

College of the Canyons  
Academic Senate Agenda  
April 26, 2012 3:00 p.m. to 4:30 p.m. BONH 330

A. Routine Matters

1. Call to order
2. Approval of the Agenda
3. President's and Vice-President's Report
4. Adoption of the Consent Calendar
  - a) Approval of Academic Senate Meeting Summary: April 12, 2012 (p2)
  - b) Approval of Summary for Curriculum Committee Meeting: April 19, 2012 (p5)

B. Committee Reports

1. Elections Committee – Jose Martin
2. Curriculum Committee – Ann Lowe

C. Unfinished Business

1. Proctoring Exams for Students in Online Classes – pending Library expansion
2. Senate's Proposal for New Procedures: Counseling Services – in Policy committee
3. SLO Committee Proposed Benchmarks for Proficiency – pending COCFA negotiations

D. Discussion Items

1. SLO Committee – Nicole Lucy and Paul Wickline
  - a) Revised Procedures
  - b) SLO Data Collection Process
2. Update on Institutional Research and Grants – Barry Gribbons

E. Action Items

1. Approval of Department Chairs
2. BP 5901 Course Repetition, April 2012 (p10)
3. AP 5901 Course Repetition, April 2012 (p15)
4. BP 5040 Student Records, Final 2012 (p18)
5. AP 5040 Student Records Final 2012 (19)

F. Division Reports

1. Feedback on Passing Time between Classes & Finals Week Schedule

G. Announcements

H. Open Forum

I. Adjournment

The next Academic Senate Meeting will be **May 10, 2012**  
As always everyone is welcome

## Summary of Academic Senate Meeting of April 12, 2012

Attendance: Edel Alonso, Deanna Riveira, Sarah Burns, Garrett Hooper, Joan Jacobson, Isao Uesugi, Michelle LaBrie, Ruth Rassool, David Andrus, Jose Martin, Jennifer Brezina, Collette Gibson for Mike Sherry, and Peter Parrish for Lee Hilliard

### A. Routine Matters

1. Call to order: Edel waited until there was a quorum and convened the meeting at 3:40 p.m. Everyone was welcomed to the meeting at the Canyon Country Campus.
2. Approval of the agenda: **Approved;** with the strike out of IRB and Grants under Discussion Item. Barry Gribbons will come to our next meeting to discuss institutional research and grants. Miriam Golbert will come to a Senate meeting in the fall for an update on the IRB.
3. A. Report of Dr. Edel Alonso, Senate President:
  - ✓ Edel informed the Senators that she had sent the 28 pages of resolutions from the ASCCC to the faculty and asked for guidance on how you would like for her to vote at the Plenary Session that she will be attending April 19-21.
  - ✓ Edel attended the Area C meeting on March 30, 2012. Local Academic Senates are divided into 4 areas: A and B in the north; C and D in the south. COC is part of Area C. the ASCCC Vice-President attended the Area C meeting and expressed the ASCCC's concern about the state budget cuts and their impact on the Academic Senate because the Senate is funded by the Chancellors Office. The colleges pay an annual subscription. In an effort to be responsible, the ASCCC officers and state representatives are not going to be compensated for their travel expenses. They are also looking for additional funding sources. VP Beth Smith from Grossmont College explained the pressure regarding SB1440 and the adoption of additional AA-T and AS-T majors despite the many problems associated with them. There was also a lot of talk regarding accreditation and how an increasing number of community colleges are being sanctioned by the ACCJC. Some of the sanctions have been because of the Boards of Trustees.
  - ✓ Edel announced that there are currently three bills moving through the legislature regarding the implementation of the recommendations of the Student Success Task Force.
  - ✓ Edel reported that our own Board of Trustees and administration are aware of the sanctions of other colleges.
  - ✓ At the Area C meeting Edel met the President from Cerritos College who said that she had arranged for a technical visit from the ASCCC to discuss issues of enrollment management and budget development. The Cerritos AS President praised the help that the ASCCC visitors had been in explaining the necessary planning surrounding a diminishing budget and enrollment. Edel asked the Senators whether they thought it would be helpful to ask for such a visit and workshop for COC. It was suggested that Edel try to have the visit before the end of this spring 2012 semester. If the workshop is

scheduled, she would like to invite faculty and administrators. It was suggested that FLEX credit be offered.

- ✓ Edel reported that she has asked PAC-B for more regular opportunities for faculty input in developing the budget and looking at different scenarios rather than just receiving information from the administration at PAC-B meetings.

#### B. Report of David Andrus, Senate Vice-President:

- ✓ Regarding PAC- B, David announced that he had asked PAC-B to enter into the minutes comments made by him and Edel at the previous PAC-B meeting since those comments were not reflected in the minutes.

#### 4. Adoption of the Consent Calendar:

- ✓ Academic Senate Summary of March 22, 2012: **approved**
- ✓ Curriculum Summary of April 19, 2012: **approved**

#### B. Committee Reports:

##### 1. Policy Committee:

- ✓ Pre-requisites Policy - David Andrus reported that Ann Lowe and he have been talking about the changes the Policy Committee is proposing to the prerequisite policy and administrative procedures now that the Senate has approved the establishment of pre-requisites based on content review.
- ✓ College Catalog Policy – The Policy Committee is also working on a policy regarding the college catalog and researching the legal ramifications of when new policies are published in the catalog. He has discussed this issue with Dr. Michael Wilding and Audrey Green since we now have the electronic version of the catalog which can be updated more readily. It's important to note that the catalog is always viewed as a contract between the students and the college. The committee is looking to develop a policy that allows us to amend the catalog when necessary.
- ✓ Intellectual Property Rights – This policy was approved by the Senate and the Board but there area few minor issues that were forgotten when the policy was developed so the Committee will be reviewing the policy again.
- ✓ Credit Hour – David has talked to Audrey Green about developing a definition of a credit hour as mandated by the state.
- ✓ Senate Bylaws – The Policy Committee is also working on drafting bylaws for the Senate.
- ✓ Membership – Mike Sherry is unable to attend Policy Committee Meetings and Joan Jacobson is retiring so David is looking to add 2 new members. Mike will remain on the distribution list and is welcome to attend when he is available.

##### 2. Elections Committee:

Jose Martin reported that elections for Department Chairs are progressing nicely. Monday, April 16, 2012 is the last day to submit nominations to the Elections Committee. The committee dealt with a one person department and then a department that has no one so it probably will be someone from another department

running that department. Jose is in communication with Edel regarding one-person departments and on the issue of departments vs. programs vs. stand along courses. We are working out these definitions.

#### C. Unfinished Business

1. Proctoring Exams for Students in Online Classes – pending Library expansion
2. Senate's Proposal for New Procedures: Counseling Services – in Policy Committee
3. SLO Committee Proposed Benchmarks for Proficiency – pending COCFA negotiations

#### D. Discussion items

End-of-year Celebration: Kelly Cude informed Edel that the Interdisciplinary Committee has decided that a bowling event for faculty will take place again at the end of the semester. In October they are planning for an October fest and more information will follow. Edel also told the Senators that since we are not having a Collegial Celebration, she would like to open her home for a get together for faculty. It will be a casual open house and she will provide appetizers. She would prefer that faculty bring their own drink of choice. Edel will announce the date soon.

#### E. Action Items

1. The 2012/13 Calendar of Curriculum Committee and Academic Senate meetings Calendar was **Approved** with a change. It was voted 12 yes and 1 no that we will not have a Senate meeting at the CCC site, given the poor attendance and difficulty of achieving a quorum. Instead we will set up a conference meeting for the April date in 2013.
2. Senate's Policy Review Committee Procedures; **Approved**
3. Instructional Aide Grading Policy was actually approved at the Board meeting Wednesday. There were two changes minor changes made and the policy went forward. Senate **Approved**
4. Request for Department Name Change:  
Computer Networking to Telecommunications & Electronic Systems Tech. **Approved**

#### F. Division Reports:

Jennifer Brezina reported that at her Division meeting they discussed passing time between classes. Edel suggested that everyone speak with their Divisions and bring feedback to Senate. It was also suggested that finals week be re-evaluated as part of the discussion about passing time between classes.

G. Announcements: Collette apologized because Dena and Ryan could not attend the Academic Senate meeting at CCC as they had previously planned. They were at the Administrators Retreat.

H. Open Forum - No comments made.

I. Adjournment: 4:55 p.m.

## CURRICULUM COMMITTEE SUMMARY

**April 19<sup>th</sup>, 2012**

**3:15 pm – 5:00 pm**

**BONH-330**

**Items on “Consent” are recommended for approval as a result of a Technical Review meeting that took place on April 10<sup>th</sup>, 2012:**

Members present: Backes, Patrick – Curriculum/Articulation Coordinator, Non-voting member; Bates, Mary – Math, Science & Engineering; Brill, David – Fine & Performing Arts; Cheng-Levine, Jia-Yi – Humanities; Green, Audrey – Co-Chair, Administrator; Hilliard, Lee – Career & Technical Education; Jacobson, Joan – Student Services; Lowe, Ann – Co-Chair, Faculty; Maple, Chelley – Member at Large; Marengo, Anne – Social Science & Business; Ramey, Shane – Adjunct Faculty; Richter, Christy – Member at Large; Solomon, Diane – Member at Large; Waller, Tina – Allied Health

Members absent: Stanich, Diana – Physical Education & Athletics

**DELETED COURSES on consent:**

Subject	#	Title	Description of action	Author
ENGL	285	Jewish American Literature	Course has never been offered, <b>removed from English A.A. Degree - Approved</b>	J. Brezina
NC.BCSK	02	HSD Spanish 1B	Course will not be offered in the near future. - <b>Approved</b>	D. Stewart
NC.HLSF	03	Body-Mind Wellness	Course will not be offered in the near future. - <b>Approved</b>	D. Stewart
NC.HLSF	10	Stress Management	Course will not be offered in the near future. - <b>Approved</b>	D. Stewart
NC.OAD	COMP1	Consumer Resources for the Older Adult: Computers and You	Course will not be offered in the near future. - <b>Approved</b>	D. Stewart
NC.OAD	COMP2	Consumer Resources: Computers and You II	Course will not be offered in the near future. - <b>Approved</b>	D. Stewart
NC.OAD	CR02	Personal Finance for Older Adults	Course will not be offered in the near future. - <b>Approved</b>	D. Stewart
NC.OAD	HLTH6	Mobility Through Water Exercise for Older Adults	Course will not be offered in the near future. - <b>Approved</b>	D. Stewart
NC.OAD	HLTH8	A Matter of Balance	Course will not be offered in the near future. - <b>Approved</b>	D. Stewart
NC.OAD	HLTH9	Healthier Living: Managing Ongoing Health Conditions for the Older Adults	Course will not be offered in the near future. - <b>Approved</b>	D. Stewart
NC.OAD	LLL01	Life Long Learning: Current Global Events for Older Adults	Course will not be offered in the near future. - <b>Approved</b>	D. Stewart
NC.OAD	LLL08	Life Long Learning for Older Adults Through Literature	Course will not be offered in the near future. - <b>Approved</b>	D. Stewart
NC.OAD	MUSC2	Creative Expression for Older Adults: Enjoying Music	Course will not be offered in the near future. - <b>Approved</b>	D. Stewart
NC.OAD	MUSC3	Creative Expression for Older Adults: Instrumental/Vocal Jazz	Course will not be offered in the near future. - <b>Approved</b>	D. Stewart
NC.OAD	MUSC5	Canyons Emeritus Chorus	Course will not be offered in the near future. - <b>Approved</b>	D. Stewart
NC.OAD	WRT01	Creative Expression for Older Adults: Writing Personal Histories	Course will not be offered in the near future. - <b>Approved</b>	D. Stewart
NC.OAD	WRT02	Creative Expression for Older Adults: Writing for Publication	Course will not be offered in the near future. - <b>Approved</b>	D. Stewart

**MODIFIED COURSES on consent:**

CMPNET	151	CCNA Prep I	Revised descriptions, <b>revised SLO's (2)</b> , added objectives, revised course content, updated texts. - <b>Approved</b>	L. Hilliard
CMPNET	152	CCNA Prep II	Revised descriptions, <b>revised SLO's (2)</b> , added objectives, revised course content, updated texts. - <b>Approved</b>	L. Hilliard

**NEW ISA COURSES on consent:**

Subject	#	Title	Description of action	Author
FIRETR	30AP	S-330 Strike Team/Task Force Leader	1.50 units, 24 hours lecture, unlimited repeatability. <b>Added SLO, added Fire Academy prerequisite.</b> - <b>Approved</b>	J. Williams
FIRETR	40AA	River Flood Water Rescue I	0.75 units, 8 hours lecture, 16 hours lab unlimited repeatability. <b>Added SLO's (2), added Fire Academy prerequisite.</b> - <b>Approved</b>	J. Williams
FIRETR	40S	Trench Rescue	1.00 unit, 12 hours lecture, 12 hours lab, unlimited repeatability. <b>Added SLO's (3), added Fire Academy prerequisite.</b> - <b>Approved</b>	J. Williams
FIRETR	70B	IAFF Fire Ground Survival	0.50 units, 8 hours lecture, 8 hours lab, unlimited repeatability. <b>Added SLO's (3), added Fire Academy prerequisite.</b> - <b>Approved</b>	J. Williams

**NEW ISA COURSES for technical review:**

PUBSAF	200A	Regular Basic Course- Module 1	7.00-11.00 units, 260.00-280.00 hours lecture, 108.00-124.00 hours lab, unlimited repeatability. <b>Added POST prerequisite. Proposal returned to author to complete suggested changes.</b>	J. Williams

**NEW PREREQUISITES:**

FIRETR	30AP	S-330 Strike Team/Task Force Leader	<b>Added Fire Academy prerequisite. - Approved</b>	J. Williams
FIRETR	40AA	River Flood Water Rescue I	<b>Added Fire Academy prerequisite. - Approved</b>	J. Williams
FIRETR	40S	Trench Rescue	<b>Added Fire Academy prerequisite. - Approved</b>	J. Williams
FIRETR	70B	IAFF Fire Ground Survival	<b>Added Fire Academy prerequisite. - Approved</b>	J. Williams

**NEW STAND ALONE COURSES:**

Subject				
FIRETR	30AP	S-330 Strike Team/Task Force Leader	<b>- Approved</b>	J. Williams
FIRETR	40AA	River Flood Water Rescue I	<b>- Approved</b>	J. Williams
FIRETR	40S	Trench Rescue	<b>- Approved</b>	J. Williams
FIRETR	70B	IAFF Fire Ground Survival	<b>- Approved</b>	J. Williams



### Discussion Items:

**1. Curriculum Updates:** Ann Lowe led a discussion regarding proposed Title V changes for repeatability and the proposed position paper on class size.

**2. Curriculum Committee Division Representatives.** The following Curriculum Committee members will continue as committee division representatives in Fall 2012: Mary Bates – Math, Science & Engineering, David Brill – Fine & Performing Arts, Lee Hilliard – Career & Technical Education, and Anne Marengo – Social Sciences & Business. Christy Richter will serve as the Student Services division representative beginning in Fall 2012

New Courses Includes ISA's	4	Modified Non Credit Courses	-0-	Modified Prerequisites	-0-
New Programs	-0-	New DLA's	-0-	Deleted Courses	17
Modified Courses	2	New SLO's	9	Deleted Programs	-0-
Modified Programs	-0-	Modified SLO's	4	Proposals Reviewed in Technical Review Session	25
New Non Credit Courses	-0-	New Prerequisites	4	Proposals Returned from Technical Review Session	2

## BP 5901 COURSE REPETITION

### Reference:

Education Code Sections 66700, 70901, 70902; Title 5, Sections 55040 – 55043, 55253 and 58161

5901 The Santa Clarita Community College District has adopted the following policy with regard to course repetition. Nothing in this policy shall conflict with Education Code section 76224 or Title 5 section 55025 that pertains to the finality of grades assigned by instructors or pertaining to the retention and destruction of student records.

### 5901.1 Definitions

- A. "Course repetition" occurs when a student who has previously received a grade in a particular course reenrolls in that course and receives a subsequent grade.
- B. For the purposes of course repetition, academic renewal, and all other grade related issues, **substandard** grades shall be defined as meaning course work for which the student has earned a "D," "F," "FW," "NC", and/or "NP."
- C. For the purpose of course repetition, academic renewal, and all other grade related issues, **non-substandard** grades shall be defined as meaning course work for which the student has earned a "A," "B," "C," "CR", or "P".
- D. For the purpose of this policy "Extenuating Circumstances" is taken to mean verified cases of accidents, illness, or other life changing events beyond the control of the student.
- E. For the purpose of this policy "Activity Courses" are those that allow the student to meet course objectives by repeating a similar primary educational activity and gain expanded educational experience each time the course is taken. Activity courses consist of courses in physical education, visual and performing arts courses in music, fine arts, theater or dance.
- F. For the purpose of this policy "Enrollment" occurs when a student receives an evaluative or non-evaluative symbol (A, B, C, D, F, FW, CR, NC, P, NP or W) on their transcript.

5901.2 The policies and procedures adopted allow course repetition under the following circumstances:

#### A. Repeatable Courses

The District will designate certain types of courses as "repeatable courses" consistent with Title 5 section 55041 and the number of course repetitions allowed for each course will be published annually in the college catalog.

Students may repeat courses listed as repeatable up to the limit set forth by the course outline of record. Students may repeat activity courses for not more than

three semesters, even if one of the grades received is substandard. The grade received each time shall be included for purposes of calculating the student's GPA.

#### **B. Alleviate Substandard Grades**

The District may permit a student to repeat a course in an effort to alleviate substandard grades.

- i. Students may enroll in a course for which they have earned a substandard grade or a withdrawal no more than three times.
- ii. If a student repeats a course for which he or she has earned a substandard grade or a withdrawal and receives a non-substandard grade (A, B, C, CR or P), he or she cannot repeat the course a second time.
- iii. If the student repeats a course for which he or she has earned a substandard grade or a withdrawal and receives a second substandard grade or a withdrawal, he or she can repeat the course one more time. If the student receives a withdrawal or a substandard grade on the third enrollment, the student cannot repeat the course again. A withdrawal does not alleviate the substandard grade on the previous enrollment.
- iv. After course repetition occurs to alleviate substandard grades, the previous grade and unit credit will be disregarded in computing the student's GPA for the previous two instances of substandard repetition. The course will be annotated such that the GPA calculation occurs for the most recent grade. A withdrawal does not alleviate a substandard grade.

#### **C. Significant Lapse of Time**

The District may permit or require a student to repeat a course due to significant lapse of time. Students cannot repeat courses where a non-substandard grade was received, unless there has been a significant lapse of time (36 months) and:

- i. there is an established recency prerequisite established by the course curriculum; or,
- ii. there is an established recency requirement as established by a transfer institution; or,
- iii. an employer mandates an employee repeat a course as a direct result of a substantiated change in industry standards. The lapse of time may be less than 36 months if the student must repeat the course due to their employer requiring the course at a sooner date.

Course repetition for a significant lapse of time can only occur once. All course work shall remain on the student's permanent record. When a course is repeated pursuant to this section, the previous grade and unit credit will be disregarded in computing the GPA.

#### **D. Open Entry/ Open Exit Courses**

The District may permit a student to repeat a portion of a variable unit open-entry/open-exit course. **Students may enroll in a variable unit open entry/open exit course as many times as necessary to complete the entire curriculum of the course one time as described in the course outline of record. Each time a student enrolls in a physical education activity course offered on an open entry/open exit basis, regardless of the number of units for which the student enrolls, the enrollment shall count as a repetition of the course. When course repetition of a portion of a course is permitted under these circumstances, the previous grade and unit credit are to be disregarded in computing the student's GPA.**

#### **E. Legally Mandated Training**

The District may permit a student to repeat a course to meet a legally mandated training requirement as a condition of continued or volunteer employment. Students may repeat a course to meet legally mandated training requirements as a condition of their continued or volunteer employment. Such courses may be repeated, for credit, any number of times, regardless of whether or not substandard work was previously recorded and the grade and unit credit shall be included each time for the purpose of calculating the student's GPA. The District reserves the right to require a student to certify or document that course repetition is necessary to complete legally mandated training pursuant to this section.

#### **F. Extenuating Circumstances**

The District may permit a student to repeat a course, which is not designated repeatable, regardless of whether or not substandard academic work was previously recorded, when there are extenuating circumstances which justify the repetition. Course repetition due to extenuating circumstances may be granted when the student files a petition and the academic standard committee, or its designee, grants written approval of the petition based on a finding that the student's previous grade (whether substandard or non-substandard) was, at least in part, the result of extenuating circumstances. The previous grade and unit credit will be disregarded in computing the student's GPA.

#### **G. Cooperative Work Experience Course**

The District may permit a student to repeat a course in general or occupational work experience. Students may repeat cooperative work experience courses for a total of 16 semester units. General work experience courses may be repeated for up to 6 semester units of credit. Occupational work experience course may be repeated up to 8 units of credit per semester. The combination of both types of work experience classes cannot exceed 16 semester units total. The grade and unit credit received each time shall be included for purposes of calculating the student's GPA.

#### **H. Special Courses for Students with Disabilities**

The District may permit a student with a disability to repeat a special class for students with disabilities any number of times based on an individual determination

that such repetition is required as a disability-related accommodation for that student. Students with a disability may repeat a special class for students with disabilities any number of times based on an individualized determination that such repetition is required as a disability-related accommodation for that particular student. The previous grade and unit credit will be disregarded in computing the student's GPA each time the course is repeated.

In all conditions described above, the student's permanent academic record shall clearly indicate any courses repeated using an appropriate symbol and annotated in such a manner that work remains legible, insuring a true and complete academic history.

### 5901.3 Apportionment for Course Repetition

The District may claim the attendance of students who enroll in a credit course for state apportionment as follows:

- A. The attendance of a student enrolled in credit activity course may be claimed for a maximum of four semesters, regardless of standard, substandard grades, or withdrawals.
- B. Where substandard academic work has been recorded, apportionment may be claimed for a maximum of three enrollments to alleviate substandard grades.
- C. The attendance of a student repeating a credit course by petition for a significant lapse of time may be counted only once beyond the prior enrollment.
- D. The attendance of a student repeating a portion of a variable unit open entry/open exit credit course may be counted for state apportionment each time the student enrolls to complete one time the entire curriculum of the course.
- E. The attendance of students in legally mandated training may be claimed without limitation.
- F. The attendance of a student repeating a credit course by petition for extenuating circumstances may be claimed for one additional enrollment.
- G. The attendance of a student repeating a cooperative work experience course may be claimed for state apportionment up to the 16 unit limit.

The attendance of a student with a disability may be claimed each time the student repeats a credit special class as a disability related accommodation.

### 5901.4 Transfer Coursework

#### A. Course Repetition Outside the District

The Santa Clarita Community College District (SCCCD) shall permit repetition of a course which was taken in an accredited college or university and for which substandard academic work is recorded.

#### B. Transfer Coursework

In determining transfer student's credits, the SCCC, will honor similar, prior course repetition actions by other accredited colleges and universities.

**C. Grade Alleviation**

The SCCCDC will not alleviate substandard coursework earned at SCCCDC with passing coursework from another accredited institution. Students may only alleviate SCCCDC coursework with courses taken at SCCCDC. Passing coursework earned at SCCCDC will not alleviate a substandard grade from another accredited institution on the College of the Canyons transcript.

**D. Inclusion of Transfer Coursework**

The SCCCDC will include coursework taken at other accredited colleges and universities to count towards, unit totals, graduation requirements, and area requirements where applicable and appropriate.

## AP 5901 COURSE REPETITION

### Reference:

Education Code Sections 66700, 70901, 70902, 76224; Title 5, Sections 55040 – 55043, 55253, 56029 and 58161

1. In accordance with section BP 5901.2:

#### **(A) Repeatable Courses**

Admissions & Records will work with the office of Academic Affairs to ensure that all courses published in the college catalog and schedule of classes include information regarding each course's repetition limitations, including the number of times the course may be repeated as required by Title 5 section 55041 and outlined in BP 5901.2 (A).

#### **(B) Alleviate Substandard Grades**

The computer system will be programmed to allow two course enrollments with a substandard grade or withdrawal notation for all appropriate courses. Students attempting to enroll in the course for a third time shall file a "Course Repeat Petition" with the Admissions & Records department. The student must watch the video posted on the College's website [www.canyons.edu/vll](http://www.canyons.edu/vll) entitled "How to Successfully Repeat a College Course." The student must include the code at the end of the video with the petition and submit it for approval.

The college catalog and schedule of classes will reflect each course's repetition limit. The student's academic record will be annotated to disregard previous grade and unit credit for each of the two allowable repetitions and shall reflect that the most recent grade is calculated into the student's GPA. No more than two grades will be alleviated.

#### **(C) Significant Lapse of Time**

Students repeating a course due to "significant lapse of time" shall file a "Course Repeat Petition" with the Admissions & Records department. Designated staff will ensure that 36 months have elapsed since the last grade was earned before granting the request and that the student has not requested such action previously on the same course. The lapse of time may be less than 36 months if the student must repeat the course due to their employer requiring the course at a sooner date. The student must provide documentation of a recency requirement with the petition.

The designated staff member will also verify the course must be repeated due to:

- a recency prerequisite established by the course curriculum; or,
- a recency requirement as established by a transfer institution; or,

- an employer mandates that an employee repeat a course as a direct result of a substantiated change in industry standards.

Permission to repeat a course based on a significant lapse of time can only be allowed once. The first grade and corresponding unit credit will be disregarded when computing the student's GPA.

#### **(D) Open Entry/Open Exit Courses**

The District may permit a student to repeat a portion of a variable unit open-entry/open-exit course. Students may enroll in a variable unit open entry/open exit course as many times as necessary to complete the entire curriculum of the course one time as described in the course outline of record. The District will program the computer to allow a student to enroll in an open entry/open exit class until the student has completed the curriculum of the course.

Each time a student enrolls in a physical education activity course offered on an open entry/open exit basis, regardless of the number of units for which the student enrolls, the enrollment shall count as a repetition of the course. When course repetition of a portion of a course is permitted under these circumstances, the previous grade and unit credit will be disregarded in computing the student's GPA.

#### **(E) Legally Mandated Training**

Students repeating a course due to "legally mandated training" shall file a "Course Repeat Petition" with the Admissions & Records department. The student must provide documentation proving the course repetition is necessary due to a legal mandate from their continued or volunteer employment.

Such courses may be repeated, for credit, any number of times, regardless of whether or not substandard work was previously recorded and the grade and unit credit shall be included each time for the purpose of calculating the student's GPA.

#### **(F) Extenuating Circumstances**

Students requesting a fourth attempt due to "extenuating circumstances" shall file a "Course Repeat Petition" with the Admissions & Records department. Designated staff will ensure that the extenuating circumstances are verified cases of accidents, illness, or other life changing events beyond the control of the student, and that a petition for extenuating circumstances has not been previously approved. The student's academic record will be annotated to disregard previous grade and unit credit and shall reflect that the most recent grade is calculated into the student's GPA.

Students may not file a petition for "extenuating circumstances" to eliminate a substandard grade or withdrawal in one of the allowable course repetitions for activity



courses. The college catalog and schedule of classes shall list the course repetition limit for all activity courses in physical education, and visual and performing arts courses in music, fine arts, theater or dance. The computer system will be programmed to ensure compliance with the unit limitation of each activity course, and the student's academic record will be annotated accordingly.

### **(G) Cooperative Work Experience**

Occupational and General Work Experience courses (CWEE) will be listed in the college catalog and schedule of classes along with the appropriate number of units a student may complete under Title 5 section 55253. The computer system will be programmed to ensure compliance with the unit limitation and the student's academic record will be annotated accordingly.

### **(H) Special Courses for students with disabilities**

Student with disabilities courses (GENSTU) may be allowed additional course repetitions as determined by the Director of Disabled Students and Programs. The student's academic record will be annotated to disregard previous grade and unit credit each time the student repeats a course.

2. The CCFS-320 Attendance Accounting report shall be modified to include all apportionment limits outlined in BP 5901.3.
3. In accordance with BP 5901.4:
 

Students who would like to include the units from external accredited colleges and universities must submit an Inclusion of External Coursework form. Once the courses, units, and grades from another accredited college or university are posted to the student's permanent record, they cannot be removed.

  - a) All external courses will be included in the student's cumulative units, grades, and grade points.
  - b) College of the Canyons will honor prior coursework repetition actions by other accredited colleges and universities.
  - c) A student's substandard coursework at College of the Canyons will not be alleviated by coursework completed at an external college or university. Nor will external courses be used to determine COC academic standings.
  - d) A student's substandard coursework at an external college or university will not be alleviated on a College of the Canyons transcript with College of the Canyons coursework.
  - e) All coursework taken at an accredited college or university will count towards unit totals, degree or certificate requirements, CSU Breadth and UC IGETC requirements, where applicable and appropriate.

## BP 5040 STUDENT RECORDS, DIRECTORY INFORMATION, AND PRIVACY

### References:

Family Educational Rights & Privacy Act (Buckley Amendment), Education Codes Sections 76200 et seq.; Title 5 Sections 54600 et seq.

The Santa Clarita Community College District conforms in its student record policies with the above referenced legal statutes. The District will establish and maintain information on students relevant to admissions, registration, academic history, career, student benefits services, extra-curricular activities, counseling and guidance, discipline or matters relating to student conduct and shall establish and maintain such other information as is required by law.

- 5040.1    **Custodian of Records**  
The Director of Admissions and Records shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.
- 5040.2    **Record Safeguards**  
The Director of Admissions and Records may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.
- 5040.3    **Student Access to Records**  
Any currently enrolled or former student of the District has a right of access to any and all student records relating to him or her maintained by the District.
- 5040.4    **Release of Student Records**  
No District representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws. The District also has the right to release students' records to institutions and agencies on the basis of educational interest.
- 5040.5    **Notification of Student Rights**  
Students shall be informed of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information.
- 5040.6    **Directory Information**  
Directory information shall include; student's name, District provided email address, current enrollment status, dates of attendance, major field of study, degrees and awards received from the District, participation in officially recognized activities and sports, weight and height of members of athletic teams, and the most recent public or private school attended by the student.

See Administrative Procedure AP 5040 Student Records, Directory Information & Privacy

## AP 5040 STUDENT RECORDS, DIRECTORY INFORMATION & PRIVACY

### 5040 Definitions

- A. "Student" is defined as a currently enrolled or formerly enrolled student.
- B. "Access" is a personal inspection and review of a record.
- C. "Student Records" are any item of administrative information directly related to an identifiable student maintained by the District.
- D. The following records are administrative records that are expressly exempted from the right to review and inspection.
  - 1. Financial records of parents of the student relating to applications for financial aid and scholarships.
  - 2. Confidential letters and statements or recommendations which were placed in the students' records before January 1, 1975.
  - 3. Appropriate records of instructional supervisory and/or administrative personnel which are in their sole possession and are not accessible or revealed to any other person.
  - 4. Human Resource Information pertaining to persons employed by the District.
- E. "Directory Information" consists of student records that may be released to anyone without prior notification and/or written permission of the student.
- F. "District" refers to any college or satellite campus within the Santa Clarita Community College District.

#### 5040.1 Student Access to Records

Students presently or previously enrolled have the right to access their individual student records maintained by the District. Students shall be granted access within 15 working days of their initial request made to the Office of Admissions & Records.

#### 5040.2 Release of Student Records

The District shall maintain student records in a manner to insure the privacy of all such defined student records and only permit access to or release of information as follows.

- A. Access: The District shall not permit access to student records to any person, or third party, without the written consent of the student, regardless of the students age, except in the following conditions:
  - 1. Officials and employees of the District, third party agencies, recovery agencies, or institutions that have a legitimate educational interest to access a record as determined by the Director of Admissions & Records.

2. Subpoena: Information concerning a student shall be furnished in compliance with a subpoena. The District shall make a reasonable effort to notify the student in advance of such compliance.
3. Statistical Data: The District may provide statistical data from which no student may be identified to any public agency, or private nonprofit college, university or educational research organization when such actions would be in the best educational interest of the student.
4. Information may be released to appropriate persons or agencies if such information is necessary to protect the health or safety of the student or other persons.

#### 5040.3 Directory Information

- A. Student records identified as "Directory Information" may be released without written consent of the student, unless a "Directory Information" block has been placed on these records by the student.
- B. Directory Information shall include: student's name, District provided email address, current enrollment status, dates of attendance, major field of study, degrees and awards received from the District, participation in officially recognized activities and sports, weight and height of members of athletic teams, and the most recent public or private school attended by the student.
- C. If a student desires to withhold or block Directory Information, he or she must file a written request with the Admissions & Records Office.
- D. The District may, at its discretion, limit or deny the release of specific categories of Directory Information to any public or private person or agency based upon a determination that such an action is in the best interest of the student.

#### 5040.4 Record of Access

- A. A log or record shall be maintained for each student's record release which lists all persons, agencies, or organizations requesting or receiving information from the record.
- B. The listing need not include the student access to his or her own record, release of directory information, parties to whom written consent has been given, and officials or employees who have a legitimate educational interest.
- C. The log or record shall be open to inspection only by the student, the District official or designee responsible for maintenance of student records, and other schools, state, or federal officials with legitimate educational interests in the records as lawfully permitted.

#### 5040.5 Challenge of the Records

Current or former students have the opportunity to challenge the content of their educational records to ensure the accuracy of the records, that the records are not misleading or otherwise in violation of their privacy or other rights, and to provide an opportunity for correction or deletion of any inaccurate, misleading, or otherwise inappropriate data contained in the records.

- A. Every effort will be made to settle a dispute concerning a student's records through informal meetings with appropriate college officials and through the normal petition procedure.
- B. Formal Student Record Challenge Procedure
  1. A student may file a written request with the Director of Admissions & Records to remove information recorded on his or her record which he or she alleges to be inaccurate, misleading, or otherwise inappropriate.
  2. Within 30 days of receipt of such a request, the Director of Admissions & Records, or designee, shall meet with the student and the employee who recorded the information in question to determine validity of the student's claim. A summary of the meeting will be recorded and any decisions made shall be in writing.
  3. If appropriate, the Director of Admissions & Records shall order the correction, removal, or destruction of the information in question.
  4. If the Director of Admissions & Records denies the allegations and refuses to order correction or removal of the information, the student may appeal the decision in writing to the Vice President of Student Services within 30 days of the written refusal.
  5. Within 30 days of receipt of the appeal, the Vice President of Student Services shall hold a hearing to determine whether to sustain or deny the allegations.
  6. If the hearing results in a decision to sustain the allegations, the records will be immediately corrected or removed. If the hearing results in a decision to deny the allegations, the records will remain and the decision will be presented in writing and shall be final.

#### 5040.6 Annual Notice

The District shall notify students in writing annually of their rights under this policy. The notice shall appear in the College Catalog.