California Community Colleges
Demystifying Title 5 on Repetition, Withdrawal, & Enrollment Limitations

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PRESENTATION FOR THE CALIFORNIA ASSOCIATION OF COMMUNITY COLLEGE REGISTRARS AND ADMISSIONS OFFICERS
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Presentation Overview

- Learn about the new Chancellor's Office guidelines on the title 5 regulations on repetition and withdrawals
- Learn about a proposal to limit repeatable courses
- Discuss various scenarios to provide a local context on implementation considerations
- Focus on broad implementation issues and considerations that apply to all colleges
- Opportunity for discussion & to solicit input
Top 5 reasons that we’ve heard why title 5 regulations on repetition & withdrawal are confusing...

1. Because the Chancellor’s Office isn’t located in the sunny San Bernardino Valley—*if we were, things would make a whole lot more sense*

2. We’re trying to keep up with the Kardashians

3. Job security at the Chancellor’s Office

4. We enjoy playing “whack-a-mole” with state policy

5. Because we all need something more to do…
Repetition
Withdrawal
Repeatability
Exceptions
GPA
Enrollment
Evaluative Symbols
Transcripted
Exemptions
Title 5
Non-Evaluative Symbols
Extenuating Circumstance
Variable Unit Course
Academic Renewal
Significant Lapse of Time
Apportionment
The BIG Picture

- **The World Pre-July 2011:**
  - Repeats and withdrawal separated with result that students could seemingly enroll in the same course almost indefinitely.
  - Students could withdraw from a course four times and also repeat the course several times.

- **Post-July 2011:**
  - Combined repeats and withdrawals—now referred to as “enrollments” with limit of 3, no matter how the student gets there.
  - Specific exceptions (“+1” for extenuating circumstance and SIL) and exemptions (MW, legally mandated training, special classes, etc.)
Overview of the Guidelines

1. Introduction & Background
2. Clarification of Enrollment, Repetition & Repeatability
3. At-a-Glance Summary
4. Guidance by Title 5 Regulatory Section
5. FAQ
6. GPA Calculation Chart (appendix A)
7. Allowable Enrollment Attempts (appendix B)
Background

• Focuses on credit course repetition, withdrawal and apportionment limits on enrollment

• Repeatable course provisions not included in this issue

• Timeline:
  ➢ Board adopted July 2011
  ➢ Effective October 12, 2011
  ➢ Implementation required for summer 2012
Clarification of Terms

- Enrollment
- Repetition
- Repeatability
In General...

**Enrollment Limits**
55024, 55040-46
- What districts can and can’t let students do
- Establishes the ceiling-district discretion to set “floor”

**Apportionment Limits**
58161
- What enrollments districts can get paid for

Elias says...
“These regulations go hand in hand... always refer to both!”
55024 Withdrawal

- Authorizes districts to establish policies on withdrawal & specifies requirements—establishes the “ceiling”
  - Limit of 3 “W’s” allowed
  - “W’s” allowed through last day of 14th week or 75% of term (whichever is less)
  - Allows districts discretion in setting final “W” date between the 4th week or 30%, whichever is less
  - Enrollment occurs when student earns an evaluative or nonevaluative symbol (55023)

**BEWARE the GAP:** Students who are actively enrolled as of the census point, but drop the course prior to the “W” point (typically between 20-30% point of the course not eligible to receive FTES for these students)
Extenuating circumstance for “W” beyond 14th week based on petition
“W’s” not counted in GPA, but are considered in probation & dismissal
District governing board adopted policies must be published in college catalogs
Defines exclusions—MW, extraordinary conditions... “W’s” not assigned if conditions met
Can be removed from student’s record if student files & district confirms discrimination complaint
Based on student petition, a district can approve a student to enroll 4 or more times without claiming apportionment (unless “+1” appeal condition met)
Districts required to adopt policies on course repetition:

- Course repetition = student previously enrolled in course and received evaluative symbol & re-enrolls in same course
- Defines “substandard academic work” (D,F,FW,NP,NC)
- Repetition allowed for:
  - Alleviation of substandard grade (55042) = 2 x
  - Significant lapse of time (55043)
  - Extenuating circumstance (55045) = 1 x
  - Disability related accommodation (special class)
- Satisfactory grade = **One and Done**
- Repetition noted on permanent academic record
  - On repetition to alleviate substandard grades, first 2 substandard grades may be excluded from GPA calculation
Provides districts with discretion (based on local board adopted policies) to permit a student to repeat a course to alleviate a substandard grade

- Limited to 2 enrollments
- Based on student petition and district approval, district may approve a student to repeat a course a 3rd time or more to alleviate a substandard grade... but, doesn’t get paid for it...
- Honor similar prior course repetition at another college in determining transfer of a student’s credits
55043 Significant Lapse of Time

- Allows repetition where a student received prior satisfactory grade
- District policy drives conditions and time, however this is proposed for change
- District policy may allow previous grade and credit to be disregarded
- May repeat “activity course” but counts toward limit of four, but if four exhausted may repeat one more time
55044 Variable Unit Course Repetition

- Student can enroll as many times as necessary to complete one time the entire curriculum of course
- Repetition of variable unit course very limited!
  - Legally mandated etc....
  - Easier to address what repetition not allowed:
    - Significant lapse of time
    - Occupational work experience
  - Repetition counts toward family limit (courses related in content)
55045 Extenuating Circumstance

- **Extenuating Circumstances v. Extraordinary Conditions**
  - Extenuating circumstances are student specific and are verified cases of:
    - Accident
    - Illness
    - Or other circumstances beyond control of student
  - Extraordinary conditions are those circumstances in which student would be entitled to full refund (58509)
    - College and/or classes inaccessible
    - Student responding to certain events (flood, fire...)
    - Student had to evacuate home as a result of events (flood, fire...)

- Prior grade and credit may be disregarded pursuant to district policy
The “semi-clean slate” provision:
- For a student who failed courses earlier in college career and demonstrates later than earlier courses were “not reflective of demonstrated ability”

- Districts have discretion in establishing “academic renewal” policies & procedures

- Permanent academic record must be noted—“true academic history”

- Board adopted policies must:
  - Indicate the amount of coursework that may be alleviated
  - Length of time elapsed since coursework was recorded
  - Amount of work that must be completed at a satisfactory level
58161 Apportionment for Course Enrollment

- Limit of 3 enrollments, any which way the student gets there...
- +1 provision=
  - If a student petitions and the district approves, a district may collect apportionment for 1 additional enrollment for:
    - Extenuating circumstance
    - Significant lapse of time

- Exemptions:
  - MW
  - Legally mandated training
  - Disability related accommodation for special classes
  - Variable unit open entry/open exit courses (note: evaluative/non-evaluative symbol must be recorded)
  - Cooperative work experience
  - Extraordinary condition
Local Implementation
Perspectives & Issues

Santiago Canyon College &
College of the Canyons
Frequently Asked Questions

- Is the new enrollment limit of 3 retroactive?

- Can a student repeat a class after receiving a satisfactory grade?
  - Under what circumstances could they?

- If a student already had 3 W’s recorded and was allowed to take the same course a 4th time, can the student withdraw?

- **Scenario**: A student earns 3 substandard grades in a nonrepeatable course and no other options for exemption or appeal exist for the student. The student takes the same class at another college and successfully completes it. Can the college accept the credit but not use it to alleviate the 3rd substandard grade?
Scenario: A student enrolls in the same math class earning the following grades on each attempt:

- D, F, D, C

- How do you determine which grades to alleviate?
- How should the student’s GPA be calculated?
- How should units earned be counted?
- Can the student earn duplicate units?
Repeatability Proposal

• Course repetition (55040) vs. repeatable course (55041)

• Only three types of courses are repeatable:
  ○ Where repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor’s degree
  ○ Intercollegiate athletic courses (includes related conditioning courses)
  ○ Intercollegiate academic or vocational competition

• Courses capable of repetition
  ○ Generally the same – moved some over from “repeatable course section” and added industry standards in response to SLT limits.
Active Participatory Courses Proposal

- Students can now only take each active participatory course one time (unless exception applies)
- Proposed section 55040(c) – not dissimilar to current rules regarding related courses, limited to four enrollments in courses that are “related in content”
- Applies only to the following courses that are related in content:
  - Physical education courses
  - Visual arts courses, or
  - Performing arts courses.
- Limit of four applies even if substandard grade or “W” received, or petitions for extenuating circumstances
Significant Lapse of Time - Proposal

- Significant Lapse of Time:
  - Recency as a prerequisite for another course
  - Other higher education institutions requirement

- No less than 36 months
  - Exception
    - Other higher education institution requires sooner than 36 months

- Active participatory courses still limited to four times within the related courses
Comments or Questions?
Thank YOU