

AR 4321 Withdrawal from Class

1. Pursuant to Title 5, Section 58004 of the California Code of Regulations, faculty must clear the rolls of inactive enrollment. Inactive enrollment in a course is defined as follows:

As of census day, any student who has

- been identified as a no show, or
 - officially withdrawn from the course, or
 - been dropped from the course. A student shall be dropped if they are no longer participating in the course, except if there are extenuating circumstances. "No longer participating" includes, but is not limited to, excessive unexcused absences but must relate to nonattendance. "Extenuating circumstances" are verified cases of accidents, illness, or other circumstances beyond the control of the student. The "drop date" shall be the day immediately preceding census day.
2. A student may also be dropped after census day for excessive absences or for non-participation in an on-line course as stated in the instructor's course syllabus.
 3. Students have the ultimate responsibility for dropping courses they no longer attend as stated in AR 4320.
 4. 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 Title 5, Section 59300 and 55024.8 that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment.
 5. During the first two weeks of a full length course or 10th percentile of a short term course, a student may withdraw from a single class or from all classes and may be eligible for a refund minus a processing fee not to exceed \$10. Transcripts will not include any notation of such enrollment(s). Units in such classes will not be included in "units enrolled" as defined in the lack of progress and disqualification policy.
 6. To avoid a "W," a student may withdraw from a single class or from all classes until the day before the published census day deadline or 20th percentile of a short term course. Transcripts will not include any notation of such enrollment(s). Units in such classes will not be included in "units enrolled" as defined in the lack of progress and disqualification policy.
 7. To receive a guaranteed "W," from the day after census through the 75th percentile of a semester or session (the end of the 12th calendar week for a full length course), a student may withdraw from a single class or from all classes pursuant to Title 5, Section 55024 (a.4) upon informing instructor. A student will receive "W" notation(s) on his/her transcript and units will be included in "units enrolled" as defined in the lack of progress and disqualification policy.
 8. The last official drop date shall correspond to the 75th percentile of the semester or session. A student actively enrolled in any class after the 75th percentile shall receive one of the following grades: A, B, C, D, F, CR, NC, P, NP, I, IP, or RD.
 9. After the 75th percentile of the semester or session, a student or his or her representative may petition for a late withdrawal if there are extenuating, and verifiable circumstances beyond the control of the student which make the withdrawal necessary. A student's representative must present documentation that the student is incapacitated and therefore unable to act on his/her own behalf. The petition must be initiated by the student and/or representative, taken to the instructor of record and returned to Admissions Office, A student will be assigned a "W" upon certification with the instructor and authorized by the Dean of Enrollment Services or designee. A student who does not qualify for the late withdrawal and/or leaves a class without notification to the instructor or the Admissions and Records Office, may receive an "F." W's received during this period will be annotated in the student's transcript and their corresponding units included in "units enrolled" as defined in the lack of progress and disqualification policy.

10. Petitions for retroactive withdrawals must be filed with the Admissions and Records Office no longer than 90 calendar days from the end of the term in which the class was taken. Students must have had such extenuating, documented, and verifiable circumstances as those stated in Section 7 above, in order for his/her retroactive withdrawal request to be considered.
11. The military withdrawal “MW” symbol shall be assigned only for students who are members of an active or reserve U.S. military service and who receive orders compelling a withdrawal from courses.
 - a. Upon verification of such orders, this symbol may be assigned at any time unless academic credit has been awarded. The “MW” shall not be counted in progress probation and disqualification calculations.
 - b. Students who are members of an active or reserve U.S. military service, and who have withdrawn from courses due to military orders, may file a petition with the district requesting a refund of the enrollment fee. The district shall refund the entire fee unless academic credit has been awarded.
12. Pursuant to Title 5, Section 58509, a "W" will not be assigned (and if assigned will be removed) for any student who withdrew from one or more classes, where such withdrawal was necessary due to fire, flood or other extraordinary conditions and the withdrawal is expressly authorized by Title 5, Section 58509. The community college district may provide a full refund of enrollment fees.

Reference: Education Code Sections 70901, 70902
Title 5, Section 58004, 58508, 58509, 55024

Reviewed and/or Updated: 06/08/04, 5/15/12
Revised: 12/23/08, 06/12/12

Title 5§ 55024. Withdrawal.

- (a) The governing board of a district which decides to provide a withdrawal procedure shall adopt a policy which provides for withdrawal from credit courses consistent with the following:
- (1) Withdrawal from a course or courses shall be authorized through the last day of the fourteenth week of instruction (or 75 percent of a term, whichever is less). The governing board, however, may establish a final withdrawal date which prohibits withdrawal after a designated point in time between the end of the fourth week of instruction (or 30 percent of a term, whichever is less) and the last day of the fourteenth week of instruction (or 75 percent of a term, whichever is less). The academic record of a student who remains in a course beyond the time allowed by district policy must reflect a symbol as authorized in section 55023 other than a “W.”
 - (2) The governing board may by regulation authorize withdrawal from a course or courses in extenuating circumstances after the last day of the fourteenth week (or 75 percent of the term, whichever is less) upon petition of the student or his or her representative and after consultation with the appropriate faculty. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.
 - (3) No notation (“W” or other) shall be made on the academic record of the student who withdraws during the first four weeks or 30 percent of a term, whichever is less. The governing board may establish a period of time shorter than the first four weeks or 30 percent of a term, during which no notation shall be made.
 - (4) Withdrawal between the end of the fourth week (or such time as established by the district) and the last day of the fourteenth week of instruction (or 75 percent of a term, whichever is less) shall be authorized, provided the appropriate faculty is informed.
 - (5) Withdrawal after the end of the fourteenth week (or 75 percent of a term, whichever is less) when the district has authorized such withdrawal in extenuating circumstances, after consultation with appropriate faculty, shall be recorded as a “W.”
 - (6) For purposes of withdrawal policies, the term “appropriate faculty” means the instructor of each course section in question or, in the event the instructor cannot be contacted, the department chair or appropriate administrator.
 - (7) The “W” shall not be used in calculating grade point averages, but shall be used in determining probation and dismissal pursuant to article 3 of this subchapter.
 - (8) 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 sections 59300 et seq. that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment.

(9) The district policy shall establish the number of times (not to exceed three times) that a student may withdraw and receive a “W” symbol on his or her record for enrollment in the same course. The district policy may permit a student to enroll again in a course after having previously received the authorized number of “W” symbols in the same course in colleges within the district, if the chief instructional officer, chief student services officer or other district official designated in the district policy approves such enrollment after review of a petition filed by the student.

(10) The district policy may provide that a “W” symbol will not be assigned to any student who withdrew from one or more classes, where such withdrawal was necessary due to fire, flood or other extraordinary conditions and the withdrawal is authorized by the district pursuant to section 58509.

(11) The district policy shall include provisions for intervention in cases of multiple withdrawals.

(b) Within the parameters set forth in subdivision (a), criteria for withdrawal and the procedures to accomplish it shall be established by the district governing board and published in college catalogs.

(c) A district's responsibilities with respect to enrollment or attendance accounting shall not be modified or superseded in any way by adoption of a withdrawal policy.

(d) The governing board of a district which decides to provide a withdrawal policy shall also adopt military withdrawal procedures consistent with the following:

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

(2) Military withdrawals shall not be counted in progress probation and dismissal calculations.

(3) “MW” shall not be counted for the permitted number of withdrawals.

(4) In no case may a military withdrawal result in a student being assigned an “FW” grade.

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

§ 58509. Authority of Chancellor to Waive Provisions to Accommodate Students Impacted by Extraordinary Conditions.

(a) Notwithstanding section 58508, a community college district may provide a full refund of enrollment fees to any student who withdrew from one or more classes, where the district finds that such withdrawal was necessary for one of the following reasons:

(1) the college attended by the student was closed or the college was unable to provide all or substantially all of the instruction in the course or courses in which the student was enrolled due to fire, flood or other conditions qualifying for adjustment of apportionment pursuant to section 58146; or

(2) although the district does not qualify for an apportionment adjustment pursuant to section 58146, one of the conditions enumerated in that section made it difficult or impossible for the student to attend one or more courses because the student was actively engaged in responding to the fire, flood or other condition or because such condition required the student to evacuate his or her home.

(b) Consistent with section 55024, a community college district need not record a “W” on the academic records of a student who withdraws from one or more classes due to any of the circumstances described in subdivision (a).

(c) The Chancellor is authorized, upon receipt of a written request from a community college district, to waive any provision of this title in order to accommodate students affected by any of the circumstances described in subdivision (a).

AP 5075 Course Adds and Drops

References:

Title 5 Sections 55024 and 58004

NOTE: This procedure is **legally required**. Local practice may be inserted. The following illustrative example meets legal minimum requirements.

Adding Courses

Students may add classes through the registration period. **[Insert local procedures for adding.]**

After the registration period concludes, classes may only be added by formal request from the student to **[insert designated college officer]**.

Withdrawals

Withdrawals, or drops, are authorized through the last day of the fourteenth week of instruction or 75% of the term, whichever is less. **[Insert local withdrawal procedures.]** Students who withdraw or drop classes during the first four weeks or 30% of the term, whichever is less, will receive no notation on their academic record.

Instructors shall clear their rolls of inactive students not later than the end of the last business day before the census day for all students. **[Insert local procedures for doing so.]**

“Inactive students” include:

- Students identified as no-shows,
- Students who officially withdraw,
- Students who are no longer participating in the courses and are therefore dropped by the instructor.

The District must establish the number of times that a student may withdraw from a class and receive a “W.” Students will not be permitted to withdraw and received a “W” in a class more than three times. In the case of multiple withdrawals, the District offers the following intervention program: **[Insert local procedures for intervention program]**

Students may be permitted to enroll in a class after having received the maximum authorized number of “W” symbols as long as the students will receive a grade or a non-evaluative symbol other than a “W” upon completion of the course, if the District policy permits additional withdrawals for which it does not receive apportionment and the official designated in the District’s policy approves such withdrawal after a review of a petition submitted by the student.

Revised 2/08, 4/09, 7/11, 3/12

AR 4124 Refunds

If a student is eligible for a refund, it will be processed and mailed within 45 days of the start of the semester.

1. Tuition and health fees are fully refundable within the first 10% of the semester only. A \$10 processing fee is charged against the amount refunded.
2. If all classes are dropped within the first 10% of the semester, 80% of the A.S. fee will be refunded.
3. The I.D. card fee is not refundable.
4. Materials fees are not refundable on or after the first day of the semester.
5. Nonresident tuition is fully refundable within the first 10% of the semester.
6. Parking fees can only be refunded in full within the first three weeks of the Fall and Spring semesters and within the first two weeks of the Winter, Summer and short term sessions. The permit and receipt must be presented at the Auxiliary Services Office.

TitleV: 58508, 54070

Reviewed and/or Updated: 12/11/01, 4/12/10, 11/2/10

Title 5§ 58508. Refunds

(a) A community college district governing board shall refund upon request any enrollment fee paid by a student pursuant to section 58501 for program changes made during the first two weeks of instruction for a primary term-length course, or by the 10 percent point of the length of the course for a short-term course.

(b) A student shall be allowed at least two weeks from the final qualifying date of the program change specified in subdivision (a) to request an enrollment fee refund.

(c) A community college district shall not refund any enrollment fee paid by a student for program changes made after the first two weeks of instruction for a primary term-length course, or after the 10 percent point of the length of the course for a short-term course, unless the program change is a result of action by the district to cancel or reschedule a class or to drop a student pursuant to subdivision (l) of section 55003 where the student fails to meet a prerequisite.

(d) When refunding an enrollment fee pursuant to subdivision (a), a community college district may retain once each semester or quarter an amount not to exceed \$10.00.

(e) If the district has adopted a withdrawal policy pursuant to section 55024, any student who is a member of an active or reserve United States military service, and who has withdrawn from courses due to military orders, may file a petition with the district requesting refund of the enrollment fee. The district shall refund the entire fee unless academic credit has been awarded.

(f) Prior to refunding any enrollment fee or tuition, the district may determine if the student received federal Title IV funds during the term of enrollment. If funds were received, the refund may be held for up to 30 days while the district determines if any institutional or student return to the federal Title IV programs is due under Section 485 of the Higher Education Amendments of 1998, P.L. 105-244. If a return is deemed to be required, the amount of enrollment fee refund may first be used to meet any return obligation of the district and, if an amount of enrollment fee refund remains after the district obligation has been met, that amount may be used to meet any return obligation of the student. If an enrollment fee refund amount remains after all return obligations have been met, the student shall receive the remainder.

§ 54070. Refunds.

The governing board of each community college district shall adopt rules providing for refund of the following nonresident tuition fees:

(a) Those collected in error.

(b) Those refundable as a result of a reduction of the educational program at the community college for which the fees have been paid.

(c) Those refundable as a result of the student's reduction of units or the student's withdrawal from an education program at the community college for which fees have been paid, where reduction or withdrawal is for reasons deemed sufficient by the governing board.

AP 5030 Fees

References:

Education Code Sections 70902(b)(9), 76300, 76300.5, and 66025.3;

Title 5 Sections 51012, 58520, and 58629;

California Community College Chancellor's Office (CCCCO) Student Fee Handbook;

ACCJC Accreditation Standard I.C.6

NOTE: *This procedure is **legally required**. Local practice can be inserted here, but must comply with applicable law. Community college districts may only require students to pay a fee if required or specifically authorized by statute.*

The General Counsel's Office of the State Chancellor's Office regularly publishes an updated student fee handbook that analyzes which fees are required and which are permitted, as well as those which are prohibited.

Required fees include:

- Enrollment (Education Code Section 76300 and 76300.5; Title 5 Sections 58500 and 58509)
- Baccalaureate degree pilot program fees (Title 5 Section 58520)
- Nonresident tuition with these permissive exemptions (Education Code Sections 76140 and 76140.5):
 - All nonresident students enrolling for 6 or fewer units; or
 - A student who is a citizen and resident of a foreign country who demonstrates financial need and this required exemption (Education Code Section 68130.5);
 - All students, other than nonimmigrant aliens under 8 U.S. Code Section 1101(a)(15), who meet the following requirements:
 - high school attendance in California for three or more years;
 - graduation from a California high school or attainment of the equivalent thereof;
 - registration or enrollment in a course offered for any term commencing on or after January 1, 2002;

- completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption; and
- in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he/she is eligible to do so.

Fees authorized by law include:

- Non-District physical education facilities (Education Code Section 76395)
- Noncredit courses (Education Code Section 76385)
- Community service courses (Education Code Section 78300)
- Auditing of courses (Education Code Section 76370)
- Instructional materials (Education Code Sections 73365, 81457, and 81458; Title 5 Sections 59400 and 59408)
- Athletic insurance (Education Code Section 70902(b)(9))
- Cross-Enrollment with the California State University (CSU) or University of California (UC) (Education Code Section 66753)
- Health (Education Code Section 76355)
- Parking (Education Code Section 76360)
- Transportation (Education Code Sections 76361 and 82305.6)
- Student representation (Education Code Section 76060.5; Title 5 Sections 54801 and 54805)
- Student Center (Education Code Section 76375; Title 5 Section 58510)
- Copies of student records (Education Code Section 76223)
- Dormitory (Education Code Section 81670)
- Child care (Education Code Sections 79121 et seq. and 66060)
- Nonresident capital outlay (Education Code Section 76141)
- Nonresident application processing (Education Code Section 76142)
- Credit by Examination (Education Code Section 76300; Title 5 Section 55050)
- Use of facilities financed by revenue bonds (Education Code Section 81901(b)(3))
- Refund processing (Title 5 Section 58508)
- Telephone registration (Education Code Section 70902(a))
- Physical fitness test (Education Code Section 70902(b)(9))
- Instructional Tape Lease/Deposit (Education Code Section 70902(b)(9))
- Credit Card Use (Education Code Section 70902(b)(9))
- International Student Medical Insurance (Education Code Section 70902(b)(9))

Prohibited fees include:

- Late application (CCCCO Student Fee Handbook)
- Add/drop (CCCCO Student Fee Handbook)
- Mandatory student activities (CCCCO Student Fee Handbook)
- Student Identification Cards (CCCCO Student Fee Handbook)
- Student Body Organization (CCCCO Student Fee Handbook)
- Nonresident application (CCCCO Student Fee Handbook)
- Field trip (Title 5 Sections 55450 and 55451)
- For dependents of certain veterans (Education Code Section 66025.3)
- For dependents of certain victims of the September 11, 2001, terrorist attacks (CCCCO Student Fee Handbook)
- For certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor (Education Code Section 66025.3)
- Required or funded services (CCCCO Student Fee Handbook)
- Refundable deposits (CCCCO Student Fee Handbook)
- Distance education (other than the statutorily authorized enrollment fee) (CCCCO Student Fee Handbook)

- Mandatory mailings (CCCCO Student Fee Handbook)
- Rental of practice rooms (CCCCO Student Fee Handbook)
- Apprenticeship courses (Education Code Section 76350)
- Technology fee (CCCCO Student Fee Handbook)
- Late payment fee (Title 5 Sections 58502 and 59410)
- Nursing/healing arts student liability insurance (Title 5 Section 55234)
- Cleaning (CCCCO Student Fee Handbook)
- Breakage (CCCCO Student Fee Handbook)
- Test proctoring (CCCCO Student Fee Handbook)

Collection and Refund of Fees

NOTE: *Local practice may be inserted here, which should include or address:*

- Fees to be collected when enacted by the Legislature following registration by the student
- Fees collected in error
- Fees refundable because of a reduction in the educational program of the District
- Fees refundable because of the student's reduction in units or withdrawal from an education program
- Fees refundable because of changes in law or regulation authorizing and establishing enrollment fees
- Notice to students of availability of exemptions from certain mandatory and authorized fees

Waiver of Fees

The District may waive enrollment fees which were not collected in a previous session where the enrollment fees were not collected as a result of the District's error in awarding a Board of Governors Fee Waiver to an ineligible student and not through the fault of the student, and to collect the enrollment fee would cause the student undue hardship.

AR 4343 Remedial Coursework Limitation

Student enrollment in remedial coursework is limited to 30 semester units completed. Remedial coursework refers to the following pre-collegiate basic skills: pre-collegiate basic skills courses are those courses in reading, writing, computation, learning skills, study skills, and English as a Second Language which are designated by Santa Monica College as non-degree credit courses.

Students requiring additional remedial coursework shall be referred to appropriate adult non-credit educational services provided by the College, or other appropriate local schools with which the district has an established referral agreement. The following students are exempted from the limitation on remedial coursework.

1. Students enrolled in one or more courses of English as a Second Language (ESL);
2. Students identified by the College as having a learning disability.

Standards shall be developed for waivers of the limitation on remedial coursework to any student who shows significant, measurable progress toward the development of skills appropriate to his/her enrollment in college-level courses. The standard shall include provisions which insure that waivers are only given for specified periods of time or for specified number of units.

A student who does not attain full eligibility status for college-level work within the 30 unit limit shall, unless provided with a waiver, be dismissed and referred to adult non-credit education courses.

A student may, upon successful completion of appropriate "remedial coursework," or upon demonstration of skill levels which will reasonably assure success in college-level courses, request reinstatement to proceed with college-level course work.

The District shall submit, through the established Management Information System, information necessary to enable the Chancellor to determine the following:

1. The effect of a limitation of remedial coursework on students by sex, age and ethnicity;
2. Success rates for students enrolled in "remedial coursework."

Reference: Title 5, Sections 55502, 55756.5
Reviewed and/or Updated: 12/11/01

§ 55035. Remedial Coursework Limit.

(a) A student's need for remedial coursework shall be determined using appropriate assessment instruments, methods, or procedures administered pursuant to subchapter 6 (commencing with section 55500) of this chapter. However, except as provided in subdivision (c) of this section, no student shall receive more than 30 semester units (or 45 quarter units) of credit for remedial coursework. Students having exhausted the unit limitation shall be referred for further remedial work to appropriate adult noncredit education services provided by a college, adult school, community-based organization, or other appropriate local provider.

(b) For the purposes of this section, "remedial coursework" refers to nondegree-applicable basic skills courses as defined in subdivision (j) of section 55000.

(c) The following students are exempted from the limitation on remedial coursework described in subdivision (a) of this section:

(1) Students enrolled in one or more courses of English as a Second Language (ESL);

(2) Students identified by the district as having a learning disability as defined in section 56036.

(d) The governing board of a district may provide a waiver of the limitation on remedial coursework with respect to any student who shows significant, measurable progress toward the development of skills appropriate to his or her enrollment in degree-applicable credit courses. Such waivers, if granted, shall be provided pursuant to locally developed standards which are reviewed and approved by the governing board. The standards shall include provisions which ensure that waivers are only given for specified periods of time or for specified numbers of units.

(e) A student who does not attain full eligibility status for degree-applicable credit courses within the limit described in subdivision (a) of this section shall, unless provided with a waiver, be restricted to taking only noncredit courses, nondegree-applicable courses which do not involve remediation, and those degree-applicable credit courses which do not have basic skills prerequisites or advisories on recommended preparation.

(f) A student may, upon successful completion of appropriate "remedial coursework," or upon demonstration of skills levels which will reasonably assure success in degree-applicable credit courses, request reinstatement to proceed with such coursework.

(g) The governing board of each district shall submit, through the established Management Information System, information necessary to enable the Chancellor to determine the following:

(1) The effect of this section on students by sex, age, and ethnicity;

(2) Success rates for students enrolled in "remedial coursework;"

(3) Attrition rates for students enrolled in "remedial coursework;"

(4) Rates at which students are referred to and enroll in adult noncredit instruction;

(5) Rates at which students who are referred to adult noncredit instruction subsequently enroll in degree-applicable credit courses;

(6) Term-to-term persistence rates for students;

(7) Rates at which students enter employment immediately after completing remedial coursework;

(8) The extent to which students are exempted from the limitation specified in subdivision (b);

(9) The extent to which students receive waivers, as authorized by subdivision (d); and

(10) The rate at which students are dismissed as described in subdivision (e).

AP 4222 Remedial Coursework

References:

Title 5 Section 55035;

ACCJC Accreditation Standard II.A.4

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

Remedial coursework consists of pre-collegiate basic skills courses.

A student's need for remedial coursework shall be determined using appropriate assessment instruments, methods, or procedures.

No student shall receive more than 30 semester units [**or 45 quarter units**] for remedial coursework. A student who exhausts this unit limitation shall be referred to appropriate adult noncredit education services.

A student who successfully completes remedial coursework or who demonstrates skill levels which assure success in college-level courses may request reinstatement to proceed with college level coursework.

Students enrolled in one or more courses of English as a Second Language and students identified as having a learning disability are exempt from the limitations of this procedure.

Students who demonstrate significant, measurable progress toward development of skills appropriate to enrollment in college-level courses may be granted a waiver of the limitations of this procedure.

[District] catalogs shall include a clear statement of the limited applicability of remedial coursework toward fulfilling degree requirements and any exemptions that may apply to this limitation.

Revised 9/05, 2/08, 4/15

AR 4131 Records Classification and Retention

The administrators responsible for Admissions and Records, Financial Aid and Student Life will annually classify student records into the following categories:

Class 1

Permanent Records (as defined in Section 59024, Title 5). Those records that are defined as permanent must be retained indefinitely.

Class 2

Optional Records (as defined in Section 59024, Title 5). Those records which are not required by law to be retained permanently but determined by the college to be worthy of further preservation.

Class 3

Disposable Records (as defined in Section 59025, Title 5). Those records are to be retained for three years beyond the academic year in which they were originated.

Class 4

Disposable Records. Those records which have no required retention period may be destroyed at any time.

Reference: Title 5, Section 54608, 59023-25
 Education Code Section 76220

Reviewed and Approved: 12/11/01

§ 59022. Classification of Records.

(a) The governing board of each Community College district shall establish an annual procedure by which the chief executive officer, or other designee shall review documents and papers received or produced during the prior academic year and classify them as Class 1-Permanent, Class 2-Optional, or Class 3-Disposable.

(b) All records not classified prior to July 1, 1976, are subject to the same review and classification as in (a). If such records are three or more years old and classified as Class 3-Disposable, they may be destroyed without further delay, but in accordance with article 3.

(c) Records originating during a current academic year shall not be classified during that year.

(d) Records of a continuing nature, i.e., active and useful for administrative, legal, fiscal, or other purposes over a period of years, shall not be classified until such usefulness has ceased.

(e) Whenever an original Class 1-Permanent record is photographed, microphotographed, or otherwise reproduced on film or electronically, the copy thus made is hereby classified as Class 1-Permanent. The original record, unless classified as Class 2-Optional, may be classified as Class 3-Disposable, and may then be destroyed in accordance with this chapter if the following conditions have been met:

(1) The reproduction was accurate in detail.

(2) The chief executive officer, or other designee, has attached to or incorporated in the copy or system a signed and dated certification of compliance with the provisions of section 1531 of the Evidence Code, stating in substance that the copy is a correct copy of the original, or a specified part thereof, as the case may be.

(3) The copy was placed in an accessible location and provision was made for preserving permanently, examining and using same.

(4) In addition, if the record is photographed or microfilmed, the reproduction must be on film of a type approved for permanent, photographic records by the United States Bureau of Standards.

Title 5§ 59023. Class 1-Permanent Records.

The original of each of the records listed in this Section, or one exact copy thereof when the original is required by law to be filed with another agency, is a Class 1-Permanent record and shall be retained indefinitely, unless copied or reproduced in accordance with Subsection (e) of Section 59022.

(a) The following annual reports:

(1) official budget;

(2) financial report of all funds, including cafeteria and student body funds;

(3) audit of all funds;

(4) full-time equivalent student, including Period 1 and Period 2 reports; and

(5) other major annual reports, including:

(A) those containing information relating to property, activities, financial condition, or transactions; and

(B) those declared by board minutes to be permanent.

(b) The following official actions:

(1) minutes of the board or committees thereof, including the text of a rule, regulation, policy, or resolution not set forth verbatim in minutes but included therein by reference only;

(2) elections, including the call, if any, for and the result (but not including detail documents, such as ballots) of an election called, conducted or canvassed by the governing board for a board member, the board member's recall, issuance of bonds, incurring any long-term liability, change in maximum tax rates, reorganization, or any other purpose; and

(3) records transmitted by another agency that pertain to that agency's action with respect to district reorganization.

(c) The following personnel records of employees. All detail records relating to employment, assignment, employee evaluations, amounts and dates of service rendered, termination or dismissal of an employee in any position, sick leave record, rate of compensation, salaries or wages paid, deductions or withholdings made and the person or agency to whom such amounts were paid. In lieu of the detail records, a complete proven summary payroll record for every employee of the school district containing the same data may be classified as Class 1-Permanent, and the detail records may then be classified as Class 3-Disposable.

(d) The following student records:

(1) the records of enrollment and scholarship for each student. Such records of enrollment and scholarship may include but need not be limited to:

(A) name of student;

(B) date of birth;

(C) place of birth;

(D) name and address of a parent having custody or a guardian, if the student is a minor;

(E) entering and leaving date for each academic year and for any summer session or other extra session;

(F) subjects taken during each year, half year, summer session or quarter; and

(G) if grades or credits are given, the grades and number of credits toward graduation allowed for work taken.

(2) All records pertaining to any accident or injury involving a student for which a claim for damages has been filed as required by law, including any policy of liability insurance relating thereto, except that these records cease to be Class 1-Permanent records, one year after the claim has been settled or after the applicable statute of limitations has run.

(e) Property Records. All detail records relating to land, buildings, and equipment. In lieu of such detail records, a complete property ledger may be classified as Class 1-Permanent, and the detail records may then be classified as Class 3-Disposable, if the property ledger includes:

(1) all fixed assets;

(2) an equipment inventory; and

(3) for each unit of property, the date of acquisition or augmentation, the person from whom acquired, an adequate description or identification, and the amount paid, and comparable data if the unit is disposed of by sale, loss, or otherwise.

§ 59024. Class 2-Optional Records.

Any record worthy of further preservation but not classified as Class 1-Permanent may be classified as Class 2-Optional and shall then be retained until reclassified as Class 3-Disposable. If the chief executive officer, or other designee, determines that classification should not be made by the time specified in section 59022, all records of the prior year may be classified as Class 2-Optional, pending further review and classification within one year.

§ 59025. Class 3-Disposable Records.

All records, other than Continuing Records, not classified as Class 1-Permanent or Class 2-Optional, shall be classified as Class 3-Disposable, including, but not limited to, detail records relating to:

(a) records basic to audit, including those relating to attendance, full-time equivalent student, or a business or financial transaction (purchase orders, invoices, warrants, ledger sheets, canceled checks and stubs, student body and cafeteria fund records, etc.), and detail records used in the preparation of any other report; and

(b) periodic reports, such as daily, weekly, and monthly reports, bulletins, and instructions.

§ 59026. Retention Period.

(a) Generally, a Class 3-Disposable record, unless otherwise specified in this Subchapter, should be destroyed during the third college year after the college year in which it originated (e.g., 1993-94 plus 3 = 1996-97). Federal programs, including various student aid programs, may require longer retention periods and such program requirements shall take precedence over the requirements contained herein.

(b) With respect to records basic to an audit, a Class 3-Disposable record shall not be destroyed until after the third July 1 succeeding the completion of the audit required by Education Code Section 84040 or of any other legally required audit, or that period specified by Section 59118, or after the ending date of any retention period required by any agency other than the State of California, whichever date is later.

(c) With respect to continuing records, a continuing record shall not be destroyed until the third year after it has been classified as Class 3- Disposable.

§ 54710. Emergency information.

For the protection of a student's health and welfare the governing board of a community college district may require the parent or legal guardian of a minor to keep current at the minor's school of attendance, emergency information including the home address and telephone number, business address, and telephone number of the parents or guardian, and the name, address, and telephone number of a relative or friend who is authorized to care for the student in any emergency situation if the parent or legal guardian cannot be reached.

§ 54630. Challenging Content of Records.

Any student may challenge the content of his or her student records pursuant to Education Code section 76232. The decision of the chief administrative officer and governing board must be in writing.

§ 54604. Policy.

Community college districts may establish and maintain only such information on students relevant to admission, registration, academic history, career, student benefits or services, extracurricular activities, counseling and guidance, discipline or matters relating to student conduct, and shall establish and maintain such information required by law.

§ 54608. Retention and Destruction of Student Records.

The retention and destruction of student records, where not otherwise specifically provided for in this subchapter, shall be in accordance with subchapter 2.5 (commencing with section 59020) of chapter 10.

§ 54610. Student Access.

Community college districts shall provide access to student records pursuant to Education Code sections 76210(c) and 76230, provided that if any material or document in the student record includes information on more than one student, the rights provided in section 76230 shall only extend to such information as pertains to the student. Each student shall be permitted to select the means of access to his or her own student records.

§ 54612. Waiver.

A student may waive his or her right of access to student records concerning recommendations as provided in Education Code section 76231. Such waivers shall be in writing and signed by the student.

§ 54616. Consent.

A community college district may, when the student has provided consent, permit access to the student's records pursuant to Education Code section 76242. Such consent must be signed and dated by the student.

AP 5035 Withholding of Student Records

Reference:

Title 5 Section 59410

Note: *If Districts withhold student records due to non-payment of fees, the following is **legally required**. Local procedure may be inserted. The following is an illustrative example that meets legal requirements.*

The [**designated position**] may withhold grades, transcripts, diplomas, and registration privileges from any student or former student who fails to pay a proper financial obligation to the District. The student shall be given written notification and the opportunity to explain if the financial obligation is in error.

The definition of proper financial obligation shall include, but is not limited to: student fees; obligations incurred through the use of facilities, equipment or materials; library fines; unreturned library books; materials remaining improperly in the possession of the student; and/or any other unpaid obligation a student or former student owes to the District. A proper financial obligation does not include any unpaid obligation to a student organization.

Note: *Insert local procedures on the notification process and the student's opportunity to explain.*

AP 5035 Withholding of Student Records

References:

Education Code Sections 71091 and 76200 et seq.;
Title 5 Sections 54600 et seq.;
20 U.S. Code Section 1232 g(j) (U.S. Patriot Act);
Civil Code Section 1798.85;
ACCJC Accreditation Standard II.C.8

NOTE: *This procedure is **legally required**. Local practice may be inserted. Definitions of "student records" are contained in Education Code Section 76210. The following is an illustrative example that meets legal requirements.*

A cumulative record of enrollment, scholarship, and educational progress shall be kept for each student.

Release of Student Records: No instructor, official, employee, or Governing Board member shall authorize access to student records to any person except under the following circumstances:

- Student records shall be released pursuant to a student's written consent. **[Insert local procedure on obtaining consent or student request].**
- "Directory information" may be released in accordance with the definitions in Board Policy **[insert local board policy number].**

- ***[Insert local procedure for releasing “directory information.”]***
- Student records shall be released pursuant to a judicial order or a lawfully issued subpoena. ***[Insert local procedure on receiving orders or subpoenas, including definitions of lawfully issued subpoena]***
- Student records shall be released pursuant to a federal judicial order that has been issued regarding an investigation or prosecution of an offense concerning an investigation or prosecution of terrorism.
- Student records may be released to officials and employees of the District only when they have a legitimate educational interest to inspect the record. ***[Insert local procedure on release of records to District officials and employees.]***

Student records may be released to authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees or the United States Office of Civil Rights, where that information is necessary to audit or evaluate a state or federally supported educational program or pursuant to federal or state law. Exceptions are that when the collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner that will not permit the personal identification of students or their parents by other than those officials, and any personally identifiable data shall be destroyed when no longer needed for that audit, evaluation, and enforcement of federal legal requirements. ***[Insert local procedures or who is responsible for providing such information and defining procedure.]***

Student records may be released to officials of other public or private schools or school systems, including local, county or state correctional facilities where education programs are provided, where the student seeks or intends to enroll or is directed to enroll. The release is subject to the conditions in Education Code Section 76225. ***[Insert local procedures or who is responsible for providing such information and defining procedure.]***

Student records may be released to agencies or organizations in connection with a student's application for, or receipt of, financial aid, provided that information permitting the personal identification of those students may be disclosed only as may be necessary for those purposes as to financial aid, to determine the amount of the financial aid, or conditions that will be imposed regarding financial aid, or to enforce the terms or conditions of financial aid. ***[Insert local procedures or who is responsible for providing such information and defining procedures.]***

Student records may be released to organizations conducting studies for, or on behalf of, accrediting organizations, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering financial aid programs, and improving instruction, if those studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of those organizations and the information will be destroyed when no longer needed for the purpose for which it is conducted. ***[Insert local procedures or who is responsible for providing such information and defining procedure]***

Student records may be released to appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons, subject to applicable federal or state law. ***[Insert local procedures or who is responsible for providing such information and defining procedure.]***

The following information shall be released to the federal military for the purposes of federal military recruitment: student names, addresses, telephone listings, dates, and places of birth, levels of education, major(s), degrees received, prior military experience, and/or the most recent previous educational institutions enrolled in by the students.

Charge for Transcripts or Verifications of Student Records: A student/former student shall be entitled to two free copies of the transcript of his/her record or to two free verifications of various student records.

Additional copies shall be made available to the student, or to an addressee designated by him/her, at the rate of [\$_____] per copy. Students may request special processing of a transcript.

Electronic Transcripts

The District may elect to implement a process for the receipt and transmission of electronic student transcripts contingent upon receipt of sufficient funding.

Use of Social Security Numbers

The District shall not do any of the following:

- Publicly post or publicly display an individual's social security number;
- Print an individual's social security number on a card required to access products or services;
- Require an individual to transmit his/her social security number over the internet using a connection that is not secured or encrypted;
- Require an individual to use his/her social security number to access an Internet Web site without also requiring a password or unique personal identification number or other authentication device; or
- Print, in whole or in part, an individual's social security number that is visible on any materials that are mailed to the individual, except those materials used for:
 - Application or enrollment purposes;
 - To establish, amend, or terminate an account, contract, or policy; or
 - To confirm the accuracy of the social security number.

If the District has, prior to January 1, 2004, used an individual's social security number in a manner inconsistent with the above restrictions, it may continue using that individual's social security number in that same manner only if:

- The use of the social security number is continuous;
- The individual is provided an annual disclosure that informs the individual that he/she has the right to stop the use of his/her social security number in a manner otherwise prohibited;
- The District agrees to stop the use of an individual's social security number in a manner otherwise prohibited upon a written request by that individual;
- No fee shall be charged for implementing this request; and the District shall not deny services to an individual for making such a request.

Revised 2/04, 2/08, 3/12, 4/14, 4/15

AP 5045 Student Records – Challenging Content and Access Log

References:

Education Code Sections 76222 and 76232;
Title 5 Section 54630

Note: *These procedures are **legally required**. Local practice may be inserted if it substantially complies with the following elements, which reflect the minimum requirements of the Education Code.*

Challenging Content

Any student may file a written request with the **[designate position]** to correct or remove information recorded in his or her student records that the student alleges to be:

- 1) inaccurate;
- 2) an unsubstantiated personal conclusion or inference;
- 3) a conclusion or inference outside of the observer's area of competence; or
- 4) not based on the personal observation of a named person with the time and place of the observation noted.

Within 30 days of receipt of the request, the **[designate position]** shall meet with the student and the employee who recorded the information in question, if any, if the employee is presently employed by the District. The **[designate position]** shall then sustain or deny the allegations.

If the **[designate position]** sustains any or all of the allegations, he/she shall order the correction or removal and destruction of the information. If the **[designate position]** denies any or all of the allegations and refuses to order the correction or removal of the information, the student, within 30 days of the refusal, may appeal the decision in writing **[insert District option for appeals process]**.

Within 30 days of receipt of an appeal, the Governing Board shall, in closed session with the student and the employee who recorded the information in question, determine whether to sustain or deny the allegations. If the governing board sustains any or all of the allegations, it shall order the **[CEO]** or his/her designee, to immediately correct or remove and destroy the information. The decision of the governing board shall be final.

If the final decision is unfavorable to the student, the student shall have the right to submit a written statement of his/her objections to the information. This statement shall become a part of the student's record until the information objected to is corrected or removed.

Whenever there is included in any student record information concerning any disciplinary action, the student shall be allowed to include in such record a written statement or response concerning the disciplinary action.

Whenever there is included in any student record information concerning any disciplinary action in connection with any alleged sexual assault or physical abuse, or threat of sexual assault, or any conduct that threatens the health and safety of the alleged victim, the alleged victim of that sexual assault or physical abuse shall be informed within three days of the results of the disciplinary action and the results of any appeal. The alleged victim shall keep the results of that disciplinary action and appeal confidential.

Access Log

A log or record shall be maintained for each student's record that lists all persons, agencies, or organizations requesting or receiving information from the record and their legitimate interests. The listing need not include any of the following:

- Students seeking access to their own records;
- Parties to whom directory information is released;
- Parties for whom written consent has been executed by the student;
- Officials or employees having a legitimate educational interest.
- The log or record shall be open to inspection only by the student and the **[designate position]**, and to the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, and state educational authorities as a means of auditing the operation of the system.

Note: *If the District decides to include provisions related to the security of student records that information can appropriately be included here.*

Revised 2/08

AR 4311 Grade Entries

1. There will be a grade entry on the student's permanent record for each course in which the student was actively enrolled as of the first day of instruction of the first census week.
2. Evaluative Grades. Symbols in each course to indicate evaluative grades are:
A Excellent
B Good
C Satisfactory

D Passing, less than satisfactory
F Failure
P Pass
NP No Pass.

3. Non-evaluative Symbols:

a. I (Incomplete):

Incomplete symbols are given only on approval of the faculty members, and then only for unforeseeable, emergency, and justifiable reasons at the end of the term. Incomplete grades may be made up no later than one year from the end of the term that they were assigned. Students may petition for a time exemption due to unusual circumstances. The conditions necessary for the removal of the incomplete shall be stated by the instructor on a written record and communicated to the student. This record shall contain the conditions for removal of the incomplete and the grade to be assigned if the conditions are not met.

b. IP (In Progress).

The IP symbol shall be used to denote that the class extends beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of an evaluative grade must await its completion. The IP symbol shall remain on the student's permanent record for the initial academic term in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student's record for the academic term in which the course is completed. The IP shall not be used in calculating grade point averages. The IP symbol may be assigned only by faculty members.

c. RD (Report Delayed).

The RD symbol may 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 another symbol as soon as possible. The symbol RD shall not be used in calculating grade point averages and may be assigned only by designated staff members.

d. W (Withdrawal).

The W symbol shall only be used in accordance with Board Policy Section 4320.

e. MW (Military Withdrawal).

The "MW" symbol shall be assigned only for students who are members of an active or reserve military service, and who receive orders compelling a withdrawal from course. Upon verification of such orders, this symbol may be assigned at any time in accordance with Board Policy Section 4320. The "MW" shall not be counted in progress probation and dismissal calculations.

4. Grade Points. A system of grade points is used to determine a student's scholastic standing and eligibility for graduation or transfer to another college. For each unit of credit, the student will receive grade points as follows:

A	4 grade points per unit of credit
B	3 grade points per unit of credit
C	2 grade points per unit of credit
D	1 grade point per unit of credit
F	0 grade point per unit of credit
P	0 grade point per unit of credit (at least satisfactory - units not counted in grade computation)
NP	0 grade point per unit of credit (less than satisfactory - units not counted in grade computation)
I	0 grade point per unit of credit (units not counted in grade computation)
IP	0 grade point per unit of credit (units not counted in grade computation)
RD	0 grade point per unit of credit (units not counted in grade computation)
W	0 grade point per unit of credit (units not counted in grade computation)
MW	0 grade point per unit of credit (units not counted in grade computation)

5. Pass/No Pass

a. Courses offered only on a pass/no pass basis

The purpose of this policy is to permit the college to offer courses specifically designated as Pass/No Pass courses. Students enrolled in courses designated as Pass/No Pass shall be evaluated on a single satisfactory standard of performance. The P/NP grading system shall be used to the exclusion of other grades. "Pass" shall be assigned for meeting that satisfactory standard; "no pass" for failure to do so. The student shall be required to take all tests and complete all assignments and shall be subject to all withdrawal and attendance regulations. Courses designated as pass/no pass shall be so noted in the college catalog.

b. Students option for pass/no pass grades

The purpose of this policy is to permit the college to offer a student the option of enrolling in a course on a pass/no pass basis in lieu of enrolling on a grade basis. This option to enroll in a class on a pass/no pass basis is designed to encourage students to explore courses without fear of penalty of a low grade in areas in which they have an interest but no special competence. The student shall be required to take all tests and complete all assignments and shall be subject to all withdrawal and attendance regulations. Standards of evaluation are identical for all students. A "P" grade is to be recorded for performance equivalent to "C or better" and an "NP" grade is to be recorded for less than satisfactory performance (D or less).

To obtain approval to enroll in a course on a pass/no pass basis, the student must petition through the Office of Admissions and Records. The approval of the petition must be filed by published deadline which reflects 30% of the course length.. Any course of duration two weeks or less may not be taken pass/no pass. A student taking a course on a pass/no pass basis cannot change to a letter grade basis after the published deadline that represents 30% completion of the course. The decision to take a course on a pass/no pass basis is irrevocable after the deadline even if it is later discovered that the "P/NP" grade is not acceptable by the student's transfer college.

c. Criteria for approval of a petition for Pass/No Pass

(1) Part-time students (those enrolled in fewer than 12 units) are limited to 5 units of Pass/No Pass enrollment. Full-time students (those enrolled in 12 or more units) are limited to 6 units of Pass/No Pass enrollment. Exceptions for enrollment in a single course exceeding 5 units may be authorized by the Dean of Enrollment Services.

(2) Course units taken under the option of pass/no pass may not exceed a total of 12 units at Santa Monica College.

(3) Students who have already received a bachelor of arts or science degree from an accredited college or university may take an unlimited number of units on a pass/no pass basis.

d. Pass/No Pass grades

Pass will be indicated on a student's permanent record as "P" with units completed and no grade points. No pass will be indicated on the student's permanent record as "NP" with no units completed and no grade points. In either case, a student's grade point average is not affected. Units in courses taken on a pass/no pass basis will be included in the student's cumulative units enrolled for purposes of determining lack of progress probation and dismissal.

6. Credit by Examination

The purpose of this policy is to permit the college to grant credit to any actively enrolled student in good standing who satisfactorily passes examinations previously approved by the appropriate college departments. Credit will only be granted for courses corresponding to Santa Monica College courses. Credit earned by examination shall be clearly annotated on the student's permanent record and added to units completed. Such credit shall not be counted in grade computation. Credit by examination shall not apply toward the residence requirements of the associate in arts degree.

7. Grade Point Average

A student's grade point average is the quotient of grade points divided by units attempted.

- a. All units attempted" is defined as units of credit for which the student was enrolled in any college/university, regardless of whether he/she completed the course or received credit or a grade.
- b. Grades A, B, C, D, and F are included in "all units attempted."
- c. Units earned on a "pass/no pass" basis provide a P grade; these units are not included in "all units attempted."
- d. Exempted from inclusion in "all units attempted" are the following: W, NP, I, IP, RD, MW.

8. Refunds

In the case of students who are members of an active or reserve U.S. military service, and who receive orders compelling a withdrawal from courses, the District shall, upon petition of the affected student, refund the entire enrollment fee and buy back textbooks at the bookstore's used book rate unless academic credit is awarded.

Reference: Education Code Sections 76224 and 84522
Title V, Sections 51300-51308 and 52302

Reviewed and/or Updated: 12/13/05, 12/7/2010

AR 4310.1 Incomplete Grades

Incomplete grades in a course or courses may be approved when illness, accident, emergency, or special circumstances beyond the student's control prevents the student from taking the final examination or completing other immediate "end of semester" course requirements. The student must be passing the class with a "C" or better prior to the final exam or final project. The Incomplete grade is not to be used to extend deadlines for coursework which the student might reasonably be expected to meet.

To assign an incomplete ("I"), the Instructor of Record must fill out the online request during the submission of final grades if he or she believes that such an approval is appropriate and that the student has justifiable reasons to warrant the Incomplete grade. Instructors may require documentation that supports the student's request. Instructors are not required to grant Incompletes, and such decisions by the instructor are final and may not be appealed by the student.

The instructor will determine the date by which the "I" must be completed; this date shall be no later than one year from the end of the term in which the original grade was assigned. The instructor shall record in the online grade roster the conditions necessary for the removal of the "I" and the grade to be assigned (A through F) if the conditions are not met. The student and instructor will both receive copies of said conditions.

Incomplete grades will count in "Units Enrolled" but will not be included in "Units Attempted" or "Units Completed" and no grade points will be assigned.

Title V Section 55023

Reviewed and/or Updated: 05/18/04, 11/2/10

Title 5§ 55023. Academic Record Symbols and Grade Point Average.

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

<i>Symbol</i>	<i>Definition</i>
A	Excellent
B	Good
C	Satisfactory

D	Less than satisfactory
F	Failing
P	Passing (At least satisfactory - units awarded not counted in GPA. Has the same meaning as “CR” as that symbol was defined prior to June 30, 2007.)
NP	No Pass (Less than satisfactory, or failing - units not counted in GPA. NP has the same meaning as “NC” 2007.)
SP	Satisfactory Progress towards completion of the course (Used for noncredit courses only and is not supplanted by any other symbol.)

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

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

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

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

<i>Symbol</i>	<i>Definition</i>
I	Incomplete: Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an “I” symbol being entered in the student's record. The condition for the removal of the “I” shall be stated by the instructor in a written record. This record shall contain the conditions for the removal of the “I” and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the registrar until the “I” is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. 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. The governing board shall provide a process whereby a student may petition for a time extension due to unusual circumstances.
IP	In progress: The “IP” symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates that work is “in progress,” but that assignment of an evaluative symbol (grade) must a permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student's permanent record for the term in which the course is completed. The “IP” shall not be used in calculating grade point averages. If a student enrolled in an “open-entry, enroll in that course during the subsequent term, the appropriate faculty will assign an evaluative symbol (grade) i used) to be recorded on the student's permanent record for the course.
RD	Report Delayed: The “RD” symbol may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. “RD” shall not be used in calculating grade point averages.
W	Withdrawal: The “W” symbol may be used to denote withdrawal in accordance with the requirements of section 5
MW	Military Withdrawal: The “MW” symbol may be used to denote military withdrawal in accordance with section 55024.

(f) In calculating students' degree-applicable grade point averages, grades earned in nondegree-applicable credit courses

shall not be included.

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

§ 59410. Withholding Grades, Transcripts, etc., for Nonrepayment of Financial Obligations.

The governing board of a community college district may provide by appropriate rules and regulations that grades, transcripts, diplomas and registration privileges, or any combination thereof, shall be withheld from any student or former student who has been provided with written notice that he or she has failed to pay a proper financial obligation due to the district or a college. Any item or items withheld shall be released when the student satisfactorily meets the financial obligation.

§ 55025. Grade Changes.

(a) In any course of instruction in a community college district for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student in accordance with this article. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency.

(b) For purposes of this section, “mistake” may include, but is not limited to, clerical errors and errors made by an instructor in calculating a student's grade.

(c) Procedures for the correction of grades shall be consistent with Education Code section 76232 or provide an alternative mechanism which will ensure that students receive a reasonable and objective review of the requested grade change. If the procedure requires the student to first request a grade change from the instructor, provisions shall be made for another faculty member to substitute for the instructor if the instructor is not available, the student has filed a discrimination complaint or the district determines that it is possible there has been gross misconduct by the original instructor.

(d) Procedures shall also include expunging the incorrect grade from the record.

(e) When grade changes are made as a result of course repetition in accordance with article 4 of this subchapter, appropriate annotations of any courses repeated shall be entered on the student's permanent academic record in such a manner that all work remains legible, insuring a true and complete academic history.

§ 55022. Pass-No Pass Options.

(a) The policy adopted pursuant to section 55021 may permit courses to be offered in either or both of the following categories and, if so, shall require that each college catalog specify the category into which each course falls:

(1) Courses wherein all students are evaluated on a “pass-no pass” basis.

(2) Courses wherein each student may elect on registration, or no later than the end of the first 30 percent of the term, whether the basis of evaluation is to be “pass-no pass” or a letter grade.

(b) All units of credit earned on a “pass-no pass” or “credit-no credit” basis in accredited California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements.

(c) Units earned on a “pass-no pass” basis shall not be used to calculate grade point averages. However, units attempted for which the symbol “NP” (as defined in section 55023) is recorded shall be considered in probation and dismissal procedures.

(d) Notwithstanding any provision of this chapter, a district may continue to designate courses as being offered on a “credit-no credit basis” instead of a “pass-no pass” basis and may continue to use the “CR” and “NC” symbols, as defined in section 55030, instead of the “P” and “NP” symbols until the Fall 2009 term. Until the Fall 2009 term, any reference in this chapter to the “P” symbol shall be deemed to include the “CR” symbol and any reference to the “NP” symbol shall be deemed to include the “NC” symbol.