



San Diego Community College District Consent to Release Student Educational Records

The Family Educational Rights and Privacy Act of 1974 (FERPA) prohibits the disclosure of information contained in your educational records to a third party, unless you provide written consent. You must complete a separate form for each third party to whom you grant access.

When completing this form, please use black or blue ink and print (or type) all information legibly.

Section A – Student Information

| | |
|---|-------------------------------|
| Name: (Last, First, Middle Initial) | Student ID Number: |
| | Date of Birth: |
| Home Address: (street, apartment number, city, state, zip code) | Daytime Telephone: () |

Section B – Third Party Designee Information

| | |
|--|-------------------------------|
| Name: (Last, First, Middle Initial) | Relationship to Student: |
| Home/Business Address: (Street, Apartment Number, City, State, Zip Code) | Daytime Telephone: () |

Section C – Student Certification

I, _____, give consent to the San Diego Community College District
(Student's Name)
to release my educational records to the third party designee listed in *Section B* above. The **only** type of information that is to be released under this consent is: (check all that apply)

- Transcript
- Enrollment verification
- Financial aid records
- Contact Instructor
- Degree verification
(for employment or admission to other schools)
- All records
- Other: (specify) _____

I acknowledge that this release is to remain in effect: (check one)

- from: _____ to: _____
(Date) (Date)
- from: _____ and until I submit a notification in writing revoking my authorization.
(Date)

Student Signature: _____ **Date:** _____

Photo identification will be required of any person requesting access to a student's record.

OFFICIAL USE ONLY: This area is to be used to make notes of items discussed/distributed.



San Diego Community College District
Faculty Academic Sanction Form

In accordance with Administrative Procedure, *AP 3100.3 Honest Academic Conduct*, the following form must be completed whenever an academic sanction has been imposed. The completed form must be given to the School Dean within 10 instructional days of the imposition of an academic sanction. The School Dean must provide a copy of the Disciplinary Officer/Dean of Student Affairs for documentation.

Faculty Name: _____ Date of Incident: _____
Last First

Student Name: _____ Student ID Number: _____
Last First

Course Subject/Name: _____ Course Reference Number (CRN): _____

Assignment/Exam: _____

Evidence of academic dishonesty: _____

What academic sanction was assigned? *(Select applicable)*
 (Note: Sanction can only be related to the assignment in question)

Zero on assignment/test Re-do work/re-take exam
 Lowering of grade on assignment or test Other: *(specify)* _____

Was an office conference scheduled with the student and Department Chair, or designee, to discuss the allegation and evidence? Yes No

If yes, specify the date of the conference: _____

Who **was in attendance (name and title)**: _____

If no conference was held, please explain why: _____

Faculty Signature: _____ Date: _____

This section is to be completed by the School Dean

Would you like this incident to be processed through Board of Trustee Policy, *BP 3100 Student Rights, Responsibilities, Campus Safety and Administrative Due Process*? Yes No

School Dean Name: _____

Signature: _____ Date: _____



San Diego Community College District Grade Assignment/Change Form

DRAFT – SSC 9/6/2018

Campus: City Mesa Miramar ECC **Semester:** Fall Spring Summer Year: _____

Student Name: _____ Student ID Number: _____
(PRINT) Last First MI

Subject/**Course Number:** _____ Course Reference Number: _____ **Number of** Units: _____
(i.e. PSYC 125) (CRN)

Course Title: _____ **Instructor Name:** _____

Instructor: Please ensure that all appropriate items are completed and retain a copy prior to initial submission. This form is an official record and will be filed as a supplement to the official grade and attendance roster in the District Records Office.

Grade Change (See *District Grade Change Policy* on the reverse side)

Reason for Change: (select one)

* 1. **Removal of Incomplete** – Student has completed course for which an incomplete grade was previously assigned

Final grade to be assigned: _____ Last date of known academic activity: _____

** 2. **Correction** of error in assigning original grade (Title 5, Section 55025)

Original grade assigned: _____ Grade to be corrected: _____

Last date of known academic activity: _____ Total positive attendance hours: _____
(if class is scheduled as a positive attendance class)

Instructor must specify below any additional information pertinent to grade change:

Instructor-Name Signature: _____ **Date:** _____

Assignment of Late/Missing Grade

(Report a grade for a student missing from your online grade sheet; use only for students who are officially enrolled in the class)

Last date of known academic activity: _____ Total positive attendance hours: _____
(if class is scheduled as a positive attendance class)

Grade Assigned: _____ **Instructor Signature:** _____ **Date:** _____

Official Use Only – Campus Committee Approval

Incomplete Grades

1. Extension of one-year deadline for change, if "I" grade to letter grade is: Approved Denied Extended to: _____
Date

Remarks: _____

Chair Person of Designated Campus Committee: _____
Name Signature

Grade Changes

Extension of one-year deadline for change of grade to a completed course is: Approved Denied

Remarks: _____

Chair Person of Designated Campus Committee: _____
Name Signature

District Grade Change Policy

- * 1. Incomplete Grades – An “I” grade may be changed to a letter grade if the student completed the course within one year following the end of the term in which it was assigned. A student who needs an extension, due to extenuating circumstances, of the one year deadline must receive campus committee approval.

- **2. Grade Changes – In the absence of mistake, fraud, incompetence, or bad faith, the determination of a student’s grade by an instructor shall be final once they have been filed in the District Records Office (Title 5, Section 55025). No grade may be changed for a completed class after one year without supportive evidence and the approval of the designated campus committee.

District policy will not permit a change to a student’s grade beyond two years.

- 3. Assignment of Late Grade – No grades will be accepted for students who were not officially enrolled as of census.

- 4. Grade Change F to Drop will not be accepted. In accordance with Title 5 Section 58004, it is the instructor’s responsibility to clear rosters of inactive enrollment including “no shows” before census.



San Diego Community College District Grade Challenge Petition

Important Note to Student: Turn in this completed form to the appropriate Instructional (School) Dean

Student Name: _____ Student ID Number: _____

Previous Name(s) Used: _____

Address: _____
Street City State Zip

Telephone: _____ E-mail: _____

California Education Code Section 76224 states that grades assigned by faculty are final unless there has been a mistake, fraud, bad faith or incompetence. Student may only challenge a grade if one of these four grounds exists. The burden of proof is on the student.

Please provide a detailed explanation of your request, attach additional sheets if necessary. Include supporting documentation when submitting this petition. Grade Challenge Procedure 3001.2 is attached for your information.

Subject/Course Number: _____ **Course Reference Number:** _____ **Grade:** _____
(i.e. PSYC 125) (CRN)

(Check one) Indicate campus and semester/year:

- City College
 - Mesa College
 - Miramar College
 - ECC**
 - Continuing Education (specify site): _____
(i.e. North City)
- Fall Spring Summer Year: _____

Request Details: _____

I certify that the foregoing statements and the attached documentation is a true, accurate, and ~~is a~~ complete statement of the facts.

Student Signature: _____ **Date:** _____

| OFFICIAL USE ONLY | |
|--|--|
| <input type="checkbox"/> Received by Dean's Office | Received by: _____ |
| Referred to: <input type="checkbox"/> Department Chair | <input type="checkbox"/> Vice President, Instruction |
| Date: _____ | Date: _____ |



San Diego Community College District
Petition for a Health Fee Waiver Based on Faith Healing

Education Code Section 76355 provides for certain exemptions from health fees based on specific criteria. (See below for citation of Code.)

Please print your name and check the box that applies to you.

I, _____, Student ID Number _____
hereby certify and declare the following:

- I depend exclusively upon prayer for healing when I am ill or when I have an emergency in accordance with the teachings of:

_____ Name of religious sect, denomination or organization

—or—

- That I depend upon prayer, doctors and/or medical facilities for healing when I am ill or when I have a medical emergency.

I understand that providing false information in this certification is a violation of the Student Code of Conduct, as defined in Board of Trustees Policy *BP 3100, paragraph 3.b*, and that said violation may result in disciplinary action up to and including dismissal. (See reverse side for citation of Policy.)

Student Signature: _____ Date: _____



~~THIS SECTION~~ TO BE COMPLETED BY RELIGIOUS ORGANIZATIONS ONLY

The above named student is applying for an exemption of health fees. Please certify below in accordance with the following educational code:

California Education Code, Section 76355

The governing board of a district maintaining a community college shall adopt rules and regulations that exempt the following students from the health fee (a):

- (1) Students who depend exclusively upon prayer for healing in accordance with the teaching of a bonafide religious sect, denomination, or organization.*

I certify that the members of: _____
Name of Religious Organization

are taught to exclusively depend upon prayer for healing and without the use of doctors or medical offices.

Name of Official: _____ Telephone: _____
(PRINT)

Signature of Official: _____ Date: _____

Board of Trustees Policy BP 3100

Students Rights, Responsibilities, Campus Safety and Administrative Due Process

3.0 Student Code of Conduct: Students are subject to adhering to the policies and procedures of the San Diego Community College District, as well as all federal, state, and local laws. Students are subject to charges of misconduct concerning, but not limited to, the following acts when committed on District-owned or controlled property or at District-sponsored activities.

3.b Forgery, alteration, falsification, or misuse of campus/District documents, records, electronic devices, or identification.

| | |
|-----------------------------------|---------------------------------|
| FOR OFFICIAL USE ONLY | |
| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| Signed: _____ | Date: _____ |
| Title: _____ | |



San Diego Community College District

Petition for Enrollment Priority Appeal and/or Loss of **BOGW-CCPG**

Please review the reverse side of this document for appeal criteria before completing this petition.

This petition is not used to appeal your financial aid status.

Campus: City Mesa Miramar

Student Information

Name: (PRINT) Last First MI Student ID Number: Address: Street City State Zip Email: Telephone: Major: Fall Spring Summer Year:

Steps for filing a Petition for Enrollment Priority/Loss of **BOGW-CCPG***:

- 1. Complete and Sign the petition.
2. Attach a one page personal statement explaining the reasons for your appeal.
3. Meet with a Counselor to review/sign your petition, and attach your student education plan.
4. Submit your petition to the Dean of Student Development Office by the deadline posted on Student Web Services.

*The Board of Governor's Fee Waiver (BOGW) has undergone a name change and is now known as the California College Promise Grant (CCPG).

Petition Information

I am requesting a reinstatement of my enrollment priority and/or **CCPG** eligibility for the following reasons(s): Please read the back of this form for further instructions. Incomplete petitions will not be considered.

(Select at least one of the following options)

- Extenuating circumstances (Documentation required)
Significant academic improvement
Student with disability who applied for, but did not receive, reasonable accommodations in a timely manner
Reinstatement of loss of enrollment priority due to exceeding 100 units (appeal of Enrollment Priority Only)

Student Signature: Date:

COUNSELOR USE ONLY

Recommend Not Recommend Estimated Semester/Year of Completion/Transfer: Comments: Name: Signature: Date:

OFFICIAL USE ONLY

Final Action: Approved Disapproved Term Expiration: Comments: Authorized Signature: Date:

Petition for Enrollment Priority Appeal and/or Loss of BOGW-CCPG (Formerly known as Board of Governor's Fee Waiver)

Title 5 regulations state that students shall lose their enrollment priority and ~~Board of Governor's Fee Waiver (BOGW)~~ California College Promise Grant (CCPG) eligibility if they have been disqualified as a result of academic performance or lack of progress. Students also lose enrollment priority if they have exceeded 100 cumulative units while attending San Diego City, Mesa, and/or Miramar College.

Appeal Criteria

Students may petition the loss of their enrollment priority and/or BOGW-CCPG eligibility based on any one of the following criteria:

- Students who have experienced **extenuating circumstances** that had a significant impact on your academic performance resulting in disqualification (verified cases of accident, illnesses, or other circumstances, including change in financial situations beyond the student's control, which affected their academic performance in the previous semester).
- Students who have made significant **academic improvement** where they meet the minimum grade point average and/or progress standard to be removed from academic or progress probation but did not reach good academic standing.
- Student with disabilities who applied for, but did not receive **reasonable accommodations** in a timely manner.

For Loss of Enrollment Priority Only:

- Students who have other specific situations that warrant considerations (i.e. student enrolled in high unit programs, student is close to graduation or transfer and needs a few more courses).

Instructions

1. Upon notification of loss of enrollment priority and/or BOGW-CCPG eligibility, students have the right to appeal based on the belief that they qualify under one or more of the conditions above. Students must meet with a counselor and have a Student Education Plan on file and attached to this form prior to submitting the petition.
2. Complete and sign the petition, be sure to attach your personal statement and any documentation required in support of your petition (example: doctor's letter, ER report, police report, court document, requirements from professional/graduate school, major preparation transfer requirements or course descriptions and syllabi).
3. Meet with an academic counselor to review your petition and Student Education Plan, and have your petition signed by the counselor.
4. Submit the completed petition to the Dean of Student Development Office at your home college. Petitions must be submitted by the published deadline; NO EXCEPTIONS.
5. Students will be notified of the results of their petition by the Dean of Student Development Office.



San Diego Community College District
Health Information Management Baccalaureate Degree Program
Petition for Leave of Absence

Leave of absences can be requested by students with circumstances beyond their control, impacting physical continuance. See *Eligibility Requirements* at the bottom of this form to determine your eligibility for petitioning for a leave of absence.

Student Name: _____ Telephone: _____
(Print) Last First MI

Student ID Number: _____ E-mail: _____

| Leave Request Information | |
|--|--|
| This is my: <input type="checkbox"/> First <input type="checkbox"/> Second request for a leave of absence (Note: Maximum of two requests in a lifetime) | |
| Last semester enrolled: _____ (Semester/Year) | Semester requested to return: _____ (Semester/Year) |
| Reason for Request*: _____ _____ _____ _____ | |
| *Supporting documentation must be attached, as necessary (i.e. military orders, medical records or letter from doctor, etc.) | |
| Student Signature: _____ | Date: _____ |
| Program Chair Signature: _____ | Date: _____ |

Eligibility Requirements

In order to be considered for a Leave of Absence, you must:

- Have completed at least 12 units within the San Diego Community College District; and
- Be in good academic standing at the time of requesting the leave

| OFFICIAL USE ONLY | |
|-----------------------------------|-------------|
| Completed by: _____ | Date: _____ |
| Comments: _____ _____ _____ | |



San Diego Community College District
Petition to Challenge
Course Prerequisites, Corequisites & Limitations on Enrollment

OFFICIAL USE ONLY

Time/Date: _____

Accepted by: _____

Initial: _____

[] City [] Mesa [] Miramar [] ECC

Name: _____ Student ID Number: _____
(PRINT) Last First MI

Address: _____
Street City State Zip

Telephone: _____ E-mail: _____

Grounds for challenge – The challenge process is designed for students who believe they have met a course prerequisite through means other than completion of an equivalent course at another institution or high school. Students may only challenge a prerequisite based upon one of the following criteria below. The burden of proof is on the student, and space must be available in the class being challenged.

Check Only One: (Supporting documentation must be attached)

- [] Knowledge or Skill – Student can demonstrate the knowledge or skill needed to succeed in the course despite not meeting the prerequisite or corequisite. Student will be required to demonstrate this knowledge or skill. (See reverse side for details)
[] Health and Safety – Student can demonstrate that no threat is posed to self or others in a course which has a prerequisite established to protect health and safety.
[] Undue Delay – Student can demonstrate that attainment of educational plan goal will be unduly delayed because the prerequisite or corequisite course has not been made reasonably available (impacted programs). (Attach copy of Educational Plan)
[] Unlawful Discrimination – Student believes prerequisite or corequisite is discriminatory or has been applied in a discriminatory manner (students may only challenge one section). Process this petition through the Dean's office in consultation with the Chair. Burden of proof is on the student.)

Provide a detailed explanation of your request, and include supporting documentation.

Subject/Course: _____ Course Reference Number (CRN): _____

Prerequisite: _____ Assessment Skill Levels: R _____ W _____ M _____ ESL _____

A written statement is required in the space below to support the challenge; attach additional sheets as needed.

I certify that the foregoing is true and correct. Attach additional sheets, as needed.

Student Signature: _____ Date: _____

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1. Department Decision: [] Approved [] Denied

Comments: _____

Department Chair/Designee Signature: _____ Date: _____
(Cannot be instructor of record)

2. Forward to Instructional Dean Signature: _____ Date: _____

3. Forward to Admissions

4. Admissions Process date: _____ By: _____ AC-Comment Page: _____

Student Notified: _____ Receipt Number: _____

[] Registered [] Not Registered [] Approved [] Denied

Procedures for Processing Petition

Students may challenge only one section of the same course.

Student must:

1. ~~Obtain a petition in the Admissions Office on campus.~~
2. Complete the petition and attach all supporting documentation.
3. Submit the completed petition to the Admissions office **AT LEAST** 10 working days prior to the start of the primary term/semester.
4. Student will be permitted to register in class (pending outcome of process).
5. Pay all required fees. Receipt will be required.

NOTE: Space must be available in the class. Students will be administratively dropped if the petition is not approved. Fees will be refunded.

Student challenging English or mathematic prerequisites will be required to take the assessment test prior to filing a Petition to Challenge.

If challenging based on **knowledge or skill**, documentation cannot be a transcript or grade report from another institution indicating completion of an equivalent course to the prerequisite course being challenged. All transcripts from other institutions should be sent to the District office for evaluation.

Processing the Petition:

1. The completed petition is forwarded by the Admissions Office to the appropriate Department Chair/designee. **Note that the Department Chair/designee cannot be the instructor of record for the course.**
2. The Department Chair/designee approves or denies the petition.
3. Challenges that are based upon **unlawful discrimination** will be sent directly to the Instructional Dean responsible for the department. The Dean will review the petition in consultation with the Department Chair/designee, and the site compliance officer as appropriate. The petition is approved or denied by the Dean and forwarded to the Admissions Office.
4. The School Dean reviews the petition and signs the form.
5. The final decision must be made by the final deadline to register before the start of classes.
6. The School Dean forwards the petition to the Admissions Office.
7. The Admissions Office will inform the student of the decision in a timely manner.
8. ~~The student must follow up with the Admissions Office on the final status of the petition.~~
9. Students will be administratively dropped and receive a full refund of fees for all petitions that are not approved. Refunds will be processed in accordance with the college's published refund procedure. Instructors will be notified of final action.
10. If challenge is approved, the approval will be honored Districtwide.



San Diego Community College District
Student Code of Conduct Violation
Faculty Removal of Disruptive Student from Class

Board of Trustee Policy, BP 3100 Student Rights, Responsibilities, Campus Safety and Administrative Due Process

Today's Date: _____ Campus/Location: _____

Student Name: _____ Student ID Number: _____

Date/Time of Incident: _____ Room: _____ CRN: _____

Witnesses: _____

Removal of Student: (select one)

- Student removed from class
Student removed from class and subsequent class meeting

Description of Incident: (state facts only) _____

Administrator Present? Yes No If yes, please name: _____

College Police Contacted? Yes No If yes, please name: _____
(Name of responding officer)

Action taken by Faculty Member: _____

Did the student leave voluntarily? Yes No

If the student was asked to leave the classroom and refused to do so, please complete this section

Action taken by College Police: _____

Was student cited? Yes No If so, for what violations: _____

Faculty Name: _____ Signature: _____
(Please Print)

Contact Number: _____ E-mail: _____

Faculty Removal of Disruptive Student from Class Operating Guidelines

Background

In accordance with Board of Trustee Policy, *BP 3100 Student Rights, Responsibilities, Campus Safety and Administrative Due Process*, students have the right to a safe learning environment free from interference or disruption.

As such, students must adhere to the Student Code of Conduct, in accordance with Administrative Procedure, *AP 3100.2 Student Disciplinary Procedures*:

- If a student violates the Student Code of Conduct, faculty may remove a student from their class for that class meeting and the following class meeting.
- Acceptance of make-up work during the “removal” is at the discretion of the instructor in accordance with the class syllabus and Board of Trustee Policy, *BP 3100 Attendance Accounting*.

Removal from Class

- 1) If a student is asked to leave a class for disruptive behavior, the student is expected to follow the directions of the instructor. Failure to follow directions to leave the classroom is considered a violation of the Student Code of Conduct, Section 3.o*, as follows:

~~Section 3.o~~—“Failure to comply with directions of staff members of the District who are acting within the scope of their employment. Continued and willful disobedience or open and persistent defiance of the authority of District personnel...”

*Reference: Board of Trustee Policy, *BP 3100 Student Rights, Responsibilities, Campus Safety and Administrative Due Process, Section 3 – Student Code of Conduct*.

- 2) If a student refuses an instructor’s directive to leave:
 - Instructor will call College Police
 - Each college will designate an administrator responsible for communication channels
- 3) In the rare event the student does not follow the directions of the College Police to leave the classroom; College Police will follow police procedures, pursuant to Penal Code 626. Intervention by College Police may include, depending on the situation:
 - Brief dismissal of the class for a break to “remove audience” for the disruptive student
 - Fact-finding
 - Arrest pursuant to the Penal Code
- 4) Instructor should refer the incident (via written notice) to the Disciplinary Officer, in accordance with Administrative Procedure, *AP 3100.2 Student Disciplinary Procedures*.
- 5) Incident reports will be summarized and reviewed semi-annually by college executive staff.
- 6) Districtwide summaries of college incident reports will be reviewed regularly.