

4015. ADMINISTRATIVE REGULATIONS ON REMEDIAL UNIT
LIMITATION POLICY

4015.1 Responsibilities

- A. The Vice President, Academic Affairs, with advice from the Curriculum Committee, shall recommend curriculum to the Board of Trustees for designation as precollegiate basic skills and shall appoint one administrator to the Graduation Review Committee for the purpose of reviewing student petitions.
- B. The Dean of Admissions shall be responsible for enacting appropriate procedures to monitor the unit limitations prescribed by law, notifying students who have reached the limitation, providing information to the Chancellor's Office regarding these students and facilitating the granting of waivers to the unit limitation using the guidelines provided in these regulations and the judgment of the Graduation Review Committee.
- C. Students are responsible for acquiring and using the skills necessary for successful completion of the curriculum offered by the college. Any student seeking a waiver to the unit limitation regulations shall file a petition for that purpose with the Dean of Admissions.

4015.2 Definitions

- A. Precollegiate basic skills courses are those meeting the credit nondegree applicable standards as defined in the California Code of Regulations and intended to provide instruction in reading, writing, computation, learning skills, and study skills to ensure acquisition of those skills necessary for successful completion of associate degree, transfer, and occupational courses.
- B. A unit means the units completed for courses attempted.
- C. Successful completion of a course requires earning a grade of credit or a letter grade of "C" or better.

4015.3 Unit Limitations

A student may not earn more than 30 semester units in precollegiate basic skills courses.

4015.4 Exemptions

- A. All students accepted into and participating in the disabled student program are exempt from these regulations.
- B. All units completed in English as a Second Language courses designed as precollegiate basic skills are exempt from these regulations.

- C. All classes completed by students on noncredit basic skills courses are exempt from these regulations.
- D. Students transferring from another district shall have all credits earned at those other district(s) excluded from these regulations.

4015.5 Waiver

- A. Upon student petition, the Dean of Admissions, will convene the Graduation Review Committee to review the case. The committee is expected to exercise sound professional judgment in reviewing the evidence presented by the student to demonstrate that measurable progress has been accomplished and that there is a reasonable belief that the student will soon be prepared to pursue college-level curriculum. Evidence of significant, measurable progress might include the following circumstances:
 - 1. A continuously enrolled student who has completed twenty-four units of precollegiate basic skills course work with acceptable grades might be granted a waiver to complete an additional package of ten units in English or Mathematics.
 - 2. A continuously enrolled student who has completed thirty units precollegiate basic skills course work with acceptable grades might be granted a waiver to complete an additional composition course.
- B. If granted, the waiver may not exceed a period of one academic year.
- C. Students making significant, measurable progress toward developing skills appropriate to college-level courses shall be temporarily excused from the credit limitations provided by these regulations.
- D. The Graduation Review Committee must render a decision within two weeks of the date from which the student files the completed petition with the Dean of Admissions.

4015.6 Dismissal

- A. Students who have completed thirty units of precollegiate basic skills courses, but are not assessed eligible for college-level curriculum shall be, unless provided with a waiver, dismissed from the college and referred to adult noncredit education courses.
- B. Students so dismissed may appeal the action via a petition to the Dean of Admissions and the Graduation Review Committee.