

GRADING POLICY

This grading policy is based on sound academic principles and conforms to the following standards:

1. Work in all courses acceptable in fulfillment of the requirements for an associate or baccalaureate degree, a certificate, a diploma or license shall be graded in accordance with the grading scale adopted by this policy in accordance with Section 55023 of Title 5, California Code of Regulations.

I. PASS-NO PASS

A pass-no pass grade may be earned by any student in either of the following two categories: (a) courses may be offered wherein all students are evaluated on a "pass-no pass" basis; or, (b) courses wherein each student may elect, no later than the end of the first 30 percent of the term, whether the basis of evaluation is to be " pass-no pass " or a letter grade.

1. All units earned on a "pass-no pass " basis shall be counted in satisfaction of South Orange County Community College District curriculum requirements.
2. Units earned on a "pass-no pass" basis shall not be used to calculate grade point averages. However, units attempted for which "NP" is recorded shall be considered in probation and dismissal procedures, as defined in Section 55023 of Title 5, California Code of Regulations.
3. Independent study courses offered in accordance with Sections 55230 et seq. of Title 5, California Code of Regulations may be graded on a "pass-no pass" basis.
4. For courses in which there is a single satisfactory standard of performance for which unit credit is assigned, the "P/NP" grading system shall be used to the exclusion of other grades. Credit shall be assigned for meeting that standard, no credit shall be assigned for failure to do so.
5. Courses wherein all students are evaluated on the "pass-no pass" basis shall be specified in the college catalog and schedule of classes.

II. CREDIT BY EXAMINATION

Credit may be granted to any student who satisfactorily passes an examination approved or conducted by proper authorities of any college, as prescribed by Title 5, California Code of Regulations, Section 55050.

1. The governing board of South Orange County Community College District shall adopt and publish policies and procedures pertaining to credit by examination in accordance with the provisions of this section.
2. The governing board may grant credit to any student who satisfactorily passes an examination approved or conducted by proper authorities of the college. Such credit may be granted only to a student who is registered at the college and in good standing and only for a course listed in the catalog of the college.
3. The nature and content of the examination shall be determined solely by faculty in the discipline who normally teach the course for which credit is to be granted in accordance with policies and procedures approved by the curriculum committee established pursuant to Section 55002. The faculty shall determine that the examination adequately measures mastery of the course content as set forth in the outline of record. The faculty may accept an examination conducted at a location other than the community college for this purpose.
4. A separate examination shall be conducted for each course for which credit is to be granted. Credit may be awarded for prior experience or prior learning only in terms of individually identified courses for which examination are conducted pursuant to this section.
5. The student's academic record shall be clearly annotated to reflect that credit was earned by examination.
6. Grading shall be according to the regular grading system approved by the governing board pursuant to Section 55023, except that students shall be offered a "pass-no pass" option if that option is ordinarily available for the course.
7. Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree.
8. The District may charge a student a fee for administering an examination pursuant to this section, provided the fee does not exceed the enrollment fee which would be associated with enrollment in the course for which the student seeks credit by examination. If it is determined that there will be a charge it shall be uniform and be applied to students throughout the District.

Note: Authority cited: Section 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

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III. STANDARDS FOR PROBATION

Students shall be placed on academic or progress probation according to the following standards, as prescribed by Title 5, California Code of Regulations, Section 55031:

1. Academic probation. A student who has attempted at least 12 semester units within the district as shown by the official academic record shall be placed on academic probation if the student has earned a cumulative grade point average below 2.0 in all units which were graded on the basis of the grading scale described in Section 55031(a) of Title 5, California Code of Regulations.
2. Progress probation. A student who has enrolled in a total of at least 12 semester units within the district as shown by the official academic record shall be placed on progress probation when the cumulative percentage of all units in which a student has enrolled and for which entries of "W", "I," "NC," and "NP" are recorded reaches or exceeds fifty percent (50%) Section 55031(b) of Title 5, California Code of Regulations. The MW grade shall not be used in the calculation of progress probation.

IV. REMOVAL FROM PROBATION

Students shall be removed from probation according to the following provisions of Title 5, California Code of Regulations, Section 55032:

1. A student on academic probation for a grade point deficiency shall be removed from probation when the student's cumulative grade point average is 2.0 or higher.
2. A student on progress probation because of an excess of units for which entries of "W", "I" and "NP" are recorded shall be removed from probation when the cumulative percentage of units in this category drops below fifty percent (50%).
3. A student may request removal from probation or appeal probation placement by following the petition procedure provided by the Admissions and Records Office.

V. STANDARDS FOR DISMISSAL

For purpose of this section, semesters shall be considered consecutive on the basis of the student's enrollment so long as the break in the student's enrollment does not exceed one full primary term.

Students shall be subject to dismissal by the following standards of Title 5, California Code of Regulations, Section 55033:

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1. A student who is on academic probation shall be subject to dismissal if the student earned a cumulative grade point average of less than 1.75 in all district units attempted in each of three consecutive semesters which were graded on the basis of the grading scale described in this policy.
2. A student who has been placed on progress probation shall be subject to dismissal if the percentage of district units in which the student has been enrolled for which entries of "W", "I," "NC," and "NP" are recorded in at least three consecutive semesters reaches or exceeds fifty percent (50%).
3. A student may appeal dismissal by following the petition procedure provided by the Admissions and Records office.

VI. READMISSION AFTER DISMISSAL

Students who have been dismissed from South Orange County Community College District may apply for readmission after one semester of non-attendance by following the petition procedure provided by the Admissions and Records office. Students who are readmitted and fail to maintain a grade point average of 1.75 or higher during the semester following readmission will be subject to permanent dismissal.

VII. ACADEMIC RECORD SYMBOLS AND GRADE POINT AVERAGE

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 as prescribed by Title 5, California Code of Regulations, Section 55023:

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

*CR/NCR retained in academic history; not currently in use

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1. The Board of Trustees of the South Orange County Community College District will publish the point equivalencies for the grades adopted in this section in the catalog as part of its grading practices, as prescribed by Title 5, California Code of Regulations, Section 55023.
2. Only the following non-evaluative symbols may be used:

<u>Symbol</u>	<u>Definition</u>
I	Incomplete

Incomplete academic work at the end of the term, as a result of an unforeseeable emergency and justifiable reasons at the end of the term may result in an “I” symbol being entered in the student’s record. The conditions for removal of the “I” shall be stated by the instructor in a written record. This record shall contain the conditions for removal of the “I” and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the registrar until the “I” is made up or the time limit has passed. A final grade shall be assigned when the required work has been completed and evaluated, or when the time limit for completing the work has passed.

The “I” may be made up no later than one year following the end of the term in which it was assigned.

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

A student may petition for a time extension due to unusual circumstances by following the petition procedure in the Admissions and Records office.

<u>Symbol</u>	<u>Definition</u>
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” 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.

Currently, an appropriate use of the "IP" symbol would be in an open entry-open exit class.

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<u>Symbol</u>	<u>Definition</u>
RD	Report Delayed

The “RD” symbol may be assigned by the registrar 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.

<u>Symbol</u>	<u>Definition</u>
W	Withdrawal

Withdrawal from class or classes shall be authorized through 65% of a term. The academic record of a student who remains in a class beyond 65% of a term must reflect a symbol as authorized in this section, other than a “W”.

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

Withdrawal between the end of the fourth week and 65% of a term shall be recorded as a “W” on the student’s record.

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.

A student may request permission to withdraw from a class after the final drop date by following the petition procedure provided by the Admissions and Records Office. All requests for this exception shall include complete written details of the circumstances and only extreme emergency reasons clearly beyond the control of the student shall be considered.

A student is allowed to receive a maximum of four W’s per course. A student will be allowed to take the course additional times only through a formal appeal process.

<u>Symbol</u>	<u>Definition</u>
MW	Military Withdrawal

The MW symbol shall be used for students who are members of an active or reserve military service and receive orders compelling a withdrawal from courses. Upon verification of such orders, this symbol may be assigned at anytime during the term with no adverse impact on the students' academic record or enrollment status. This grading option is retroactive to January 1, 1990.

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VIII. NOTIFICATION OF PROBATION AND DISMISSAL

Every reasonable effort will be made to notify a student of placement on probation, dismissal, removal from probation, or reinstatement after dismissal, at or near the beginning of the semester in which it will take effect but, in any case, no later than the start of the fall semester.

1. Counseling and other support services will be offered to any student on probation to help the student overcome any academic difficulties.
2. Probation and dismissal policies and procedures shall be published in the district catalog per Title 5, California Code of Regulations, Section 55033.

IX. GRADE CHANGES

In any course offered by the South Orange County Community College District for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student in accordance with Title 5, California Code of Regulations, Section 55023. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency as outlined in California Education Code, Section 76224(a). Procedures for the correction of grades given in error shall include expunging the incorrect grade from the record in accordance with Title 5, California Code of Regulations, Section 55025.

When grade changes are made in accordance with this policy, appropriate annotations of any courses repeated shall be entered on the student's permanent academic record in such a manner that all work remains legible, insuring a true and complete academic history, as prescribed by Title 5, California Code of Regulations, Section 55025(e).

X. ACADEMIC RENEWAL REGULATIONS

Computation of the cumulative grade point average, may, under the circumstances outlined below, disregard course work from consecutive terms taken at any college as prescribed by Title 5, California Code of Regulations, Section 55046.

1. A student may request that the record of previously completed course work be disregarded by following the petition procedure provided by the Admissions and Records office.
2. Evidence to the effect that the previously recorded work was substandard (less than "C" or equivalent) and not reflective of more recently demonstrated academic ability, must be submitted with the petition.

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3. A maximum of two semesters or three quarters of work as a full-time student or up to 30 units of part-time work may be alleviated and disregarded in the computation of cumulative grade point average.
4. All course work taken in the term is to be alleviated even if satisfactory, and shall be disregarded.
5. At least three years must have elapsed since completion of the most recent course work to be alleviated.
6. A minimum of 30 semester units must have been completed at regionally accredited colleges or universities with a 2.50 G.P.A. subsequent to the course work to be alleviated.
7. When course work is forgiven, the permanent academic record shall be annotated in such a manner that all course work remains legible, insuring a true and complete academic history.
8. Academic renewal by South Orange County Community College District does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institutions.
9. A student may request academic renewal only once.

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