

- In the case of discriminatory treatment or retaliation for discriminatory treatment a 'W' shall not be assigned.
- Active or reserve military students who receive orders compelling a withdrawal from courses will receive a military withdrawal which shall not be counted in the limit of withdrawals or progress probation.

## Repeat of Biology Courses

Students who have received two substandard grades or 'W's or any combination in the same Biology 40, 45 or 50 course will be blocked from future enrollment in that course. Students may appeal the policy using the Petition for Course Repetition form.

## Academic Renewal Policy

Based on the Academic Renewal Policy, substandard grades may be disregarded if they are not reflective of a student's demonstrated academic ability. If Academic Renewal is approved, the student's permanent record will be notated with appropriate comments and the substandard (D, F, NC/NP) unit values will not be computed in the cumulative grade point average. The "renewed" courses and the related grades will not be removed from the record, as the district is required to show a complete and accurate academic record for every student (Title 5, Section 55046).

Students MUST meet with a counselor to review options for Academic Renewal, as this procedure is irreversible.

- 1) The student may only utilize Academic Renewal one time in the district.
- 2) Only substandard grades may be "renewed".
- 3) Immediately following the course work with substandard grades, the student must have completed at least 20 units\* with 'C' grades or better from LMC or any other accredited college or university. (\*The unit count begins the semester after the substandard grade is received.)
- 4) Academic renewal may be applied for up to 24 units. District courses can be combined up to the maximum of 24 units; however, each college must adjust the academic record for courses completed through that location. An Academic Renewal request form should be submitted at each college.
- 5) Courses/related grades that have already been removed from the cumulative grade point average based on course repetition will not be "renewed."
- 6) There is no time limit for academic renewal.

## Transcript Requests

In order to evaluate previous college course work that may apply toward prerequisite verifications, program planning, veteran certifications, graduation requirements, and financial assistance, students must request official transcripts from high school or other colleges to be sent to the Los Medanos College

Admissions & Records Office. Once received by LMC, incoming transcripts cannot be released to the student or forwarded to a third party. Incoming transcripts are evaluated in preparation for counseling appointments and/or upon submission of a petition to graduate.

The Admissions & Records office must receive written authorization in order to release official LMC student records. Students may request their official transcripts online by logging into WebAdvisor. More information can be found at the college website.

Students may receive their first two official transcripts within the Contra Costa Community College District free of charge. A \$5.00 fee will apply to each official transcript after the two free. Rush service is available at an additional fee. Unofficial transcripts are available for \$1.00 from the Admissions & Records Office or the Brentwood Center or may be printed at no charge through WebAdvisor.

Separate transcripts are maintained for each college within the district. Transcript requests processed through the college will only contain academic history for coursework completed at LMC.

## Enrollment and Degree Verifications

Enrollment and Degree Verification are available online through the National Student Clearinghouse. Free copies of official verification of enrollment can be obtained (24 hours a day, 7 days a week) by visiting the campus web site [www.losmedanos.edu](http://www.losmedanos.edu). Log onto WebAdvisor and click on "Enrollment Verification" for this free service.

Students requesting an enrollment verification from the Admissions & Records Office will incur a charge, depending on the type of service requested.

If an agency needs to verify student enrollment or degree completion and will not accept a printed copy from the student, the agency should be referred to: National Student Clearinghouse, [www.studentclearinghouse.org](http://www.studentclearinghouse.org). Enrollment information is sent to the Clearinghouse three times each semester.

## Rights of Instructors

Los Medanos College instructors have the following rights:

- 1) The right to drop students who fail to attend the first meeting of any course.
- 2) The right to deny permission to use a audio/video recorder in class.
- 3) The right to drop the student when he/she is absent during two consecutive weeks of lab or lecture or when students are tardy to the degree that classes and learning opportunities are disrupted.
- 4) The right to drop a student at any point that the instructor concludes that absences have irretrievably affected a student's progress in a course.