

to certain courses, indicated in the course description, with the subject codes: ARTS, KIN, MUS, & THEA.

Procedures for Course Repetition

For all other requests to repeat a course where the student has been blocked due to exceeding the limit of three attempts, or another reason needs to submit a Petition to Repeat a Course to the Dean of Student Services or designee. This document is required for approval of repetitions beyond the limits noted in California Title 5 regulations. Documentation may be required depending on the reason for the Petition to Repeat a Course.

The following are the specific elements that may be addressed on the Petition to Repeat a Course:

- A. **Significant Lapse of Time:** A student may enroll for one additional attempt if he/she successfully completed the course and a significant lapse of time of more than 36 months have occurred since the student was awarded a grade in the course; and
 - a. There is an established recency prerequisite established by the course curriculum; or
 - b. There is an established recency requirement as established by a transfer institution.
- C. **Extenuating Circumstances:** A previous grade resulted from verified extenuating cases of accidents, illness, or other circumstances beyond the control of the student. Documentation is required that supports the extenuating circumstance.
- D. **Special Course Repetition:** A student with a disability repeating a special class for students with disabilities based on an individualized determination that such repetition is required as a disability-related accommodation for that student. The Disability Resource Center is required to verify the disability.
- E. **Extraordinary Conditions:** One of previous three enrollments noted on the student transcript resulted due to fire, flood, or other extraordinary conditions or if the District was unable to keep the college open for at least 175 days due to fire, flood, epidemic, emergency created by war, or other major safety hazards.
- F. **Legally Mandated Training:** Necessary to meet legally mandated training requirements as a condition of paid or volunteer employment. Significant Change in Industry or Licensure Standards and condition of paid or volunteer employment. Documentation is required from the agency or place of employment or prospective employer.
- G. **Military Withdrawal:** A student on active or reserve duty in the U.S. Military received orders compelling withdrawal. Upon verification of orders, enrollment does not count in maximum number of enrollment nor withdrawals.
- H. **Portion of Variable Unit Open Entry/Open Exit Credit Course:** Enrollment required to complete one time the entire curriculum of the variable unit course as described in the course outline of record. May not repeat any portion of the course, unless it is: (a) legally mandated; (b) a special class for students with disabilities; (c) justified by extenuating circumstances above; or (d) to alleviate substandard work recorded for that portion of

the variable unit course.

- I. **Cooperative Work Experience:** Enrollment in a cooperative work experience course.

When a student has repeated a course and earned a passing grade of A, B, C, D, or P, he/she may petition the Dean of Enrollment Services to count, for grade point calculation only, the most recently earned grade. The "Petition For Use of Most Recent Grade in a Repeated Class" is available at the Admissions and Records Office. Physical Education activity courses may not be repeated for a higher grade. Students are advised that both the original and subsequent grade will remain on their transcript and that when transferring to another institution, they may be held responsible for all units attempted.

Course Repetition: Special Circumstances

Students may not repeat a course in which they received a passing grade of A, B, or C. However, under specific conditions, the Dean of Student Services or designee may permit the repetition of courses for which a grade of "C" or better has been received.

These conditions are:

When the student's previous grade is, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accident, illness, or other circumstances beyond the control of the student;

When a student should repeat a course because there has been a significant lapse of time. A student may enroll for one additional attempt if he/she successfully completed the course and a significant lapse of time of more than 36 months has occurred since the student was awarded a grade in the course; and

1. There is an established recency prerequisite established by the course curriculum; or
2. There is an established recency requirement as established by a transfer institution.

When it is necessary to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.

California Education Code Section 55763 states that grades awarded for courses repeated under these specific conditions shall not be counted in calculating a student's grade point average.

Official College Transcripts

Las Positas College utilizes an online transcript ordering system. Las Positas College has retained Credentials, Inc. to accept transcript orders over the Internet. All official transcript orders must be placed through the website. To request your first two free transcripts, come in person to the Admissions and Records Office. Free transcripts are not offered online. Rush transcripts are never free.

Students may print unofficial transcripts from their CLASS-Web account.

Fees and Tuition

California Residents – Enrollment Fee

California residents, except those exempt by law, will be charged an

enrollment fee of \$46 per unit for classes at Las Positas College. Updates to fee information will be made available at www.laspositascollege.edu or by contacting the Admissions and Records Office.

Nonresident Tuition

Nonresidents of California are required to pay a tuition fee of \$315 per unit in addition to the \$46 enrollment fee and other college fees.

Exemption from Nonresident Tuition

For a list of exemptions please see the Residency information in the Admissions and Records section of this catalog.

International Student Tuition

Tuition for international students, nonimmigrant aliens and students on other types of visas is \$315 per unit in addition to the \$46 enrollment fee and other college fees. International students (F1 and M1 visas) are required to enroll and maintain a minimum of 12 units per semester.

Fees are Subject to Change

Enrollment fees are regulated by the California State Legislature. The College reserves the right to collect enrollment fee increases approved by the California State Legislature from all students including those who have paid fees prior to the implementation of new rates. All fees are subject to change. All attempts will be made to notify students of fee changes in advance.

Payment of Fees

Enrollment each term is conditional upon full payment of fees and tuition. If fees are not paid, classes will be dropped according to the "Drop for Non-Payment" deadline dates listed in the class schedule and College website.

Failure to Pay

College financial obligations may result in the withholding of grades, diplomas, verification, or course registration privileges from any student who has been provided with written notice that he/ she has failed to pay a financial obligation due to the College. Any item withheld shall be released when the student pays the financial obligation in full.

Collection Policy

Chabot-Las Positas Community College District may refer a student's outstanding debt to a collection agency and/or the State of California Franchise Tax Board (FTB) for collection. Once referred, additional fees may apply and credit rating may be affected. If debt is referred to the FTB, amount owed may be deducted from a student's state tax refund, California lottery prize, or unclaimed property.

Student Health Fee

Las Positas College provides health services for students through the Student Health and Wellness Center. All enrolled students are charged a mandatory Student Health Fee of \$21.00 per semester and \$18.00 in summer. Exemptions from paying this fee are granted as follows:

1. Students who depend exclusively upon prayer for healing in

accordance with the teachings of a bona fide religious sect, denomination, or religion.

2. Students who are attending Las Positas College under an approved apprenticeship training program.
3. Students taking classes held only on Saturday, at an off-campus site, or exclusively online.

To qualify for exemption, students must provide written documentation to the Dean of Enrollment Services.

Student Activity Fee

An optional fee of \$10.00 will be charged each semester. College clubs and organizations, the Student Center, and other student-related services are supported in part by this fee.

Student Representation Fee

A fee of \$2.00 will be assessed of all students each semester. This fee is used for purposes related to representing students' views with governmental bodies.

Parking Permit Fees

Parking at Las Positas College is by permit only. Parking regulations are enforced. A daily permit can be purchased from dispensers located in the parking lots. A full-term permit may be purchased online via CLASS-Web. The fees are:

Car Summer Term: \$20.00

Car Fall and Spring Semesters: \$45.00

Motorcycle: \$25.00

Daily Permit: \$3.00

A reduced term parking fee of \$30.00 is available for California College Promise Grant (formerly Board of Governors Fee Waiver) students.

Parking fees are subject to change.

Transportation Fee

With the passage of the Student Mobility Initiative in November 2017, all students are charged a mandatory transportation fee of \$9.00 (enrolled in six or more units), or \$8.00 (enrolled in less than six units) per semester. Transportation fees are not assessed during the summer term. As a result, students are able to ride Wheels buses throughout the semester without having to pay the ridership fare with a valid student identification card. Contact the Student Life Office for more information.

Print Fee Card

Use of a College computer lab requires the purchase of a Print Fee Card obtained from the Las Positas College Bookstore or vending machines in the library and Computer Lab, Room 803. Discounted print cards can be purchased in the Bookstore.

Payment Methods

Students have the option of paying fees by the following methods: (1) Credit card at the time of online registration; (2) check by mail – no cash; (3) Payment in-person to the Admissions & Records Office; or (4) NelNet Payment Plan.