

College of the Canyons

Faculty Information Packet

2026 - 2027

Admissions and Records



FACULTY INFORMATION PACKETS

TABLE OF CONTENTS

My Canyons

Class Roster	3
Class Roster Printing Instructions (Online Class Roster)	5
Online Positive Attendance Roster	6
Waitlist Rosters	9
Drop Students in My Canyons	10
Final Grades	11

Important Information/Procedures/Instructions

Board Policies That Affect Your Students	13
No Show/Census Drops	14
Procedures for Adding Classes	15
Section Deadline Dates	17

Forms

Audit Forms	18
Change of Grading Option Pass/No Pass	19
Contract for Overlapping Classes	20
Course Repeat	21
Credit for Prior Learning	22
Incomplete Grade Contract	23
Incomplete Grade Report	24
Level/Section Transfer	26
Petition to the Academic Standards Committee	28
Prerequisite Challenge Petition	30
Reinstatement	32
Request for Grade Change	33
Work in Progress	34

CLASS ROSTER

You can access your class roster anytime (7AM - 12AM) using “Canyons ID/Self-Service.” See online class roster for more information.

To have the most up-to-date roster go to <https://my.canyons.edu>. The roster lists course information, student names, student ID numbers, and student emails.

Credit classes will close on the first day of the section start date. For sections that are waitlisted, you will see your waitlisted students listed under the Waitlist tab of your section details.

Attendance is taken at the first class meeting and you must complete the No-Show/Drop (Census) online. Any available seats should be offered first to students on the waitlist

Students will need an approved **Add Authorization** to enroll in your class if your class is closed and has already begun. Once a student is authorized to add, they may self-enroll through My Canyons. Add authorizations are not valid once the add deadline has passed.

After reviewing your roster, if you discover students who have been attending class but do not appear on the roster, chances are they have never enrolled for the course. You should direct them to My Canyons to enroll in your course. It is **important** to instruct students to correct this situation quickly, as they should not continue attending class if they have not officially enrolled. The college will also not receive funding for students not enrolled by the Census deadline. If necessary, students should provide proof showing they have enrolled in your class shortly after the Add deadline.

You must also check your roster before 75% of the class term is over. If you have students who still do not appear on your roster, they are not enrolled in your class. All students on the final roster must be assigned a grade, and they can no longer withdraw from the course.

*Section deadline dates are listed on the Section Details.

Example of Class Roster

Section Details

[Back to Courses](#)

MLT-050-62713: Phlebotomy

Summer 2022

Valencia Campus

T/W/Th 7:00 AM - 11:15 AM

6/14/2022 - 7/5/2022

Canyon High School, C2 Lecture And/Or DiscussionCensus:

TBD

7/6/2022 - 8/4/2022

TBD

Last Day to Add:

6/15/2022

First Day to Drop:

6/14/2022

Last Day to Drop without a W (Day Before

6/15/2022

Last Day to Withdraw:

8/4/2022

Refund Deadline Date:

6/14/2022

Seats Available ⓘ 11 / 15 / 0

Roster

Attendance

Drop Roster

Grading

Permissions

Waitlist

Print

Email All

Export

#	Student Name	Student ID	Cleared	Preferred Email
1	Joe Dirt Test	0390413	No	jdirttest@my.canyons.edu
2	MR Mickey Test Mouse Test	0141515		mmouse@my.canyons.edu
3	Min Mouse	0141516		mmouse1@my.canyons.edu
4	Blueberry Pancake	0507828		bpancake@my.canyons.edu
5	Optimus M. Prime (Withdrawn 7/5/2022)	0232744		omprime@my.canyons.edu

Example of Deadline Dates

MLT-050-62713: Phlebotomy

Summer 2022

Valencia Campus

T/W/Th 7:00 AM - 11:15 AM

6/14/2022 - 7/5/2022

Canyon High School, C2 Lecture And/Or DiscussionCensus:

TBD

7/6/2022 - 8/4/2022

TBD

Last Day to Add:

6/15/2022

First Day to Drop:

6/14/2022

Last Day to Drop without a W (Day Before

6/15/2022

Last Day to Withdraw:

8/4/2022

Refund Deadline Date:

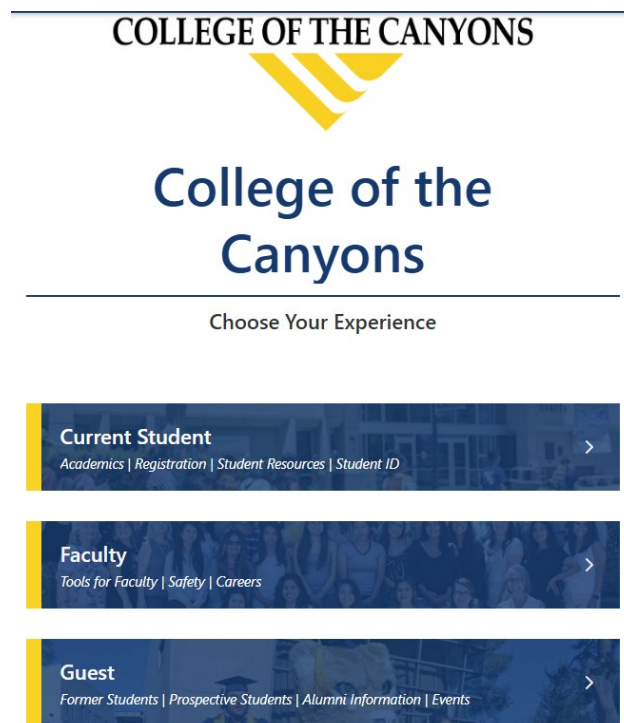
6/14/2022

Class Roster Printing Instructions

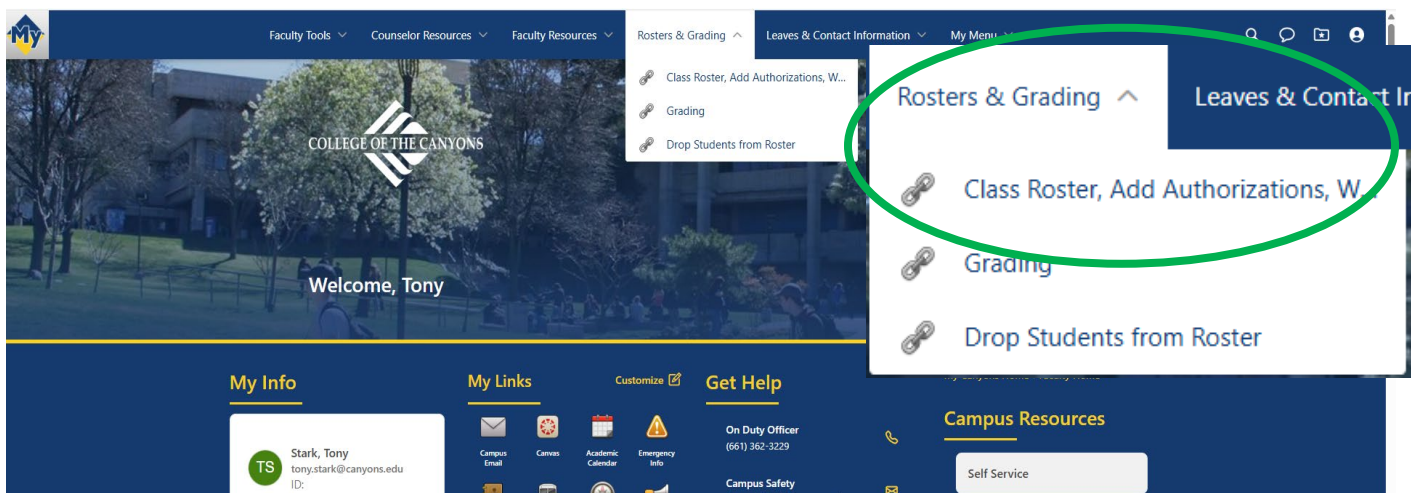
1. Go to <https://my.canyons.edu>.
2. Enter your **Username** and **Password**.
3. Select the “**Faculty**” profile. (Screenshot 1)
4. Click on “**Rosters & Grading**”. (Screenshot 2)
5. Click on “**Class Roster, Add Authorizations, Waitlists & Class Schedule.**”
6. Select the section you would like to print your roster from and click on the print icon on the right hand side.

If you have any questions regarding printing rosters, feel free to contact Linda De Leon by email at linda.deleon@canyons.edu.

Screenshot 1



Screenshot 2



ONLINE POSITIVE ATTENDANCE ROSTER

Positive Attendance Rosters are needed for courses that require an attendance accounting method of tracking actual hours. If the section you are teaching is a positive attendance section, you will see the “**Attendance**” tab in the Section Details. **Entering hours online for each student roster at the end of the semester/term is vital as we get paid for these hours from the State of California.**

You will be required to track actual hours for each student who attends. You may track hours either monthly or daily based on which template you choose. Place those hours in the appropriate column next to each student’s name. You must take attendance at each class meeting.

In addition, you must track hours for students who drop or withdraw up to the time this occurs. If your course is canceled and has met even once, you must track hours for each meeting until the cancellation occurs. At the end of the semester/term, you will total the hours for each student and place your calculation in the Attendance tab of the Section Details.

All hours must be submitted online with your final grades within 48 hours of your last class meeting.

****Note: Please submit a hard copy of your positive attendance roster to the Admissions & Records office.**

Section Details

[← Back to Courses](#)

MLT-050-62713: Phlebotomy

Summer 2022
Valencia Campus

T/W/Th 7:00 AM - 11:15 AM
6/14/2022 - 7/5/2022
Canyon High School, C2 Lecture And/Or Discussion

Last Day to Add: 6/15/2022
First Day to Drop: 6/14/2022
Last Day to Drop without a W (Day Before Census): 6/15/2022
Last Day to Withdraw: 8/4/2022
Refund Deadline Date: 6/14/2022

TBD
7/6/2022 - 8/4/2022
TBD

Seats Available ⓘ 11 / 15 / 0

Roster **Attendance** Drop Roster Grading Permissions Waitlist

Student Name 🔍

hhh:mm

Update All

7/12/2022

Export ▼

Student	Overall Hours	Hours to (7/12/2022)		Date
 Joe Dirt Test 0390413 ✉	09:00	09:00	hhh:mm 	7/12/2022

Instructions for Positive Attendance Roster

Please note this is a “Positive Attendance” course. This means that we are required to track the actual hours of attendance for each student enrolled in this class. The hours you report online at the end of the semester/term are sent to the state as part of our attendance accounting requirement. These hours generate funds for the college; therefore:

- You **MUST** take attendance each meeting and track each student’s hours.
- At the end of each month, you should place a total hour amount for each student on this roster in the appropriate column.
- You must record hours for students who drop or withdraw up to the time they are no longer attending your course.
- You must also record hours for canceled classes that meet more than once.
- At the end of the course, you must calculate a total for each student and enter those hours in the Attendance tab within the Section Details of your roster.
You must submit your Positive Attendance hours online at <https://my.canyons.edu>.
***Also, please submit a hard copy of the Positive Attendance roster along with the method you used to track your positive attendance for each student to Linda De Leon in the Admissions & Records office or scan and email to linda.deleon@canyons.edu.**
- You can use any of the templates that are located on the intranet through Admissions & Records at www.canyons.edu/intranet.

This roster may be used to track hours during the semester. The hours are then submitted online with final grades at the end of the term.

Thank you for your assistance.

ENTERING ONLINE POSITIVE ATTENDANCE HOURS

To submit your positive attendance roster online, you must have a username and password. If you do not know your username (a.k.a. user ID) or your password, click on the below link for assistance: <https://www.canyons.edu/administration/it/resources/portalgaurd.php>.

1. Go to <https://my.canyons.edu>.
2. Enter your **Username** and **Password**.
3. Select the “**Faculty**” profile.
4. Click on “**Rosters & Grading**”.
5. Click on “**Class Roster, Add Authorizations, Waitlists & Class Schedule**.”
6. Select the appropriate semester/term and course from the “**Faculty Overview**”.
7. Click on the “**Attendance**” **tab** within the **Section Details** of your roster.
8. For each student, enter the **TOTAL** amount of hours each student has attended your class including your dropped/withdrawn students. (For further clarification, refer to the previous page: Instructions for Positive Attendance Roster.)
9. If you need to make changes, please do so (by the submission deadline) by repeating the procedures listed above beginning with Step #1.

For questions or concerns regarding this process, please contact
Linda De Leon, Faculty Liaison at extension 3629 or email
linda.deleon@canyons.edu.

WAITLIST ROSTERS

If all seats for a course were filled prior to the beginning of class, a waitlist will exist.

Waitlists remain open to allow instructors to continue to view their waitlisted students and have the ability to add authorize directly from the waitlist. **Reminder: Students do not have the ability to add to a waitlist once a class has begun.**

Students are listed in the order they were placed on the waitlist. The waitlist includes student's names, ID numbers, and student emails.

Once you have taken attendance on the first class meeting, open seats for students who didn't show should be given to students who are listed on the waitlist.

To grant an Add Authorization from the waitlist, click on the **Add** button.

The student must then process the add by accessing My Canyons and also pay the associated fees to be enrolled in your course. The Add Authorization is **valid until the add deadline** for your course. It is the student's responsibility to add the course prior to the add deadline.

Waitlisted 6 of 7

Roster Drop Roster Grading Permissions Waitlist

 Email All

Active Waitlist

Student Name	Student ID	Date Added	Rank	Waitlist Status	Status Date	Class Level	Preferred Email	Add Authorization
 Joseph Dirt	0390413	1/9/2023 12:10:05 PM	1	Active	10/19/2022		jdirttest@my.canyons.edu	Add

DROP STUDENTS IN My Canyons

You must process your no-show, census and withdrawal drops online. Log onto My Canyons any time during the drop periods and drop a student at your convenience.

1. Go to <http://my.canyons.edu>.
2. Enter your **Username** and **Password**.
3. Select the “**Faculty**” profile.
4. Click on “**Rosters & Grading**” and select “**Drop Students from Roster.**”
5. Select the term/section you wish to drop students from.
6. Select the “**Drop Roster**” tab. The system will automatically choose which drop period we are in. Click on the **Drop** button next to the student’s name to drop them. You will see a pop-up notification for the successful drop.
7. Refresh the page to see your updated class roster.
8. If you would like to drop other students from other class rosters, please click on **Back to Courses** at the top left-hand corner.
9. Once you are done, click on **Sign Out**.

Meaning of the three types of drops:

- No-Show Drop: You will be able to select a no show drop during the first week of your course. This drop is used for students who did not show up on the first day of class. (**Required**)
- Census Drop: Used for a student who has stopped attending prior to the census drop. The state requires us to report this. This drop period will end on the drop deadline of your class. (**Required**)
- Withdrawal: This drop is used for a student who has stopped attending prior to 75% of the term. This is the last opportunity you will have to drop this student from your roster. Once the W deadline passes you must assign all students on your roster a final grade. (**Optional**)

FINAL GRADES

Final grades are to be submitted online. Final grades must be assigned for all students that appear on the final grade screen.

NOTE: The deadline date for final grades is 48 business hours after your last class meeting, not including the weekend. We cannot update cumulative units or grade point average, nor produce official transcripts for any student, until we receive and process ALL instructors' final grades.

IMPORTANT INFORMATION

Variable unit classes:

Classes that are offered for variable units will show individual unit values for each student. Grades should be assigned according to unit value. For instance, if a student was enrolled in 2.0 units, he or she would have to complete more class hours than a student enrolled in 1.0 unit. The grade should be given accordingly.

P/NP grades:

If a class is a Pass/No Pass only class, grades of P or NP will only be available from the drop-down menu. If a student elects a P/NP option in a graded class, the letter grade will be converted.

Incompletes:

Incomplete "I" grades cannot be assigned online. Both faculty member and student must sign a contract, if you have made arrangements with a student to take an incomplete for a course. See "Incomplete Form" for complete instructions.

The "I" grade will revert to an "F" grade at the end of the subsequent semester, unless you indicate a different grade on the Incomplete contract.

Incomplete Grade Contract forms are due in Admissions & Records by the grade submission deadline. You can scan and email the form to Linda De Leon, Faculty Liaison:

linda.deleon@canyons.edu.

W grades (Withdrawal) Non-evaluative Symbol:

A non-evaluative symbol of "W" can no longer be assigned after the withdrawal deadline, which is 75% of the time for which your class meets. Thus, you cannot assign a "W" as a final grade. You must assign an evaluative grade of A – F, or P/NP, if appropriate.

FW grades (Failure to Withdraw):

The FW is an evaluative grade used to indicate a student had ceased attending the course sometime after the last day to officially withdraw, and has not achieved a passing grade. For the purposes of calculating grade points, determining academic standing, and determining course repetition, the FW grade will be treated in the same manner as an F grade. Thus, you have the option of issuing either an FW or an F grade to indicate failure to pass the course.

ONLINE SUBMISSION OF GRADES

The deadline date for final grades is 48 business hours after your last class meeting, not including the weekend.

Full semester sections – grades are due the Tuesday after the end of the term.

Short term/Late start sections – grades are due 48 hours after your last class meeting.

Once this day has passed, you will not be able to submit or change grades in My Canyons; and, you must submit a Grade Change form to Admissions & Records. Grade Change forms are available on the intranet.

Incomplete Grades:

Incomplete “I” grades cannot be assigned online. An Incomplete Grade Contract must be signed by both faculty and student and then submitted to Admissions & Records by **the grade submission deadline**. You can scan and email the form to Linda De Leon, Faculty Liaison: linda.deleon@canyons.edu.

W Grades:

All students that appear on the Online Grade screen **cannot** be given a non-evaluative grade of “W”.

Online Grading Instructions

1. Go to <https://my.canyons.edu>.
2. Enter your **Username** and **Password**.
3. Select the “**Faculty**” profile.
4. Click on “**Rosters & Grading**” and select “**Grading**.”
5. Select the term/section you wish to grade.
6. Select the **Grading** tab. From the **Grading** tab **Overview**, click on “**Final Grade**”. Select the **Final Grade** for each student, by clicking on the drop-down menu associated with the student and selecting the appropriate grade from the list of grades.
 - *Only applicable grades will be displayed in the drop down. If a class is a Pass/No Pass only class, grades of P or NP will only be available.
 - *If a student elects P/NP, the letter grade will be converted.
 - ***There is no Submit button after selecting grades.** The **Overview** area will display all entered grades.
7. Once you are done, click on **Sign Out**.

*You have the flexibility to enter either a portion or all of your grades during your grading session. Once the grade submission deadline date has passed, you will not be able to access **Grading**. You must submit a grade change form to Admissions and Records.*

IMPORTANT INFORMATION

BOARD POLICIES THAT WILL AFFECT YOUR STUDENTS

Below is a summary of the most common board policies that may impact your students. If you would like to read the Board Policies verbatim, please ask for a copy of the policy.

LATE ADD- (Board Policy 5903)

Once the add deadline passes, a student must obtain instructor approval for a late add and submit a petition to the Admissions & Records office for consideration; the petition must include documented evidence of extenuating circumstances.

The student's first date of attendance for the class must be prior to the add deadline for the college to approve a late add petition. Petitions will be considered as long as the student's first date of attendance was prior to the deadline.

****Petitions for late adds must be submitted prior to 50% of the course.**

LATE REFUNDS- (Board Policy 5904)

Once the refund deadline passes, a student may submit a petition to the Student Business Office for consideration; the petition must include documented evidence of extenuating circumstances.

To consider the petition for a late refund, the extenuating circumstances must have occurred prior to or up through the established refund deadline for the class and term in question in order for the student to be eligible for the refund.

Petitions for late refunds will be accepted no later than the end of the term in which the class is offered.

LATE WITHDRAWAL FROM CLASS- (Administrative Policy 4230.5)

A student, who completes a course by taking the final exam, turning in a final paper or project, or giving a final speech or performance, is not eligible for a late withdrawal under any circumstance.

Students may petition to withdraw from a class after the withdrawal deadline, but must provide documented evidence of extenuating circumstances. The extenuating circumstances must have occurred prior to and up through the 75% withdrawal deadline for the petition to be considered.

All petitions for a late withdrawal, with or without a "W," must be completed and submitted to the Academic Standards Committee no later than 24 months after the end of the term for which the student is requesting withdrawal. The 24 months timeframe also applies to a student who enrolls in a class and never attends.

NO SHOW/CENSUS DROPS

Title 5, section 58003.1, of the California Education code requires submission of the “No-Show” and “Census” drops online. We cannot claim apportionment for students who have stopped attending prior to the Add deadline. We are also required to provide confirmation of the drops to the auditor for inspection.

The “No-Show” is the first drop. It should be used during your first class meeting for all students listed on your Class Roster who do not attend the first class meeting. To comply with Title 5, section 58003.1, you **must** submit your drops after your first class meeting, and no later than the deadline date listed under the Deadline Dates of the Section Details of your course.

The “Census” is the second drop and is issued just prior to the Census deadline. Processing this drop is **vital** to College of the Canyons funding, which is based on accurate attendance accounting.

The third Drop is available prior to the 75% withdrawal deadline. **Note: This is your last opportunity to drop students.** However, this action is optional on your part; as it is the student’s responsibility to drop the class. Once the withdrawal deadline passes, you must assign grades to each student who remains on your class roster.

*If a student was dropped in error, you can use a Reinstatement form to put them back in your class.

PROCEDURES FOR ADDING CLOSED CLASSES

Faculty has the ability to authorize students to add to a class by issuing an Add Authorization through My Canyons. The following information explains enrollment procedures for the first few weeks of school.

CLOSED CLASSES: Instructor permission required for students to enroll.

1. Each approved student is Add Authorized by the instructor if there is availability in the class once the class section is closed the night before the section start date.
2. Waitlisted students will appear separately under the waitlist tab within the Section Details of your class.
3. Once faculty members identify the students that wish to add, they will Add Authorize the student.
4. The instructor will email the student with the appropriate section number to let them know they have been authorized to add and should proceed with going to My Canyons to register themselves for the class and pay applicable fees at the time of registration.
5. The add deadline for each class section is listed in the Deadline Dates of the Section Details.

Students must process their approved add authorization by the add deadline or they will not appear on your roster. If they are not on your roster they will not receive credit for the class.

*Instructors have two options to Add Authorize:

- Students on the waitlist may be add authorized from the Waitlist tab. Click on the blue Add button to add authorize a student.

Waitlisted 6 of 7

Active Waitlist									Email All	
Student Name	Student ID	Date Added	Rank	Waitlist Status	Status Date	Class Level	Preferred Email	Add Authorization		
 Joseph Dirt	0390413	1/9/2023 12:10:05 PM	1	Active	10/19/2022		jdirttest@my.canyons.edu	<button>Add</button>		

- Students NOT on the waitlist may be add authorized from the Permissions tab. Click on Add Authorization. Enter the student ID on the right-hand side in the search box, click on the student and click OK to confirm the Add Authorization for the student.

Seats Available ⓘ 0 / 24 / 6

Waitlisted 6 of 7

Roster	Drop Roster	Grading	Permissions	Waitlist
--------	-------------	---------	-------------	----------

Faculty Permissions

Choose one of the categories below :

**Requisite Waiver**
Waive prerequisites so that a student can register for the course.

**Student Petition**
Review and manage student petitions.

**Faculty Consent**
Review and manage faculty consent.

**Add Authorization**
Review and manage add authorizations

After clicking on OK, a green popup box will return saying “**Add authorization granted.**”

[Back To Faculty Permissions](#)

Student Add Authorization

 Currently there are not any Add Authorizations.

Add Authorization Confirmation

Do you want to grant an Add Authorization for **Thornton Ragnarok**?

CancelOK



0390320
Thornton Ragnarok
Noncredit Intermediate
ESL
Liberal Arts & Sciences
IGETC CSU Humanities

SECTION DEADLINE DATES

Section dates are available in the Faculty Overview of My Canyons.

The Section Deadline Dates are available in the section details of your class.

Full semester deadline dates are also indicated each term online in the student college calendar on the College of the Canyons site. We also offer many non-standard length term classes, where the class duration is shorter or longer than the current semester/term.

If your class is meeting for a non-standard length, either shorter or longer than the current semester/term, please inform students of the processing deadline dates for your course. **We ask your assistance in relaying this information to students.**

Session deadline dates are calculated for all non-standard length classes using the number of times the class meets for the term. The deadlines are determined according to definitions prescribed by Title 5 of the California Education Code.

A summarized explanation for each deadline follows:

Refund Deadline: is the Friday of the second week of school for full semester classes, or 10% of the meeting times for non-standard length classes. A refund request form must be submitted to the Student Business Office to obtain a refund.

Add Deadline: is the Friday of the second week of school for 16-week semester classes, or 20% of the meeting times for non-standard length classes.

Drop w/o "W" Deadline: is the Friday of the second week of school, or 20% of term, or 20% of the meeting times for non-standard length classes.

Withdrawal Deadline: is the end of the 12th week for full semester classes, or 75% of the term for both full and non-standard length semester/term classes, as outlined in Board Policy which augments the California Education Code.

You should know that session processing deadlines are strictly enforced as required by California law. Students that miss the deadlines will not be processed unless they provide documented evidence of extenuating circumstances. In these occurrences, your feedback may be requested on a petition to the Academic Standards Committee.

FORMS

AUDIT FORMS

Students wishing to audit classes must obtain permission from the instructor of the course. Students should only be allowed to audit courses if they have exhausted the number of times the course can be taken for credit, or they have extenuating circumstances that do not allow them to take the class for credit.

No student auditing a course shall be permitted to change enrollment to receive credit for the course. Students enrolled in 10.0 or more units of credit classes shall not be charged a fee to audit three or fewer units.

Those who audit classes are subject to the same processing deadlines for Add, Refund, Drop, and Withdrawal as other students. Audit forms are available in Community Education (<https://www.canyons.edu/academics/communityeducation/audits/index.php>). These forms must be processed and the units paid for in the Community Education Office.

The following list of courses has been approved for auditing:

KPEA- 153, 245A, 245B, 250A, 250B, 255A, 255B, 260A, 260B, 265, 270A, 270B, 275A, 275B, 280A, 280B, 285A, 285B, 290A, 290B, 295A, 295B

MUSIC- 151, 153, 160, 161, 165, 173, 174, 175, 176, 177, 185, 186, 187, 188

PHOTO- 092L, 093L, 094L, 095L

THEATR- 120, 161, 180A, 184A, 186A, 190

COLLEGE OF THE CANYONS

Pass/No Pass Grading Option Petition

This petition must be submitted by the deadline date published in current semester's schedule of classes.

Student Name: _____
Last First Middle

Social Security/ID Number _____ Birthdate _____

Semester: ☐ Fall ☐ Spring ☐ Summer Year: _____

My Current Academic Program is: _____

I have completed _____ semester units of college work for Pass.

I request that I be registered as taking the course listed below on a Pass/No-Pass basis.

Section Number	Course Name & Number	Units

I understand that electing to take this course with Pass (P)/No-Pass (NP) grading means that I will receive a P if complete the course with C grade or better. Conversely, I will receive a NP grade if my work is at a D grade or below. This course will not be used in calculating my Grade Point Average, but will be used in calculating progress probation/dismissal. In addition, I understand that this course CANNOT be used toward a major for an associate degree and MAY not transfer to a four-year institution. Once I choose a P/NP grading option I CANNOT reverse that decision at a later date. I have read the specific regulations as stated on the back of this form.

Today's Date: _____ Student Signature: _____

Counselor Approval:

Date: _____ Counselor Signature: _____

Admissions & Records Office:

Date Petition Received: _____

Initials: _____

Distribution:
White: Admissions & Records
Yellow: Student Copy

A&R 023 P/NP
Petition 2-22-22

Initial Date

COLLEGE OF THE CANYONS
Admissions & Records
Overlapping Classes

(All correspondence referring to this petition will be communicated via your My Canyons Email Account)

Last Name

First Name

Student ID Number

Email

@my.canyons.edu

Telephone Number

Course Creating Overlap:

Course Name: _____

Section # _____

20 ☐ WT ☐ SP ☐ SS ☐ FA

Start Date

End Date

M T W T H F S S U TIME _____ AM/PM
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Course Creating Overlap:

Course Name: _____

Section # _____

Start Date

End Date

M T W T H F S S U TIME _____ AM/PM
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

The student will miss _____ minutes each week, for a total of _____ hours for the duration of the course, (min. x mtgs. divided by 60).

- Complete one overlap form for each class.
- Review and approval of this form will be done by the Dean over the "Course Creating the Overlap". An outcome will be given within seven to ten (7-10) business days.
- This form must outline how the missed time will be made up during the week in which the time was missed. Time made up must be synchronous time with the student and instructor, not extra assignments. Please use the space below, or attach how/when the time will be made up. (Example: Student will attend instructors office hours.)

"I agree to the above overlap and to meet synchronously with the student outside of the class each week for the amount of time the student will miss during the normal class meeting. In addition, my signature below approves this student to add my course and verifies the student's first date of attendance is prior to the add deadline".

Instructor's Signature

Date

First date of attendance

"I agree to the above overlap and to meet with the instructor outside of class each week synchronously for the amount of time I will miss during the normal class period. I agree to be added into the course and will pay at the time I am registered."

Student's Signature

Date

Office Use Only

Dean Signature

Date

School Dean Action: ☐ Approved ☐ Denied

Admission & Records Technician

Date

☐ Date Enrolled

☐ Waitlisted #

☐ Has Add Authorization



Admissions & Records
26455 Rockwell Canyon Road
Santa Clarita, California 91355

COURSE REPEAT PETITION

Name (Last)	(First)	Student ID Number
Canyons Email Address		Telephone Number
@my.canyons.edu		

A COURSE REPEAT PETITION MAY ONLY BE GRANTED BASED ON THE CONDITIONS BELOW. If none of the conditions apply, the repeat petition will be denied. Indicate the course name, number, and semester you wish to enroll in below. Please read the back of this form for important information. We will notify you via your My.Canyons email account if your petition is approved or denied. **If approved, you will be able to add yourself to the class.**

Course Name (ex. MATH): Course # (ex. 070): Semester:

Please check off the box next to the condition that applies to you:

- ☐ Repeating a course in an effort to alleviate a substandard grade; a substandard grade (D, F, FW, NC, or NP) and/or a withdrawal (W) has been earned two times. If a withdrawal (W) from the course occurs on the third attempt, the course cannot be repeated again. The previous grade and unit credit will be disregarded in computing the GPA for the previous two instances of substandard repetition. The course will be annotated such that the GPA calculation will reflect the most recent grade. A withdrawal is a non-evaluative symbol and does not alleviate a substandard grade. **(A repeat orientation is mandatory. Visit <https://youtu.be/T5gE3ilbkHo>** Enter completion code here:
- ☐ Repeating a course to meet a legally mandated training requirement as a condition of continued or volunteer employment. Regardless of whether or not a substandard grade (D, F, FW, NC, or NP) was previously earned, the grade and unit credit shall be included each time for the purpose of calculating the GPA. **(Documentation must be attached to certify that course repetition is necessary to complete legally mandated training)**
- ☐ Repeating a course beyond the maximum times allowed (regardless of substandard or non-substandard grade earned) due to extenuating circumstances. Extenuating circumstances is defined as verified cases of accidents, illness, or other life changing events beyond the control of the student. The previous grade and unit credit will be disregarded in computing the GPA. A withdrawal is a non-evaluative symbol and does not alleviate a substandard grade. Course repetition based on extenuating circumstance may only occur once. **(Documentation must be attached)**
- ☐ Repeating a course due to a significant lapse of time (at least 36 months), where a passing grade (CR, P, or C) or better was previously earned. **The institution the student is transferring to** requires this course be taken recently **and** it has been at least 36 months since the student has taken the course. All coursework shall remain on the student's permanent record. The previous grade and credit will be disregarded in computing the GPA. Course repetition based on significant lapse of time may only occur once. **(Documentation must be attached)**
- ☐ Repeating a course due to a significant change in industry or licensure standards since the student last took the course **and** the course is required for employment or licensure. The grade and unit credit shall be included each time for the purpose of calculating the GPA. **(Documentation must be attached)**
- ☐ Repeating a course previously taken at another college. Substandard or non-substandard grades earned at another institution will not be alleviated by repeating a course at College of the Canyons. The grade and unit credit earned will be calculated and averaged in GPA.
- ☐ Repeating a course that is currently in progress at College of the Canyons and the grade has not posted. **(An In Progress Grade form must be attached)**

Student Signature: Date:

For Office Use Only: Approved ☐ Denied ☐

A&R Signature: Date:

CREDIT FOR PRIOR LEARNING

BP 4235 CREDIT FOR PRIOR LEARNING

Reference: Education Code Section 79500; Title 5 Section 55050 and 55052

4235.1 Credit may be earned by students who satisfactorily pass authorized assessment. The Santa Clarita Community College District CEO shall rely primarily upon the recommendations of the Academic Senate when establishing administrative procedures to implement this policy.

4235.2 Credit for prior learning is a method of assessing the entirety of a particular course as defined by its course outline of record. Credit for Prior Learning is developed and administered by faculty, and the process of awarding credit resides within the Office of Instruction and the Office of Admissions and Records.

Board Approved 12/09/2020

Next review date: Fall 2026

For CPL eligibility and instructions on obtaining credit, visit the Credit for Prior Learning site: <https://www.canyons.edu/academics/cpl/>.

Reference: Administrative Policy 4235 (Credit for Prior Learning)



INCOMPLETE GRADE CONTRACT

This form must be completed by the instructor and must be submitted with final grade sheets. Per Title 5, section 55758, of the California Education Code, Incomplete grades **MAY NOT** be issued without the student's consent.

Please Print the Following Information:

Today's Date: _____ Current Semester: _____ Year: _____

Student's Name: _____ COURSE ID: _____
LAST FIRST

Student's SS#/ID Number: _____ SECTION #: _____

Instructor's Name: _____
LAST FIRST

Title 5 defines the "I" grade as "Incomplete academic work for unforeseeable emergencies and justifiable reasons at the end of the term. Please indicate the reason for the assignment of an "I" grade: *(DO NOT leave this area blank)*

You have assigned an "I" (Incomplete) grade for the above student. The student must complete the following work to change the "I" grade to a letter grade: *(DO NOT leave this area blank)*

If the student does **NOT** complete the above work, their grade will become a(n): _____

--	--

Instructor's Signature

Student's Signature

The above student cannot re-enroll in this course to complete the requirements for a letter grade.

DEADLINE FOR COMPLETION: The deadline is the end of the following semester. For example, if the "I" grade is issued at the end of the spring semester, the student has until the end of the fall semester to complete the outstanding work.

It is the instructor's responsibility to submit an "Incomplete Grade Report" once the student has completed their outstanding assignments. This report should be submitted with final grades in the semester the deadline expires to the Admissions & Records office.

If the student does not complete the work assigned by the deadline date, the grade will revert to the one listed above in the semester the deadline expires.

If the student wishes to extend the deadline for completion, and has verifiable extenuating circumstances that occurred during the contract period, they must submit a petition to the academics standards committee prior to the current deadline for completion.

Admissions & Records Office Use

Date Completed: _____

Operator's Initials: _____

White – Admissions & Records

Yellow – Student

Pink – Instructor
A&R 029 Incomplete Grade Contract

COLLEGE OF THE CANYONS
Incomplete Grade Report

Student ID number:

Student Name:
Last, First, MI

Course Name and Number: Section Number:

Original Semester Course was Taken: Final Grade:

Today's Date: Instructor's Signature

Please return by the current semester final grade submission deadline.

Thank you
Admissions & Records Office staff

A&R 045 Incomplete Grade Rpt

**EXAMPLE OF REMINDER LETTER FOR
INCOMPLETE GRADE REPORT:**

Date: <DATE>

To: <<FAC_FIRST>> <<FAC_LAST>>:

Re: Incomplete grades issued in Spring 20XX

Our records show that for the Spring 20XX term, you issued the grade of “I”, Incomplete, to <<STD_FIRST>> <<STD_LAST>>, <<ID>>, in <<COURSE_ID>>, section number <<SECTION>>.

Per the student’s Incomplete Grade Contract, they were given a deadline of **December 15, 20XX** to submit their outstanding work to you.

I have attached a copy of the Incomplete Grade Report. Please return it to me by the end of the Fall 20XX semester. If you choose not to submit this report, the default grade you filled in on this student’s Incomplete Grade Contract will be posted (*if no grade was indicated, the student will receive an “F”*).

If you have any questions or concerns regarding this letter, feel free to contact me at extension 3629, or email me at linda.deleon@canyons.edu

Sincerely,

Linda De Leon
Faculty Liaison
Admissions & Records

Level/Section Transfer:

The Level/Section Transfer form is used when a student is moving from one section of a course to another, or when a student is moving from one level of a course to another.

Please fill out the form completely.

1. Please fill out your name, ID# (social security number if you cannot remember your student ID#), phone number, the term and year of the course. For example, Fall 2007.
2. Please fill out the section number, course, from the class in which you are transferring from. Please have the instructor fill out the number of absences, test scores and other evaluation criteria and sign.
3. Please have the instructor of the class you are changing to sign the form.
4. Turn in to the Admissions and Records Office.

This form must be turned in by the Withdrawal deadline of both classes. If the Withdrawal deadline is passed for either class, this form cannot be accepted and you cannot change classes.

This form will be completed within 48 hours. You will be notified of the change by mail with a copy of this petition and a new print out of your classes.

COLLEGE OF THE CANYONS

Admissions & Records

LEVEL OR SECTION TRANSFER

This form should be used when a student is moving from one section to another, or when a student is moving from one level of a course to another.

Last Name

First Name

ID Number

Phone Number

Semester/Term

Year

Student's Signature

FROM:

Section Number

Course Title

Number of Absences

Test Grades:

1st

2nd

3rd

4th

Other Evaluation Criteria to Support Transfer

Instructor's Signature

TO:

Section Number

Course Title

Instructor's Name

Instructor's Signature

Approved: _____

Denied _____

Date: _____

Associate Dean of Admissions, Records, and Veteran Services _____

Date Recorded: _____

Operator Initials: _____

White: Student Folder

Yellow: Instructor Transferring From:

Pink: Instructor Transferring To:

**Instructions for Completing
Petition to the Academic Standards Committee
COLLEGE OF THE CANYONS**

AN INCOMPLETE PETITION WILL NOT BE ACCEPTED

STOP! You are ineligible to petition if you completed the course **FINAL EXAM** or turned in a final project, etc.

You must complete all information for Sections A through E.

You **MUST** include: documentation of the extenuating circumstances BEYOND YOUR CONTROL. Examples include medical records, accident report, new employment verification, court records, letters from lawyers, doctors, employer, etc. (Any questions? Please email ASCPetitions@canyons.edu).

PLEASE READ THE FOLLOWING INFORMATION TO DETERMINE PETITION ELIGIBILITY:

Drop without a W: You may drop a course without receiving a W for withdrawal on your transcript by officially notifying the College of your intention to stop attending a course any time up through 20 percent of the term or semester in which a course is offered. You **DO NOT** need to submit a petition to initiate this process. Instead, you may drop yourself from a course through your MyCanyons account online, or in person at Admissions and Records on either the Valencia or Canyon Country campus.

Late Drop without a W: In order to be eligible to submit a petition for a course for which you are seeking a late drop without a W (i.e. you did not initiate the drop yourself as identified above), the following two (2) conditions **MUST** apply:

- 1) You must have had an extenuating circumstance BEYOND YOUR CONTROL occur any time between the beginning of the course up through 20 percent of the term or semester in which a course is offered; **AND**
- 2) You must have STOPPED attending the course in question no later than the drop deadline (20 percent of the term or semester), **AND** your instructor must be able to verify you stopped attending. If you attended beyond the 20 percent deadline, you are NOT eligible to petition the course for a late drop without a W.

You must meet both of these conditions in order to petition a course for a Late Drop without a W.

Withdrawal with a W: Once the 20 percent deadline has passed for a course, you may withdraw from a course and receive a W for withdrawal on your transcript by officially notifying the College of your intention to stop attending a course any time up through 75 percent of the term or semester in which a course is offered. You **DO NOT** need to submit a petition to initiate this process. Instead, you may withdraw yourself from a course through your MyCanyons account online, or in person at Admissions and Records on either the Valencia or Canyon Country campus.

Late Withdrawal with a W: In order to be eligible to submit a petition for a course for which you are seeking a late withdrawal with a W (i.e. you did not withdraw yourself as identified above), the following conditions **MUST** apply:

- 1) You must have had an extenuating circumstance BEYOND YOUR CONTROL occur any time between the beginning of the course up through the end of the term or semester in which a course is offered; **AND**
- 2) You must have STOPPED attending the course prior to taking the final exam, or submitting the final project/presentation/portfolio, etc. **You are ineligible to petition if you completed the course FINAL.**

You must meet both of these conditions in order to petition a course for a Late Withdrawal with a W.

**RETURN TO: Admissions & Records or
EMAIL TO: ASCPetitions@canyons.edu**

Petition to Academic Standards Committee

COLLEGE OF THE CANYONS

Admissions & Records

26455 Rockwell Canyon Road, Santa Clarita, CA 91355

Phone (661) 362-3280

Fax (661) 362-5566

Email: ASCPetitions@canyons.edu

Directions: Complete all information for Sections A through E

Section A: Student Information

INCOMPLETE PETITIONS WILL NOT BE ACCEPTED

Student ID Number: _____

Date of Birth: _____ cell phone: (____) _____ email: _____

Last Name _____ First Name _____ Middle Initial _____

Address Number _____ Street _____ Apt# _____

City _____ State _____ Zip _____

Section B: Reason for Petition

- ☐ **LATE DROP without a W:** Current semester only: I stopped attending the course prior to the 20 percent DROP deadline AND I have extenuating circumstances, which occurred before the DROP deadline = 20 percent of the term or semester. **Note:** The instructor of the course must be able to verify you stopped attending prior to the DROP without a W deadline
- ☐ **LATE WITHDRAWAL with a W:** Current semester only: I cannot complete the class because I have extenuating circumstances, which occurred after 20 percent of the term but prior to completion of the final exam/project/presentation, etc.
- ☐ **GRADE CHANGE without a W:** Previous semester(s). I never attended/participated in any class meeting for the course AND the instructor of the course can verify I never attended or participated.
- ☐ **GRADE CHANGE with a W:** Previous semester(s). I stopped attending between the first class session and finals week, I did not complete the course, I can document extenuating circumstances AND instructor can verify when I stopped attending.
- ☐ **OTHER:** (Please describe: _____)

Section C: Required Course Information

Is this a short term class?: ☐ 5-week GO ☐ 5-week PAL ☐ 8 week

Course Title: _____ Section #: _____ Semester/Term: _____

Course Title: _____ Section #: _____ Semester/Term: _____

Date of Last Attendance: _____ Did you take/make the final (exam, presentation, speech, etc.): ☐

For Grade Change: Grade Received: _____ Grade Proposed: _____ Instructor Name: _____

Student's Signature: _____ Date: _____

Section D: Student Statement

You MUST ATTACH the following in order for your petition to be considered:

1) **Pertinent documents** citing extenuating circumstances that were BEYOND YOUR CONTROL: medical, job-related, family or other verifiable reasons to support your request; and 2) **A personal statement** why your circumstances caused you not to be able to continue in your course(s). **Note:** PETITIONS WILL NOT BE ACCEPTED WITHOUT DOCUMENTATION and STUDENT STATEMENT

Section E: Instructor Statement

Instructor, please complete pertinent information in box at left below:

Did the student ever attend/log-in?: ☐
Date of last attendance: _____
ONLINE Courses = Date of last log-in: _____
Student's grade when attendance stopped: Did
student complete the course/take final?: ☐

Comments: _____

Instructor Signature _____ Date _____ Print Name _____

ACTION OF THE COMMITTEE:

☐ Petition Granted ☐ Petition Denied

☐ Dates on documents of exten. circum. don't match course

☐ You must evaluate course and withdraw before deadlines

☐ Documentation of extenuating circumstances needed; _____

you may resubmit with documentation

☐ The timeline in which to petition a course offered

in _____ has expired per District board policy

Chairperson: _____

Date: _____

Notice of Action mailed to student

Date: _____ by: _____

revised 5/22SE



PREREQUISITE /COREQUISITE CHALLENGE PETITION

(All correspondence referring to this petition will be communicated via your My Canyons Email Account)
Email petitions, along with your supporting documentation to: prereq@canyons.edu

Name (Last)		(First)	Student ID Number
Address		City/State/Zip	
Phone		College of the Canyons Email	

Please fill out all areas which apply to your challenge petition. Please note it is the responsibility of the student to provide compelling evidence to support the challenge. This includes any course work you may have completed or that may be in progress at College of the Canyons.

1. Type of challenge you are requesting, please check one. ☐ Prerequisite ☐ Co-Requisite ☐ Resubmission with new documentation
2. Submit the Prerequisite/Corequisite Challenge Petition with appropriate documentation to the Admissions & Records Office; one form per challenged course. Upon receipt, the student may enroll in the open course or add to an active waitlist if the course is full.
3. The petition is then forwarded to the appropriate Department Chair and/or Division Dean for review. The Admissions & Records office will notify the student regarding the outcome of the petition
4. Check the box which applies to you (**Student must submit documented evidence for each box marked:**):
 - ☐ a. Challenging the prerequisite on the grounds that the prerequisite class has not been made reasonably available.
 - ☐ b. Challenging the prerequisite on the grounds that it was established in violation of the regulation or in violation of the District-approved process.
 - ☐ c. The prerequisite is discriminatory or applied in a discriminatory manner.
 - ☐ d. Challenging the prerequisite based on my knowledge or ability to succeed in the course despite not meeting the prerequisite.

Name of Course I Wish to Enter: 	Name of Course I Wish to Challenge:
---	---

I acknowledge that College of the Canyons has determined this prerequisite is necessary for success in the course I wish to take and I am taking personal responsibility for succeeding without the published prerequisite.

If you are planning to transfer, please see a counselor BEFORE submitting this form

Student Signature: _____ Today's Date: _____

For Official Use Only			
1. ☐ Class Open ☐ Class Closed ☐ Waitlisted # _____	☐ Entered in SRWS ☐ Needs Add Slip ☐ Has Slip/Add Code # _____	2. Pre Term Submission: 20____WI SP SU FA	3. Registration Date: _____
Received by: _____ Date Received by A & R: _____		4. Petition Determination By Department Dean/Chair: • ☐ Approved • ☐ Denied / Date sent to student: _____	
Comments _____			

COLLEGE OF THE CANYONS

Prerequisite/Corequisite Challenge Petition Procedures

Email petitions, along with your supporting documentation to: prereq@canyons.edu

1. Upon submission of this challenge petition, an Admissions & Records staff member will temporarily code the student's file to allow student to enroll/waitlist in the class. The petition is then sent out to the corresponding Department Dean/Chair for review.
2. Once the petition is returned to the Admissions & Records office the action determined by the Department Dean/Chair will be upheld.
3. Approved petitions allow the student to remain enrolled or on the waitlist.
4. Denied petitions require the student to be removed from the course or waitlist.
5. The student will be notified by mail/e-mail of the petition outcome.
6. Please contact the department dean for appeals to any challenge petitions.
7. Petitions will not be accepted if a student has any academic or administrative holds on their records.
8. If the student is enrolled in the course, the student will be notified within five (5) business days on the outcome of the petition.
9. If the student is not enrolled the course, the student will be notified with ten (10) business days.

Department Recommended Documentation

Please Note: The department chairs and deans do not have access to your College of the Canyons records or transcripts. If there is course work you have completed here at College of the Canyons, and it is relevant to your challenge, please insure you have attached those records as well.

ENGLISH:

- A. The English Department requires a sample of your writing in order to determine the approval or denial of your petition.
- B. Writing Sample and Transcripts

MATH:

- A. Transcripts (High School/College)

BIOLOGY/CHEMISTRY/PHYSICS/ECONOMICS/GEOLOGY/ENGINEERING/ GEOGRAPHY/ANTHROPOLOGY:

- A. Require College Transcripts

LANGUAGE DEPARTMENTS:

- A. Transcripts (High School/College)

**Students may submit a copy of their certification for courses requiring certification or licensing.*

REINSTATEMENT TO CLASS

A student dropped from class may ONLY be reinstated upon recommendation of the instructor

This form needs to be filled out completely in order to be processed.

1. Please fill out your name, ID number, Birth Date, phone number, the section and course that you would like to be reinstated to and the year and term this course is being offered in.
2. Bring the form to your instructor to indicate a reason and sign and date the form.
3. Please bring it to the Admissions and Records office for processing within 24 hours of the instructors' signature.
4. The Admissions and Records staff will reinstate you into the class if appropriate.
5. The Admissions and Records staff will give you a copy of this form.

STUDENT: _____
(Please Print) Last Name First Name Middle Initial

COC ID Number Date of Birth Phone Number

COURSE: _____
(Please Print) Course Title

Section Number Day/Time Instructor Name

Year: _____ Semester/Term: ☐ Fall ☐ Winter ☐ Spring ☐ Summer

Instructions to Student: If approved for a REINSTATEMENT by your instructor, you must bring this form to the Admissions and Records office within 24 hours of Instructor's signature date below.

STUDENT SIGNATURE: _____ **DATE:** _____

☐ **REINSTATEMENT TO CLASS** (student was officially registered in class AND paid fees)

The instructor hereby states that the student's progress prior to drop action was satisfactory, and the student has a reasonable chance of successfully completing the course AND either

(Check appropriate box)

☐ Drop was in error, OR

☐ Student's excessive absences were due at least to one of the following circumstances:

❖ Serious illness or hospitalization

❖ Death in family

❖ A verified extenuating circumstance that is primarily beyond the student's control

(Please explain below)

Instructor's Signature Today's Date

REQUEST FOR GRADE CHANGE

TO: ADMISSIONS & RECORDS DATE: _____

STUDENT ID: _____ STUDENT'S NAME: _____

COURSE: _____ SECTION: _____

SEMESTER COURSE TAKEN: _____ YEAR COURSE TAKEN: _____

POSTED GRADE: _____ NEW GRADE: _____

INSTRUCTOR'S NAME: _____

INSTRUCTOR'S SIGNATURE: _____

**THE INSTRUCTOR MUST HAND CARRY THIS COMPLETED FORM TO THE ADMISSIONS & RECORDS OFFICE. THE
OFFICE WILL NOT ACCEPT THE FORM SUBMITTED BY A STUDENT.**

COLLEGE OF THE CANYONS

Admissions & Records

REQUEST FOR WORK IN PROGRESS

Semester/Term Year

Student Name Today's Date

Last First Middle

Birthdate ID Number

TO THE INSTRUCTOR:

The student named above has requested that his/her grade(s) to date be made available. Please enter class code, course ID, units and grade to date in the appropriate columns and sign as soon as possible.

Steven Erwin
Associate Dean Admissions, Records, and Veteran Services

CLASS CODE	COURSE ID	UNITS	GRADE TO DATE	INSTRUCTOR SIGNATURE
				STEWART
				STEWART
				STEWART
				STEWART

TO THE STUDENT

It is your responsibility to see that this form is filled out by each of your instructors. It is also your responsibility to mail or return this form to the office or institution requesting this information.

STUDENT SIGNATURE:

STEWART