

College of the Canyons

# Faculty Information Packet

**Admissions and Records**

Linda De Leon



REV. 07/12/2022

# **FACULTY INFORMATION PACKETS**

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## CLASS ROSTER

*You can now access your class roster anytime (7am-12:00am) using “Canyons ID/Self-Service.” See online class roster for more information.*

To have the most up-to-date roster go to <http://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 receive an email the night before classes begin with your waitlisted students. Once you receive this email information, your waitlisted students will no longer appear in 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 Wait List from your waitlist email.

Students will need an approved **Add Authorization** to enroll in your class if your class is closed. Once a student is authorized to add, they may self-enroll through My Canyons. These add authorizations are no longer valid once the add deadline has passed.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 the online registration systems 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. Also, as you know, the college will not receive funding for students not enrolled by the Census deadline. Students should provide a printout showing they have enrolled in your class shortly after the Add deadline.

Be sure to 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	<a href="mailto:jdirttest@my.canyons.edu">jdirttest@my.canyons.edu</a>
2	MR Mickey Test Mouse Test	0141515		<a href="mailto:mmouse@my.canyons.edu">mmouse@my.canyons.edu</a>
3	Min Mouse	0141516		<a href="mailto:mmouse1@my.canyons.edu">mmouse1@my.canyons.edu</a>
4	Blueberry Pancake	0507828		<a href="mailto:bpancake@my.canyons.edu">bpancake@my.canyons.edu</a>
5	Optimus M. Prime (Withdrawn 7/5/2022)	0232744		<a href="mailto:omprime@my.canyons.edu">omprime@my.canyons.edu</a>

## 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

## Example of Waitlist Email you will receive once a waitlisted class has closed.

From: De Leon, Linda <[Linda.DeLeon@canyons.edu](mailto:Linda.DeLeon@canyons.edu)>  
Sent: Wednesday, April 14, 2021 9:32 AM  
To: Tony Stark  
Subject: Waitlist students for BIOSCI-100-54175

Hi Tony W. Stark,

Below is a list of your waitlisted students for section 2021SP  
BIOSCI-100-54175

The waitlist function is now closed. As a consequence, you will no longer be able to view your waitlisted students through My Canyons.

As a courtesy, we have included the below list of your waitlisted students. Please use this list should you determine to add additional students to your class.

Now that add codes are no longer operable. Instead, once you determine which student(s) to add, you will add authorize by student ID number within My Canyons. You do not dispense a code to the student. Once you add authorize a student, the student will be able to simply register themselves up until the add deadline. Below are instructions on how to add authorize within My Canyons.

Under the Section Details, select Permissions, and click on Add Authorizations. Enter the Student ID of the student you are authorizing to add from your waitlist, hit Enter and you will be prompted with the student in the search. Verify it is the correct student, click on their name and you will be asked to confirm that you are authorizing the student to Add, click OK. The student will now be able to add themselves to the class. Keep in mind, that all other registration rules will still be in effect so if the student has a hold, does not meet a prerequisite or another registration error, they will be unable to add.

Should you have further questions, please contact Linda De Leon in the Admissions & Records Department at [linda.deleon@canyons.edu](mailto:linda.deleon@canyons.edu)

COC ID	RANK	STUDENT	EMAIL
0390320	1	Thor Ragnarok	<a href="mailto:tragnarok@my.canyons.edu">tragnarok@my.canyons.edu</a>
0390413	2	Joe Dirt Test	<a href="mailto:jdirttest@my.canyons.edu">jdirttest@my.canyons.edu</a>

# Class Roster Printing Instructions

My Canyons is available between 7 am to 12 am. Log onto the portal and follow these steps:

1. Go to <http://my.canyons.edu>.
2. Enter your **User Name** and **Password**.
3. Click on “**Log In.**”
4. Select the “**Faculty**” profile.
5. Click on “**Rosters, Grading & Contracts.**”
6. Click on “**Class Roster, Add Authorizations, Waitlists & Class Schedule.**”
7. 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, please feel free to contact Linda De Leon by email at [linda.deleon@canyons.edu](mailto:linda.deleon@canyons.edu).



# 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

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 Census): 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



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 actually 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 <http://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](mailto: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](http://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 use My Canyons to submit your positive attendance roster online, you must have a user name and password. If you do not know your user name (a.k.a. user ID) or your password, please click on the following link for assistance:

<https://www.canyons.edu/administration/it/resources/portalguard.php>.

### PLEASE FOLLOW THESE INSTRUCTIONS:

1. Go to <http://my.canyons.edu>.
2. Enter your **User Name** and **Password**.
3. Click on “**Log In.**”
4. Select the “**Faculty**” profile.
5. Click on “**Rosters, Grading & Contracts.**”
6. Click on “**Class Roster, Add Authorizations, Waitlists & Class Schedule.**”
7. Select the appropriate semester/term and course from the “**Faculty Overview**”.
8. Click on the “**Attendance**” **tab** within the **Section Details** of your roster.
9. 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.)
10. 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.

## WAITLIST ROSTERS

If all seats for a course were filled during the registration process, a waitlist will exist. For sections that are waitlisted, you will receive an email the night before classes begin with your waitlisted students. Once you receive this email information, your waitlisted students will **no longer** appear in the Waitlist tab of your section details.

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 email.

You will need to approve an Add Authorization for each student whom you would like to add to the class. The student must then process the add by accessing My Canyons and pay fees to be enrolled in your course. The Add Authorization will be **valid until the add deadline** for your course. It is the student's responsibility to add the course prior to the add deadline.

Please see the example on page 5.

## 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 **User Name** and **Password**.
3. Click on “**Log In.**”
4. Select the “**Faculty**” profile.
5. Click on “**Rosters, Grading & Contracts**” and select “**Drop Students from Roster.**”
6. Select the term/section you wish to drop students from.
7. 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.
8. Refresh the page to see your updated class roster.
9. If you would like to drop other students from other class rosters, please click on **Back to Courses** at the top left-hand corner.
10. 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. <b>(Required)</b>   |
| Census Drop:  | This drop is 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. <b>(Required)</b>   |
| 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. <b>(Optional)</b> |

## 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 in the form.

#### **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 following instructions will allow you to submit your grades online anytime between the hours of **7:00am** to **12:00am** daily.

### IMPORTANT INFORMATION

**Your deadline to submit grades is 48 business hours after the last day of the final.** Once this day has passed, you will not be able to change grades in My Canyons; 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 then submitted to Admissions & Records by **the grade submission deadline**. You can scan and email in this form.

#### **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 <http://my.canyons.edu>.
2. Enter your **User Name** and **Password**.
3. Click on “**Log In.**”
4. Select the “**Faculty**” profile.
5. Click on “**Rosters, Grading & Contracts**” and select “**Grading.**”
6. Select the term/section you wish to grade.
7. 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.
8. 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.*

- If a student does not appear on the online grade screen and has been attending your class, email Linda De Leon with the grade you are issuing that student at [linda.deleon@canyons.edu](mailto:linda.deleon@canyons.edu).

# ***IMPORTANT INFORMATION***

## **BOARD POLICIES THAT WILL AFFECT YOUR STUDENTS**

We want to make you aware of some newly approved board policies that may impact your students. The following is a summary of the major issues. 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 WITHDRAWALS FROM CLASS- (Board Policy 5900)**

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. A maximum of 15 cumulative units taken at College of the Canyons may be notated as "W" through the petition process, unless a recommendation is made by an academic counselor.

**All petitions for withdrawal, with or without a "W," must be completed and submitted to the Academic Standards Committee no later than one year after the end of the term for which the student is requesting withdrawal. The one year 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. If you have no drops, please click on the Submit button.

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 soon after your first class meeting as possible, and no later than the deadline date provided on the attached instruction sheet.

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

The third Drop form 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

We have an automated “add” process for students 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. In addition, waitlisted students will appear separately in an email that is sent to the instructor the night before the section start date. The Add Authorization method may be used for students that appear in the waitlist email received once classes close.
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 for their fees at the time of registration.
5. The add deadline for each class section is in the Deadline Dates of the Section Details.
6. Each semester, Admissions & Records will send out the waitlist email for those closed sections with waitlisted students.
7. **Concurrently enrolled high school students** are able to register online.

**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.**

Click on  
PERMISSIONS

Click on  
ADD  
AUTHORIZATION

COUNS-100-57529: Succes Strat Reentry Adult

Fall 2021  
Online

TBD  
8/23/2021 - 10/16/2021  
TBD

Seats Available 0 of 3

[Deadline Dates](#)

Waitlisted 2 of 20

Roster Attendance Census Grading Books **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



Refer to the waitlist email that was sent to you.

Enter the student's ID number.

**\*Verify ID and Name**

Click OK to confirm the Add Authorization

## COUNS-100-57529: Succes Strat Reentry Adult

Fall 2021  
Online

TBD  
8/23/2021 - 10/16/2021  
TBD

Seats Available 0 of 3


[Deadline Dates](#)

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Roster Attendance Census Grading Books **Permissions** Waitlist

[Back To Faculty Permissions](#)

### Student Add Authorization

Student Name	Student ID	Authorization Code	Status Date	Status
		md2eeCXs2F		<a href="#">Revoke</a>

0390320

0390320  
Thor Ragnarok  
Accounting  
Animation Production

## COUNS-100-57529: Succes Strat Reentry Adult

Fall 2021  
Online

TBD  
8/23/2021 - 10/16/2021  
TBD

Seats Available 0 of 3

[Deadline Dates](#)

Waitlisted 0 of 20

Roster Attendance Census

### Add Authorization Confirmation

Do you want to grant an Add Authorization for Thor Ragnarok?

Cancel

OK

## COUNS-100-57529: Succes Strat Reentry Adult

Fall 2021  
Online

TBD  
8/23/2021 - 10/16/2021  
TBD

Seats Available 0 of 3







[Deadline Dates](#)

Waitlisted 0 of 20

Roster Attendance Census Grading Books **Permissions** Waitlist

[Back To Faculty Permissions](#)

### Student Add Authorization

Student Name	Student ID	Authorization Code	Status Date	Status
		md2eeCXs2F		<a href="#">Revoke</a>
		jy6ev7eSf		<a href="#">Revoke</a>
		4vGUZYTUFQ		<a href="#">Revoke</a>
		LqUJJ7AwQQ		<a href="#">Revoke</a>
		izjDM8hjch		<a href="#">Revoke</a>
	Thor Ragnarok	0390320	5/21/2021 1:27:07 PM	<a href="#">Revoke</a>

Example after  
Add  
Authorization  
Confirmation

## 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 printed each term online in the student college calendar on the College of the Canyons Homepage. We also offer many non-standard length term classes, where class duration is shorter or longer than the current semester/term.

**Thus, we ask your assistance in relaying this information to students.** 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.

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 definition required by Title 5 of the California Education Code. A more complete 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 obtain a refund.

**Add Deadline:** is Friday of 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 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 12<sup>th</sup> week for full semester, 75% of the term for both full and non-standard length semester/term classes, as outlined in Santa Clarita 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 both Admissions & Records and also Community Education. However, 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- 153, 160, 161, 165, 173, 174, 175, 176, 177, 185, 186

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

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

Classes taken by audit follow the same deadline dates as classes taken for credit. Contact Community Education if you wish to audit classes.

To access any of the following Admission & Records forms, go to:  
<https://www.canyons.edu/studentservices/admissions/records/forms.php>.

## 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

## **CONTRACT FOR OVERLAPPING CLASSES**

This form is used to allow a student to register in a class that overlaps in time with another class.

This procedure requires one instructor to approve and monitor a student's request to attend classes that overlap in time. The overlap should not be more than 5 minutes per class session. Once the instructor approves, he or she must ensure that the student makes up the hours over the course of the semester/term.

The student must fill out his or her information and list the classes that overlap. The student will then turn in the form to the Admissions & Records office. The form will then be sent to the instructor for approval. The instructor must determine the amount of time necessary to make up the overlap and indicate that time on the contract. The appropriate Division Dean or designee must approve time overlaps of more than 5 minutes. The form must be returned by the Division within five days of its receipt.

An Admissions & Records clerk will then register the student in the classes that overlap, send the student and the instructor and student a copy of the contract, and retain a copy for the student's file.

Initial Date

**COLLEGE OF THE CANYONS**  
**Admissions & Records**  
**Contract for 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

**Current Course Enrolled In:**

Course Name: \_\_\_\_\_

Section # \_\_\_\_\_

20 ☐ WI ☐ 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).

**By initialing next to each bullet below I acknowledge of understand what is required of this petition.**

- Both the instructor and student must sign the contract. \_\_\_\_\_
- Complete one contract for each overlapping class. \_\_\_\_\_
- Review of this contract will be done by the corresponding Division Dean and will take place within seven to ten (7-10) business days. \_\_\_\_\_
- A detailed contract must outline how the missed time will be made up during the week in which the times was missed, (time made up must be face to face time with the instructor, not extra assignments). **Explanation Below.** \_\_\_\_\_
- Any contract may not exceed forty five (45) minutes for the duration of the semester. \_\_\_\_\_

"I agree to the above contract and to meet 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 contract and to meet with the instructor outside of class each week 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**

Division Dean Action:

☐ Approved ☐ Denied

Date

Admission &amp; Records Technician

Date

Comments: \_\_\_\_\_

**Office Use Only**☐ Date Enrolled \_\_\_\_\_☐ Pre Term Submission☐ Resubmit☐ Class Closed☐ New Contract☐ Too Much Time☐ Waitlisted # \_\_\_\_\_☐ Has Add Slip/Add Code # \_\_\_\_\_





COLLEGE OF THE CANYONS

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

## COURSE REPEAT PETITION

Name (Last)

(First)

Student ID Number

Canyons Email Address

@my.canyons.edu

Telephone Number

**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 and number 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&amp;R Signature: \_\_\_\_\_

Date: \_\_\_\_\_

White: File Copy  
Yellow: StudentA&R 025 Repeat Request  
3/21/18

## COLLEGE OF THE CANYONS

### Credit for Prior Learning

#### Credit for Prior Learning, Board Policy 4235

4235.1 Credit for Prior Learning (CPL) may be awarded for prior experience or prior learning only for individually identified courses with subject matter similar to that of the individual's prior learning, and only for a course listed in the catalog of the community college.

4235.3 To be eligible for CPL, an individual must:

- Be registered at the College in at least one unit or noncredit course.
- Be in good standing or have no standing.
- Request CPL for a course listed in the District's current course catalog.
- Have satisfied the prerequisites and other enrollment requirements for the particular course for which CPL is requested.
- Have paid CPL fees prior to completing the assessment. Fees are non-refundable.
- Not be currently enrolled in the course for which they request CPL.
- Not have requested CPL for the same course previously at the District (although the individual may enroll in the course in a future term for credit if the CPL assessment produced a substandard grade of D, F, or NP).

4235.4 Units earned by CPL:

- Shall not be considered units completed in residence towards a certificate or degree.
- Shall not be used for enrollment verification or reports to insurance companies or other similar agencies.
- May count toward major or general education coursework for the associate degree or certificate or as elective units.
- Are inapplicable toward satisfaction of such unit load requirements as Selective Service deferment, Veteran's or Social Security benefits and/or Financial Aid.
- Shall be clearly annotated on the student's academic record to reflect that they were earned as CPL.

4235.6 To receive CPL credit, a student must submit one of the following to the Office of Admissions and Records:

- The Advanced Placement (AP) score through official high school transcript or from the College Board.
- The College Level Examination Program (CLEP) official record.
- The International Baccalaureate (IB) program official record.
- The Joint Services Transcripts. Veteran students will be informed of the CPL policy.
- For all other forms of assessment, the Credit for Prior Learning Form ("CPL Form").
  - The CPL Form will be initiated by the student. The student will first meet with a counselor to determine if CPL aligns with their educational plan.
  - After discussion with a counselor, the student will meet with a discipline faculty member. The faculty member will discuss the merits of CPL with the student and explain the assessment instrument used to determine course credit.
  - If the student determines they want to move forward with CPL, the student must ensure that the faculty member who approved administration of the assessment inform Admissions and Records.
  - Admissions and Records will charge the student the CPL fee.
  - The student must submit the CPL Form to the Student Business Office and pay for the CPL fee, equated to the enrollment fee per unit, prior to assessment.
  - The student will then submit the CPL Form to the discipline faculty administering the assessment. Once the assessment is complete, the faculty member will inform the student of the grade earned.
  - The student will indicate their acceptance, decline, or appeal on the CPL Form prior to its submission to the Admissions and Records office.
  - The faculty will forward the final CPL Form to the Admissions and Records office.

4235.7 High School Students

High school students enrolled in an approved high school articulated course with the Santa Clarita Community College District may be awarded college credit via Credit for Prior Learning.

- Students must have the Petition for Credit of Articulated Coursework for High School Students, received from the high school, completed and turned in to the Admissions and Records office after completing the course at the high school.
- Credit for the course will be given at the time the student completes the high school articulated course with the Santa Clarita Community College District and will appear on the student's official transcript of record. The course will be notated with a letter grade and a CE for Credit for Prior Learning.



**COLLEGE OF THE CANYONS**  
**Credit for Prior Learning**

**STEP 1 - TOP PORTION TO BE COMPLETED BY STUDENT**

Last	First	Middle
Street Address		ID Number
		Term/Year
		COC Email
City	State	Zip
		Phone Number

**STEP 2 - STUDENT MEETS WITH A COUNSELOR**

Academic Standing: ☐ Currently Enrolled: ☐ Reviewed Plan: ☐ Prerequisites Checked: ☐

Course Name: \_\_\_\_\_ Counselor: \_\_\_\_\_

**STEP 3 - STUDENT MEETS WITH LEAD FACULTY**

Lead Faculty Approval: \_\_\_\_\_ Date Contacted A&R for enrollment: \_\_\_\_\_

**STEP 4 - STUDENT MUST SUBMIT FORM TO SBO FOR PAYMENT OF FEE\***

\* This is a non-refundable fee payment.

Unit Value: \_\_\_\_\_ Fee Total Paid: \_\_\_\_\_ Student Business Office Signature: \_\_\_\_\_

**STEP 5 - STUDENT MUST SUBMIT FORM TO INSTRUCTOR ADMINISTERING ASSESSMENT**

Instructor of Record	Date of Assessment and Signature of Instructor
Course Name & Term	Grade Received

**STEP 6 - STUDENT AGREEMENT**

Agree to have grade posted to transcript: ☐ Decline Credit for Prior Learning: ☐ Appeal: ☐

*I hereby petition to take the above named course in accordance with the rules governing Credit for Prior Learning.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STEP 6 - ADMISSIONS AND RECORDS PROCESSED**

Date Submitted to Admissions and Records by Faculty Member	Processed by in Admissions and Records
Notes: _____	

**DISTRIBUTION:** White: A & R  
Canary: Instructor Copy

Pink: Student upon payment  
Goldenrod: Bursar

A&R 071 Credit for Prior Learning  
4/21/2021

Date Recorded



## 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  
As&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

AS&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](mailto: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:

1<sup>st</sup>

2<sup>nd</sup>

3<sup>rd</sup>

4<sup>th</sup>

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](mailto: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](mailto: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](mailto: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		@my.canyons.edu
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.**

- Type of challenge you are requesting, please check one. ☐ Prerequisite ☐ Co-Requisite ☐ Resubmission with new documentation
- 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.
- 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
- Check the box which applies to you **(Student must submit documented evidence for each box marked):**
  - ☐ Challenging the prerequisite on the grounds that the prerequisite class has not been made reasonably available.
  - ☐ Challenging the prerequisite on the grounds that it was established in violation of the regulation or in violation of the District-approved process.
  - ☐ The prerequisite is discriminatory or applied in a discriminatory manner.
  - ☐ Challenging the prerequisite based on my knowledge or ability to succeed in the course despite not meeting the prerequisite.

<b>Name of Course I Wish to Enter:</b> _____	<b>Name of Course I Wish to Challenge:</b> _____
---	---

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.

Student Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

### For Official Use Only

- |  |   |  |
|--|---|--|
| 1. <input type="checkbox"/> Class Open<br><input type="checkbox"/> Class Closed<br><input type="checkbox"/> Waitlisted # _____ | <input type="checkbox"/> Entered in SRWS<br><input type="checkbox"/> Needs Add Slip<br><input type="checkbox"/> Has Slip/Add Code # _____ | 2. Pre Term Submission: 20____ WI SP SU FA   |
| Received by: _____ Date Received by A & R: _____   |   | 3. Registration Date: _____  |
| Comments _____   |   | 4. Petition Determination By Department Dean/Chair:<br>• <input type="checkbox"/> Approved • <input type="checkbox"/> Denied / Date sent to student: _____ |

## COLLEGE OF THE CANYONS

### Prerequisite/Corequisite Challenge Petition Procedures

***Email petitions, along with your supporting documentation to: [prereq@canyons.edu](mailto: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.

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### 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

**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 ☐ Spring ☐ Summer

**Instructions to Student:** If approved for a REINSTATEMENT, 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)

A student dropped from class may ONLY be reinstated upon recommendation of the instructor. 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'S NAME: \_\_\_\_\_

STUDENT ID NUMBER: \_\_\_\_\_

COURSE TITLE AND NUMBER: \_\_\_\_\_

SEMESTER COURSE TAKEN: \_\_\_\_\_ YEAR COURSE TAKEN: \_\_\_\_\_

POSTED GRADE: \_\_\_\_\_ NEW GRADE: \_\_\_\_\_

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
				
				
				
				

**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:**

