

General Institution
DRAFT as of 9/18/09

AP 3515 REPORTING OF CRIMES

References:

Education Code Sections 212 and 87014;
Penal Code Sections 245 and 11160;
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998;
20 U.S. Code Section 1232g;
34 Code of Federal Regulations 99.31(a)(13) and (14);
34 Code of Federal Regulations 668.46;
Campus Security Act of 1990

The District shall annually collect and distribute statistics concerning crimes on campus. Members of the Palomar Community College District who are witnesses or victims of a crime should immediately report the crime to the Palomar College Police Department. Campus security authorities and all District employees with significant responsibility for student and campus activities shall report crimes about which they receive information.

The District shall publish an Annual Security Report every year by October 1 that contains statistics regarding crimes committed on campus and at affiliated locations for the previous three years. The Annual Security Report shall also include policies pertaining to campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims' assistance program, student discipline, campus resources, and other matters. The District shall make the report available to all current students and employees. The District will also provide perspective students and employees with a copy of the Annual Security Report upon request. A copy of the Annual Security Report can be obtained by contacting the Palomar College Police Department located at 1140 W. Mission Road, San Marcos, CA 92069 or at www.palomar.edu/police

In the event an employee is assaulted, attacked, or menaced by a student, the employee shall notify his/her supervisor as soon as practical after the incident. The supervisor of any employee who is attacked, assaulted, or menaced shall assist the employee to promptly report the attack or assault to the Palomar College Police Department. The supervisor himself/herself shall make the report if the employee is unable or unwilling to do so.

The District shall publish warnings to the campus community about crimes that are considered to represent a continuing threat to other students and employees in a

manner that is timely and will aid in the prevention of similar crimes. The information shall be disseminated by the Palomar College Police Department in a manner that aids the prevention of similar crimes.

The District may disclose the final results of disciplinary proceeding to a victim or an alleged perpetrator of a crime of violence or a non-forcible sex offense, regardless of the outcome. The District may also disclose to anyone, the final results of a disciplinary proceeding in which it concludes that a student violated school policy with respect to a crime of violence or non-forcible sex offense. The offenses that apply to this permissible disclosure are:

- Murder/Non-Negligent Manslaughter
- Negligent Manslaughter
- Sex Offenses, Forcible
- Sex Offenses, Non-forcible
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Liquor Law Arrests
- Liquor Law Violations Referred for Disciplinary Action
- Drug Law Arrests
- Drug Law Violations Referred for Disciplinary Action
- Illegal Weapons Possession Arrests
- Illegal Weapons Possession Violations Referred for Disciplinary Action
- Hate Crimes including issues related to Race, Gender, Religion, Sexual Orientation, Ethnicity/National Origin, and/or Disability

The disclosure may only include the final result of the disciplinary proceeding with respect to the alleged criminal offense. The District shall not disclose the name of any other student, including a victim or witness, unless the victim or witness has waived his/her right to confidentiality.

Offices of Primary Responsibility: Palomar College Police Department

NOTE: The information in **blue ink** is additional language to consider including in this procedure. The **red ink** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **green ink** was recommended by the Palomar College Police Department. The Task Force reviewed this procedure at the March 20, 2009 and September 18, 2009 Task Force Meetings.

Date Approved:

(This is a new procedure recommended by the CC League and the League's legal counsel)

Instructional Services
DRAFT as of 9/18/09

AP 4225 COURSE REPETITION

References:

Education Code Section 76224;

Title 5 Sections 55040, 55041, 55042, and 55253

Through the petition process, students may repeat courses under the following conditions:

- The course has been identified in the catalog as repeatable and the student has not attempted a course more times than allowed. State law will allow a student to repeat certain activity, performance, and skills courses. Refer to the course description for limitations.
 - Legally mandated training requirement: A condition of continued paid or volunteer employment
 - Repeatable courses: Content differs each time it is offered
 - Activity courses: Qualified courses include physical education courses or visual or performing arts courses in music, fine arts, theater, or dance
- The course is being repeated to alleviate substandard (D, F, FW, or NC/NP) academic work.
- The course is being repeated due to a significant lapse of time (at least three years) or to meet a recency requirement or prerequisite, by approved petition. Repetitions of courses completed with a passing (A, B, C, CR/P) grade are included in this category.
 - Lapse of time may include a student's acceptable level of knowledge in sequentially-based courses such as math, science, or foreign language.
 - Recency may include another institution's requirements for transfer course work.
- The course is being repeated due to extenuating circumstances, defined as verified cases of accident, illness, or other circumstance beyond the control of the student, by approved petition. Repetitions of courses completed with passing or substandard course work are included in this category.
- The course is being repeated as a disability-related accommodation as verified through the Palomar College Disability Resource Center (DRC).

Petitions for Course Repetition are available in the Evaluations Office, located in the Student Services Center. Petitions must be approved by the Director of Enrollment Services prior to enrolling in the course to be repeated. The Pass/No Pass (Credit/No

Credit) grading option is not available to students who received a D, F, or FW grade on the first attempt.

A student, when appropriate, will be blocked from a repetition attempt at enrollment or dropped from a repeated course.

Annotations on the Student Record

The student's permanent record (transcript) will be annotated in such a manner that all course work will remain legible, insuring a true and complete academic history. See the catalog for examples of repeatability conditions indicated below.

- **Repeatable Course**
A maximum of four enrollments are allowed within all levels of a course that involve a similar primary activity (may be multiple enrollments in a single course or multiple courses involving the same primary activity). Legally mandated courses have no enrollment limitation.
- **Alleviate Substandard Course Work**
A maximum of two repetitions are allowed for a total of three enrollments.
- **Significant Lapse of Time/Recency Requirement**
A maximum of one repetition is allowed for a total of two enrollments.
- **Extenuating Circumstances**
A maximum of two repetitions are allowed for a total of three enrollments.
- **Disability-Related Accommodation**
No limitation on enrollment as long as it facilitates measurable progress in special education courses (the student's disability must be verified through the Palomar College DRC). These courses are specifically identified in curriculum as serving students with disabilities.

Once a course is repeated, a Grade Adjustment Form should be submitted to the Records Office (located in the Student Services Center) to update the student's records and grade point average.

For student financial aid eligibility, any course repeated will be counted as total units attempted.

When a student repeats a class to alleviate substandard academic work, the previous grade and credit shall be disregarded in the computation of grade point averages.

When a student with a disability repeats a class, the previous grade and credit shall be disregarded in the computation of the grade point average.

Courses that are repeated shall be recorded on the student's permanent academic record using an appropriate symbol.

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

❖ From Current Palomar AP 413 titled Course Repetition

~~A course may be repeated under only the following six conditions:~~

- ~~1) The course has been identified in the catalog course description as repeatable, and the student has not taken the course more times than allowed. State law will allow a student to repeat certain activity, performance, and skill courses. Refer to the course description for limitations.~~
- ~~2) The student is repeating the course to alleviate a substandard (D, F, NC) grade. For a third or subsequent attempt, the student must submit a formal petition to the Director of Enrollment Services.~~
- ~~3) The student is repeating a course after a lapse of three years. Repetitions of courses completed with a standard (A, B, C, and CR) grade are included in this category. A formal petition must be submitted to the Director of Enrollment Services.~~
- ~~4) The student is repeating a course within a period of three years from the first attempt. Classes completed with standard or substandard grades are included in this category. These requests may be approved based on the previous grade being, at least in part, the result of extenuating circumstances (verified cases of accident/illness) or other circumstances beyond the control of the student. A formal petition must be submitted to the Director of Enrollment Services.~~
- ~~5) The student is auditing the class for no grade or credit.~~
- ~~6) The student is a disabled student whose success in other general or special classes is dependent upon additional repetitions of a specific class. A formal petition must be approved by the Director of Disabled Programs, and by the Director of Enrollment Services.~~

~~Current and potential financial aid students are advised that financial aid will not fund a repeat course. However, any course repeated, whether or not financial aid funds were received, will count in the total units attempted limit for financial aid eligibility.~~

~~Petitions for Course Repetition are available in the Evaluations Office, and must be approved before the student may enroll in the course to be repeated.~~

~~Students repeating a course should complete a Grade Adjustment Form and submit it to the Records Office to have their grade point average adjusted.~~

~~Students who do not comply with the above regulations will be administratively withdrawn from the repeated class. The student will be notified by mail and should arrange to register for an alternative class immediately.~~

Annotation of Record/Course Repetition

It is important to understand that the student's permanent record (transcript) will be annotated in such a manner that all course work will remain legible ensuring a true and complete academic history.

Transcripts will be annotated in the following ways:

A. Courses with substandard grades may be repeated only once in order to raise the grade and grade points. The units attempted, grade, and grade points of the first attempt will be subtracted from the totals for that semester and will be listed on the record with a code that denotes repetition. In no case will duplicate units be allowed.

B. For students repeating a course in which a standard grade was received, the first attempt will be the one used in the calculation of the grade point average. The second attempt (even if better) will be subtracted from the totals and will be listed on the record with a code that denotes repetition. In no case will duplicate units be allowed.

C. For students taking a course for the third or more time in which they have received substandard grades, the first attempt (or lowest grade) will be subtracted from the totals. All subsequent attempts will count in the calculation of the grade point average. In no case will duplicate units be allowed.

Office of Primary Responsibility: [Student Services](#)

NOTE: This procedure is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **blue ink** is additional language to consider including in this procedure. The wording in **green ink** was added by the Admissions Office. The language in **black ink** is current Palomar AP 413 titled Course Repetition with no date. The Task Force reviewed this procedure at the August 28, 2009 and September 18, 2009 Task Force Meetings.

Date Approved:

(Replaces current Palomar Procedure 413)

Instructional Services
DRAFT as of 9/18/09

AP 4227 REPEATABLE COURSES

References:

Title 5 Sections 55040, 55041, 55253, and 56029

Under special circumstances, students may repeat courses in which a C or better grade was earned.

Students are allowed to repeat a course without petition when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or continued paid employment. Students can repeat such courses any number of times, even if they receive a grade of C or better; however, the grade received by the student each time will be included in the calculations of the student's grade point average.

To enhance skills and proficiencies, students may repeat activity courses where it is found that the course content differs each time it is offered. Activity courses are defined as career/technical courses where the content differs each time the course is offered, but the primary educational activity remains the same. Examples of activity courses that qualify as repeatable courses include physical education and courses in music, fine arts, theater, and dance. Absent substandard academic work, courses may not be repeated for more than three semesters or five quarters including summers and intersessions.

Students with disabilities making measurable progress can repeat a special course, designed for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for the student for one of the reasons specified in Title 5 Section 56029.

Students are allowed to repeat an occupational work experience course. Where only one occupational work experience course is offered subject to the above conditions, students may be permitted to repeat this course any number of times as long as they do not exceed the limit on the number of units of occupational work experience set forth in Title 5 Section 55253(a).

A student may file a petition on the basis that the student's previous grade was, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.

Office of Primary Responsibility: Student Services

NOTE: This procedure is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **blue ink** is additional language to consider including in this procedure. The wording in **green ink** was added by the Admissions Office. The Task Force reviewed this procedure at the August 28, 2009 and September 18, 2009 Task Force Meetings.

Date Approved:

(This is a new procedure recommended by the CCLC and the League's legal counsel)