Administrative Procedure 4225 Course Repetition and Repeatable Courses  
(Draft revision)

This procedure addresses all options per Title 5 regarding course repetition and repeatable courses including

- student repetition when a satisfactory grade was received,
- student repetition when a satisfactory grade was not received,
- courses per Title 5 which are determined to be repeatable, and
- active participatory credit courses in physical education and visual or performing arts that are related in content.

A. Alleviate substandard academic work [55040(b)(2), 55042]

(1) A student may petition for approval to repeat a course when a student was awarded a substandard grade (less than "C", and including "FW") or received a "W". Per Title 5 regulations, the student can only repeat the course twice (thus can only take the course three times).

(2) When a student repeats a course to alleviate substandard academic work, the previous grade and credit will be disregarded in the computation of the grade point average.

(3) Courses that are repeated shall be recorded on the student’s permanent academic record using the appropriate symbol.

(4) Annotating the permanent academic record shall be done in a manner that all work remains legible, insuring a true and complete academic history.

(5) Nothing can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or district procedures relating to retention and destruction of records.

B. Withdrawal (55024)

(1) As noted above in section A, when a student withdrew from a course and received a "W" the student may petition to enroll again in the credit course. The maximum a student can repeat a course when a "W" or when a substandard grade was received is twice (thus a student can only take the course three times).

(2) The "W" shall not be used in calculating GPA, but must be used in determining probation and dismissal.

(3) Military withdrawal, withdrawals due to extraordinary conditions (58509), and withdrawals where the district determines discriminatory treatment has occurred do not count toward these enrollment limits.

C. Significant lapse of time [55040(b)(3), 55043]

(1) A student may petition to repeat a course when the student received a satisfactory grade the last time the student took the course but where there has been a "significant lapse of time" of no less than 36 months.

(2) However, repetition of a course for "significant lapse of time" can occur only if there is a properly established recency prerequisite for the course or program pursuant to Title 5 section 55003, or
(3) 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 a specific course. Repetition is allowed even where less than 36 months has elapsed, if the student provides documentation that repetition is necessary for the student to transfer to the institution of higher education.

(4) The previous grade and credit will be disregarded in computing the student's GPA.

D. Recency requirement at an institution of higher education [55040(b)(3), 55043]

(1) As noted above in section C, a student may petition to repeat a course when "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."

(2) The student must provide documentation that repetition is necessary for the student to transfer to the institution of higher education.

(3) The previous grade and credit will be disregarded in computing the student's GPA.

E. Legally mandated [55040(b)(8)]

(1) A student may petition to repeat a course not marked as repeatable "in instances when such repetition is necessary for the student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment."

(2) Such courses may be repeated for credit any number of times as legally required.

(3) Students must certify or provide documentation that course repetition is legally mandated.

(4) The grade received each time shall be included for purposes of calculating the student's grade point average.

F. Significant change in industry or licensure standards [55040(b)(9)]

(1) A student may petition 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."

(2) The student must certify or provide documentation that there has been a significant change in industry or licensure necessitating course repetition.

(3) The grade received each time shall be included for purposes of calculating the student's grade point average.

G. Extenuating circumstances [55040(b)(5), 55045]

(1) A student who has earned a satisfactory or substandard grade may petition to repeat a course due to an extenuating circumstance — verified cases of accidents, illness, or other circumstances beyond the student's control.

(2) The previous grade and credit will be disregarded in the computing of the student's grade point average.
(3) This does not apply to courses designated as repeatable.

H. Occupational Work Experience [55040(b)(6), 55253]

(1) Students may repeat all types of Cooperative Work Experience Education, but shall not exceed 16 semester units, subject to the following limitations:
   a. General Work Experience Education: a maximum of 6 semester credit hours may be earned during one enrollment period in general work experience education.
   b. Occupational Work Experience Education: a maximum of 8 semester credit hours during one enrollment period in occupational work experience education.

(2) The grade each time shall be included for the purpose of calculating the student's grade point average.

I. Variable unit open-entry/open-exit courses [55040(b)(4), 55044]

(1) A student is permitted to enroll in a variable unit open-entry/open-exit course as many times as necessary to complete the entire curriculum of the course once.

(2) A student may petition to repeat a portion of such a course if the student has received a substandard grade. See section A above.

(3) Under no circumstances may a portion of a physical education course be repeated.

J. Special classes for students with disabilities [55040(b)(7)]

(1) A student with a disability may repeat a special class for students with disabilities any number of times based on an individualized determination that such repetition is required as a disability-related accommodation for that particular student for one of the reasons specified in Title 5 section 56029.

(2) The previous grade and credit may be disregarded in computing the student's grade point average each time the course is repeated. All prior work must remain legible on the student's academic record to ensure a true and complete academic history.

K. Courses required by CSU or UC for completion of a bachelor's degree [55040(b)(1), 55041(a)(1)]

(1) A course may be designated as repeatable if repetition of that course is required by CSU and/or UC for completion of a bachelor's degree

(2) The district must retain supporting documentation that verifies that the repetition is necessary to meet the major requirements of CSU or UC for completion of the bachelor's degree. The supporting documentation must be retained by the district as a Class 3 record basic to audit as required by Title 5, 59020 et sq.

(3) In most cases, the limit will be four (4) semesters.

(4) The grade received each time shall be included for calculating the student's grade point average.
L. Intercollegiate athletics [55040(b)(1), 55041(a)(2)]

(1) A student may repeat a course in which student athletes enroll to participate in an organized competitive sport sponsored by the district or a conditioning course which supports the organized competitive sport.

(2) There is a limit of 350 contact hours per year per sport (of the 350 hours, up to 175 contact hours in courses dedicated to the sport and 175 contact hours in courses that focus on conditioning or skill development for the sport) OR the participation of a student for up to four (4) semester enrollments in the course [58161(d), 58162].

(3) The grade received each time shall be included for calculating the student's grade point average.

M. Intercollegiate academic or vocational competition [55040(b)(1), 55041(a)(3)]

(1) A student may repeat courses that are designed specifically for participation in non-athletic competitive events between students from different colleges.

(2) The outcomes of the course must be tied to the student's participation in the competition.

(3) The event must be sanctioned by a formal collegiate or industry governing board.

(4) A student is permitted four (4) semesters of enrollment in one single course or a combination of courses that are related in content.

(5) The enrollment limits apply even if the student receives a substandard grade or a 'W' during one of the enrollments or petitions due to extenuating circumstances as provide in Title 5, 55045.

(6) The grade each time shall be included for calculating the student's grade point average.

N. Active participatory courses in physical education, and visual or performing arts that are related in content [55040(c)]

(1) A student is not permitted to enroll in active participatory courses (those courses where individual study or group assignments are the basic means by which learning objectives are obtained) in physical education, visual or performing arts that are related in content more than four (4) times [four courses].

(2) A course related in content includes any course with similar primary educational activities in which skill levels or variation are separated into distinct courses with different student learning outcomes for each level or variation.

(3) The limitation on enrollment 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 circumstance.

(4) All grades and credits received count in calculating the student's grade point average.

AP 4227: Repeatable Courses, AP 4228: Course Repetition, Significant Lapse in Time, and AP 4229: Course Repetition, Variable Units have been merged into this AP 4225.
ADMINISTRATIVE PROCEDURE 4220 STANDARDS OF SCHOLARSHIP (REVISED)

Introduction

This procedure addresses standards of scholarship to include the following:

I. Academic record symbols and grading practices;
II. Credit by examination;
III. Probation/Dismissal;
IV. Alleviating substandard work by course repetition;
V. Academic renewal;
VI. Remedial Course Limit,
VII. Excess Units, and
VIII. Course repetition absent substandard work.

These procedures shall be printed and described in each college catalog.

I. Academic Record Symbols and Grading Practices (Title 5, 55022, 55023)
Please refer to Administrative Procedure 4230 for the Peralta Community College District Academic Record Symbols and Grading policies.

II. Credit by Examination (Title 5, 55050)

Each Peralta college may grant credit to any student who satisfactorily passes an examination approved and conducted by an instructor in a specific discipline of the college. Such credit may be granted only to a student who is registered at the college and in good standing and only for a course listed in the college catalog as eligible for credit by examination. All regulations and procedures pertaining to credit by examination must be published in the college catalog.

Please refer to Administrative Procedure 4235: Credit by Examination for further information.

III. Probation/Dismissal (Title 5, 55030, 55031, 55032, 55033, 55034)

A. Standards for Probation

1. Academic Probation: A Peralta student who has attempted at least 12 semester units as shown by the academic record shall be placed on academic probation if the student has earned a grade point average below 2.0 in all units which were awarded (in accordance with provisions of Title 5).

2. Progress Probation: A Peralta student who has enrolled in a total of at least 12 semester or 18 quarter units as indicated on the academic record shall be placed on progress probation when the percentage of all units in which a student has enrolled and for which entries of "W," "I," and "NP" are recorded reaches at least 50% of the grades.

B. Removal from Probation

1. A Peralta student on academic probation for a grade point deficiency shall be removed from probation when the student's cumulative grade point average is 2.0 or higher.

2. A Peralta student on progress probation shall be removed from probation when the percentage of units in this category drops below 50% (C.2. above).
C. Standards for Dismissal

For purposes of probation and dismissal, semester shall be considered consecutive on the basis of the Peralta student's enrollment. Summer sessions (regular intersessions) shall be considered a semester.

1. Academic Dismissal: A Peralta student on academic probation shall be subject to dismissal after three consecutive semesters in which such student has earned a cumulative grade point average of less than 1.75 in all units attempted.

2. Progress Dismissal: A Peralta student who is on progress probation is subject to dismissal after the third consecutive semester or progress probation unless the current semester percentage of completed units exceeds 50% of enrolled units.

3. Reinstatement from Dismissal: A Peralta student may appeal for reinstatement if unusual circumstances prevailed. Such circumstances will be evaluated by petition and could be, but are not limited to, health or financial strain. Re-admission will be conditioned on a semester review basis with the Peralta student subject to the continued probation dismissal policy.

D. Units Attempted

For purposes of standards for academic probation and dismissal (1) "all units attempted" means all units of credit for which a student earns a symbol of "A," "B," "C," "D," "F," or "FW" from any college or combination of; (2) "enrolled units" means all units attempted as defined above, and all units for which the student earns a symbol of "W," "I," "P" and "NP" from any college or combination thereof.

E. Notification of Probation and Dismissal

Each Peralta College, through the Office of the Vice President of Student Services, shall make every reasonable effort to notify a student of academic probation or dismissal at or near the beginning of the semester in which the status is in effect. Students on probation must meet with a counselor and complete the "Academic Success Contract." Students on dismissal shall complete the "Student Petition for Reinstatement from Dismissal" and follow the steps as stated on the petition. Probation and dismissal policies shall be published in each Peralta College catalog.

Please also refer to Administrative Procedure 4250: Probation and Administrative Procedure 4255: Disqualification and Dismissal.

IV. Alleviating Substandard Work by Course Repetition (Title 5, 55042)

The Peralta Community College District, per Title 5 regulations, permits students to repeat courses not designated as repeatable when the student has done substandard work defined as "D," "F," "FW," and/or "NP." Per Title 5, section 55042, a student may only repeat a course twice to alleviate substandard work. When repetition occurs, the following guidelines must be met:

A. The permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history;
B. Nothing shall be done to conflict with the Education Code and Title 5 regulations pertaining to the finality of grades assigned by instructors;
C. Repetition may be permitted of any course taken in an accredited college or university for which substandard academic performance is recorded; when such courses are repeated for a maximum of two attempts, the previous grades and credit will be disregarded;
D. Courses repeated will not carry additional unit credit;
E. In computing grade point averages, units attempted, units passed (if any) and grade point (if any) for previous attempts shall be excluded when the following conditions are met:

1. The student formally requests a permission to repeat the course(s);
2. The request is in compliance with such additional requirements and limitations as the district may establish;
3. The request is approved by a college official designated by the President, and
4. Single courses in which a grade of D, F, FW, and NP was received may be repeated in the district, upon formal petition of the student, the new grade and units shall be substituted and the previous grade and credit will be disregarded in the computation of the cumulative grade point average and the transcript shall be so annotated.

F. When a course is repeated to alleviate a substandard grade or because a 'W' was received, per State apportionment the course may only be taken three (3) times maximum.

V. Academic Renewal (Without Course Repetition) (Title 5, 55046)

The Peralta Community College District has adopted and publishes the procedures pertaining to alleviation of previously recorded, substandard performance (defined as "D," "F," "FW," or "NP") which is not reflective of a student's demonstrated ability. Academic Renewal is applicable for up to 24 semester total units of substandard work. The previously recorded substandard coursework will be disregarded in the computation of grade point averages.

Procedures:

A. A maximum of two semesters or a maximum of twenty-four (24) semester units of work which has been legally petitioned may be alleviated and disregarded in the computation of cumulative grade point averages under the following conditions:

B. A period of one year must have elapsed since the work to be alleviated was completed.

C. The student has requested the action formally and has presented evidence that work completed in the term(s) under consideration is (are) substandard and not representative of present scholastic ability and level of performance, and

D. The student has completed at the district, since the most recent work to be disregarded was completed, 15 semester units with at least a 2.5 GPA; work completed at an institution outside the Peralta Community College District cannot be used to satisfy this requirement.

E. When course work is forgiven, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

F. Removal of previous work by another college in any term shall not affect the present review of petitions in any work in progress.

Please also refer to Administrative Procedure 4240: Academic Renewal.

VI. Remedial Course Limit

Per Title 5, section 55035, no student shall receive more than 30 semester units (or 45 quarter units) for remedial coursework. Remedial coursework is defined as "pre-collegiate basic skill instruction delivered in the non-degree applicable credit mode."

Students enrolled in one or more courses of English as a Second Language (ESL) and students identified by the district/colleges as having a learning disability (defined in section 56036) are exempted from the limitation on remedial coursework.

A student who has exhausted the unit limitation on remedial coursework may apply for a waiver for a specified period of time or for a specified number of units. Waivers will be granted to students who show
significant, measurable progress toward the development of skills appropriate to his/her enrollment in college-level courses.

Please also refer to Administrative Procedure 4222: Remedial Coursework.

VII. Excess Units

Students may not carry more than 18 units at the Peralta Colleges without prior approval. Students must obtain Counselor approval for enrollment in 18.5-21.5 units. Enrollment in 22-25 units requires approval from the Vice President of Student Services. Under no circumstances will a Peralta College grant approval above 25 units for all Peralta Colleges.

Granting approval for excess units should be the exception and not standard practice.

The maximum number of units for the Summer Session is 10.

VIII. Course Repetition Absent Substandard Work (Title 5, 55040 thru 55044, 55253, 56029)

Please refer to Administrative Procedure 4225, Course Repetition and Repeatable Courses for the Peralta Community College District policies.

References:
CA Education Code Section 70902(b)(3);
Title 5 Sections 55020 et seq., 55030 et seq., and 55040 et seq.

Approved by the Chancellor: May 11, 2012
Revised by the Chancellor: October 4, 2012
Revised and approved by the Chancellor:
ADMINISTRATIVE PROCEDURE 4100 GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES

I. Statement of Philosophy

The Associate Degree signifies successful completion of a program of organized study and learning experiences designed to impart knowledge and to develop skills, appreciations, attitudes, and values which will be useful to its recipients and to the society in which they live.

A. General

1. Each Peralta College shall publish a list of courses meeting graduation requirements. These lists shall be maintained and approved at each college.

2. Degree requirements fulfilled by a student attending one Peralta College shall be accepted as fulfillment of requirements at another Peralta College.

B. Associate Degree Requirements (general)

To award an Associate Degree in any of the Peralta Colleges, the college must certify that the following requirements have been met:

1. Satisfactory completion of at least 60 semester units in a curriculum accepted by the college toward a degree, as shown in its catalogs.

2. Twelve (12) semester units of the required units completed in residence at the college awarding the degree.

3. Completion of at least 18 semester units of study in a discipline or from related disciplines as per the requirements listed in the college catalogs.

C. Associate Degree Requirements (not AA-T or AS-T).

All courses fulfilling the foregoing requirements are to be indicated by the individual colleges in their catalogs. Some requirements may be met through credit by examination. The final transcript must show credit received in each of the first four categories listed in #3 below, and the credit received in these first four categories must add up to at least 19 semester units.

1) A minimum grade point average of 2.0 is required in each of the following.

   a. Overall grade point average
   b. General education requirements

2) A "C" grade or better is required in each course in the major and in Area 4.a., English Composition, and Area 4.b., Mathematics.

3) Satisfaction of the following General Education distribution requirements:
   A minimum of 3 semester units is required in all areas except computer literacy (Area 4.c) for which a minimum of 1 semester unit is required.

   a. Natural Sciences
   b. Social and Behavioral Sciences
   c. Humanities
   d. Language and Rationality
      (1) English Composition*
      2) Mathematics*

   one (1) course  one (1) course  four (4) courses  one (1) course  one (1) course
   3 semester units  3 semester units  3 semester units  3-4 semester units  3-4 semester units
3) Computer Literacy one (1) course 1 semester unit
4) Oral and Written Communication one (1) course 3 semester units
5) Ethnic Studies one (1) course 3 semester units

May simultaneously satisfy any one of the above four requirements if it is offered within that discipline, Ethnic Studies will be offered in at least one of the required areas.

*English Composition and Mathematics require a grade of "C" or better.

D. Associate Degree Requirements (AA-T and AS-T)

The following is required for the AA-T or AS-T degrees:
1. A minimum of 60 CSU-transferable courses semester units.
2. A minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors require a higher GPA.
3. Completion of a minimum of 18 semester units in an "AA-T" or "AS-T" major. All course in the major must be completed with a grade of "C" or better of a "P" if the course is taken on a "pass-no-pass" basis (Title 5 Section 55063).
4. Certified completion of the California State University General Education-Breadth pattern (CSUGE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern. Per Education Code there are no local general education requirements.
5. Double counting of courses is recommended by California Education Code.

The AA-T or AS-T is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees are guaranteed admission to the CSU system, but not to a particular CSU campus or to a university or college that is not part of the CSU system.

II. General Education Requirements for the Associate Degree

A. Natural Sciences

Courses in the natural sciences are those which examine the physical universe, its life forms, and its natural phenomena. To satisfy the general education requirement in natural sciences, a course should help the student develop an appreciation and understanding of the scientific method, and encourage an understanding of the relationships between science and other human activities. This category would include introductory or integrative courses in astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physics, and other scientific disciplines.

B. Social and Behavioral Sciences

Courses in the social and behavioral sciences are those which focus on people as members of society. To satisfy the general education requirement in social and behavioral sciences, a course should help the student develop an awareness of the method of inquiry used by the social and behavioral science. It should stimulate critical thinking about the ways people act and have acted in response to their societies and should promote appreciation of how societies and social subgroups operate. This category would include introductory or integrative survey courses in anthropology, economics, history, political science, psychology, sociology, and related disciplines.

C. Humanities

Courses in the humanities are those which study the cultural activities and artistic expressions of human beings. To satisfy the general education requirement in the humanities, a course should help the student develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and help the student develop aesthetic understanding and an ability to make value judgments. Such courses could include introductory or integrative courses in the arts, foreign languages, literature, philosophy, and religion.
D. Language and Rationality
Courses in language and rationality are those which develop for the student the principles and applications of language toward logical thought, clear and precise expression, and critical evaluation of communication in whatever symbol system the student uses.

1. English Composition: Minimum level of English 1A, Freshman Composition, or an equivalent course.
2. Mathematics: Minimum level of intermediate algebra or an equivalent course.
3. Computer Literacy: A broad understanding of computer concepts
4. Oral or Written Communication, or Literature: Requirement shall include written communication, literature, or selected English as a Second Language courses.

E. Ethnic Studies
Ethnic Studies is an intensive and scholarly study of African-American, Hispanic, Asian, and/or Native American experiences in the United States involving an examination of these cultures and the history, social, economic, and political influences on them.

III. Certificate of Achievement Requirements

To award a Certificate of Achievement (approved by the State Chancellor’s Office) in any of the Peralta Colleges, the college shall certify that the following requirements have been met:

A. Minimum of 18 semester units in the major; and completion of a specified program of courses with a "C" grade or better in each course; OR

B. Completion of 12-17.5 units in a specified program of courses with a "C" grade or better in each course.

IV. Certificate of Proficiency Requirements:

To award a Certificate of Proficiency (approved locally) in any of the Peralta Colleges, the college shall certify that the following requirements have been met:

A. Up to and including 17.5 semester units

B. Completion of specified courses with a "C" grade

Certificates of Proficiency will not appear on student transcripts.

V. Use of Coursework From Another Regionally Accredited Institution

A. Students may satisfy the requirements for any general education area (or other degree requirement) through the submission of an official transcript that demonstrates one of the following:

1. Completion of an approved course in the same general education area at another California Community College; or
2. Completion of a course at a regionally accredited college or university in a comparable general education area (including upper division coursework); or
3. Completion of a comparable course at a regionally accredited college or university (including upper division coursework).

B. Students who submit an official transcript showing they have completed a Bachelor's degree from a regionally accredited institution and who complete an associate degree (such as an Associate Degree in Nursing) will have satisfied the Peralta Community College District associate degree general
education requirements by having previously completed the Bachelor's degree.

C. Students may also use upper division coursework to fulfill the requirements for a comparable course offered at a Peralta College upon approval by the appropriate department chair(s) and administrator(s).

VI. Catalog Rights:

A. The regulations in effect at the time the student entered the college, provided the student has been in continuing enrollment until the requirements for the Degree/Certificate are completed; OR

B. The regulations current at the time the student re-enters the major program and remains in continuing enrollment until the requirements for the Degree/Certificate are completed; OR

C. The regulations current at the time the student files and receives the Degree/Certificate

Note: The "withdrawal" symbol (W) constitutes enrollment

References:
   Education Code Sections 70902(b)(3), Sections 66745 et seq.;
   Title 5 Sections 55060 et seq.;
   Accreditation Standard II.A.3

Approved by the Chancellor: March 13, 2012
Administrative Procedure 5055 Enrollment Priorities

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (See BP and AP 4260, Prerequisites and Co-requisites)

Enrollment may be limited due to the following:
- Health and safety considerations
- Facility limitations
- Faculty workload
- Availability of qualified instructors
- Funding limitations
- Regional planning
- Legal requirements
- Contractual requirements
- Program that have special admission requirements

Registration priorities are based on California Education Code and Title 5.

The District will provide priority registration for students who enroll in community college for the purpose of:
- Degree or Certificate attainment;
- Transfer to a four-year college or university; or
- Career advancement.

Student will have the following registration priority, in the order of priority listed below:

**Group #1: Members of the armed forces or a veteran; Foster youth or former foster youth.**
Students who have completed orientation, assessment, and developed student education plans and are eligible as a member of the armed forces or a veteran pursuant to Education Code section 66025.8 or as a foster youth or former foster youth up to the age of 24 pursuant to Education Code section 66025.9.

**Group #2: Disabled Student Programs and Services (DSPS) students; Extended Opportunity Programs and Services (EOPS) students.**
Students who have completed orientation, assessment, and developed student education plans and are eligible and receiving services through Disabled Student Programs and Services (DSPS) or through Extended Opportunity Programs and Services (EOPS).

(Per State Guidelines, the district may provide students in the first two priority groups with the same level of registration priority as long as the district ensures that veterans, foster youth and former foster youth up to the age of 24 receive registration priority as required in Education Code sections 66025.8 and 66025.9.)

**Group #3: Continuing Students and First-time Students**
Students who are continuing students, not on academic or progress probation for two consecutive terms as defined in these policies and procedures, and first-time student who have completed orientation, assessment, and developed education plans.

Students in this group will receive registration priority in the following order:
- Students participating in CalWORKS; Student Athletes; and Students in approved grant programs such as TRIO
- Gateway to College and ASTI Students
- All other Continuing and First-time Students
- Readmitted students
Registration priority specified above shall be lost at the first registration opportunity after a student:

- Is placed on academic or progress probation or any combination thereof as defined in these Board Policies and District Administrative Procedure 4250 for two consecutive terms; or
- Has earned one hundred (100) or more degree-applicable semester units at the district.

For purposes of this section, a unit is earned when a student receives a grade of A, B, C, D, or P as defined by Board Policy and District Administrative Procedure 4230. The 100-unit limit does not include non-degree applicable units in English as a Second Language or basic skills courses. Students enrolled in high unit majors or programs may petition to retain priority registration in Group #3.

Beginning in Spring 2013, the District shall notify students who are placed on academic or progress probation, of the potential 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 as long as the student remains on probation. Beginning in Spring 2013, the District shall notify students who have earned 75 percent or more of the unit limit, that enrollment priority will be lost when the student reaches the unit limit.

**Group #4: Concurrently enrolled High School Students (10th, 11th, and 12th grade).**

**Appeal of Loss of Enrollment Priority:** Students may appeal the loss of enrollment priority when the loss is due to extenuating circumstances. Extenuating circumstance are verified cases of accidents, illness or other circumstances beyond the control of the student, when a student has a disability applied for, but did not receive a reasonable accommodation in a timely manner. The Vice President of Student Services or designee will determine the appeal in his/her sole discretion.

These enrollment priorities will be effective for Fall 2014 semester enrollment. The District will ensure that these procedures are reflected in course catalogs and that all students have appropriate and timely notice of the requirements of this procedure.

**Unit Load**

Students may not enroll in more than 18 units at any Peralta College during fall and spring semester without prior approval. Students may obtain counselor approval for enrollment in 18.5-21.5 units. Enrollment in 22-26 units requires approval from any Vice President of Student Services at any of the colleges. No student will be allowed to in enroll in more than 25 units.
The maximum number of units a student can enroll in for the Summer Session is 10 units.

**Classes with Time Conflicts**

Students may not register for courses taught at conflicting times.

**Outstanding Fee, Title 5, Sections 58500-58508**

Students who have outstanding fees in the District will be precluded from registering until all fees are paid.

References:

- Education Code Sections 66025.8 and 66025.9;
- Title 5 Sections 51006, 58106, and 58108

First approved by the Chancellor: January 31, 2012
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