3140 Scholastic Standards, Grades, and Grading

3141 Scholastic Standards

3141.1 The sole responsibility for assigning grades rests with the individual instructor. Each instructor is requested to employ his/her best judgment, keeping in mind that s/he must issue grades according to what s/he deems to be fair to a student for the work performed.

3141.2 To aid the instructor in knowing how his/her grading techniques compare with those of other faculty members, a grade distribution report will be issued at the end of each semester. This report will be coded so that each instructor's grades will be kept in confidence.

3142 Grades and Grade Points

3142.1 Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student's grade point average. The highest grade shall receive four points, and the lowest grade shall receive 0 points, using only the following evaluative symbols:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Definition</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Passing, less than satisfactory</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
</tr>
<tr>
<td>CR</td>
<td>Credit (at least satisfactory--units awarded not counted in GPA)</td>
<td></td>
</tr>
<tr>
<td>NC</td>
<td>No Credit (less than satisfactory--units not counted in GPA)</td>
<td></td>
</tr>
</tbody>
</table>
*3142.2 Credit/No Credit

Students may elect credit/no credit grading in any course listed in the catalog with the consent of the instructor no later than the 5th week of the semester.

After the 5th week, neither the student nor the instructor may change the decision.

Credit may be granted only when the work is of a quality equivalent to a grade of "C" or better.

Credit/no credit grading is not permitted in a course required by a student's major area of study except when the college offers courses in which there is a single, satisfactory standard of performance for which unit credit is assigned. The credit/no credit grading system shall be used to exclusion of other grades. "Credit" shall be assigned for meeting that standard. "No Credit" shall be assigned for failure to meet the standard.

Units earned on a "credit/no credit" basis shall not be used to calculate grade point averages. However, units attempted for which "NC" is recorded shall be considered in progress probation and dismissal procedures.

Independent study courses may be graded on a "credit/no credit" basis.

3143 Non-Evaluative Symbols

3143.1 Symbol "I" (Incomplete):

Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. An "Incomplete" form (in triplicate) will state the conditions for removal of the "I" and the grade assigned (A-F, or CR/NC) in lieu of its removal. The student, the faculty member and the Admissions and Records Office will have a copy of the Incomplete form. A final grade will be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

The "I" shall be made up no later than the end of the following semester (i.e., Summer Intersession--by end of Fall Semester; Fall Semester--by end of Spring Semester; Spring Semester--by end of Fall Semester).

The "I" symbol shall not be used in calculating units attempted nor grade points.

*Amended by Board Action of 4-15-82
The student may petition the Scholastic Standards Committee for a time extension due to unusual circumstances.

3143.2 Symbol "IP" (In Progress)

The "IP" symbol shall be used to denote that the class extends beyond the normal end of an 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 course is completed.

The "IP" shall not be used in calculating grade point averages.

3143.3 Symbol "RD" (Report Delayed):

The "RD" symbol may be assigned by the Administrator of the Admissions & Records area 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 student. It is a temporary notation to be replaced by a permanent symbol as soon as possible.

"RD" shall not be used in calculating grade point averages.

*3143.4 Symbol "W" (Withdrawal):

No notation ("W" or other) shall be made on the academic record of the student who withdraws during the first three weeks of a term.

An instructor must drop a student as a "No Show" on the first census if the student is "not actively enrolled" at that time.

A student may withdraw from class/classes/college at any time prior to the end of the 14th week of the semester and would receive a "W." Students are encouraged to consult with the instructor concerning the withdrawal, but the instructor may not withhold the "W" grade. A student who remains in a class beyond the end of the 14th week must receive a grading symbol other than a "W."

*Amended by Board action on 2-11-82
An instructor may drop a student until the second census date end of the fourteenth week of the semester for excessive unexcused absences. Absence is considered excessive if a student misses more than the equivalent of one week of classes during the semester.

An instructor may drop a student after the first census report (Monday of the 4th week) to the second census report (Monday of the 11th week in the fall, Monday of the 10th week in the spring). In such instances, the student will receive a "W." An instructor may reinstate a student through the end of the 14th week when it was determined that the student has been dropped in error. The instructor may not drop a student after the second census date end of the fourteenth week. After the second census (unless the student withdraws) end of the fourteenth week, an evaluative grade symbol must be assigned.

The "W" shall not be used in calculating grade point averages, but excessive "W's" shall be used as factors in progress probation and dismissal procedures.

If a student withdraws during the first three (3) weeks of the semester, no entry will be recorded.

A student or instructor may petition the Scholastic Standards Committee for a "W" to be recorded after the fourteenth week due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student.

3144 Grading

3144.1 It is recognized principle that evaluation in college-level courses is a prime responsibility of the instructor. Such evaluation involves measurement of achievement against the objectives of the course, and the assignment of a letter grade to denote the subject matter mastery of the student. The Class Record Book should provide evidence, in matters of attendance and achievement, of the grade assigned. The grade assigned shall be considered to
be final and is not subject to reconsideration, although each instructor may be expected to explain a grade to a student who makes inquiry.

3144.2 After final examinations, instructors shall report final semester grades to the Office of Admissions and Records. Once a grade is submitted, there shall be no authority to change it except when an instructor can certify that a mechanical or arithmetical error was made or that extenuating circumstances exist.

3144.3 All grade changes must be clearly indicated on the student's record in such a way that the original grade remains visible. The only exceptions are those instances where there has been instructor mistake, fraud, bad faith or incompetency, in which case the erroneous grade may be expunged from the student's record.

3145 Course Repetition and Academic Renewal

3145.1 An open-door college accepts the responsibility to provide ample opportunity for the student to succeed. Since the community college admits students with a diverse range of abilities, aspirations, and interests, the college must provide flexibility in its policies to enable a student to overcome a poor academic record. The college, however, must have balance between policy flexibility and the maintenance of academic regulation in order to insure 13th and 14th grade standards throughout the curricula.

In some cases, a student's recently demonstrated academic performance may be quite satisfactory, but the cumulative grade point average may be greatly affected by poor grades earned during an earlier period when undefined educational or career goals or personal difficulties inhibited demonstration of the student's full academic potential. Such students often experience extreme hardships in attaining the grade point average necessary for graduation, transfer, or qualification for employment opportunities.

In compliance with the provisions of Sections 51315-51316; 51318-51319, Chapter 4, Division 2, Part VI, Title 5, California Administrative Code, the following procedures are provided to give students an opportunity to overcome the academic disadvantage of previous substandard work.
3145.2 Course Repetition

A student may repeat a course in which a "substandard" grade has been earned. "Substandard" shall be defined as meaning course work for which the grading symbols "D," "F," and/or "NC" have been recorded. (The "W" symbol stands for withdrawal and is not a final grade. A student taking a course after having taken a "W" is not repeating a course).

Students shall be required to receive "prior written permission from the district superintendent or the district superintendent's authorized representative or representatives."

Any course repeated shall be clearly indicated on the student's permanent academic record.

3145.3 Academic Renewal (Without Course Repetition)

Courses in which students have previously received substandard grades and which are inappropriate to the student's present educational objectives may be alleviated when a student-initiated request has been approved by the Scholastic Standards Committee. Students using the Academic Renewal procedure must comply with the following:

1) A student may request academic renewal (for not more than two consecutive semesters of work accomplished at SBCC) through a petition to the Scholastic Standards Committee.

2) A student may request academic renewal only once.

3) There shall be normally 24 months between the end of the semester to be disregarded and the date of initiation of the petition for academic renewal.

4) The student seeking academic renewal is responsible for presenting evidence to the effect that previously recorded work was substandard academic performance (each semester with a g.p.a. less than 2.0) and is not reflective of more recently demonstrated academic success. Evidence of recent academic success shall include, but is not limited to, the following:

   a. Twenty-four semester units with a minimum g.p.a. of 2.50, or 36 semester units with a minimum g.p.a. of 2.00.

   b. Evidence that the student is making satisfactory progress toward an educational objective.
5) When the student's petition for academic renewal has been approved by the Scholastic Standards Committee, the student's record will be annotated by the Office of Admissions and Records so that it is readily evident to all users of the record that no units taken during the disregarded term(s) even if satisfactory, will apply toward units for graduation or other unit commitment. All work, however, will remain legible on the permanent record to insure a true and complete academic history.

6) None of the units completed during the semester(s) to be disregarded will count toward a degree; however, passing work shall satisfy general education requirements when applicable.

7) A student may repeat work taken during academic renewal semesters only if such repetition is necessary to allow normal progression toward an acceptable educational objective. Such repetition must be verified by a college counselor.

3146 Standards for Probation and Disqualification

3146.1 Academic Probation and Disqualification

A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on academic probation if the student has earned a grade point average below 2.00 in all units at SBCC which were graded on the basis of the SBCC grading scale.

A student on academic probation for a grade point deficiency shall be removed from probation when the student's accumulated grade point average is 2.00 or higher.

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 2.00 in all units attempted in each of 2 consecutive semesters. (For purposes of this section, semesters shall be considered consecutive on the basis of the student's enrollment, i.e., a fall semester followed by a fall semester shall be considered consecutive if the student was not enrolled for the intervening spring semester.) A student may be dismissed for one semester and then may be reinstated.
Academic disqualification is effective at the end of the Spring semester. A student shall be notified that s/he is disqualified. Only actual academic disqualification (not probation) shall be noted on the permanent record card.

A student may appeal the dismissal with a petition to the Scholastic Standards Committee. The petitions should be submitted to the Office of the Administrative Dean, Student Services.

3146.2 Progress Probation and Disqualification

A student who has enrolled in a total of at least 12 semester units at SBCC as shown by the official academic record shall be placed on progress probation when the percentage of the units in which a student has enrolled each semester and for which entries of "W," "I," and "NC" are recorded reaches or exceeds fifty percent (50%).

A student on progress probation because of an excess of units for which entries of "W," "I," and "NC" are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).

A student who has been placed on progress probation shall be subject to dismissal when "W," "I" and "NC" are recorded in 50% or more of the units in which s/he has enrolled for ≥ 2 consecutive semesters.

Progress disqualification is effective at the end of the Spring semester. A student shall be notified that s/he has been disqualified or subject to dismissal. Only actual progress disqualification (not probation) shall be noted on the permanent record card.

A student may appeal the dismissal with a petition to the Scholastic Standards Committee. The petition should be submitted to the Office of the Administrative Dean, Student Services.

3146.3 Exceptions to the Standards for Disqualification:

Extenuating circumstances, such as but not limited to medical, psychological, legal and evidence of benefit.

Errors in the records.