

SHARED CONSULTATION COUNCIL / SCC MEETING
STRATEGIC PLANNING ~ POLICY & PROCEDURE APPROVAL ~ ISSUE MANAGEMENT ~ CAMPUS COMMUNICATION
Wednesday, March 7, 2012 3:00 – 5:00 pm Room: L238S

SWC Mission Statement

Southwestern Community College District promotes student learning and success by committing to continuous improvement that includes planning, implementation and evaluation. We serve a diverse community of students by providing a wide range of dynamic and high quality academic programs and comprehensive student services

Funding Priorities

*Preserve Jobs (Employment Integrity); Preserve Classes (Instructional Integrity);
 Preserve Support to Students (Student Services Integrity); Preserve Safety (Environmental/Security Integrity)*

Members

4 Academic Senate Representatives:	4 CSEA Representatives:	7 Planning Representatives
<i>Victoria Lopez</i>	<i>Bruce MacNintch</i>	<i>AOC: Mink Stavenga</i>
<i>Janelle Williams</i>	<i>Michele Fenlon</i>	<i>FSC: John Brown</i>
<i>Eric Maag</i>	<i>Heather MacNintch</i>	<i>IPRC: Linda Hensley</i>
<i>Chris Hayashi</i>	<i>Deborah Peckenpaugh</i>	<i>ITC: Paul Norris</i>
4 SCCDAA Representatives:		<i>OIE: Diana Kelly</i>
<i>Aaron Starck</i>	4 Associated Student Representatives:	<i>EP/EMC: Mia McClellan</i>
<i>Patti Larkin</i>	<i>Claudia Duran</i>	<i>ISLO: Rebecca Wolniewicz</i>
<i>Debbie Trujillo</i>	<i>Alix Lopez</i>	Non-Voting Resource Staff
<i>Silvia Cornejo-Darcy</i>	<i>Candy Arias</i>	<i>C.M. Brahmbhatt, Acting VPBFA</i>
1 Confidential Representative	<i>Angel Castro</i>	<i>Linda Gilstrap, Dean, OIE/FED</i>
<i>Patti Blevins</i>	1 SCEA Representative	<i>Joseph Quarles, VPHR</i>
	<i>Andy MacNeill</i>	<i>Ben Seaberry, IT Director</i>
<i>Valerie Goodwin-Colbert (Facilitator)</i>		<i>Angélica Suárez, VPSA</i>
<i>Rosalva Garcia (Recorder)</i>		<i>Kathy Tyner, Acting VPAA</i>
Guest(s):		<i>Randy Beach, AS President-Elect</i>
		<i>Susan Brenner, VPAS</i>

10 + 1 Mutual Agreement Items:

9. District and college governance structures, as related to faculty roles.
10. Processes for institutional planning and budget development including self-study and annual reports.
11. + 1 Other academic and professional matters as mutually agreed between the Gov. Board & the Academic Senate.

A G E N D A

AGENDA ITEM	PRESENTER/S	ITEM TYPE	SUG. TIME	DECISION
1. Call to Order / Approval of Agenda	Nish/Stuart	Action	2 min	
2. Approval of Minutes: Feb. 15, 2012 & Feb. 22, 2012	Nish/Stuart	Action	3 min	
I. Presentation: Prop R - A New Look	Brahmbhatt	Action	50 min	
II. Strategic Planning				
3. FTES Report from EPPT	Beach/McClellan Stavenga/Lopez	Info	10 min	
4. Organizational Structure & Proposed Benchmarks	Nish/Brahmbhatt Quarles	Info	10 min	
III. Policy & Procedures				
5. VP Hiring Update	Nish/Quarles	Info	5 min	
6. Hiring Policy 7120 Procedures with Revision Update – Recommendation	Stuart/Unger	Action	10 min	
7. Fraud Policy - 1 st reading	Brahmbhatt/Yanda	Info	10 min	Handouts
8. Policy & Procedures 4225 Course Repetition & Course Withdrawal – 2 nd Reading	Suarez/McClellan	Action	5 min	Handouts

IV. Issue Management – No Items				
V. Campus Communication – No Items				
VI. Meeting Summary (5 min) - Nish				
VII. Standing Committee Reports - to be sent via email - Nish				
VIII. IBB Process Check – (5 min)				
<ul style="list-style-type: none"> Meeting Feedback 	Co-Chairs: Nish/Stuart	Info	5 min	
9. Future Agenda Items: <ul style="list-style-type: none"> Task Force Updates (Electronically) Revision SPDM Handbook Hiring of Classified Hourly Employees Org. Structure & Hiring 	Co-Chair Stuart Gilstrap Quarles/Unger Co-Chair Nish			

Next SCC Meeting: [Wednesday, March 21, 2012](#)

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Wednesday, February 15, 2012 3:00 – 5:00 pm Room: L238S

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Members

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x	<i>Janelle Williams</i>	x	<i>FSC: John Brown</i>
x	<i>Eric Maag</i>	x	<i>IPRC: Linda Hensley</i>
x	<i>Chris Hayashi</i>	x	<i>ITC: Paul Norris</i>
	4 SCCDAA Representatives:		x
x	<i>Aaron Starck</i>		<i>OIE: Diana Kelly</i>
		4 Associated Student Representatives:	x
ex	<i>Patti Larkin</i>	x	<i>EP/EMC: Mia McClellan</i>
x	<i>Debbie Trujillo</i>	x	<i>ISLO: Rebecca Wolniencicz</i>
x	<i>Silvia Cornejo-Darcy</i>	x	Non-Voting Resource Staff
	1 Confidential Representative	x	<i>C.M. Brahmbhatt, Acting VPBFA</i>
x	<i>Patti Blevins</i>	x	<i>Linda Gilstrap, Dean, OIE/FED</i>
		1 SCEA Representative	x
x	<i>Valerie Goodwin-Colbert (Facilitator)</i>	x	<i>Joseph Quarles, Acting VPHR</i>
	<i>Rosalva Garcia (Recorder)</i>		<i>Ben Seaberry, IT Director</i>
	Guest(s):		x
			<i>Angélica Suárez, VPSA</i>
			x
			<i>Kathy Tyner, Acting VPAA</i>
			x
			<i>Randy Beach, AS President-Elect</i>
			x
			<i>Susan Brenner, VPAS</i>

10 + 1 Mutual Agreement Items:

9. District and college governance structures, as related to faculty roles.
10. Processes for institutional planning and budget development including self-study and annual reports.
11. + 1 Other academic and professional matters as mutually agreed between the Gov. Board & the Academic Senate.

MINUTES

AGENDA ITEM	DECISION
2. Call to Order / Approval of Agenda	Reminder of the Ground Rules & SCC Procedures It was suggested to calendar an SCC self-evaluation for May 2012.
3. Approval of Minutes: Feb. 1 & Feb. 8	The minutes of February 1 and February 8 were approved by consensus .
Moved item #9 Proposition R New Look presentation.	There was consensus to move Agenda Item 9. Proposition R New Look presentation by C.M. to Item 4 of the SCC Agenda.
Special Presentation	
4. Safety Committee: <ul style="list-style-type: none"> • Emergency Plan 	Sanchez and McClellan provided a presentation with handouts on the Emergency Plan for the District. A tailor-made safety plan will be done for each of the Higher Education Centers. The draft of the comprehensive plan should be done by this summer (2012). Once the plan is

	approved table-top exercises and a mock up of an emergency will take place. Everyone will be trained according to the plan's positions and management roles. Administration will work with the Safety Committee to identify participants.
III. Issue Management	
5. Prop R New Look	C.M. Brahmhatt, Acting VPBFA, provided a brief overview of the Proposition R New Look proposal. The proposal will be back for a full presentation at the March 7 SCC meeting. C.M. has been providing informative presentations to all campus committees and constituent groups. He will also be going to the Higher Education Centers to make a presentation. If you would like C.M. to make a presentation to any group or department, please let him know before March 7. He would like to make a presentation to the Governing Board on March 14.
I. Strategic Planning	
6. Approval of 2012-2015 Integrated Planning documents: <ul style="list-style-type: none"> • Strategic Plan - Institutional Goals & Objectives • Chart of Responsibilities & Prioritization • SCC Standing Committee Templates revised: IFC, EP/EMC, OEC • Prioritization Calendar (Info Item) 	<p><u>Strategic Planning:</u> Co-Chair Stuart announced that the Prioritization Process Part III Training will take place on February 22 during a special meeting of the SCC. The SCC Standing committees will be invited to attend.</p> <p><u>Strategic Plan – Institutional Goals & Objectives:</u> The SCC approved by consensus, with minor changes, the 2012-2015 Strategic Plan Institutional Goals and Objectives. Gilstrap will amend the goals & objectives and forwarded to the SCC to share with their constituent groups.</p> <p><u>Chart of Responsibilities & Prioritization</u> The SCC reviewed the Standing Committee Chart and proposed changes. The membership has one week to share and gather input from their constituent groups.</p> <p><u>SCC Standing Committee Templates</u> The Standing Committee Responsibilities Chart, the Committee Templates, as well as the Prioritization Calendar (for information only) will be discussed at the February 22 Special Meeting of the SCC.</p>
7. Prioritization Process Part III	The Overview on Prioritization Process Part III was tabled for a special SCC Meeting on February 22, 2012.
8. FTES Report from EPPT	McClellan provided a brief overview on the responsibilities of the EPPT.
II. Policy/Procedures Development	
9. Approval Process for Vacant Positions <ul style="list-style-type: none"> • Outside of Program Review 	The SCC approved by consensus the document “Approval Approval Process for Vacant Positions Not Included in Program Review.”
10. Policy & Procedures 4225 Course Repetition & Course Withdrawal	Tabled for next week

III. Issue Management				
11. Prop R New Look	<p><u>Prop R New Look:</u> Item # 11 was moved to the top of the agenda to Item 5: C.M. Brahmbhatt, Acting VPBFA, provided a brief overview of the Proposition R New Look proposal. The proposal will be back to the SCC meeting on March 7 for a full presentation. C. M. has been doing presentations to all campus committees and constituent groups. Please share with your constituent groups. If you would like C.M. to do a presentation for your committee or department, please schedule your presentation before March 7. The Prop R New Look is tentatively scheduled to go to the Governing Board on March 14.</p>			
IV. Campus Communication				
12. Sharepoint & Website Updates	<p><u>Sharepoint:</u> Seaberry briefed the SCC on the dire need to deploy an improved communication system for collaboration on edocuments. A Sharepoint option within Microsoft has been purchased for this purpose. He would like to start training summer 2012 and implement it by school year 2012-2013.</p> <p><u>Website:</u> Seaberry shared that the plan is to delay the opening of the new website until the Chief Public Information & Government Relations Officer is hired. The new PIO should review the work that has been done and plan on what needs to be completed.</p>			
13. Governing Board Update	Item tabled due to lack of time.			
<ul style="list-style-type: none"> • Policy #1200 • Policy & Procedures #2020 				
V. Standing Committee Reports			5 min	
VI. Meeting Summary				
VII. IBB Process Check			5 min	
<p><u>Future Agenda Items</u></p> <ul style="list-style-type: none"> • Revision SPDM Handbook • Task Force Updates (Electronically) • Fraud Policy • Update on Hiring Policy 7120 Procedures Revision 	<p>Gilstrap Stuart/Unger Yanda/Brahmbhatt Stuart/Unger</p>			<p>March 7 March 7</p>

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Wednesday, February 22, 2012 3:00 – 5:00 pm Room: L238 N & S

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x Eric Maag	x Heather MacNintch	x IPRC: Linda Hensley
x Chris Hayashi	x Deborah Peckenpaugh	ex ITC: Paul Norris
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x Aaron Starck	4 Associated Student Representatives:	x EP/EMC: Mia McClellan
x Patti Larkin	x Claudia Duran	x ISLO: Rebecca Wolniencz
x Debbie Trujillo	x Miriam Hernandez for Alix Lopez	Non-Voting Resource Staff
x Silvia Cornejo-Dary	x Candy Arias	ex C.M. Brabmbhatt, Interim VPBFA
1 Confidential Representative	x Angel Castro	x Linda Gilstrap, Dean, OIE/FED
x Patti Blevins		Joseph Quarles, VPHR
	1 SCEA Representative	x Ben Seaberry, IT Director
x Valerie Goodwin-Colbert (Facilitator)	x Andy MacNeill	x Angélica Suárez, VPSA
Rosalva Garcia (Recorder)		x Kathy Tyner, Acting VPAA
Guest(s): Rob Unger, Ron Vess, Nelson Riley		x Randy Beach, AS President-Elect
		x Susan Brenner, VPAS

10 + 1 Mutual Agreement Items:

9. District and college governance structures, as related to faculty roles.
10. Processes for institutional planning and budget development including self-study and annual reports.
11. + 1 Other academic and professional matters as mutually agreed between the Gov. Board & the Academic Senate.

MINUTES

AGENDA ITEM	DECISION
1. Call to Order / Approval of Agenda	approved
I. Strategic Planning	
2. Approval of 2012-2015 Integrated Planning documents: <ul style="list-style-type: none"> • SCC Standing Committee Chart of Responsibilities & Prioritization • SCC Standing Committee Templates revised: IFC, EP/EMC, OEC • Prioritization Calendar (Info Item) 	<p><i>Approval of 2012-2015 Integrated Planning:</i> The SCC approved by consensus the following 2012-2015 Integrated Planning documents:</p> <ul style="list-style-type: none"> • The SCC Standing Committee Responsibilities Chart including a new committee, which will convene soon: the SPS (Strategic Planning Subcommittee). • The SCC Standing Committee Templates Revised: IFC, EP/EMC, HR, ITC. <p>The Prioritization Calendar was presented as an information item.</p>
3. Prioritization Process Part III	The SCC received training by Co-Chair Stuart for the Prioritization Process. The PowerPoint and training documents will be sent to the SCC Membership electronically.
II. Policy/Procedures Development	
III. Issue Management	

IV. Campus Communication				
4. FHP Process	The SCC approved the final draft of the “Approval Process for Vacant Positions Not Included in Program Review.”			
V. Governing Board Update				
VI. Standing Committee Reports				
VII. Meeting Summary	A meeting summary was provided.			
VIII. IBB Process Check				
Future Agenda Items <ul style="list-style-type: none"> • Task Force Updates (Electronically) • FTES Report from EPPT • Revision SPDM Handbook • Fraud Policy • Update on Hiring Policy 7120 Procedures Revision • Prop R New Look • Policy & Procedures 4225 Course Repetition & Course Withdrawal • Hiring of Classified Hourly Employees 	Stuart Beach/McClellan Mink/López Gilstrap Yanda/Brahmbhatt Stuart/Unger Brahmbhatt Stuart/McClellan Quarles/Unger			

FRAUD

Reference:

I. GENERAL

- A. Southwestern College is committed to protecting its assets against the risk of loss or misuse. Accordingly, it is the policy of Southwestern Community College District to identify and promptly investigate any possibility of fraudulent or related dishonest activities against the District and, when appropriate, to pursue legal remedies available under the law.

Office of Primary Responsibility: Vice President for Business and Financial Affairs

Date Approved:

FRAUD

Reference:

I. GENERAL

A. Southwestern College is committed to protecting its assets against the risk of loss or misuse. Accordingly, it is the policy of Southwestern Community College District to identify and promptly investigate any possibility of fraudulent or related dishonest activities against the District and, when appropriate, to pursue legal remedies available under the law.

B. DEFINITIONS

1. Fraud – Fraud and other similar irregularities include, but are not limited to:
 - a. Claim for reimbursement of expenses that are not job-related or authorized.
 - b. Forgery or unauthorized alteration of documents (checks, promissory notes, time sheets, independent contractor agreements, purchase orders, etc.).
 - c. Misappropriation of District assets (funds, securities, supplies, furniture, equipment, etc.).
 - d. Improprieties in handling or reporting money transactions.
 - e. Authorizing or receiving payment for goods not received or services not performed.
 - f. Computer-related activity involving unauthorized alteration, destruction, forgery, or manipulation of data or misappropriation of District-owned software.
 - g. Misrepresentation of information on documents.
 - h. Any apparent violation of Federal, State, or Local laws related to dishonest activities or fraud.
 - i. Seeking or accepting anything of material value from those doing business with the District including vendors, consultants, contractors, lessees, applicants, and grantees.

2. Employee – In this context, employee refers to any individual or group of individuals who receive compensation, either full- or part-time, from Southwestern College. The term also includes any volunteer who provides services to the District through an official arrangement with the District or a District organization.
 3. Management – In this context, management refers to any Administrator, Vice President for Business and Financial Affairs, Director of Finance, Supervisor, or other individual who manages or supervises funds or other resources, including human resources.
- C. It is the District's intent to fully investigate any suspected acts of fraud, misappropriation, or other similar irregularity. An objective and impartial investigation will be conducted regardless of the position, title, and length of service or relationship with the District of any party who might be or become involved in or becomes the subject of such investigation.
- D. Each department of the District is responsible for instituting and maintaining a system of internal control to provide reasonable assurance for the prevention and detection of fraud, misappropriations, and other irregularities. Management should be familiar with the types of improprieties that might occur within their area of responsibility and be alert for any indications of such conduct.
- E. Employees will be granted whistle-blower protection when acting in accordance with this policy. When informed of a suspected impropriety, neither the District nor any person acting on behalf of the District shall;
1. Dismiss or threaten to dismiss the employee,
 2. Discipline, suspend, or threaten to discipline or suspend the employee,
 3. Impose any penalty upon the employee, or
 4. Intimidate or coerce the employee.
- Violations of the whistle-blower protection will result in discipline up to and including dismissal.
- F. Upon conclusion of the investigation, the results will be reported to the Vice President for Business and Financial Affairs.
- G. The Vice President for Human Resources and, following review of investigation results, will take appropriate action regarding employee

misconduct. Disciplinary action can include termination, and referral of the case of the District Attorney's Office for possible prosecution.

- H. The District will pursue every reasonable effort, including court ordered restitution, to obtain recovery of District losses from the offender, or other appropriate sources.

Office of Primary Responsibility: Vice President for Business and Financial Affairs

Date Approved:

COURSE REPETITION and COURSE WITHDRAWAL

References: Title 5, Sections 55040 - 55044, 56029, and 58161

Southwestern Community College District Governing Board in compliance with Title 5 regulations, hereby establishes a limitation on the number of times a student shall be able to repeat the same course at Southwestern College.

A student may receive any combination of repeat a course in which three (3) substandard academic grade work (D, F or NP grade) and/or "W" withdrawal symbols on his or her official record for enrollment in the same course. ~~was earned.~~ If the student can demonstrate extenuating circumstances requiring one additional repetition, the student may petition and attach the supporting documentation. The petition will be evaluated by the Dean of Student Services or Petition Review Committee. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

~~A student shall not be permitted to receive more than three "W" withdrawal symbols on his or her record for enrollment in the same course. A student who enrolls again in a course after having previously received three "W"s in the same course shall receive a grade. The grade shall be recorded on the student's academic record unless the student withdraws from the course prior to the end of fourth week of instruction.~~

When course repetition and/or course withdrawal occurs, the permanent academic record shall be annotated in such a manner that all student work is transcribed and remains legible, ensuring an accurate true and complete academic history.

The Governing Board or its sole designee in collaboration with the Academic Senate, shall establish procedures regarding course repetition/course withdrawal as per Policy 2515 Governing Board-Approved "10+1 Agreement."

Office of Primary Responsibility: Vice President, Academic Affairs

Course Repetition and Course Withdrawal**References: Title 5 sections 55040 - 55046, 55253, and Ed Code Section 76224**

Southwestern Community College District will make provisions for a student to repeat a course with a substandard grade and/or withdrawal under the following circumstances:

A student may receive any combination of repeat a course in which three (3) substandard academic grade work (D, F or NP grade) and/or "W" withdrawal symbols on his or her official record for enrollment in the same course. ~~was earned.~~ If the student can demonstrate extenuating circumstances requiring one additional repetition, the student may petition and attach the supporting documentation. See Section VI. Petition Process for more information.

I. Course Repetition due to substandard grades and/or withdrawals

1. When a student attempts to enroll for the second time in a course in which he/she has achieved a substandard academic grade and/or "W" withdrawal work, the student will be notified electronically of the course repetition and withdrawal policy. The student will have to acknowledge that they have received and understand the policy and will be required to complete an online tutorial. The tutorial will detail the academic options and referrals to appropriate resources such as Counseling, Academic Success Center/Tutorials, and/or department faculty.

If the Once a student achieves substandard academic grade work and/or "W" withdrawal in the same course for a ~~second~~ third time, a ~~third~~ fourth repetition will not be allowed. Exceptions to this procedure may be approved only through a petition process. See Section VI. Petition process for more information. described above.

2. A student may repeat a course with no limit to meet legally-mandated training requirements as a condition of continued paid or volunteer employment. Such courses may be repeated, regardless of whether or not substandard academic work was previously recorded. Each grade received shall be included for purposes of calculating the student's grade point average.
3. A student may repeat an occupational work experience course up to sixteen (16) units total and limited to eight (8) units of occupational work experience per semester. Each repetition is recorded and is included in the purpose of the calculation of student's grade point average.

4. Students with verified disabilities who are enrolled in non-degree Personal Development courses within Disability Support Services may repeat courses any number of times based on an individualized determination that such repetition is required as a disability related accommodation for that particular student.
5. A student may repeat a course for three semesters where the specific course content has changed each time. The student is gaining expanded educational experience either because the skills or proficiencies are enhanced by supervised repetition or because active participation in individual or group assignments is the basic means of learning
6. If a student passes a course on the second or any subsequent try, all previous substandard grades for that class shall be excluded from calculating student GPA. However, all grades shall be recorded on the student's transcript ensuring that student records are accurate and complete and grading procedures are transparent. ~~The grade must be recorded on the student's transcript, thus ensuring student achievement as well as transparent grading procedures.~~
7. The Southwestern Community College District may not claim apportionment for a student that re-enrolls in a particular course in which the student has already earned any combination of three (3) substandard grades and/or Withdrawals "W", no matter the circumstances.

II. Course Repetition – Significant Lapse of Time

1. Students are permitted to repeat courses in which a "C" or better grade was earned where there was a significant lapse in time since the grade was obtained and
 - The District has defined a significant lapse of time as three (3) years ~~or~~ and has established a recency prerequisite for a course or program; or
 - An institution of higher education to which the student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course.
2. When a student needs to repeat a course due to a significant lapse of time as defined in these procedures, each repetition attempt will be counted toward the established repetition limit. However, if a student has already exhausted the number of permitted repetitions, then the student may petition to be allowed an additional repetition.

3. When a course is repeated due to a significant lapse of time as defined in II (1), the District may disregard the previous grade and credit when computing a student's grade point average.

III. **Course Repetition – Variable Units**

1. Students may be permitted to enroll in variable unit open-entry/open-exit courses as many times as necessary to enable them to complete the entire curriculum of the course once.
2. Students may not repeat variable unit open-entry/open exit courses unless:
 - The course is required for legally mandated training; or
 - The course is a special class for students with disabilities which needs to be repeated; or
 - The student wishes to repeat the course to alleviate substandard work.

Whenever a student enrolls in a physical educational activity course offered for open-entry/ open exit, the enrollment will count as a repetition of the course.

IV. **Course Repetition - of Activity Courses**

1. Students may repeat activity courses where the course objectives are met by repeating a similar primary educational activity and an expanded educational experience occurs, each time the course is repeated for the following reasons:
 - The student's skills or proficiencies will be enhanced by supervised repetition and practice within class periods, and active participatory experience in individual study or group assignments is the method to learn the objectives.
 - Examples of activity courses that qualify as repeatable courses include physical education courses and courses in music, fine arts, theater, and dance. Other than for substandard academic work courses may not be repeated for more than two semesters including summers and intersessions.
2. Repetition is limited in activity courses in physical education when two or more courses in the same activity either:
 - offer varying levels of that activity (e.g. beginning, intermediate, advanced) or
 - offer variations of the activity.

Students are allowed to repeat these activity courses but are limited to three semesters in a single course or in a combination of courses.

Title 5 does not allow repetition of foreign language or ESL courses or non degree-applicable basic skills courses.

3. For performing arts courses, repetition of activity courses that are part of a sequence of transfer courses may be repeated three times per course.

Visual and Performing Arts activity courses award credit for student who participate in activities like orchestra, theatre productions and student art.

Each of these may be repeated for a maximum of three semesters even when the courses are all in the same field of study or primary education activity.

V. Course Withdrawal

1. ~~A student shall not be permitted to may receive any combination more than three substandard grades or "W" withdrawal symbols on his or her record for enrollment in the same course. A student who enrolls again in a course after having previously received more than three "W"s in the same course shall receive a grade. The grade shall be recorded on the student's academic record unless the student withdraws from the course prior to the end of fourth week of instruction.~~

~~If the student receives a withdrawal in the same course for the third time, they will not be allowed to register a fourth time for the same course. However If the student can demonstrate extenuating circumstances requiring one additional repetition, the student may petition and attach the supporting documentation. , if the student can demonstrate extenuating circumstances which might allow for one additional attempt, the student may petition to repeat. The petition will be evaluated by the Dean of Student Services or designee, or Petition Review Committee. Extenuating circumstances are defined as documented cases of accidents, illnesses or other circumstances beyond the control of the student that necessitate extended absences from a course(s).~~

2. ~~When a student attempts to enroll for the third time in a course in which he or she has received two "W's, the student will be notified electronically of the withdrawal policy and procedures. The student will have to acknowledge that they have received and understand the policy and will be required to complete an online tutorial. The tutorial will detail the academic options and referrals to appropriate resources such as Counseling, Academic Success Center/Tutorials, and department faculty.~~

Academic Affairs

~~1.3~~ In the event of extenuating circumstances, after the end of the fourteenth week or (75% percent of a term), ~~the d District may authorize the withdrawal "W"~~, After in consultation with appropriate faculty, it shall be recorded as a "W". The withdrawal "W" will still count towards the maximum number of withdrawals.

Note: For the purposes of this section, "appropriate faculty" means the instructor of the course section or in the event the instructor cannot be contacted, the department chair or cognizant dean.

~~2.4~~. Students will not receive a "W" for a withdrawal that is determined to be due to discriminatory treatment or retaliation for alleging discriminatory treatment. Students who have reached the maximum number of withdrawals may petition to re-enroll in the same course if the reason for one or more of the withdrawals is determined to be due to discriminatory treatment or retaliation for alleging discriminatory treatment. The course of action for determining discriminatory treatment is outlined in the Standards of Student Conduct procedures.

~~3.5~~. Military Withdrawal. "MW" occurs when a student who is a member of an active or reserve United States military service receives orders compelling the student to withdrawal from the courses. The withdrawal symbol assigned will be a "MW". Military withdrawals shall not be counted in progress probation, dismissal calculations or towards the number of permissible withdrawals.

~~4. 6~~. When course repetition or withdrawal occurs, ~~the permanent academic record shall be annotated in such a manner that all work is reflected. This will ensure a true and complete academic history for the student.~~
all grades shall be recorded on the student's transcript ensuring that student records are accurate and complete and grading procedures are transparent.

~~6. 7~~ Courses approved for Academic Renewal will still apply to the student's academic record for the purposes of the Course Repetition and Course Withdrawal Policy and Procedures.

VI. Petition Process

If the student can demonstrate extenuating circumstances requiring one additional repetition, the student may petition and attach the supporting documentation
The petition will be evaluated by the Dean of Student Services or Petition Review Committee. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.