

CHANCELLOR'S CABINET MEETING

Agenda

Monday, February 23, 2026

3:00 – 4:00pm

Board Room

1. Call to Order	Jamey Nye
2. Finalize Agenda & Minutes of Meetings* <ul style="list-style-type: none">• January 26, 2026	Jamey Nye
3. IT Security Update	Jamey Nye
4. Proposed Revisions to Board Policy and Regulations* <ul style="list-style-type: none">• Board Policy 2231 – Probation and Dismissal• Board Policy 7252 – Grading Practices and Standards• Regulation 2211 – Admission and Entrance Requirements• Regulation 2511 – Counseling Services• Regulation 7252 – Course Repetition	Aly Bivins
5. Adjournment	Jamey Nye

CHANCELLOR'S CABINET MEETING

Minutes

Monday, January 26, 2026

Board Room

3:00pm

CALL TO ORDER

Chancellor King called the meeting to order at 3:00pm.

FINALIZE AGENDA & MINUTES OF MEETING

The agenda was finalized, and the minutes of the previous meeting were reviewed and approved.

POLICY REVIEW PROCESS

Deputy Chancellor Nye and Chief Counsel Bivins shared the interest to update and modernize the Policy Review Process to ensure a regular review for legal compliance in accordance with accreditation standards. The group shared appreciation for the opportunity for a more regular and substantive transparent review of district policies.

BOARD POLICY 8431: NAMING OF FACILITIES AND AREAS

Deputy Chancellor Nye introduced Associate Vice Chancellor Frank Kobayashi, who presented an overview of proposed revisions to Board Policy 7421. The changes align with recent Title 5 updates. The policy will be brought forward to the Board of Trustees next.

OTHER TOPICS

- Members of Cabinet discussed recent technical issue with the OGS, steps taken to resolve the issue, and plans to prevent future issues. Associate Vice Chancellor Bola shared plans to engage with faculty and staff to ultimately replace OGS with a more modern, stable solution.
- Members of Cabinet discussed updates on districtwide and college enrollment.
- Faculty leaders shared an interest to meet with district office staff about districtwide enrollment management.

ADJOURNMENT

Deputy Chancellor Nye adjourned the meeting.

1.0 Eligibility for Good Standing

- 1.1 For purposes of determining a student's eligibility to remain in good standing and in attendance at one of the Colleges of the Los Rios Community College District, both quality of performance and progress toward completion of objectives shall be considered.

2.0 Academic and Progress Notice ~~Probation~~

- 2.1 Each College within the District shall implement the ~~probation policy~~academic and progress notification intervention practices consistent with Title 5, section 55031 and R-2231.
- 2.2 Academic ~~notice probation~~ shall be based on grade point average.
- 2.3 Progress ~~probation notice~~ shall be based on percentage of earned non-evaluative symbols and entries of "NP" (formerly "NC") as described in R-7252.
- 2.4 Academic records accrued during summer and/or intersessions shall count toward ~~notice earning probation~~, removal from ~~notice probation~~, or possible ~~paused dismissal~~.

3.0 Academic and Progress ~~Pause~~ Dismissal

- 3.1 A student shall be subject to ~~a pause intervention~~dismissal from college under certain circumstances related to continuing ~~notice probation~~ as stipulated in Title 5, section 55033 and R-2231.
- 3.2 A student may petition for re-admission following ~~placement on paused~~dismissal.

4.0 ~~Board of Governor's Fee Waiver~~ Eligibility for California College Promise Grant and Priority Registration

- 4.1 A student who is otherwise eligible for the California College Promise Grant (a Board of Governor's Fee Waiver) shall become ineligible if the student is placed on academic or progress ~~notice probation~~ or any combination thereof for two (2) consecutive primary terms. (Title 5, § 58621, subd. (a)(1))
- 4.2 A student who is otherwise eligible for Priority Registration pursuant to R-2211 shall become ineligible if the student is placed on academic or progress notice, or any combination thereof, for two (2) consecutive primary terms. (Title 5, § 58108)

(Cross Reference [P-7252](#))

LRCCD

Policy Adopted: 1/18/67

Policy Revised: 3/15/72; 3/6/74; 11/19/80; 2/10/82; 1/24/96; 11/18/15; ~~XX/XX/XX~~

Policy Reviewed: 11/18/15; ~~XX/XX/XX~~
Adm. Regulation [R-2231](#)

1.0 Academic Grades

- 1.1 Student work in all credit courses offered by the Los Rios Community College District shall be graded in accordance with the grading scale in California Code of Regulations Title 5, Section 55023.
- 1.2 Non-evaluative symbols may be used in regard to incomplete work or credit course work without complete records. (Cal. Code Regs., tit. 5, § 55023)

2.0 Pass/No Pass Courses (Cal. Code Regs., tit. 5, § 55022)

- 2.1 Each College may offer courses wherein students may elect a pass/no pass or letter grade option.
- 2.2 Each College may offer courses in which all students are evaluated on a pass/no pass (P/NP) basis.
- 2.3 Each College may designate courses not subject to P/NP grading.

3.0 Credit by Examination

- 3.1 The District shall develop Administrative Regulations pertaining to credit by examination for specific catalog courses in accordance with Title 5 regulations. (Cal. Code Regs., tit. 5, § 55050)

4.0 Repetition of Courses

- 4.1 The District shall develop Administrative Regulations whereby courses taken in an accredited college may be repeated. (Cal. Code Regs., tit. 5, §§ 55040 and 55041)

5.0 Academic Renewal

- 5.1 The District shall develop Administrative Regulations whereby previous substandard academic performance earned within the District may be alleviated if the previous substandard performance is not reflective of the student's current demonstrated ability. (Cal. Code Regs., tit. 5, § 55046)

6.0 ~~Probation Status~~ Academic and Progress Notice (See Policy [P-2231](#))

7.0 ~~Dismissal~~ Academic and Progress Pause (See Policy [P-2231](#))

8.0 Grade Reports to Students

- 8.1 Instructors have the responsibility to inform each student of his/her academic standing at mid-point in each course.

- 8.2 At the end of each term, final grades assigned by instructors shall be made available to each student.

9.0 Final Examination (Formerly P-7221)

- 9.1 Final projects, portfolios, performances, examinations, or other assessments must be completed by students enrolled in all courses.
- 9.2 A schedule of final examinations will be announced each semester.

10.0 Grade Changes (Ed. Code, § 76224; Cal. Code Regs., tit. 5, § 55025)

- 10.1 In any course of instruction for which grades are awarded, the instructor in the course shall determine the grade to be awarded each student in accordance with Section 1.0 of this policy.
- 10.2 The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency. Procedures for the correction of grades given in error shall include expurgating the incorrect grade from the record.

11.0 Implementation of Academic Standards and Progress

- 11.1 In concert, the District and the four Colleges will develop appropriate procedures for the implementation of policies in this entire section.
- 11.2 Each College will clearly set forth these policies and procedures in the College's appropriate publications.

LRCCD

Policy Adopted: 3/10/65
Policy Revised: 4/15/70; 3/15/72; 6/18/75; 11/19/80; 1/28/81; 4/21/82; 3/1/00; 5/17/06;
10/15/08; 5/11/16; ~~XX/XX/XX~~
Policy Reviewed: 5/11/16; ~~XX/XX/XX~~
Adm. Regulation: [R-7252](#)

1.0 Admission Requirements

- 1.1 Admission requirements include the following:
 - 1.1.1 A uniform Los Rios Community College District application;
 - 1.1.2 Supplemental Student Data Sheet; and
 - 1.1.3 A residence statement.

2.0 Registration Priorities

- 2.1 (Ed. Code, §§ 66025.8, 66025.9, 76001; Cal. Code Regs., tit. 5, §§ 56026, 56232, & 58108.)
- 2.2 Priority registration will be District-wide.
- 2.3 Students will be permitted to enroll in the following order of priority:
 - 2.3.1 The following groups shall have equal priority: foster youth and former foster youth; students eligible for CalWORKs, Student Parents, DSP&S and EOP&S; any California resident who is a member or former member of the Armed Forces of the United States; homeless youth; and any member or former member of the State Military Reserve.
 - 2.3.1.1 “Foster youth” means a person who is currently in foster care, and “former foster youth” means a person who is an emancipated foster youth and who is up to 25~~4~~ years of age.\
 - 2.3.1.2 “Student Parent” means a student who has a child or children under 18 years of age who will receive more than half of their support from that student.
 - 2.3.1.3 The “Armed Forces of the United States” means the Air Force, Army, Coast Guard, Marine Corps, National Guard, Naval Militia, Navy, and the reserve components of each of those forces, including the California National Guard.
 - 2.3.1.4 Homeless youth means a student under 25 years of age who has been verified at any time during the 24 months immediately preceding the receipt of his or her application for admission by a postsecondary educational institution that is a qualifying institution pursuant to section 69432.7, as a homeless child or youth, as defined in subsection (2) of section 725 of the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 11434a(2)), by at least one of the following:
 - 2.3.1.4.1 A homeless services provider, as that term is defined in paragraph (3) of subdivision (d) of section 103577 of the Health and Safety Code.

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- 2.3.1.4.2 The director of a federal TRIO program or Gaining Early Awareness and Readiness for Undergraduate Programs program, or a designee of that director.
 - 2.3.1.4.3 A financial aid administrator for an institution of higher education.
 - 2.3.1.5 For purposes of this section, a student who is verified as a homeless youth shall retain that status for a period of six years from the date of admission.
 - 2.3.2 Continuing students, or new students with prior special admit status, who will satisfy the requirements to graduate or transfer to a baccalaureate college or university at the end of the semester of registration.
 - 2.3.2.1 Students must complete a special priority form and have a counselor sign off verifying graduation or transfer readiness.
 - 2.3.2.2 Students may receive this priority one (1) time. If the student does not graduate or transfer to a baccalaureate college or university at the end of the planned semester, the student may petition to receive priority registration one (1) additional time.
 - 2.3.2.2.1 Petitions will be reviewed that show special circumstances including, but not limited to, medical or other urgent issues or students who complete a degree, but need a few additional classes to transfer.
 - 2.3.3 New and continuing students who have been verified by District, College and California Community College Athletic Association rules and regulations to be eligible (in season) or capable to be eligible (out of season) for a competitive sport team.
 - 2.3.4 Students continuing from the prior semester who are not on academic or progress ~~notice~~probation for two consecutive semesters as defined in California Code of Regulations, title 5, section 55031 and new students.
 - 2.3.4.1 Within this category, students shall be assigned to priority subgroups based upon their status as new students and/or the number of units completed at the Colleges of the District with the intent to give those students most likely to graduate or transfer preference in registration.
 - 2.3.5 The following groups shall have equal priority: new transfer, returning and returning transfer students.
 - 2.3.6 Special admit students.
 - 2.3.7 Open Enrollment.

- 2.4 Registration priorities as specified in sections 2.3.1 through 2.3.6 shall be lost at the first registration opportunity after a student:
- 2.4.1 is placed on academic or progress ~~notice~~~~probation~~ or any combination thereof as defined in California Code of Regulations, title 5, section 55031 for two consecutive terms; or
 - 2.4.2 has earned ninety (90) or more degree applicable semester units at the District.
 - 2.4.2.1 The greater than ninety (90) unit limit does not include units for non-degree applicable English as a Second Language or basic skills courses as defined in California Code of Regulations, title 5, section 55000, subdivision (j) or special classes as defined in California Code of Regulations, title 5, section 55000.
 - 2.4.2.2 Students whose educational plans identify they are enrolled in high unit majors or programs may file for an exemption from this Administrative Regulation.
- 2.5 Students who are placed on academic or progress ~~notice~~~~probation~~, or who have earned seventy-five (75) percent or more of the unit limit shall be notified of the potential for loss of enrollment priority. Students who are in their first semester of academic or progress ~~notice~~~~probation~~ shall be notified that a second consecutive term on academic or progress ~~notice~~~~probation~~ will result in loss of priority registration. Such notification shall continue until the student is no longer on ~~notice~~~~probation~~ or the student reaches the unit limit.
- 2.6 A student may appeal the loss of priority enrollment ~~eligibility~~~~status~~ due to extenuating circumstances or where a student with a disability applied for, but did not receive, reasonable accommodation in a timely manner.
- 2.6.1 Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.
- 2.7 A student on academic or progress ~~notice~~~~probation~~, or in ~~paused~~~~dismissal~~ status who demonstrates significant academic improvement may appeal the loss of priority enrollment ~~status~~~~eligibility~~.
- 2.7.1 Significant academic improvement is defined as achieving no less than the minimum grade point average and progress

standard established in California Code of Regulations, title 5, section 55031 for the term.

LRCCD

Adm. Regulation Adopted: 3/10/65
Adm. Regulation Revised: 1/18/67; 1/17/68; 4/15/70; 8/19/70; 3/6/74; 11/19/80; 2/10/82;
1/24/96; 11/26/01; 2/25/08; 3/22/10; 8/30/10; 11/28/11, 4/29/13;
9/23/13; 4/28/14; 9/11/17; 9/23/19; 9/25/23; 2/23/26
Adm. Regulation Reviewed: 9/23/19; 9/25/23; 2/23/26
Board Policy: [P-2211](#)

1.0 Counseling Services (Education Code § 72620)

- 1.1 The counseling program shall include, but need not be limited to the following:
 - 1.1.1 Educational counseling.
 - 1.1.2 career counseling, career decision making, and career planning assistance (Education Code § 72620(b));
 - 1.1.3 short term personal counseling including crisis intervention and referrals;
 - 1.1.4 evaluating and interpreting test data;
 - 1.1.5 articulation with transfer colleges and universities;
 - 1.1.6 new student orientation and academic planning;
 - 1.1.7 assistance with study/learning difficulties.
- 1.2 Each college should have an adequate counseling staff and procedures to provide counseling services, in order to:
 - 1.2.1 Assist students in the determination of their educational goals;
 - 1.2.2 assist students in making self-appraisals of their progress towards goals;
 - 1.2.3 provide special individual or group counseling and guidance to all first-time freshmen;
 - 1.2.4 make available individual counseling and guidance services to each student on ~~academic or progress notice~~probation.
- 1.3 Counseling practices may include:
 - 1.3.1 Liaison with area secondary schools, including direct interactions with counseling counterparts at the high schools and secondary school career centers, and class and college evening presentations.
 - 1.3.2 provision of information by phone, mail or in person regarding the appropriateness of the institution for further personal educational plans;
 - 1.3.3 individual, group or special counseling sessions in an effort to reduce the fears, apprehensions, and anxieties of individuals or special groups concerning post-high school educational plans. This may be especially important to the returning adult woman, the minority, the disabled and other special groups with concerns as to the appropriateness of the institution for them.

2.0 Confidentiality –(Education Code § 72621)

- 2.1 Any information of a personal nature disclosed by a student in the process of receiving counseling from a counselor is confidential. The information discussed

during counseling shall not become part of the student record as defined in Administrative Regulation R-2265, Paragraph 2.0 (Education Code § 67110), without the student's written consent.

- 2.1.1 “Information of a personal nature” does not include routine objective information related to academic and career counseling.
- 2.2 The information discussed during counseling shall not be revealed, released, discussed, or referred to, except as follows:
 - 2.2.1 Discussion with licensed physicians or other health care providers for the sole purpose of referring the student for treatment;
 - 2.2.2 reporting of child abuse or neglect as required by Section 11161.5 of the Penal Code;
 - 2.2.3 reporting information to persons outside the college when the student indicates that a crime involving the likelihood personal injury or significant or substantial property losses, will or has been committed, or to persons inside the college, as necessary, to avert a clear and present danger to the health, safety or welfare of students and other persons of the College community as listed in Education Code Section 72621(c) and (d).
 - 2.2.4 Reporting information to one (1) or more persons specified in a written waiver after this written waiver is read and signed by the student and preserved in the student's file.
- 2.3 Nothing in this policy shall be deemed to limit access to student records as provided in Administrative Regulation R-2265 (Education Code § 76243), nor to limit the counselor from conferring with other staff members, as appropriate, regarding modification of the student's academic program.
- 2.4 Counselors are protected by law from civil or criminal liability incurred as a result of keeping information as specified in this regulation confidential.

LRCCD

Adm. Regulation Adopted: 11/19/80
Adm. Regulation Revised: 2/10/82; 7/17/96; 2/23/26
Adm. Regulation Reviewed: 2/23/26
Board Policy: P-2511

1.0 Academic Symbols (Title 5, §§ 55023, 55024)

1.1 Grades and Grade Points

<u>Symbol</u>	<u>Definition</u>	<u>Grade Points</u>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Less than satisfactory	1
F	Failing	0

1.2 Pass/No Pass (formerly Credit/No Credit)

<u>Symbol</u>	<u>Definition</u>
P (formerly CR)	Pass (At least satisfactory. Units awarded not counted in GPA.)
NP (formerly NC)	No Pass (Less than satisfactory or failing. Units not counted in GPA.)

1.3 Non-Evaluative Symbols

The following are the only non-evaluative symbols that may be used in regard to incomplete student work or lack of complete records in credit courses.

<u>Symbol</u>	<u>Definition</u>
I	Incomplete
IP	In Progress
RD	Report Delayed
W	Withdrawal
MW	Military Withdrawal
EW	Excused Withdrawal

1.3.1 Incomplete “I” Symbols (Title 5, § 55023)

- 1.3.1.1 An incomplete symbol “I” may be assigned at the end of the term when, in the judgment of the faculty member of record, the student was unable to complete the work of the course for unforeseeable, emergency, and justifiable reasons.
- 1.3.1.2 The condition for removal of the “I” and the grade assigned in lieu of its removal shall be stated by the faculty member of record in a written record, which shall be given to the student with a copy filed in the Records Office.
- 1.3.1.3 A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has elapsed.
- 1.3.1.4 An “I” may not be made up later than one (1) year from the end of the semester in which it was assigned. A student may petition for a time extension due to unusual circumstances.
- 1.3.1.5 The “I” symbol shall not be used in calculating grade point averages, but excessive “I”s, as defined in ~~Administrative Regulation R-2231 of the Los Rios Community College District Administrative Regulations~~, shall be used as factors in progress probation and dismissal procedures (Title 5, §55031).

1.3.2 In Progress “IP” Symbol (Title 5, § 55023)

- 1.3.2.1 The “IP” symbol shall be used only in those courses which extend beyond the normal end of the academic term. It indicates that a substantive grade must await the completion of the course.
- 1.3.2.2 The appropriate final evaluative grade and unit credit shall be assigned and appear on the student’s record for the term in which the course is completed. The student must re-enroll in the same course until course completion.

1.3.3 Report Delayed “RD” Symbol (Title 5, § 55023)

- 1.3.3.1 The “RD” symbol may be assigned only by the Records Office where there is a delay in reporting the grade of a student beyond the control of the student and shall be replaced by a permanent symbol as soon as possible.
- 1.3.3.2 The “RD” shall not be used in calculating grade point averages.

1.3.4 Withdrawal “W” Symbol (Title 5, § 55024)

1.3.4.1 No notation (“W” or other) shall be made on the academic record of a student who withdraws from a course no later than the following dates:

1.3.4.1.1 For courses longer than eight (8) weeks, the third Sunday after instruction begins.

1.3.4.1.2 For courses eight (8) weeks or shorter, the ten percent (10%) margin of the course, or as published by the College.

1.3.4.2 A student who withdraws from a course between the time period identified in section 1.3.4.1 and the first seventy-five percent (75%) of the elapsed time of the course shall receive a “W”. The appropriate faculty shall be notified.

1.3.4.3 The academic record of a student who remains in a course beyond the first seventy-five percent (75%) of the elapsed time of the course shall reflect a grade in accordance with section 1.1 or 1.2 of these Administrative Regulations and shall not reflect a “W.”

1.3.4.4 The “W” shall not be used in calculating grade point averages, but “W”s shall be counted in progress ~~notice~~~~probation~~ and ~~paused~~~~dismissal~~ calculations.

1.3.4.5 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 California Code of Regulations, title 5, section 59300 and following (See [P-2423](#), [R-2423](#)) that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment.

1.3.4.6 The maximum number of times a student may withdraw from the same course and receive a “W” symbol is three (3); however, the maximum number of times a student may attempt a particular course shall not exceed the maximum number of attempts allowed in section 3.0, below.

1.3.5 Military Withdrawal “MW” Symbol (Title 5, § 55024)

1.3.5.1 . The “MW” occurs when a student on active or reserve status in the United States military or National Guard receives orders compelling a withdrawal from courses.

- 1.3.5.2 Upon verification of such orders, the Military Withdrawal symbol “MW” shall be assigned to all courses affected by the Military Withdrawal
- 1.3.5.3 The “MW” shall not be counted in progress ~~noticeprobation~~ and ~~pauseddismissal~~ calculations, and shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt. “
- 1.3.5.4 In the case of students who are members of an active or reserve military service, and who receive orders compelling a withdrawal from courses, a community college district shall, upon petition of the affected student, refund the entire enrollment fee unless academic credit is awarded.
- 1.3.6 Excused Withdrawal “EW” Symbol (Title 5, § 55024)
- 1.3.6.1 Excused Withdrawal” (EW) shall be allowed to students in extenuating circumstances at any time, upon petition of the student or their representative.
- 1.3.6.2 “Extenuating circumstances” means cases of accidents, illnesses, or other circumstances beyond the control of the student.
- 1.3.6.3 Colleges shall proactively engage with the student or their representative to identify available college support services that may mitigate the extenuating circumstances and prevent withdrawal.
- 1.3.6.3.1 If mitigation efforts are unsuccessful, the student shall receive the excused withdrawal (“EW”) symbol on their transcript.
- 1.3.6.3.2 Students shall not be denied an excused withdrawal due to a college’s inability to respond to the petition or to provide sufficient assistance to mitigate the student’s circumstances.
- 1.3.6.3.3 An excused withdrawal shall not be counted in progress ~~noticeprobation~~ and ~~pauseddismissal~~ calculations, or toward the number of withdrawals or enrollment attempts
- 1.3.6.3.4 An excused withdrawal shall be assigned if a determination is made that the student withdrew from a course due to unlawful discrimination or retaliation.

- 1.3.6.3.5 An excused withdrawal shall be assigned if a student withdraws from a course due to an extraordinary condition under Title 5 § 58509.

2.0 Pass/No Pass Grading Options (Title 5, §55022)

- 2.1 Each College of the District may offer courses on a pass/no pass grading basis in either of the following categories:
- 2.1.1 Courses in which all students are graded on a pass/no pass basis.
- 2.1.2 Courses in which each student may elect, until the last day of instruction, as established and published by the District, whether the basis of evaluation is to be “pass/no pass” or a letter grade.
- 2.2 Units earned on a pass/no pass (formerly credit/no credit) basis shall not be used to calculate grade point averages; however, units attempted for which a student received a “NP” (formerly NC)” designation shall be considered in ~~noticeprobation~~ and ~~pauseddismissal~~ procedures as described in ~~Administrative Regulation R-2231~~.

3.0 Repetition of Courses (Title 5, §§ 55000, 55024, 55040-55046)

- 3.1 Definitions
- 3.1.1 “Course repetition” occurs when a student who has previously received a grade as defined in section 1.1 above in a particular course re-enrolls in that course and receives a grade as defined in section 1.1 and 1.2 above.
- 3.1.2 An “attempt” occurs when a student enrolls in a course and receives a grade as defined in sections 1.1, or 1.2, above, or a “W” in that course. The following do not constitute attempts:
- 3.1.2.1 A student receives no notation;
- 3.1.2.2 A student receives an “MW;” or
A student receives an “EW”
- 3.1.3 “Extenuating Circumstances” are verified cases of accidents, illness, or other circumstances beyond the control of the student. (Cal. Code Regs., tit 5, § 55045.)
- 3.1.4 “Substandard grade” is defined as “D”, “F”, or “NP” (formerly “NC”) (as defined in Title 5, § 55023 [see section 1.1 and 1.2, above]).

- 3.1.5 “Satisfactory grade” is defined as an “A”, “B”, “C”, or “P” (formerly CR) (as defined in Title 5, § 55023 [see section 1.1 and 1.2, above]).
- 3.1.6 “Active Participatory Courses” are those courses where individual study or group assignments are the basic means by which learning objectives are obtained (Title 5, § 55000).
- 3.1.7 “Courses related in content” are those courses with similar primary educational activities in which skill levels or variations are separated into distinct courses with different student learning outcomes for each level or variation.
- 3.1.8 An “intercollegiate academic or vocational competition course” is a course that is designed specifically for participation in non-athletic competitive events between students of different colleges that are sanctioned by a formal collegiate or industry governing body.
- 3.1.9 An “intercollegiate athletic course” is a course in which a student athlete is enrolled to participate in an organized competitive sport sponsored by the District or a conditioning course that supports the organized competitive sport.
- 3.1.10 A “course” for purposes of this Administrative Regulation includes the course itself and any other courses with the same numeric identification and any course identified as the equivalent of that course, including prior versions of the same course.
- 3.1.11 A “significant lapse of time” is no less than thirty-six (36) months.
- 3.2 Repeatable Courses (Title 5, §§ 55040, 55041)
- 3.2.1 Only the following courses are repeatable:
- 3.2.1.1 Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor’s degree. The College shall maintain documentation that verifies that repetition is necessary to meet the major requirements for CSU or UC for completion of the bachelor’s degree.
- 3.2.1.2 Intercollegiate Athletics.
- 3.2.1.3 Intercollegiate Academic or Vocational Competition.
- 3.2.2 For any course identified in section 3.2.1-~~above taken in the District~~, a student shall not be allowed to attempt a course more than four (4) times, within the District, except as authorized in this section 4.0 and for Work Experience courses, as authorized in District Policy/Administrative Regulation (P-7421) and (R-7421)-(Work Experience).

- 3.2.3 A student shall be allowed one (1) additional attempt of the courses identified in section 3.2.1 above in excess of the four (4) attempts in a particular course if the additional enrollment is pursuant to sections 3.5.5 (significant lapse of time).
- 3.2.4 A student shall be allowed one (1) additional attempt of the courses identified in section 3.2.1 above in excess of the four (4) attempts in a particular course if the additional attempt is pursuant to section 3.6 below (extenuating circumstances); however, this exception does not apply to courses identified in sections 3.5.4 below.
- 3.3 For the purpose of course repetition, attempts at regionally accredited colleges and universities outside the Los Rios Community College Districts shall not be included in calculating the number of attempts in a non-repeatable or repeatable course.
- 3.3.1 Where such external credit is deemed equivalent, attempts in Los Rios courses may be discounted pursuant to the requirements in section 3.4.
- 3.3.2 Where acceptance of external credit results in duplicative non-repeatable credit appearing on the student record, such credit shall not be applied to meet general education, degree, or major requirements.
- 3.4 Course Repetition where substandard grade has been recorded (Title 5, § 55042):
- 3.4.1 Where a student has received substandard grade in a course taken at a College, a student may repeat that course up to a maximum of two (2) times in an effort to alleviate substandard academic grade.
- 3.4.2 Once a student has received a satisfactory grade in a course, he or she may not repeat that course again under this section 3.4 and any further repetition must be authorized under another subsection but remains subject to the general rule of a maximum number of attempts in section 3.2 above. The College may designate courses that require prior approval for repetition.
- 3.4.3 Except as provided in section 3.5, the grade and credits earned in the final enrollment shall be used exclusively in determining the grade points earned for that particular course.
- 3.5 Repetition Absent Substandard Grades:
- 3.5.1 Unless a specific exception applies in this section 3.5 or in section 3.6, a student who has received a satisfactory grade shall not repeat that course.
- 3.5.2 Students may repeat a course where a course is required by a statute or regulation as a condition of continued paid or volunteer employment. These repetitions are not limited. (Title 5, § 55040) The College must document the course is required under this section.

- 3.5.3 Students may repeat a course as a result of a significant change in industry or licensure standards such that repetition is necessary for employment or licensure. These repetitions are not limited. (Title 5, § 55040) The College must document the course is required under this section.
- 3.5.4 The Colleges shall identify active participatory courses in physical education, visual arts, or performing arts that are related in content in their catalogs that students may enroll in up to a maximum of three (3) times beyond the first enrollment. A student may attempt these courses up to a total of four (4) times. This limit applies regardless if a student receives a substandard grade or petitions for a repetition due to extenuating circumstances.
- 3.5.5 Where the College finds, upon a student's petition, that a student received a satisfactory grade the last time that he or she took a course and that there has been a significant lapse of time since that grade was obtained:
- 3.5.5.1 A College may require a student to repeat a course if the College has a properly established recency prerequisite for a course or program pursuant to California Code of Regulations, title 5, section 55003. (Title 5, § 55043)
- 3.5.5.2 A College may permit a student to repeat a course if the College finds that another institution of higher education to which the student seeks to transfer has established a recency requirement which the student shall not be able to satisfy without repeating the course in question. (Title 5, § 55043) Pursuant to a petition, a College may permit this repetition where less than thirty-six (36) months have elapsed since the student previously took the course where the student documents the repetition is necessary for the student to transfer to the institution of higher education.
- 3.5.5.3 Where a College permits a student to repeat a course identified under section 3.5.5 above, due to a significant lapse in time, that repetition shall be counted against the limit of four (4) attempts, however, if the student has exhausted those attempts, a single additional repetition may be allowed under this section 3.5.5. (Title 5, § 55043)
- 3.5.6 Grades awarded for courses repeated under section 3.2.1 shall be counted in calculating a student's grade point average except if the course is repeated under another section that permits the prior grade to be disregarded. Grades for courses repeated under sections 3.5.2, 3.5.3, and 3.5.4 shall be counted in calculating a student's grade point average. (Title 5, §§ 55021, 55040, 55041) Grades awarded for courses repeated under sections 3.5.5 shall not be counted in calculating a student's grade point average. (Title 5, § 55043)

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

- 3.6.1 A student may petition to repeat a class in which a grade has been recorded (substandard or not) based upon the claim that the student's most recent previous grade is, at least in part, the result of extenuating circumstances. The College shall grant or deny this petition in writing. If the student has attempted the course three (3) times prior to this repetition, they may only use this section one (1) additional time.
- 3.6.2 When course repetition is allowed pursuant to this section 3.6, the previous grade and credit is disregarded in computing the student's GPA each time the course is repeated.

3.7 Course Repetition of Variable Unit Courses (Title 5, §55044)

- 3.7.1 A student may enroll in a course, other than a physical education, visual arts, or performing arts course, offered for variable units on an open entry/open exit basis as many times as necessary to complete one (1) time the entire curriculum of the course as described in the course outline of record.
- 3.7.2 A student may not repeat any portion of the curriculum for the course for variable units on an open entry/open exit basis, unless:
- 3.7.2.1 The course is required for legally mandated training;
- 3.7.2.2 The course is a special class for students with disabilities, which the student needs to repeat for one of these reasons:
- 3.7.2.2.1 When continuing success of the student in other general and/or special classes is dependent on additional repetitions of a specific special class;
- 3.7.2.2.2 When additional repetitions of a specific special class are essential to completing a student's preparation for enrollment into other regular or special classes; or
- 3.7.2.2.3 When the student has a student educational contract which involves a goal other than completion of the special class in question and repetition of the course will further achievement of that goal.
- 3.7.2.3 The repetition is justified by extenuating circumstances; or
- 3.7.2.4 The student wishes to repeat the course to alleviate substandard work recorded for a portion of the curriculum as set forth in section 3.4 above.

3.7.2.5 When course repetition is allowed pursuant to section 3.7.2, the previous grade and credit is disregarded in computing the student's GPA each time the course is repeated.

3.8 When course repetition occurs, the student's permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

3.9 Annotation of course repetition by other accredited colleges shall be honored.

4.0 Academic Renewal Without Course Repetition (Title 5, § 55046)

4.1 A student may have previous substandard grades earned within the District alleviated if it is not reflective of a student's current demonstrated ability according to the following Administrative Regulations and procedures:

4.1.1 For purposes of academic renewal, "substandard grade" is defined as "D", "F", "NP" (formerly NC) (as defined in sections 1.1 and 1.2 above);

4.1.2 The maximum amount of semester units that may be alleviated is thirty (30) units district-wide;

4.1.2.1 The requirements in 4.1.2 pertaining to the maximum number of units that may be academically renewed shall not apply to units academically renewed upon successful completion of a transfer level course within the same English, English as a Second Language, or Math and Statistics sequence and where course repetition is not possible due to the removal of the course in which academic renewal is being requested from the schedule of classes.

4.1.3 A minimum of twelve (12) consecutive months shall have elapsed since the end of the semester or summer session in which the work to be alleviated was recorded; and a minimum of twelve (12) semester units (or its equivalent) with a grade of "C" or Pass (formerly Credit) or better shall have been attained. The coursework must have been completed at a regionally accredited college;

4.1.3.1 The requirements in 4.1.3 pertaining to the minimum time elapsed and the minimum credit attainment since receiving a substandard grade in which academic renewal is requested shall be waived for units to which this exception applies upon successful completion of a transfer level course within the same English, English as a Second Language, or Math and Statistics sequence and where course repetition is not possible due to the removal of the course in which academic renewal is being requested from the schedule of classes.

4.1.4 All work on the permanent record must remain legible, ensuring a true and complete academic history;

- 4.1.5 College procedures related to academic renewal shall be published in the College catalog and shall be implemented by the Office of Admissions and Records;
- 4.1.6 Records of academic renewal action shall be kept by the Admissions and Records Office at each College.
- 4.2 Academic renewal is intended to provide ~~students~~ an option for students to alleviate substandard grades in the absence of course repetition. In the event a student later repeats the renewed course, and the repetition meets requirements for discounting a substandard grade in section 3.4, the notation indicating academic renewal on the repeated course may be updated to reflect discounting through course repetition and the attempt will no longer be subject to academic renewal, and may be reversed in the event a student later repeats the course within the District or applies articulated or equivalent transfer credit meeting the requirements for discounting a substandard grade in section 3.4.

5.0 Academic Standing - Standards for Notice of Probation (See [R-2231](#))

6.0 Academic Standing - Standards for Pause/Dismissal (See [R-2231](#))

7.0 Grade Reports to Students

- 7.1 Instructors are responsible for providing a mid-term grade to each student. Those students whose performance is substandard (“D”, “F”, or “NP” (formerly NC)) will receive written notice and will be directed to counseling services for assistance. Each campus will be responsible for implementing a workable process.
- 7.2 Final grades shall be available to students through web access.
- 7.3 The final grade report shall indicate the student’s academic and progress standing.

8.0 Grade Changes (Ed. Code, § 76224; Title 5, § 55025)

- 8.1 In any course of instruction for which grades are awarded, the faculty in the course shall determine the grade to be awarded each student in accordance with section 1.0 of this Administrative Regulation. The determination of the student's grade by the faculty shall be final in the absence of mistake, fraud, bad faith, or incompetence. Procedures for the correction of grades given in error shall include expurgating the incorrect grade from the record.
- 8.2 “Mistake” may include, but is not limited to, clerical errors and errors made by faculty in calculating a student’s grade.

9.0 Implementation of Academic Standards and Progress

- 9.1 Each College shall implement and publicize the procedures outlined in District Policies/Administrative Regulations [P-2231](#), [R-2231](#), [P-7252](#), and [R-7252](#).
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