

Butte College
Academic Council
Policies and Procedures
Handbook



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I. BOARD POLICY AND ADMINISTRATIVE PROCEDURE

BP 5033 Academic Council

The Board recognizes that on occasion students require relief from regulations governing academic standards and policy. Therefore, the Board established the Academic Council which is empowered to enforce, interpret and/or waive District academic regulations.

Last Board Review: October 10, 2018

AP 5033 Academic Council

The Academic Council is empowered by the Board to enforce, interpret and/or waive District academic regulations. The Academic Council's Handbook defines the Academic Council's membership requirements, petition procedures, hearing procedures, and appeal procedures.

The Academic Council's Handbook also provides the regulations and procedures which may be acted upon by the Academic Council.

- A. Academic Renewal
- B. Pass/No Pass
- C. Incomplete Grade
- D. Course Repetition
- E. Credit by Examination
- F. Degree/General Education Requirements
- G. Late Add Process
- H. Hiatus (Leave of Absence)
- I. Readmission after Dismissal
- J. Special Studies/Problems
- K. Student Catalog Rights
- L. Unit Load Limitation
- M. Withdrawal from a Course or Courses after the Established Deadline

Approved by Leadership: May 26, 2021

II. ADMINISTRATIVE PROCEDURES

A. MEMBERSHIP

The Academic Council will be comprised of the following membership:

1. Two (2) students appointed by the Associated Students of Butte College. Students will be voting members of the committee.
2. Two (2) instructional faculty members appointed by the Academic Senate.
3. Three (3) Student Development faculty members appointed by the Academic Senate two (2) of which must be counselors.
4. Two (2) administrators appointed by the Vice President for Student Services; one (1) of whom will serve as the non-voting chair for the year, as designated by the Vice President for Student Services.
5. Appointments will be made annually, with appointed individuals serving no more than four (4) consecutive years.

B. PETITION PROCEDURES

1. The student must obtain an Academic Council petition from any Butte College counselor.
2. It is the student's responsibility to read the instructions carefully, fill out the petition in detail, obtain required signatures and have all appropriate and required documents attached.
3. The student will meet with a counselor. The counselor will review and make recommendations on the petition and forward it to the Academic Council.
4. All Academic Council petitions lacking a counselor's signature will be returned to the Counseling Office by the Clerk of the Council.
5. Counselors will work with students and make appropriate recommendations regarding alternate methods of obtaining a goal or outcome, particularly when the Academic Council petition does not fall within the established criteria. However, the Academic Council will review all petitions forwarded by the counselor.
6. While counselors and the Chair of the Academic Council have been granted the authority to approve certain categories of petitions, only the full Academic Council has the authority to deny a petition.
7. During periods when the Academic Council does not regularly convene (Winter and Summer Session), the Vice President for Student Services may grant authority to both administrative Academic Council members to review and act

upon the following petitions: Unit Load Limitation, Readmission, and Course Repetition.

C. HEARING PROCEDURES

1. By simple majority vote of the members present, the Academic Council is empowered to recommend or act in the enforcement, interpretation, and waiving of academic regulations.
2. The Academic Council will review the petition and, if necessary, interview the individuals involved and render a decision as soon as possible.

D. APPEAL PROCEDURES

1. Appeal to the Academic Council Chair
 - a. If the Academic Council petition is denied, the student and/or their representative may (a) submit a written request, outlining the reasons for the appeal make an appointment with the Academic Council Chair to appeal the decision. The appeal must be made within thirty (30) school days of the initial decision. The Academic Council Chair will evaluate the appeal and render a decision. This decision will be reviewed at the next Academic Council meeting. A final decision in writing will be sent to the petitioner within two (2) school days of the Academic Council meeting. If the personal appeal is denied, the student has the right to appeal to the Dean for Student Services or their designee.
2. Appeal to the Dean for Student Services
 - a. In order to appeal a decision of the Academic Council, a student must submit a written request, outlining the reasons for appeal, to the Office of the Dean for Student Services no later than five (5) school days after being informed of the Academic Council's decision. The appeal will be submitted to the Dean for Student Services or their designee, who will investigate the matter and render a decision on the appeal no later than ten (10) school days after receiving the appeal. The Dean or their designee will render their decision in writing to the petitioner and the Academic Council.
 - b. The decision rendered by the Dean for Student Services or their designee is final.

III. REGULATIONS AND PROCEDURES WHICH MAY BE ACTED UPON BY THE ACADEMIC COUNCIL

A. ACADEMIC RENEWAL

Academic renewal without course repetition is authorized by Title 5, Section 55046.

1. Counselors have been authorized by the Academic Council to approve Academic Renewal petitions for Butte College course work.
2. Academic Renewal applies to substandard grades only (D, F, FW, NP, or NC).
3. Academic Renewal actions are irreversible.
4. Criteria for awarding Academic Renewal must include all of the following items:
 - a. Work to be eliminated is not reflective of a student's demonstrated ability.
 - b. Work to be eliminated has not been used to meet certificate, degree, and/or transfer requirements.
 - c. At least one (1) year must have elapsed from the time the coursework to be removed was completed.
 - d. A maximum of twenty (20) semester units from any college or university may be alleviated.
 - e. The student must have completed, since the most recent work to be alleviated, at least:
 - i. Fifteen (15) units free of substandard grades; or
 - ii. Fifteen (15) units with a 3.00 GPA; or
 - iii. Twenty (20) units with a 2.50 GPA; or
 - iv. Thirty (30) units with a 2.00 GPA
5. The counselor reviewing the petition must compute and document on the petition the number of units completed and GPA since the most recent work to be alleviated.
6. For petitions seeking Academic Renewal of Biology 20, Biology 21, and Biology 15 for admission to Butte College's Allied Health Programs, the

counselor reviewing the petition may compute only the units completed and GPA for those three (3) specific courses.

7. The counselor forwarding the petition will include transcripts from Butte College, as well as official transcripts from other schools with the petition, if applicable.
8. To have substandard grades earned at other colleges or universities excluded from the calculation of the overall GPA, students must first contact the institution where the courses were completed to determine if Academic Renewal is possible. If the institution where the coursework was completed does not have established policies and procedures for Academic Renewal, then students may petition the Academic Council to have the substandard grades from that institution excluded from overall GPA calculations. Documentation supporting an institution's inability to grant Academic Renewal must be submitted with students' petitions.

B. PASS/NO PASS

The Pass/No Pass option is authorized by Title 5, Section 55022.

1. The Academic Council may approve, upon proper petition, the conversion of an elected Pass/No Pass grade to a letter grade in unusual circumstances (e.g., students who declare a major after transferring that requires a letter grade in every previously taken course).
2. Students must declare the Pass/No Pass option at the time of registration or no later than thirty percent (30%) of the way through a course. Waivers of these provisions are not permissible.

C. INCOMPLETE GRADE

Incomplete Grades are authorized by Title 5, Section 55023 (e).

1. An "I" grade may be made up no later than one year following the end of the term in which it was assigned.
2. In addition, the governing board will provide a process whereby a student may petition for a time extension due to unusual circumstances.
3. The Academic Council may approve a petition for a time extension to make up the work required to remove an incomplete grade under the following provision: the student must substantiate the unusual circumstances that prevented the student from completing the work to make up the incomplete within one year.

D. COURSE REPETITION

Course repetition is authorized by Title 5, Sections 55025, 55040 – 55046, 55253, 56029 and 58161. These same Title 5 sections also allow the Academic Council to approve course repetitions and disregard the previous grade and credit in the computation of grade point averages.

1. Certain courses are designated as repeatable. Course descriptions located at the back of the Butte College Catalog identify repeatable courses and list the number of times a course may be repeated. Unless otherwise specified in the Catalog, students may enroll in repeatable courses up to four (4) times. Under certain conditions up to two (2) substandard grades may be alleviated by filing a petition with a counselor. Enrollments resulting in grades of A, B, C, D, F, FW, P, NP, or W count as an attempt.
2. Certain courses are designated as non-repeatable and may be taken and completed with a C or P grade or better one time. Should a student receive a substandard grade of D, F, FW, NP, or W, the student will automatically be allowed a second (2nd) enrollment. If a second (2nd) enrollment results in a substandard grade, a third (3rd) enrollment may be approved by a counselor. In these circumstances, the first two (2) substandard grades will be alleviated. If a third (3rd) enrollment results in a substandard grade, a fourth (4th) enrollment may be allowed by petition.
3. The Academic Council may approve petitions for a fifth (5th) enrollment in a non-repeatable course in the following circumstances:
 - a. Extenuating Circumstances;
 - b. Significant Lapse of Time;
 - c. Legally Mandated by Statute or Regulation As a Condition of Paid or Volunteer Employment;
 - d. Significant Change in Industry or Licensure Standard; or
 - e. Students with Disabilities Repeating a Special Class

Documentation substantiating the circumstance must be included with the Academic Council Petition.

4. Courses designated as variable unit may be repeated an unlimited number of times until the student completes the entire curriculum, as listed in the Catalog, one time. Under certain conditions, up to two (2) substandard grades may be alleviated with approval from a counselor. Students may repeat the course or any portion thereof in order to alleviate up to two (2) substandard grades.

5. Additional aggregate limitations may apply to these provisions when Kinesiology, Visual Arts or Performing Arts courses are designated as “active participatory courses” and are part of a “family” of courses with a similar primary educational activity. In these courses, students are limited to four (4) aggregate semester enrollments. Withdrawals and substandard grades are included in determining the aggregate number of enrollments.
6. The Academic Council may approve repetitions of non-substandard grades according to the provisions of Title 5, Sections 55043 - 55045, 55253 and 56029.
 - a. Extenuating Circumstances – When a 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. (Title 5, Section 55045 (b)).
 - b. Significant Lapse of Time – When a student received a satisfactory grade the last time they took the course and the District has determined there has been a significant lapse of time of no less than thirty-six (36) months since that grade was obtained **and:**
 - i. The District has properly established a recency prerequisite for a course or program pursuant to Title 5, Section 55003 **or**
 - ii. Another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course in question. The Council may allow repetition where less than thirty-six (36) months have elapsed if the student documents the repetition is necessary for their transfer to the institution of higher education.
7. Procedures
 - a. The student will complete the appropriate petition prior to enrollment in the course.
 - b. The petition must state that circumstances exist which justify such repetition.
 - c. Grades awarded under these provisions will allow the previous grade and credit to be disregarded in computing the student’s GPA.
8. For a course previously taken at another accredited institution, an approved Academic Council petition must be on file before Butte College’s and the other school’s transcript can be appropriately annotated. An official copy of the other school’s transcript must be on file with the Admissions and Records Office before the Academic Council petition may be submitted.

9. The Board may indicate any specific courses or categories of courses which are exempt from consideration under these regulations (Title 5, Section 55040).
10. Counselors have been authorized by the Academic Council to approve substandard grade repeat petitions.
11. Per an agreement between the Academic Council and the Academic Senate (1995-1996), when a substandard grade has been earned in a repeatable class, the student may petition to repeat the course with forgiveness prior to completing the maximum number of repeatable times.
12. Counselors have been authorized by the Academic Council to approve non-substandard grade repeat petitions in circumstances where the course is required for acceptance by a school or program (recency or academic standing) and in cases involving assessment rollback. Copies of supporting documents must be attached. (Title 5, Section 55043)
13. A student with a documented disability may repeat DSPS specialized instruction any number of times based on an individualized determination that such repetition is required as an educational accommodation for that particular student for one of the following reasons:
 - a. When continuing success of the student in other general and/or educational assistance classes is dependent on additional repetitions of a specific educational assistance class; or
 - b. When additional repetitions of a specific educational assistance class are essential to completing a student's preparation for enrollment into other general or educational assistance classes; or
 - c. When the student has an Academic Accommodation Plan (AAP) which involves a goal other than completion of the specialized instruction in question and repetition of the course will further achievement of that goal. (Title 5, Section 56029)
14. Non-substandard repeat petitions where the student is requesting permission to repeat in order to refresh or update skills or information will generally be denied and Audit recommended.
15. Course Repetition Record Entries – When course repetition occurs, the permanent academic record will be annotated in such a manner that all work remains legible ensuring a true and complete academic history (Title 5, Section 55040). Unauthorized course repetitions (those not provided for under Section 55040) will be disenrolled and all records expunged.

E. CREDIT BY EXAM

Credit by examination is authorized by Title 5, Section 55050.

After satisfactorily completing twelve (12) units of resident credit at Butte College, a regularly enrolled student may be permitted to obtain Credit by Examination in subject matter fields in which they are especially qualified through previous training or experience for which credit or advance placement has not been given. Credits earned through Credit by Examination may only be awarded for classes listed in the Catalog.

The examination will include written, oral or skill tests, or a combination of all three types, and will be sufficiently comprehensive to determine that the student has essentially the same knowledge and skills as those students who successfully complete the course as a result of regular course enrollment. The examination must be administered prior to the last day of final examinations.

1. Procedures and Limitations
 - a. Students may not challenge a course until they have completed twelve (12) units of study at Butte College.
 - b. Students may not challenge a course unless they have a minimum cumulative grade point average of 2.0.
 - c. Students may not challenge prerequisite courses after completing advanced level courses.
 - d. A maximum of nine (9) units may be challenged. However, three (3) courses may be challenged, even though the third (3rd) course may exceed the nine (9) unit limit.
 - e. Students petitioning for Credit by Examination must be enrolled in the course and in good standing. Attendance will not be counted for state apportionment purposes (FTE).
 - f. Students may not petition a course for which they have received previous high school or college credit.
 - g. Instructors will assign an appropriate grade according to the grading system.
 - h. Transcript entries will be clearly annotated to reflect that credit was earned by examination.
 - i. Courses to be petitioned are determined by a counselor, appropriate instructor, and appropriate administrator at the time of petition. The petition for Credit by Examination must be approved prior to the fifth (5th) week of instruction each semester.

- j. Exceptions and appeals to this policy will be referred to the Academic Council.
 - k. Credit earned by examination cannot be used to satisfy the twelve (12) units in residence required for the Associate Degree. This limitation is not subject to waiver.
 - l. Students must be in good standing. This limitation is not subject to waiver.
2. The Academic Council may approve exceptions to the following course Credit by Examination policies:
- a. Units completed at Butte College prior to course challenge – twelve (12) units in residence;
 - b. Minimum of a 2.00 GPA prior to a course challenge;
 - c. Prior prerequisite course limitations – may not challenge prerequisite course after completing an advanced course;
 - d. Maximum number of units that may be challenged – nine (9) units or three (3) courses;
 - e. Prior course credit limitation – previous high school or college credit for that course; or
 - f. Petition approval deadline – prior to the fifth (5th) week.
3. Units earned through Credit by Examination cannot be applied to the twelve (12) unit residency requirement for a degree.

F. DEGREE /GENERAL EDUCATION REQUIREMENTS

Degree and General Education Requirements are authorized by Title 5, Sections 55060 – 55064.

The Academic Council may, in certain special circumstances as listed below, approve petitions to waive established degree and/or general education requirements.

- 1. Petitionable degree and General Education requirements are listed as follows:
 - a. Self-Integration course (currently three (3) units);
 - b. Two Kinesiology activity courses (.5-1.5 units);
 - c. Competency Requirements – in Catalog;

- d. Number of units graded “CR” – eight (8) units (Limit);
 - e. Number of units in residence twelve (12) units; or
 - f. General Education Requirement – in Catalog
2. Per Title 5, Section 55063 beginning Fall 2009 each course counted towards the major must have a grade of “C” or better.
 3. General education courses under Areas A, B, C, D, E, and F must have at least a “D” or “P” grade and a minimum of three (3) semester or four (4) quarter units in these areas.
 4. ECON 20, HIST 8, 10, 26, 28 can be used for Area C for General Education retroactive to Fall 1991.
 5. The Academic Council has approved all students who have maintained catalog rights to pre-Fall 2009 to use English, regardless of when taken, for Area D for Butte College Associates Degrees.
 6. Completion of the Fire Academy, Law Enforcement Academy, Fish and Wildlife Academy will satisfy the Kinesiology requirement.
 7. Upon presentation to the Admissions and Records Office of discharge papers (DD 214) and/or official Joint Services transcripts/Community College of the Air Force transcripts verifying completion of accessions training (Boot Camp/Basic Military Training, etc.), Veterans may have the Area F (Kinesiology and Self-Integration) requirement waived. The Veteran must have received at least six (6) units of credit on their official Butte College transcript for DD 214 service credit.
 8. The Self-Integration portion of Area F is waived for students completing the Respiratory Therapy Program, Paramedic Program, LVN, RN, and ADN degrees; however, twenty (20) total GE units are required for graduation.
 9. Any CSU General Education Area E course taken at Butte or another college will meet the Butte Area F requirement. The Academic Council delegates this waiver authority to counselors.
 10. The Area F requirement can be met with a compilation of coursework (rather than a specific course), based upon a counselor-generated checklist documenting that the majority of the curriculum topics required for Area F (by the Curriculum Committee) have been covered, and the Academic Council delegates this authority to counselors, with the understanding that counselors would place this completed checklist in the student’s file as documentation for the waiver of Area F. (A student must still complete a minimum of twenty (20) semester units of lower division General Education courses in order to earn an Associate’s Degree at Butte College.)

11. The Academic Council Chair will review all petitions for waiver of a specific Self-Integration course and may send the petitions and attendant documents to the appropriate Department Chair/Coordinator for review and recommendation(s). The petition with the Department's comments, will then be presented to the Academic Council for resolution.
12. The Academic Council will honor "Personal & Social Growth", PSY 20, as a Self-Integration (Area F) course for students who have taken the class prior to Fall 2000.
13. Academic Council Petitions for Waiver of Kinesiology Degree Requirements will include:
 - a. A statement from the student containing the reason the student is unable to complete the Kinesiology requirements;
 - b. Minimum of 45 associate degree applicable units successfully completed and an overall 2.0 cumulative gpa; and,
 - c. Student has met the requirements for an Associate Degree for Transfer (ADT) degree. Must have verification of the ADT degree or proof that the degree requirements have been met; or,
 - d. Student has a Transfer Admission Agreement/Guarantee (TAA/TAG); or,
 - e. Student has proof of admission to a 4-year institution or 2-year career technical program. Must provide proof of admission; or,
 - f. Student transfers into a Butte College Career Technical Education program (nursing, respiratory therapy, etc.) from another accredited college that doesn't require a Kinesiology activity requirement.
14. If an Academic Council Petition for a Waiver of Kinesiology Degree Requirements is based on reasons other than those listed above, it will be considered on a case-by-case basis.
15. The Academic Council authorizes counselors to approve all petitions to waive the Kinesiology requirement for an Associate's Degree for medical reasons and/or documented disability. Medical documentation must be attached to the petition and signed by a licensed practitioner.
16. Pursuant to a revision of Section 66055.8 of the Education Code, students who enter Butte's Nursing program with a Baccalaureate (or higher) Degree from a regionally accredited institution no longer have to satisfy the Humanities and Kinesiology graduation requirements.
17. The Academic Council has approved ART 1 as meeting the Multicultural Competency for an AA/AS Degree from 1992 on.
18. The Curriculum Committee approved the Respiratory Care program for the Multicultural Competency requirement retroactive to Fall 2007.

19. For the Multicultural Competency Requirement, counselors retain the responsibility to make course equivalency decisions while the Academic Council retains its responsibility to act upon exceptions to established degree and/or General Education requirements.
20. Beginning with the 1994-1995 academic year, the Academic Council has approved the ability of all students who have completed the Law Enforcement Academy to have also completed the Multicultural Breadth competency for the Associate Degree.
21. Students with documented disabilities may be considered for a substitution of math competency requirements. To be considered for a math competency substitution under these conditions, students must complete the following:
 - a. The student must appeal to the Academic Council using the standard petition form.
 - b. The student must include with the petition, (1) documentation of their good faith efforts(s) to meet the competency standard; (2) a "Verification of Disability" statement from the DSPS Office, requirements would be appropriate based upon the student's functional or educational limitations; (3) a list of accommodations made available to the student during their attempts to meet the competency requirements; and 4) recommendations from both the "major" and "competency" departments as to whether the student has met the requirement of "comparable concept mastery" (substitution of appropriate course, demonstrated skills, experience).
 - c. Should the Academic Council approve the request, the District would substitute the competency requirement in that specific area for that student. If denied by the Academic Council, the student would be advised of their normal appeals channels, beginning with the Vice President for Student Services/504 and ADA Compliance Officer.

G. LATE ADD PROCESS

1. During the first two (2) weeks of the Fall and Spring terms, students may add themselves to regular term classes which still have space available using their MyBC Self Service account.
2. Approval for adding a course or courses after the established deadline is the responsibility of the appropriate Dean for Instruction.
3. Reinstatements are processed by Admissions and Records as follows:

If the student's first day of attendance is after the established deadline or the student is enrolling after the course is fifty percent (50%) complete, the student must submit a signed add card or electronic authorization with first date of

attendance recorded, the instructor's signature, and the appropriate Dean for Instruction's signature.

H. HIATUS (LEAVE OF ABSENCE)

1. The Academic Council may approve a Leave of Absence to protect a student's catalog rights under the following provisions:
 - a. A student must have a "term of enrollment", indicated by a letter grade "W", "I", "P", "NP", or 300 level courses only on the official transcript, for the prior term to be eligible for a leave of absence for the requested term. Students enrolled only in Summer or Winter sessions are not eligible for Leaves of Absence.
 - b. Students subject to disqualification or dismissal due to academic deficiencies or disciplinary action are not eligible for a Leave of Absence to retain catalog rights. Disqualified students readmitted immediately or readmitted after one term retain catalog rights.
 - c. Counselors have been authorized by the Academic Council to approve a Leave of Absence during the first eight (8) weeks of a term if appropriate criteria (as defined in items 2-4 below) are met, thereafter, the petition must go the Academic Council.
 - d. Counselors have been authorized by the Academic Council to approve an extension to the Leave of Absence when it is necessary for the student to be physically absent from the District for two (2) years.
 - e. If a Counselor is extending a prior Leave of Absence, a copy of the original Leave of Absence must be included with the new petition.
2. Medical Leave of Absence
 - a. Requests must be accompanied by a statement from a health care provider explaining why the student must interrupt enrollment.
 - b. Three (3) years absence is the maximum allowed unless verified medical circumstances indicate a longer time is required for recuperation.
 - c. Renewal of a Medical Leave of Absence may be requested.
 - d. A Medical Leave of Absence may be considered retroactively if supported by unusual circumstances.
 - e. Leaves for pregnancy are restricted to the term of delivery and one year following, unless verified medical circumstances indicate longer time is required for recuperation.

- f. Leave of Absence does not eliminate “W” grade during that semester of Leave for progress probation purposes.

3. Military Leaves of Absence

- a. Requests must be accompanied by a copy of military orders indicating entry date.
- b. Requests may be granted for up to one (1) year. Counselors have been authorized by the Academic Council to approve an extension to the Leave of Absence when it is necessary for the student to be physically absent from the District for two (2) years.
- c. A Military Leave of Absence may be considered retroactively if supported by individual circumstances.
- d. The withdrawal symbol so assigned may be a “W” or, if necessary to distinguish Military Withdrawal, may be a “MW.” Military Withdrawals will not be counted: in progress probation and dismissal calculations, towards the withdrawal limit or as an enrollment attempt. (Title 5, Section 55024(d).

4. Planned Educational Leaves of Absence

- a. Such leaves are defined as a planned interruption or pause in a student’s regular education during which the student temporarily ceases their formal studies at Butte College to pursue other activities that contribute to particular educational goals and objectives.

Such activities may be for the purpose of:

- i. Clarifying or enriching educational goals and may include travel for educational purposes;
 - ii. On-the-job experience in the area of vocational or educational opportunities;
 - iii. Undertaking expanded responsibilities in an activity related to the student’s educational or career goals; and
 - iv. Solution of personal problems
 - v. Requests may be granted for up to one (1) year.
- b. Leave of Absence does not eliminate “W” grade during that semester of leave for progress probation purposes.
 - c. Counselors have been authorized by the Academic Council to approve a Leave of Absence for one (1) year and, on the same petition, approve a

one (1) year extension to the Leave of Absence when it is necessary for the student to be physically absent from the District for two (2) years.

- d. Renewal of a Planned Educational Leave of Absence may be requested through petition to the Academic Council.
- e. A Planned Educational Leave of Absence will not be considered retroactively. Such leaves constitute an agreement or contract which must be set in advance.
- f. Students who do not return to Butte College at the conclusion of their Planned Leave of Absence will be considered to have withdrawn from the College at the end of their last term of regular enrollment.
- g. Students who enroll elsewhere without the prior approval of the Academic Council will be considered to have withdrawn from Butte College at the end of their last term of regular enrollment.

I. READMISSION AFTER ACADEMIC DISMISSAL

Probation and Dismissal is authorized by Title 5, Sections 55031 – 55034.

- 1. Probation: Beginning with the Fall semester 1981, all Butte College students were accorded good standing, and any probationary status became clear. Since then, students are placed on probation according to the guidelines below. At the conclusion of each Fall and Spring semester, students who have earned probationary status are notified by email and text. This notification instructs students to enroll in certain courses, attend various workshops, and utilize tutoring and counseling services to immediately improve academic standing. Students in probationary status are responsible for improving and maintaining satisfactory academic standing.
 - a. Academic Probation: A student is placed on Academic Probation when their cumulative GPA is less than 2.0 in all units attempted that semester. Academic Probation in dismissal status commences during the semester that at least twelve (12) cumulative units have been attempted.
 - b. Progress Probation: A student is placed on Progress Probation when fifty percent (50%) or more of all the units attempted that semester are graded with the symbols “W,” “I,” and/or “NP.” Progress Probation in dismissal status commences during the semester that the student has enrolled in at least twelve (12) cumulative units.
- 2. Removal from Probation: A student, who has been placed on probation, is removed from this status when:
 - a. The Grade Point Average (GPA) in all units attempted at Butte College is greater than or equal to 2.0

- b. The percentage of all units attempted at Butte College graded with the symbols “W,” “I,” and “NP” is less than fifty percent (50%).
3. Dismissal: At the end of each fall and spring term, students on probation are dismissed when one or more of the following conditions apply:
 - a. The student has been on Academic Probation for three (3) consecutive semesters;
 - b. The student has been on Progress Probation for three (3) consecutive semesters; or
 - c. The student has been on a combination of Academic and Progress Probation for three (3) consecutive semesters.
4. For purposes of this section, semesters will be considered consecutive on the basis of the student’s enrollment, so long as the break in the student’s enrollment does not exceed one full primary term. Students are notified of their dismissal from the College by email and text, and urged to confer with a counselor immediately. Butte College dismisses students at the conclusion of each Fall and Spring term after three (3) semesters of probation.
5. Students placed in dismissal status may be required to sit out for a period of up to one (1) year according to the guidelines set forth below, unless:
6. Students who have demonstrated improvement in their academic standing in the third (3rd) probationary semester prior to dismissal (DWP – Dismissed with Progress) will be placed in dismissal status; however, these students will:
 - a. Not be subject to a sit out period;
 - b. Be automatically granted reinstatement; and
 - c. Not be dropped from any classes in which they have enrolled in the subsequent term.
7. Students who have demonstrated improvement in academic standing in the third (3rd) probationary semester (DWP) prior to dismissal are defined as:
 - a. GPA of 2.0 or better in that semester; and/or
 - b. Fifty-one percent (51%) or more units attempted that semester have been completed.
8. Students who have not demonstrated improvement in their academic standing in the third (3rd) probationary semester prior to dismissal (D1NP – 1st Dismissal No Progress) will be placed in dismissal status and will:

- a. Be required to sit out one semester and attend a workshop sponsored by Counseling and Advising for a first (1st) dismissal;
 - b. Be granted automatic reinstatement when their probationary period is completed and they have attended a Counseling and Advising Workshop; and
 - c. Be dropped from any classes in which they have enrolled in the subsequent term.
9. Lack of demonstrated improvement in academic standing in the third (3rd) semester prior to dismissal is defined as:
- a. GPA of less than 2.0 in that semester; and/or
 - b. Less than fifty (50%) of units attempted that semester have been completed.
10. Students placed in dismissal status for a second (2nd) or subsequent time (D2NP – 2nd Dismissal No Progress), without one (1) of the appealable circumstances described in item number 14 below, will be required to sit out for one (1) year. After the student has sat out for one (1) year, the student will be automatically reinstated.
11. Students placed in dismissal status for a third (3rd) or subsequent time (D3NP – 3rd+ Dismissal No Progress) must submit a petition to the Academic Council to be readmitted.
12. Students placed in dismissal status for a third (3rd) or subsequent time (D3NP) must submit a petition to the Academic Council that includes the following:
- a. Comprehensive Education Plan that lists courses recommended for the current or upcoming term(s);
 - b. Specific reason for continued substandard work; and
 - c. Documentation to support extenuating circumstances that contributed to substandard work.
13. Students challenging the probation and dismissal procedures outlined above or Academic Council decisions may appeal to the Dean of Student Services.
14. Appealable Conditions: Students with a documented catastrophic injury, illness or other medical condition or an extenuating, non-recurring circumstance beyond the student’s control may petition the Academic Council prior to the end of the third (3rd) probationary semester. If approved by the Academic Council, these students will be placed in dismissal status; however, these students will:
- a. Not be subject to a sit out period;

- b. Be granted reinstatement; and
 - c. Not be dropped from any classes in which they are enrolled in the subsequent term.
15. The Academic Council may defer admission until the student has completed certain prescribed pre-admission requirements as set forth by the Council. Upon completion of these requirements, the Chairperson will be authorized to approve the student's readmission petition. These requirements may include:
- a. Securing an Educational Plan;
 - b. Meeting with a counselor on current and future course selection(s);
 - c. Revising the readmission term's course load; or
 - d. Applying for services through EOPS, DSPS, or other services as appropriate.

J. SPECIAL STUDIES/PROBLEMS

Independent Study is authorized by Title 5, Sections 55230 - 55240, 58051, and 58003.1.

1. Special Studies/Problems courses provide an opportunity for students to carry out a supervised individual field, laboratory, or library research project in a subject area relevant to their major and are designed primarily for students studying in areas not covered by the College's curriculum. Any student interested in registering for a Special Studies/Problems course should contact a full-time instructor in the appropriate area no later than the last day of the tenth (10th) week of instruction. Procedures for enrolling in Special Studies are:
- a. When a full-time instructor works with a student to fill out a Petition for Special Studies/Problems, the full-time instructor is to ensure that it is completely filled out before approving the request. The student's ID number, the units for the project, and the units completed at Butte College (which must be at least twelve (12)) must appear on the form and the Objectives and Procedures must be explicit, including associated hours.
 - b. Full-time Instructors may only authorize Special Studies/Problems petitions that fall within their teaching discipline. A maximum of four (4) student projects per semester per full-time instructor may be approved.
 - c. The Special Studies/Problems petitions must be confined to the student's major.

- d. The student will take the Special Studies/Problems Petition to the area Administrative Secretary for review of required elements and attachment of necessary backup documentation needed for Dean/Director approval.
- e. Administrative Secretary or student will take the Special Studies/Problems Petition and backup documentation to the area Dean/Director for review approval.
- f. Petitions will be reviewed by the area Dean/Director with the intent of Special Studies/Problems in mind. The area Dean/Director will carefully evaluate the number of units being given for the project. If any questions exist, the Dean/Director reviews the matter with the full-time instructor and makes any necessary corrections.
- g. After the Dean/Director reviews and approves the Special Studies/Problems Petition, it will be returned to the area Administrative Secretary. The Administrative Secretary will acquire a control number from the Scheduling Center and write it on the petition.
- h. The Administrative Secretary will give the student the original copy (white) and pink copy of the petition. The student will retain the pink copy. The Administrative Secretary will return the yellow copy to the instructor.
- i. The Administrative Secretary will give the student an add card or an electronic add authorization to complete. The student needs to take the original copy of the Special Studies/Problems Petition to the fulltime instructor to verify the petition has been approved by the area Dean/Director. The full-time instructor may now sign the add card or add authorization.
- j. The student will take or email the completed original (white) copy of the petition and the completed add card or electronic authorization to Admissions and Records for appropriate enrollment.
- k. The instructor is required to maintain a record of each contact made with the student; namely the date, beginning and ending times, and a brief notation of what was discussed.
- l. Upon completion of the project, the instructor submits a grade justification sheet, this may be in the form of a narrative summary, to the area Administrative Secretary. The Administrative Secretary will submit the grade justification sheet to the Office of Instruction.
- m. Limitations on Special Studies/Problems
 - i. Units are assigned on the basis of one unit of credit for each three (3) hours of work per week.
 - ii. A maximum of three (3) units may be taken in any one semester.

- iii. A maximum of three (3) units may be taken for credit in any given subject area.
 - iv. Grades are assigned according to the College's grading policy.
 - v. Students may not petition for a Special Studies/Problems course until they have completed satisfactorily twelve (12) units of study at Butte College.
2. The Academic Council may approve exceptions to the Special Studies/Problems policies and procedures:
- a. Filing deadline – prior to the tenth (10th) week.
 - b. Unit limitation – three (3) units per semester, six (6) units per subject area.
 - c. Must have completed twelve (12) units at Butte College.
 - d. Must be in student's major.

K. STUDENT CATALOG RIGHTS, INCLUDING CONTINUOUS ENROLLMENT, LEAVES, AND ATTENDING OTHER COLLEGES

1. The following are changes approved by the Curriculum Committee 11/16/09 and approved by the Academic Senate. The Academic Council may approve exceptions to the following policy on choice of Catalog.

The College Catalog is the student's contract with the College. "Catalog Rights" define the set of graduation requirements a student follows as long as they maintain continuous enrollment as defined below. Degree requirements fall into four (4) categories:

- Major requirements;
- General Education requirements;
- Competencies; and
- Other College requirements such as residency and grade point average.

Category requirements may be fulfilled under different catalog years provided the student is eligible to use the respective catalogs. Eligibility is determined according to the following:

- a. Major Requirements
All major courses must be selected from any one catalog in effect during the student's more recent period of continuous enrollment.
- b. General Education

A Butte College course may be used to fulfill an area requirement if it is on the approved General Education list at the time the course is taken. A General Education course taken at another college can meet an area requirement when:

- i. It is determined that the course is equivalent to a Butte College course listed in that area; or
 - ii. The course is listed in that area at the College where the course was taken.
- c. Competencies
Competencies may be completed by fulfilling those requirements listed in any one catalog in effect during the student's most recent period of continuous enrollment.
- d. Additional District Requirements
These may be completed by fulfilling those requirements listed in any one catalog in effect during the student's most recent period of continuous enrollment.
- e. Continuous Enrollment is defined as attendance in at least one (1) semester at any *Regionally Accredited College or University*, in each calendar year when a letter grade, P, NP, I, IP, RD or a W is received for one or more courses, or a Leave of Absence is granted for that semester. Summer and Winter sessions are not to be considered for the establishment or maintenance of continuous enrollment status.
- f. Students who leave Butte College to attend another *regionally* accredited college or university retain Catalog Rights and maintain continuous enrollment status, providing there is no break in enrollment before returning to Butte College. Students who are granted Medical, Military, or Educational Leaves of Absence are considered to be in continuous enrollment status, and retain their Catalog Rights as outlined above.
2. Any grade other than a "DR" constitutes eligibility for Catalog Rights. This includes non-unit classes such as 300 level classes.
3. All Health Occupation students who have applied to a Butte College Program and are waiting for admission will retain their Catalog Rights in place at the time of their first application to an Allied Health Program at Butte College.

L. UNIT LOAD LIMITATION

1. The Academic Council may approve petitions to exceed the established unit load for a term if the student can demonstrate the capability to successfully take more than twenty-one (21) units during the regular semester; four (4) units during Winter session and ten (10) units during Summer session, excluding Work Experience.

2. The Academic Council has authorized counselors to approve Unit Load Limitation petitions for students who have completed twelve (12) or more units with a 3.0 or better.
3. The Academic Council has approved a blanket waiver to allow students enrolling in Cosmetology courses during the Winter session to exceed four (4) units.
4. The Academic Council has authorized a blanket waiver to allow students in the Esthetician Certificate Program to exceed ten (10) units in Summer session, sixteen (16) units total.
5. The Academic Council has authorized counselors to approve Unit Load Limitation petitions for student athletes to take up to 4.5 units during the Winter session.
6. The Academic Council has authorized a blanket waiver to allow students in the AS Program for Welding Technology to exceed twenty-one (21) units per primary term, twenty-two (22) – thirty (30) units total.
7. The Academic Council has authorized a blanket waiver to allow students in the AJLE 164 POST Dispatcher course to exceed four (4) units in Winter session, 6.5 units total.
8. The Academic Council has authorized a blanket waiver to allow students enrolling in the Automotive Technology Honda Pact Program to take up to 25 units per term.

M. WITHDRAWAL FROM A COURE OR COURSES AFTER THE ESTABLISHED DEADLINE

Withdrawal from a course or courses after established deadlines is authorized by Title 5, Section 55024.

1. The Academic Council may approve late withdrawals after the twelfth (12th) week of the term (or seventy-five percent (75%) of an irregular length term) under the following provisions:
 - a. The student must have submitted a petition with last date of attendance of the Late Drop signed by the instructor to the Academic Council.
 - b. Withdrawal after seventy-five (75%) of the term is authorized in extenuating circumstances upon petition of the student or his representative and after consultation with the instructor(s) or appropriate faculty.
 - c. If the Academic Council approves such a petition, the student will have the grade symbol “W” recorded for each course petitioned.

2. Definitions:
 - a. “Extenuating circumstances are verified cases of accidents, illness or other circumstances beyond the control of the student” (Title 5, Section 55024 (a), (2).
 - b. “For purposes of withdrawal policies, the term ‘appropriate faculty’ means the instructor of each course in question or, in the event the instructor cannot be contacted, the Department Chair or equivalent faculty officer” (Title 5, Section 55024 (a), (6).
 - c. The withdrawal deadline is defined in the Catalog as follows:
 - i. Students dropping courses during the first two (2) weeks of instruction of a semester (or the first twenty percent (20%) of an irregular length course) will result in the courses not appearing on their official transcripts.
 - ii. Students may withdraw from courses during the third (3rd) through eighth (8th) weeks (or first fifty percent (50%)) of an irregular length course) and “W” grades will appear for the courses on their transcripts.
 - iii. Between the eighth (8th) and twelfth (12th) weeks (or seventy-five percent (75%) of an irregular length course) students will need to identify “serious and compelling” reasons for withdrawing from classes. They will need to obtain the signature of the course instructor and the last date of attendance on the Academic Council petition.
 - iv. During the final four (4) weeks of instruction (or final twenty-five percent (25%) of an irregular length course) a “W” can be assigned only in cases such as an accident or serious illness when the need for withdrawal is due to circumstances beyond the student’s control. The student will need to submit a petition with a last date of attendance signed by the instructor, and signed by a counselor.
 - d. Inactive enrollment in a course is defined as any student who has:
 - i. Been identified as a no show;
 - ii. Officially withdrawn from a course; or
 - iii. Been dropped from a course.
3. The Academic Council has developed the following guidelines for counselors preparing Late Withdrawal petitions from one or more (but not all) courses during the petition period (after seventy-five percent (75%) of the course):

- a. Counselors will prepare the petition for a Late Withdrawal.
 - b. The petition must **indicate the last date of attendance in the class and include the instructor's signature and date;**
 - c. Include a letter to the Academic Council explaining the request, the classes involved, and the circumstances beyond the student's control, such as accident or illness, that have led to the request. **Reference and attach documentation. Documentation is required. The letter must include an explanation of how the circumstances have impacted the class or classes from which the student is seeking to withdraw but yet have not impacted the courses they will be completing.** The letter should be clear, concise, and honest.
4. Counselors may grant permission to students to withdraw from ALL classes after the established deadline following an exit interview.
 5. If a "W" or "DR" should show on a transcript, an Academic Council petition is not a valid avenue to seek a refund. If the student stopped attending prior to the refund date, the instructor would need to do a Late Drop Petition to change the withdrawal date to the student's last date of attendance. Then the student could request a refund from the Business Office.

O. EXCUSED WITHDRAWAL

In January 2018, the Board of Governors passed Title 5, section 55024 regulation changes to add the Excused Withdrawal (EW) symbol. The purpose of the EW non-evaluative symbol is to permit a student to withdraw from a course for reasons beyond their control.

1. The Chancellor's Office was asked to develop regulations allowing a non-evaluative symbol to reflect the fact that some students withdraw from a course compelled by circumstances beyond his or her control. The non-evaluative symbol permits the district/college to avoid penalizing students by excluding them from progress probation and dismissal calculations. The intent of the law is to allow students the ability to drop courses without penalty due to extenuating circumstances. For this reason, the Excused Withdrawal symbol "EW" has been adopted.
2. An EW is acceptable when a student withdraws from a course(s) due to reasons beyond their control, which include but are not limited to, the following:
 - a. Job transfer outside the geographical region
 - b. Illness in the family where the student is the primary caregiver
 - c. An incarcerated student in a California State Prison or County Jail is released from custody or involuntarily transferred before the end of the term (In the case of an incarcerated student, an excused withdrawal

cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer)

- d. The student is the subject of an immigration action
 - e. Death of an immediate family member
 - f. Chronic or acute illness
 - g. Verifiable accidents
 - h. Natural disasters directly affecting the student.
3. Verifiable documentation can include, but is not limited to:
- a. A note from a doctor stating the student is not currently able to complete the work due to illness
 - b. Employment verification of a new job
 - c. A booking report, police report of an accident, or any other documentation that proves the student's completion of a course is impractical. Impractical is defined as impossible due to reasons beyond the student's control.
4. A student may request to use an EW for only one course or all courses in a term depending on the reason for the request. It is possible a student, based on an illness for example, is not able to participate in an in-person course but is able to continue with online courses. The Academic Council should use individual case facts to determine the continuity of some courses and not others.
5. Receiving an EW will not refund any enrollment fee paid by a student for program changes made after the first two weeks of instruction for a primary term-length course, or after the 10 percent point of the length of the course for a short-term course, unless the program change is a result of action by the district to cancel or reschedule a class or to drop a student pursuant to subdivision (l) of section 55003 where the student fails to meet a prerequisite.
6. In accordance to Title 5, section 55024 (e), an EW symbol may be requested by the student at any time during the semester and no later than the date when the district policy allows a grade change. Excused Withdraw shall not be counted in progress probation or dismissal calculations nor shall it be counted towards the permitted number of withdrawals or counted as an enrollment attempt. The financial aid or veteran's benefits of a student may be affected depending on individual circumstance. A student should consult with the financial aid and veteran's staff regarding any impact.