



San Bernardino Community College District
Board Policy
Chapter 4 – Academic Affairs

BP 4220 STANDARDS OF SCHOLARSHIP

(Replaces current SBCCD BP 4220)

❖ From current SBCCD BP 4220 titled Standards of Scholarship, Delegation

The Chancellor is responsible for establishing procedures that delineate the standards of scholarship consistent with the provisions of Title 5, Sections 55020 et seq., 55030 et seq., 55040 et seq., and Board policy.

These standards procedures shall address: grading practices, academic record symbols, grade point average, credit by examination, academic and progress probation, academic and progress dismissal, academic renewal, course repetition, limits on remedial coursework, and grade changes.

These procedures shall be described in the college catalogs.

References: Education Code Section 70902(b)(3); Title 5, Sections 55020 et seq., 55031 et seq., and 55040 et seq.

Adopted: 5/13/04
Revised:

Deleted: ¶
NOTE: The red ink signifies language that is legally required and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in black ink is from the current SBCCD BP 4220 titled Standards of Scholarship. Delegation approved on 5/13/04. ¶

39

COMMENTS

40

BP or AP #	Representative group	COMMENT	RESPONSE
BP 4220	SEE Legal Update #28-4/7/16	BP 4220 Standards of Scholarship – This policy was updated to change a reference from Title 5 Sections 55030 et seq. to Title 5 Sections 55031 et seq.	

41

42

43 **Legal Citations for BP 4220**

44
45 **EDUCATION CODE 70902(b) (3)**

46
47 **70902.** (a) Every community college district shall be under the
48 control of a board of trustees, which is referred to herein as the
49 "governing board." The governing board of each community college
50 district shall establish, maintain, operate, and govern one or more
51 community colleges in accordance with law. In so doing, the
52 governing board may initiate and carry on any program, activity, or
53 may otherwise act in any manner that is not in conflict with or
54 inconsistent with, or preempted by, any law and that is not in
55 conflict with the purposes for which community college districts are
56 established.

57 The governing board of each community college district shall
58 establish rules and regulations not inconsistent with the regulations
59 of the board of governors and the laws of this state for the
60 government and operation of one or more community colleges in the
61 district.

62 **(b) In furtherance of the provisions of subdivision (a), the**
63 **governing board of each community college district shall do all of the**
64 **following:**

65 (1) Establish policies for, and approve, current and long-range
66 academic and facilities plans and programs and promote orderly growth
67 and development of the community colleges within the district. In so
68 doing, the governing board shall, as required by law, establish
69 policies for, develop, and approve, comprehensive plans. The
70 governing board shall submit the comprehensive plans to the board of
71 governors for review and approval.

72 (2) Establish policies for and approve courses of instruction and
73 educational programs. The educational programs shall be submitted to
74 the board of governors for approval. Courses of instruction that are
75 not offered in approved educational programs shall be submitted to the
76 board of governors for approval. The governing board shall establish
77 policies for, and approve, individual courses that are offered in
78 approved educational programs without referral to the board of
79 governors.

80 **(3) Establish academic standards, probation and dismissal and**
81 **readmission policies, and graduation requirements not inconsistent**
82 **with the minimum standards adopted by the board of governors.**

83
84
85 5 CCR § 55020
86 Cal. Admin. Code tit. 5, § 55020

87 TITLE 5. EDUCATION
88 DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
89 CHAPTER 6. CURRICULUM AND INSTRUCTION
90 SUBCHAPTER 1. PROGRAMS, COURSES AND CLASSES
91 ARTICLE 2. GRADING AND ACADEMIC RECORD SYMBOLS
92

§ 55020. Regulations.

93
94 The governing board of each community college district shall adopt regulations consistent with
95 this article. The regulations shall be published in the college catalog under appropriate headings
96 and filed with the Chancellor's Office as required by section 51002.
97

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections
70901, 70902 and 76000, Education Code.

98
99
100 5 CCR § 55021
101 Cal. Admin. Code tit. 5, § 55021

102 TITLE 5. EDUCATION
103 DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
104 CHAPTER 6. CURRICULUM AND INSTRUCTION
105 SUBCHAPTER 1. PROGRAMS, COURSES AND CLASSES
106 ARTICLE 2. GRADING AND ACADEMIC RECORD SYMBOLS
107

§ 55021. Grading Policies.

108
109 (a) The governing board of each community college district shall establish a uniform grading
110 policy for all colleges within the district. The policy shall be based on sound academic principles
111 and be consistent with the requirements of this chapter.
112
113 (b) The grading policy shall require that all work in all degree-applicable and nondegree-
114 applicable credit courses shall be graded in accordance with a grading system adopted by the
115 governing board consistent with section 55023.
116
117 (c) The grading policy may provide for award of grades in noncredit courses, including courses
118 which are part of a high school diploma program or may be accepted for high school credit by a
119 high school.
120

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

121
122
123 5 CCR § 55022
124 Cal. Admin. Code tit. 5, § 55022

125 TITLE 5. EDUCATION
126 DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
127 CHAPTER 6. CURRICULUM AND INSTRUCTION
128 SUBCHAPTER 1. PROGRAMS, COURSES AND CLASSES
129 ARTICLE 2. GRADING AND ACADEMIC RECORD SYMBOLS
130

§ 55022. Pass-No Pass Options.

131
132 (a) The policy adopted pursuant to section 55021 may permit courses to be offered in either or

133 both of the following categories and, if so, shall require that each college catalog specify the
134 category into which each course falls:

135 (1) Courses wherein all students are evaluated on a "pass-no pass" basis.

(2) Courses wherein each student may elect on registration, or 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.

136
137 (b) All units of credit earned on a "pass-no pass" or "credit-no credit" basis in accredited
138 California institutions of higher education or equivalent out-of-state institutions shall be counted
139 in satisfaction of community college curriculum requirements.

140
141 (c) Units earned on a "pass-no pass" basis shall not be used to calculate grade point averages.
142 However, units attempted for which the symbol "NP" (as defined in section 55023) is recorded
143 shall be considered in probation and dismissal procedures.

144
145 (d) Notwithstanding any provision of this chapter, a district may continue to designate courses
146 as being offered on a "credit-no credit basis" instead of a "pass-no pass" basis and may
147 continue to use the "CR" and "NC" symbols, as defined in section 55030, instead of the "P" and
148 "NP" symbols until the Fall 2009 term. Until the Fall 2009 term, any reference in this chapter to
149 the "P" symbol shall be deemed to include the "CR" symbol and any reference to the "NP"
150 symbol shall be deemed to include the "NC" symbol.

151

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

152
153
154 5 CCR § 55023
155 Cal. Admin. Code tit. 5, § 55023

156 TITLE 5. EDUCATION
157 DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
158 CHAPTER 6. CURRICULUM AND INSTRUCTION
159 SUBCHAPTER 1. PROGRAMS, COURSES AND CLASSES
160 ARTICLE 2. GRADING AND ACADEMIC RECORD SYMBOLS
161

§ 55023. Academic Record Symbols and Grade Point Average.

162
163 (a) Except as provided in subdivisions (b) and (c), grades from a grading system shall be
164 averaged on the basis of the point equivalencies to determine a student's grade point average
165 using only the following evaluative symbols:

Symbol..Definition	Grade Point
168 A.....Excellent	4
169 B.....Good	3
170 C.....Satisfactory	2
171 D.....Less than satisfactory	1
172 F.....Failing	0

173 P.....Passing (At least satisfactory - units awarded not counted in
174 GPA. Has the same meaning as "CR" as that symbol was defined prior to
175 June 30, 2007.)

176
177 NP.....No Pass (Less than satisfactory, or failing - units not
178 counted in GPA. NP has the same meaning as "NC" as that symbol was
179 defined prior to June 30, 2007.)

180
181 (b) The governing board of a community college district may use "plus" and
182 "minus" designations in combination with letter grades, except that the grade of C
183 minus shall not be used. If pluses and minuses are used, the grade point value of a
184 plus shall be computed by adding 0.3 to the value assigned to the letter grade with
185 which it is combined, and the grade point value of a minus shall be computed by
186 subtracting 0.3 from the value assigned to the letter grade with which it is
187 combined, except that no grade point value shall be less than 0 or greater than 4.0.
188

189 (c) Regardless of whether the governing board elects to use plus and minus
190 grading, it may provide for the use of the "FW" grade symbol to indicate that a
191 student has both ceased participating in a course some time after the last day to
192 officially withdraw from the course without having achieved a final passing grade,
193 and that the student has not received district authorization to withdraw from the
194 course under extenuating circumstances. The "FW" symbol may not be used if a
195 student has qualified for and been granted military withdrawal. If "FW" is used, its
196 grade point value shall be zero (0).
197

198 (d) The governing board of each community college district shall publish the point
199 equivalencies for the grades used in subdivision (a), or, subdivisions (a) and (b) (if
200 pluses and minuses are used) in the catalog or catalogs of each college in the
201 district as a part of its grading policies. In the event the governing board chooses to
202 use the "FW" described in subdivision (c), it shall be included in the grading system
203 and point equivalencies published in the catalog.
204

205 (e) The governing board of each community college district may authorize the use,
206 under controls and conditions specified below, of only the following nonevaluative
207 symbols:
208

209 Symbol..Definition

210 Incomplete: Incomplete academic work for unforeseeable, emergency and
211 justifiable reasons at the end of the term may result in an "I" symbol
212 being entered in the student's record. The condition for the removal
213 of the "I" shall be stated by the instructor in a written record.
214 This record shall contain the conditions for the removal of the "I"
215 and the grade assigned in lieu of its removal.
216

217 This record must be given to the student with a copy on file with the
218 registrar until the "I" is made up or the time limit has passed. A
219 final grade shall be assigned when the work stipulated has been

220 completed and evaluated, or when the time limit for completing the
221 work has passed. The "I" may be made up no later than one year
222 following the end of the term in which it was assigned. The "I"
223 symbol shall not be used in calculating units attempted nor for grade
224 points. The governing board shall provide a process whereby a student
225 may petition for a time extension due to unusual circumstances.

226 IP.....In Progress: The "IP" symbol shall be used only in those
227 course which extend beyond the normal end of an academic term. It
228 indicates that work is "in progress," but that assignment of an
229 evaluative symbol (grade) must await its completion.

230
231 The "IP" symbol shall remain on the student's permanent record in
232 order to satisfy enrollment documentation.

233
234 The appropriate evaluative symbol (grade) and unit credit shall be
235 assigned and appear on the student's permanent record for the term in
236 which the course is completed. The "IP" shall not be used in
237 calculating grade point averages. If a student enrolled in an "open-
238 entry, open-exit" course is assigned an "IP" at the end of a term and
239 does not re-enroll in that course during the subsequent term, the
240 appropriate faculty will assign an evaluative symbol (grade) in
241 accordance with subdivision (a) or (a) and (b) if plus and minus
242 grading is used) to be recorded on the student's permanent record for
243 the course.

244
245 RD.....Report Delayed: The "RD" symbol may be assigned by the
246 registrar only. It is to be used when there is a delay in reporting
247 the grade of a student due to circumstances beyond the control of the
248 student. It is a temporary notation to be replaced by a permanent
249 symbol as soon as possible. "RD" shall not be used in calculating
250 grade point averages.

251
252 W.....Withdrawal: The "W" symbol may be used to denote withdrawal
253 in accordance with the requirements of section 55024.

254
255 MW.....Military Withdrawal: The "MW" symbol may be used to denote
256 military withdrawal in accordance with section 55024.

257
258 (f) In calculating students' degree-applicable grade point averages, grades earned
259 in nondegree-applicable credit courses shall not be included.

260
261 Note: Authority cited: Section 70901, Education Code. Reference: Sections 70901 and
262 70902, Education Code.

263
264 5 CCR § 55024
265 Cal. Admin. Code tit. 5, § 55024

264 TITLE 5. EDUCATION
265 DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
266 CHAPTER 6. CURRICULUM AND INSTRUCTION

267 SUBCHAPTER 1. PROGRAMS, COURSES AND CLASSES
268 ARTICLE 2. GRADING AND ACADEMIC RECORD SYMBOLS
269

§ 55024. Withdrawal.

270
271 (a) The governing board of a district which decides to provide a withdrawal procedure shall
272 adopt a policy consistent with the following:

(1) Withdrawal from a course or courses shall be authorized through the last day of the fourteenth week of instruction (or 75 percent of a term, whichever is less). The governing board, however, may establish a final withdrawal date which prohibits withdrawal after a designated point in time between the end of the fourth week of instruction (or 30 percent of a term, whichever is less) and the last day of the fourteenth week of instruction (or 75 percent of a term, whichever is less). The academic record of a student who remains in a course beyond the time allowed by district policy must reflect a symbol as authorized in section 55023.

273
(2) The governing board may by regulation authorize withdrawal from a course or courses in extenuating circumstances after the last day of the fourteenth week (or 75 percent of the term, whichever is less) upon petition of the student or his or her representative and after consultation with the appropriate faculty. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

274
(3) No notation ("W" or other) shall be made on the academic record of the student who withdraws during the first four weeks or 30 percent of a term, whichever is less. The governing board may establish a period of time shorter than the first four weeks or 30 percent of a term, during which no notation shall be made.

275
(4) Withdrawal between the end of the fourth week (or such time as established by the district) and the last day of the fourteenth week of instruction (or 75 percent of a term, whichever is less) shall be authorized after informing the appropriate faculty.

276
(5) Withdrawal after the end of the fourteenth week (or 75 percent of a term, whichever is less) when the district has authorized such withdrawal in extenuating circumstances, after consultation with appropriate faculty, shall be recorded as a "W."

277
(6) For purposes of withdrawal policies, the term "appropriate faculty" means the instructor of each course section in question or, in the event the instructor cannot be contacted, the department chair or appropriate administrator.

278
(7) The "W" shall not be used in calculating grade point averages, but shall be used in determining probation and dismissal pursuant to article 3 of this subchapter.
279

280 (8) A "W" shall not be assigned, or if assigned shall be removed, from a student's academic
281 record, if a determination is made pursuant to sections 59300 et seq. that the student
282 withdrew from the course due to discriminatory treatment or due to retaliation for alleging
283 discriminatory treatment or that the student withdrew because he or she reasonably believed
284 that remaining in the course would subject him or her to discriminatory treatment or
285 retaliation for alleging discriminatory treatment.

286 (b) Within the parameters set forth in subdivision (a), criteria for withdrawal and the procedures
287 to accomplish it shall be established by the district governing board and published in college
288 catalogs.

289 (c) A district's responsibilities with respect to enrollment or attendance accounting shall not be
290 modified or superseded in any way by adoption of a withdrawal policy.

291 (d) The governing board of a district which decides to provide a withdrawal policy shall also
292 adopt military withdrawal procedures consistent with the following:

293 (1) "Military Withdrawal" occurs when a student who is a member of an active or reserve
294 United States military service receives orders compelling a withdrawal from courses. Upon
295 verification of such orders, a withdrawal symbol may be assigned at any time after the period
296 established by the governing board during which no notation is made for withdrawals. The
297 withdrawal symbol so assigned may be a "W" or, if necessary to distinguish military
298 withdrawals, may be a "MW."

299 (2) Military withdrawals shall not be counted in progress probation and dismissal
300 calculations.

301 (3) In no case may a military withdrawal result in a student being assigned an "FW" grade.
302

303 Note: Authority cited: Section 70901, Education Code. Reference: Sections 70901 and
304 70902, Education Code.

305 5 CCR § 55025
306 Cal. Admin. Code tit. 5, § 55025

307 TITLE 5. EDUCATION
308 DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
309 CHAPTER 6. CURRICULUM AND INSTRUCTION
310 SUBCHAPTER 1. PROGRAMS, COURSES AND CLASSES
311 ARTICLE 2. GRADING AND ACADEMIC RECORD SYMBOLS

312 § 55025. Grade Changes.

313 (a) In any course of instruction in a community college district for which grades are awarded, the
314 instructor of the course shall determine the grade to be awarded each student in accordance
315 with this article. The determination of the student's grade by the instructor shall be final in the
316 absence of mistake, fraud, bad faith, or incompetency.
317

- 308
309 (b) For purposes of this section, "mistake" may include, but is not limited to, clerical errors and
310 errors made by an instructor in calculating a student's grade.
311
312 (c) Procedures for the correction of grades shall be consistent with Education Code section
313 76232 or provide an alternative mechanism which will ensure that students receive a
314 reasonable and objective review of the requested grade change. If the procedure requires the
315 student to first request a grade change from the instructor, provisions shall be made for another
316 faculty member to substitute for the instructor if the instructor is not available, the student has
317 filed a discrimination complaint or the district determines that it is possible there has been gross
318 misconduct by the original instructor.
319
320 (d) Procedures shall also include expunging the incorrect grade from the record.
321
322 (e) When grade changes are made as a result of course repetition in accordance with article 4
323 of this subchapter, appropriate annotations of any courses repeated shall be entered on the
324 student's permanent academic record in such a manner that all work remains legible, insuring a
325 true and complete academic history.
326

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections
70901 and 76224, Education Code.

327
328
329 5 CCR § 55030
330 Cal. Admin. Code tit. 5, § 55030

331 TITLE 5. EDUCATION
332 DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
333 CHAPTER 6. CURRICULUM AND INSTRUCTION
334 SUBCHAPTER 1. PROGRAMS, COURSES AND CLASSES
335 ARTICLE 3. PROBATION AND DISMISSAL
336

§ 55030. Definitions.

- 337
338 For the purposes of this chapter, the following terms shall have the specified meanings:
339 (a) "All units attempted" means all units of credit for which the student is enrolled in the current
340 community college of attendance. The governing board of each district shall adopt rules and
341 regulations governing the inclusion or exclusion of units in which a student did not receive a
342 grade or "pass-no pass" or from which the student withdrew in accordance with rules adopted
343 by the district governing board.
344
345 (b) "CR" means "credit" and is a symbol used to denote that a student received credit for at
346 least satisfactory work in a course taken on a "credit-no credit basis" prior to the Fall 2009 term.
347
348 (c) "NC" means "no credit" and is a symbol used to denote that a student did not receive credit
349 for a course taken on a "credit-no credit basis" prior to the Fall 2009 term.
350

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections
70901, 70902 and 76000, Education Code.

351
352
353 5 CCR § 55031
354 Cal. Admin. Code tit. 5, § 55031

355 TITLE 5. EDUCATION
356 DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
357 CHAPTER 6. CURRICULUM AND INSTRUCTION
358 SUBCHAPTER 1. PROGRAMS, COURSES AND CLASSES
359 ARTICLE 3. PROBATION AND DISMISSAL
360

§ 55031. Standards for Probation.

361
362 (a) Academic probation. A student who has attempted at least 12 semester or 18 quarter units
363 as shown by the official academic record shall be placed on academic probation if the student
364 has earned a grade point average below 2.0 in all units which were graded on the basis of the
365 grading system described in section 55023.

366
367 (b) Progress probation. A student who has enrolled in a total of at least 12 semester or 18
368 quarter units as shown by the official academic record shall be placed on progress probation
369 when the percentage of all units in which a student has enrolled and for which entries of "W," "I,"
370 "NP" and "NC" (as defined in sections 55023 and 55030) are recorded reaches or exceeds fifty
371 percent (50 percent).

372
373 (c) The governing board of a community college district may adopt standards for probation not
374 lower than those standards specified in subdivisions (a) and (b) of this section. Specifically:

(1) A district may establish, as the minimum number of units before academic or progress
probation is assessed, a number of units fewer than 12 semester or 18 quarter units; or

375

(2) A district may establish, as the minimum grade point average for academic probation
purposes, a grade point average greater than 2.0; or

376

(3) A district may establish, as the minimum percentage of units of "W," "I," "NP," and "NC,"
a percentage less than fifty percent (50%).

377

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections
70901, 70902 and 76000, Education Code.

378
379
380 5 CCR § 55032
381 Cal. Admin. Code tit. 5, § 55032

382 TITLE 5. EDUCATION
383 DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
384 CHAPTER 6. CURRICULUM AND INSTRUCTION
385 SUBCHAPTER 1. PROGRAMS, COURSES AND CLASSES
386 ARTICLE 3. PROBATION AND DISMISSAL

387 § 55032. Removal from Probation.
388
389 (a) A student on academic probation for a grade point deficiency shall be removed from
390 probation when the student's accumulated grade point average is 2.0 or higher.
391
392 (b) A student on progress probation because of an excess of units for which entries of "W," "I,"
393 "NP" and "NC" (as defined in section 55023 and 55030) are recorded shall be removed from
394 probation when the percentage of units in this category drops below fifty percent (50%).
395
396 (c) The governing board of a district shall adopt and publish procedures and conditions for
397 probation and appeal of probation and request for removal from probation. Such procedures
398 and conditions may establish standards not lower than those standards specified in subdivisions
399 (a) and (b) of this section. Specifically:

400 (1) A district may establish, as a minimum grade point average for removal from academic
probation, a grade point average greater than 2.0; or

401 (2) A district may establish, as the minimum percentage of units of "W," "I," "NP," and "NC,"
a percentage less than fifty percent (50%) for removal from probation.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections
70901, 70902 and 76000, Education Code.

402
403
404 5 CCR § 55033
405 Cal. Admin. Code tit. 5, § 55033

406 TITLE 5. EDUCATION
407 DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
408 CHAPTER 6. CURRICULUM AND INSTRUCTION
409 SUBCHAPTER 1. PROGRAMS, COURSES AND CLASSES
410 ARTICLE 3. PROBATION AND DISMISSAL
411

§ 55033. Standards for Dismissal.

412 For purposes of this section, semesters or quarters shall be considered consecutive on the
413 basis of the student's enrollment, so long as the break in the student's enrollment does not
414 exceed one full primary term.
415

416 (a) A student who is on academic probation shall be subject to dismissal if the student earned a
417 cumulative grade point average of less than 1.75 in all units attempted in each of 3 consecutive
418 semesters (5 consecutive quarters) which were graded on the basis of the grading system
419 described in section 55023.
420

421 (b) A student who has been placed on progress probation shall be subject to dismissal if the
422 percentage of units in which the student has been enrolled for which entries of "W," "I," "NP"
423 and "NC" (as defined in section 55023 and 55030) are recorded in at least 3 consecutive
424 semesters (5 consecutive quarters) reaches or exceeds fifty percent (50%) in accordance with
425 section 55031.

426
427 (c) The governing board of a district shall adopt and publish procedures and conditions for
428 dismissal and appeal of dismissal and request for reinstatement. Such procedures and
429 conditions may establish standards not lower than the standards specified in subdivisions (a)
430 and (b) of this section. Specifically:

431 (1) A district may establish, as the minimum cumulative grade point average for dismissal
purposes, a grade point average greater than 1.75; or

432 (2) A district may establish, as the minimum percentage of units of "W," "I," "NP" and "NC," a
percentage less than fifty percent (50%), or

433 (3) A district may establish, as a minimum number of consecutive semesters or quarters, a
number fewer than 3 consecutive semesters or 5 consecutive quarters.

434 (d) The district board shall adopt rules setting forth the circumstances that shall warrant
435 exceptions to the standards for dismissal herein set forth.
436

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections
70901, 70902 and 76000, Education Code.

437
438
439 5 CCR § 55034
440 Cal. Admin. Code tit. 5, § 55034

441 TITLE 5. EDUCATION
442 DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
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444 SUBCHAPTER 1. PROGRAMS, COURSES AND CLASSES
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446

§ 55034. Notification of Probation and Dismissal.

447
448 Each community college shall make reasonable efforts to notify a student subject to academic
449 probation or dismissal at or near the beginning of the semester or quarter in which it will take
450 effect but, in any case, no later than the start of the fall semester or quarter. Each community
451 college shall also make a reasonable effort to provide counseling and other support services to
452 a student on probation to help the student overcome any academic difficulties. Each community
453 college shall make reasonable efforts to notify a student of removal from probation or
454 reinstatement after dismissal within timelines established by the district. Probation and dismissal
455 policies and procedures shall be published in the college catalog.
456

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

457
458

459 5 CCR § 55035
460 Cal. Admin. Code tit. 5, § 55035

461 TITLE 5. EDUCATION
462 DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
463 CHAPTER 6. CURRICULUM AND INSTRUCTION
464 SUBCHAPTER 1. PROGRAMS, COURSES AND CLASSES
465 ARTICLE 3. PROBATION AND DISMISSAL
466

467 § 55035. Remedial Coursework Limit.

468 (a) A student's need for remedial coursework shall be determined using appropriate assessment
469 instruments, methods, or procedures administered pursuant to subchapter 6 (commencing with
470 section 55500) of this chapter. However, except as provided in subdivision (c) of this section, no
471 student shall receive more than 30 semester units (or 45 quarter units) of credit for remedial
472 coursework. Students having exhausted the unit limitation shall be referred for further remedial
473 work to appropriate adult noncredit education services provided by a college, adult school,
474 community-based organization, or other appropriate local provider.

475
476 (b) For the purposes of this section, "remedial coursework" refers to nondegree-applicable basic
477 skills courses as defined in subdivision (j) of section 55000.

478
479 (c) The following students are exempted from the limitation on remedial coursework described in
480 subdivision (a) of this section:

481 (1) Students enrolled in one or more courses of English as a Second Language (ESL);

(2) Students identified by the district as having a learning disability as defined in section
56036.

482
483 (d) The governing board of a district may provide a waiver of the limitation on remedial
484 coursework with respect to any student who shows significant, measurable progress toward the
485 development of skills appropriate to his or her enrollment in degree-applicable credit courses.
486 Such waivers, if granted, shall be provided pursuant to locally developed standards which are
487 reviewed and approved by the governing board. The standards shall include provisions which
488 ensure that waivers are only given for specified periods of time or for specified numbers of units.

489
490 (e) A student who does not attain full eligibility status for degree-applicable credit courses within
491 the limit described in subdivision (a) of this section shall, unless provided with a waiver, be
492 restricted to taking only noncredit courses, nondegree-applicable courses which do not involve
493 remediation, and those degree-applicable credit courses which do not have basic skills
494 prerequisites or advisories on recommended preparation.

495
496 (f) A student may, upon successful completion of appropriate "remedial coursework," or upon
497 demonstration of skills levels which will reasonably assure success in degree-applicable credit
498 courses, request reinstatement to proceed with such coursework.

499
500 (g) The governing board of each district shall submit, through the established Management
501 Information System, information necessary to enable the Chancellor to determine the following:

- 502 (1) The effect of this section on students by sex, age, and ethnicity;
- 503 (2) Success rates for students enrolled in "remedial coursework;"
- 504 (3) Attrition rates for students enrolled in "remedial coursework;"
- 505 (4) Rates at which students are referred to and enroll in adult noncredit instruction;
- 506 (5) Rates at which students who are referred to adult noncredit instruction subsequently enroll in degree-applicable credit courses;
- 507 (6) Term-to-term persistence rates for students;
- 508 (7) Rates at which students enter employment immediately after completing remedial coursework;
- 509 (8) The extent to which students are exempted from the limitation specified in subdivision (b);
- 510 (9) The extent to which students receive waivers, as authorized by subdivision (d); and
- 511 (10) The rate at which students are dismissed as described in subdivision (e).

512 Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section
513 84500, Education Code; and Statutes of 1988, Chapter 973, Section 68.

514 5 CCR § 55040
515 Cal. Admin. Code tit. 5, § 55040

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522 § 55040. District Policy for Course Repetition.

523 (a) The governing board of each community college district shall adopt and publish policies and
524 procedures pertaining to the repetition of credit courses for which substandard academic work
525 has been recorded. Such procedures shall not conflict with section 55025 or Education Code

526 section 76224, pertaining to the finality of grades assigned by instructors, or with chapter 2.5
527 (commencing with section 59020) of division 10 of this part, pertaining to the retention and
528 destruction of student records. Such procedures may:

529 (1) Permit repetition of any course which was taken in an accredited college or university
and for which substandard academic work is recorded;

530 (2) Indicate any specific courses or categories of courses where repetition pursuant to this
section is not permitted; and

531 (3) In determining transfer of a student's credits, honor similar, prior course repetition actions
532 by other accredited colleges and universities.

533 (b) For purposes of course repetition, academic renewal, and all other related provisions in this
534 division, the following terms shall have the meanings specified below:

535 (1) "Course repetition" occurs when a student who has previously received a grade as
defined in section 55023, in a particular course re-enrolls in that course.

536 (2) "Substandard academic work" means course work for which the grading symbols "D,"
537 "F," "FW," "NP" or "NC" (as defined in section 55023 and 55030) have been recorded.

538 (c) The procedures or regulations adopted pursuant to subdivision (a) may allow a student to
539 repeat a course two times in an effort to alleviate substandard academic work. A district may,
540 upon petition by the student, permit a third repetition of a course in which substandard academic
541 work has previously been recorded, provided the district finds that there are extenuating
542 circumstances which justify an additional repetition. Extenuating circumstances are verified
543 cases of accidents, illness, or other circumstances beyond the control of the student. The district
544 policy may allow the previous grade and credit to be disregarded in computing the student's
545 GPA each time the course is repeated.

546 (d) The policy adopted pursuant to subdivision (a) may permit a student with a disability to
547 repeat a special class for students with disabilities any number of times based on an
548 individualized determination that such repetition is required as a disability-related
549 accommodation for that particular student for one of the reasons specified in section 56029. The
550 district policy may allow the previous grade and credit to be disregarded in computing the
551 student's GPA each time the course is repeated.

552 (e) When course repetition occurs pursuant to this section , the student's permanent academic
553 record shall clearly indicate any courses repeated using an appropriate symbol and be
554 annotated in such a manner that all work remains legible, insuring a true and complete
555 academic history.
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557

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

559
560 5 CCR § 55041
561 Cal. Admin. Code tit. 5, § 55041

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§ 55041. Course Repetition Absent Substandard Academic Work.

- 568
569 (a) The governing board of a district may adopt procedures or regulations pertaining to the
570 repetition of credit courses for which substandard academic work has not been recorded.
571
572 (b) If a district permits repetition of courses where substandard academic work has not been
573 recorded, repetition shall be permitted, without petition, in instances when such repetition is
574 necessary for a student to meet a legally mandated training requirement as a condition of
575 continued paid or volunteer employment. Such courses must conform to all attendance
576 accounting, course approval, and other requirements imposed by applicable provisions of law.
577 Such courses may be repeated for credit any number of times, regardless of whether or not
578 substandard academic work was previously recorded, and the grade received each time shall
579 be included for purposes of calculating the student's grade point average. The governing board
580 of a district may establish policies and procedures requiring students to certify or document that
581 course repetition is necessary to complete legally mandated training pursuant to this
582 subdivision.
583
584 (c) The district policy adopted pursuant to subdivision (a) may allow repetition in activity courses
585 subject to the following conditions:

(1) The district must identify the courses which are to be repeatable, and designate such
courses in its catalog.

586

(2) The district must determine and certify that each identified course is one in which the
course content differs each time it is offered, and that the student who repeats it is gaining
an expanded educational experience for one of the following reasons:

587

(A) Skills or proficiencies are enhanced by supervised repetition and practice within class
periods; or

588

(B) Active participatory experience in individual study or group assignments is the basic
means by which learning objectives are obtained.

589

(3) The district must develop and implement a mechanism for the proper monitoring of such
repetition.

590

(4) Students may repeat a course pursuant to this subdivision for not more than three semesters or five quarters. For purposes of this subdivision, semesters or quarters include summer or intersessions.

591

592 (d) The policy adopted pursuant to subdivision (a) may permit a student with a disability to
593 repeat a special class for students with disabilities any number of times based on an
594 individualized determination that such repetition is required as a disability-related
595 accommodation for that particular student for one of the reasons specified in section 56029.
596

597 (e) Except as provided in subdivisions (b), (c) or (d), repetition of courses for which substandard
598 academic work has not been recorded shall be permitted only upon petition of the student and
599 with the written permission of the governing board or its designee based on a finding that the
600 student's previous grade is, at least in part, the result of extenuating circumstances. Extenuating
601 circumstances are verified cases of accidents, illness, or other circumstances beyond the
602 control of the student. Grades awarded for courses repeated under this subdivision shall not be
603 counted in calculating a student's grade point average.
604

605 (f) In addition to permitting course repetition in the circumstances described in this section, a
606 district may also require repetition of a course where substandard academic work has not been
607 recorded if the district determines that there has been a significant lapse of time since the
608 student previously took the course. A district may require a student to repeat a course pursuant
609 to this paragraph where the district has properly established a recency prerequisite for a course
610 pursuant to section 55003 or has otherwise defined "significant lapse of time" in its policy on
611 course repetition. If the district determines that a student needs to repeat an activity course due
612 to significant lapse of time, that repetition shall be counted in applying the limit on repetitions set
613 forth in subdivision (c)(4) except that, if the student has already exhausted the number of
614 repetitions permitted under subdivision (c)(4), an additional repetition due to significant lapse of
615 time may be required by the district.
616

617 (g) When course repetition under this section occurs, the student's permanent academic record
618 shall be annotated in such a manner that all work remains legible, insuring a true and complete
619 academic history.
620

Note: Authority cited: Section 70901, Education Code. Reference: Sections 70901, 70902
and 76000, Education Code.

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622

623 5 CCR § 55042

624 Cal. Admin. Code tit. 5, § 55042

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630

§ 55042. Course Repetition in Activity Courses.

631

632 (a) For purposes of subdivision (c) of section 55041, "activity courses" include courses where
633 the student meets course objectives by repeating a similar primary educational activity and the

634 student continues or builds on skills or proficiencies by supervised repetition and practice within
635 class periods. Such courses include but are not limited to the following:

636 (1) Physical education courses;

637 (2) Visual or performing arts courses in music, fine arts, theater or dance;

(3) Career technical courses where the content differs each time the course is offered, but
the primary educational activity remains the same.

638
639 (b)(1) Except as provided in paragraph (2) of this subdivision, where a college establishes
640 several levels of courses which consist of similar educational activities, the repetition limitation
641 in subdivision (c) of section 55041 applies to all levels of courses that involve a similar primary
642 educational activity regardless of whether the repetitions reflect multiple enrollments in a single
643 course or in multiple courses involving the same primary activity.

(2) Visual or performing arts courses in music, fine arts, theater or dance which are part of a
sequence of transfer courses are not subject to paragraph (1) of this subdivision.

644
645 (c) ESL courses and nondegree-applicable basic skills courses are not considered "activity
646 courses" for purposes of subdivision (c) of section 55041.
647

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

648
649
650 5 CCR § 55043
651 Cal. Admin. Code tit. 5, § 55043

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§ 55043. Repetition of Variable Unit Courses.

658
659 (a) If a community college district offers credit courses for variable units on an open-entry/ open-
660 exit basis pursuant to section 58164, the district policies on course repetition shall provide that a
661 student may enroll in the course as many times as necessary to complete the entire curriculum
662 of the course as described in the course outline of record. However, the district policy may not
663 permit the student to repeat any portion of the curriculum for the course, regardless of the grade
664 the student received for that portion of the course, unless:

665 (1) the course is required for legally mandated training;

(2) the course is a special class for students with disabilities which the student needs to repeat for one of the reasons described in section 56029; or

666

(3) repetition of the course to retake a portion of the curriculum is justified by extenuating circumstances pursuant to subdivision (e) of section 55041.

667

(b) Notwithstanding subdivision (a), each time a student enrolls in a physical education activity course offered on an open entry/open exit basis, regardless of the number of units for which the student enrolls, the enrollment shall count as a repetition of the course for purposes of sections 55040-41 and 58161.

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

673

674

5 CCR § 55044

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Cal. Admin. Code tit. 5, § 55044

676

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§ 55044. Academic Renewal Without Course Repetition.

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(a) The governing board of each community college district shall adopt and publish policies and procedures pertaining to the alleviation of previously recorded substandard academic work, as defined in section 55040, which is not reflective of a student's demonstrated ability. Such policies and procedures shall include a clear statement of the educational principles upon which they are based, and shall be referred to as academic renewal procedures. When academic renewal procedures adopted by the district permit previously recorded, substandard course work to be disregarded in the computation of grade point averages, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

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(b) Policies and procedures adopted pursuant to subdivision (a) shall not conflict with:

694

(1) Section 55025 of this subchapter and Education Code section 76224, pertaining to the finality of grades assigned by instructors; or

695

(2) Chapter 2.5 (commencing with section 59020) of division 10 of this part pertaining to the retention and destruction of records.

696

(c) The policies and procedures adopted pursuant to subdivision (a) shall address all of the following:

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698

(1) The maximum amount of coursework that may be alleviated;

699

(2) The amount of academic work to have been completed at a satisfactory level (minimum 2.00) subsequent to the coursework to be alleviated;

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(3) The length of time to have elapsed since the coursework to be alleviated was recorded;

701

(4) A description of any specific courses and/or categories of courses that are, for any reason, exempt from consideration under the alleviation procedures;

702

(5) The procedures to be followed by students in petitioning for alleviation; and

703

(6) The personnel responsible for implementing the procedures.

704

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902 and 76224, Education Code.

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