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**RESOLVED**, the ECC Academic Senate requests that the ECC Board of Trustees direct its designees to work along-side the Senate to request ~~the~~ problem-solving **“issue resolution” service** ~~technical assistance~~ from ~~a~~ **the** Community College League of California and Academic Senate of California Community Colleges ~~task force~~ **technical assistance program**.

**Comment [t6]:** The changes in this resolved clarify the services that are being requested by the Senate.

## Board Policy 4225

## Course Repetition

*The president or designee will have the authority to develop and implement policy and procedures with regards to repeatable and non-repeatable courses within the district. Such policies and procedures will be developed in mutual agreement with the Academic Senate and in accordance with state, federal and/or district regulations.*

**Comment [t1]:** This statement was added in to reinforce and ensure the Senate role in consultation (as per Senate discussion in the March 20, 2012 meeting).

Students may repeat a *non-repeatable* course in which they have received a substandard grade (D, F, NP or NC) or *Withdrawal (W)* only once *before college intervention. After college intervention, if a student received another substandard grade or Withdrawal (W) the student may repeat the non-repeatable course for a second repeat or (third attempt).*

Repeatable courses, such as activity courses, may be repeated per the education code and the district policy. ~~*A student may repeat a repeatable course in which they have received a substandard grade (D, F, NP or NC) or Withdrawal (W) only twice before college intervention. After college intervention, if a student received another substandard grade or Withdrawal (W) the student may repeat the repeatable course for a third repeat or fourth attempt.*~~

~~*Repeatable courses, such as, activity courses may be repeated per the education code and the district policy.*~~

*For repeatable and non-repeatable courses, the new grade and credit will be substituted for the prior grade and credit in computing the grade point average (GPA) for a maximum of two times alleviations. ~~and the~~ The permanent academic record will be annotated in such a manner that all work remains legible, insuring a true and complete academic history.*

~~*In general, students and not permitted to repeat courses in which they have earned a grade of A, B, C, or CR.*~~

~~*Students who have received a W in a course are permitted to re-enroll in that course two or more times, for a total of three enrollments.*~~

Specific exceptions to the above policies are detailed in administrative procedures.

This policy supersedes the section of BP 4220 (Standards of Scholarships) dealing with Course Repetition.

Spring 2012, revised

Procedures for implementing the policy will be developed with collegial consultation ~~with the Academic Senate, as defined with the Academic Senate, as defined~~ in CCR § 53200.

Reference Title 5, Sections 55761-55765, 55040, 55041, 55042, 55253, **55024 (A)(11)** and 56029

El Camino College  
Adopted: 7/17/06

First reading in the Senate – March 20, 2012

**Comment [t2]:** The phrase “with the Academic Senate” was removed from the Board Policy. The Educational Policy Committee put it back into the policy. Even if consultation with the Senate is implied, they preferred to see it included directly in the language.

Students may retake a non-repeatable course in which they have one unsuccessful attempt only once without college intervention. An unsuccessful attempt occurs when a student receives a Withdrawal (“W”) or a substandard grade (D, F, NP or NC). Students may retake a non-repeatable course in which they have two unsuccessful attempts only after completing college intervention. Repeatable courses may be repeated per the education code and the district policy.

In general, students are not permitted to repeat courses in which they have earned a grade of A, B, C, or CR except as described below in section VI for Special Circumstances.

#### I. Non-Repeatable Courses

Non-Repeatable courses are those listed in the College Catalog that do not have lowercase letters in the course number. (Examples of non-repeatable courses include History 101, English 1A, and Psychology 9B.)

##### A. Original Attempt (first)

1. If a substandard grade or a “W” is received, the student may retake that course.
2. If a student receives a passing grade, a retake is not allowed unless provided under special circumstances.

##### B. Second Attempt

1. If a student receives a substandard grade or a “W” on the first attempt, a second attempt or a retake is permissible.
2. A passing or substandard grade received in the retake (second attempt) shall replace the original grade in the calculation of the grade point average. This will be annotated on the student’s academic transcript.
3. The original grade, alleviated by the new grade, must remain on the student’s academic transcript.
4. If a “W” is received on the second attempt, no grade alleviation would apply.

##### C. Third Attempt

1. If a student attempts a non-repeatable course two times (the original attempt and the retake) and in both attempts the student receives either a substandard grade or a “W” or a combination, then the student may be permitted a second retake or third attempt **with the completion and approval of college intervention plan.**

2. A passing or substandard grade received in the third attempt or second retake shall replace the grade received in the first retake or second attempt in the calculation of the grade point average.
3. The new grade shall be annotated on the student's academic transcript.
4. The original grade, alleviated by the new grade, must remain on the student's academic transcript.
5. If a "W" is received on the second attempt, no grade alleviation would apply.

#### D. College Intervention

Students with two unsuccessful attempts must submit a Plan for Student Success signed by ~~an~~ district division designee or counselor along with the repeat petition.

## II. Repeatable Courses

Repeatable courses are those listed in the College Catalog that have lowercase letters in the course number. Examples of repeatable courses include Art 10ab, Dance 87abcd, and Physical Education 5abc. In these examples, students may enroll in Art 10ab twice, Dance 87abcd four times, or PE 5abc three times.

### A. Scope and Limitations of Repeatable Courses

1. A repeatable course is one in which either:
  - a) the course content differs each time or
  - b) the course is an activity course where the student meets course objectives by repeating a similar primary educational activity and the student gains an expanded educational experience each time the course is repeated for one of the following reasons:
    - (1) skills or proficiencies are enhanced by supervised repetition and practice within class periods or
    - (2) active participatory experience in individual study or group assignments is the basic means by which learning objectives are obtained.
2. An activity course, meeting the requirements as set forth above, may qualify as a repeatable course and may include:
  - a) physical education courses
  - b) visual or performing arts courses in music, arts, theater, or dance.
3. Foreign language courses, ESL courses and nondegree applicable basic skills course are not considered activity courses.
4. Students may repeat a course for a maximum of three semesters (four attempts total) or the maximum number of times the course has been approved for repetitions. Substandard grades and "W" earned each count as an attempt.

## B. Substandard Grade Alleviation

1. If a substandard grade has been recorded in a repeatable course, the course may be retaken for grade alleviation, provided that the repeat does not exceed the maximum number of times the course may be attempted with a passing or substandard grade.
2. No more than two substandard grades may be alleviated for a repeatable course.
3. If a substandard grade is recorded on the last allowable attempt in a repeatable course, the following applies:
  - a) That last grade cannot be alleviated, and
  - b) lapse of time can never be used for that course

Note: Extenuating circumstances described in section VI.B below do not apply to repeatable courses. A student may not petition on the grounds of extenuating circumstances for a repeatable course.

## III. Variable Unit Courses

Title 5 regulations shall guide El Camino College on variable unit courses.

## IV. Withdrawals

### A. Withdrawal From a Course

1. Students who are withdrawn from a course after the census date shall receive a “W” on their transcript.

### B. Military Withdrawals

1. Military withdrawals shall not be counted towards the permitted number of withdrawals or attempts.
2. A student who is a member of an active or reserve United States military service may receive a military withdrawal when the student receives orders from the military.
3. The orders must be verified by the Veterans’ Services Office with appropriate documentation provided by the student.
4. The military withdrawal may be assigned at any time.
5. The symbol for military withdrawals shall be “MW.”
6. Military withdrawals shall not be counted in progress probation or dismissal calculations.

7. Neither an “F” nor an “FW” can be assigned in lieu of a military withdrawal.

### C. Withdrawal Due to Extraordinary Conditions

1. A “W” will not be assigned to any student who withdrew from one or more classes where such withdrawal was necessary due to:
  - a) fire
  - b) flood
  - c) other extraordinary conditions such as:
    - (1) earthquake
    - (2) riot
    - (3) terrorism
    - (4) acts of war
    - (5) other consequential and significant acts

### V. Special Circumstances

#### A. Significant Lapse of Time

1. Lapse of time is determined by the nature of the course—i.e. skill, knowledge, technology.
2. A student may petition ***with the appropriate division*** for significant lapse of time.
3. A student will forfeit significant lapse of time if:
  - a) Three substandard grades were received for non repeatable courses
  - b) The maximum number of attempts in repeatable course was reached and last attempt was substandard grade.
4. Lapse of time can only be used once ***per course***.

#### B. Extenuating Circumstances

1. A student may petition to repeat a course for extenuating circumstances.
2. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.
3. The student has the burden of proof to support a claim.
4. Extenuating circumstances may be used once for a non-repeatable course.
5. Extenuating circumstances cannot be used if the student has already used the course to obtain a degree at El Camino College or if the course was used in academic renewal.
6. Any approved extenuating circumstance petition, subsequently found based on fraudulent documentation, may be reversed. Submission of falsified documentation for extenuating circumstances shall result in the denial and may also result in student disciplinary action.

7. Final decision on extenuating circumstances will be made by admissions and records.

#### C. Special Classes for Students with Disabilities

1. Special classes designed for students with disabilities may be subject to extensions of repeatability in certain circumstances. Repetition may be authorized based on a case by case determination related to the student's educational limitation pursuant to state and federal non-discrimination laws.
2. The determination must be based on one of the following circumstances as specified in Title 5, Section 56029.
  - a) when continuing success of the student in other general and/or special classes is dependent on additional repetitions of a special class
  - b) when additional repetitions of a specific class are essential to completing a student's preparation for enrollment into other regular or special classes
  - c) when the student has an 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. Previous grades and credits will be disregarded in computing the student's grade point average each time the course is repeated, **however the original grade, alleviated by the new grade, must remain on the student's academic transcript.** Therefore, only the most recent grade will be computed in the student's grade point average.

#### D. Legally Mandated Training

1. Cooperative Work Experience Education  
Students may earn up to a total of 16 units, subject to the following limitations
  - a) General Work Experience Education - A maximum of six units may be earned during any one term
  - b) Occupational Work Experience Education - A maximum of eight units may be earned during any one term
2. Contractual Legally Mandated Training  
Course repetition shall be permitted, without petition, in instances when such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Such courses must conform to all attendance accounting, course approval, and other requirements imposed by applicable provisions of law. 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 necessary to complete legally mandated training pursuant to the California Code of Regulations.

## VI. Other Provisions

### A. Post Degree Grade Alleviation

Grade repetition to alleviate a grade or academic renewal after a degree has been earned at El Camino College is not allowed. Once a degree or certificate has been issued no form of grade alleviation or grade change can take place.

### B. Grade Alleviation with Courses from Other Colleges

Grade alleviation with courses from other colleges will be allowed provided the following conditions are met:

- 1) the course is from a regionally accredited college
- 2) the course is comparable
- 3) the course is of equal value in units

Grade alleviation with a course from other colleges cannot take place if:

- 1) Three substandard grades have been received in a non-repeatable El Camino College course. ***However, the*** course may be used for subject credit to meet prerequisites ***and*** the course will count toward graduation subject requirements.
- 2) The student had reached the maximum number of attempts in a repeatable course and the grade in the final attempt was substandard.

## Administrative Procedure 4231

## Grade Change

Grades are determined by the instructor of a course. Both state law and college policy state that the determination of a grade by the instructor is final, in the absence of mistake, fraud, bad faith, or incompetency.

Most instances of incorrect grades are due to a mistake of some kind, such as a recording error or an error calculating an average. State law and college policy allow these mistakes to be corrected. The state law also provides that the college must have a policy for dealing with the very rare instances when a grade should be changed because it was recorded because of fraud, bad faith or incompetency.

In most cases of an error, the instructor can correct the grade once it has been pointed out. A student who believes an error has been made may meet or correspond with the instructor directly and the instructor can initiate the administrative process of correcting the grade. This is described in Part I B of this Administrative Procedure.

Comment [t1]: Added by Ed Policies 3/27/12 for accuracy.

A student may also begin the process with the submission of a Grade Change Petition. It is important to know that a petition submitted more than 18 months after the original grade was recorded cannot be approved.

A Grade Change Petition submitted within the time specified will be considered by the instructor of the course. This process is described in Part I C of the Administrative Procedure.

Comment [t2]: Added by Ed Policies 3/27/12 for accuracy.

When the Grade Change Petition is denied, the student may seek a review by an Appeal Panel; the procedure for submitting an appeal is described in Part I D of this Administrative Procedure.

Comment [t3]: Added by Ed Policies 3/27/12 for accuracy.

The VPAA can initiate grade changes in the event of documented fraud. This process is described in Part II of this Administrative Procedure.

Comment [t4]: Added by Ed Policies 3/27/12 to include Part II in this overview description.

### Part I. Grade Change Petitions and Appeals.

#### A. Grounds for requesting or appealing for a grade change.

A student can request or appeal for a grade change only if the grade is incorrect due to mistake, fraud, bad faith, or incompetency.

#### B. Informal Grade Change Request

If a student believes that a mistake was made in computing or recording a grade, he or she may contact the instructor directly to ask the instructor to review the grade records and make the correction. A mistake in a grade can be corrected by the instructor. Occasionally, the student may prefer to ask the instructor's Dean rather than asking the instructor. However, the Dean may not change the grade in response to an informal request; only the instructor can order the grade change in response to an informal request and only if the request is made within the time limits set by this procedure.

#### B.1. Making the Request

A student who believes that a grade is incorrect because of a mistake may inform the instructor of the course or the Dean who supervises the instructor. If the Dean is informed, he/she may discuss the request with the student and instructor, separately or together. The student may decline to meet with the instructor.

#### B.2. Response to Request

If the instructor agrees to change the grade, he/she may file a Grade Change Order with the Admissions and Records Office, explaining the change. The Grade Change Order requires the Dean to verify that the change is permitted by college policy. The Admissions and Records Office shall change the student's grade record and preserve a copy of the Grade Change Order. If the instructor decides not to change the grade, he/she should inform the student directly.

#### B.3. Time limit

The Grade Change Order, in response to an informal request for a grade change, must be submitted to the Division Office by the instructor no later than eighteen months after the last day of the term for which the grade was given.

#### C. Grade Change Petition

A student may file a Grade Change Petition whether or not he/she has pursued an informal grade change request.

##### C.1. Filing a Grade Change Petition

A student who alleges that a grade in a course was given as a result of mistake, fraud, bad faith, or incompetency may file a Grade Change Petition with the Admissions and Records Office, using the Grade Change Petition form. The student must state the grounds for the petition and include supporting documentation. The Grade Change Petition form is available at the Admissions and Records Office.

#### C.2. Time Limit for Submitting a Petition.

A Grade Change Petition must be received by the Admissions and Records Office no later than eighteen months after the last day of the term for which the grade was given.

#### C.3. Response to Filing

The Admissions and Records Office shall provide the Grade Change Petition to the instructional Dean for the division in which the course was offered. Upon receipt, the Dean may discuss the request with the student and instructor, separately or together. The student may decline to meet with the instructor and/or the Dean. The Dean shall forward the Grade Change Petition to the instructor and direct the instructor to act on the petition. The instructor shall then review the Petition within thirty days, decide whether or not to change the grade, and provide an explanation for the action. The Dean will verify that the action is permitted by college policy. The Admissions and Records Office shall notify the student of the action and preserve a copy of the Grade Change Petition.

#### C.4. Special Circumstances

The procedure described here shall be used in the following circumstances:

- (a) If the instructor is unavailable to respond to the Grade Change Petition within the time limit; or
- (b) If, at the time the Grade Change Petition is filed, the student has filed, in accordance with District procedures, a discrimination complaint against the instructor; or
- (c) If, at the time the Grade Change Petition is filed, the Dean determines that it is possible there has been gross misconduct by the instructor.

In such circumstances, the Dean, in consultation with the Vice President of Academic Affairs, shall appoint an alternate instructor to review and act upon the Petition. The alternate shall be in the discipline of the course or in a related discipline. In the event that no qualified instructor is on the faculty, the Dean, in consultation with the Vice President of Academic Affairs, shall arrange for a qualified consultant.

#### D. Grade Appeal\*

If the instructor's response to the Grade Change Petition is not acceptable to the student, the student may file a Grade Appeal to the Vice President of Academic Affairs.

Before filing a grade appeal, the student must have submitted a formal Grade Change Petition to the appropriate Dean. The Grade Appeal shall consist of

- (a) The Grade Appeal Form stating the grounds for the appeal,
- (b) Allegation of mistake, fraud, bad faith, or incompetency,
- (c) A copy of the Grade Change Petition showing the instructor's decision, and
- (d) Supporting documentation.

The Grade Appeal Form is available at the office of the Vice President of Academic Affairs.

#### D.1. Time Limit for Submitting an Appeal

The Grade Appeal must be filed with the Vice President of Academic Affairs no later than thirty calendar days following the receipt of the instructor's response to the formal Grade Change Petition.

#### D.2. Pre-Hearing Communication

The Vice President of Academic Affairs or a designee may meet with the student, the instructor, or other persons, to facilitate communication between the student and the instructor and to determine the factual basis for the appeal.

#### D.3. Pre-Hearing Denial Review

The Vice President of Academic Affairs or designee may determine that the student's appeal submission does not state an allegation of mistake, fraud, bad faith or incompetency; or does not provide sufficient documentation or evidence to support an allegation. Upon this determination, the Vice President of Academic Affairs or designee may deny the appeal or request further documentation from the student.

Comment [t5]: "Review" used by Ed Policies 3/27/12 because the pre-hearing does not necessarily result in denial. Students may be asked to provide further documentation.

Comment [t6]: Added by Ed Policies 3/27/12 to clarify the Pre-Hearing process.

#### D.4. Grade Appeal Panel: Composition

When a Grade Appeal is filed with the Vice President of Academic Affairs, a Grade Appeal Panel shall be appointed within thirty calendar days, unless the Vice President of Academic Affairs or designee has denied the appeal (section D.3.). The Panel shall consist of the following:

- (a) An instructional Dean chosen by the Vice President of Academic Affairs other than the Dean of the Division in which the disputed grade was given.
- (b) An instructor, chosen by the President of the Academic Senate, from the discipline of the course in which the disputed grade was given, or a related discipline; and

(c) A student chosen by the President of the Associated Students Organization.

The Panel shall be chaired by the Vice President of Academic Affairs or a designee; the chair shall be a non-voting member of the Panel. All matters considered by the Grade Appeal Panel shall be treated as confidential by members of the Panel.

#### D.5. Grade Appeal Panel: Hearing

Within 30 calendar days of empanelment, the Grades Appeal Panel shall review the Grade Appeal, including all documents submitted by the student and other documentation it considers relevant. The Grade Appeal Panel shall conduct a hearing prior to making a determination on the outcome of the grade appeal. Both the student and the instructor shall be notified of the day and time of the hearing and invited to attend. Both the student and the instructor will be provided an opportunity to make a statement and to be asked questions. The student may be accompanied by an advisor. The advisor may be a faculty member or a student. The advisor may be present to advise the student, but may not ask or answer questions. The instructor may be accompanied by an advisor. The advisor may be a faculty member or a representative of the faculty union. The advisor may be present to advise the instructor, but may not ask or answer questions. The Grade Appeal Panel may make a recording of the hearing, which may be consulted during the Panel's deliberation.

#### D.6. Grade Appeal Panel: Decision

Following its hearing, the Panel shall deliberate and make findings by majority vote. The burden of proof is on the student. The Panel may sustain or deny all, some, or none of the allegations in the Grade Appeal. The Panel may find that the disputed grade is incorrect because of mistake, fraud, bad faith, or incompetency; in such case, the Panel may determine the new grade to be assigned. The Appeal Panel shall issue its findings and recommendation to the Vice President of Academic Affairs, who shall inform the appealing student, the instructor, and the appropriate Dean. The decision of the Grade Appeal Panel is final. The Vice President of Academic Affairs will notify the instructor of the Grade Appeal Panel's recommendation. If the Panel recommends a grade change, the Vice President of Academic Affairs will direct the instructor to submit a grade change to the Admissions and Records Office. In the event that the instructor of record is unable or unwilling to process the grade change within a reasonable time, the Vice President of Academic Affairs shall form a group of faculty to issue a grade change.

#### E. Expunging of changed grade

When a grade is changed in accordance with this procedure, the original incorrect grade shall be expunged from the student's record.

## Part II. Changing grades in cases of fraud

### A. Instructor fraud

1. The Vice President of Academic Affairs may determine, based on credible evidence such as the faculty discipline process, legal findings, or other statements or documentation, that a grade was assigned by an instructor in a fraudulent manner. This determination may be made without any regard to time limit.
2. Upon such determination, the Vice President, in consultation with the Dean supervising the course in which the grade was assigned, shall appoint an alternate instructor to assign a replacement grade. The alternate shall be in the discipline of the course or in a related discipline. In the event that no qualified instructor is on the faculty, the Dean, in consultation with the Vice President of Academic Affairs, shall arrange for a qualified consultant.
3. In changing the grade, the alternate instructor shall consider all evidence of the student's actual performance in the course and all proper student discipline required.
4. If the alternate instructor is unable to determine the actual performance of the student in the course, then, in consultation with the Dean, may recommend to the Vice President that the grade for the course be removed. The Vice President has the authority to remove the grade from the student's record.
5. Following the determination that a grade was assigned in a fraudulent manner, the action to change or remove the grade shall be taken within a reasonable time.
6. In cases of fraud, both the instructor of record and the student shall be notified of the grade change.

**Comment [t7]:** This phrase was moved earlier in the sentence to emphasize that the VPAA's decision is expected to be evidence based. The intention of the section has not been altered.

### B. Student fraud

1. In cases where fraud by a student is alleged, the allegation may be addressed in accordance with BP 5500 and AP 5520. No time limit on the initiation of such action shall apply.

\* All time limits are measured within the primary term.

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3/23/12 Final edits received from the Deans and passed on to the Educational Policies Committee for review.

3/27/12 Approved by the Educational Policies Committee to be presented to the Senate.

4/3/12 First reading of the Senate.