

Non 10+1

ADMINISTRATIVE PROCEDURE

4228

SEQUOIAS CCD

Academic Services

LIMITATION ON NUMBER OF CREDIT COURSE WITHDRAWALS FROM A COURSE

Withdrawal – W

Board Policy 4225 states that "students may repeat courses two (2) times in which substandard grades (less than "C") were earned or a withdrawal ("W") is assigned. However, In support of the College's philosophy of quality collegiate education and following the guidelines of Section 55024(a)(9) of Title 5, the Board of Trustees has also limited the number of times a student may withdraw and receive a "W" notation from any course to two (2) times. Students found to have enrolled past the limitation from for a course will be dropped from that course.

This limitation will not apply to students who withdraw prior to the end of the second week of a full semester course or 20% of a short-term course (2nd day for Summer Semester) and who do not receive a notation of "W" on their academic record.

Students, who want to re-enroll in a course from which they previously withdrew and received a "W" notation in two prior semesters, **must** MUST submit a Petition to Repeat a Course, and have written approval from the Dean, Student Services, before they can again register in that course. The form is available from **the Director of** Admissions and Records office.

Military Withdrawal – MW

Military withdrawal occurs when a student on active or reserve status in the United States military or National Guard receives orders compelling a withdrawal from courses. Upon verification of such orders, the military withdrawal symbol "MW" shall be assigned to all courses affected by the military withdrawal.

Military withdrawals shall not be counted in progress probation and dismissal calculations, and shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.

Excused Withdrawal – EW

Excused withdrawals shall be allowed to students in extenuating circumstances at any time, upon petition of the student or their representative.

"Extenuating circumstances" means cases of accidents, illnesses, or other circumstances beyond the control of the student. The District shall proactively engage with the student or their representative to identify available college

support services that may mitigate the extenuating circumstances and prevent withdrawal. If mitigation efforts are unsuccessful, the student shall receive the excused withdrawal symbol (“EW”) on their transcript. Students shall not be denied an excused withdrawal due to the District’s inability to respond to the petition or to provide sufficient assistance to mitigate the student’s circumstances.

An excused withdrawal shall not be counted in progress probation and dismissal calculations, or toward the permitted number of withdrawals or enrollment attempts.

An excused withdrawal shall be assigned if a determination is made that the student withdrew from a course due to unlawful discrimination or retaliation.

An excused withdrawal shall be assigned if a student withdraws from a course due an extraordinary condition as defined in Title 5, section 58509:

1. The District was closed or unable to provide all or substantially all of the instruction in the course or courses in which the student was enrolled due to one or more of the following:
 - a. fire;
 - b. flood;
 - c. earthquake;
 - d. impassable roads;
 - e. an epidemic or a pandemic;
 - f. the imminence of a major safety hazard as determined by a local law enforcement agency;
 - g. a strike involving public transportation services used by students;
 - h. the unavailability of classroom facilities leased by the District where the unavailability is caused by extraordinary factors beyond the control of the District;
 - i. any order of any military officer of the United States or of the state to meet an emergency created by war, or of any civil officer of the United States, of the state, or of any county, city and county, or city authorized to issue such order to meet an emergency created by war;
 - j. a public health crisis recognized by a city or county board of health, or the State Department of Public Health;
 - k. another emergency declared by the state government or the federal government.
2. The student was personally impacted by an event delineated above, where conditions prevented the student from attending one or more courses.

Reference: Title 5, Sections 55024, 58509, 58146

Adopted: March 10, 2009
Revised: April 10, 2012
Revised: June 11, 2012
Revised: November 6, 2014

BP/AP APPROVAL PROCESS		
Author	30-Day	Board
La Serna; Academic Services	9/20/24	n/a

CREDIT BY EXAMINATION FOR ARTICULATED HIGH SCHOOL COURSES

Board Policy 4235 authorizes the Board of Trustees to grant credit to any student who satisfactorily passes an authorized examination. Students may receive credit for articulated courses taken in high school in accordance with the procedures below.

A. Articulation: Faculty from area secondary schools and College of the Sequoias (COS) faculty in the appropriate discipline may determine a secondary course(s) to be comparable to a COS course. If the steps below are successfully completed, students will be granted credit for comparable COS courses to partially satisfy:

1. Requirements for a certificate program, including the total units required for the certificate; and/or,
2. The major or area of emphasis requirements in a degree program, including the total units required for the degree; and/or,
3. Any general education requirement for the associate degree
4. **Units earned through high school articulation Credit by Exam may not be counted towards 12-unit residency and must be noted on transcript accordingly.**

B. Development of Articulation Agreements: The high school/ROP instructor submits the following **to the appropriate Academic Dean**:

1. **Request for HS/College Course Articulation Agreement to include:**
 - a. Course outline, objectives, competencies
 - b. Methods of instruction/strategies
 - c. End of Course Examination
2. COS faculty members will compare competencies from the high school/ROP curriculum to the college course competencies and the assessment of those competencies on the end of course examination. ~~If it is determined that the competencies are equivalent and the examination adequately assesses those competencies, the articulation agreement may be drafted. Articulated credit is awarded through credit by examination procedures.~~
3. **An articulation agreement may be drafted.**

C. Credit by Examination for High School Articulation:

1. COS faculty in the discipline who teach the course for which credit is to be granted shall determine the nature and content of the examination to ensure it adequately measures mastery of course content as set forth in the outline of record. The secondary final exam may be approved by faculty and used for this purpose.
2. The examination may be administered by high school faculty for this purpose. COS faculty in the discipline who teach the course for which credit is to be granted shall determine the grading scale high school teachers will utilize (e.g.,

70% to 80% = "C").

3. The student's academic record shall be annotated to reflect that credit was earned by credit by examination.

D. Certification and Revision of Articulation Agreements:

1. Articulation agreements will obtain the following signatures:
 - a. COS faculty instructor of the discipline being articulated.
 - b. Academic Dean
 - c. Vice President of Academic Services
 - d. High school/ROP instructor of the program area articulated
 - e. High school/ROP administrator
 - f. ~~District Superintendent~~
2. Articulated courses must be reviewed and subsequently renewed or terminated every two years.

E. Credit for Classes: The articulation of high school credits process shall be as follows:

1. Students must pass each articulated course with a grade of "B" or higher.
2. **Student must submit the "Application for College Credit" form to Admissions and Records.** ~~COS staff will collect articulated student data via the CATEMA online database function. Partner secondary faculty and their students are solely responsible for submitting the student data.~~
3. ~~Credit for articulated classes is valid for two years only. Consequently, Grades~~ will be transcribed at COS when the qualifying high school student successfully completes articulated coursework, and is a student in the COS Banner system.
4. **Students must submit form within two years of completing the high school course(s).**

Students may complete up to 12 COS units through the Articulation process.

Student's transcripts will be clearly annotated that the units were received through credit by examination and will include a letter grade for the course.

Reference: Title 5, Sections 55050 and 55051.

Approved: November 4, 2013

Revised: January 14, 2015

BP/AP APPROVAL PROCESS		
Author	30-Day	Board
La Serna; Academic Services	9/20/24	n/a

PROBATION ACADEMIC NOTICE AND PROGRESS NOTICE

A student's academic status is calculated and reviewed every semester (fall, spring) based on total units and grade point average (GPA). When students do not meet the minimum academic standards set forth by the institution, they are placed on one of two academic warning statuses:

- a) Academic Notice; or
- b) Progress Notice

A. Academic Notice Probation: A student who has attempted at least 12 cumulative semester units as shown by the College's official academic record shall be placed on academic notice probation if the student has earned a grade point average (GPA) below 2.0 in all units which were graded on the basis of the grading scale outlined in AP 4230 (Title 5, Section 55031). A student on academic notice probation:

1. Is limited to 13 units or to a maximum load recommended by the student's counselor.
2. Shall not be dismissed after their third semester of below satisfactory work (below 2.0 semester cumulative GPA) if during that third semester and every subsequent semester they maintain a 2.0 semester GPA until their cumulative GPA is above the academic notice probationary level.
 - a. A student shall be removed from academic notice when the student's accumulated grade point average is 2.0 or higher.
 - b. Computation process is: GPA equals total grade points earned divided by total units attempted with letter grade.
3. shall be subject to dismissal if the student has earned a cumulative grade point average (GPA) of less than 2.0 in all units attempted in each of three (3) consecutive primary semesters (fall and spring only). When a student is placed on Dismissal status, they are not permitted to enroll in COS credit courses for at least one full semester (Fall/Spring).

For purposes of this section, semesters shall be considered consecutive on the basis of the student's enrollment, i.e., a Fall semester followed by a Fall semester shall be considered consecutive if the student was not enrolled for the intervening Spring semester.

Academic Notice Exception: When students complete a minimum of (3) units and earn a grade point average of 2.00 or higher in the current regular semester (Fall and Spring only), they will be readmitted for each additional semester in which they satisfy the exception criteria.

B. Progress Notice

A student shall be placed on progress notice if they enrolled in a semester (fall/spring) and earned a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of "W," "I," "NC", and "NP" were recorded reaches or exceeds fifty percent will be counted as the first progress notice. A student on progress notice:

1. Is limited to 13 units or to a maximum course load recommended by the student's counselor.
2. Students who satisfactorily complete fifty (50) percent or more of units registered each semester (fall/spring) will continue on progress notice rather than be dismissed (even if insufficient units have been completed to remove them from dismissal).
 - a. A student shall be removed from progress notice when the percentage of units in the categories of "W," "I," "NC", and "NP" drops below fifty percent.
 - b. Computation process is: Progress Percentage equals total units with "W," "I," "NC," and "NP" divided by total units enrolled.
3. If students complete forty-nine (49) percent or fewer of units enrolled in any semester after the second progress dismissal probation, they will be subject to dismissal. When a student is placed on Dismissal status, they are not permitted to enroll in COS credit courses for at least one full semester (Fall/Spring).

~~A student on progress probation because of an excess of units for which entries of "W," "I," "NC," and "NP" are recorded shall be removed from probation when the percentage of units in this category drops below fifty (50) percent. Computation process is: Progress Percentage equals total units with "W," "I," "NC," and "NP" divided by total units enrolled.~~

~~A student on progress dismissal probation shall be removed from probation when the percentage of units in the categories of "W," "I," "NC", and "NP" drops below fifty percent.~~

C. Progress Probation: A student who has enrolled in a total of at least 12 semester units as shown by the College's official academic record shall be placed on progress probation when the percentage of all units in which a student has enrolled and for which entries of "W," "I," "NC," and "NP" are recorded reaches or exceeds fifty (50) percent (Title 5, Section 55031). A student on progress probation is limited to 13 units or to a maximum load recommended by the student's counselor.

~~After the second progress probation, students who satisfactorily complete fifty (50) percent or more of units registered each semester will continue on progress probation rather than be dismissed (even if insufficient units have been completed to remove them from probation). If students complete forty-nine (49) percent or fewer of units enrolled in any semester after the second progress probation, they will be subject to progress dismissal.~~

~~A student on progress probation because of an excess of units for which entries of "W,"~~

~~“I,” “NC,” and “NP” are recorded shall be removed from probation when the percentage of units in this category drops below fifty (50) percent. Computation process is: Progress-Percentage equals total units with “W,” “I,” “NC,” and “NP” divided by total units enrolled.~~

C. Notification of Warning Status

Students are entitled to be notified of their academic warning statuses and the available college support services to help address their academic difficulties before dismissal. A notification of the warning status will be sent to the student’s college email account accessed through the student portal.

- **Academic Notice letter will be sent at the end of the semester in which the student’s grade point average falls below 2.0 in all units attempted.**
- **Progress Notice letter will be sent at the end of the semester in which entries of “W,” “I,” “NC”, and “NP” were recorded reaches or exceeds fifty percent.**

The letter, prepared and sent to the students by Student Services, will inform the student of their warning status. It will include, at a minimum, an explanation of the college’s AP 4250, the implications of being placed on Academic Notice, available resources or workshops, a recommendation to meet with a counselor, and a description of the services designed to support the student’s success.

Note: “All units attempted” is defined as all units of credit for which the student is enrolled in at the community college that they attend.

~~B. Notification of Dismissal Probation: Students will be notified of their his/her academic dismissal probation and the availability of services to help the student get off of dismissal. The notification will consist, at a minimum of the following: At the end of the semester in which the student’s grade point average falls below 2.0 in all units attempted, a notice that the student is on dismissal probation shall be sent to the student informing him/her that he/she is on academic dismissal probation.~~

~~At the end of the third semester on which the student is on academic or progress dismissal probation, a notice that the student is subject to dismissal will be sent to the student informing them him/her that they are he/she is subject to dismissal.~~

~~Probationary Dismissal Letter: The letter notifying the student of dismissal probation will cover, at a minimum, the significance of being on dismissal probation and description of the services available to help the student get off of dismissal.~~

~~D. **Appeal of Academic Warning Status Probation:** The student has the right to appeal a placement on **warning status** probation if he or she believes an error has been made. The student may obtain a Petition to Appeal Probation from the Admission and Records Office and file it with **Dean of Student Services Director of Admissions & Records within 30 days after being placed on Academic Notice or Progress Notice.** **within 30 days after being placed on dismissal probation.** If the student fails to file a~~

Petition to Appeal Probation with the 30 day time limit, the student waives all future rights to appeal the probation action. It is the student's responsibility to indicate on the Petition a clear statement of the error made and to provide evidence supporting the assertion. Petitions will be reviewed by the Dean of Student Services Director of Admission & Records.

The student will be on warning status until the decision of the Dean of Student Services Director of Admissions & Records is communicated to the student in writing within 15 working days of receipt of the student's appeal. The student may appeal the decision of the Director of Admissions & Records within 15 working days of the date of notification to the Assistant Superintendent/VP of Student Services. The decision of the Assistant Superintendent/VP of Student Services is final.

~~student will be continued on dismissal probation until the director decides on the student's appeal. The decision of the director will be communicated to the student in writing within 14 days of receipt of the student's appeal. The student may appeal the decision of the director in writing to the Dean of Student Services within 14 working days of the date of notification of the decision of the director. The decision of the Dean of Student Services is final.~~

See AP 4255 for Disqualification, Dismissal, and Readmission.

Reference: Title 5, Sections 55030, 55031, 55032, 55033, 55034

Approved: March 10, 2009

Revised: March 9, 2015

BP/AP APPROVAL PROCESS		
Author	30-Day	Board
La Serna; Academic Services	9/20/24	n/a

PROBATION, ACADEMIC DISMISSAL, DISQUALIFICATION AND READMISSION

ACADEMIC NOTICE, PROGRESS NOTICE, DISMISSAL, AND READMISSION

A student's academic status is calculated and reviewed every semester (fall, spring) based on total units and grade point average (GPA). When students do not meet the minimum academic standards set forth by the institution, they are placed on one of two academic warning statuses:

1. Academic Notice ~~Dismissal Probation~~

Students shall be placed on academic notice ~~dismissal probation~~ if they ~~he or she~~ has attempted a minimum of 12 semester units of work and earned ~~has~~ a grade point average of less than a "C" (2.0).

A student ~~on academic dismissal probation~~ shall be removed from academic notice ~~dismissal probation~~ when the student's accumulated grade point average is 2.0 or higher.

A student who is placed on academic notice ~~dismissal probation~~ may submit an appeal in accordance with procedures to be established by the Superintendent/President.

2. Progress Notice

A student shall be placed on progress notice ~~dismissal probation~~ if they ~~he or she~~ has enrolled in a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of "W," "I," "NC", and "NP" were recorded reaches or exceeds fifty percent.

A student ~~on progress dismissal probation~~ shall be removed from progress notice ~~dismissal probation~~ when the percentage of units in the categories of "W," "I," "NC", and "NP" drops below fifty percent.

Dismissal

A student who is on Academic Notice ~~academic dismissal probation~~ shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of three (3) consecutive primary semesters (fall and spring only).

A student who is on **Progress Notice** ~~progress dismissal probation~~ shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of "W," "I," "NC," and "NP" are recorded in at least three (3) consecutive semesters reaches or exceeds fifty percent.

When a student is placed on Dismissal status, they are not permitted to enroll in COS credit courses for at least one full semester (Fall/Spring).

A student who is subject to dismissal may submit a written appeal in compliance with administrative procedures. Dismissal may be postponed and the student continued on academic dismissal probation if the student shows significant improvement in academic achievement.

Readmission

A student who has been dismissed shall not be eligible for reinstatement or readmission until one Fall or one Spring semester has elapsed after the dismissal (not including summer semester).

Readmission may be granted, denied or postponed according to criteria contained in administrative procedures.

The Superintendent/President shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

See Administrative Procedure 4250

Reference: Educ. Code Section 70902(b)(3); Title 5, Section 55030-55034

Adopted: February 11, 2008

Reviewed: March 9, 2015

BP/AP APPROVAL PROCESS		
Author	30-Day	Board
La Serna; Academic Services	9/20/24	11/4/24; 12/9/24

DISQUALIFICATION, DISMISSAL AND READMISSION

- A. Academic Dismissal: A student on academic **dismissal** probation shall be subject to dismissal if the student earned a cumulative GPA of less than 2.0 in all units attempted in each of the three consecutive semesters which were graded on the basis of the grading scale. Dismissals occur only after the Spring semester.
- B. Notification of Academic ~~Probation~~/Dismissal: Each student is entitled to be notified of his/her academic **dismissal. Notification of dismissal will be sent at the end of the Spring semester.** ~~difficulty and the availability of college support services to respond to the academic difficulty before the student is dismissed. At the end of the semester in which the student's grade point average falls below 2.0 in all units attempted, a letter that the student is on probation shall be sent to the student. This letter will explain the significance of being on probation and will inform the student of support services available to assist in removing probation. The letter will also contain information on a mandatory probation workshop which must be attended in order for the student to maintain priority enrollment (see AP-5055).~~

Students who are subject to dismissal shall be sent a letter notifying them of:

1. Procedures leading to academic dismissal
2. Explanation of what dismissal means
3. Procedures for readmission/reinstatement
4. Procedures to appeal the dismissal

Notice of their status will be entered on their permanent record and transcripts.

- C. Academic Dismissal – Readmission: A student who has been dismissed shall not be eligible for ~~reinstatement or~~ readmission until one semester has elapsed after the dismissal (not including summer session). A Petition for Readmission is required prior to enrollment and is available from the Admissions and Records Office. Approval for readmission will specify conditions and requirements to be met as determined by the ~~Dean of Student Services~~ **Director of Admissions and Records.**

Any student readmitted after disqualification remains on **progress notice** ~~probation~~ until ~~probation~~ removal requirements have been fulfilled. Students dismissed for the second time are not eligible to petition for readmission until another semester of nonattendance has elapsed (not including summer session).

- D. Progress **Notice Dismissal**: A student who has been placed on progress **notice** ~~probation~~ shall be subject to dismissal if the percentage of units in which the student has been enrolled with entries of “W,” “I,” and “NP” are recorded in at least

three consecutive semesters reaches or exceeds 50 percent.

- E. Notification of Progress ~~Probation/Dismissal~~: At the end of the third semester on which the student is on progress ~~probation~~, a student will be so informed by letter of:

1. Progress ~~probation~~ **notice and academic dismissal** procedures
2. Explanation of what **academic** dismissal means
3. Procedure for readmission
4. Procedure to appeal the dismissal

Notice of this status will be entered on their permanent record and transcripts.

- F. Progress ~~Probation~~ **Academic Dismissal** – Readmission: A student who has been dismissed shall not be eligible for reinstatement or readmission until one semester has elapsed after the dismissal (not including summer session). A Petition for Readmission is required prior to enrollment and is available from the Admissions and Records Office. Approval for readmission will specify conditions and requirements to be met as determined by the ~~Dean of Student Services~~ **Director of Admissions and Records**.

A student readmitted after disqualification remains on **progress notice** ~~probation~~ until ~~probation~~ removal requirements have been fulfilled. Students dismissed for the second time are not eligible to petition for readmission until another semester of nonattendance has elapsed (not including summer session).

- G. Appeal of Dismissal: The student has the right to appeal a ~~proposed~~ **academic** dismissal action if the student feels that facts exist to warrant an exception to this action. The student may obtain a Petition of Appeal from the Admission and Records Office and file it with ~~Dean of Student Services~~ **Director of Admissions and Records**, within 30 days after the dismissal letter was mailed. If the student fails to file a Petition of Appeal with the 30 day time limit, the student waives all future rights to appeal the dismissal action. It is the student's responsibility to indicate on the Petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting the reasons. Petitions will be reviewed by the ~~Dean of Student Services~~ **Director of Admissions and Records**.

The student ~~will be continued~~ **remain** on ~~probation~~ **progress notice until** ~~Dean of Student Services~~ on the student's appeal **has been approved**.

The ~~Dean of Student Services~~ **Admissions and Records Office** will notify the student within 10 days of receipt of the student's appeal. The student may appeal the decision of the ~~Dean of Student Services~~ **Director of Admissions and Records** in writing to the ~~Superintendent/President~~ **Dean of Student Services**, within 10 working days of the date of notification of the decision. The decision of the ~~Superintendent/President~~ **Dean of Student Services** is final.

If the dismissal appeal is granted, the student will be continued on ~~probation~~ **progress notice** for an additional semester. At the end of the additional semester, the student's academic

record will again be evaluated to determine whether the student may be removed from probation progress notice, should be dismissed, or should be continued on probation progress notice.

References: Title 5, Sections 55033 and 55034
Approved: March 10, 2009
Revised: March 5, 2015

BP/AP APPROVAL PROCESS		
Author	30-Day	Board
La Serna; Academic Services	9/20/24	n/a