

ACADEMIC POLICIES AND PROCEDURES

A

- D = Passing, less than satisfactory
- F = Failing
- FW = Failing/Withdrawal

The "FW" grade symbol is an indication that a student has both ceased participating in a course some time after the last day to officially withdraw from the course without having achieved a final passing grade, AND that the student has not received District authorization to withdraw from the course under extenuating circumstances. The "FW" symbol may not be used if a student has qualified for and been granted military withdrawal "MW." If an "FW" is used, its grade point value equals zero (0), and it will be calculated into the GPA in the same manner as an "F" grade.

P = Pass (At least satisfactory, C or better. Units awarded not counted in grade point average.)

NP = No Pass (Less than satisfactory or failing. Units not counted in grade point average.)

Standard English is expected in all College coursework and is a consideration in grading. Its use is not an exercise limited to English classes alone.

Pass (P)/No Pass (NP) Courses

Formerly known as: Credit (CR)/No Credit (NC) Courses

Certain courses offered at City College of San Francisco are designated as pass/no pass courses. Such courses are shown in the catalog with the statement "P/NP only," meaning that only grades of P and NP are given for the course. Other courses are designated as optional pass/no pass courses. Such courses are shown in the catalog with the statement "P/NP available" meaning the course may be taken on a pass/no pass or on a letter grade basis; i.e., the pass/no pass option is available. Note: 1) pass/no pass courses are counted toward graduation and for transfer and 2) in an optional pass/no pass course the student may select "Pass/No Pass" grading option online through MyRAM at <http://www.ccsf.edu> to take the course on a pass/no pass basis no later than the deadline date established in the Calendar of Instruction. (See Calendar of Instruction for this date.) The "NP" symbol shall be used only in calculating units attempted for probation and dismissal.

Although City College does not limit the number of units a student may take on a Pass/No Pass basis, students planning to transfer should inquire of the transfer institution its policy on pass/no-pass course work. Some institutions may require a letter grade in course work used to satisfy specific requirements for admission and/or major preparation.

Other Symbols

- Symbol = Definition
- "E" = Exclusion
- "EW" = Excused Withdrawal
- "I" = Incomplete
- "MW" = Military Withdrawal
- "RD" = Report Delayed
- "W" = Withdrawal

"E" Exclusion. The "E" symbol shall be used to denote grades of D,

Academic Record Symbols and Standards

A system of letter grades and grade points is used to indicate the quality of work done by students. The meaning of each evaluative symbol, with its value in grade points, is as follows:

Symbol = Definition	Grade Points
A = Excellent	4.0
B = Good	3.0
C = Satisfactory	2.0

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Removal from Probation: For removal from academic probation, a student must have an overall cumulative grade point average in all City College units of 2.00 or higher. For removal from progress probation, a student must have been given marks of “W,” “INC.,” or “NP” in less than 50% of all City College units in which the student has enrolled.

Dismissal:

Academic DismissalA student who has been on probation is subject to academic dismissal if the student has been on either academic probation or on progress probation or on both academic and progress probation for more than four consecutive semesters. If students are academically dismissed, a notation of “Academic Dismissal” will be placed on the permanent academic record. Consecutive semesters means four semesters in a row of the student’s attendance at City College. Summer sessions are not counted as regular semesters when semesters are being counted for academic dismissal.

Appeal of Academic Dismissal and Request for Reinstatement:

Students may appeal academic dismissal and petition to be reinstated so they may continue their enrollment. Such petitions will be considered in cases of verified unusual circumstances. Students may request information or a Petition to Appeal Academic Dismissal and Request Reinstatement from the Office of Admissions & Records (MUB 188). If students are reinstated, their reinstatement will be conditional based upon a review of the academic record at the end of each semester. Readmitted students will be subject to the continued requirements of the academic probation and academic dismissal regulations.

Financial Aid Probation: The rules for financial aid probation, academic progress, or disqualification may be different. Please see the appropriate section in the Catalog under Financial Aid.

Grade Reporting

Midterm Grades and Final Grades are made available to students through MyRAM at <http://www.ccsf.edu>.

Repetition of Credit Courses

Repeatable courses are identified in the College Catalog, along with their repetition limits. Repeatable courses may be taken for a total of four enrollments, unless otherwise noted.

- If 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, the minimum thirty-six (36) month lapse of time requirement may be waived. The student must provide documentation that the repetition is necessary for his or her transfer to the institution of higher education.
4. **Legally Mandated Training Requirement**
Students may repeat a course when repetition is necessary to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Students must provide documentation from the employer, identifying the requirement for the training.
 5. **Significant Change in Industry or Licensure Standards**
Students may repeat a course when there have been significant changes in industry or licensure standards. The student must provide documentation identifying the significant change in industry or licensure standards to repeat the course.
 6. **Student with Disabilities**
The Disabled Students Program & Services Department is allowed to offer special classes with content that addresses the educationally related functional limitations of students with disabilities pursuant to Title 5 of the California Code of Regulations and state and federal nondiscrimination laws.

Any number of repetitions of these classes may be allowed as a disability related accommodation based on an individualized determination by the Disabled Students Programs & Services Department that one of the following circumstances applies:
 - When continuing success of the student in other general and/or special classes is dependent on additional repetitions of a specific special class.
 - When additional repetitions of a specific special class are essential to completing a student's preparation for enrollment into other regular or special classes.
 - When the student has a student educational contract which involves a goal other than completion of the special class in question and repetition of the course will further achievement of that goal. Students enrolled in these courses may repeat them without petition.
 7. **Extenuating Circumstances**
Students may repeat a course if the district determines that their previous grade, whether satisfactory or substandard, was the result of extenuating circumstances. Extenuating circumstances

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ments are. is decision must be made at the time of ling the degree petition and will be applied automatically when nal evaluation of degree and Academic Renewal requirements occurs.

2. A student must have completed at an accredited college at least 12 degree-applicable semester units with a cumulative grade point average of at least 3.0, at least 18 degree-applicable semester units with a cumulative grade point average of 2.5, or at least 24 degree-applicable semester units with a cumulative grade point average of at least 2.0. ese units must be earned subsequent to the last grade of "D" or "F" or "FW" to be excluded.
3. A maximum of 24 units can be excluded from the grade point average. Academic renewal will be granted only once.

Students are reminded of the following:

- Exclusion by academic renewal is limited to courses taken only at CCSF.
- Some destination transfer institutions may not accept academic renewal and may recalculate the grade point average. Students who plan to transfer to other institutions should contact the receiving transfer institution and ask how they apply grade exclusions (academic renewal).
- Once an Associate Degree has been awarded at City College, courses taken prior to the awarding of the degree cannot be excluded.
- Transcripts only from accredited institutions will be accept Cen-USg(o t)-6 (h)4 (eEMC .00tif t)-6 (hur)6ID stithe degrg of thu mdeeActual

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- All courses are eligible for the P/NP option for CPL purposes
- The student's academic record shall be clearly annotated to reflect that credit was earned by assessment of prior learning

Applying for Credit for Prior Learning

Credit for Military Service/Training

Students interested in Credit for Prior Learning using Joint Service Transcripts shall receive credit as recommended by the American Council on Education (ACE) Directory and approved by the appropriate discipline faculty of the college under the following circumstances:

- The student shall complete the Petition for Credit for Prior Learning
- Official transcripts must be on file in the Office of Admissions and Records. These may include Joint Services Transcript (JST), Sailor/Marine American Council on Education Registry Transcript (SMART), Army and American Council on Education Registry Transcript Service (AARTS), Community College of the Air Force (CCAF), Coast Guard Institute (CGI), DANTES/USAF!, Defense Language Institute Foreign Language Transcripts (DLIFLC), Defense Manpower Data Center (DMDC), DLPT Examinee Results, DA Form 330 Language Proficiency Questionnaire, or verified copies of 00214 or 00295 military records.

Credit course equivalency shall be determined by the faculty of the appropriate discipline

Industry Recognized Credentials

Students interested in Credit for Prior Learning using industry recognized credential(s) shall receive credit as recommended by the appropriate department chair or discipline faculty:

- Student meets with department chair or designated discipline faculty to submit the completed Petition for Credit for Prior Learning and all industry-recognized credential documents

If the department chair or designated discipline faculty determines that the industry recognized credentials adequately measure mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with a grade of "P" and forward it to the Office of Admissions and Records to be kept on file and recorded on the student transcript

Student-Created Portfolio Assessment

Students interested in Credit for Prior Learning using a student-created portfolio shall receive credit as recommended by the appropriate department chair or faculty designee under the following circumstances:

- A department approved portfolio assessment rubric for the course is on file
- The student completes the Petition for Credit for Prior Learning and meets with the department chair or designated discipline faculty to receive further instructions for student-created portfolio assessment
- The student submits all portfolio documents to the department chair or faculty designee for assessment of prior learning

- Take the examination given by the department chair or-discipline faculty
- If the students pass the examination, they will be eligible to receive credit for the appropriate course

Note: There is no cost for Credit for Prior Learning, except for the Credit by Exam assessment method. Credit earned through the other assessment methods listed above are free to the student

Dean's Honor List

In the fall and spring semesters, the College recognizes students who have attained high scholastic achievement. Students registered for and completed a minimum of twelve (12) semester units for the semester (only those courses where A-F grades were assigned are counted) with a grade point average of 3.30 or higher and are in good academic standing are placed on the Dean's Honor List. Good academic standing is defined as having a cumulative grade point average of 2.00 or higher and not being on academic and/or progress probation. If a student is on the Dean's Honor List, it will be noted on the student's unofficial/official transcript.

Graduation with Honors

Students who have earned by the end of their last semester a grade point average between 3.30 and 3.49, inclusive, will be graduated with honors. Those who have earned by the end of their last semester a grade point average between 3.50 and 3.74, inclusive, will be graduated with high honors. Those who have earned by the end of their last semester a grade point average between 3.75 or higher, inclusive, will be graduated with highest honors.

The Honors grade point average calculation will include grades from all degree applicable coursework including coursework from outside institutions. If a student graduates with honors, a notation will be placed on the student's official and unofficial transcripts.

Student's Responsibility for Satisfying Academic Requirements

Although counselors and advisers assist students in planning their programs, each student must assume complete responsibility for compliance with the instructions and regulations set forth in this catalog and for selecting the courses that will enable him/her to achieve his/her educational objective, whether it be graduation from the College, satisfaction of requirements for transfer to another college or a university, or preparation for an occupation.

Prerequisite Courses. A student may not enroll in a course that is a prerequisite to a course he/she has already completed. Each student is responsible for satisfying prerequisites for the courses included on the study list. For information concerning prerequisites, students should refer to the course information in this catalog in the section entitled "Announcement of Programs and Courses."

A student may not receive credit for any course which is prerequisite to any course already taken.

Field Trips. Field trips are required in a number of the courses offered by the College. Instructors in these courses provide information pertaining to such trips.

Final Examinations. Final examinations are required of all students in

all courses except physical education activity courses. Final examinations must be given on the dates and at the times shown on the official schedule and in the classrooms or laboratories in which the classes normally meet. This schedule is published in the Class Schedule. Students are required to take final examinations with the section in which they are enrolled. There are two exceptions to this policy: 1) A department, with the Vice Chancellor of Academic Affairs' approval, can schedule a common date, time, and place for all sections of a course to take a common examination; 2) The Vice Chancellor of Academic Affairs can approve an alternate examination schedule for a course in cases of emergency or necessity.

CCSF Credit For College Level Examination Program (CLEP) Test Scores

CLEP credit and general education equivalencies are based on state-wide guidelines for California community colleges. Students who seek course equivalency credit should consult with the department chair for the proposed equivalent course. For the current CLEP Chart, please visit the CCSF Articulation page, CCSF Academic Resources. <https://www.ccsf.edu/about-ccsf/administration/academic-institutional-affairs/office-instruction/ccsf-articulation-office/ccsf-academic-resources>.

CCSF Credit For International Baccalaureate (IB) Test Scores

IB credit and general education equivalencies are based on statewide guidelines for California community colleges (test scores of 5, 6, or 7). Students who seek course equivalency credit should consult with the department chair for the proposed equivalent course. For the current IB Chart, please visit the CCSF Articulation page, CCSF Academic Resources. <https://www.ccsf.edu/about-ccsf/administration/academic-institutional-affairs/office-instruction/ccsf-articulation-office/ccsf-academic-resources>.