

**A. Appeal and Waiver Procedures**

1. A student seeking to waive or appeal the unit limitation on enrollment in ~~precollegiate~~ basic skills courses shall submit a petition to an academic counselor. The counselor shall meet with the student to review educational records and faculty progress reports and to develop an academic plan for the next semester. The counselor shall forward the student petition, the plan, student records, and faculty progress reports to the ~~Dean~~ **Vice President**, Student Services, who shall forward them, with a recommendation, to the Academic Council Subcommittee for Student Appeals.
2. If, after review of student records and faculty progress reports, the Academic Council finds the student has made consistent and significant progress but has not quite attained eligibility for college courses, the Academic Council may grant a waiver. The petition indicating the action taken by the Academic Council shall be given to the Director of Admissions and Records, who shall notify the student of the decision on the waiver.
3. Permission to waive the 30-unit limit will permit the student to enroll in basic skills courses for a period not to exceed one semester and for a maximum of 10 basic skills units. A student may apply for additional waivers, but may receive waivers for a total of not more than 15 units.
4. The student shall sign a form acknowledging his/her knowledge of the limitations of the waiver.
5. Once a waiver is approved, the student will not be barred from registering in basic skills classes up to the maximum unit limit approved.
6. If the waiver is denied, the Director of Admissions and Records shall refer the student to the appropriate adult education programs or community services.
7. A student may submit to the Director of Admissions and Records a petition for reinstatement upon the successful completion of coursework or a community services program and/or appropriate scores on the Cabrillo College assessment tests. The Academic Council Subcommittee for Student Appeals shall review the petition and grant or deny reinstatement on the basis of whether the student can demonstrate skill levels which will reasonably assure success in college level courses.

**B. Tracking Enrollment in ~~Precollegiate~~ Basic Skills (Non-degree Credit Courses)**

1. Basic skills instructors shall inform students of the 30-unit limit. An announcement shall appear in class schedules.
2. The Director of Admissions and Records shall track student enrollment in basic skills courses based on reports produced by **the Information Technology Department**. **The Information Technology Department** shall report at census all students with 20 or more units of ~~precollegiate level coursework including the~~ basic skills **level** courses in which the students are enrolled.

3. Admissions and Records shall notify students with 20 or more units of ~~precollegiate~~ basic skills of their unit accumulation in basic skills, shall advise them of the policy on unit limitation, and shall recommend that they see a counselor to develop an educational plan.
4. **The Information Technology Department** will modify the registration program to prohibit students who have reached the 30-unit limit from registering in any ~~precollegiate~~ basic skills class unless advised by Admissions and Records to admit the student.
5. Once students have reached the 30 unit limitation, Admissions and Records will notify them that they may not enroll in additional ~~precollegiate~~ basic skills courses and will advise them to see a counselor.
6. Students who have reached the 30-unit limit and want to continue enrollment in basic skills coursework shall meet with a counselor. The counselor will review the student's academic performance, develop an educational plan, and advise the student (1) to enroll in college level courses only, (2) to submit a petition for waiver, or (3) to enroll in an appropriate adult basic education program or appropriate community services program. In the event that a counselor is not available, the Director of Admissions and Records or her/his designee shall meet with the student to provide this recommendation.
7. Throughout the registration period, **Information Technology** will notify Admissions and Records of all students enrolled in excess of the 30-unit limit. Admissions and Records will review the status of these students and notify those ineligible to enroll that they will be removed from the class.
8. Students who have reached the 30-unit limit shall be barred from enrolling unless they submit a waiver form approved by the Academic Council.

### **C. Evaluation and Reporting**

The college will regularly evaluate the effectiveness of ~~precollegiate~~ basic skills curricula in terms of specified student outcomes. Information will be reported on the effect of the remedial limit on students by sex, age, and ethnicity; success rates and attrition rates for students enrolled in ~~precollegiate~~ basic skills coursework; rates at which students are referred to and enroll in adult noncredit instruction; rates at which students referred to adult noncredit instruction subsequently enroll in college level courses; term to term persistence rates for students; rates at which students directly enter employment after completing remedial coursework; numbers of students exempted from the limitation; numbers of students receiving waivers; and the rate at which students are dismissed. The Director of ~~Institutional~~ **Planning and Research**, with the support of the Information Technology Department, shall be responsible for collecting the data and preparing reports.

*Legal References: Board of Governors Policies adopted January 1987, Matriculation Regulations Section 55502, and Course Standards Regulations Section 55002 (b).*

Adopted: July 6, 1992

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