times due to extenuating circumstances.

3. Enrollment for repeats due to extenuating circumstances will be claimed for apportionment.

1
2 NOTE: Authority cited: Sections [66700](#) and [70901](#), Education Code. Reference: Sections [70901](#) and
3 [70902](#).

4
5 **ACADEMIC RENEWAL WITHOUT COURSE REPETITION**

6 See Board Policy on Academic Renewal

7
8 **COLLEGE CREDIT AND REPETITION FOR WORK EXPERIENCE**

9
10 For the satisfactory completion of all types of Cooperative Work Experience courses, students may earn
11 up to a total of 16 semester units, subject to the following limitations:

12 **1. General Work Experience Education**

13 A.—A maximum of six units may be earned in general work experience courses.

14 **2. Occupational Work Experience Education**

15 A.—A maximum of eight units may be earned in occupational work experience courses during one
16 enrollment period.

17 **3. If a college offers only one course in occupational work experience in a given field and that course is**
18 **not offered as a variable unit open entry/open exit course, this procedure will permit a student to repeat**
19 **that course any number of times so long as the student does not exceed the limits on the number of**
20 **cooperative work experience education set forth in subdivision (A). Consistent with section 58161,**
21 **attendance of a student repeating a cooperative work experience course pursuant to this subdivision may**
22 **be claimed for state apportionment.**

23
24 NOTE: Authority cited: Sections [66700](#) and [70901](#), Education Code. Reference: Sections [70901](#) and [70902](#).

25
26 **References:**

27 **Education Code Section [70902\(d\)](#)**

28
29 **Procedure Last Revised:** May 9, 2012

30 **Last Reviewed:**