

Student Services

7.35 Academic Standards

All academic standards shall conform to the education and administrative codes of the State of California and shall include procedures whereby students may petition a College Academic Standards Committee for reinstatement in College in the event of their failure to maintain the required standards.

1. Withdrawal

- a. A student may withdraw from a semester-length class during the first four weeks of instruction and no notation will be made on the student's academic record. In courses of less than a regular semester's duration, a student may withdraw prior to the completion of 30 percent of the period of instruction and no notation will be made on the student's record.
- b. Thereafter, a student may withdraw from a semester-length class, whether passing or failing, at any time through the last day of the fourteenth week of instruction and a "W" grade shall be authorized after the faculty member has been informed. In courses of less than a regular semester's duration, a student may withdraw prior to the completion of 75 percent of the period of instruction and a "W" grade shall be authorized after the faculty member has been informed.
- c. The academic record of a student who remains in class beyond the time periods set forth above must reflect an authorized symbol other than "W" [see [Section 7.35\(6\)](#)]. However, after the end of the fourteenth week (or after 75 percent of the period of instruction in courses of less than a regular semester's duration), withdrawal may be authorized in the case of extenuating circumstances. Extenuating circumstances are defined as case of accident, illness, or other circumstances beyond the control of the student. In such cases, the student must submit a petition in accordance with established College procedures and must consult with the faculty member. Approved withdrawal, under the conditions set forth, shall be recorded as a "W."
- d. "Military Withdrawal" occurs when a student who is a member of the active or reserve United States military service receives orders necessitating a withdrawal from classes. Upon verification of such orders, the withdrawal symbol of "MW" shall be assigned. Military Withdrawals shall not be counted in "satisfactory progress" probation and dismissal calculations.
- e. A student failing to follow established withdrawal procedures may be assigned an "F" grade by the faculty member.
- f. A student may appeal a decision regarding withdrawal in accordance with Rules and Regulations, [Section 7.73](#).

2. Standards for Probation

- a. A student will be placed on academic probation under the following criteria:
- i. Academic probation based upon grade point average: A student who has attempted at least 12 semester units, as shown by the official cumulative record, shall be placed on academic probation if the student has earned a grade point average below 2.0 in all units which were graded on the basis of the grading scale described in [Section 7.35\(6\)](#).
 - ii. Academic probation based on failure to maintain satisfactory progress: A student who has enrolled in a total of at least 12 semester units, as shown by the official cumulative record, shall be placed on academic probation when the percentage of all units in which a student has enrolled for which entries of "W," "I," and "NC" are recorded reaches or exceeds 50 percent.
- b. The two probationary criteria described above will be applied in such a manner that a student may be placed on probation under either or both systems and subsequently may be dismissed under either or both systems.
- ~~c. A semester in which a student completes an official "Leave of Absence" will not be included in the tabulation of [a(2)] above.~~
- ~~d.~~ c. An Academic Standards Committee will be appointed by the responsible Vice President. A probationary student may petition the Academic Standards Committee, in accordance with College procedures, for removal of his/her probationary status if it has resulted from unusual circumstances beyond the student's control.
- e. d. A student may appeal a decision regarding probation in accordance with Rules and Regulations, [Section 7.73](#).

3. Removal from Probation

- a. A student on academic probation on the basis of grade point average shall be removed from probation when his/her cumulative grade point average is 2.0 or higher.
- b. A student on academic probation on the basis of failure to maintain satisfactory progress shall be removed from probation when the percentage of units in this category no longer exceeds 50 percent.

4. Standards for Dismissal

- a. A student in probationary status shall be subject to dismissal if in any two subsequent semesters either or both of the following criteria are applicable:
 - i. The student's cumulative grade point average is less than 1.75 in all units attempted.

- ii. The cumulative total of units in which the student has been enrolled for which entries of "W," "I," and "NC" have been recorded reaches or exceeds 50 percent.
- b. Normally, a dismissed student must remain out of day and evening classes for one semester before petitioning the Academic Standards Committee for reinstatement.
- c. A dismissed student may present a written appeal to the Academic Standards Committee requesting immediate reinstatement if dismissal has resulted from unusual circumstances. A registered student making such an appeal should remain in classes until the decision of the Academic Standards Committee is made.
- d. A student may appeal a decision regarding dismissal in accordance with Rules and Regulations, [Section 7.73](#).

5. Inclusion/Exclusion of Units Attempted

- a. The determination of the applicability of the policy on academic probation and dismissal will be based on the inclusion of:
 - i.. All units in which the student has been officially enrolled, except those in which the student has been assigned a grade or non-evaluative symbol of "W," "MW," "CR," "NC," "I," "RD," or "IP" when computing grade point average.
 - ii. All units in which the student has been officially enrolled, except those in which the student has been assigned a non-evaluative symbol of "MW," "RD," or "IP" when applying the satisfactory progress rule.
 - iii. All SMCCCD units in which the student has been enrolled will be utilized in determining the applicability of the policy on academic probation and dismissal.

6. Academic Record Symbols and Grade Point Average

- a. 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 4 points and the lowest grade shall receive 0 points, using only the following evaluative symbols:

Symbol	Definition	Grade Point
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
CR	Credit (at least satisfactory--units awarded not counted in GPA)	
NC	No Credit (less than satisfactory or failing--units not counted in GPA)	

- b. Only the following non-evaluative symbols are authorized:

i. I - Incomplete

1. Conditions for the removal of the "Incomplete" shall be set forth by the faculty member in a written record which also indicates the grade assigned in lieu of removal. The student will receive a copy of this record and a copy will be filed by the Dean of Admissions and Records or the designee of the responsible Vice President. A final grade will be assigned by the faculty member when the stipulated work has been completed and evaluated. In the event that the work is not completed within the prescribed time period, the grade previously determined by the faculty member will be entered in the permanent record.

An "Incomplete" must be made up no later than one year following the end of the term in which it was assigned. Established College procedures may be utilized to request a time extension in cases involving unusual circumstances.

The "I" shall not be used in the computation of grade point average.

1. This symbol is to be used only by the Dean of Admissions and Records, or the designee of the responsible Vice President, for the purpose of indicating that there has been a delay in reporting the grade due to circumstances beyond the student's control. It is to be replaced by a permanent symbol as soon as possible. The "RD" shall not be used in the computation of grade point average.

ii. IP - In Progress

This symbol is to be used in the student's permanent record to confirm enrollment and to indicate that the class extends beyond the normal end of the term. It indicates that work is "In Progress" and that unit credit and a grade will be assigned when the course is completed.

If a student enrolled in an open-entry, open-exit course is assigned an "IP" grade and does not re-enroll for the subsequent attendance period, the faculty member will assign an evaluative symbol, in accordance with [6(a)] above, to be recorded on the student's permanent record for the course.

The "IP" shall not be used in the computation of grade point average.

iii. RD - Report Delayed

iv. W - Withdrawal/MW - Military Withdrawal [See [Section 7.35\(1.d\)](#)]

7. Course Repetition

a. Course Repetition: Grade Alleviation

i. A student who has earned a grade of "D," "F," or "NC" in a credit course at any College in the San Mateo County Community College District may repeat the course one time for the purposes of grade alleviation.

1. The grade received in the repeated courses will be noted on the student's transcript. The higher of the two grades, either the first attempt or the repeat of the course, will be used in the computation of the grade point average.

~~ii. The student must obtain prior written permission before repeating a credit course for grade alleviation. The Vice President, Student Services is responsible for designating personnel authorized to provide written permission.~~

~~iii. Normally, a student may repeat a credit course for purposes of grade alleviation only once.~~

ii. Under unusual circumstances, a student may petition the Vice President, Student Services for permission to repeat a course more than once.

1. The student must obtain prior written permission before repeating a credit course more than once for grade alleviation. The Vice President, Student Services is responsible for designating personnel authorized to provide written permission.

~~1. Upon satisfactory completion of the repeated course, the student may petition the Office of Admissions and Records to have only the grade earned in the repeated course used in the computation of the grade point average.~~

i. In no case will the grade earned in the repeated course be used in the computation of the grade point average.

ii. In no case will the unit value of the repeated course be counted more than once.

iii. The permanent academic record shall be annotated in such a way that all courses attempted

will be indicated on the transcript in showing a true and complete academic history.

iv. To the extent possible, preference for enrollment in a credit course shall be given to students who have not previously taken the course. Exceptions to this policy may be made by the Vice President, Student Services.

v. Course repetition involving work completed at a non-District institution may be honored on application to the Office of Admissions and Records.

b. Course Repetition: Special Circumstances

i. Under special educationally justifiable circumstances, repetition of credit courses other than those for which substandard work has been recorded may be permitted.

ii.. The student must obtain prior written permission to repeat a credit course more than once before such course repetition will be authorized. The Vice President, Student Services is responsible for designating personnel to determine that circumstances exist which justify such repetition and to provide written permission.

iii.. Normally, a student may repeat such a course only once. Under unusual circumstances, a student may petition the Vice President, Student Services for permission to repeat a course more than once.

iv. Grades awarded for courses repeated under this provision shall not be considered in calculating the student's grade point average.

v. In no case will the unit value of the repeated course be counted more than once.

vi. The permanent academic record shall be annotated in such a way that all courses attempted will be indicated on the transcript in showing a true and complete academic history.