

## Petition for Course Alleviation Proposal

Students who take a course at Las Positas College and receive a “D” or “F” grade and then repeat the same course in the district may request (or is often done automatically in BANNER) to have the most recently earned grade count for GPA calculation. The 2017-2018 Las Positas College catalog notes the following:

When a student has repeated a course and earned a passing grade of A,B,C,D, or P, he or 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 Office of Admissions and Records. Physical Education activity courses may not be repeated for a higher grade. Student are advised that both the original and subsequent grade will remain on their transcript and that in transferring to another institution, they may be held responsible for all units attempted.

Las Positas College 2017-2018 Catalog

After this process occurs, the transcript notes a letter “E” (exclude) for the initial attempt, and a letter “I” (include) for the repeated (most recent) attempt with a passing grade. By notating these letters on the transcript, the overall grade point average calculation is representative of the college catalog policy.

There are a significant number of students attending Las Positas College who have completed a course at Chabot or Las Positas College and received a “D” or “F” grade and have completed the equivalent level course at another institution with a passing grade (P, A, B, C, or D). Currently, Las Positas College has no policy that allows a student who has completed a similar course outside of the Chabot Las Positas Community College District to alleviate a substandard grade earned at either Chabot or Las Positas College (example: see Appendix A). This often severely hampers students’ ability to obtain associate degrees and is not representative of how the majority of bachelor-level regionally accredited institutions review a prospective transfer student’s file.

The University of California Quick Reference for Counselors Guide (<http://admission.universityofcalifornia.edu/counselors/files/quick-reference-2017.pdf>) notes the following:

A student is allowed to repeat each course in which a C-, D+, D, D-, F or NP grade was originally earned, as many times as necessary, until the first time he or she earns a letter grade of C or better. The following rules apply:

- The replacement (repeat) course must have curriculum similar to the original course (the same content but not necessarily the same title) and must be offered at the same level as the original course.
- The new grade earned will replace the deficient grade in the GPA calculation. UC does not average the grades.

The California State Universities offer a similar policy (<https://www2.calstate.edu/apply/transfer/documents/cal-state-apply-transfer-credit-entry-guide.pdf>):

For admission purposes, the CSU honors “the grading policies of the institution where credit was earned by accepting official transcript entries including those reflecting academic renewal,

repeat, and incomplete grades.” If transcript identifies the course as repeated and excludes course from institution GPA, [a student would be advised to] enter a grade of RP [repeat].

Both the UC and CSU systems honor a repeat policy that alleviates a course completed with a C- (D at Las Positas College) or below grade given that the repeat attempt is in a course considered similar (and is noted on the transcript for CSU campuses).

Furthermore, per California Title V Regulations section 58161 (If a student receives a sub-standard grade and/or withdraws from the course, the student is allowed to enroll in that course TWO more times (for a total maximum of THREE enrollments)), students may be mandated to enroll in a similar course outside of the Chabot-Las Positas Community College District. In these circumstances, students are limited in their ability to alleviate their substandard grade.

As it relates to guided pathways, students are being encouraged to complete paths that are least obstructive. Providing alleviation toward substandard grades in courses repeated at different institutions provides one few barrier in completion of students’ academic goals.

With the current LPC policy, students who have completed the equivalent level course at a different institution and are not able to notate changes on their Chabot-Las Positas College transcript often experience a high level of anxiety over the original “D” or “F” grade weighing down their Chabot-Las Positas College GPA. It also creates confusion for students when applying to transfer schools who request that “Academic Renewal” be noted for courses that have been repeated.

#### PROPOSAL:

According to Title 5, Section 55042: “policies and procedures related to course repetition to alleviate substandard academic work shall: (1) permit repetition of any course which was taken in an accredited college or university and for which substandard academic work is recorded.” In such circumstances, course repetition and alleviation is permitted for any course taken in an accredited college or university.

To more accurately reflect a student’s level of progress and grade point average, many campuses have created a form to adjust a student’s substandard grade. I have attached two examples from Diablo Valley College and Santa Rosa Junior College. By completing the appropriate form, students at both DVC and SRJC will see an academic transcript where the course is not removed from the record. Instead, courses alleviated have a notation on the transcript and are disregarded when computing the student’s grade point average.

The proposal is intended to formally request that Las Positas College adopt a similar process for course alleviation.

# Appendix A

Course taken at Las Positas College (Spring 2017) - Math 20 - Grade: D

Select	Term	Part of Term	Campus	Level	CRN	Subject	Course	Section	Hours	Grade	Mode	Repeat	Course Title
	201702	1	L	01	22443	BIO	1A	V01	5.000	W	G		General Botany
	201702	1	L	01	20120	CHEM	1A	093	5.000	C	G		General College Chemistry I
	201702	1	L	01	21912	MATH	40	V07	4.000	A	G		STATISTICS AND PROBABILITY
	201701	7	L	01	10110	ENG	7	093	3.000	A	G		Critical Thinking/Writing
	201603	1	L	01	32388	BIO	1B	093	5.000	B	G		General Zoology
	201603	1	L	01	32418	MATH	20	V02	5.000	D	G		Pre-Calculus Mathematics
	201602	1	L	01	20124	CHEM	1A	V02	5.000	W	G		General College Chemistry I
	201602	1	L	01	23028	MATH	39	V01	4.000	B	G		Trigonometry
	201602	C	L	01	22200	PSCN	13	LO2	3.000	A	G		Multicultural Issues/America
	201602	1	L	01	23047	SPCH	1	V12	3.000	W	G		Fundamentals/Speech Communicat
	201601	8	L	01	10140	CHEM	31	V01	4.000	C	G		Intro to College Chemistry
	201503	1	L	01	30871	ENG	1A	V16	3.000	A	G		Critical Reading and Comp
	201503	1	L	01	30239	HIST	8	V05	3.000	A	G		US History Post-Reconstruct
	201503	1	L	01	30456	HLTH	1	V03	3.000	A	G		Introduction to Health
	201503	1	L	01	31700	MATH	55	V05	5.000	A	G		Intermediate Algebra
	201502	1	L	01	20437	AJ	50	V01	3.000	A	G		Intro to Admin of Justice
	201502	1	L	01	21357	ENG	104	V04	4.000	P	E		Integrated Reading & Writing II
	201502	1	L	01	21889	KIN	YO1	V01	1.000	A	G		Yoga 1
	201502	1	L	01	20217	MATH	65	V06	5.000	A	G		Elementary Algebra

Equivalent level course repeated at Diablo Valley College (Math 191) Grade: C

Advisor

None

Term GPA 2.000

Course Section	Title	Grd 1	Grd 2	Grd 3	Grd 4	Grd 5	Grd 6	Final Grd	Credits	CEUs
MATH-191-1042	Pre-Calculus							C	5.00	

OK

# Appendix B

<http://www.dvc.edu/enrollment/a-and-r/pdfs/Course-Alleviation-Petition.pdf>



**Admissions and Records**  
321 Golf Club Rd. Pleasant Hill, Ca. 94523  
925.685.1230 • fax 925.609.8085

## Petition for Course Alleviation

*This form is used only for course work completed outside the Contra Costa Community College District to alleviate a substandard grade earned at Diablo Valley College.*

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_  
Last First MI

Address \_\_\_\_\_ Email \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Phone# \_\_\_\_\_

DVC Course/s to be Alleviated	Term	Equivalent Course/s Repeated	Term	College Where Taken

### Policy for course alleviation

Course work used must be successfully completed (C grade or better) and equivalent to the DVC course to be alleviated. The renewed course/s will not be removed from the record, as the district is required to show the student's complete and accurate academic record. Units attempted, units completed, and grade points will be removed. The cumulative GPA will be recalculated.

### Guidelines for processing the Petition for Course Alleviation:

- Fill out and sign the Petition for Course Alleviation form.
- Submit the petition to the Admissions and Records Office.
- Official transcripts, from the college where the course was repeated, must be on file in Admissions and Records prior to submitting the petition, or attached to the petition.
- Allow two-weeks for processing.
- You will be notified of the results by email or address provided above.

I have read the above policy statement and understand the effect of my academic transcript.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

OFFICIAL USE ONLY			
<input type="checkbox"/> Approved	Posted to record: _____	<input type="checkbox"/> Denied	Date: _____
Comments: _____			
_____			

# Appendix C

<https://admissions.santarosa.edu/sites/admissions.santarosa.edu/files/repeat-adjustment-form.pdf>



**SANTA ROSA  
JUNIOR COLLEGE**

**REPEAT ADJUSTMENT** HOLD \_\_\_\_\_ Semester  
Office of Admissions, Records & Enrollment Development  
1501 Mendocino Avenue, Plover Hall, Santa Rosa, CA 95401 Phone: (707) 527-4685

**REQUEST FOR RECORD ADJUSTMENT BASED ON COURSE REPETITION POLICY**

Date \_\_\_\_\_ Last four digits of SSN \_\_\_\_\_ Student ID number \_\_\_\_\_

Telephone No. \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

**POLICY STATEMENT:** Courses taken at Santa Rosa Junior College for which substandard academic performance is recorded (D, F, NC, NP), may be repeated twice, and the substandard grades and credits will be disregarded in the computation of grade point averages.

Students who have repeated the course(s) at another institution must complete this form and submit to the Admissions, Records & Enrollment Development Office along with official transcripts from the institution.

The permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

**ORIGINAL COURSE(S) TAKEN AT SRJC ONLY**

<u>SRJC COURSE</u>	<u>SEMESTER/YEAR</u>	<u>UNITS</u>	<u>GRADE</u>

**REPEATED COURSE(S)**

<u>COURSE</u>	<u>COLLEGE ATTENDED</u>	<u>SEMESTER/YEAR</u>	<u>UNITS</u>	<u>GRADE</u>

Student's Signature: \_\_\_\_\_

**OFFICE USE ONLY**

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Comments \_\_\_\_\_

Hard Copy: \_\_\_\_\_ Cum Totals: \_\_\_\_\_

Master Record: \_\_\_\_\_ Rechecked: \_\_\_\_\_ Deductions: \_\_\_\_\_

Records Adjustment: \_\_\_\_\_ Date: \_\_\_\_\_ Adj Cum Totals: \_\_\_\_\_

Probation: from \_\_\_\_\_ to \_\_\_\_\_

Submit this form to the Admissions & Records Office, Plover Hall or fax to 707-527-4798.

ML- 3/7/14