

## Rules and Regulations - Academic Regulations

### Grading Policy

In Sections 55020 to 55025 of the California Code of Regulations (Title 5), the Board of Governors of the California Community Colleges mandates a grading policy for all California Community Colleges. In compliance with this mandate, the South Orange County Community College District Board of Trustees has established the following provisions under Board Policy 5300 entitled "Grading Policy."

### Academic Record Symbols and Grade-point Average (GPA)

Evaluative Symbol	Meaning	Grade-point Value
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
P (C)	Pass (Credit) (equivalent to A, B, or C; units earned but not counted in GPA)	
NP (NC)	No Pass (No Credit) (equivalent to D or F; however, no units earned and units not counted in (GPA)	

All prerequisite course clearances require a grade of C or higher.

### Non-Evaluative Symbol

<b>I</b>	<p>Incomplete academic work for unforeseeable and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for removal of the "I" and the grade to be assigned in lieu of its removal is stated by the instructor in a written record at the conclusion of the class. A copy of the record is given to the student and the original is filed in the Office of Admissions and Records. A final grade is assigned when the work stipulated 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. A student may petition for an extension of time due to unusual circumstances before the time limit has passed. Petitions may be submitted to the Office of Admissions and Records.</p> <p>The "I" grade is not used in calculating the grade-point average but excessive "I's" are used as a factor in progress probation and dismissal procedures.</p>
<b>W</b>	<p>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." Students are limited to a total of three withdrawals in a given course.</p> <p>No notation ("W" or other) shall be made on the academic record of a student who withdraws during the first 20% of the course.</p> <p>Withdrawal between the 20% and 65% of a term, shall be recorded as a "W" on the student's record.</p> <p>The "W" shall not be used in calculating grade-point averages, but excessive "Ws" shall be used as factors in progress probation and dismissal procedures.</p> <p>A student may request permission to withdraw from a class after 65% of the length of the class by following the petition procedure in the Office of Admissions and Records. All requests for this exception shall include complete written details of the circumstances and only extreme emergency</p>

	<p>reasons clearly beyond the control of the student shall be considered.</p> <p>Petitions for this exception must be received <b>within the 45 day window</b> for grade appeal after final grades are posted for a given semester.</p>
<b>MW</b>	<p>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 student's academic record or enrollment status. This grading option is retroactive to January 1, 1990.</p>
<b>IP</b>	<p>The "IP" symbol is used to denote that the class extends beyond the normal end of an academic term. It indicates that work is "in progress," and that assignment of a substantive grade must await its completion. The appropriate evaluative grade and unit credit appear on the student's record for the term in which the course is completed. The "IP" is not used in calculating the grade-point average.</p>

### Grade Notification

Grades are available online soon after they have been submitted to the Office of Admissions and Records. Students may view their grades on "MySite". Grades are not available by mail or telephone.

### Pass/No Pass (Formerly Credit/No Credit)

Students have the option to be evaluated on a Pass/No Pass (Credit/No Credit) grading basis except in courses restricted from use of these evaluative symbols and so designated in the college catalog. Students must declare the Pass/No Pass option within the first 30 percent of the class by changing the Pass/No Pass option through online registration. Nursing courses may not be taken for a Pass/No Pass grade unless no other grading option is available.

Certain courses may be evaluated only on a Pass/No Pass grading basis. Such courses will be so designated in the college catalog and clearly indicated in the Schedule of Classes.

A "Pass" (P) grade indicates satisfactory ("C" or better) work in the class and units awarded with such a grade. No grade-points are assigned, however, and the grade is not used to compute the grade-point average.

A "No Pass (NP) grade indicates less than satisfactory work ("D" or "F") and with such a grade, no units are earned nor is the grade used to compute the grade-point average.

**Note:** In lieu of the traditional letter grade, the "P/NP" option is offered so that students may explore subject areas of interest outside of their major areas of competence or known abilities without being overly concerned by a grade or jeopardizing their grade-point average. There are a number of factors to consider before making the decision to opt for completion of a course on a Pass/No Pass basis especially for transfer students:

- Taking a course on a Pass/No Pass basis is not similar to auditing. Students are held to attendance regulations and must complete all examinations and required coursework.
- Some colleges and universities specify that courses required for a major or general education be completed on a graded (A-F) basis.
- Students transferring to a UC campus who are required to complete 60 units of coursework with a grade-point average of 2.4 prior to admission must complete at least 42 of the required

units on a graded (A-F) basis. Courses to remedy a University of California admissions deficiency are not acceptable if completed on a "pass" (credit) basis.

- Students planning to apply to competitive admissions programs should complete specifically required courses on a graded basis.
- No Pass (NP) (No Credit) grades are considered by the South Orange County Community College District in determination of progress probation (refer to regulations describing probation/dismissal under scholarship standards).
- Students planning to graduate from the South Orange County Community College District must establish a minimum 2.0 grade-point average of 12 in residence.
- Standards for Dean's List or other academic honors are based on letter-graded courses.

## Course Repeatability and Repetition

(Also see Registration and Announcement of Courses sections of this catalog)

State regulations (Title 5, sections 55040-55045) restrict the number of times a student may enroll in a course within a community college district. The number of times a student may enroll in a course is based on whether the course is designated "repeatable" or "non-repeatable." Any student registering to repeat a course not identified as repeatable or repeating a course more often than permitted may be dropped from the course.

### Non-Repeatable Courses

Most credit courses are designated as "non-repeatable" in accordance with Title 5 thereby limiting students to a single enrollment if the student receives a satisfactory grade (A, B, C, P, or CR) or an Incomplete. Under current repetition rules, students are permitted to enroll in a non-repeatable course up to a maximum of two additional times to replace a substandard grade (D, F, NP, or NC) or if they withdrew from the course and received a W on their transcript. Students may not exceed three enrollments in a nonrepeatable course. An enrollment is defined by the assignment of a passing or a substandard grade; Incompletes and Withdrawals are included in this limitation. Non-repeatable courses are designated "NR" in their course description within this catalog.

This enrollment limitation for non-repeatable courses is enforced within the South Orange County Community College District, which includes Saddleback and Irvine Valley colleges. Additional enrollments beyond the maximum of three may be permitted on a very limited basis through the formal petition process at the Office of Admissions and Records (see Repetition for Special Circumstances).

### Repeatable Courses

As of January 2013, only three types of courses are repeatable (Title 5 § 55040(b)(1), 55041):

1. Courses for which additional enrollments are necessary to meet the major requirement of California State University (CSU) or University of California (UC) for completion of a bachelor's degree. Such courses may allow for additional enrollments to allow the student to meet the lower division component of these major requirements. The number of maximum enrollments may not exceed four and might be fewer if the transfer institution requires fewer than four enrollments or if the course is related in content to other courses offered at the college.
2. Intercollegiate athletics. These courses include those in which student athletes are enrolled to participate in an organized competitive sport sponsored by the district or a conditioning course which supports the organized competitive sport. Student athletes are limited to no more than 350 contact hours within a fiscal year (July 1-June 30); they are permitted a maximum of 175 hours in

courses dedicated to the sport and 175 hours in courses focusing on skill development and conditioning.

3. Intercollegiate academic or vocational competition. Such courses must be designed specifically for students to participate in non-athletic competitive events, the competition must be between students from different colleges, the competition must be sanctioned by a formal collegiate or industry governing body, and participation in the event must be directly related to the course content. Students enrolled in these courses are required to participate in the academic or vocational competition.

Those courses that allow for additional enrollments beyond the first successful completion are designated by an "R" code followed by a number indicating the number of enrollments permitted. For example, a course with the designation R-E-3 allows for a maximum of four enrollments (the original enrollment plus an additional three) regardless of whether the student received a grade (A, B, C, D, F, P(C), NP (NC)) or a W. An explanation of the repeat codes is contained within the Announcement of Courses section of this catalog.

### Repetition to Alleviate Previously Earned Substandard Grade

To alleviate a substandard grade in calculating the GPA from a non-repeatable course, the student should re-enroll in the same course at Saddleback College or take an equivalent course at Irvine Valley College. The student must ensure that the IVC course taken is deemed equivalent prior to enrolling in it by consulting with a counselor at Saddleback College. Because courses are sometimes discontinued, students should re-enroll in the same course in the following term after receiving the substandard grade. If the course is no longer offered, the ability to re-enroll and suppress the substandard grade is lost.

A student may request to have the substandard grade disregarded in the computation of their GPA by submitting a Request for Transcript Repeat Notation to the Office of Admissions and Records. The form is available to download from the Admissions and Records website at [www.saddleback.edu/admissions/forms.html](http://www.saddleback.edu/admissions/forms.html).

The previously recorded course and grade will remain on the student's transcript and the transcript will show which course was excluded for purposes of grade point calculation. Only the most recent course grade earned will be used in calculating the student's grade point average. **A maximum of two previous grades per course may be disregarded in computing the student's grade point average.** All previous work will remain on the student's transcript to ensure a true and complete academic history.

### Repetition for Special Circumstances Significant Lapse of Time

Students may be considered for an additional enrollment after they have successfully completed a course if:

1. There has been a significant lapse of time (not less than 36 months) AND
2. The student can provide documentation that
  - a) The SOCCC District has established a recency prerequisite for a course or program **OR**
  - b) Another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course in question.

Students wishing to request an additional enrollment due to a significant lapse of time must complete an Academic Appeal Form. The form may be downloaded at [www.saddleback.edu/admissions/forms.html](http://www.saddleback.edu/admissions/forms.html). The form must be filed at least two weeks prior to the start of the semester in which the student seeks the course repetition.

## Extenuating Circumstances

Students may petition to enroll in a course one additional time due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the student's control resulting in either a passing or a substandard grade; students receiving an I, IP, or W cannot re-enroll in a course as a result of extenuating circumstances. **Students may only be approved for this reason one time per course.** Students may file an Academic Appeal Form for course repetition in the Office of Admissions and Records. The form may be downloaded at [www.saddleback.edu/admissions/forms.html](http://www.saddleback.edu/admissions/forms.html) and must be filed two weeks prior to the semester in which the student seeks the course repetition.

## Legally Mandated Training

Students may repeat courses to meet legally mandated training requirements if the course is required by statute or regulation as a condition of continued paid or volunteer employment (\$55000(k)); they may be required to certify or document that such re-enrollment is necessary. A student needing to repeat a course required for employment/certification (e.g. CPR class) must provide documentation of the mandate to Admissions and Records and petition for enrollment.

## Significant Change in Industry or Licensure Standards

Students may be permitted to repeat a previously completed course if there has been a significant change in industry or licensure standards since the student last took the course such that the student could not obtain or maintain employment or license without retaking the course. Students may be required to provide a letter from their current or prospective employer stating the course must be taken again for employment as well as provide documentation of the significant change in industry standard since the course was last completed. Students should contact the Office of Admissions and Records for additional information.

## Special Classes for Students with Disabilities

Pursuant to state and federal nondiscrimination laws, repetition of special classes designated to provide accommodations to a student's educational limitations may be permitted for any of the following reasons:

1. The student's continuing success in general and/or special classes is dependent upon additional enrollments in a specific special class,
2. Additional enrollments in a specific special class are essential to completing the student's preparation for enrollment into other special or general courses,  
*or*
3. The student's educational contract includes a specific goal (other than completion of the special class in question) and additional enrollments will help further that goal.

## Active Participatory Courses

Active participatory courses in physical education, visual arts, or performing arts (including - but not limited to - Dance, Theatre, Kinesiology, Visual Arts, and most Music courses) that are related in content to one or more other courses have additional restrictions on repeatability and repetition. Courses are defined as being related in content when they have "similar primary educational activities in which skill levels or variations are separated into distinct courses with different student learning outcomes for each level or variation" (\$55000). Students are limited to four semester enrollments in courses that are related in content; this limitation applies even if an active participatory course is designated as repeatable. Students may repeat active participatory courses in which a substandard grade or W was received, however all enrollments count toward the four enrollment maximum.

## Scholarship Standards

### Dean's List

Students who achieve a grade point average of 3.25 or higher in 12\* or 3.5 in at least 6 of letter-graded courses in any one semester will be eligible for the honor of being placed on the Dean's List. Continued excellence in scholarship may result in graduation with honors. For the Dean's List certificate check with the Office for the Vice President for Instruction, AGB 109 at 949-582-4795.

\*For DSPS students full-time equivalency may differ, please contact the DSPS office at 949-582-4750.

### Academic Honors At Graduation

In recognition of academic excellence for associate degree programs, students are awarded graduation honors as follows:

<b>Summa Cum Laude:</b>	4.0 GPA
<b>Magna Cum Laude:</b>	3.75 to 3.99 GPA
<b>Cum Laude:</b>	3.50 to 3.74 GPA

Graduation honors are calculated using all academic work completed. This includes all work completed at Saddleback College and all transcripts used from other accredited institutions. In addition, in order to qualify, students must have completed 24 semester units of letter-graded work at Saddleback College.

Graduation honors will be indicated in the commencement program and on the student's diploma and transcript. However, for candidates (those students with final grades pending), the commencement program will note "candidate," as their degrees and honors have not yet been confirmed. When final grades are determined, a recalculation of grades will be completed and, if the student qualifies, the graduation honor will be noted on the diploma.

## Probation

### Academic Probation

A student who has attempted at least 12 semester units at Saddleback College and/or Irvine Valley College is placed on academic probation when the earned grade point average in all units attempted is less than 2.0.

### Progress Probation

A student who has enrolled in at least 12 semester units at Saddleback College and/or Irvine Valley College is placed on progress probation when the percentage of all units in which he/she has enrolled and for which entries of "W," "I," and "NP" (NC) are recorded reaches or exceeds 50 percent.

It is the responsibility of the student who has been placed on academic or progress probation to confer with a counselor regarding the probationary status and/or to use the services provided by the college including basic-skills courses, tutoring services, and faculty conferences. The college reserves the right to require counseling and regulation of the student's program on the basis of his/her achievement.

### First Time Probation

Students who are on academic or progress probation for the first time will receive a PB (probation block) hold. Students will be notified of this hold in their student portal MySite and via email from the college. All students that receive a PB hold will be blocked from all future course enrollments. For further information, please contact the Matriculation Office at (949) 582-4970 or visit [www.saddleback.edu/no-f](http://www.saddleback.edu/no-f)

## Removal From Probation

### Academic Probation

A student on academic probation for a grade-point deficiency shall be removed from probation when the student's accumulated grade point average is 2.0 or higher.

### Progress Probation

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

### First Time Probation

A student on First Time probation must attend an Academic Probation Workshop to have the PB Hold removed and be eligible for course enrollment.

### Dismissal

A student whose cumulative grade point average falls below 1.75 in three consecutive semesters at Saddleback College and/or Irvine Valley College shall be subject to dismissal.

A student who has been placed on progress probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of "W," "I" and "NP" (NC) are recorded in three consecutive semesters reaches or exceeds 50 percent.

A combination of low scholarship and continued progress probation for three consecutive semesters also may result in dismissal.

### Readmission After Dismissal

Students who have been dismissed from Saddleback College or Irvine Valley College may apply for a readmission review after one semester of non-attendance by following the petition procedures through the Office of Admission and Records located in the Student Services Center Room 102. 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.

If circumstances warrant, exceptions may be made by recommendation of a special committee appointed to review such cases and by approval of the college president.

### Suspension of VA Benefits Due to Probation

Saddleback College is responsible for enforcing the Department of Veterans Affairs' (DVA) standards of academic progress. These standards require the college Veterans Office to suspend, for one semester, the VA education benefits of students who have been on academic or lack-of-progress probation for two consecutive semesters. The college Veterans Office is also required to notify DVA of this suspension.

**VA benefits reinstatement:** In addition to not receiving VA education benefits for one semester, students must have a written evaluation completed by an academic counselor. The evaluation must certify that the student has a reasonable chance of academic success in future semesters. Students who change their academic programs must satisfy more stringent requirements, including submission to VA of a request for reinstatement of benefits.

Once VA benefits are re-instated, students are required to maintain a 2.0 semester GPA every semester until they achieve a 2.0 cumulative GPA. Failure to do so will result in immediate suspension of VA education benefits for another semester. Please call the college Veterans Office at 949-582-4871 for further details.

### Academic Renewal

Students may petition to have their academic record reviewed for academic renewal of substandard academic performance in consecutive terms under the following conditions:

- Students must have achieved a grade point average of 2.5 with a minimum of 30 semester units at regionally accredited

colleges or universities subsequent to the substandard work in question.

- Students must not have requested or have been granted academic renewal within the SOCCCD.
- Only work completed three years or more before the date of petition may qualify for academic renewal.
- Previous substandard work will be disregarded only by the term, not the individual course; that is, all courses completed in a given term will be disregarded, including those for which the student received a passing grade.
- Only substandard semesters (below 2.0) may be considered for renewal.
- A maximum of two semesters of full-time work or 30 units of part-time work may be disregarded.
- Academic renewal may not be granted for a semester containing coursework used as a requirement for a degree, certificate, or skills award to the student within the SOCCCD.

The procedures are as follows:

1. A petition must be filed in the Office of Admissions and Records.
2. Accompanying the petition must be evidence that (a) previous work in question was substandard (less than C or the equivalent), and (b) the previous substandard work does not reflect the student's current performance or capabilities.
3. The Registrar of Admissions, Records, and Enrollment Services is the designated authority for approval of academic renewal.

Academic renewal actions are irreversible. When academic renewal procedures permit previously recorded substandard coursework to be disregarded in the computation of a student's grade point average, the student's permanent academic record should contain an accurate record of all coursework to ensure a complete academic history. Academic renewal by the SOCCCD does not guarantee that other institutions will approve such actions. This determination will be made by the respective transfer institutions.

Academic renewal procedures shall not conflict with the District's obligation to retain and destroy records or with the instructor's ability to determine a student's final grade.

### Load Limit

Students will be allowed to carry a maximum of 19 units, not including work experience or independent study. In order for a student to be considered for an overload, he/she must have a cumulative 3.0 grade point average and must petition the Counseling Office beginning the first day of classes each semester. Petitions are available in the Counseling Office.

Saddleback College does not specify a minimum load except when the student must meet certain eligibility requirements such as financial aid, student employment, Social Security certification, Veteran's enrollment certification, insurance eligibility or athletic eligibility. Eligibility for Veteran's benefits requires enrollment in the required units for each week of the certification period. The load requirement is as follows:

<b>Full-time</b>	12 or more units
<b>Three-fourth time</b>	9 - 11.5
<b>One-half time</b>	6 - 8.5

An average of 15-16 each semester is necessary for a student to graduate within a two-year period.

### Remedial Coursework Limit

No more than 30 semester units of credit may be awarded to a student for remedial coursework. Courses in this category include English reading and writing courses one level below transfer-level

composition (ENG 1A) and mathematics courses below beginning algebra (MATH 251).

The following students are exempted from this limitation:

1. Students who are enrolled in one or more courses of English as a Second Language.
2. Students identified as having a learning disability.

The college may grant a waiver to the 30-unit remedial course limitation to any student who demonstrates significant and measurable progress toward the development of skills needed for successful enrollment in college-level courses. Waivers are given only for specified periods of time or specified numbers of units.

Students who have exhausted the unit limitation will be referred to appropriate noncredit adult-education programs.

## Access to Records and Release of Information

The congressional legislation entitled The Family Educational Rights and Privacy Act is designed to protect the privacy of student information.

In compliance with this law, the college provides students access to specified official records directly related to the student and an opportunity to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate, while providing for the challenge of the actual grade received.

The college will not release, except by subpoena from state, local, and federal government officials, personally identifiable data about students without their prior written permission. The following directory items are exceptions to this policy.

Saddleback College regards as public information:

1. Student name
2. City of residence
3. Major field of Study
4. Participation in officially recognized activities and sports including weight, height, and high school of graduation of athletic team members.
5. Dates of attendance.
6. Degrees and awards received including honors, scholarship awards, athletic awards and Dean's List recognition.
7. Photo ID.
8. Enrollment status.

Students who do not wish to have the above directory information released must submit a written request to the Dean of Enrollment Services.

Students wishing to challenge information in their files should contact the Vice President for Student Services, who will cause a hearing to be held.

A standard fee has been established to cover the cost of furnishing copies of some college records to the student. Students wishing to have a copy of other records will be furnished copies at the actual reproduction cost except when copies of transcripts of coursework completed at other institutions must be obtained from those institutions.

The act applies to educational records only and does not include administrative records.

## Attendance

Students are expected to attend classes regularly. Failure to attend classes may be taken into consideration by instructors in assigning grades.

Students who fail to attend the first meeting of any class for which they have officially enrolled may be dropped by the instructor unless prior arrangement has been made with the instructor. Students who officially enroll in a class may be dropped by the instructor no later than the completion of 65% of the class. Instructors may drop a student from a class when he/she is absent for a total of two cumulative instructional hours per credit unit or after six cumulative instructional hours.

It is the student's responsibility to drop classes he/she is no longer attending.

## Final Examinations

Final examinations are held in all subjects according to the schedule that is published by the Office of the Vice President for Instruction each semester. No student will be excused from any final examination without approval from the instructor teaching the course and the division dean.

# Honors Program

## Philosophy and Rationale

The Saddleback College Honors Program is an interdisciplinary effort to develop exceptional talent, ability, and scholarship in highly motivated students.

## The Honors Curriculum

Faculty design Honors classes to

- develop strong "high-level" cognitive skills such as problem solving, evaluation, synthesis, critical thinking, and independent thinking;
- build writing and research capabilities in students so that they can excel at upper-division work after transfer;
- create a challenging, highly interactive, enjoyable academic experience; and
- take advantage of the opportunities allowed by the smaller class size (25 students per class).

The Honors Program offers a wide variety of UC-transferable courses that fit into the major or general education courses for most students. Check the Class Schedule to see which Honors courses are being offered in any given semester.

## Honors Students

Any Saddleback College student may enroll in an Honors class without completing an application or seeking special permission. All students in Honors classes do Honors work and receive "H" transcript credit. By enrolling, a student chooses to do Honors work to Honors standards:

- Certificate-Track Honors Students have completed an Application for Certificate-Track Status and have been admitted to that status. They may be full-time or part-time students. Certificate-Track status confers benefits outside the classroom, as discussed below.
- Walk-In Honors Students are those taking one or two Honors classes because of an interest in the subject, the wish to work with the professor, curiosity about Honors, or other reasons.

Changing from Walk-In to Certificate-Track Status is possible, but a deadline does exist. Students lose the right to apply for Certificate-Track status after they complete two Honors courses at Saddleback College. An application must be filed before that point in order to preserve eligibility for eventual admission, even if admission is not granted at that point.

Applications are accepted year-round, but there are deadlines for eligibility for priority registration application. See