



Academic Policies & Procedures

AP&P Agenda		Thursday, October 30, 2025 3:00 pm – 5:30 pm CH 202
Type of Meeting: <i>Regular</i> Note Taker: Jamie MacMillan Please Review/Bring: The past minutes for accuracy.		
Committee Members:		
<i>Dr. Jonathan Compton, Co-chair</i> <i>Dr. Kathy Bakhit, Co-chair, Vice President of Academic Affairs</i> <i>Dr. Jessica Eaton, Articulation Officer</i> <i>Tim Atkerson, AKIN Representative</i> <i>Travis Lee, IAAT Representative</i> <i>Alfred Brubaker, IAAT Representative</i> <i>Darren Watters, HSS Representative</i> <i>Vacant, HSS Representative</i> <i>James Dorn, MSE Representative</i> <i>Dr. Zia Nisani, MSE Representative</i> <i>Heidi Williams, LACA Representative</i> <i>Rhea Vichot, LACA Representative</i>		<i>Gabby Poorman, SBS Representative</i> <i>Yadira Arellano, SBS Representative</i> <i>Cynthia Littlefield, AHUM Representative</i> <i>Paul Taglianetti, AHUM Representative</i> <i>Stephanie Orellana, Library Rep, Librarian</i> <i>Tamira Palmetto, Student Services, Counseling</i> <i>Tanya McGinnis, Student Services, Counseling</i> <i>Amaka Donn, Adjunct Representative</i> <i>Dr. Wendy Stout, Administrative Position</i> <i>Kathryn Mitchell, Administrative Position</i> <i>Dr. Windy Franklin-Martinez, Administrative Position</i> <i>Vacant, Student Representative</i> *Absent
Items	Person	Action
I. Call to Order	<i>Dr. Jonathan Compton/ Dr. Kathy Bakhit</i>	
II. Attendance – Roll Call	<i>Dr. Jonathan Compton/ Dr. Kathy Bakhit</i>	
III. Opening Comments from the Public (3 minutes maximum)		
IV. Approval of the Agenda	<i>All</i>	
V. Approval of the Minutes – 10/23/25	<i>All</i>	
VI. Training –	<i>Dr. Jonathan Compton</i>	



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VII.	Action – Workflow streamline process – Academic renewal policy	Dr. Jonathan Compton/ Dr. Kathy Bakhit	
VIII.	Discussion – Class max procedure proposal	Dr. Jonathan Compton/ Dr. Kathy Bakhit	
X.	Reports – Elementary Teacher ADT update	Dr. Jonathan Compton	
XI.	Catalog –	Robyn Serrano	
XII.	Date of Next Meeting – 11/13/25, 2/26/26, 3/12/26, 3/26/26, 4/9/26, 4/23/26, 5/14/26, 5/28/26		
XIII.	Adjournment	Dr. Jonathan Compton/ Dr. Kathy Bakhit	
NEXT MEETING DATE: November 13, 2025			

AP&P Minutes		Thursday, October 23, 2025 3:00 pm – 5:30 pm CH 202
Type of Meeting: <i>Regular</i> Note Taker: Jamie MacMillan Please Review/Bring: The past minutes for accuracy.		
Committee Members:		
<i>Dr. Jonathan Compton, Co-chair</i> <i>Dr. Kathy Bakhit, Co-chair, Vice President of Academic Affairs</i> <i>*Proxy-Nate Dillon</i> <i>Dr. Jessica Eaton, Articulation Officer*Proxy-Audrey Moore</i> <i>Tim Atkerson, AKIN Representative</i> <i>Travis Lee, IAAT Representative</i> <i>Alfred Brubaker, IAAT Representative</i> <i>Darren Watters, HSS Representative</i> <i>Vacant, HSS Representative</i> <i>James Dorn, MSE Representative</i> <i>Dr. Zia Nisani, MSE Representative</i> <i>Heidi Williams, LACA Representative</i> <i>Rhea Vichot, LACA Representative</i> <i>Guests: Esperanza Perez</i>		<i>Gabby Poorman, SBS Representative</i> <i>Yadira Arellano, SBS Representative*Proxy-Susan Snyder</i> <i>Cynthia Littlefield, AHUM Representative</i> <i>Paul Taglianetti, AHUM Representative</i> <i>Stephanie Orellana, Library Rep, Librarian</i> <i>Tamira Palmetto, Student Services, Counseling</i> <i>Tanya McGinnis, Student Services, Counseling*</i> <i>Amaka Donn, Adjunct Representative</i> <i>Dr. Wendy Stout, Administrative Position</i> <i>Kathryn Mitchell, Administrative Position*</i> <i>Dr. Windy Franklin-Martinez, Administrative Position</i> <i>Vacant, Student Representative</i> <i>*Absent</i>
Items	Person	Action
I. Call to Order	<i>Dr. Jonathan Compton/ Dr. Kathy Bakhit</i>	The meeting was called to order at 3:03pm.
II. Attendance – Roll Call	<i>Dr. Jonathan Compton/ Dr. Kathy Bakhit</i>	
III. Opening Comments from the Public (3 minutes maximum)		
IV. Approval of the Agenda	<i>All</i>	Action Taken Motion to Approve: Agenda Motion Second Motion Approved



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V. Approval of the Minutes – 10/09/2025	All	Action Taken Motion to Approve: Minutes 10/09/2025 Motion Second Abstentions: James Dorn, Gabby Poorman, Audrey Moore Motion Approved
VI. Training –	Dr. Jonathan Compton	
VII. Action Substantial Course Revisions ABDY 199 Work Experience Education MATH 150 Calculus and Analytic Geometry MATH 150H Calculus & Analytic Geometry Honors Program Revisions Fire Technology AS Fire Technology Cert	Dr. Jonathan Compton/ Dr. Kathy Bakhit	Substantial Course Revisions Motion to Approve: ABDY 199 Work Experience Education Motion Second Motion Approved Motion to Approve: MATH 150 Calculus and Analytic Geometry Motion Second Motion Approved Motion to Approve: MATH 150H Calculus & Analytic Geometry Honors Motion Second Motion Approved Program Revisions Motion to Approve: Fire Technology AS Motion Second Motion Approved Motion to Approve: Fire Technology Cert Motion Second Motion Approved



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VIII. Discussion – Academic renewal policy – Streamlined workflow process	<i>Dr. Jonathan Compton/ Tamira Palmetto</i>	Academic renewal policy: Tamira Palmetto discussed the current policies for Academic Renewal and the issues they cause with student records. The proposed policy changes would favor the student by allowing counselors to remove bad grades from student GPA calculations. The committee discussed ways to include counselors in the process. Language changes/additions: Combined 30 units. Will be brought back to the committee for a vote at the next meeting. Streamlined workflow process: Jonathan Compton presented his proposed new step-by-step workflow process and timeline (attached to agenda). A robust discussion followed. Will be brought back to the committee for a vote at the next meeting.
X. Reports – Courshedog implementation process and timeline – COR Title 5 DEI	<i>Dr. Jonathan Compton</i>	Courshedog implementation process and timeline: Jonathan discussed the timeline (attached to agenda) First meeting with Courshedog: November 7, 2025 COR Title 5 DEI: Every COR will need to include equity and accessibility language. More discussion is needed to develop a process. Will be brought back to the committee for a vote at a later date.
XI. Catalog –	<i>Robyn Serrano</i>	
XII. Date of Next Meeting – 10/30/25, 11/13/25, 2/26/26, 3/12/26, 3/26/26, 4/9/26, 4/23/26, 5/14/26, 5/28/26		
XIII. Adjournment	<i>Dr. Jonathan Compton/ Dr. Kathy Bakhit</i>	Motion to Adjourn: Motion Approved The meeting concluded at 4:30pm
NEXT MEETING DATE: October 30, 2025		

Curriculum Process Revision 2.0 Proposal

Jonathan Compton



Curriculum Workflows

Number of currently used workflows for courses - 7

Course creation

Non-substantial course revision

Substantial course revision

Noncredit Course creation

Noncredit Non-substantial course revision

Noncredit Substantial course revision

Course deactivation

Number of currently used workflows for programs - 5

Program creation

Program revision

Noncredit program creation

Noncredit program revision

Program deactivation

Curriculum Workflows

Sample Current Course	Sample Current Program	Proposed for All
1. Faculty Originator	1. Faculty Originator	1. Faculty Originator
2. AO, Dean, and Librarian	2. Dean	2. Discipline Review (one week) All faculty in discipline (transparency)
3. Outcomes, Tech Review, and Tech Review Chair	3. Tech Committee	3. Dean
4. AP&P Committee	4. Counselor and AO	4. Tech Committee, AO, Counselors, Curriculum Specialist, and Librarian
5. AP&P Agenda	5. Outcomes, Tech Review, and Tech Review Chair	5. AP&P Committee (VPAA included*)
6. VPAA	6. AP&P Committee	6. VPAA, Faculty Senate and Board
7. Senate, Board, and COCI	7. AP&P Agenda	7. COCI, Catalog, and Banner
	8. VPAA	
	9. Senate, Board, and COCI	

Step by Step Workflow

Step 1 - Faculty Origination (launch)

- Submitted by end of March
- Course
 - Special Considerations
 - Transfer
 - CTE
 - Noncredit
- Program
 - Special Considerations
 - ADT
 - Certificate
 - CTE
 - Noncredit

Step by Step Workflow

Step 2 - Discipline Review (review and comment only)

- All other faculty in the discipline can review and comment on Curriculum that has been launched in the system by the originator
- Review period is 7 days for all proposals
- Curriculum system will automatically move all courses forward after the 7-day review period
- Review entire proposal
- Comment in system

Step by Step Workflow

Step 3 – Dean Review (review and send back rights)

- Student benefit
 - The curriculum is part of a career, transfer, and/or workforce education program that advances economic and social mobility (AVC Mission Statement). NOTE: For degrees and certificates without a goal of transfer, review Labor Market Data and Advisory Committee minutes for evidence of regional demand and/or the ability of students to earn a living wage after completing the degree or certificate.
- Scheduling
 - “The college must commit to offering all required courses for the program at least once every two years, unless the program goals and rationale for the particular program justify or support a longer time frame as being in the best interests of students” (PCAH 8th Edition, p. 27). NOTE: There may be specific considerations needed based on the type of course (e.g. work experience internships, independent study, etc.)
- Faculty availability
- Resources
 - Equipment, facilities, or other needed resources are available (or will be available) to offer the curriculum. Note: Future availability of resources formally planned (e.g. included in the Educational Master Plan) can be referenced if resources are not currently available
- Review discipline feedback from step 2
 - Review comments made by discipline faculty. If needed, schedule a meeting with discipline faculty to reconcile any comments needed
 - Deans have the opportunity to send proposals back to the originator for revisions and suggestions based upon their individual reviews, and/or comments made by discipline faculty and the coordinator. Once the originator makes revisions, those revisions will be sent back to the Dean for re-review and approval.

Step by Step Workflow

Step 4a – Tech Review Committee (review and comment)

- Includes AO, Counselors, Librarian, Curriculum Specialist
 - Compliance
 - CB data elements, COR elements, Title V §55002
 - Articulation considerations
 - Library resources
 - Textbook / OER
 - Grammar and typos
 - Formatting
 - SLO / PLO review
 - Program mapping
 - Program narrative

Step 4b – Curriculum Specialist (review and send back rights)

- Compile comments from tech review
 - Send for revisions
 - Schedule meetings with originator
 - Administrative tasks
- Forward proposals to AP&P committee when a proposal is addressed

Step by Step Workflow

- Step 5 – AP&P Committee (review and send back rights)
 - Rationale
 - Ensure clear objectives
 - Alignment between course content, objectives, description, assignments, and title
 - IDEAA
 - Review requisites
 - Limitations
 - Review LMI and Advisory minutes

Step by Step Workflow

- Step 6 – VP of AA, Academic Senate, and Board
 - Review and approve

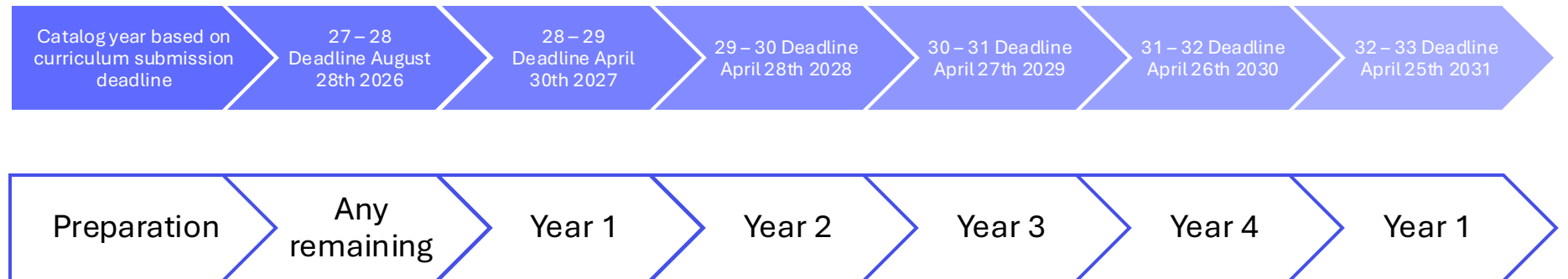
Step by Step Workflow

- Step 7 – COCI, Catalog, and Banner
 - Submit
 - Receive results
 - Ensure Banner is updated to reflect revisions or creation
 - Prepare and complete catalog updates

Timeline Update

- Need to develop a more consistent/efficient process for revisions
- All curricular processes will be done in time frames throughout the school year
- Division alignment will occur to the best of our ability based on 2yr/4yr cycles
- Maintain CTE revision requirements
- Special cases and new development can occur anytime workflows are open

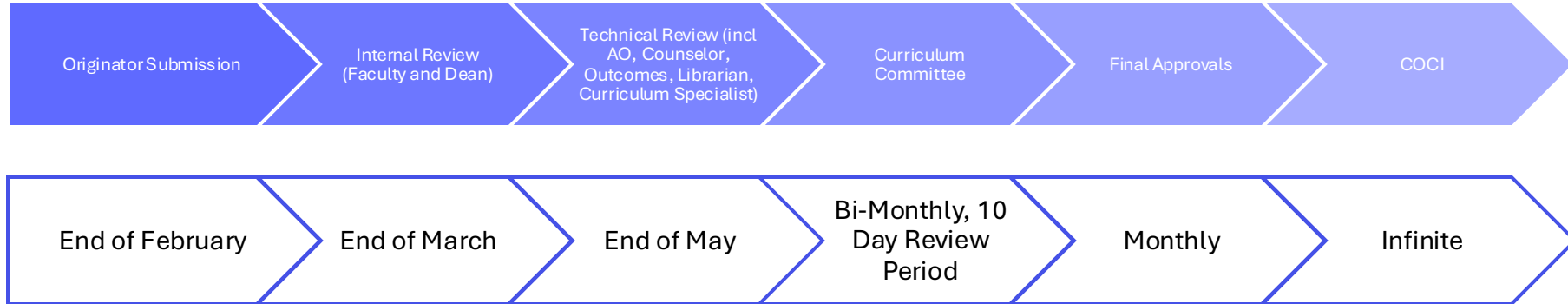
Timeline Update



- For each discipline, ALL courses and programs will be submitted for each cycle
 - e.g. ABDY will submit ALL courses and programs for revision in Year 1, Year 3, Year 1
 - e.g. MATH will only submit ALL courses and programs in Year 1
- New courses or programs can be submitted at anytime
- Any needed revisions can occur off cycle, but when that discipline's cycle returns that revision will have to be redone with all others in the cycle to maintain consistency

AIAA	Arts and Humanities	Health and Safety Sciences	Language and Communication Arts
Advanced Manufacturing	Arts and Humanities	EMT	Communication Studies
Aircraft Fabrication	Dance	Fire Tech	English
Airframe Manufacturing	Digital Media	FTW	English as a Second Language
Auto Body	Film and Television	Health	Spanish
Automotive	Music	KINF	German
Aviation Maintenance	Photography	KINT	French
Electrical	Theatre	Medical Office Assisting	Chinese
Electronics	Music - Commercial	Nursing	Deaf Studies
HVAC	Photography - Commerical	Nutrition	Journalism
Welding		Recreation	Interpreter
ALM		Respiratory Care	Latin
ANDI		Radiologic Tech	Reading
IMTA		Vocational Nursing	
MSAM		IATH	
		ATH	
Math, Science, and Engineering	Social and Behavioral Sciences 1	Social and Behavioral Sciences 2	Other
Astronomy	Accounting	Political Science	Library
Biology	Administration of Justice	Real Estate	Human Development
Chemistry	Anthropology	Psychology	Learning Center
Computer Science	Business	Sociology	
Earth Science	Child and Family Education	Business Information Professional	
Engineering	Computer Applications	Paralegal	
Geography	Economics		
Geology	Education		
Math	Ethnic Studies		
Physical Science	History		
Physics	Management		
Water Treatment	Marketing		
Statistics	Philosophy		
Artificial Intelligence Education			

Workflow Timeline



Originator (end of February)

- Deans and Coordinators are directly informed in the fall that the cycle for their areas begins in October. Specialist and/or Chair sends emails and reminders October - February.

Internal Review (end of March)

- Use technology in CMS to move proposal forward automatically after 7 days for Discipline Faculty. Chair and Curriculum Specialist nudges Deans for their approval by end of March.

Technical Review (April-May)

- Tech Review takes place June-July. Faculty receive FPD compensation for their hours.
 - Each tech reviewer has defined roles and responsibilities to streamline their work.
 - The Chair and Curriculum Specialist determines and organizes the curriculum review and approvals for the academic year. The March deadline & summer Tech Review allows for a predictable, yet flexible, projection.
 - The Chair and Curriculum Specialist meets with faculty in August to go over technical review revisions if needed.

Curriculum Committee (10 days before each meeting)

- With predetermined agendas and all curriculum read before Curriculum meetings, the Specialist uses the CMS to create queues for the committee who now have 10 days to read. Chair and Curriculum Specialists review committee comments before each curriculum meeting and meets with faculty as needed.

Final Approvals (monthly)

- All curriculum approved at a curriculum meeting is forwarded to Academic Senate and the Governing Board monthly. Final curriculum approval of the Catalog is February to allow for April publication



Outlook

Academic Renewal Policy

From De'Neen M Litvinov <denean.litvinov@avc.edu>

Date Tue 5/13/2025 8:40 AM

To Amina V Gonzalez <amina.gonzalez@avc.edu>; Julia Rincon Barragan <julia.rinconbarragan@avc.edu>; Miyuki N Kovacs <miyuki.kovacs@avc.edu>; Towana S Catley <towana.catley@avc.edu>

Cc Carlos A Rosas <carlos.rosas@avc.edu>

 4 attachments (1 MB)

Santa Monica-Academic-Renewal-4-2024.pdf; Santa Monica-Progress-Renewal-4-2024.pdf; COC AcademicRenewal Policy Rev2020.pdf; San Francisco CC Academic Renewal Policy (1).pdf;

After reviewing the Academic Renewal policies at numerous institutions, I discovered that AVC is the only institution that requires that sub-standard grades be taken in consecutive terms to be eligible for Academic Renewal. This often significantly limits the usefulness of the policy.

Most other universities require six months to one year to pass before being eligible for Academic Renewal, while AVC requires two years to pass.

The State Academic Senate is urging colleges to move away from punitive practices surrounding academic probation and support students as much as possible. Santa Monica Community College is one on the forefront of this move, demonstrated by approving an Academic Renewal and Progress Renewal policy. Some students find themselves in just as much of a pickle because they have withdrawn from too many classes. Adopting policies similar to Santa Monica College would serve AVC students well.

Please review the attached policies. After review, we can forward suggestions to the Academic Senate at AVC. I know that I believe that a one year waiting period might be better than 6 months. Another thing to consider is the tiered gpa/unit requirement or the very simple complete at least 12 units with a 2.0 gpa.

Warmly,

Dr. De'Neen Litvinov
She/Her/Hers
Human Development Professor
Counseling Faculty
Antelope Valley College
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Lancaster, CA 93536
denean.litvinov@avc.edu

"Men are disturbed not by things, but the views they take of them." Epictetus
"All that we are is a result of all that we have thought." Buddha

Current AVC Academic Renewal Policy (25-26 Catalog)

Academic Renewal

A student may petition through the Dean of Enrollment Services to have up to 30 semester units of course work taken at Antelope Valley College eliminated from the computation of Antelope Valley College total grade point average. The approval or disapproval of the petition will take place administratively pursuant to rules stated herein and those approved by the governing board. A student may petition for academic renewal only once, and all units up to 30 must have been taken in consecutive semesters of attendance excluding summer sessions and intersessions. Only "D" and "F" grades may be eliminated from the computation of the GPA under the Academic Renewal Policy.

The student seeking academic renewal must present evidence that the previously recorded work was substandard academic performance and is not reflective of more recently demonstrated academic ability.

Evidence of recent academic ability will be determined by one of the following:

- 12 semester units with at least a 3.0 GPA
- 18 semester units with at least a 2.5 GPA
- 24 semester units with at least a 2.0 GPA

Work taken in the last semester being petitioned must have been completed at least 24 months prior to the date the academic renewal petition is submitted by the student.

New Proposed Policy – Academic and Progress Renewal

Academic Renewal

Academic Renewal is a process designed to facilitate a student's completion of a degree or certificate program and/or the student's removal from Academic Guidance. A student may petition through the Dean of Enrollment Services to have up to 30 semester units of "D" and "F" coursework taken at Antelope Valley College eliminated from the computation of Antelope Valley College total grade point average. The calculation of a student's GPA using AVC coursework for the purpose of admissions at other colleges and universities is subject to that college's or university's policies. The approval or disapproval of the petition will take place administratively pursuant to rules stated herein and those approved by the governing board.

A student may apply for academic renewal a maximum of two times and may only disregard a maximum total of 30 semester units of "D" and "F" coursework taken at Antelope Valley College.

A student must present evidence of recent academic ability at AVC or any other regionally accredited college, determined by one of the following:

12 semester units with at least a 3.0 GPA

18 semester units with at least a 2.5 GPA

24 semester units with at least a 2.0 GPA

Work taken in the last semester being petitioned must have been completed at least 12 months prior to the date the academic renewal petition is submitted by the student.

All disregarded coursework will remain in the student's permanent record and the student's transcript will be annotated to make it evident that any disregarded course(s) may not be used to satisfy certificate, degree, or general education requirements. Courses previously used to satisfy certificate, degree, or general education requirements are not eligible for Academic Renewal.

Veterans and Dependents/Spouses

If the courses you are requesting academic renewal for are in a term in which you received VA benefits, you will owe money to the VA. If you have further questions, please meet with a VA Counselor prior to submitting your academic renewal request.

Progress Renewal

Progress Renewal is a process designed to facilitate a student's completion of a degree or certificate program and/or the student's removal from Progress Guidance. A student may petition through the Dean of Enrollment Services to have up to 30 semester units of "W", "I", "NC", or "NP" coursework taken at Antelope Valley College excluded from the student record. How "W", "I", "NC", or "NP" notations/exclusions are used at other colleges and universities is subject to that college's or university's policies. The approval or disapproval of the petition will take place administratively pursuant to rules stated herein and those approved by the governing board.

A student may apply for Progress Renewal a maximum of two times and may only disregard a maximum total of 30 semester units of "W", "I", "NC", or "NP" coursework taken at Antelope Valley College.

A student must present evidence of recent academic ability at AVC or any other regionally accredited college, determined by one of the following:

Completing 12 semester units with at least a 3.0 GPA and without receiving a notation of NP (No Pass), NC (No Credit), W (Withdrawal), or I (Incomplete)

Completing 18 semester units with at least a 2.5 GPA and without receiving a notation of NP (No Pass), NC (No Credit), W (Withdrawal), or I (Incomplete)

Completing 24 semester units with at least a 2.0 GPA and without receiving a notation of NP (No Pass), NC (No Credit), W (Withdrawal), or I (Incomplete)

Units must be consecutive and must have begun any time after the coursework to be disregarded: any NP, NC, W, or I notation/grade received during this timeframe will make the student ineligible for Progress Renewal.

Work taken in the last semester being petitioned must have been completed at least 12 months prior to the date the academic renewal petition is submitted by the student.

All disregarded coursework will remain in the student's permanent record and the student's transcript will be annotated to make it evident that the course is excluded

Current Academic Renewal versus New Proposed Policy

(Red is added language. Black is current language.)

(Academic Renewal is a process designed to facilitate a student's completion of a degree or certificate program and/or the student's removal from Academic Guidance.) A student may petition through the Dean of Enrollment Services to have up to 30 semester units of course work taken at Antelope Valley College eliminated from the computation of Antelope Valley College total grade point average. (The calculation of a student's GPA using AVC coursework for the purpose of admissions at other colleges and universities is subject to that college's or university's policies.) The approval or disapproval of the petition will take place administratively pursuant to rules stated herein and those approved by the governing board.

(Black is current language. This part is totally replaced with red language below it)

A student may petition for academic renewal only once, and all units up to 30 must have been taken in consecutive semesters of attendance excluding summer sessions and intersessions. Only "D" and "F" grades may be eliminated from the computation of the GPA under the Academic Renewal Policy. The student seeking academic renewal must present evidence that the previously recorded work was substandard academic performance and is not reflective of more recently demonstrated academic ability. Evidence of recent academic ability will be determined by one of the following: • 12 semester units with at least a 3.0 GPA • 18 semester units with at least a 2.5 GPA • 24 semester units with at least a 2.0 GPA Work taken in the last semester being petitioned must have been completed at least 24 months prior to the date the academic renewal petition is submitted by the student.

A student may apply for academic renewal a maximum of two times and may only disregard a maximum total of 30 semester units of "D" and "F" coursework taken at Antelope Valley College.

A student must present evidence of recent academic ability at AVC or any other regionally accredited college, determined by one of the following:

12 semester units with at least a 3.0 GPA

18 semester units with at least a 2.5 GPA

24 semester units with at least a 2.0 GPA

Santa Monica College will disregard a selected number of units for classes a student previously completed at SMC in which student's performance was substandard. Students who wish to have previous coursework disregarded must meet the requirements for academic renewal or progress renewal.

Academic Renewal

Academic Renewal is a process designed to facilitate a student's completion of a degree or certificate program — and/or the student's removal from academic probation — by disregarding up to 30 semester units of the student's previous coursework. The student must discuss his or her situation with a counselor and file a petition for academic renewal. Final approval of the petition will be granted by the Admissions Office.

To qualify for academic renewal, the student must meet the following criteria:

1. The student has not previously used petitioned coursework for a degree or certificate from SMC or for IGETC or CSU GE certification; and
2. The coursework to be disregarded is limited to classes where the student received a grade of D (1.0) or F (0.0) and did not subsequently complete the course with a C (2.0) or higher at SMC or at another institution; and
3. The student has completed a minimum of 12 consecutive semester units with a grade of 2.0 at a regionally accredited college or university after having completed the coursework to be disregarded; units must be consecutive and must have begun any time after the coursework to be disregarded; and
4. There must be a lapse of at least six months since the student's completion of the most recent coursework to be disregarded.

All disregarded coursework will remain in the student's permanent record, and the student's transcripts will be annotated to make it readily evident that any disregarded course(s) may not be used to satisfy certificate, degree, or general education requirements.

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE MANUAL**

Title: ACADEMIC RENEWAL	Number: AP 6.27
Legal Authority: Title 5 California Code of Regulations Section 55046	

A. A student may petition to have previous substandard college grades of "D" or "F" excluded from grade point average calculations if that work is not reflective of the student's present level of performance. However, to ensure a true and complete academic record, the permanent academic record will show all of the student's course work, including excluded classes.

B. A request for academic renewal will be granted under the following conditions:

1. A student must have completed at an accredited college at least 12 degree applicable semester units with a grade point average of at least 3.0, at least 18 degree applicable semester units with a grade point average of 2.5, or at least 24 degree applicable semester units with a grade point average of at least 2.0. These units must be earned subsequent to the last grade of "D" or "F" to be excluded.
2. At least one year must have elapsed since the last "D" or "F" grade to be excluded.
3. A maximum of 24 units can be excluded from the grade point average, and academic renewal will only be granted once.

C. A student's official transcript will include a notation of when the request for academic renewal was granted.

D. Grades from other accredited institutions may be used to satisfy the requirements of academic renewal.

E. Only courses taken at City College of San Francisco qualify for academic renewal.

F. Once an Associate Degree has been awarded at City College, courses taken prior to the awarding of the degree cannot be excluded.



Academic Renewal Information

Before completing the Academic Renewal Request, make sure to read all of the information below.

RETAIN THIS PAGE FOR YOUR RECORDS

College of the Canyons recognizes that a student's academic record may contain grades that are not reflective of more recently demonstrated academic success. To accurately reflect a student's current success, the District has instituted academic renewal (Board Policy 4240).

WHAT IS ACADEMIC RENEWAL?

Academic renewal is defined as the process by which a student's previously recorded substandard credit coursework is disregarded from the student's cumulative grade point average. Academic renewal at COC is used for calculating the COC GPA. The calculation of a student's GPA using COC coursework for the purpose of admissions at other colleges and universities is subject to that college's or university's policies.

WILL THE SUBSTANDARD GRADES BE REMOVED FROM MY RECORD?

Though academic renewal is granted, all coursework will remain legible on the student's permanent record (transcript), ensuring a true and complete academic history. The student's permanent record will be annotated, however, so that it is readily evident to all users of the records that the "D", "F", "FW" and/or "NP" units have been disregarded from the student's GPA calculation. A transcript code annotation of "8" is reflected on the student's transcript indicating academic renewal was approved.

NOTE: While "NP" is considered a substandard grade, it does not factor into the GPA and is ineligible for academic renewal. Courses with substandard grades that have been repeated at COC with a passing grade are also ineligible for academic renewal as the GPA has already been recalculated to include the repeat.

HOW MANY TIMES CAN I BE APPROVED FOR ACADEMIC RENEWAL AND HOW MANY UNITS CAN I REQUEST FOR ACADEMIC RENEWAL?

College of the Canyons may award academic renewal to a qualifying student a maximum of two times, and may only disregard a maximum total of 24 semester units or 36 quarter units of substandard grades of "D", "F", "FW" and "NP (No Pass)" coursework taken at College of the Canyons.

WHAT IS THE REQUIRED CRITERIA TO BE ELIGIBLE FOR ACADEMIC RENEWAL?

You must meet the following criteria before your request can be processed and approved:

1. A demonstration of recent academic ability must be determined by one of the following:
Students must have achieved a minimum grade point average (GPA) of
at least a 3.0 in their last 12 semester units (or 18 quarter units), **or**
at least a 2.5 in their last 18 semester units (or 27 quarter units), **or**
at least a 2.0 in their last 24 semester units (or 36 quarter units),
completed at College of the Canyons or any regionally accredited college or university.

If a student qualifies for academic renewal based on college coursework completed at another regionally accredited college or university, the student must first request official transcripts to be sent directly to College of the Canyons Admissions Office prior to submitting an academic renewal request.

2. At least 2 (two) calendar years have elapsed from the time the substandard grade to be disregarded was completed.

VETERANS AND DEPENDENTS/SPOUSES OF VETERANS USING VA BENEFITS

If the courses you are requesting academic renewal for are in a term in which you received VA benefits, you will owe money to the VA. If you have further questions, please meet with a VA Counselor prior to submitting your academic renewal request.

IMPORTANT INFORMATION ABOUT ACADEMIC RENEWAL

- Academic renewal actions are irreversible.
- Academic renewal may not be used to raise the GPA to qualify for graduation with honors.
- Academic renewal is not appropriate for courses that you have repeated and passed.

Example of Student who started attending CAC
because of restrictions related to "Progress Probation".
She has 3.750 GPA at CAC.

Record
Issued

Student No

Date of Birth

Date Issued: 23-MAY-2025
UT14

U N O F F I C I A L

Page: 1

Course Level: Undergraduate
First Admit: Summer 2012
Last Admit: Fall 2025

Current Program

Major : Registered Nursing

SUBJ	NO.	COURSE TITLE	CRED	GRD	PTS	R	SUBJ	NO.	COURSE TITLE	CRED	GRD	PTS	R
Institution Information continued:													
INSTITUTION CREDIT:													
Spring 2014													
CA 103							Intro to Microcomputers						
MOA 101							Beginning Medical Terminology						
Fall 2012							General Psychology						
ENGL 099							Composition Portfolio B						
MATH 050							Arithmetic						
READ 099							Critical Reading & Study Skill						
Ehrs: 4.00							GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00						
Good Standing													
Spring 2013							Fall 2022						
ENGL 099							BIOL 101						
HE 101							General Biology						
MATH 060							General Biology Lab						
Ehrs: 8.00							GPA-Hrs: 4.00 QPts: 12.00 GPA: 3.00						
Good Standing													
Fall 2013							Spring 2023						
ENGL 101							BIOL 201						
HE 101							General Human Anatomy						
HIST 102							Ehrs: 4.00 GPA-Hrs: 4.00 QPts: 16.00 GPA: 4.00						
MATH 070							Good Standing						
Ehrs: 3.00													
Good Standing													
Fall 2013							Summer 2025						
ENGL 101							IN PROGRESS WORK						
HE 101							PHIL 110						
HIST 102							Introduction to Logic						
MATH 070							In Progress Credits 3.00						
Ehrs: 3.00													
Good Standing													
Fall 2025							U.S. History from 1865						
IN PROGRESS WORK							In Progress Credits 3.00						
HIST 108							3.00 IN PROGRESS						
***** CONTINUED ON NEXT COLUMN *****							***** CONTINUED ON PAGE 2 *****						

30 units W

SS

Student N

Date of Birth:

16 JUL 1993

Date Issued: 23-MAY-2025
UT14

U N O F F I C I A L

Page: 2

```
***** TRANSCRIPT TOTALS *****
      Earned Hrs   GPA Hrs   Points   GPA
TOTAL INSTITUTION    23.00    11.00    34.00    3.09
TOTAL TRANSFER         0.00     0.00     0.00     0.00
OVERALL              23.00    11.00    34.00    3.09
***** END OF TRANSCRIPT *****
```

REFERENCE ID: O008903-202501112142-20047956525 REQUEST ID: O029030459008903LANTZ

CDS:

INST FICE CODE: 001113

Course ID	Course Title	<u>Rpt</u>	<u>Actn</u>	<u>Cred</u>	<u>Hon</u>	<u>I</u>	Course units	Earned units	Grade points	<u>Grade</u>
SOCI 101	Introduction to Sociology	R				S	3.00	0.00	0.00	FW

GRADE SCALE CODE: 509

Course ID	Course Title	Rpt	Actn	Cred	Hon	I	Course units	Earned units	Grade points	Grade
BIOSCI 202	Intro to Human Physiology					S	4.00	4.00	16.00	A
	GRADE SCALE CODE: 025									
	Degree Applicable									
TERM TOTALS						I	Course units	Earned units	Grade points	GPA
Non-cumul for Transcript Inst; All						S	4.00	4.00	16.00	4.000
Cumulative for Combined Inst; All						S	32.00	34.00	118.00	3.690
2024 SUMMER Semester 06/03/2024 - 08/17/2024										
Course ID	Course Title	Rpt	Actn	Cred	Hon	I	Course units	Earned units	Grade points	Grade
DANCE 100	Dance Appreciation					S	3.00	3.00	12.00	A
	GRADE SCALE CODE: 025									
	Degree Applicable									
TERM TOTALS						I	Course units	Earned units	Grade points	GPA
Non-cumul for Transcript Inst; All						S	3.00	3.00	12.00	4.000
Cumulative for Combined Inst; All						S	35.00	37.00	130.00	3.710
2024 FALL Semester 08/19/2024 - 12/07/2024										
Course ID	Course Title	Rpt	Actn	Cred	Hon	I	Course units	Earned units	Grade points	Grade
BIOSCI 221	Introduction to Microbiology					S	5.00	5.00	20.00	A
	GRADE SCALE CODE: 025									
	Degree Applicable									
TERM TOTALS						I	Course units	Earned units	Grade points	GPA
Non-cumul for Transcript Inst; All						S	5.00	5.00	20.00	4.000
Cumulative for Combined Inst; All						S	40.00	42.00	150.00	3.750
2025 SPRING Semester 02/10/2025 - 06/05/2025										
Course ID	Course Title	Rpt	Actn	Cred	Hon	I	Course units	Earned units	Grade points	Grade
ENGL 103	Critical Read/Writ/Thinking					S	3.00	0.00	0.00	IP
	GRADE SCALE CODE: 500									
	Degree Applicable									
TERM TOTALS						I	Course units	Earned units	Grade points	GPA
Non-cumul for Transcript Inst; All						S	0.00	0.00	0.00	0.000
Cumulative for Combined Inst; All						S	40.00	42.00	150.00	3.750
INSTITUTION TOTALS:						I	Attempt units	Earned units	Grade points	GPA
Cumulative for Transcript Inst; All						S	40.00	42.00	150.00	3.750
Cumulative for Combined Inst; All						S	40.00	42.00	150.00	3.750
--- END OF COLLEGE ACADEMIC RECORD ----- END OF COLLEGE ACADEMIC RECORD ----- END OF COLLEGE ACADEMIC RECORD ---										

GRADE SCHEME								
		Grade	National	Counts toward cumulative			Effective	
Grade	Meaning	Points	Scale Code	Attempted	Earned	Gradopts	From	To
A	Excellent	4.000	025	Y	Y	Y	01/01/1901	01/01/2999
B	Above Average	3.000	025	Y	Y	Y	01/01/1901	01/01/2999
C	Average	2.000	025	Y	Y	Y	01/01/1901	01/01/2999
D	Passing	1.000	025	Y	Y	Y	01/01/1901	01/01/2999
F	Failing	0.000	025	Y	N	Y	01/01/1901	01/01/2999
I	Incomplete	0.000	505	N	N	N	01/01/1901	01/01/2999
IP	In Progress	0.000	500	N	N	N	01/01/1901	01/01/2999
W	Withdrawal	0.000	506	N	N	N	01/01/1901	01/01/2999
RD	Report Delayed	0.000	513	N	N	N	01/01/1901	01/01/2999
CR	Credit	0.000	062	N	N	N	01/01/1901	01/01/2999
NC	No Credit	0.000	062	N	N	N	01/01/1901	01/01/2999
MW	Military Withdrawal	0.000	506	N	N	N	01/01/1901	01/01/2999
FW	Failure to Withdrawal	0.000	025	Y	N	Y	01/01/1901	01/01/2999
NP	No Pass	0.000	062	N	N	N	01/01/1901	01/01/2999
P	Pass	0.000	062	N	N	N	01/01/1901	01/01/2999
TR	Transfer Word	0.000	062	N	N	N	01/01/1901	01/01/2999
NG	No Grade	0.000	062	N	N	N	01/01/1901	01/01/2999
EW	Excused Withdrawal	0.000	506	N	N	N	01/01/1901	01/01/2999

LEGEND OF COURSE DATA

CAREER CARE INSTITUTE-LANCASTER
 43770 15th St. West, Suite 115
 LANCASTER, CA. 93534
 (661) 942-6204
 www.ccicollages.edu

ACADEMIC TRANSCRIPT

DEC 17 2024

SW

Program Of Study: [4] VOCATIONAL NURSING (Start: 09/11/2017)

Degree: CERTIFICATE/DIPLOMA > 2 YRS

Transferred Hours: 000:00

Status: Graduated (Date: 01/07/2019)

Code	Subject		Date Completed	Earned		Letter Grade	GPA
	Title			CLHR			
L1 -Pharm	Vocational Nursing	Level I - Pharmacology	09/11/2017	27.00		C+	
L1-C	Level I - Clinical		09/11/2017	240.00		A+	
L1-Fund	Vocational Nursing	Level I - Fundamentals	09/11/2017	120.00		C	
L2-A&P	Vocational Nursing	Level LII - Anatomy and Physiology	01/15/2018	24.00		C+	
L2-C	Level II- Clinical		01/15/2018	240.00		A	
L2-MS	Vocational Nursing	Level II- Medical Surgical	01/15/2018	89.00		C	
L2-Pharm	Vocational Nursing	Level II- Pharmacology	01/15/2018	34.00		C+	
L3-A&P	Vocational Nursing	Level III- Anatomy & Physiology	05/14/2018	30.00		B	
L3-C	Level III Clinical		05/14/2018	240.00		A	
L3-MS	Vocational Nursing	Level III - Medical Surgical	05/14/2018	84.00		B+	
L3-Pharm	Vocational Nursing	Level III- Pharmacology	05/14/2018	32.00		A-	
L4-C	Level IV-Clinical		09/03/2018	256.00		A+	
L4-G&D	Vocational Nursing	Level IV - Growth and Development	09/03/2018	30.50		A-	
L4-Lead	Vocational Nursing	Level IV - Leadership	09/03/2018	23.00		B+	
L4-MH/OB	Vocational Nursing	Level IV- Mental Health & OB	09/03/2018	59.50		C+	
L4-Peds	Vocational Nursing	Level IV - Pediatrics	09/03/2018	35.00		B+	
Enrollment Total				1564.00			3.41
Cumulative Total				1564.00			3.41

(*) on subject name - Denotes subject is not included in computation of GPA.

Not Official Transcript Without School Seal

Registrar

Date of Issue

42135 10th Street West, Suite 147
Lancaster, CA 93534

Student: [REDACTED] Student: [REDACTED] D [REDACTED] Original Start Date: 8/18/2014 Student GPA: 2.49

Course Code	Course Description	Credits Attempted	Credits Earned	Grade	Quality Points	Course Code	Course Description	Credits Attempted	Credits Earned	Grade	Quality Points
Program: Clinical and Administrative Medical Assisting A S Degree						Term: 141201 December 1, 2014 12/01/14 01/09/15					
Enrollment #: LA14061604 Status: Graduate						MAP105 Laboratory Procedures 5.00 5.00 B 15.00					
Start Date: 08/18/14 Grad Date: 10/16/2015						5.00 5.00 15.00					
Term: 140818 August 18, 2014 08/18/14 09/19/14						Term GPA: 3.00 Cum GPA: 2.86					
MAP115 Pharmacology and Medication Administration 5.00 5.00 A 20.00						Term: 150112 January 12, 2015 01/12/15 02/13/15					
5.00 5.00 20.00						HCP102 Body System Anatomy and Terminology 3.00 3.00 C 6.00					
Term GPA: 4.00 Cum GPA: 4.00						MTH121 College Algebra - Part A 3.00 3.00 C 6.00					
Dean's List; Perfect Attendance Award						6.00 6.00 12.00					
Term: 140922 September 22, 2014 09/22/14 10/24/14						Term GPA: 2.00 Cum GPA: 2.67					
HCP101 Structural Anatomy and Terminology 3.00 3.00 C 6.00						Term: 150217 February 17, 2015 02/16/15 03/20/15					
HCP202 Microsoft Office for Health Care Professionals 3.00 3.00 C 6.00						ENG121 Composition and Reading - Part A 3.00 3.00 D 3.00					
6.00 6.00 12.00						SOC001 Introduction To Sociology 3.00 3.00 D 3.00					
Term GPA: 2.00 Cum GPA: 2.91						6.00 6.00 6.00					
Term: 141027 October 27, 2014 10/27/14 11/26/14						Term GPA: 1.00 Cum GPA: 2.36					
HCP103 Foundational Office Skills 2.00 2.00 C 4.00						Term: 150323 March 23, 2015 03/23/15 04/24/15					
HCP203 Medical Office Management 3.00 3.00 B 9.00						MAP125 Clinical Procedures 3.00 3.00 A 12.00					
5.00 5.00 13.00						NSC001 Introduction to the Natural Sciences 3.00 3.00 C 6.00					
Term GPA: 2.60 Cum GPA: 2.81						6.00 6.00 18.00					
HIPAA Certificate						Term GPA: 3.00 Cum GPA: 2.46					

** Indicates Retaken Course

R* Indicates Retaken Override

Indicates Pass/Fail Course

◆ Indicates Associated Course

San Joaquin Valley College

Founded in 1977

Campus Locations

ATASCADERO

8845 El Camino Real
Atascadero, CA 93422
TEL: (805) 470-7130

FRESNO - TEC

2665 N. Air Fresno Drive
Fresno, CA 93727
TEL: (559) 453-0123

ONLINE

8344 W. Mineral King Ave
Visalia, CA 93291
TEL: (559) 734-7582

SANTA MARIA

303 Plaza Drive
Santa Maria, CA 93454
TEL: (805) 608-3104

AVIATION

4985 E. Andersen Ave
Fresno, CA 93727
TEL: (559) 453-0123

HANFORD

215 W. 7th Street
Hanford, CA 93230
TEL: (559) 584-8840

ONTARIO

*Prior to 9/12/2013: Rancho
Cucamonga
4580 Ontario Mills Parkway
Ontario, CA 91764
TEL: (909) 948-7582

TEMECULA

27270 Madison Ave
Temecula, CA 92590
TEL: (951) 296-6015

BAKERSFIELD

201 New Stine Rd
Bakersfield, CA 93309
TEL: (661) 834-0126

HESPERIA

9331 Mariposa Rd
Hesperia, CA 92344
TEL: (760) 948-1947

PORTERVILLE

314 N. Main Street
Porterville, CA 93257
TEL: (559) 853-4114

VISALIA

8344 W. Mineral King Ave
Visalia, CA 93291
TEL: (559) 651-2500

BAKERSFIELD NORTH

5300 California Ave
Bakersfield, CA 93309
TEL: (661) 834-0126

LANCASTER

42135 10th Street West
Lancaster, CA 93534
TEL: (661) 974-8282

RANCHO CORDOVA

11000 Olson Drive, Ste 100
Rancho Cordova, CA 95670
TEL: (916) 638-7582

DELANO

1920 Cecil Avenue
Delano, CA 93215
TEL: (661) 778-1145

MADERA

2185-J West Cleveland Ave
Madera, CA 93637
TEL: (559) 302-1134

RANCHO MIRAGE

34275 Monterey Avenue
Rancho Mirage, CA 92270
TEL: (442) 305-7701

FRESNO

295 E. Sierra Ave
Fresno, CA 93710
TEL: (559) 448-8282

MODESTO

5380 Pirrone Rd
Salida, CA 95368
TEL: (209) 543-8800

SAN DIEGO

*Campus closed 11/2016
333 H Street
Chula Vista, CA 91910
TEL: (619) 426-7582

www.sjvc.edu

Units rewarded at San Joaquin Valley College are semester units, unless quarter units are indicated in the College Catalog.

BACHELOR OF SCIENCE DEGREE REQUIREMENTS

Students receiving a Bachelor of Science Degree must satisfactorily complete a minimum of one hundred and twenty (120) semester units of lower and upper division college level coursework.

ASSOCIATE OF SCIENCE DEGREE REQUIREMENTS

Students receiving an Associate of Science Degree must satisfactorily complete a minimum of sixty (60) semester units of lower division college level coursework.

GRADING SYSTEM

PERCENTAGE

90%-100%
80%-89%
70%-79%
65%-69%
Below 65%

SYMBOL

A
B
C
D
F
CR/P
NC
I
W
WN
R
T

DEFINITION

Excellent
Good
Satisfactory
Pass, less than satisfactory
Fail
Pass, satisfactory
Attempted, failed
Incomplete
Withdrawal
Withdrawn, not attempted
Course Repeated
Transfer Credit

GRADE POINTS

4.0 grade points per unit
3.0 grade points per unit
2.0 grade points per unit
1.0 grade point per unit
0.0 grade points per unit
0.0 grade points, credit awarded
0.0 grade points, no credit awarded
0.0 grade points, credit upon completion
0.0 grade points, no credit awarded
0.0 grade points, no credit awarded
Credit awarded on successful completion
0.0 grade points, accepted for transfer credit

THIS IS TO CERTIFY THAT THIS IS A TRUE COPY OF
OFFICIAL RECORDS. STUDENT IS IN GOOD STANDING
UNLESS OTHERWISE INDICATED.

Chryenne N. Reyes

Office of the Registrar

Procedure for Establishing or Modifying Class Caps

1. Initiation by Discipline Faculty

- **Identify the Need:** Faculty members determine the necessity to establish or modify the class cap for a course.
- **Complete Petition Form:** Fill out the *Petition for Establishing/Amending Class Capacity* form, including all required sections: justification, evaluation methods, safety and legal considerations, equipment needs, supporting data, and pedagogical rationale.
- **Timing:** This form should be completed at the beginning of course creation or the revision process.
- **Provide Supporting Data:** Include current and reliable data to support the proposal. This may involve comparisons with similar courses at other institutions, as well as local, state, or national data and relevant documentation or URLs.

2. Division Dean Review

- **Mutual Agreement:** The Division Dean must agree on the proposed class cap.
- **Dean's Signature:** Obtain the Division Dean's signature on the petition form.

3. Submission to Academic Policies & Procedures Committee

- **Submit Documentation:** Send the signed petition and all supporting materials to the AP&P Chairs and Curriculum Specialists for review.
- **Committee Review:** AP&P evaluates the proposal, considering pedagogical needs, safety, legal codes, and supporting data.
- **Faculty Participation:** Faculty may be asked to attend an AP&P meeting to provide clarification.

4. AP&P Decision

- **Final Determination:** AP&P approves or rejects the proposed class cap. If approved, the new cap is documented in the curriculum management system on the course.
- **Notification:** The faculty member is informed of the committee's decision.

5. Implementation

- **Update Records:** If approved, update the class cap in Banner and ensure it is reflected in scheduling and enrollment systems.

- **Ongoing Review:** Regularly monitor and review class caps to ensure they continue to meet course needs and comply with relevant guidelines.

Criteria for Class Cap Modification

Proposals must be justified based on the following:

1. **Health and Safety:** Compliance with fire codes, industry standards, and safe supervision practices.
2. **Mandates or Regulations:** Accreditation or external requirements.
3. **Pedagogy:** Maintaining course rigor, effective assessment, and meaningful student interaction.
4. **Instructional Delivery:** Needs of learning communities, lab courses, or combined lecture/lab formats.
5. **Student Assessment:** Volume and type of assignments, projects, and evaluations.
6. **Facility Limitations:** Availability and capacity of specialized equipment.
7. **Financial Sustainability:** Impact on average enrollment per section, FTES/FTEF ratio, and other relevant metrics.

Roles and Responsibilities

- **Discipline Faculty:** Initiate the process, complete the petition, and provide supporting documentation.
- **Division Dean:** Collaborate with faculty to reach an agreement and approve the proposal.
- **AP&P Committee:** Review proposals, ensure criteria are met, and make final decisions.
- **Administration:** Ensure legal compliance, safety standards, and proper implementation of approved class caps.

Petition for Establishing/Amending Class Capacity

All sections of this proposal need to be addressed. If it does not apply, please write N/A. Attach the current Course Outline of Record (COR) and a representative course syllabus.

COURSE CODE	COURSE TITLE		
☐ CREDIT ☐ NON-CREDIT ☐ APPRENTICESHIP	UNITS	HOURS PER WEEK CLASS MEETS:	LECTURE LAB

PROPOSED CLASS CAPACITY

☐ NEW ☐ REVISION (check only one)	Fill in the proposed class cap. CURRENT PROPOSED
---	--

JUSTIFICATION

I. Method of evaluation at class time (at least one required)

Which methods of in-class evaluation below are a required part of this course that may justify the proposed class size? (check all that apply)

☐ PERFORMANCES ☐ LABS ☐ PRESENTATIONS ☐ DEBATES ☐ STUDENT CONFERENCES	☐ GROUP WORK (MONITORED) ☐ PROJECTS ☐ MANIPULATIVE ACTIVITIES ☐ FIELD TRIPS ☐ FIELD WORK	☐ OTHER (EXPLAIN)
--	---	--

II. Method of evaluation outside of class (at least one required)

Please check all types of graded assignments required for the course.

☐ PAPERS ☐ WRITTEN EXAMS ☐ JOURNALS	☐ PROJECTS ☐ PORTFOLIOS ☐ LAB MANUALS	☐ OTHER (EXPLAIN)
--	--	--

III. Safety and legal codes (if applicable)

If your course requires a limited class size due to safety issues, legal mandates and/or industry restrictions (e.g. apprenticeship) please explain below:

IV. Equipment (if applicable)

If your course requires equipment for each student or student group, (e.g. computers, easels, Bunsen burners, etc.) for which there is limited supply, please explain below:

V. Supporting data (required)

Briefly explain any current, reliable data that supports your class cap proposal. Attach any supporting documents and/or provide a URL. Data can be local, statewide, and/or national.

VI. Pedagogy (required)

Briefly explain how your proposed class cap will support your pedagogy. For example, this may include the ability to effectively assess summative and formative level outcomes, determine the originality or authenticity of student work, maintain effective interaction with students, work with individual students, monitor the collaborative work of student groups, and/or properly address the various skill levels of students.

VII. Agreement Status (for Division Deans only)

Was a mutual agreement reached between Department Chair and Division Dean?

☐ **YES**

☐ **NO** *If no, please provide rationale below and attach any supporting data.*

DEPARTMENT CHAIR

(SIGNATURE)

DATE

DIVISION DEAN

(SIGNATURE)

DATE
