



LOS ANGELES COMMUNITY COLLEGE DISTRICT
EDUCATIONAL SUPPORT SERVICES DIVISION

Date: August 8, 2013

TO: Elizabeth Atondo, Chair, District Curriculum Committee
Lawrence Bradford, Chair, CSSO Council
Anna Davies, Chair, VPAA Council
Don Gauthier, President, District Academic Senate
Michael Griggs, Student Trustee
Will Marmolejo, Chair, District Admissions and Records Committee
Paul McKenna, Director, ITV
Joanne Waddell, President, AFT Faculty Guild
Kalynda Webber, Chair, District Matriculation Committee

FROM: Bobbi Kimble, Dean

RE: Second Version of Proposed Changes to BR 8603 – Limitations on Enrollment

BACKGROUND:

BR 8603 was sent for initial consultation in May. Responses were collected and consolidated into the attached version, as noted with an underline.

1. The CIO's recommended three additional priority categories: CalWORKs students, student athletes and international students. *The CalWORKs recommendation has been automatically be incorporated since it's now law. We're waiting for confirmation from the State as to the actual category number; it was placed in Category 2 subject to revision after the State's final determination.*

The other two categories: student athletes and international students – are up for your review.

2. A Loss of Priority Enrollment Appeals Process was appended to the bottom of this section. The language was developed in consultation with the Priority Enrollment Task force.

ACTION REQUESTED: Please review the proposed changes and respond to the entire group as to whether or not you agree or disagree with the proposed revisions. Please be sure to cc the entire group so that your vote is recorded accordingly.

RESPONSE DATE: Please forward your responses by **September 19, 2013**. Thank you.

8603.

LIMITATIONS ON ENROLLMENT. All courses shall be open to enrollment in accordance with a priority system established by the Chancellor and consistent with Title 5, Sections 58106 and 58108.

Enrollment in specific courses or programs may be limited as follows:

- (a) Enrollment may be limited to students meeting prerequisites and corequisites established pursuant to Title 5, section 55003 and Board Rule 8605.
- (b) Enrollment may be limited due to health and safety considerations, facility limitations, faculty workload, the availability of qualified instructors, funding limitations, the constraints of regional planning or legal requirements imposed by statutes, regulations, or contracts. Fair and equitable procedures will be used for determining who may enroll in affected courses or programs. Such procedures shall be consistent with one or more of the following approaches:
 - 1) limiting enrollment to a "first-come, first-served" basis or using the following nonevaluative selection techniques:

Students shall be assigned priority on the basis of college, then district cumulative units completed. During the primary terms of fall and spring, students will be limited to registering for no more than 19 units per semester, and during the winter and summer will be limited to registering for no more than 9 units.

For any term or intersession, students shall be separated into the following six priority groups, in order from highest to lowest priority:

Priority 1: active duty military and veterans (as defined in Education Code section 66025.8); and foster youth or former foster youth (as defined in Education Code section 66025.9) who are new and fully matriculated or continuing in good standing (i.e., not on academic or progress probation).

Priority 2: new and continuing fully matriculated Disabled Students Programs and Services (DSPS) students, Extended Opportunities Programs Services (EOP&S) students and CalWORKs students in good standing.

International students and student athletes

Priority 3: continuing and middle college students in good standing with less than 100 accumulated units. Non-degree applicable basic skills units will not count toward the 100 units accumulated units.

Priority 4: new, fully matriculated students and returning students

Comment [k1]: This category has been State approved, we are awaiting final direction and to implementation

Comment [k2]: These two categories are proposed by the CIO's

Priority 5: open registration for students who lost their enrollment priority.

Priority 6: Special K-12 admits (pursuant to Education Code section 76001).

Please note:

- ~~← Students may appeal the loss of priority in cases of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student (Title 5, Section 55040).~~
- ~~← Disabled students may also appeal the loss of priority, if they did not receive reasonable accommodations in a timely manner.~~

- 2) limiting enrollment using a registration procedure authorized by Title 5, section 58108; or
 - 3) in the case of intercollegiate competition, honors courses, or public performance courses, allocating available seats to those students judged most qualified; or
 - 4) limiting enrollment in one or more sections of course to a cohort of students enrolled in one or more other courses, provided however, that a reasonable percentage of all sections of the course do not have such restrictions; or
 - 5) with respect to students on probation or subject to dismissal, consistent with the provisions of Title 5, sections 55030, 55031, 55032, 55033 and 55034 and Board Rule 8200 et seq., students may be limited to enrollment in a total number of units or to selected courses, or required to follow a prescribed educational plan.
- c) A student may challenge an enrollment limitation on any of the following grounds:
- 1) the enrollment limitation is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
 - 2) the District is not following its policy on enrollment limitations; or
 - 3) the basis upon which the District has established an enrollment limitation does not in fact exist.
- d) The student shall bear the burden of showing that grounds exist for the challenge. Challenges shall be handled in a timely manner, and if the challenge is upheld, the enrollment limitation shall be waived with respect to that particular student.

- e) In the case of a challenge under Subsection c of this Board Rule, the college where the challenge is initiated shall, upon completion of the challenge, advise the student that he or she may file a formal complaint of unlawful discrimination pursuant to Title 5, California Code of Regulations, section 59300 et seq. Completion of this challenge procedure shall be deemed to satisfy the requirement of Title 5, California Code of Regulations, section 59328(b) that the District and the student attempt to informally resolve the complaint.

I. Loss of Enrollment Priority Appeals

Beginning with the fall 2014 registration cycle, each college shall establish an Enrollment Priorities Appeals Committee to review requests from students who wish to appeal the loss of their enrollment priority. Colleges shall inform students of the process for appealing the loss of their enrollment priority and the time period by which appeals must be submitted.

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A student may appeal on one or more of the following grounds:

1. The student has extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.
2. The student applied for reasonable accommodation for a disability, but did not receive reasonable accommodation in a timely manner.
3. Significant academic improvement is defined as achieving no less than a 2.0 semester grade point average in the prior term for which restoration of enrollment priority is being requested.

II. Final Decision

Students shall be allowed one appeal per semester and the decision by the campus Enrollment Priorities Appeals Committee shall be final. Students shall be notified within 10 business days of the final decision.

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