Academic Standards & Policies

Policy
The Board of Governors of the California Community Colleges has adopted the following community college criteria and standards, as stated in the California Administrative Code, Title 5, Section 50000 (October 1988):

Definition
For the purposes of this subsection, “course” means an organized pattern of lower division instruction on a specific subject by a community college. “Course of study” means an organized sequence of courses offered by a community college within a general subject area.

Criteria & Standards
A credit course is one which, at minimum:

1. Is recommended by the responsible college officials and the curriculum committee as being of appropriate rigor and has been approved by the local district governing board and the Chancellor of the California Community Colleges as a collegiate course meeting the needs of the students eligible for admission.

2. Is taught by a credentialed instructor.

3. Is offered as described in an outline in official college files. That outline shall specify the unit value, scope, objectives and content in terms of a specific body of knowledge, required reading and writing assignments, and other outside-of-class assignments, instructional methodology and methods of evaluation for determining whether the stated objectives have been met by students.

4. Is taught in accordance with a set of instructional objectives common to all students.

5. Provides for measurement of student performance in terms of the stated objectives and culminates in a formal recorded grade, based upon uniform standards, which is permanently recorded and is available as an official student evaluation.

6. Grants units of credit based upon a specified relationship between the number of units assigned to the course and the number of lecture and/or laboratory hours or performance criteria specified in the course outline.

7. Treats subject matter with a scope and intensity which requires students to study independently outside of class time.

8. Requires, when the college deems appropriate, entrance skills and consequent prerequisites for the course before the students are enrolled.

9. Requires as a pre- or co-requisite to enrollment, eligibility for Associate Degree credit courses in English and/or mathematics when language or computational skills for the Associate Degree level are deemed by the college as necessary for success in such courses.

10. Requires, in order to participate in the course, the ability to think critically and apply concepts at levels determined by the curriculum committee to be college level.

11. Requires learning skills and a vocabulary which the curriculum committee deems appropriate for a college course.

12. Requires that educational materials used be judged by the curriculum committee to be college level.

13. Allows repeated enrollment only as permitted by provision of the Course Repetition Policy.

Academic Due Process
Procedures for due process are described in the District’s Standards of Conduct for Members of the College Community and Guidelines for Due Process. Copies are available from the Office of the Dean, Educational Programs—Student Services, CC-222.

Attendance
All students enrolled at Santa Barbara City College are expected to be punctual and to attend class regularly. Students who are not in attendance at the first class meeting are considered “no-shows” and the instructor may withdraw such persons in order to give their seats to non-registered students seeking admission. Also, an instructor may withdraw a student from semester-length courses at any time for excessive absence.
through the 9th week of the Fall/Spring semesters, and the 60% point of the class for Summer and courses less than a semester in length. As a guideline, absence is considered excessive if a student misses three (3) meetings, or the equivalent of one week of class attendance or according to absence guidelines as published in the course syllabus.

Absence due to a verified illness may be accepted as an excused absence for a limited period of time. Students are expected to notify their instructor by e-mail and/or phone message if they are absent for a medical reason. Students are expected to make appointments for medical and dental treatments at times other than when classes are scheduled. Students anticipating or encountering extended absences due to medical, personal or family emergencies should contact the Dean, Educational Programs—Student Development, Room SS-120, ext. 2237.

It is the student's responsibility to officially withdraw by completing the proper form and filing it with the Admissions and Records Office. Students failing to drop officially may receive an “F” grade.

Further information may be obtained from the Dean, Educational Programs—Student Development, Room SS-260, ext. 2237.

Change of Program
Registered students may change their programs during a designated period at the beginning of each semester. Students may add semester-length courses during the first two weeks of the semester only (instructor approval required). Withdrawals may be made at any time up to, and including, the last day to drop semester-length classes (end of the 9th week). For information about adding and dropping Summer and all other classes, please consult the Schedule of Classes, or obtain information from Admissions and Records. All program changes must be completed online or in person in Admissions and Records prior to the published deadline.

Classification of Students

**Full-time Student:** Carries 12 or more units (4 units in Summer)

**Half-time Student:** Carries at least six units

**Freshman Student:** Has earned fewer than 30 units of college credit

**Sophomore Student:** Has earned 30 or more units of college credit, but does not hold a degree

Course Load Limitations
A full-time course load for the community college student is 12 – 15 units per semester. With 12 units per semester, it will take a minimum of five (5) semesters to complete a typical Associate Degree program, plus additional time to complete basic skills courses. Permission to register for a program in excess of 18 units may be approved by a counselor when a student has maintained a 3.0 grade point average (G.P.A.). Those students who have not maintained a 3.0 grade point average and who wish to carry in excess of 18 units may appeal in writing to the Scholastic Standards Committee. A student who is working or who has a health problem should make a proportionate course load adjustment.

During Summer Session, students may enroll in a maximum of eight (8) units for the six-week session.

A major consideration for students, particularly first-time students and those returning to college after a lengthy absence, is determination of an appropriate course load for their first semester. While the number of courses one can handle during a semester varies among individuals, experience indicates that, for most students, typical SBCC lecture courses require two hours of outside preparation for each hour in class. Thus, a 12-unit course load, for example, represents a commitment of 36 hours per week—comprised of 12 hours in class and 24 hours of outside preparation.

Students who plan to work while attending Santa Barbara City College need to establish a realistic course load that takes into account the demands of both work and school. If you work full-time, you are advised, during your first semester, to limit your enrollment to six or seven units—or two classes. If you work 20 hours per week, as most students do, you are advised to limit your course load to 12 to 14 units. Through careful planning of workload, you can maximize your potential for performing successfully in your classes.

Special Program Unit Limitations
A minimum number of units must be taken for the following programs:

<table>
<thead>
<tr>
<th>Program</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Senate</td>
<td>5</td>
</tr>
<tr>
<td>Clubs</td>
<td>1</td>
</tr>
<tr>
<td>Varsity Athletes (<em>Repeats do not count.</em>)</td>
<td>12</td>
</tr>
<tr>
<td>Social Security Benefits</td>
<td>12</td>
</tr>
<tr>
<td>Federal Work-Study Program</td>
<td>6</td>
</tr>
</tbody>
</table>
Veterans Benefits and Most Financial Aid:
- **Full-Time** .............................................................. 12 or more
- **Three-Quarters Time** ............................................ 9 to 11-1/2
- **Half-Time** ............................................................ 6 to 8-1/2
- **EOPS** ..................................................................... 12 or more
- **Less than Half-Time** ............................................. Less than 6

**Course Repetition Policy**
In accordance with Title V, Section 58161, a course may only be repeated if:

1. The course has been identified in the Catalog as repeatable and the student has not taken a course more times than allowed;
2. The student is repeating a course to alleviate a D, F, or NC grade; or
3. The student is repeating a course by approved petition of the Scholastic Standards Committee, based on the previous grade being, at least in part, the result of verifiable extenuating circumstances.

Under the conditions (2 and 3) above, a course may be repeated only once.

Students who do not comply with the above will be administratively dropped from the class and informed that they have been dropped.

**Courses Specifically Designated as Repeatable**
Specified courses may be repeated without petition by the student or any prior written permission. These repeatable courses are identified in this Catalog under the “Course Repetition Restrictions” section. Courses are approved for inclusion in this category (as repeatable) on the basis of one of the following criteria:

1. Skills or proficiencies are enhanced by supervised repetition and practice; or
2. Active participation experience is the basic means by which learning occurs.

Since Fall 1984, Santa Barbara City College has monitored student enrollments in repeatable courses. In the event that a student has taken a course the permitted number of times, the student will not receive credit for the excess repetition(s) on his/her official transcript. Students are encouraged to keep track of the number of times they repeat such courses, for no prior warning will be provided by the college that the repetition limit has been reached. Any student registered for more than the maximum number of times will be administratively dropped.

**All Other Courses**
A student may repeat a course if a final course grade of D, F, or NC was received.

- A student may repeat a course with prior permission from the Director, Admissions and Records, if the grade was affected by disturbances, such as verifiable accident, illness, or other such circumstances beyond the control of the student; or
- If a significant lapse of time has occurred since the course was taken (usually at least one calendar year or more).

To have the most recent grade recorded, the student must file a Petition for Use of Most Recent Grade in Repeated Class form with the Admissions and Records Office, Room SS-110. The student's grade point average will be recomputed on the basis of the higher grade. This may be done only when previous grade was substandard (D or F).

Students are hereby notified that Santa Barbara City College cannot guarantee that another school will use only the highest grade in computing the student's G.P.A. upon transfer.

**Course Repetition Restrictions**
The following courses have a restriction on the total number of times that they may be taken. Students will not be allowed to register in these courses more than the total number of times indicated.

**Accounting**
*One (1) Repetition:* ACCT 130, 160, 170, 270; ACCT 230, if course was taken two or more years before.

**Administration of Justice**
*Three (3) Repetitions:* AJ 201-230, 290*

**Allied Health**
*Three (3) Repetitions:* AH 111 (or unlimited repetitions for legally mandated programs)

**American Sign Language**
*Three (3) Repetitions:* ASL 120, 130, 140

**Anthropology**
*Three (3) Repetitions:* ANTH 295*
### Art

**One (1) Repetition:** ART 140, 141


### Automotive Service & Technology

**One (1) Repetition:** AUTO 111, 113, 114, 115

**Three (3) Repetitions:** AUTO 102, 110, 112, 116, 205, 206, 217, 218, 220, 240, 290*

*AUTO 207 (9 to 10 repetitions depending on field limitations)*

### Biological Sciences

**Three (3) Repetitions:** BIOL 116, 118, 133, 291

BMS 119 *maximum of 9 units*

BOT 123, 131, 132

ZOOL 133, 138

BIOL 295 *up to 16 units*; BIOL 298, 299 *(unlimited not to exceed 4 units per semester)*

### Business Administration

**Three (3) Repetitions:** BUS 290*

### Communication

**Three (3) Repetitions:** COMM 295*

### Computer Applications & Office Management

**One (1) Repetition:** COMP 111, 140, 155, 156, 170, 200, 251A, 251B

**Two (2) Repetitions:** COMP 161, 163


### Computer Information Systems

**One (1) Repetition:** CIS 220, 270

**Three (3) Repetitions:** CIS 131A, 132A, 133A, 133B, 133C, 200, 201, 203, 206, 209, 212, 213, 229, 230, 231, 234, 237, 238, 239, 244, 290*

### Computer Network Engineering & Electronics

**One (1) Repetition:** CNEE 102, 105, 110, 112, 120, 124, 128, 135, 136, 137, 138, 145, 146, 147, 191

**Two (2) Repetitions:** CNEE 144

**Three (3) Repetitions:** CNEE 295 *(up to 16 units)*

### Computer Science

**One (1) Repetition:** CS 122, 126, 129, 165, 180

**Two (2) Repetitions:** CS 122, 126, 128

### Construction Trades

**Two (2) Repetitions:** CT 110, 112, 114, 116, 118

**Three (3) Repetitions:** CT 192

CT 290 *(up to 16 units maximum)*

### Cosmetology

**Three (3) Repetitions:** CSMT 29A, 29B, 101, 108, 111, 112, 113

### Culinary Arts

**One (1) Repetition:** CA 208

**Three (3) Repetitions:** CA 115, 212A, 266

### Drafting/CAD

**One (1) Repetition:** DRFT 111, 121, 125, 127, 137, 138, 139

**Three (3) Repetitions:** DRFT 131, 132, 136, 290*

### DSPS

**Four (4) Repetitions:** DSPS 44, 55, 66, 77

### Early Childhood Education

**Three (3) Repetitions:** ECE 118, 122, 290*

### Earth Science

**Three (3) Repetitions:** ERTH 102, 105, 121, 131, 132, 133, 134, 135, 137, 138, 172, 175
Economics
One (1) Repetition: ECON 299 (up to 3 units)
ECON 295 (up to 16 units)

Education
Three (3) Repetitions: ED 295*

Engineering
Three (3) Repetitions: ENGR 131, 132

English
One (1) Repetition: ENG 100
Three (3) Repetitions: ENG 262, 262GB, 270, 280ABC, 282ABCDHR, 295
ENG 271 (up to 15 units)

English as a Second Language
One (1) Repetition: ESL 29, 40-42, 50-52, 60-62, 100, 107, 113, 117, 121-126, 130, 131, 134, 180
Two (2) Repetitions: ESL 129
Three (3) Repetitions: ESL 128, ESL 290*

English Skills
One (1) Repetition: ENG 60, 65, 70, 80
Three (3) Repetitions: ENG 109, 114

Environmental Horticulture
One (1) Repetition: EH 200A-Y and AA-ZZ
Three (3) Repetitions: EH 290*, 299*
EH 290 (up to 16 units)

Four (4) Repetitions: EH 200Z

Environmental Studies
Three (3) Repetitions: ENVS 200

Ethnic Studies
Three (3) Repetitions: ETHS 295*, 299*

Film Production Studies
One (1) Repetition: FP 107, 175, 177, 179
Two (2) Repetitions: FP 160, 165
Three (3) Repetitions: FP 106, 114

Film Studies
FS 295 (up to 16 units)

Finance
Three (3) Repetitions: FIN 290*

Fire Technology
Three (3) Repetitions: FT 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210

French
Three (3) Repetitions: FR 120, 130, 140, 299*

Geography
Three (3) Repetitions: GEOG 172, 175

German
Three (3) Repetitions: GER 120, 130, 140, 299*

Global Studies
Three (3) Repetitions: GLST 103, 104A, 104B, 104C, 295 (up to 16 units), 299

Graphic Design & Photography
One (1) Repetition: GDP 230
Two (2) Repetitions: GDP 110, 111, 113, 114, 120, 121, 122, 123, 124, 125, 126, 127, 130, 131, 140, 141, 180, 212, 215
Three (3) Repetitions: GDP 290

Health Education
Three (3) Repetitions: HE 112

Health Information Technology
Three (3) Repetitions: HIT 285

History
Three (3) Repetitions: HIST 160, 161, 162, 295*, 299*

Hotel Management
Three (3) Repetitions: HM 295*
Interior Design
Three (3) Repetitions: ID 290*

Italian
Three (3) Repetitions: ITAL 120, 130, 140, 299*

Japanese
Three (3) Repetitions: JAPN 120, 130, 140

Journalism
Two (2) Repetitions: JOUR 190
Three (3) Repetitions: JOUR 105, 115, 121, 122
JOUR 271 (Up to 15 units combined with ENG 271)

Marine Diving Technologies
One (1) Repetition: MDT 146, 150, 152, 173, 177, 179
Three (3) Repetitions: MDT 110, 111, 148, 180, 182, 183, 184, 200, 201, 202, 203, 204, 205, 251, 252, 253, 254, 255, 256, 257, 258, 259, 290*, 299*
Eight (8) Repetitions: MDT 160
MDT 290 (up to 16 units)

Marketing
One (1) Repetition: MKT 220

Mathematics
Three (3) Repetitions: MATH 295*

Multimedia Arts & Technologies
One (1) Repetition: MAT 103, 105, 111, 112, 113, 121, 123, 130, 137, 138, 139, 145, 155, 179, 152, 206
Two (2) Repetitions: MAT 132

Music
One (1) Repetition: MUS 128A, 128B

Nursing
Two (2) Repetitions: NURS 284
Three (3) Repetitions: NURS 180, 181, 182, 183, 184, 190, 195, 197, 200, 201, 282, 290*, 295*, 299
No limit: NURS 194

Personal Development
One (1) Repetition: PD 113, 120, 150
Two (2) Repetitions: PD 6
Three (3) Repetitions: PD 4, 20B, 25, 125, 130AB, 191A

Philosophy
Three (3) Repetitions: PHIL 207, 295*

Photo
Two (2) Repetitions: PHOT 109, 133, 180, 190, 209, 214, 250, 280, 285

Physical Education
PE 295 (up to 16 units)
All Physical Education “activity” courses may be repeated, but no course subject (e.g. Tennis, Badminton, etc.) may be repeated more than three times.

Physics
Two (2) Repetitions: PHYS 199
Four (4) Repetitions: PHYS 299

Political Science
POLS 161, 162, 163, 164 (up to 4 units)
POLS 295 (up to 16 units)
POLS 299 (up to 3 units)

Professional Development Studies
PRO 290 (up to 16 units); PRO 292: A maximum of three credit hours per semester may be earned, up to a total of six semester units in combination with general work experience courses.
Psychology
Four (4) Repetitions: PSY 299
PSY 295 (up to 16 units)

Radiographic & Imaging Sciences
Three (3) Repetitions: RT 203, 299

Real Estate
RE 290 (up to 16 units)

Sociology
SOC 295 (up to 16 units)

Spanish
One (1) Repetition: SPAN 110, 111
Two (2) Repetitions: SPAN 129
Three (3) Repetitions: SPAN 115, 120, 130, 140, 200, 290 (up to 16 units), 299

Theatre Arts
Three (3) Repetitions: TA 141-144, 151-154, 175, 250
Four (4) Repetitions: TA 299

Tutorial Training
Three (3) Repetitions: TUT 199

Vocational Nursing
Three (3) Repetitions: VN 195

Water Science
Three (3) Repetitions: WTRS 112

Work Experience (Occupational)
A maximum of four credit hours per semester may be earned, up to a total of 16 semester units. There is no limit on course repetition. The limit is on total units in combination with PRO 292.

Work Experience (General)
A maximum of three credit hours per semester may be earned, up to a total of six semester units in combination with PRO 292.

Courses Not Applicable to Associate Degree
All courses numbered 99 or less are not degree-applicable.

Field Trip & Excursion Policy
Throughout each semester and Summer Session, the Santa Barbara Community College District may sponsor voluntary off-campus, co-curricular field trips and excursions. If you choose to participate, you should be aware that, pursuant to the California State Code of Regulations, Sub-Chapter 5, Section 55450, you have agreed to hold the District, its officers, agents and employees harmless from any and all liability or claims which may arise out of, or be in connection with, your participation in the activity.

Final Examinations
Final examinations on the entire semester’s work are given at the close of each semester. Students are required to take scheduled final examinations at the appointed times and places in order to secure credit. If a student finds that it is impossible to avoid three finals in one day, and the student cannot obtain an accommodation from his/her instructor(s), the student may submit a written request for an adjustment in his/her final exam schedule to the Executive Vice President, Room A-113. Absence from a final due to an illness may be accommodated at the discretion of the instructor. The student should attempt to contact his/her instructor(s) within 24 hours of the scheduled exam. Absence due to illness must be verified by a physician. Students anticipating or encountering absence from finals(s) due to medical, personal or family emergencies, and who are unable to secure an accommodation from their instructor(s), should contact the Dean, Educational Programs – Student Development, Room SS-260, ext. 2237, to discuss their options.

Requests for changes in the exam schedule due to travel or employment schedules are examples of non-emergency conditions that will not be accommodated.
Grades & Grade Points

The system of grades and grade points at Santa Barbara City College is as follows:

<table>
<thead>
<tr>
<th>Grade Points</th>
<th>Per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A — Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B — Good</td>
<td>3</td>
</tr>
<tr>
<td>C — Satisfactory</td>
<td>2</td>
</tr>
<tr>
<td>D — Passing</td>
<td>1</td>
</tr>
<tr>
<td>F — Failure</td>
<td>0</td>
</tr>
<tr>
<td>CR — Credit*</td>
<td></td>
</tr>
<tr>
<td>NC — No Credit**</td>
<td></td>
</tr>
<tr>
<td>I — Incomplete***</td>
<td></td>
</tr>
<tr>
<td>IP — In Progress***</td>
<td></td>
</tr>
<tr>
<td>RD — Report Delayed***</td>
<td></td>
</tr>
<tr>
<td>W — Withdrawal***</td>
<td></td>
</tr>
<tr>
<td>MW — Military Withdrawal***</td>
<td></td>
</tr>
</tbody>
</table>

*At least satisfactory—units not counted in G.P.A.; credit earned

**Less than satisfactory—units not counted in G.P.A.; NC units used in calculating units attempted for progress, probation and dismissal

***Non-evaluative symbols—no units or credit earned

The instructor’s grades are permanent. Except in the case of an "I" or clerical error, instructors cannot change a grade once it has been accepted by Admissions and Records. Grades may not be revised by the instructor on the basis of a second trial, new examination, or additional work undertaken or completed after the date of the end-semester report.

Academic Renewal

Courses in which students have previously received sub-standard grades and which are inappropriate to the student’s present educational objectives may be waived when a student-initiated petition has been approved by the Scholastic Standards Committee. A student may request academic renewal for not more than two consecutive semesters of sub-standard (below 2.0) work completed at SBCC. The student may choose to have either (1) all course-work taken in the terms disregarded in the computation of G.P.A.; or (2) select sub-standard (D or F) course work taken in the terms disregarded in the computation of G.P.A. At least two years must have elapsed since completion of the most recent course work to be disregarded. A student shall have accumulated 24 units with a 2.5 G.P.A., or 36 units with a 2.0 G.P.A. at SBCC and/or another college (official transcripts required) since the end of the semester(s) in which courses are to be disregarded. Academic renewal may be applied for only once. Further information may be obtained from the Academic Counseling Center.

Advanced Placement

Students who have completed Advanced Placement (AP) Examinations of the College Entrance Examination Board with scores of 3, 4, or 5 may receive credit at Santa Barbara City College for each advanced placement course as listed in the table entitled Advanced Placement Scores.

A grade of Credit (CR) will be assigned on the transcript. Credit awarded through advanced placement MAY be used to satisfy graduation requirements toward the Department Award, Skills Competency Award, Certificate of Completion, Associate Degree, IGETC and CSU General Education-Breadth requirements. The units earned from AP credit will not apply toward financial aid nor can they be used to satisfy the 15-unit residency requirement for graduation.

Students must petition for AP credit by the end of the 9th week of the semester (3rd week in Summer) and present to Admissions and Records an official copy of the Advanced Placement Grade Report. Use of AP scores that are assigned district course and unit credit may be subject to limitations applicable to intersegmental transfer agreements (e.g. IGETC, CSU, General Education Breadth) and receiving institution policies related to transfer of credit. Transfer students should check with their receiving institution about policies for using AP examination scores and credits toward meeting admission and/or graduation requirements.

Refer to the Advanced Placement Table in this Catalog’s Index for complete 2007-2008 course/exam and SBCC course equivalent listings.

Audits

Students may audit a course with instructor permission if the student has taken the course the maximum number of times allowable. Audit cards must be submitted to Admissions and Records and applicable fees paid to the Cashier’s Office by the end of the third week of the semester (first week during Summer Session).
**Credit/No Credit Grading**

Students may elect credit/no credit grading in any course listed in the *General Catalog*, with the consent of the instructor, no later than the fifth week (30% length of the class for classes not full-term) of the semester (first week during Summer Session). After the fifth week, neither the student nor the instructor may change the decision. Credit will 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 within a student’s major area of study except when the required course is offered only for Credit/No Credit grading or when course credit (CR) is received for Advanced Placement (AP) exams.

**Credit by Examination**

Credit by examination may be granted to students who are registered and in good standing (2.0 G.P.A.) at Santa Barbara City College for proficiency in subject matter essentially equivalent to a course for which credit is being requested. Students may petition for credit by examination provided the course is listed in the *General Catalog*, the amount of credit is not greater than the amount listed for the course, and the respective department designates the course as suitable for credit by examination. Credit may not be granted for any course for which high school or college credit has been awarded.

The petition for credit by examination may be obtained in Admissions and Records and shall be submitted to the appropriate department chairperson. Although examinations may be written prior to the completion of 15 units, no credit shall be posted on the student’s record until after 15 units have been earned at Santa Barbara City College. A maximum of 12 units may be obtained by examination.

Students *must petition* for credit by examination by the end of the third week of the semester. Credit by examination shall be reported to Admissions and Records by the department chairperson no later than the end of the eighth week of the semester in which credit is granted.

Type and content of examination to be administered to students are at the discretion of the appropriate department chairperson. A minimum grade of “C” must be earned on the examination.

Units granted apply only to the Associate in Arts or Associate in Science degrees at Santa Barbara City College. Transfer students wishing credit by examination at four-year institutions may be required to petition such institutions in conformance to their policies.

**High School Articulation**

High school students may earn college credit for high school ROP courses and enter SBCC at an advanced level in the following program:

- Automotive Service & Technology
- Computer Accounting

For more information, contact Dr. Diane Hollems, Dean, Educational Programs, ext. 2915.

**Incompletes**

An incomplete or “I” symbol will be awarded the student who, in the judgment of the instructor, has not completed or cannot complete a course in the specified time for a verified, unforeseeable emergency, but who has the probability of doing so before the end of the following semester. An “Incomplete Grade Contract” covers the conditions for removal of the “I” and the grade assigned in lieu of its removal. A final grade will be assigned when the work stipulated has been completed and evaluated. Once the time limit for completing the work has passed, the grade predetermined by the instructor, as noted on the incomplete contract, will be assigned, or the grade will be recorded as an “F.” A student may petition the Scholastic Standards Committee (forms in Room SS-110) for a time extension due to unusual circumstances.

**Independent Study**

Santa Barbara City College offers the traditional types of independent study courses (numbered 299), as well as work experience courses (numbered 290), which may include educational activities in performance of service to the college or community.

Independent study courses provide opportunities for students to explore a subject in depth beyond what is possible in existing courses. A student may enroll in a maximum of four (4) units per semester of independent study; however, the transfer student should check the policy of the four-year institution of choice regarding the number of units of independent study which may be earned each semester. University of California credit may be awarded by only after transfer and at the discretion of the UC campus. Independent study units are NOT included in the 60 units required for transfer to the UC. Consult with a counselor.

To be eligible for independent study, a student must have completed a minimum of 12 units at Santa Barbara City College, with a 2.5 G.P.A., and a
minimum of six (6) units, with a 3.0 G.P.A. within the department.

Each student is responsible for acquainting him/herself with department requirements and prerequisites, and for presenting his/her plan for study or project to an appropriate instructor. Instructors need not accept students for independent study, as their assignments may preclude additional responsibility.

Students who wish to register in independent study course work should contact Admissions and Records to obtain the required form. The form must be signed by the instructor of record, the department chairperson, and the academic dean, and assigned a section number by the Scheduling Office. It should be returned to Admissions and Records by the end of the second week of the semester (first week for Summer) for official registration.

Withdrawals

Withdrawal from Semester-Length Classes

1. A student may initiate a withdrawal from a full semester length class at any time prior to the end of the 9th week. Students are encouraged to consult with the instructor concerning the withdrawal, but the instructor may not withhold the “W.”

2. An instructor may drop a student for excessive unexcused absences at any time prior to the end of the 9th week of the semester. Absence is considered excessive if a student misses more than the equivalent of one week of classes during the semester. After the 9th week, the instructor must give a grade (A-F, or CR/NC), if appropriate forms are on file.

3. A student who remains in a class beyond the end of the 9th week must receive a grade other than a “W.”

4. The “W” shall not be used in calculating grade point averages, but excessive “W’s shall be used as a factor in progress probation and disqualification procedures.

5. If a student officially withdraws during the first two weeks of the semester (first week in Summer), no entry will be recorded on the transcript.

6. A student activated for military service may receive a military withdrawal (MW) at any time during the semester. Military withdrawals will not factor into progress probation and disqualification.

Official Withdrawal

If a student must withdraw from college/classes, he/she may do so online or in person in Admissions and Records, by the end of the 9th week of the semester for semester-length classes. Withdrawal dates for Summer classes and courses less than semester-length vary. Information regarding a specific class is available online or from Admissions and Records. Students failing to officially withdraw by the stated deadlines will receive an evaluative grade.

Repeated Courses

Whenever a course in which a sub-standard grade (D, F, or NC) has been received is repeated at SBCC and completed with a grade other than “W,” the original grade remains part of the transcript. The original grade and course units are offset with parentheses and a footnote is referenced on the reverse side of the transcript. Units and grade points for the original grade are excluded from the SBCC G.P.A. calculation. (Note: A student must request this action by filing a Petition for Use of Most Recent Grade with the Admissions and Records Office.) Courses in which a student has received a grade of D, F, or NC may be repeated only once. Those courses in which a student has received a “C” grade, or better, may not be repeated. Exceptions to this policy are listed under “Course Repetition Policy” in this Catalog.

Final Grades

Final grades will be available online in Pipeline as instructors submit them to the Admissions and Records Office about three weeks after the completion of the semester. Final grades, official transcripts, diplomas and certificates will not be released if there is a hold or fine on file at the Cashier’s Office.

President’s Honor Roll

Each semester, Santa Barbara City College includes on the President’s Honor Roll (Full-Time) the names of those students who have completed 12 units of letter-graded courses with a grade point average of 3.5, or better. In addition, those students who have completed 18 graded units at Santa Barbara City College with a cumulative grade point average of 3.5, and have completed a minimum of 6 graded units with a 3.5 G.P.A. during the semester, are included on the President’s Honor Roll (Part-Time). Credit/No Credit grades are not considered. At graduation, A.A./A.S. Degree candidates with a 3.5 cumulative G.P.A. will receive special recognition as graduating with honors.
Open Courses
It is the policy of the Board of Trustees of the Santa Barbara Community College District that, unless specifically exempted by statute, every course, course section, or class, the full-time equivalent of which is to be reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to Chapter 9, Division 6, Subchapter II, Article I, Title 5 of the California Administrative Code.

Probation & Disqualification

Academic Probation
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 Santa Barbara City College.

A student on academic probation shall be removed from probation when the student’s cumulative grade point average is 2.00 or higher.

Academic Disqualification
A student who is on academic probation shall be subject to disqualification if the student has earned a cumulative grade point average of less than 2.00 in all units attempted in each of two (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 consecutive if the student was not enrolled for the intervening Spring Semester.)

Exception: When a student earns a G.P.A. of 2.00 or higher for the current semester and has completed a minimum of six (6) units, he/she will be permitted to continue for one more semester to meet SBCC standards.

Progress Probation
A student who has enrolled in a cumulative total of at least 12 semester units since Summer 1983 at Santa Barbara City College, as shown by the official academic record, shall be placed on progress probation when the percentage of the cumulative units for which entries of W, I and NC are recorded reaches or exceeds fifty per cent (50%). The student will be removed from probation when the percentage of units in this category drops below 50%.

Progress Disqualification
A student who has been placed on progress probation shall be subject to disqualification when W, I and NC are recorded in 50% or more of the cumulative units in which he/she has enrolled for two (2) consecutive semesters.

Exception: If a student completes more than 50% of the units taken during the current semester and has completed a minimum of six (6) units, he/she will be permitted to continue for one more semester to meet SBCC progress standards.

Readmission after Disqualification
Both academic and progress disqualification are effective at the end of the semester. A student shall be notified that he/she has been disqualified or subject to disqualification. A student may be disqualified for one semester and then, after one semester not in attendance, reapply for admission.

A student may appeal the disqualification by petitioning the Scholastic Standards Committee through the Dean, Educational Programs (SS-260). Extenuating circumstances, such as, but not limited to, medical, psychological and legal reasons, and evidence of benefit, are considered.

Disqualified students reinstated by petition, administrative action or those re-enrolling after one or more semesters of absence may be subject to enrollment conditions that may include limitations on unit and/or course enrollments and other conditions such as required participation in support services designed to improve student success.

Revisions of Catalog Regulations
Requirements for graduation, fees, and other regulations and policies are subject to change without notice and will be effective for all students as changed.

Transcripts to Other Colleges
Upon request of a student, an official transcript of the student’s record at Santa Barbara City College will be sent to any college or university. The first two copies are free; however, a fee is charged for each additional copy. All transcript requests require written consent from the student. Transcript requests are accepted online, by mail and in person. However, a student may pay an additional fee and request rush or hand-carry transcripts.
Unit of Credit

College-Level Transfer Courses: One unit of credit is given for one hour of lecture, two hours of supervised activity, three hours of laboratory participation, or more than three hours of major or minor sports per week for the duration of one semester. For every unit of credit, it is expected that the student will spend at least two hours a week in outside preparation or three hours a week in supervised study or laboratory work.

Special Instructional Programs

Professional Development Center
The Professional Development Center provides coordination and administration for credit-based, short-term workplace training. Most courses are housed in the Professional Development Studies and Computer Applications & Office Management departments, and are delivered in half-day and one-day training formats. Workshops focus on such topics as Customer Service, Handling Difficult Situations, Leadership, Teamwork and Microsoft Computer Applications. See Professional Development Studies courses in this Catalog. For more information about the center, contact Dr. Diane Hollems, Dean of Educational Programs, at ext. 2915, or e-mail hollems@sbcc.edu.

Honors Program
SBCC has established an Honors Program emphasizing a rigorous and interdisciplinary approach to general education. The courses developed meet the needs of students whose academic goals and interests are not satisfied by regular courses. Students who enroll in the Honors curriculum will gain the opportunity to become independent learners, participate actively in the shaping of their education, and exercise their talents at the highest level of excellence of which they are capable. For further information, see the Honors section of this Catalog.

Study Abroad Programs
Santa Barbara City College is committed to promoting international understanding and global responsibility. Part of that commitment is reflected through offering opportunities to study in foreign countries. SBCC offers full semester-length programs in a number of countries. In the past, SBCC semester program participants have studied in France, Italy, England, Spain, Costa Rica, China, Vietnam, Chile, Argentina, and New Zealand. Courses typically include history, art, literature, political science, language and science appropriate to the country. Instruction is normally provided by SBCC and foreign teachers.

Summer Programs
Language programs are available during the summer for four weeks of intensive language study in Mexico, Spain, France or Italy. Non-language summer programs have included theater and philosophy in London, film studies in Rome, photography in Paris and London, as well as other disciplines and destinations. New programs are continuously being developed.

Students normally study at private facilities in their host country and live with local families or in student apartments. Field trips and excursions to nearby points of interest are included in all Study Abroad programs.

The cost ranges between $5,000 and $7,000 for semester programs and is considerably less for the summer programs. Excursions, lodging, and meals (for some programs) are included in the program cost. Limited scholarships, grants, loans and other financial aid are available for those students who qualify.

Additional information about these programs is available from the Study Abroad Office, which is located in the International Education Center, Rm.1, 965-0581, ext. 2494, or at www.sbcc.edu/studyabroad/.

Classes on High School Campuses
Some courses are currently offered on local high school campuses. Contact counselors at individual sites for courses available, or contact the SBCC Dual Enrollment Coordinator, Carol Flores, at 965-0581, ext. 3020.