

**MiraCosta College**  
**Academic Affairs Committee Regular Meeting**  
December 8, 2023  
9:00 – 11:00 am, OC3515



Link for remote viewing and public comment  
<https://miracosta-edu.zoom.us/j/86564846623>  
Meeting ID: 865 6484 6623

I. **Call to Order**

II. **Remote Member Attendance**

*Description: AAC will consider remote participation of members under the provisions of AB2449, if any.*

III. **Roll Call**

IV. **Public Comment**

V. **Changes/Additions to the Agenda**

VI. **Minutes of the Oct. 13, 2023 Regular Meeting: Review and Approval (attachment)**

VII. **Reports**

- a. **Hiring (Hull)**
- b. **Calendar (Hull)**
- c. **Textbook Affordability (Pescarmona)**
- d. **SURF Updates (Hull)**
- e. **Updating Syllabus Checklist (Hull)**
- f. **Redesigning the Student Experience (Askerneese)**
- g. **Updating AP/BP in Spring 2024**

VIII. **New Business**

a. **AP4103 Experiential Education.**

Description: Discussion of proposed Title 5 updates. Will return to AAC for a vote before forwarding recommendation to Academic Senate. (see attachments: AP4103 and referenced Experiential Education Handbook)

b. **AP4230 Grading and Academic Record Symbols. (Rodriguez)**

Description: Discussion of proposed updates. Will return to AAC for a vote before forwarding recommendation to Academic Senate. (see attachments)

c. **AP5055 Student Registration, Limitations, and Priorities. (Rodriguez)**

Description: Discussion of proposed updates. Will return to AAC for a vote before forwarding recommendation to Academic Senate. (see attachments)

IX. **Adjournment**

**Next Meeting: February 9, 2024**

On September 13, 2022, California Governor Gavin Newsom signed California Assembly Bill 2449 (AB 2449) into law. This bill changes remote attendance rules under Ralph M. Brown Act's open meeting laws. With an effective date of January 1, 2023, AB 2449 imposes four periods of differing rules on remote access to, and member attendance of, local agency public meetings under the Ralph M. Brown Act (Brown Act). Further, a state of emergency is no longer in effect and so governing bodies will now meet in person with the possibility of approved remote attendance. The public may observe the meeting remotely or in person and offer public comment. A link for remote viewing or calling in is noted on the agenda. Therefore, Academic Senate and its subcommittee meetings will be held in person with a Zoom link available. If you wish to attend a meeting and you have another disability requiring special accommodation(s), please notify the Academic Senate Administrative Assistant at 760-795-6873. The California Relay Service (CRS) is available by dialing 711, or 800-735-2929 or 800-735-2922 for English or 800-855-3000 for Spanish.

In compliance with Government Code section §54957.5, nonexempt writings that are distributed to a majority or all of the MiraCosta Community College District, Academic Senate and its subcommittees in advance of their meetings, may be viewed at the Office of the Academic Senate President, One Barnard Drive, Oceanside, California, or by clicking on the Academic Senate's Committees website at <https://www.miracosta.edu/governance/academic-senate/committees.html>. Such writings will also be available at the meetings. In addition, if you would like a copy of any record related to an item on the agenda, please contact Debby Adler, Administrative Assistant to the Academic Senate President, at 760.795.6873 or by email at [dadler@miracosta.edu](mailto:dadler@miracosta.edu).

Audio recordings of meetings may be available upon request. Please contact the MiraCosta College AS President's Office 760-757-2121 x6213 or email Debby Adler, Administrative Assistant to the Academic Senate at [dadler@miracosta.edu](mailto:dadler@miracosta.edu).

**MiraCosta College**  
**Academic Affairs Committee**  
**Meeting Minutes**

October 13, 2023  
9:00 a.m. – 11:00 a.m.  
OC 3515

- I. **Call to Order** – 9:00 a.m.
- II. **Remote Member Attendance:** None
- III. **Roll Call**  
**Members Present:** Shafin Ali, Daniel Ante-Contreras, Darlene Burke, Giana Carey, Julie Cord, Lauren Greenwald, Stacey Hull (Chair), Ticey Hosley, Robert Kelley, Tyrone Nagai, Kris Peck, Denee Pescarmona, Beth Powell, Tracey Williams  
  
**Members Absent:** Adrean Askerneese, Daria Davis, Claudia Flores, John Makevich, Kathy Rodriguez,
- IV. **Public Comments** – None.
- V. **Changes/Additions to the Agenda** – None
- VI. **Approve Minutes of the regular meeting on May 12, 2023 – [Burke/Powell] MSP approval of September 8, 2023**, with the correction of the Calendar report. The report was actually information from the Campus Wide Calendar Committee not the AAC sub-committee.
- VII. **Reports**
  - a. **Hiring** – This information will be discussed in New Business.
  - b. **Calendar** – The district-wide work group is continuing to work on figuring out what is possible with respect to Title 5. They want to know what supports student success. They have sent out a survey for feedback. They will meet again next week and review the data. They hope to decide on a new calendar by the end of this Academic Year. There will be lots of other bargaining to be done before a new calendar can be implemented. Nothing is off the table.
  - c. **Textbook Affordability** – Pescarmona mentioned that the bookstore is currently under new management. The District is working with the bookstore to align their “call for textbooks” with our schedule development timeline.
  - d. **SURF Updates** – Heidi Willis will be working with AAC between now and November to work on and improve the roster closure issues.
  - e. **Updating Syllabus Checklist** – Hull reported that Daria Davis will be the lead of this workgroup. There is a newer update for Title 9 and that blurb will be added to the checklist.
  - f. **Redesigning the Student Experience** – Pescarmona mentioned that a lot of this work has not really taken hold. There will be an institute to talk about systemic items and barriers to learning. This process has never had an evaluation process built into it which it probably should have. The ACP work may have to be re-booted.
- VIII. **New Business:**
  - a. **Recommended Prioritization of Full-time Faculty Requests – [Ante-Contreras/Nagai] MSP approve the September 29, 2023 Recommended Prioritization of Full-Time Faculty Requests.** During this hiring cycle 11 departments submitted a total of 16 full-time faculty requests. Of those 16 requests 3 are categorically funded (non-district funding) and the remaining 13 are district funded. The hiring taskforce met to discuss individual rankings and gather questions for the program authors. The taskforce met once more and completed the final ranking order. Currently there is money in the pot for about 7 positions. It will become clearer once the property tax reports come in if there might be more money for more positions.
- IX. **Adjournment:** 11am

Experiential education, also known as ~~internship, field experience, work-based learning, studies and cooperative work experience education or co-op~~, is designed to allow MiraCosta College students to gain workplace experience and develop skills under the instruction of a faculty member and the supervision of an employer.

Experiential education offers business, industry, and organizations the talents and energy of students who contribute to workforce development and strengthen the link between the educational and business communities.

Units for internship studies and work experience courses are calculated ~~as follows:~~ **so that** each 54 hours of work, paid or unpaid, equals one semester unit of credit.

- ~~A. Each 75 hours of paid work equals one semester credit.~~
- ~~B. Each 60 hours of non-paid work equals one semester credit.~~

An **Experiential Education Handbook** plan is developed and submitted to the MiraCosta College District Board of Trustees, which includes:

- A. A statement that the district has ~~officially adopted~~ **approved** the ~~plan~~ **handbook**, subject to approval by the board.
- B. The systemic design of ~~a~~ **the experiential education** program whereby students gain realistic learning experiences through work.
- C. A specific description of the respective responsibilities of the college, the student, the employer, and other cooperating agencies in the operation of the program.
- D. The maintenance of records, including the type and units of ~~work experience~~ **experiential education** in which the student is enrolled, where employed, job held, basis for determining student qualifications, statement of student hours worked, evaluation of performance, and that a work permit was issued, if applicable.

E. A description of how the district will:

1. Provide guidance services for students during enrollment in experiential education courses.
2. Assign a sufficient number of qualified academic **and support** personnel to direct the program.
3. Implement and follow processes that assure students' on-the-job learning experiences are documented with written measurable learning objectives, students are required to meet certain criteria and are evaluated, and the basis for awarding grades and credit is described.
4. Assure that supervising faculty maintain records that show consultation with the employer and the student, evaluation of the student's achievement, and the final grade.
5. Provide adequate clerical and instructional services.

The ~~plan~~ **Experiential Education Handbook** is developed, reviewed annually, and revised by the ~~director~~ **Chair** of Career Studies ~~and Services~~ **in consultation with subject matter experts and the appropriate dean. Revisions to the handbook will be** ~~and is~~ submitted to the board of trustees for approval. The ~~district plan~~ **Experiential Education Handbook** includes this administrative procedure, as well as information on the maintenance of records, type and units of experiential education, and evaluation of student performance.

## MIRACOSTA COLLEGE EXPERIENTIAL EDUCATION HANDBOOK

This Experiential Education Handbook has been developed to comply with revisions to Title 5, sections 55250, 55251, 55252, 55253, and 55254, which govern experiential education and that became effective 8/26/23. It describes how the college will comply with the T5 revisions and with AP4103.

The purpose of experiential education is to provide students with an integrated instructional program that provides opportunities to connect academic curricula to applied experiential learning in the workplace. Experiential education should be substantive in nature, linked in a way that is relevant to a student's educational pathway, and contribute to demonstrable learning outcomes that have value towards a degree or certificate (55250.a). Experiential education may include paid or unpaid employment, full or part-time employment, and, at MiraCosta College, is structured as a separate credit or non-credit class and integrated as part of a student's educational pathway, allowing students to achieve both educational and occupational goals. (55250.b)

The MiraCosta Community College District has adopted AP4103 to govern work experience education and internship studies classes offered within the District and has developed an Experiential Education Handbook which details all required aspects of the program.

The respective responsibilities of the college, faculty, student, employer, and any other cooperating individuals or agencies involved in providing work experience education or internship studies are outlined throughout this handbook. Select portions of the handbook are published on the program's web pages for each of the three constituencies served by the program:

- Students (<https://miracosta.edu/student-services/career-center/student-resources/docs/InternshipProcess.pdf>),
- Faculty and staff (<https://miracosta.edu/student-services/career-center/faculty-and-staff-resources/teach-internships-co-op.html>), and
- Employers (<https://miracosta.edu/student-services/career-center/employer-resources/request-a-student-intern.html>) (55251.a, 55251.a.1).
- [All relevant web pages to be updated once the revised AP4103 and this handbook have been approved.]

The District offers general and occupational work experience education and internship studies classes to assist students with developing career awareness; learning industry culture, competencies, and norms; and developing a professional network in their desired field to support career mobility. Experiential education will provide economically disadvantaged students with opportunities to earn a wage while fulfilling program requirements and earning academic credit (55251.a.2, 55250.b).

The District will provide guidance services for students during enrollment in work experience education and internship studies by requiring them to share employment or volunteer information in the current database, which will initiate contact from the internship coordinator or another designated member of the Career Studies Department/Career Center who will advise the student accordingly (55251.a.3.A).

The instructor will assess student progress in experiential education classes through written, measurable learning objectives and outcomes. The instructor will ensure planned opportunities for students to discuss

their educational growth at two meetings per semester with the student and supervisor, in-person or remotely (55251.a.3.C, 55251.a.3.D).

The instructor will assign a grade to mark student achievement in work experience education and/or internship studies; credit will be awarded as appropriate. (55251.a.3.E)

Through the program review process, disaggregated data for work experience education and internship studies will be analyzed, as will persistence, course success data, student race/ethnicity, income status, gender, and accessibility status for credit and non-credit experiential education. The District will ensure equitable access to experiential education opportunities for underrepresented and socioeconomically disadvantaged students (55251.a.3.F, 55251.a.3.H) and for students experiencing disproportionate impact.

The District will ensure sufficient instructional personnel to direct the program and provide other required district services; ensure adequate clerical and instructional services are available to facilitate the program and shall provide sufficient administrative support, including classified and instructional personnel, for initiating and maintaining relationships with employers, coordinating programs, and supervising students (55251.a.3.B, 55251.a.3.G, 55251.a.3.H.e).

The MiraCosta Community College District shall identify appropriate public and private employers to partner with in providing experiential education opportunities to students, inside and outside District boundaries. The District will provide workers' compensation insurance for students employed in unpaid work experience education and internships (55251.a.3.H.b, 55251.a.3.H.c, 55251.a.3.H.d).

The District shall enter an experiential education agreement with each participating employer prior to students beginning their work experience. These agreements shall document the following:

- Respective supervisory obligations of the district and the employer with respect to students working or volunteering at the site (55252.a.1).
- Arrangements for the payment of student workers' compensation coverage, which is to be covered by employers of paid workers and by the district for unpaid workers enrolled in experiential education classes (55252.a.2).
- The employers' acknowledgement of the purpose of relevant sections of Title 5 and the District's Board policies and procedures and agreement to support their purposes (55252.a.3).
- The employers' intent to provide a continuous employment experience during the enrollment term of each student and to validate their hours worked (55252.a.4).
- The employers' agreement to provide adequate facilities, equipment, and materials at the work site to achieve the learning objectives (55252.a.5).
- The employers' agreement that experiential education involving apprenticeable occupations shall adhere to applicable regulations and standards adopted by the CA Apprenticeship Council (55252.a.6).
- The employers' agreement that all experiential education employment shall be free from discrimination and harassment based on race, sex, disability and other forms of bias, and that the employers will afford all persons in the workplace, regardless of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or other basis that is contained in the prohibition of hate crimes set forth in Penal Code, section 422.a, equal rights and opportunities (55252.a.7).

- The employers' agreement that experiential education shall be conducted in compliance with the requirements of Title 5 and all state and federal laws, including those applicable to the employment of minors (55252.a.8).

The appropriate college representative (faculty mentor), the employer, and the student shall sign the learning agreement. The learning agreement shall document the following:

- The student's individual educational objectives aligned with the course outline of record (55252.b.1).
- The student's projected hours of work and job duties (55252.b.2).
- The responsible parties at the college and work site (55252.b.3).
- The commitment from the employer and the college that the students will receive regular and substantive feedback and written evaluation of their progress toward meeting their learning objectives (55252.b.4).
- Experiential education students who are self-employed must partner with the North County Small Business Development Center to identify an individual to serve as the advisor. The individual shall assist the student to identify learning objectives, sign the learning agreement, and serve in all other capacities in lieu of the employer, with the exception of providing worker's compensation (55252.c).

Units of credit for experiential education courses shall be calculated as follows:

- One semester unit of credit will be awarded for every 54 hours of work experience, paid or unpaid; units of credit may be awarded in .5 unit increments (55253.a.1)
- Experiential education units of credit follow standards for credit hour calculations in section 55002.5 for all activity, lab, or instructional course components. Hours for calculation of hours per unit will be based upon actual hours worked. Only in exceptional cases will hours for class-related projects or other course components be allowed to be counted toward hours per unit requirements; decisions will be made by the instructor of record and career studies chair.
- Experiential education courses apply the attendance accounting procedures described in subdivision (f) of section 58003.1 in calculating FTES (55253.b).
- A maximum of 14 semester credit hours of experiential education may be earned during one enrollment period. Students may repeat a work experience education or internship studies course in accordance with the approved Course Outlines of Record.

Districts shall retain the following as documents for each experiential education student:

- Learning agreements establishing hours to be worked (55254 a)
- Supervisor confirmation of hours worked (55254 b)
- Records of consultation(s) with employer (55254 c)
- Records of faculty consultation (55254 d)
- Evaluation of student achievement of learning objectives by instructor (55254 e)
- Work permits for minor students (55254 f)
- Records of the final grade (55254 g)



## Record Symbols

Courses shall be graded using the grading system established by Title 5 as follows:

**Evaluative Symbols**

Symbol	Definition	Grade Points
A	Excellent	4.0
B	Good	3.0
C	Satisfactory	2.0
D	Less than satisfactory	1.0
F	Failing	0.0
P	Passing (at least satisfactory)	
NP	No Pass (less than satisfactory or failing)	
SP	Satisfactory Progress toward completion of the course (Used for noncredit courses only and is not supplanted by any other symbol).	

**Nonevaluative Symbols**

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

**I – Incomplete:**—Incomplete academic work for unforeseeable, emergency, and justifiable reasons [at the end of the term – after the seventy-five percent \(75%\) or “W” deadline of course.](#)—The condition for the removal of the “I” shall be stated by the instructor in a written record [or petition.](#) —The record [or petition](#) shall contain the conditions for the removal of the “I” and the grade assigned in lieu of its removal.—The record [or petition](#) must be [given accessible](#) to the student with a copy on file with the registrar until the “I” is made up or the time limit has passed.—A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

~~The “I” may be made up no later than one year following the end of the term in which it was assigned. The “I” symbol shall not be used in calculating units attempted nor for grade points.~~

Effective Date: 5/19/09, 6/21/18, 11/29/18, 4/7/22  
Periodic Review: 7/7/15  
References: Title 5, §55023; §55024; §55051; §55052; §55052.5  
CCLC Update: #32, 4/18, #39, 10/21  
Routing: AAC / AS

The “I” may be made up no later than one year following the end of the term in which it was assigned. The “I” symbol shall not be used in calculating units attempted nor for grade points.

**IP – In Progress:**—The “IP” symbol shall be used only in courses which extend beyond the normal end of an academic term.—It indicates that work is “in progress,” but that assignment of an evaluative symbol (grade) must await its completion.—The “IP” symbol shall remain on the student’s permanent record in order to satisfy enrollment documentation.—The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student’s permanent record for the term in which the course is completed.—The “IP” symbol shall not be used in calculating grade point averages.—If a student enrolled in an “open-entry, open-exit” course is assigned an “IP” and does not re-enroll in that course during the subsequent term, the appropriate faculty will assign an evaluation symbol (grade) to be recorded on the student’s permanent record for the course.

**RD – Report Delayed:**—The “RD” symbol may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible.—“RD” shall not be used in calculating grade point averages.

**W – Withdrawal:**—The “W” symbol may be used to denote withdrawal in accordance with the requirements of Title 5 Section 55024.

**MW – Military Withdrawal:**—The “MW” symbol may be used to denote military withdrawal in accordance with Title 5 Section 55024.

**EW – Excused Withdrawal:**—The “EW” symbol may be used to denote withdrawal in accordance with Title 5 Section 55024.

The superintendent/president shall implement procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not necessarily be limited to, the following:

- A. Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final.
- B. The installation of security measures to protect grade records and grade storage systems from unauthorized access.
- C. Limitations on access to grade records and grade storage systems.
- D. Discipline for students or staff who are found to have gained access to grade records without proper authorization or to have changed grades without proper authorization.

- E. Notice to students, faculty, transfer institutions, accreditation agencies and law enforcement agencies if unauthorized access to grade records and grade storage systems is discovered to have occurred.

Also see Board Policy 3310, Records Retention and Destruction; Administrative Procedure 4231, Grade Changes; and Board Policy/Administrative Procedure 5040, Student Records.

Enrollment in specific courses or programs may be limited as follows:

- A. Students may register in no more than 18 credit units per semester and no more than 8 credit units per summer session. Concurrently enrolled high school students may register in no more than 11 credit units per semester and no more than 8 credit units per summer session as defined in Administrative Procedure 5011, Admission and Concurrent Enrollment of High School and Other Young Students. Students who have extenuating circumstances and who need to register in more than the allowed limit must meet with a counselor to discuss their options.
- B. Registration may be limited to students meeting properly validated prerequisites and corequisites as outlined in Administrative Procedure 4260.
- C. Registration may also be limited due to the following legal or practical considerations:
  1. Health-and-safety considerations
  2. Facility limitations
  3. Faculty workload
  4. Availability of qualified instructors
  5. Funding limitations
  6. Regional planning constraints
  7. Legal requirements imposed by statutes, regulations, or contracts.
- D. The college may establish audition or try-out as a limitation on enrollment for intercollegiate competition and public performance courses, or may establish a limitation on enrollment in honors courses, allocating available seats to those students judged most qualified. The specific criteria of the limitation shall be both well-defined and as measurably objective as possible.
- E. The college may limit enrollment to a cohort of students enrolled in two or more courses together provided a majority of all sections of each course do not have

such restrictions. However, the college may limit enrollment in a course section to any group of students, with approval of the vice president of instructional services, if the college does not claim that course section for state apportionment.

- F. With respect to students on [probation-academic or progress notice](#) or subject to [dismissal-academic or progress separation](#), the college may limit enrollment to a total number of units or to selected courses for students who have appealed and been granted permission to set aside their [dismissal-academic or progress separation](#) as determined by the dean of counseling and student development.
- G. Enrollment in upper division courses is limited to students who are enrolled in the baccalaureate degree program [or with special permission from the department](#).

See Administrative Procedure 5052, Student Open Enrollment, for the enrollment-limitation challenge process.

### Priority Registration System

Students will register in the order of priority listed below.

Group A Students who have completed all the [priority-registrationonboarding](#) steps ([also known as matriculationplacement process, orientation, and advisement](#)) and are eligible under any of the following categorical programs:

1. [A member of the Armed Forces of the United States and who is a resident of California.](#)~~Member or former member of the armed forces of the United States and a resident of California (as determined by Admissions and Records) for any academic term within four years of leaving active duty or while receiving G.I. Bill benefits. Veterans who have been discharged within the last 15 years and have not taken advantage of priority registration for more than four years may request priority registration through the Admissions and Records Office.~~
2. ~~2.~~ [A Veteran of the Armed Forces of the United States and who is a resident of California.](#)
3. [A student parent who has a child or children under 18 years of age who will receive more than half of their support from that student.](#)  
~~Foster youth and former foster youth who is not older than 25 years of age at the commencement of the academic year. (up to and including the age of 24).~~
- 2.4. ~~3.~~ [Unhoused/homeless youth or former unhoused/homeless youth under 25 years of age at the commencement of the academic year.](#)~~Homeless youth (up to and including the age of 24).~~
4. [EOPS, CalWORKs/Tribal TANF, and Student Accessibility Services \(SAS\).](#)~~Disabled student as defined by statute and upon the recommendation of Student Accessibility Services (SAS).~~

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5. ~~Justice impacted students receiving services from the Transitions Scholars program. Disadvantaged student as defined by statute and upon the recommendation of Extended Opportunity Programs and Services (EOPS).~~

6. ~~CALWorks/Tribal TANF students.~~

To receive and maintain priority registration, new and continuing Group A students must maintain good academic standing with at least a 2.0 grade-point average, develop a student education plan, complete at least ~~fifty~~ 50 percent (50%) of enrolled units, and not have exceeded 100-degree applicable units (~~unhoused/homeless youth, foster youth, former foster youth, and students in the SAS program are exempt from the 100-unit limitation~~).

Group B Students new to the college or returning after two semesters who have completed the ~~priority registration/onboarding~~ steps (~~placement process, orientation, and advisement also known as matriculation~~) which include student athletes, International Students, and students in the baccalaureate program.

To receive and maintain priority registration, new and continuing Group B students must maintain good academic standing with at least a 2.0 grade-point average, complete at least ~~fift~~ 50-percent (50%) of enrolled units, and not have exceeded 100-degree applicable units (students in the baccalaureate program, ~~homeless youth, foster youth, and students in the SAS program~~ are exempt from the 100-unit limitation).

Group C ~~All Continuing~~ students who have not completed the ~~priority registration/onboarding~~ steps (~~placement process, orientation, and advisement/matriculated~~) ~~and new and returning students, including those in Group A and Group B who have not completed the priority registration steps (matriculated)~~ or previously earned a bachelor's degree.

Group D Any student who has been on ~~notice probation~~ for at least two consecutive semesters, including students on academic ~~notice probation~~ (GPA based) or progress ~~notice probation~~ (based on ~~the~~ percentage of courses completed with an evaluative grade).

Group E Students who have completed more than 100-degree applicable units (~~unhoused/homeless youth, foster youth, former foster youth, students in the SAS program, and students in the baccalaureate program are exempt from the 100-unit limitation~~) ~~students in the baccalaureate program, homeless youth, foster youth, and students in the SAS program are exempt from the 100-unit limitation~~) with a grade of A–F, P, or NP. Courses ~~that are~~ considered “basic skills” will not ~~be~~ counted toward the completion of units in this category ~~although they will, but the units will~~ count toward accumulation of units in Group B and Group C.

Group F Concurrently enrolled high school students.

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## Loss of Priority Registration

Admissions and Records will notify each student who is placed on academic or progress ~~probation, or notice or~~ earned ~~seventy-five 75-~~percent (75%) or more of the unit limit, of the potential for loss of priority registration.

A student is notified for the loss of priority registration when placed on a second consecutive term of academic or progress ~~noticeprobation~~ or reaches the unit limit.

## Appeal of Loss of Priority Registration

Students may appeal to reinstate priority registration for the following reasons:

- The student is enrolled in a high unit major.
- The loss of priority is due to extenuating circumstances or a student with a disability applied for but did not receive ~~a reasonable~~reasonable accommodations in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the student's control.
- The student demonstrates significant academic improvement. Significant academic improvement is defined as achieving no less than the minimum grade-point average and progress standard established in Administrative Procedure 4250, ~~Probation, Disqualification, and Readmission~~Academic and Progress Notice.

The dean of Counseling and Student Development or their designee will review the appeal.