

STANDARDS OF SCHOLARSHIP

CREDIT HOUR

All colleges within the Contra Costa Community College District will ensure that any course for which students receive academic credit will require a minimum of 48 hours of lecture, study, or lab work per unit. The following examples apply to all credit courses:

1. One unit lecture course = 16 hours (minimum) in-class lecture plus 32 hours (minimum) out-of-class study.
2. One unit laboratory course = 48 hours (minimum) in-class laboratory
3. 96 hours (minimum) of lecture, study or lab work = two units of credit

When a combination of lecture, study and laboratory work reaches a minimum of 96 hours, part (b) of Title 5, section 55002.5 requires that the course be offered for two units of credit.

Each college shall implement a college policy/procedure to implement this procedure.

PASS/NO PASS OPTION

Each college within the Contra Costa Community College District may enact regulations and procedures governing the offering of courses on a pass/no pass basis. These regulations and procedures will conform to the provisions of Sections 55022 and 55023 of the California Code of Regulations, Title 5.

CREDIT BY EXAMINATION

1. Credit may be earned by examination provided:
 - a. The student is registered at the College and in good standing.
 - b. The student can demonstrate that s/he is especially qualified, through previous training, experience or instruction, to successfully complete such examination.
 - c. The course for which credit is desired is listed in the catalog of the College.
 - d. The course has been so designated by members of the division faculty.
 - e. The examination has been approved or prepared, and graded by faculty in the course or program involved, and approved by the Instruction/Curriculum Committee.
2. A maximum of 12 units toward an Associate degree or 6 units toward a certificate may be earned by courses for which credit has been earned by examination.
3. Credits earned by examination cannot be used to satisfy the 12-unit residence requirement for the Associate degree.
4. The student's academic record shall be clearly annotated to reflect that credit was earned by examination.
5. A student may challenge a course for credit by examination only one time.
6. Credits earned by examination cannot be used to fulfill any requirements for federal financial aid.

ACADEMIC RECORD SYMBOLS AND STANDARDS

In the grading of students in conformity with provisions of Sections 55750 and 55758 of the California Code of Regulations, Title 5, each college within the Contra Costa Community College District shall use only the following valutive and non-valutive symbols.

EVALUATIVE SYMBOLS/GRADING SCALE

Symbol	Definition	Grade Point
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
P	Credit/Pass (at least satisfactory--C or better-- units awarded not counted in GPA)	
NP	No Pass (less than satisfactory, or failing --units not counted in GPA)	

NON EVALUATIVE SYMBOLS

**Sym-
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Definition

- I Incomplete--Conditions for Assigning an Incomplete: Academic work that is incomplete for unforeseeable, emergency, and justifiable reasons at the end of a term may result in an "I" symbol being entered in a student's record.

Procedures for Use of Incomplete: An Incomplete form shall be filed with the Director of Admissions and Records and a copy given to the student by the instructor at the end of the term. This Incomplete form shall contain the condition for removal of the "I" and the grade assigned in lieu of its removal.

A final grade shall be assigned when the work stipulated has been completed and evaluated or when the time limit for completing the work has passed. If the instructor has not changed the grade by the end of the expiration date, the grade will convert automatically.

The incomplete must be made up no later than one year following the end of the term in which it was assigned. Each campus shall adopt procedures enabling a student in unusual circumstances to petition for an extension of the time limit. The "I" symbol shall be used only in calculating enrolled units for progress probation.

- IP In Progress: The "IP" symbol shall be used only in those courses which extend beyond the normal end of the academic term. It indicates that work is "In Progress," but that assignment of a substantive grade must await its completion. The IP symbol shall remain on the student's permanent record in

order to satisfy enrollment documentation. The appropriate valutive grade and unit credit shall be assigned and appear on the student's record for the term in which the required work of the course is completed. The "IP" symbol shall not be used in calculating units attempted, nor for grade points. If a student enrolled in an "open-entry, open-exit" course is assigned an "IP" at the end of an attendance period and does not re-enroll in that course during the subsequent attendance period, the appropriate faculty will assign a valutive symbol.

- RD** Report Delayed: Only the Director of Admissions and Records may assign the "RD" symbol. This symbol is to be used when, for reasons beyond the control of the student, there is a delay in reporting the grade of that student. The "RD" is a temporary notation to be replaced by a permanent symbol as soon as possible. The "RD" symbol shall not be used in calculating units attempted, or for grade points.
- W** Withdrawal: Withdrawal from a course shall be authorized through the last day of the fourteenth week of instruction or 75 percent of the course, whichever is less. No notation (W or other) shall be made on the academic record of the student who withdraws on or before the last business day prior to census.
1. The District may authorize withdrawal from a course in extenuating circumstances after the last day of the fourteenth week or 75 percent of the term, whichever is less, upon petition of the student after consultation with the appropriate faculty. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.
 2. A "W" shall not be assigned, or if assigned shall be removed, from a student's academic record if a determination is made that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment.
 3. A "W" shall not be assigned to any student who withdrew from one or more classes, where such withdrawal was necessary due to fire, flood or other extraordinary conditions.
 4. A student may petition to take a course a fifth time; however, apportionment may not be claimed for the repeat if another "W" is received. The college must provide intervention in cases of multiple withdrawals.
 5. Military Withdrawal occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses.
 - a. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the period established by the Governing Board during which no notation is made for withdrawals;
 - b. Military withdrawals shall not be counted in progress probation and dismissal calculations.
 - c. "MW" shall not be counted for the permitted number of withdrawals.

GRADE POINT AVERAGE

In calculating students' degree applicable grade point averages, grades earned in non-degree credit courses shall not be included.

CHALLENGE OF ACADEMIC RECORD SYMBOLS

To conform to the provision of Section 55025 of the California Code of Regulations, Title 5, the determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith or incompetency.

Each college within the Contra Costa Community College District shall establish procedures for challenging a final grade with the following conditions: (1) Procedures for the correction of grades given in error shall include expunging the incorrect grade from the record; (2) there shall be a one-year time limit for challenging any evaluative or non-evaluative symbol. This limit will begin at the end of the session in which the symbol was assigned.

DEFINITIONS OF TERMS RELATED TO PROBATION AND DISMISSAL

For purposes of determining ACADEMIC Probation or Dismissal, "all units attempted" means the total of units in a student's permanent record which are assigned the evaluative symbols "A," "B," "C," "D," "F," "CR/P" or "NC/NP."

For purposes of determining PROGRESS Probation or Dismissal, "all units enrolled" means the total of units attempted (as defined) plus the total of units in a student's record which are assigned the symbols "W," "I," "CR/P," "NC/NP," "IP," and "RD."

STANDARDS FOR PROBATION

Academic Probation: Any student whose official academic record shows a cumulative minimum of 12 semester units attempted (as defined above) is from then on subject to Academic Probation. Any student subject to probation whose cumulative GPA is under 2.0 shall be placed on Academic Probation.

Progress Probation: Any student whose official academic record shows a cumulative minimum of 12 units enrolled (as defined above) is from then on subject to Progress Probation. A student whose record shows a percentage of entries of "W," "I" and "NC/NP" that is 50 percent or more of all units enrolled shall be placed on Progress Probation. The first semester of Progress Probation is the semester in which the progress deficiency is calculated.

APPEAL OF PROBATION

Each college within the Contra Costa Community College District may enact procedures and conditions for the appeal of probation that do not exceed those standards specified in Subsections (a) and (b) of Section 55755.

A student on ACADEMIC Probation for a grade point deficiency shall be removed from probation when the student's accumulated GPA is 2.0 or higher.

A student on PROGRESS Probation because of an excess of units for which entries of "W," "I" and "NC/NP" are recorded shall be removed from the probation when the percentage of units in this category drops below 50 percent.

STANDARDS FOR DISMISSAL

For purposes of probation and dismissal, semesters shall be considered consecutive, not in their calendar order of succession, but in the order in which a student enrolls in them. Summer intercession shall be considered semesters.

Academic Dismissal: A student who is subject to academic probation for the third consecutive semester shall be placed on dismissed status unless the student's GPA in the most recent semester is 2.0 or higher.

Progress Dismissal: A student who is subject to progress probation for the third consecutive semester shall be placed on dismissed status unless a percentage of completed units in the most recent semester exceeds 50 percent of units enrolled.

Reinstatement from Dismissal: Any time following the notice of dismissal, a student may appeal for reinstatement if unusual and verified circumstances prevailed. Circumstances could be, but are not limited to, (a) health, (b) family emergency, (c) extreme change in financial situation. Readmission will be conditional upon a review of performance at the end of each semester, a readmitted student being subject to the continued requirements of the probation and dismissal policies. Any dismissal may terminate any student's eligibility for any future enrollment.

NOTIFICATION OF PROBATION AND DISMISSAL

Students subject to probation and dismissal will be notified as soon as possible but not later than the end of the following term. Each college shall notify the student of the availability of counseling and other support services to assist in overcoming academic difficulties.

COURSE REPETITION

"Course repetition" occurs when a student who has previously received an evaluative symbol, in a particular course re-enrolls in that course and receives an evaluative symbol, as defined in Section 50023. The Contra Costa Community College District shall enact procedures which permit students to repeat courses when the following provisions are met.

1. Procedures and regulations are published in the college catalog.
2. Nothing shall be done to conflict with Section 55025 of Title 5 or Section 76224 of the Education Code, pertaining to the finality of grades assigned by instructors, or with subchapter 2.5 (commencing with section 59020) of Chapter 10 of this division, pertaining to the retention and destruction of student records.
3. Each college must designate certain types of courses as repeatable courses consistent with the requirements of Section 55041 of Title 5.
4. Each college must identify specific courses or categories of courses which may not be repeated.
5. If a student must take a course to meet a legally mandated training requirement as a condition of continued paid or volunteer employment (student must provide documentation of mandated course repetition), such courses may be repeated for credit any number of times and the grade received each time shall be included in the calculation of the student's GPA.
6. When a college offers only one course in occupational work experience in a given field and that course is not offered as a variable unit open-entry/open-exit course, the District policy on course repetition adopted pursuant to Section 55040 may permit a student to repeat that course any number of times so long as the student does not exceed the limits on the number of units of cooperative work experience education set forth in subdivision (a). Consistent with Section

58161, attendance of a student repeating cooperative work experience course pursuant to this subdivision may be claimed for state apportionment.

7. Special courses for students with disabilities may be repeated any number of times based on an individualized determination that such repetition is required as a disability-related accommodation according to Section 56029.
8. If a student repeats a course and a substandard grade has been recorded, the previous grade and credit will be disregarded, provided that no additional repetitions are permitted beyond those limits specified in Section 55040. No more than two substandard grades may be alleviated pursuant to this section.
9. A student may repeat a course, whether a substandard or passing grade was received, if the previous grade was the result of extenuating circumstances.
 - a. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.
 - b. The previous grade and credit will be disregarded in computing the student's GPA.
10. A student may repeat a course when a satisfactory grade has been received and there has been a significant lapse of time of three or more years since the course was passed. In such instances both grades and credit will be used in computing the student's GPA.
11. The permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.
12. Students will be limited to enrolling in non-repeatable, credit courses a maximum of three times. This includes students earning substandard grades ('D', 'F' or 'NP') or dropping with a 'W'.

Repeatable Courses:

1. Repeatable courses, identified in the college catalog, must be either:
 - a. An activity course where the student meets course objectives by repeating a similar primary educational activity, and skills or proficiencies are enhanced by repetition and practice, but are not limited to physical education and visual and performing arts.
 - b. The course content differs each time the course is offered;
 - c. When a college establishes several levels of courses which consist of similar educational activities, the repetition limitation applies to all levels of courses regardless of whether the repetitions reflect multiple enrollments in a single course or in multiple courses involving the same primary activity;
 - d. Foreign language courses, ESL courses and non-degree applicable basic skills courses are not considered activity courses.
2. Students may repeat a repeatable course for no more than three semesters.

COURSE REPETITION IN SPECIAL CIRCUMSTANCES

1. If a student repeats a course and receives a satisfactory grade, then he or she may not repeat the course again pursuant to section 55042 and any further repetition of the course must be authorized by another provision of this division.
2. Students may repeat a course which is not designated as a repeatable under the following circumstances:
 - a. To alleviate a substandard grade of "D," "F," or "NC/NP" for previous academic course work taken at any accredited college or university for which substandard academic performance is recorded.
 - b. If a student repeats a course and receives another substandard grade, the college may permit the student to repeat the course one additional time in an effort to alleviate substandard work, provided that doing so will not violate the maximum number of enrollments as specified in number 12 under Course Repetition, above. If the student repeats the same course two or more times, only the two previous grades will be disregarded.
 - c. When a student's transfer institution has a recency requirement that the student will not be able to satisfy without repeating the course.
3. The student may petition to enroll in a course for a fourth attempt. In such cases, apportionment will not be claimed unless justified by documented, extenuating circumstances as outlined in number 9 under Course Repetition, above.

Repetition of Variable Unit Courses:

If the college offers credit courses for variable units on an open-entry/open-exit basis, the student may enroll in the course as many times as necessary to complete one time the entire curriculum of the course as described in the course outline of record.

The student may not repeat any of the course unless:

1. Required for legally mandated training.
2. The course is a special class for students with disabilities which the student needs to repeat.
3. Repetition of the course to retake a portion of the curriculum is justified by extenuating circumstances, as defined in number 9 under Course Repetition, above.
4. The student needs to repeat the course to alleviate substandard work recorded for a portion of the curriculum.
5. When a portion of the course is repeated, the lower grade and credit may be disregarded in computing the student's GPA.

ACADEMIC RENEWAL WITHOUT COURSE REPETITION

The Contra Costa Community College District has adopted the following procedures which permit students alleviate previously recorded substandard grades (defined as "D," "F" or "NC/NP") which are not reflective of a student's demonstrated academic ability. A student may only utilize Academic Renewal one time in the District. The procedures must:

1. Not conflict with Education Code Section 76224, pertaining to finality of grades assigned by instructors, and Title 5 sections beginning with 59020 pertaining to the retention and destruction of records.
2. Allow up to 24 units to be alleviated. Courses within the District can be combined up to the maximum of 24 units, however each college will adjust units on its own transcript.
3. Require that a student has completed 20 units of satisfactory work within the Contra Costa Community College District or any other accredited college or university, since receiving the last substandard grade. The unit count begins the semester after the last substandard grade has been received.
4. Require that the student must have a minimum 2.0 GPA subsequent to the course work to be alleviated and must not have received any "Ds," "Fs" or "NC/NPs" since the substandard work.
5. Not impose a minimum or maximum time limit since the substandard work.
6. Identify any courses or categories of courses, if any, which are exempt from consideration.
7. Exempt from consideration courses that have already been removed from the student's GPA by course repetition.
8. Note the alleviation on the student's permanent record in such a manner that all work remains legible, ensuring a true and complete academic history.

Students **MUST** meet with a counselor to review options to Academic Renewal, as this procedure is irreversible. Once they qualify for Academic Renewal they must complete the Petition for Academic Renewal form, using one form per college, obtain a counselor's signature and turn it in to Admissions and Records at any college within the District. If the student is using non-district courses to qualify for the 20 units of satisfactory work completed, official transcripts must be on file in Admissions and Records prior to petitioning for Academic Renewal.

Education Code Section 76224
Title 5, California Code of Regulations, Sections 55022 et seq.,
55030, 55040-55045, 55253, 56029, 58161.5

Historical Annotation:
Adopted: Cabinet 5/25/99
Revised: 3/26/03
Second Revision: 7/28/04
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Fourth Revision: 4/28/10
Fifth Revision: 9/12/12

Related Board Policies:
Board Policy 4001
Rules and Regulations of the Governing Board: Student Representation

Related Procedures
Student Services Procedure 3008, 3029