

COMMITTEE ON EXCEPTIONS

Common Requests, COE Process, and Possible Outcomes

CATEGORY	COMMON REQUESTS	COE PROCESS & POSSIBLE OUTCOMES
COURSE REPETITION	<p>Student has 'maxed out' their 3 attempts.</p> <p>Students had special (extenuating) circumstances</p> <p>Student need to retake the course due to recency requirements.</p>	<ul style="list-style-type: none"> • If student has taken equivalent course at an alternate school: no petition necessary, student is referred to A&R to verify prerequisite; if student meets MCC prerequisites for the course, they will be allowed to repeat at MiraCosta, no petition necessary • If student has taken equivalent course at MCC, students may submit a COE request if: <ul style="list-style-type: none"> • <u>Extenuating Circumstances</u> (verified cases of accidents, illness or other circumstances beyond the student's control). Prior grade can be substandard or passing. • <u>Significant Lapse of Time</u> (no less than 36 months and ONLY if it is a stated requisite to take a course or get into a program – ours or other institutions). If another school has a recency of less than 36 months and we have documentation we CAN grant recency exemption). Must have earned a C or better in prior attempt. Must have documentation about recency requirement for auditing purposes. May NOT allow a student to retake a class just because they need to 'brush up'. • <u>Change in industry standards</u> (May retake only if BOTH the following are true: <ol style="list-style-type: none"> 1. Evidence that there has been a significant change in the industry or licensure standards since the student previously took the course AND 2. Student <i>must</i> take the course again for employment or licensure
DISMISSAL REINSTATEMENT	<p>Student is requesting to be allowed to come back to MC after being dismissed</p>	<p>Exceptions are usually granted only in the cases where the students cumulative GPA or overall progress has them in dismissal status but their most recent semester demonstrates they are making strong improvements. Recent semesters showing minimal progress are reviewed for overall patterns and possible progress in an upcoming/current summer session (students are always dismissed after a Spring semester).</p>

DROPPING A COURSE	Student is requesting to have a NR and refund after receiving a “W” or an evaluative grade for a course they stopped attending prior to the 10% deadline or never attended but didn’t drop until after the deadline had passed	<ul style="list-style-type: none"> • If student reports that they stopped attending or attended prior to the 10% deadline in their petition, a change of grade form is automatically sent to instructors to verify last day of attendance; if the instructor verifies the student did indeed stop attending prior to the deadline or never attended, the request is approved and the course is removed from their record with a refund processed • If student reports that they did attend the course after the 10% deadline in their petition or if the instructor verifies they attended after the deadline, the petition is denied (due to T5 regulations, no exceptions)
	Student is requesting to have a NR and refund due to a medical or emergency situation that has arisen after the 10% deadline but before the “W” deadline	A withdrawal “W” is designed to allow students who face unforeseen circumstances such as medical or emergency to be able to still drop the class without receiving a substandard grade. If the student is in attendance of a class past the 10% deadline, per T5, it must be reported on their transcript and they cannot receive a NR and/or refund. (Title 5 55024 (a)(8) is the only exception to this: “A “W” shall not be assigned, or if assigned shall be removed, from a student’s academic record, if a determination is made pursuant to sections 59300 et seq. that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment).
	Student drops or is dropped from a course they are currently enrolled in and would like to be reinstated	Student is referred directly to A&R (no COE submitted)
WITHDRAWING FROM A COURSE AFTER THE DEADLINE . . .	Student is requesting to have a “W” after the deadline has lapsed	Petition is reviewed to see if student meets criteria identified in T5 for extenuating circumstances and if supporting documentation is included. A change of grade form is sent to the instructor and Committee reviews last day of attendance and instructor comments.
	Student is requesting to receive a military withdrawal	<p>NO COE NECESSARY, STUDENT TAKES PAPERWORK TO A&R</p> <ul style="list-style-type: none"> • A military withdrawal is granted to a student who is a member of an active or reserve military service who receives orders compelling a withdrawal from courses at any time during the semester. The course is coded as a military withdrawal and the student receives a refund. • Requests from military spouses are unfortunately not eligible for this policy. Students in this category are reviewed the same as any student requesting a NR or refund or a withdrawal after the deadline.

<p>PRIORITY ENROLLMENT REINSTATEMENT</p>	<p>Student is requesting priority enrollment reinstatement after losing priority enrollment due to academic performance or progress issues (academic and progress probation)</p>	<p>Exceptions are granted only in cases where students can demonstrate extenuating circumstances impacting their academic or progress performance. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student, which can be supported by documentation. Other circumstances considered in approving this exception include:</p> <ul style="list-style-type: none"> - a change in economic situation that is outside of the student's control that can be documented - demonstration of significant satisfactory academic and/or progress improvement in a subsequent term <p>If approved, the Dean of Admissions and Student Support will communicate with the Registrar or designee instructing that the COE request has been approved and that the registration date is to be adjusted accordingly (group B).</p> <p>Note: COEs for Priority Registration that are approved for students in special populations (as defined in Title 5 Section 58108) will be adjusted back to group A.</p>
	<p>Student is requesting priority enrollment reinstatement after losing priority enrollment due to completion of more than 90 units but fewer than 100 units.</p>	<p>Exceptions are granted only in cases where students can demonstrate extenuating circumstances impacting their academic or progress performance. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student, which can be supported by documentation. Other circumstances considered in approving this exception include:</p> <ul style="list-style-type: none"> - a change in economic situation that is outside of the student's control that can be documented - demonstration of significant satisfactory academic and/or progress improvement in a subsequent term <p>Special consideration will be given to students who can document enrollment in high-unit majors or who had to change majors due to special circumstances and have an education plan on file indicating the remaining classes and semesters needed to graduate or transfer.</p> <p>If approved, the Dean of Admissions and Student Support will communicate with the Registrar or designee instructing that the COE request has been approved and that the registration date is to be adjusted accordingly (group B).</p> <p>Note: COEs for Priority Registration that are approved for students in special populations (as</p>

		defined in Title 5 Section 58108) will be adjusted back to group A.
	Student is requesting priority enrollment reinstatement after losing priority enrollment due to completion of more than 100 units.	<p>Special consideration will be given to students who can document enrollment in high-unit majors or who had to change majors due to special circumstances and have an education plan on file indicating the remaining classes and semesters needed to graduate or transfer.</p> <p>If approved, the Dean of Admissions and Student Support will communicate with the Registrar or designee instructing that the COE request has been approved and that the registration date is to be adjusted accordingly (group B).</p> <p>Note: COEs for Priority Registration that are approved for students in special populations (as defined in Title 5 Section 58108) will be adjusted back to group A.</p>

LANGUAGE INCLUDED ON THE ONLINE AND PAPER COE PETITION

Before you submit your petition, please carefully read the following policies for required documentation and acceptable reasons for exceptions related to different requests

GRADE CHANGES

The college is required to issue a W if you attended the course past the deadline for no record and a refund, no exceptions.

These requests require instructor verification of the last date attended; the Committee will contact instructor(s) on the student's behalf and send a copy of the student's Committee on Exceptions petition to the instructor(s).

An instructor has the authority to change a grade he/she has issued from an evaluative symbol to another within sixty (60) instructional days (excluding weekends and holidays) of the date when official grades are posted. A student or instructor wishing to change a grade after the sixty (60) instructional days of the date when official grades are posted must submit their request in writing to the Committee on Exceptions. All requests for a grade change from an evaluative symbol to a "W" (Withdrawal) or no grade placed on permanent record must be made within three years of the date when the grade was posted and initiated by the student by submitting a Committee on Exceptions request prior to the Instructor Change of Grade Form being processed. Grade changes must conform to the grading policy established by the instructor and stated in the syllabus of the course/section for which the grade change will apply.

COURSE REPETITION

Per Title 5 regulations (Article 4, Section 55040-55045), the maximum number of enrollments, including withdrawals (W's), for regular courses is limited to **THREE**. All grades including W's will be included in the count.

For example: Imma Student has attended MiraCosta for several semesters and received a W for ENGL 50 in Fall 2010 and a D for ENGL 50 in spring 2012. She only has one more chance to complete the course.

Students who have enrolled in a course three times, the maximum number of enrollments, may appeal to the Committee on Exceptions to repeat the course a **fourth** time if they have extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student, which can be supported by documentation. In addition to an extenuating circumstance, appeals must also illustrate how reenrolling in the course a fourth time will result in a passing grade.

STUDENTS WHO HAVE ENROLLED IN A COURSE 4 OR MORE TIMES HAVE EXCEEDED THE NUMBER OF ALLOWABLE REPEATS AND CANNOT TAKE THE COURSE AT MIRACOSTA, NO EXCEPTIONS.

For additional information on repeating courses including activity and performance courses and regular courses in which a "C" or better was earned, please access the Enrollment Information & Policies page on the Admission and Records website at: <http://www.miracosta.edu/student-services/admissions/enrollmentinfo.html>

REPETITION DUE TO SIGNIFICANT LAPSE OF TIME

(Title 5 §55043)

A student may petition to the Committee on Exceptions to repeat a course in which he or she earned a satisfactory grade under BOTH of the following circumstances:

- It has been at least 36 months since the student took the course
- AND
- An institution of higher education to which the student seeks to transfer has established a recency requirement that the student will not be able to satisfy without repeating the course.

When a student has exhausted the number of permitted repetitions in a repeatable course, he or she may repeat the course only once due to significant lapse of time. Grades awarded for courses repeated under the Repetition due to Significant Lapse of Time provision will not be counted in calculating a student's grade-point-average.

REPETITION DUE TO EXTENUATING CIRCUMSTANCES

(Title 5 §55045)

A student may petition to the Committee on Exceptions to repeat a course based on a finding that the student's previous grade (whether substandard or passing) is, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness or other circumstances beyond the student's control. The student must provide the Committee on Exceptions with supporting documentation as appropriate when petitioning for repetition due to extenuating circumstances.

REPETITION DUE TO A SIGNIFICANT CHANGE IN INDUSTRY OR LICENSURE STANDARDS

(Title 5 §55040(b)(9))

A student may petition the Committee on Exceptions to repeat a course as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for employment or licensure. Such courses may be repeated for credit any number of times.

When a course is repeated due to a significant change in industry or licensure standards, the grade received each time shall be included for purposes of calculating the student's grade point average.

PRIORITY ENROLLMENT REINSTATEMENT

Students can petition to have their priority enrollment reinstated under the following conditions:

- extenuating circumstances that impacted their progress or academic standing
- a change in economic situation that are outside of the student's control that can be **documented**
- demonstration of significant satisfactory academic and/or progress improvement in a subsequent term

Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student, which can be supported by documentation.

Examples of documentation of change in economic situation:

- Letter showing laid off or fired
- Unemployment paperwork
- Letter from employer showing change in work/hours
- Paystub
- Loss of financial aid (dependent on reason that shows outside of student's control)

Students who lose priority due to a change in academic and/or progress standing are encouraged to include as supporting documentation an updated comprehensive education plan developed within the most recent semester along with the steps they plan to take to return to good standing.

Students who lose priority due to completion of more than 90 units are required to include as supporting documentation an updated comprehensive education plan developed within the most recent semester.

RELEVANT REGULATIONS AND/OR POLICIES

WITHDRAWALS

MiraCosta College policy

The Withdrawal policy is written based on weeks (or percentages) of the semester. For MiraCosta College, if a student does not drop a class until after the 10% of the class they will be issued. They can withdraw (and earn a 'W') up until the 75% of the term. After the 75% we are obligated to issue an evaluative grade.

Title 5 (§55024):

Withdrawal from a course or courses shall be authorized through the last day of the fourteenth week of instruction (or 75 percent of a term, whichever is less). The governing board, however, may establish a final withdrawal date which prohibits withdrawal after a designated point in time between the end of the fourth week of instruction (or 30 percent of a term, whichever is less) and the last day of the fourteenth week of instruction (or 75 percent of a term, whichever is less). The academic record of a student who remains in a course beyond the time allowed by district policy must reflect a symbol as authorized in section 55023 other than a "W." (Title 5 55024 (a)(8) is the only exception to this: "A "W" shall not be assigned, or if assigned shall be removed, from a student's academic record, if a determination is made pursuant to sections 59300 et seq. that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment).

REPEATS

Title 5 (§55040): District Policy for Course Repetition

(a) The governing board of each community college district shall adopt and publish policies and procedures pertaining to the repetition of credit courses. Such policies and procedures shall not conflict with section 55025 or Education Code section 76224, pertaining to the finality of grades assigned by instructors, or with subchapter 2.5 (commencing with section 59020) of chapter 10 of this division, pertaining to the retention and destruction of student records.

(b) The policies and procedures adopted pursuant to subdivision (a) may,

(1) designate certain types of courses as "repeatable courses" consistent with the requirements of section 55041.

(2) permit a student to repeat a course in an effort to alleviate substandard academic work consistent with the requirements of section 55042.

(3) permit or require a student to repeat a course due to significant lapse of time consistent with the requirements of section 55043.

(4) permit a student to repeat a portion of a course, other than a physical education, visual arts, or performing arts course, offered for variable units on an open-entry/open-exit basis which the student previously completed only under the circumstances described in section 55044.

(5) permit a student to repeat a course which is not designated as a repeatable course, regardless of whether substandard academic work was previously recorded, where the district determines, consistent with section 55045, that there are extenuating circumstances which justify the repetition.

(6) permit a student to repeat a course in cooperative work experience under the circumstances described in section 55253. When a cooperative work experience course is repeated pursuant to that section, the grade received each time shall be included for purposes of calculating the student's grade point average.

(7) permit a student with a disability to 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 for one of the reasons specified in section 56029. The district policy may allow the previous grade and credit to be disregarded in computing the student's GPA each time the course is repeated.

(8) permit a student to repeat a course determined to be legally mandated as defined in section 55000, regardless of whether substandard academic work has been recorded. Such courses may be repeated for credit any number of times. The governing board of a district may establish policies and procedures requiring students to certify or document that course repetition is legally mandated.

(9) permit a student to petition the district to repeat a course as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for the student's employment or licensure. Such courses may be repeated for credit any number of times. The governing board of the district may establish policies and procedures

requiring students to certify or document that there has been a significant change in industry or licensure standards necessitating course repetition.

(c) The policies and procedures adopted by the governing board of each community college district pursuant to subdivision (a) may not permit student enrollment in active participatory courses, as defined in section 55000, in physical education, visual arts or performing arts that are related in content, as defined in section 55000, more than four times for semester courses or six times for quarter courses. This limitation applies even if a student receives a substandard grade or "W" during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstances as provided in section 55045.

(d) When course repetition occurs pursuant to this section, the student's permanent academic record shall clearly indicate any courses repeated using an appropriate symbol and be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

(e) Notwithstanding the limits set forth above, apportionment will be limited as set forth in section 58161.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

Title 5 (§55041): Repeatable Courses

(a) Districts may only designate the following types of courses as repeatable:

(1) Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree. The governing board of a district must retain supporting documentation that verifies that the repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree. The supporting documentation must be retained by the district as a Class 3 record basic to audit as required by section 59020 et seq.;

(2) Intercollegiate athletics, as defined in section 55000; and

(3) Intercollegiate academic or vocational competition, as defined in section 55000, where enrollment in the course and courses that are related in content, as defined in 55000, is limited to no more than four times for semester courses or six times for quarter courses. This enrollment limitation applies even if the student receives a substandard grade or "W" during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstances as provided in section 55045.

(b) The district must identify all courses which are repeatable and designate such courses in its catalog.

(c) When a course is repeated pursuant to this section, the grade received each time shall be included for purposes of calculating the student's grade point average, except if the course is repeated pursuant to another section of this article that permits district policy to allow the previous grade(s) to be disregarded.

(d) Notwithstanding the limitations above, apportionment will be limited as set forth in section 58161.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902 and 76000, Education Code.

Title 5 (§55042): Course Repetition to Alleviate Substandard Academic Work

(a) The district policies and procedures on course repetition adopted pursuant to section 55040 may permit a student to repeat a course in an effort to alleviate substandard academic work.

(b) If a student repeats a course which is not designated as a repeatable course and receives a satisfactory grade, then he or she may not repeat the course again pursuant to this section and any further repetition of the course must be authorized by another provision of this division. If a student repeats the course and receives another substandard grade, the district policy may permit the student to repeat the course one additional time in an effort to alleviate substandard work. District policy may permit a student to petition to repeat a course for which three substandard grades have been assigned, provided apportionment is not claimed pursuant to section 58161. The first two substandard grades may be excluded in computing the student's GPA if the student repeats the class two or more times.

(c) If a student repeats a repeatable course and a substandard grade has been recorded, district policy may allow the previous grade and credit to be disregarded provided that no additional repetitions are permitted beyond those enrollment limits otherwise allowed by section 55041. No more than two substandard grades may be alleviated pursuant to this section.

(d) Notwithstanding section 55041, policies and procedures related to course repetition to alleviate substandard academic work shall:

- (1) permit repetition of any course which was taken in an accredited college or university and for which substandard academic work is recorded;
- (2) indicate any specific courses or categories of courses where repetition pursuant to this section is not permitted; and
- (3) in determining transfer of a student's credits, honor similar, prior course repetition actions by other accredited colleges and universities.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

Title 5 (§55043): Course Repetition Due to Significant Lapse of Time

(a) In addition to permitting course repetition in the circumstances described in other provisions of this article, a district may also permit or require repetition of a course where the student received a satisfactory grade the last time he or she took the course but the district determines that there has been a significant lapse of time of no less than 36 months since that grade was obtained and:

(1) the district has properly established a recency prerequisite for a course or program pursuant to section 55003. or
(2) another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course in question. Pursuant to petition, a district may allow repetition where less than 36 months have elapsed pursuant to this subdivision if the student documents the repetition is necessary for the student's transfer to the institution of higher education.

(b) If the district determines that a student needs to repeat an active participatory experience course, as defined in section 55000, in physical education or visual or performing arts, or an active participatory experience course that is related in content, as defined in section 55000, due to significant lapse of time, that repetition shall be counted in applying the limit on repetitions set forth in section 55040(c) except that, if the student has already exhausted the number of repetitions permitted under subdivision (c), an additional repetition due to significant lapse of time may be permitted or required by the district.

(c) When a course is repeated pursuant to this section, the district policy may allow the previous grade and credit to be disregarded in computing the student's GPA.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

Title 5 (§55044): Repetition of Variable Unit Courses

(a) Except for active participatory courses in physical education, visual arts, or performing arts, if a community college district offers credit courses for variable units on an open-entry/ open-exit basis pursuant to section 58164, the district policies and procedures on course repetition adopted pursuant to section 55040 shall provide that a student may enroll in the course as many times as necessary to complete one time the entire curriculum of the course as described in the course outline of record. District policy may not permit students to enroll more than one time in an active participatory course in physical education, visual arts, or performing arts pursuant to this section. District policy may not permit the student to repeat any portion of the curriculum for the course, unless:

(1) the course is required for legally mandated training;

(2) the course is a special class for students with disabilities which the student needs to repeat for one of the reasons described in section 56029;

(3) repetition of the course to retake a portion of the curriculum is justified by extenuating circumstances pursuant to section 55045; or

(4) the student wishes to repeat the course to alleviate substandard work recorded for a portion of the curriculum as authorized pursuant to section 55042.

(b) When course repetition of a portion of a course is permitted under the circumstances described in subdivision (a), the district policy may allow the previous grade and credit to be disregarded in computing the student's GPA.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

Title 5 (§55045): Course Repetition Due to Extenuating Circumstances

The district policies and procedures on course repetition adopted pursuant to section 55040 may permit a student to repeat a course only if:

(a) the repetition is expressly authorized by another provision of this article; or

(b) the student files a petition and the governing board of the district or its designee grants written approval of the petition based on a finding that the student's previous grade (whether substandard or passing) was, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. When course repetition is approved pursuant to this subdivision, the district policy may allow the previous grade and credit to be disregarded in computing the student's GPA each time the course is repeated.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

DISMISSAL REINSTATEMENT

MiraCosta College policy: AP 4255

Reinstatement Following Dismissal

A student who has been dismissed for academic and/or progress reasons may be reinstated when the student (1) does not attend for one semester, and (2) consults with a counselor to determine whether the reasons that led to dismissal have been corrected sufficiently to enable improved performance. Students who believe their dismissal should be put aside after being notified of dismissal must immediately petition the Committee on Exceptions. It is the student's responsibility to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting the reasons. The decision of the Committee on Exceptions will be communicated to the student in writing by the Dean of Counseling. The Dean of Counseling will notify the student of the decision within fourteen days of the student's appeal.

The student may appeal the decision of the Committee on Exceptions in writing to the superintendent/president within thirty days of the date of notification of the decision of the Committee on Exceptions. The decision of the superintendent/president is final.

If the dismissal appeal is granted, the student will be continued on probation for an additional semester. At the end of the additional semester, the student's academic record will again be evaluated to determine whether the student may be removed from probation, should be dismissed, or should be continued on probation.

PRIORITY REGISTRATION APPEALS

§ 58108. Registration and Enrollment Procedures.

(a) Districts shall adopt policies and procedures for registration and standards for enrollment in any course that are consistent with these and other sections of title 5 and uniformly administered by appropriately authorized employees of the district.

(b) It is the intent of the Board of Governors of the California Community Colleges to provide priority registration for students who enroll in a community college for the purpose of degree or certificate attainment, transfer to a four-year college or university, or career advancement.

(c) Districts adopting policies and procedures that include the administration of a registration system that grants priority enrollment to certain students, shall grant registration priority in that system, for each term the registration priority system is administered, to students who:

(1) are first time students within the meaning of section 55530(c) and have completed orientation, assessment, and developed student education plans; or

(2) are not first time students within the meaning of section 55530(c) and have not lost registration priority pursuant to subdivision (h).

(3) who are continuing students not on academic or progress probation for two consecutive terms as defined in section 55031 and first time students who have completed orientation, assessment, and developed student education plans.

(d) Districts shall provide highest and equal priority to students eligible for registration priority pursuant to subdivision (c) who are:

(1) a member of the armed forces or a veteran pursuant to Education Code section 66025.8,

(2) a foster youth or former foster youth pursuant to Education Code section 66025.9,

(3) determined to be eligible for Disabled Student Program and Services as set forth in Education Code section 66025.91,

- (4) receiving services through the Extended Opportunity Programs and Services as set forth in Education Code section 66025.91, or
- (5) receiving aid from the California Work Opportunity and Responsibility to Kids Program as set forth in Education Code section 66025.92.
- (e) To the extent districts have the capacity and resources to require orientation, assessment, and education plans for continuing students, districts may establish orientation, assessment and education plans or any combination thereof as a condition for registration priority.
- (f) Districts are permitted to adopt registration priorities for subcategories of students eligible for registration priority pursuant to subdivisions (c) and (d) provided that highest and equal registration priority is granted to students meeting the requirements of subdivision (d)(1) through (d)(5). Districts may not prioritize students in one statutory group, as set forth in (d)(1) through (d)(5), over another.
- (g) Districts may establish additional registration priorities for students with priority lower than student groups covered by subdivision (c) of this section.
- (h) Registration priority specified in subdivision (c) of this section shall be lost at the first registration opportunity after a student:
- (1) is placed on academic or progress probation or any combination thereof as defined in section 55031 for two consecutive terms; or
 - (2) has earned one hundred (100) or more degree-applicable semester or quarter equivalent units at the district.
- (A) For purposes of this section a unit is earned when a student receives a grade of A, B, C, D or P as defined in section 55023.
- (B) The 100-unit limit does not include units for non-degree applicable English as a Second Language or basic skills courses as defined in section 55000(j) or special classes as defined in section 55000.
- (C) Districts may set the unit limit lower than 100 units and may consider units from other higher education institutions.
- (D) Districts may adopt policies to exempt from the 100-unit limit categories of students, including but not limited to, those enrolled in high unit majors or programs.
- (E) Districts may exempt from the 100-unit limit units earned through credit by examination, advanced placement, International Baccalaureate, or other similar programs.
- (3) This subdivision shall not apply to students granted registration priority pursuant to subdivision (d)(2).
- (i) Beginning in the spring 2013 term, districts shall notify students who are placed on academic or progress probation, or who have earned 75 percent or more of the unit limit, of the potential for loss of enrollment priority. The district shall notify the student that a second consecutive term on academic or progress probation will result in the loss of priority registration until the student is no longer on probation or that enrollment priority will be lost when the student reaches the unit limit.
- (j) Except as otherwise provided by state law, no student shall be required to confer or consult with or be required to receive permission to enroll in any class from any person other than those employed by the college in the district.
- (k) Students will not be required to participate in any preregistration activity not uniformly required; nor shall the college or district allow anyone to place or enforce nonacademic requisites that are not expressly authorized in this chapter or in state law as barriers to enrollment in or the successful completion of a class.
- (l) With respect to accessibility to off-campus sites and facilities, no student is to be required to make any special effort not required of all students to register in any class or course section. Once enrolled in the class, all students must have equal access to the site.
- (m) Each community college district shall establish written procedures by which a student may appeal the loss of priority enrollment status due to extenuating circumstances, or where a student with a disability applied for, but did not receive reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student. Districts may allow students who have demonstrated significant academic improvement to appeal the loss of priority enrollment status. Significant academic improvement is defined as achieving no less than the minimum grade point average and progress standard established in section 55031 for the term or terms.
- (n) Districts shall ensure that the requirements of this section are adopted in local board policies and fully operational for registration for fall 2014 courses. Districts shall ensure that all policies and course catalogs reflect the requirements of this section and that appropriate and timely notice is provided to students.

Note: Authority cited: Sections 66700, 70901 and 78215, Education Code. Reference: Sections 66025.8, 66025.9, 66025.91, 66025.92, 66025.95, 70901, 78210 et seq. and 84500, Education Code.

California Code of Regulations Title 5 Searchable database: <https://govt.westlaw.com/calregs/>