

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95811-6549  
(916) 445-8752  
<http://www.cccco.edu>



September 12, 2011

**To:** Chief Student Services Officers  
Chief Instructional Officers  
Academic Senate Presidents  
Chief Business Officers  
Admissions and Records Officers

**From:** Linda Michalowski, Vice Chancellor Student Services  
Dr. Barry Russell, Vice Chancellor, Academic Affairs

**Subject:** Advisory Regarding Title 5 Repetition and Withdrawal from Credit Courses

The purpose of this memorandum is to advise districts about the effective date of the new title 5 regulations on credit course repeats and withdrawals and to provide guidance on what actions districts should take in the interim. On July 11, 2011, the Board of Governors (BOG) adopted regulations limiting the number of times a community college district could receive apportionment for a student who has enrolled in the same credit course up to three times, with certain, limited exceptions. Details regarding this change can be found at: <http://www.cccco.edu/ChancellorsOffice/Divisions/Legal/RegulationNotices/tabid/411/Default.aspx>. This regulatory change was prompted in response to the reduced system capacity and increased enrollment demand faced by the California Community Colleges and the need to re-examine state policies to ensure that as many students as possible are provided the opportunity to access a postsecondary education.

The regulations have been approved by the Department of Finance and will be filed next week with the Secretary of State. The regulations are effective thirty days after filing with the Secretary of State and all community college districts are required to comply with all effective regulations. However, a district will not be considered to be out of compliance with a regulatory requirement solely because its written district policies or procedures have not been revised by the effective date, provided that it conforms with such policies or procedures to the regulatory requirement within 180 days after the effective date of such regulations and, at the first available opportunity, incorporates necessary changes into its catalog and class schedules. The anticipated effective date of the new regulations is October 12, 2011. Given the foregoing, *we expect colleges would conform with appropriate policy changes and notice to the public in time for summer session 2012. Colleges are required to include this information in their next scheduled catalog update.*

**Action**

Colleges should understand that the limits set forth in the revised regulations will affect students based on their prior course enrollments. From the effective date of the new regulations, all credit course repeats and withdrawals in a student's enrollment record are counted towards the new limit. The decision by students to repeat or withdraw from a class with a "W" has many more implications under the new regulations. Colleges should make every effort to provide clear guidance to students on this issue so that they can make informed choices as they register for classes in the future. Therefore, we recommend that you begin now to provide direction to all counseling staff and others who work with students so that they can explain the changes to students as they consider withdrawing from courses they are currently taking and begin to register for the spring term and beyond. In addition, there are most likely programming changes that need to occur within your campus management information systems to reflect the apportionment limits.

Should you have any questions about the proposed regulations or the implementation timeline, please contact Dr. Barry Russell at (916) 322-6888 or [brussell@cccoco.edu](mailto:brussell@cccoco.edu) or Sonia Ortiz-Mercado at (916) 322-6817 or via email at [sortiz@cccoco.edu](mailto:sortiz@cccoco.edu).

cc Sonia Ortiz-Mercado, Dean, Student Services  
Sally Montemayor-Lenz, Interim Dean, Curriculum and Instruction