

2023 – 2024 Catalog

Academic Policies and Standards

Evaluative Symbols/Grading Scale

SYMBOL AND DEFINITION GRADE POINTS

SYMBOL	DEFINITION	GRADE POINTS
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0

NP No Pass (less than satisfactory or failing — units not counted in GPA).

SP Satisfactory Progress towards completion of the course (used for noncredit courses only and is not supplemented by any other symbol)

Final Grades

Final grades can be accessed at the end of instruction, following instructor grade entry online. Students can check their final grades by logging into InSite at the college website.

Pass/No Pass Grade Option

The purpose of the pass/no-pass (P/NP) option is to allow students to take challenging courses while avoiding undue concern for their grade point averages. Students who select this option are, however, expected to complete the course, comply with attendance requirements, and comply with all other requirements of the course.

Selected courses have been labeled with “SC” to indicate student choice for the P/NP option. If students do not choose the P/NP option before the deadline, they will be issued a letter grade for the course. Students should discuss this choice with a counselor.

In order to exercise this option, a petition must be filed with the Admissions & Records Office by the published deadline. After the deadline has passed, the grading choice may not be reversed.

Important information related to the P/NP option:

- A “P” (pass) grade represents a letter grade of A, B, or C.
- An “NP” (no pass) grade represents a D or F letter grade.
- Units earned on a P/NP basis will not be used to calculate grade point averages.
- Units attempted for which NP is recorded will be considered in factoring alert and dismissal status.
- Units earned on a P/NP basis will apply to the 60 units required for an associate degree.
- Students should be aware that other colleges and universities may or may not limit the number of P units that will be accepted from transfer students.

Los Medanos College offers:

1. Some courses solely for a pass/no-pass (P/NP) grade
2. Some courses solely for a standard letter grade (LR)
3. Some courses in which the student may choose to complete the course for either a credit/no credit (P/NP) grade OR a standard letter grade (SC)

Courses offered as “P/NP” or “SC” are identified in the course description section of the catalog.

Non-Evaluative Symbols

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 alert.

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 evaluative 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 evaluative 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% 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% 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 fourth 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 alert and dismissal calculations.
 - c. "MW" shall not be counted for the permitted number of withdrawals.
6. Excused Withdrawal (EW) occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting his or her ability to complete a course(s) and may include a job transfer outside the geographical region, an illness in the family where the student is the primary caregiver, when the student

who is incarcerated in a California state prison or county jail is released from custody or involuntarily transferred before the end of the term, when the student is the subject of an immigration action, or other extenuating circumstances.

- a. Upon verification of these conditions and consistent with the district's required documentation substantiating the conditions, an excused 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. Excused Withdrawal shall not be counted in progress alert and dismissal calculations.
- c. Excused Withdrawal shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.

Student Grade Appeals

Los Medanos College is committed to ensuring that students have a fair opportunity to request changes to course grades.

No grade may be challenged or changed more than one year after the end of the session in which the grade was assigned. A change of grade is any change involving the letters A, B, C, D or F and P/NP or CR/NC. Los Medanos College maintains a Procedure for Grade Appeals which details the steps for appealing a course grade. The steps that are included are in accordance with Board Policy and Education Code. The grade given each student shall be the grade determined by the Instructor. Under state law, the instructor's determination is final unless the grade given was the result of (1) mistake, (2) fraud, (3) bad faith, or (4) incompetence. (Ed Code Section 76224)

Students may access the full procedure and related Student Grade Appeal Form at

<https://www.losmedanos.edu/students/grievance.aspx>

Earning Credit

Full-time status during Fall and Spring terms is 12 units; 6 units is considered full-time for Summer session; 19 units is the maximum load in Fall and Spring terms; 12 is the maximum load for Summer session. Students must request overload approval from Admissions & Records. Students should discuss the question of appropriate course load with a counselor.

Course Repetition Policy

Courses are not repeatable unless noted within the course descriptions listed in the catalog. Students may repeat a non-repeatable course only to alleviate a substandard grade of D, F or NC/NP.

Students are limited to enrolling in credit classes a maximum of three times. This includes students earning substandard grades or dropping with a "W".

Students earning substandard grades or dropping with a "W" may submit a petition for course repetition. Students will be notified upon registration if they are enrolling for a third time. Students requesting enrollment for one of the approved course repetition conditions will be blocked from registration and required to submit a Petition for Course Repetition. Students are urged to manage course load and be aware of the number of enrollments for a specific course, carefully consider dropping courses and understand all deadlines.

When a course is repeated to alleviate a substandard grade, the previous grade will be disregarded in computing the student's grade point average. The substandard grade will remain on the student's transcript with a notation that the course has been repeated.

Courses that are repeatable are noted in the college catalog with the number of repeats allowed. Students may not repeat a course beyond the maximum repeats, even to alleviate substandard grades.

Courses of similar content will be placed in "families". Students cannot repeat individual courses within a family and the maximum of enrollments within a family will be four.

Course repetition cannot be used to make up an "I" incomplete grade.

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. You may only utilize Academic Renewal one time within the District.
2. Only substandard grades will be renewed.
3. You must not have received any D, F or NC/NP grades since the substandard coursework (minimum 2.0 since substandard work).

4. allow up to 30 units to be alleviated. Courses within the District can be combined up to the maximum of 30 units, however each college will adjust units on its own transcript;
5. require that a student has completed either: a. Nine units of work with a 3.5 cumulative grade point average; b. 12 units of work with a 3.0 cumulative grade point average; c. 15 units of work with a 2.5 cumulative grade point average; or d. 20 units of work with a 2.0 cumulative grade point average. The unit count begins the semester after the last substandard grade was received. The course work upon which the application for alleviation is based, may have been completed within the Contra Costa Community College District or any other regionally accredited college or university.
6. allow upper division course work to meet the unit and GPA requirement for alleviation;
7. require that the student must have a minimum 2.0 GPA subsequent to the course work to be alleviated;
8. a minimum of one semester must have elapsed since the substandard grades were earned;
9. identify any courses or categories of courses, if any, which are exempt from consideration;
10. be exempt from consideration and are courses that have already been removed from the student's GPA by course repetition;
11. course work alleviated will be disregarded in the computation of the grade point average; or
12. when academic work is alleviated from the computation of the grade point average, the student's permanent academic record shall be properly annotated in a manner to ensure that all entries are legible and provide a true and complete record of academic history

The unit count begins the semester after the last substandard grade was received. The coursework upon which the application for alleviation is based may have been completed within

the Contra Costa Community College District or any other

regionally accredited college or university, including upper division coursework.

- If you have coursework from another college, student must provide official transcript.
- Courses that have already been removed from GPA by course repetition cannot be reversed.
- Academic Renewal cannot be reversed.
- There is no minimum or maximum time limit (no waiting period since the substandard work).
- The processing time is two weeks.

Remedial Coursework Limitation

By state law, students are only allowed to enroll in a maximum of 30 units of remedial coursework. Remedial courses are non-degree applicable credit, basic skills courses. The 30 unit limit includes all remedial courses taken at the three community colleges within our district.

Students enrolled in ESL courses or officially identified as having a learning disability by the College Disabled Student Program are exempt from the 30 unit limit.

TRANSFER OF CREDIT

Credit from Other Institutions

Los Medanos College accepts credit from institutions accredited by one of the seven regional accrediting associations or follows the recommendation of the American Association of Collegiate Registrars and Admissions Officers. Transcripts are evaluated when the student requests an evaluation from Admissions & Records.

Credit for Military Experience

1. Applicable lower-division credit for verified completion of special military schools, as recommended by Guide to the Evaluation of Educational Experiences in the Armed Services, published by American Council on Education.
2. Six elective semester units may be granted toward the associate degree for honorably discharged veterans, provided the elective credit applies toward the student's educational objective. The credit will be granted upon verification of completion of a basic or recruit training program with the United States Armed Forces.

Credit by Examination

Credit by examination may be granted to eligible students, as authorized by California Administrative Code, Title 5, Sections 55002, 55023 and 55050, and Board Policy 4001. The credit by examination process provides an alternate means of receiving credit for designated courses offered at Los Medanos College (LMC).

Currently there are no courses approved for credit by exam.

Credit through High School Articulation

Los Medanos College will grant college credit for courses formally articulated with area high schools in occupation/career areas where articulation agreements have been signed between high schools and Los Medanos College. The students' high school instructors will provide agreed upon information for the college credit. Los Medanos College will only award high school articulation credit through the Career & Technical Electronic Management Application (CATEMA®).

Credit by Advanced Placement (AP)

Los Medanos College grants credit toward undergraduate degrees for successful completion of examinations of the Advanced Placement Program of the College Board. The policy for granting credit for specific scores and exams is presented in the table.

Students who participate in this program should indicate at the time they take the Advanced Placement Examinations that their scores be sent to Los Medanos College. Credit may not be earned at Los Medanos College for courses which duplicate credit already allowed for examinations as listed under course equivalents.

Note that credit granted at LMC based on AP scores may not be accepted at other institutions.

[VIEW ADVANCED PLACEMENT CHART](#)

[VIEW COLLEGE LEVEL EXAMINATION PROGRAM CHART](#)

[VIEW INTERNATIONAL BACCALAUREATE EXAMINATION CHART](#)

High School Credit

Students may use credit for courses completed at Los Medanos College toward completion of a high school diploma providing the high school agrees to accept the course for such purposes. Responsibility for making equivalency arrangements with the high school rests with the student.

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. Students may request an evaluation of college transcripts. 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 InSite. More information can be found at the college website.

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. To obtain free copies of official verification of enrollment (24 hours a day, 7 days a week), visit: www.losmedanos.edu. Log in to InSite 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. Enrollment information is sent to the Clearinghouse three times each semester.

Waivers, Appeals and Complaints

Students who wish to request waivers, or file appeals or complaints on the basis of their Title 5 Matriculation Rights must follow the sequence of steps outlined below:

A. Initial Review of Waiver Appeal or Complaint

1. The student should contact the Dean of Student Success and complete an "Appeal or Request for Waiver" form or file a complaint regarding matriculation rights. The completed form should be submitted to the Dean of Student Success.

2. The Dean of Student Success will contact the student and schedule a meeting to discuss the problem and/or inform the student of the decision.
3. In the event that the appeal or request for waiver is not granted, the student will be advised of his/her rights to further appeal and the correct procedures to follow.

B. Appeal to the Vice President of Student Services

1. If the initial appeal or request for waiver is not granted and the student does not accept this decision, the student may next submit the initial form to the Vice President of Student Services for further review.
2. The Vice President will review the appeal or request for waiver and will meet with the student and/or inform the student of his or her decision concerning the matter.
3. In the event the appeal or request for waiver is not granted by the Vice President of Student Services, the student will be advised of his/her further right to further appeal and the correct procedures to follow.

C. Appeal to the President

1. If the student does not accept the Vice President's decision, the student may then submit the appeal or request for waiver to the College President.
2. The President will review the appeal and will meet with the student and/or inform the student of the final decision concerning the appeal or request for waiver.

Alert and Dismissal

Definition of Terms

- **Units Attempted:** A, B, C, D, and F (for calculation of GPA)
- **Units Enrolled:** A, B, C, D, F, W, I, P, and NP (for calculation of progress)
- **Consecutive Semester:** The order shown on academic record, including Summer session

NOTE: Non-degree-applicable course grades are not included in calculating the GPA for a degree.

Academic

- **Academic Alert:** Cumulative GPA under 2.0 with 12 or more cumulative units attempted.
- **Removal from Academic Alert:** Cumulative GPA 2.0 or better.
- **Academic Dismissal Status:** Three consecutive semesters of Academic Alert unless most recent semester GPA is 2.0 or higher.

Progress

- **Progress Alert:** With 12 cumulative units attempted, 50% or more are W, I, and/or NP.
- **Removal from Progress Alert:** Cumulative units completed are more than 50% of cumulative units attempted.
- **Progress Dismissal Status:** Three consecutive semesters of Progress Alert unless most recent semester student completes 50% or more of attempted units.

Notification of Alert and Dismissal

Students on Alert or Dismissal status are notified by the department of Student Success & Retention Programs as soon as possible, but not later than the end of the following term.

Students on Alert II and/or Academic Dismissal status are required to meet with a Student Success & Retention counselor.

Reinstatement for Academic Alert and Dismissal

A student on Alert I, II, or dismissal status will be required to complete the steps below prior to enrolling in courses. Requirements are based on students' respective status.

Alert I Status:

Step 1: Review notice of Alert I status emailed to insite.4cd.edu address

Step 2: Complete online Alert I Workshop

Alert II Status:

Step 1: Review notice of Alert II status emailed to insite.4cd.edu address

Step 2: Register and attend LMC Alert II Workshop

Step 3: Earn a minimum term GPA 2.0 or better with no grade below C, including NP, I or W.

Step 4: Submit Academic Progress Report (APR) by date specified to LMC Student Success & Retention Programs (SSRP).

Step 5: Meet with a Student Success & Retention Programs (SSRP) counselor by date specified

NOTE: Students on Alert II will lose their registration priority but may appeal their registration date with Admissions & Records. Students will also lose their eligibility for the California College Promise Grant (CCPG)- formerly known as Board of Governors (BOG) Fee Waiver. For more information on how to complete an appeal please check in with the Financial Aid Office.

Based on student cumulative GPA, one or more semesters may be required to remove a student from Alert II status.

Dismissal Status:

Step 1: Review notice of dismissal status emailed to insite.4cd.edu address

Step 2: Register online to meet with a Student Success & Retention Coordinator to begin the process for reinstatement

Step 3: Complete additional requirements and submit supporting documents.

Step 4: Receive notification of Petition for Reinstatement Status (i.e. approved, denied, or pending) at insite.4cd.edu address within 10 business days after submission of supporting documents.

Step 5: If reinstatement petition is granted, student may register for classes and must adhere to the following guidelines:

- Earn a minimum term GPA 2.0 or better with no grade below C, including no NP, I or W.
- Meet with a Student Success and Retention Programs(SSRP) counselor by date specified
- Submit Academic Progress Report (APR) by date specified to LMC Student Retention and Support Services to maintain admissibility.

Students who fail to earn a term GPA 2.0 or better with no grade below a C, including an NP, I or W and/or fail to submit an APR will be dismissed for a period of at least one semester. Based on student cumulative GPA, one or more semesters may be required to remove student from dismissal status.

NOTE: Students on Dismissal will lose their registration priority but may appeal their registration date with Admission and Records, if their Hold Release petition is approved. Students will also lose their eligibility for the CCPG waiver. For more information on how to complete an appeal, please check in with the Financial Aid Office.

Standards of Satisfactory Academic Progress (SAP) to Qualify for Financial Aid

Each student receiving financial aid in the District is expected to maintain satisfactory and measurable academic progress.

Satisfactory and measurable academic progress is defined within the District as successfully maintaining a minimum cumulative GPA (grade point average) of 2.0 (C or greater) and pace of progression of at least 67% cumulatively. Also, students must not have attempted more than 150 percent of the maximum units required for completion of the student's active academic program, as published by the institution

Warning

Any student not meeting the minimum requirements will be placed on "warning" status for the next term. Students on "warning" remain eligible to receive financial assistance during the one term warning period, after which they must meet the requirements in order to be considered on "satisfactory" status once again.

Suspension

Any student not meeting all of the academic requirements after the one term "warning" period, and/or not meeting the maximum timeframe requirement after any term, will be placed on "suspension" status. Students on "suspension" are no longer eligible to receive financial assistance (except for the CCPG, if otherwise eligible).

Financial Aid Appeals

Students on "suspension" have two options to have their eligibility for financial assistance reinstated:

1. Complete coursework (without receiving financial assistance) until all academic requirements have been met again, or
2. Complete and submit an Appeal that is approved by the Appeal Committee.

Based on extenuating circumstances that were beyond the student's control, students on "suspension" may complete and submit an Appeal to be considered for reinstatement of financial aid eligibility.

Examples of what is considered an extenuating circumstance for Appeal include but are not limited to:

1. Unable to complete your academic program within the maximum timeframe due to: a change of academic major, enrollment in a high-unit academic major or a major with a large number of prerequisite courses, or completion of ESL or remedial (Basic Skills) coursework.

2. Injury, illness or medical condition requiring a doctor's care (supporting documentation required) which greatly affected your ability to meet SAP.
3. Death of a family member, such as parents, brother/sister, grandparents, spouse, or child (supporting documentation required).
4. Other extenuating circumstances that were beyond the student's control (supporting documentation required) which greatly affected your ability to meet SAP.

The following circumstances are NOT considered to be extenuating and beyond the student's control:

1. Undocumented personal problems/issues that do not require professional intervention.
2. Poor time management, poor study habits, or lack of motivation.
3. Being unaware of institutional policies, guidelines, and/or procedures.
4. Not following your Educational Plan.
5. Other circumstances that were not extenuating and beyond your control, or did not greatly affect your ability to meet SAP.

Students are required to submit copies of supporting documentation with their Appeal. Examples of appropriate supporting documentation include:

1. Documentation of your academic major change (copy of the major change form) for maximum timeframe appeals.
2. Letter from a doctor/treatment center stating the date(s) of treatment and estimated recovery time.
3. Death certificate, obituary, or funeral program verifying the death of an immediate family member.
4. Police report, court documents, or other legal paperwork verifying an incident occurred.
5. Other documents/paperwork that you feel demonstrates a circumstance that was beyond your control.

Student Recognition and Honors

Honors Status & Dean's List

Notation of the academic achievement of honors status is printed on the student's record.

Full-time students who achieve a term grade point average of 3.0 or better in 12 or more units of graded courses in the fall or spring term are also recognized on the Dean's List for that term. The Dean's List is not available during the summer term.

Students who have been approved for Reduced Course Load of 6 or more units of graded courses who achieve a term grade point average of 3.0 or better and complete their approved number of units are also recognized on the Dean's List for that term.

Graduation with Honors

Students who achieve an overall grade point average of 3.5 or better for all coursework applied to the degree at the time of graduation are recognized with honors status. Notation of this academic achievement is printed on the student's record, on the diploma and in the graduation program.

Alpha Gamma Sigma (AGS)

is the academic honor society and service organization of the California Community Colleges. Initial membership is attained by completing 12 units with a cumulative grade point average of 3.0.

All life members of the California Scholastic Federation and those who graduated high school with a 3.5 GPA are also eligible for temporary membership during their first semester at LMC.

Permanent AGS status is achieved by maintaining active involvement in our chapter and a high GPA. Permanent membership is noted on the student's official college transcript.

For further information, contact the AGS Advisor.

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