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**PERALTA COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD POLICY**

POLICY #	TITLE	EFFECTIVE	REVISED
5.22	Standards of Scholarship (Academic Record Symbols and Grading; Credit by Examination; Probation/Dismissal; Alleviating Substandard Work and Academic Renewal; Course Repetition).		

**PURPOSE**

This policy establishes Standards of Scholarship consistent with the provisions of Title 5 Sections 55020 et seq., 55030 et seq., and 55040 et seq. and Board policy.

**DESCRIPTION**

The Chancellor shall establish procedures that establish standards of scholarship consistent with the provision of Title 5 Sections 55020 et seq., 55030 et seq., 55040 et seq. and Board policy.

The Chancellor shall ensure compliance with Title 5 and California Education Code regulations for standards of scholarship. Those standards, which are adopted by the Board of Governors of the California Community Colleges, include the following: Academic Record Symbols/ Transcript Grades; Credit by Examination; Probation/Dismissal; Alleviating Substandard Work; Academic Renewal; and Course Repetition. The four Peralta Colleges will publish these standards in their college catalogs.

These procedures shall address:

I. Academic record symbols and grading.

Courses shall be graded using the grading system established by Title 5. The grading system shall be published in the college catalog(s) and made available to students.

II. Credit by examination.

Credit may be earned by students who satisfactorily pass authorized examinations.

III. Probation/Dismissal.

A student shall be placed on academic probation if he or she has attempted a minimum of 12 semester units of work and has a grade point average of less than a "C" (2.0)

A student shall be placed on progress probation if he or she has enrolled in a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of "W," "I," "NC," and "NP" were recorded reaches or exceeds fifty percent.

A student on academic probation shall be removed from probation when the student's accumulated grade point average is 2.0 or higher. A student on progress probation shall be removed from probation when the percentage of units in the categories of "W," "I," "NC," and "NP" drops below fifty percent (50%).

A student who is on academic probation shall be subject to dismissal if the student has earned a

cumulative grade point average of less than 1.75 in all units attempted in each of three (3) consecutive semesters.

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of "W," "I," "NC" and "NP" are recorded in at least three (3) consecutive semesters reaches or exceeds fifty percent (50%).

A student who is subject to dismissal may submit a written appeal in compliance with administrative procedures.

Readmission may be granted, denied, or postponed.

**IV. Alleviating substandard work by course repetition.**

Students may repeat course work in which substandard grades (less than "C" and including "FW") were earned.

When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

**V. Academic renewal.**

Previously recorded substandard academic performance may be disregarded if it is not reflective of a student's demonstrated ability. The permanent record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

**VI. Course repetition absent substandard work.**

Repetition of courses absent substandard work must be in compliance with Title 5 regulations and delineated in administrative procedures.

**RESOURCE CONTACT**

The Vice Chancellor of Educational Services

<b>PERALTA COMMUNITY COLLEGE DISTRICT SOURCE</b>	<b>STATE/FEDERAL ENACTMENT</b>
	CA Education Code Section 70902(b)(3); Title 5 Sections 55020 et seq., 55030 et seq., and 55040 et seq.

- Approved by the Board of Trustees: March 17, 1981
- Revised by the Board of Trustees: June 25, 1991
- Revised by the Board of Trustees: September 16, 2008
- Revised by the Board of Trustees: April 7, 2009
- Revised by the Board of Trustees:

**\*\*\*NOTE: This policy is unavailable in track change form due to its extensive revision.**

### **Policy 5.22 Standards of Scholarship**

The Board of Trustees of the Peralta Community College District authorizes each of the four Peralta Colleges to publish the District grading system in its catalog. Each College within the Peralta District will adhere to a uniform grading policy based on sound academic principles in accordance with Title 5 grading policy regulations as adopted by the Governing Board of the California Community Colleges.

## **PART I**

### **ACADEMIC RECORDS, SYMBOLS AND STANDARDS**

Each Peralta College shall use the following evaluative and non-evaluative symbols in the grading of student in conformance with those related provisions of the California Administrative Code, Title 5.

#### Evaluative Symbols/Grading Scale

<u>Symbol</u>	<u>Definition</u>	<u>Grade Point</u>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
FW	Failing The FW grade indicates a failing grade because the student has ceased to participate in the class sometime after the withdrawal deadline. The FW grade is treated in the same manner as an F grade for the purposes of calculating grade point average, course repetition, and academic standings for probation/dismissal.	
P	Pass (at least satisfactory; units awarded not counted in GPA)	
NP	No Pass (less than satisfactory, or failing; units not counted in GPA)	
I	Incomplete (incomplete academic work for unforeseeable and justifiable reasons at the end of the term)  <u>Conditions</u> for removal of the "I" and the grade assigned shall be filed with the Office of Admissions and Records and a copy given to the student. A final grade shall be assigned when the stipulation has been completed, or when the time limit for completing the work has passed. The "I" symbol must be made up no later than one year following the end of the term in which it was assigned. The "I" symbol shall not be used in calculating units attempted nor for grade points. A time extension beyond one year but not to exceed one semester or quarter may be granted by petition.	
IP	In Progress The "IP" symbol shall be used to indicate that the course extends beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of a grade must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate grade and unit credit shall be assigned and appear on the	

student's record for the term in which the course is completed. The "IP" shall not be used in calculating grade point averages.

RD

#### Report Delayed

The "RD" symbol may be assigned by the Office of Admissions and Records only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the students. It is temporary. This temporary symbol shall not be used in calculating grade point averages and shall be replaced by a permanent symbol as soon as possible.

W

#### Withdrawal

A withdrawal reported to the Office of Admissions and Records during the first four weeks of instruction (or thirty percent [30%] of instruction under the semester system, summer session, intersession and short-term courses) shall not be noted on the student's academic record.

A "W" symbol can be awarded any student between the end of the fourth week of instruction and the end of the fourteenth week of instruction (or between 30-75% of instruction under the semester system, summer session, intersession, and short-term courses).

The academic record of a student who has not withdrawn from class or has not been dropped by an instructor within the time allowed by this policy must reflect a grade other than "W" as awarded by the instructor. The "W" symbol shall not be used for academic probation but only for progress probation.

A "W" shall not be assigned "if a determination is made pursuant to (Title 5) sections 5900 et seq. that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment or that the student withdrew because he or she reasonably believed that remaining in the course would subject him or her to discriminatory treatment or retaliation for alleging discriminatory treatment." In such instances, no symbol will be assigned.

MW

#### Military Withdrawal

The "MW" shall be assigned only for students who are members of an active or reserve military unit and who receive orders compelling a withdrawal from courses. Upon verification of orders, the "MW" symbol may be given in lieu of a grade at any time after the last day to withdraw without receiving a letter grade (14 weeks for semester colleges). The "MW" shall not be counted in determining "progress probation" and in calculating grade points from dismissal.

For students who are members of an active or reserve military unit and who receive orders compelling a withdrawal from courses, the Peralta Community College District shall, upon petition of the affected student, refund the entire enrollment fee unless academic credit is awarded.

## PART II

### OPERATING STANDARDS

#### A. Pass/No Pass Option

Each Peralta College shall enact regulations and procedures which enable courses to be offered on a pass/ no pass basis and shall specify in its catalog the category into which each course falls. (In the absence of such regulations, a course will be presumed to be offered on a letter-grade basis.)

All units earned on a pass/ no pass basis in California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements, but such courses

shall be disregarded in determining a student's grade point average for all purposes for which a grade point average is required.

B. Credit by Examination

Each Peralta College may grant credit to any student who satisfactorily passes an examination approved and conducted by an instructor in a specific discipline of the College. Such credit may be granted only to a student who is registered at the College and in good standing and only for a course listed in the College catalog as eligible for credit by examination. All regulations and procedures pertaining to credit by examination must be published in the College catalog.

C. Standards for Probation

1. Academic Probation: A Peralta student who has attempted at least 12 semester units as shown by the academic record shall be placed on academic probation if the student has earned a grade point average below 2.0 in all units which were awarded (in accordance with provisions of Title 5).
2. Progress Probation: A Peralta student who has enrolled in a total of at least 12 semester or 18 quarter units as indicated on the academic record shall be placed on progress probation when the percentage of all units in which a student has enrolled and for which entries of "W," "I," and NP are recorded reaches at least 50% of the grades.

D. Removal from Probation

1. A Peralta student on academic probation for a grade point deficiency shall be removed from probation when the student's cumulative grade point average is 2.0 or higher.
2. A Peralta student on progress probation shall be removed from probation when the percentage of units in this category drops below 50% (C.2. above).

E. Standards for Dismissal

For purposes of probation and dismissal, semester shall be considered consecutive on the basis of the Peralta student's enrollment. Summer sessions (regular intersessions) shall be considered a semester.

1. Academic Dismissal: A Peralta student on academic probation shall be subject to dismissal after three consecutive semesters in which such student has earned a cumulative grade point average of less than 1.75 in all units attempted.
2. Progress Dismissal: A Peralta student who is on progress probation is subject to dismissal after the third consecutive semester or progress probation unless the current semester percentage of completed units exceeds 50% of enrolled units.
3. Reinstatement from Dismissal: A Peralta student may appeal for reinstatement if unusual circumstances prevailed. Such circumstances will be evaluated by petition and could be, but are not limited to, health or financial strain. Re-admission will be conditioned on a semester review basis with the Peralta student subject to the continued probation dismissal policy.

F. Units Attempted

For purposes of standards for academic probation and dismissal (1) "all units attempted" means all units of credit for which a student earns a symbol of "A," "B," "C," "D," or "F" from any college or combination of; (2) "enrolled units" means all units attempted as defined above, and all units for which the student earns a symbol of "W," "I," "P" and "NP" from any college or combination of.

#### G. Notification of Probation and Dismissal

Each Peralta College, through the Office of the Vice President of Student Services, shall make every reasonable effort to notify a student of academic probation or dismissal at or near the beginning of the semester in which the status is in effect. Students on probation must meet with a counselor and complete the "Academic Success Contract." Students on dismissal shall complete the "Student Petition for Reinstatement from Dismissal" and follow the steps as stated on the petition. Probation and dismissal policies shall be published in each Peralta College catalog.

#### H. Course Repetition to Alleviate Substandard Work

The Peralta Community College District shall enact procedures which permit students to repeat courses not designated as repeatable when the student has done substandard work defined as "D," "F," and/or "NP".\* Per Title 5, section 55042, a student may only repeat a course twice to alleviate substandard work. When repetition occurs, the following guidelines must be met:

1. The permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history;
2. Nothing shall be done to conflict with the Education Code and Title 5 regulations pertaining to the finality of grades assigned by instructors;
3. Repetition may be permitted of any course taken in an accredited college or university for which substandard academic performance is recorded; which such courses are repeated for a maximum of two attempts, the previous grades and credit will be disregarded;
4. Courses repeated will not carry additional unit credit.

#### I. Academic Renewal Without Course Repetition

The Peralta Community College District shall adopt and publish procedures pertaining to alleviation of previously recorded, substandard performance (defined as "D," "F," or "NP") which is not reflective of a student's demonstrated ability.\* Academic Renewal is applicable for up to 24 semester total units of substandard work. The previously recorded substandard coursework will be disregarded in the computation of grade point averages.

Procedures must:

1. conform to Education Code sections related to finality of grades assigned by instructors, and Title 5 sections related to the retention and destruction of records;
2. state the maximum amount of coursework that may be alleviated;

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\*See "Alleviation of Substandard Academic Performance in the Procedures section of this Manual.

3. state the amount of academic work to have been completed at a satisfactory level (minimum 2.0) subsequent to the coursework to be alleviated;
4. state the length of time to have elapsed since the coursework to be alleviated was recorded;
5. name any courses or categories of courses, if any, which are exempt from consideration;
6. indicate means by which students petition for alleviation;
7. indicate the title of the college officials responsible for implementing the procedures;
8. contain a clear statement of the educational principles upon which the procedures are based; and
9. note the alleviation on the student's permanent academic record in such a manner that all work remains legible, insuring a true and complete academic history.

J. Course Repetition Absent Substandard Work

- i. Repetition of a course not marked as repeatable shall be permitted "in instances when such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. The grade received each time shall be included for purposes of calculating the student's grade point average." Students are required to provide the necessary documentation. (55041)
- ii. Repetition of activity courses shall not exceed the maximum of three repetitions. Activity courses are defined as physical education courses; visual or performing arts courses (music, fine arts, theater, or dance); and career technical courses where the content differs each time the course is offered, but the primary educational activity remains the same. Visual or performing arts courses in music, fine arts, theater, or dance which are part of a sequence of transfer courses are not subject to this limitation. Further, Basic Skills, ESL and foreign languages are not considered activity courses. Such repeatable courses are to be so designated in college catalogs. (55041, 55042)
- iii. Repetition of a course not marked as repeatable shall be permitted when "another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course in question." (55043)
- iv. Repetition based on withdrawal from the same course and earning the designation of "W" shall not exceed four times. If a student enrolls a fifth time in the course, the student will receive a grade. (55024)
- v. Repetition of Cooperative Work Experience Education, General Work Experience, shall not exceed 16 semester units. Repetition of Cooperative Work Experience, Occupational Work Experience (in a specific occupational area), shall not exceed 16 semester units.
- vi. Repetition of special classes designed for students with disabilities may be repeated any number of times based on an individualized determination that such repetition is required as disability-related accommodation for that particular student for one of the reasons specified in section 56029 of Title 5.

**Source of Law:**

California Code of Regulations, Title 5

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