



ORANGE COAST COLLEGE

ACADEMIC PETITION COUNCIL PHILOSOPHY, PURPOSE AND GUIDELINES

Charge: *The Academic Petition Council reviews petitions from students seeking exceptions to the requirements for OCC Associate Degrees and certificates as well as course repetition.*

Controlling Documents: *The Council functions within the Academic Senate guidelines for academic standards and the curriculum approval process. Legal and procedural compliance is governed by the California Code of Education, CCCD Board Policies, OCC Administrative Procedures, existing articulation agreements with transfer institutions, and other relevant regulatory guidelines such as FERPA. The committee acts in support of the principles of participatory governance, student success and academic integrity.*

Membership: *The Council includes five to seven faculty members designated annually by the Academic Senate, one of whom are academic counselors; one management liaison from Student Services who serves as a co-chair, designated by the Vice President of Student Services; one Academic Administrator designated by the Vice President of Instruction, one classified staff member from Graduation Office, and one student representative designated by the Student Senate. Only the faculty members have voting rights. Other representatives serve as non-voting ex-officio members.*

Organizational Reporting: *The Academic Petition Council reports to both; the Vice President of Student Services as well as the Vice President of Instruction. The procedural and regulatory functions of the committee fall under the Vice President of Student Services, while the academic-related issues fall under the Vice President of Instruction.*

Meeting Schedule: *The Academic Petition Council meets on a weekly basis* since students' petitions must be reviewed in a timely manner to meet registration, transfer, and graduation deadlines.*

** Meetings are conducted weekly based on availability of the committee members. Session breaks and the availability of the members can impact the frequency of these meetings.*

GUIDELINES AND PROCEDURES FOR EXCEPTIONS

A. Course Substitution or Waiver

1. Academic Petition Council approvals and actions must comply with the OCC Associate Degrees and Certificates requirements as adopted by the Curriculum Committee.

- a. Discipline Faculty, and/or the Dean of the Division where agreed upon by the faculty, will evaluate courses taken at other institutions (if student's evaluation of transcripts is determined not to be equivalent by OCC Evaluation Office) to determine equivalency. OCC courses may only be approved as listed on the degree requirements (as previously approved by the Curriculum Committee).
 - b. For courses taken at other institutions for which there is no equivalent OCC course, the faculty and the Division Dean may approve substitutions where the course taken meets the intent of OCC's graduation requirements and the respective general education area for the AS Degree and the Option I AA Degree. These substitutions may not be used to meet Option II and III general education requirements, but may be used to meet other OCC's graduation requirements for the Associate Degree. The committee will review the categorical area where a given course is used by the other institution for A.S. and A.A. Option 1.
 - c. No courses from non-regionally accredited institutions will be used, transferred, or allowed for General Education (G.E.) credit.
 - d. For courses taken at other institutions where there are no OCC equivalent courses, the committee MAY approve courses as 'pass along' equivalency if a similar course is offered in a respective General Education (G.E.) area at a California community college.
2. Academic Petition Council approval and actions will respect academic discipline and division recommendations on Certificate(s) of Achievement and Certificate(s) of Specialization according to the discipline of the Certificate itself, as well as the discipline in which the course is taught. The Academic Petition Council may disapprove or table the request for further evidence under any of the following circumstances:
 - a. The faculty/Division Dean has recommended substitutions and waivers for requirements for the discipline's Certificate(s) of Achievement under which the approval of the petition violates College's and/or Title 5 requirements and policies.
 - b. For substitution of courses taught in another division, where faculty/Division Dean's recommendation for that respective discipline may also be required.
 - c. The information provided is not sufficient for the Council to evaluate and reach a conclusion.
 - d. The student intends to waive or transfer units beyond the limitation that is specified in the Orange Coast College's catalog.
 3. Academic Petition Council approvals and actions respect the College's articulation agreements affecting the AA Degree -- Option II and III transfer certification. Highlighted below, are some of the examples that further discuss this policy:

For Option 2 (CSU GE Breadth)

- a. **Petitions are not accepted for Area A3.** This area can only be satisfied by an approved course taken at a California Community College or a California State University (CSU). Courses taken at other schools will not satisfy this requirement. A course from another California community college or CSU can only be used in the area approved for that respective college or university.

- b. A course from a school **other than a California Community College or CSU** can be used if it is equivalent to an OCC course that was on OCC's approved list at the time the course was taken or if a similar course is offered at another California community college. Equivalency will be determined when a transcript is evaluated by the Evaluation Office. Students seeking equivalency for a course that was identified as Not Equivalent (NE) may request the Council to review that decision. As indicated in section "a" above, no exceptions will be granted for Area A3.
- c. A course from another California Community College can only be used in the G.E. area that is articulated for that college or university.
- d. **No petitions will be approved for: non-credit extension courses, upper-division coursework, and coursework from outside the country, and area A1, A2, A3, and B4 courses for Option 2 (CSU) with a C- or lower.**

For Option 3 (IGETC)

- a. **Petitions are not accepted for Area 1B.** This area can only be satisfied by an articulated course taken at a California Community College.
 - b. All other IGETC areas can be satisfied by *articulated California Community College courses*. A petition is **not required**. A course from another California Community College can only be used in the area *articulated* for that *college or university*.
 - c. A course from a school **other than a California Community College** can be used only if it is equivalent to an OCC course that was on OCC's approved list at the time the course was taken or if a similar course is offered at another California community college. Equivalency will be determined when a transcript is evaluated by the Evaluation Office. Students seeking equivalency for a course that was identified as Not Equivalent (NE) may request the Council to review that decision. As indicated in section "a" above, no *exceptions* will be granted for Area 1B.
 - d. **No petitions will be approved for: extension courses, upper-division coursework, coursework from outside the country, courses for Option 3 (IGETC) with a C- or lower.**
4. Students are restricted to use of upper division courses to meet Associate Degree requirements. By exception, under rare circumstances where a student's attainment of an educational goal may be delayed, the Council may approve up to two upper division courses to be applied toward elective units for the Associate Degree.

PROCEDURAL GUIDELINES AND DEADLINES FOR COURSE SUBSTITUTIONS OR WAIVER

Students who wish to file a petition for course substitution or waiver must follow the following procedures to submit their petition:

1. Students must complete the "student" section of the Academic Petition Form available in the Counseling Office.
2. Students must prepare supporting documentation, e.g., transcripts, course description, and any other documents that support the student's request must be attached to their petition in order to be considered by the council.

3. Students may schedule an appointment to meet with an academic counselor to discuss the request. The completed form and supporting documents must be submitted to the counselor during the appointment time.
4. The counselor may provide recommendation for the request.
5. The petition will be forwarded to the appropriate department for further evaluation.
6. Once the form has been reviewed by the respective division, it is submitted to the Council for final review and determination and then notification to the student of the outcome.
7. All petitions for course equivalencies and waiver must be signed both by a discipline faculty and the division dean. The division dean may sign for a faculty member only if such approvals are based on internal/divisional agreed upon processes.
8. The Council will either approve, deny, or table the petition to gather additional evidence or supporting documentation.
9. If the student is denied, he or she may wish to schedule an appointment with an academic counselor to evaluate other options

B. Course Repetition

Unsuccessful attempt is defined as having completed a course with “F,” “D,” “NP,” or withdrawing a course and receiving a “W.” If a student has had an unsuccessful attempt, he or she can only repeat that course two more times. Title 5, section 55042 (b) allows district policies to permit the student who has received a substandard grade to repeat the course two additional time to “alleviate the substandard work.’ Consistent with this the above directive, students are blocked from enrolling in a class in which they have previously enrolled three times and have received substandard grades. In Coast Community College District, enrollment in any of the Colleges within the district will be counted towards this limit. For example, if a student has had unsuccessful attempt in Golden West College and subsequently at Coastline Community College, he or she will be blocked from enrolling in Orange Coast College because the student has already exhausted his or her allowable attempt to repeat that specific course.

The Academic Petition Council is authorized to make exceptions for the fourth attempt. While the Council occasionally receives requests for forth attempt, such petitions are rarely considered for approval. The Council considers the third attempt as the final attempt for a student to complete a specific course.

It is the goal of the Council to be fair and consistent, for purposes of equity and academic standards. The Council may deny a petition if the student is on probation and/or does not meet certain other requirements. Probation is defined as less than a 2.0 Grade Point Average (GPA) in the previous semester/term, and/or failure to complete more than half of the units attempted in the previous semester/term. The petition of students who are/have been on probation may be denied or the Council may ask that the student re-submits petition after a successful completion of a semester/term. The Council may also enforce specific unit load, i.e. restrict petitioners to a certain number of units, and/or approve the petition for a semester/term following student’s original request.

Certain considerations such as the following may be considered by the Council:

1. For courses such as mathematics, where the delay may jeopardize the student's opportunity for success in the course.
2. For final semester students, where completion of their educational goal would be delayed.
3. For situations where the student has already stayed out a semester or longer.
4. For extenuating circumstances beyond the control of the student, where the student appears to be prepared to succeed in the course.
5. For investigated, documented, institutional errors. Students must provide documentation to demonstrate an institutional error did in fact occur. Such petitions are subject to further investigation and are reviewed on a case-by-case basis.
6. For student's attempt to follow the advice of academic counselors or faculty member to take proactive measure to increase chances for success.

Certain exceptions such as the following may be made by the Council:

1. Student is able to demonstrate that the unsuccessful attempts were due to multiple extenuating circumstances beyond his or her control, e.g., documented significant illness during the semester.

While the Council may make exceptions in approval of certain petitions, such considerations are made on a case-by-case basis.

Repeating a non-repeatable Course

Students who are requesting to repeat a non-repeatable course in which they received a passing grade may submit their request along with sufficient documentation to the Graduation Office located on the first floor of Watson Hall.

Procedural Guidelines and Deadlines for Course Repetition

Unsuccessful attempt is defined as having completed a course with "F," "D," "NP," or withdrawing a course and receiving a "W." Students who wish to enroll for a third time in a course which they have previously attempted twice unsuccessfully must follow the following guidelines:

1. **The Petition for Course Repetition must be filed at least 15 calendar days prior to the start of the semester for which the student wishes to repeat the course.** Students who miss the registration deadline for the course approved for repeat must wait until the following semester/term to file a new petition in order to enroll in the class. Course repetition requests received after the deadline will only be eligible for approval by the Council for the following semester or term.
2. The student must file the petition with the Counseling Office as indicated in the Procedural Guidelines above.

3. The Academic Petition Council will review the student's petition and supporting documentation as indicated above.
4. The student will receive a decision in writing through his or her OCC student e-mail account.
5. Students who re-enroll in self-paced math are automatically given two semesters to complete the level. This would require completion of required tests and student's good academic standing during the initial semester. If students have satisfactorily met the requirements of the self-paced course in the first semester, they are given an opportunity to complete the course in the subsequent semester.
6. Students who are approved for course repetition must meet all prerequisites, as well as all registration deadlines for the course, which they wish to repeat.

Appeal Process

In order to provide students a reasonable opportunity to state their case, those students who have new evidence or additional information that were not available at the time of initial filing may wish to appeal the Council's decision by contacting the management liaison to the Academic Petition Council. The outcome of the appeal might meet one of the following:

- The management liaison to the Council will provide the additional information to the Council for further evaluation in the next available meeting.
- If the student's request is denied by the Council for the second time, the student is given the opportunity to appeal the committee's decision by being referred to either the Vice President of Student Services or the Vice President of Instruction depending on the nature of the appeal. In reviewing the appeal, the Vice President will follow the District's curriculum guidelines.