

STANDARDS OF SCHOLARSHIP

<p>AP No. 4220</p>

Board Reviewed: 8/15/07, 12/12/12

CCLC edits in RED
Academic Senate edits in GREEN
PFC edits in PURPLE

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- I. The following procedures for scholarship have been established by the Superintendent/President consistent with provisions of Title 5, Sections 55023, with appropriate involvement of the **faculty and** Academic Senate. **(Title V)**
- II. Grades – Determination of a student’s grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final. Grades given in error will be expunged from the record.
- III. Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student’s grade-point average (GPA). Only degree applicable course grades will be used to calculate a student’s GPA. The highest grade shall receive four (4) points, and the lowest grade shall receive zero (0) points, using only the following evaluative symbols:

<u>Symbol</u>	<u>Definition</u>	<u>Grade Pts. /Per Unit</u>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Less than satisfactory	1
F	Failing	0
P	Pass indicates a grade of “C” or better. - Units awarded but not counted in GPA.	
NP	No Pass indicates grade lower than a “C”. grade - Units not counted in GPA.	
SP	Satisfactory Progress towards completion of the course. (Used for noncredit courses only.)	
I	Incomplete	
IP	In-Progress	
RD	Report-Delayed	
W	Withdrawal from class by the drop deadline	
MW	Military Withdrawal	

The following non-evaluative symbols may also be used:

<u>Symbol</u>	<u>Definition</u>
I	Incomplete
IP	In Progress
RD	Report Delayed
W	Withdrawal from class by the drop deadline
MW	Military Withdrawal
EW	Excused Withdrawal (The EW symbol may be used to

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denote withdrawal in accordance with Title 5 Section 55024.)

- IV. I: Incomplete – An incomplete grade, “I,” may be assigned for academic work not completed for unforeseeable emergencies and justifiable reasons at the end of the term. The instructor shall provide a written record containing the conditions for removal of the “I” and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the registrar until the “I” is made up or the time limit has passed. A final grade shall be assigned when the 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 (1) year following the end of the term in which it was assigned. Under unusual circumstances, a student may petition for an extension of the one-year period. The “I” symbol shall not be used in calculating units attempted or for grade points.

- V. IP: In Progress – An in-progress grade, “IP,” shall be used to denote that the class extends beyond the normal end of an academic term. It indicates that work is in progress but that assignment of a substantive grade must await completion of the course. The “IP” symbol shall remain on the student’s permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit of credit shall be assigned and appear on the student’s record for the term in which the course is completed. The “IP” shall not be used in calculating grade-point averages.
- VI. RD: Report Delayed – The report delayed grade, “RD,” may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. “RD” shall not be used in calculating grade-point averages.
- VII. W: Withdrawal – A withdrawal from class during **weeks one through five the first four weeks** of the fall and spring semesters, **or thirty percent (30%) of the course, whichever is less**, will not appear on a student’s permanent record.

~~A. A student who withdraws from class during week six (6) through the drop deadline of the fall and spring semesters will receive a “W” grade. The record of enrollment will appear on the student’s permanent record. Short-term and summer classes will have different drop deadlines than semester-length classes. Check the current Schedule of Classes or with the Office of Admissions and Records for specific deadlines.~~

- A. A student who withdraws from class between the end of the fourth (4th) week and the last day of the twelfth (12th) week or seventy-five percent (75%) of the course, whichever is less, will receive a “W” grade symbol. Short-term and summer classes will have different drop deadlines. Check the current Schedule of Classes or with the Admissions and Records Office for specific deadlines.

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- B. A student may drop any class WITHOUT the instructor's signature. The class instructor **may MAY** drop a student for non-participation before the drop deadline. After the drop deadline, a "W" may be granted only in cases of extenuating circumstances. In such cases, a petition may be obtained in the Office of Admissions and Records Office and will be acted upon by the Director, Admissions and Records.

VIII. EW: Excused Withdrawal – An excused withdrawal occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting his or her ability to complete a course(s) and may include a job transfer outside the geographical region, an illness in the family where the student is the primary caregiving, when the student who is incarcerated in a California state prison or county jail is released from custody or involuntarily transferred before the end of the term, when a student is the subject of an immigration action, or other extenuating circumstances, making course completion impracticable.

In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer.

Documentation substantiating the condition is required, when provided an excused withdrawal symbol may be assigned at any time after the last day to withdraw without a "W." The withdrawal symbol so assigned shall be an "EW."

A. Excused withdrawal shall not be counted in progress probation and dismissal calculations.

B. Excused withdrawal shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.

- IX. MW: Military Withdrawal – A military withdrawal grade, "MW," occurs when a student who is a member of an active or reserve United States Military Service receives orders compelling a withdrawal from courses. Upon verification of such orders, a student can petition to withdraw from classes and, when authorized, the student will be withdrawn with a "MW" military withdrawal designation on the student's transcripts. A military withdrawal will not be used in calculating a grade-point average or for progress probation.**
- X. Grade Report – Grades will be issued at the end of each semester. **Grades are posted to the student's record and may be viewed in the student portal in AccessRIO.****
- XI. Correction of Grades – The college adheres to Education Code Section 76224 (a) which states: "When grades are given for any course taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course, and the determination of the student's grade by the**

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instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.”

XII. Pass/No Pass Courses

- A. In addition to courses in which all students are evaluated on a pass/no pass (“P/NP”) basis, students may enroll in one course each semester on a “P/NP” basis. They may elect at registration, or no later than the end of the **fourth (4th) week or thirty percent (30%) of the course, whichever is less, fifth week**, whether the basis of evaluation is to be “P/NP” or a letter grade **(by end of first week of summer school)**. “P” Pass is defined as “C” grade or better.
- B. ~~All units earned on a pass/no pass basis in accredited California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements.~~ **All units earned on a pass/no pass basis shall be counted toward satisfaction of community college curriculum requirements.** Students will not be allowed to request a letter grade, **from a pass/no pass**, after the dates listed in the Schedule of Classes nor to request a letter grade for previously completed courses in which they earned a “P” pass.

XIII. Credit by Examination

- A. The Board of Trustees of Rio Hondo College, in accordance with provisions of Title **V 5** (55050), authorizes the college to grant appropriate semester unit credit to any student who is currently enrolled **as a Rio Hondo student** and successfully passes an examination administered by **staff personnel faculty**. ~~(Title V)~~
- B. Individual departments and/or specialty areas may elect to grant course credit to enable students who can demonstrate proficiency in specific bodies of subject matter to plan a relevant educational program that will exclude courses in which essential levels of mastery of subject matter material have been previously attained.
- C. Students shall be given course credit to a limit of twelve (12) Rio Hondo College units upon the successful completion of examinations. (Not to count as units in residence.) The student’s transcript will denote credit earned through credit by exam.
- D. Each department identifies courses that are eligible for challenge. Students will receive a grade for each course challenged based on the written guidelines developed by the individual department.
- E. To challenge a class and receive credit by examination, a student must be registered at the college but not enrolled in the class to be challenged.

XIV. Probation

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- A. Academic Probation – A student who has attempted at least twelve (12) semester units as shown by the official academic 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 the section on grading. If a student is placed on academic probation for two (2) consecutive semesters, the student must receive approval by a counselor prior to registering for classes in the following semester.
- B. Removal from 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.
- C. Progress Probation – A student who has enrolled in a total of at least twelve (12) semester units as shown by the official academic record shall be placed on progress probation when the number of all units in which a student has enrolled and for which entries of "W", "I", and "NP" are recorded reaches or exceeds the number of units with other grades.
- D. A student on progress probation because of an excess of units for which entries of "W", "I", and "NP" are recorded shall be removed from probation when the total number of units in this category drops below the number of those with other grades.
- XV.** Dismissal – A student shall be dismissed from the college for a period of one (1) semester (excluding summer session) when his/her grade-point average in three consecutive semesters is less than 2.00 in all units attempted or when 50% or more of all units attempted have entries of "W", "I", or "NP". Before reinstatement to the college, the student must meet with a counselor.
- XVI.** Notice – Students will be notified by mail if they are on academic probation or progress probation and will also be notified that they need to meet with a counselor prior to reinstatement to the college. Probation and dismissal status may be appealed to the Dean of Counseling, Matriculation, and Outreach.
- XVII.** Repetition of Courses – **Students are not permitted to enroll again in a course if the student received a satisfactory grade in the course, unless certain conditions are present. This policy shall not take precedence over any existing state or federal regulation. Further guidelines can be found in Administrative Procedure 4225.**
- A. ~~It is a violation of state law and college policy to repeat a course unless certain conditions are present. This policy shall not take precedence over any existing state or federal regulation.~~
- B. **Guidelines**
- ~~1. A course in which a student grade of a "D", "F," or "NP" has been recorded may be repeated twice.~~

Info. in XVII appears in AP 4225.

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- ~~In computing the grade-point average (GPA) of a student repeating courses, the most recently earned grade shall be used for courses repeated for a grade of "D", "F" or "NP" for the first twenty (20) units of coursework repeated. In order to ensure a true and complete academic record, the original grade record shall not be changed or removed on the official academic transcript.~~
 - ~~Students may use coursework from any accredited college to replace Rio Hondo College coursework in which a "D", "F" or "NP" was recorded provided the courses are articulated as being equivalent.~~
 - ~~Students must complete a Petition for Course Repetition with Previous Substandard Grade form available in the Office of Admissions and Records in order to remove the effects of the "D" or "F" grade from the GPA.~~
2. ~~A course in which a student grade of a "P" or "C" or better has been recorded may not be repeated except under extenuating circumstances or for a significant lapse of time.~~
 - ~~Student's wishing to repeat a course for which they received a "P" or "C" or better grade must complete a Course Repetition with Previous "P/C" Grade or Better form available in Office of Admissions and Records and submit it with appropriate signatures and approvals to the Office of Admissions and Records.~~
 - ~~In computing the GPA of a student approved to repeat a course because of extenuating circumstances or a significant lapse of time, the most recent grade will not earn additional units or grade points towards improving or changing the previous grade earned in the class.~~
 - ~~Successful repetition of a course originally passed does not carry additional unit credit towards a degree or certificate.~~
 3. ~~Students who repeat a course without appropriate authorization may be administratively dropped from the class.~~
 4. ~~A student's record will be appropriately marked indicating those courses that have been repeated.~~
 5. ~~A course may be repeated without a petition if it is listed in the college catalog as a repeatable course.~~

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XVIII. Basic Skills Enrollment

The California Education Code limits students to no more than thirty (30) semester units of pre-collegiate basic skills units. Basic skills courses are defined as courses "in reading, writing, computation, and English as a Second Language which are designated by the community college district as non-degree credit courses pursuant to Section 55002(d) of Title V." Rio Hondo College defines basic skills courses as courses in reading, writing, computation and English as a Second Language with a course number less than forty (40). ESL and learning disabled students are exempted. Students who feel they would benefit by taking more than thirty (30) semester units of pre-collegiate basic skills courses should see the Dean of Counseling. **and Student Development**

XIX. Reference:

Education Code Section 70902 (d)
Title 5, Sections 55040, 55042, 55043, 55044, 55045