

## 1.0 Academic Symbols (Title 5, §§ 55023, 55024)

### 1.1 Grades and Grade Points

| <u>Symbol</u> | <u>Definition</u>               | <u>Grade Points</u> |
|---------------|---------------------------------|---------------------|
| <b>A</b>      | Excellent                       | 4                   |
| <b>B</b>      | Good                            | 3                   |
| <b>C</b>      | Satisfactory                    | 2                   |
| <b>D</b>      | Passing, less than satisfactory | 1                   |
| <b>F</b>      | Failing                         | 0                   |

### 1.2 Pass/No Pass (formerly Credit/No Credit)

| <u>Symbol</u>           | <u>Definition</u>  |
|-------------------------|--|
| <b>P (formerly CR)</b>  | Pass (At least satisfactory. Units awarded not counted in GPA.)        |
| <b>NP (formerly NC)</b> | No Pass (Less than satisfactory or failing. Units not counted in GPA.) |

### 1.3 Non-Evaluative Symbols

The following are the only non-evaluative symbols that may be used in regard to incomplete student work or lack of complete records in credit courses.

| <u>Symbol</u> | <u>Definition</u>   |
|---------------|---------------------|
| <b>I</b>      | Incomplete          |
| <b>IP</b>     | In Progress         |
| <b>RD</b>     | Report Delayed      |
| <b>W</b>      | Withdrawal          |
| <b>MW</b>     | Military Withdrawal |
| <b>EW</b>     | Excused Withdrawal  |

### 1.3.1 Incomplete “I” Symbols (Title 5, § 55023)

- 1.3.1.1 An incomplete symbol “I” may be assigned at the end of the term when, in the judgment of the faculty member of record, the student was unable to complete the work of the course for unforeseeable, emergency, and justifiable reasons.
- 1.3.1.2 The condition for removal of the “I” and the grade assigned in lieu of its removal shall be stated by the faculty member of record in a written record, which shall be given to the student with a copy filed in the Records Office.
- 1.3.1.3 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 elapsed.
- 1.3.1.4 An “I” may not be made up later than one (1) year from the end of the semester in which it was assigned. A student may petition for a time extension due to unusual circumstances.
- 1.3.1.5 The “I” symbol shall not be used in calculating grade point averages, but excessive “I”s, as defined in Administrative Regulation [R-2231](#) of the Los Rios Community College District Administrative Regulations, shall be used as factors in progress probation and dismissal procedures (Title 5, §55031).

### 1.3.2 In Progress “IP” Symbol (Title 5, § 55023)

- 1.3.2.1 The “IP” symbol shall be used only in those courses which extend beyond the normal end of the academic term. It indicates that a substantive grade must await the completion of the course.
- 1.3.2.2 The appropriate final evaluative grade and unit credit shall be assigned and appear on the student’s record for the term in which the course is completed. The student must re-enroll in the same course until course completion.
- 1.3.2.3 If a student enrolled in an “open entry/open exit” course is assigned an “IP” at the end of an attendance period and does not re-enroll during the subsequent attendance period, the appropriate faculty member of record shall assign an evaluative symbol (grade) in accordance with section 1.1 or 1.2 (above) of these Administrative Regulations. This grade shall be recorded on the student’s permanent record for the course.
- 1.3.2.4 The “IP” shall not be used in calculating grade point averages.

1.3.3 Report Delayed “**RD**” Symbol (Title 5, § 55023)

- 1.3.3.1 The “**RD**” symbol may be assigned only by the Records Office where there is a delay in reporting the grade of a student beyond the control of the student and shall be replaced by a permanent symbol as soon as possible.
- 1.3.3.2 The “**RD**” shall not be used in calculating grade point averages.

1.3.4 Withdrawal “**W**” Symbol (Title 5, § 55024)

- 1.3.4.1 No notation (“**W**” or other) shall be made on the academic record of a student who withdraws from a course no later than the following dates:
  - 1.3.4.1.1 For courses longer than eight (8) weeks, the third Sunday after instruction begins.
  - 1.3.4.1.2 For courses eight (8) weeks or shorter, the Friday of the week the session begins, or as published by the College.
- 1.3.4.2 A student who withdraws from a course between the time period identified in section 1.3.4.1 and the first seventy-five percent (75%) of the elapsed time of the course shall receive a “**W**”. The appropriate faculty shall be notified.
- 1.3.4.3 The academic record of a student who remains in a course beyond the first seventy-five percent (75%) of the elapsed time of the course shall reflect a grade in accordance with section 1.1 or 1.2 of these Administrative Regulations and shall not reflect a “**W**.” However, under extenuating circumstances, and after consultation with the appropriate faculty member of record, a student or a student’s representative may petition for a “**W**” grade to be recorded.
  - 1.3.4.3.1 Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the student’s control.
- 1.3.4.4 The “**W**” shall not be used in calculating grade point averages, but “**W**”s shall be counted in progress probation and dismissal calculations.
- 1.3.4.5 A “**W**” shall not be assigned, or if assigned shall be removed, from a student’s academic record, if a determination is made pursuant to California Code of Regulations, title 5, section 59300 and following (See [P-2423](#), [R-2423](#)) that the student

withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment.

- 1.3.4.6 The maximum number of times a student may withdraw from the same course and receive a “W” symbol is three (3); however, the maximum number of times a student may attempt a particular course shall not exceed the maximum number of attempts allowed in section 4.0, below.

1.3.5 Military Withdrawal “MW” Symbol (Title 5, § 55024)

- 1.3.5.1 The “MW” shall be assigned only for students who are members of an active or reserve military service, and who receive orders compelling a withdrawal from courses.
- 1.3.5.2 Upon verification of such orders, this symbol may be assigned at any time after the period established in Title 5 Regulations during which no notation is made for withdrawals. The “MW” shall not be counted in progress probation and dismissal calculations. “W”s incurred during the period of January 1, 1990 and the effective date of this paragraph, and which meet the definition of “MW” may be changed to “MW”s.
- 1.3.5.3 In the case of students who are members of an active or reserve military service, and who receive orders compelling a withdrawal from courses, a community college district shall, upon petition of the affected student, refund the entire enrollment fee unless academic credit is awarded.

1.3.6 Excused Withdrawal “EW” Symbol (Title 5, § 55024)

- 1.3.6.1 Excused Withdrawal” (EW) occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student making his or her ability to complete a course(s) impracticable. These events may include a job transfer outside the geographical region, an illness in the family where the student is the primary caregiver, 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 the student is the subject of an immigration action, or other extenuating circumstances as defined in section 1.3.4.3.1.
- 1.3.6.2 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.
- 1.3.6.3 Upon verification of these conditions and consistent with the documentation substantiating the condition, an excused withdrawal

symbol may be assigned at any time after the period established in section 1.3.4.1 above.

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

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

1.3.6.6 In no case may an excused withdrawal result in a student being assigned a “FW” grade.

## 2.0 Pass/No Pass (Formerly Credit/No Credit) Options (Title 5, §55022)

- 2.1 Each College of the District may offer courses on a pass/no pass grading basis in either of the following categories:
  - 2.1.1 Courses wherein all students are graded on a pass/no pass basis.
  - 2.1.2 Courses wherein each student may elect, by no later than the end of the fifth (5<sup>th</sup>) week of regular semesters or thirty percent (30%) of the elapsed time of special sessions or courses shorter than a regular semester, to be evaluated on the basis of pass/no pass or by letter grade.
- 2.2 A student may elect one (1) course per semester to be graded on a pass/no pass grading option. The College may set a maximum limit of pass/no pass courses which can be taken by the student.
- 2.3 Units earned on a pass/no pass (formerly credit/no credit) basis shall not be used to calculate grade point averages; however, units attempted for which “no pass (formerly no credit)” is recorded shall be considered in probation and dismissal procedures as covered in Administrative Regulation [R-2231](#).

## 3.0 Credit by Examination (Title 5, § 55050)

- 3.1 Course credit is allowable based on the following provisions:
  - 3.1.1 The student must be a duly-registered student in good standing and not on probation;
  - 3.1.2 The examining faculty shall be responsible for determining the scope and form of the examination;
  - 3.1.3 The units granted by examination shall not be used to satisfy the twelve (12) unit residence requirement for an associate degree;
  - 3.1.4 A maximum of fifteen (15) credit units of catalog courses shall be allowed by special examination;

- 3.1.5 The student who receives credit by examination shall receive a grade as reflected in section 1.1 above, except that students shall be offered a pass/no pass option if that option is ordinarily available for the course. The student's academic record shall be clearly annotated to reflect that credit was earned by examination.

#### 4.0 Repetition of Courses (Title 5, §§ 55000, 55024, 55040-55046)

##### 4.1 Definitions

- 4.1.1 “Course repetition” occurs when a student who has previously received a grade as defined in section 1.1 above in a particular course re-enrolls in that course and receives a grade as defined in section 1.1 and 1.2 above.
- 4.1.2 An “attempt” occurs when a student enrolls in a course and receives a grade as defined in sections 1.1, or 1.2, above, or a “W” in that course. The following do not constitute attempts:
- 4.1.2.1 A student receives no notation;
- 4.1.2.2 A student receives an “MW;” or
- 4.1.2.3 A student receives a “W” based upon fire, flood or other extraordinary conditions and the withdrawal is authorized by the College.
- 4.1.2.4 A student receives a “W” as a result of discriminatory treatment under section 1.3.4.5.
- 4.1.3 “Extenuating Circumstances” are verified cases of accidents, illness, or other circumstances beyond the control of the student. (Cal. Code Regs., tit 5, § 55045.)
- 4.1.4 “Substandard grade” is defined as “D”, “F”, or “NP” (formerly “NC”) (as defined in Title 5, § 55023 [see section 1.1 and 1.2, above]).
- 4.1.5 “Satisfactory grade” is defined as an “A”, “B”, “C”, or “P” (formerly CR) (as defined in Title 5, § 55023 [see section 1.1 and 1.2, above]).
- 4.1.6 “Active Participatory Courses” are those courses where individual study or group assignments are the basic means by which learning objectives are obtained (Title 5, § 55000).
- 4.1.7 “Courses related in content” are those courses with similar primary educational activities in which skill levels or variations are separated into distinct courses with different student learning outcomes for each level or variation.

- 4.1.8 An “intercollegiate academic or vocational competition course” is a course that is designed specifically for participation in non-athletic competitive events between students of different colleges that are sanctioned by a formal collegiate or industry governing body.
- 4.1.9 An “intercollegiate athletic courses” is a course in which a student athlete is enrolled to participate in an organized competitive sport sponsored by the District or a conditioning course that supports the organized competitive sport.
- 4.1.10 A “course” for purposes of this Administrative Regulation includes the course itself and any other courses with the same numeric identification and any course identified as the equivalent of that course, including prior versions of the same course.
- 4.1.11 A “significant lapse of time” is no less than thirty-six (36) months.
- 4.2 Repeatable Courses (Title 5, §§ 55040, 55041)
  - 4.2.1 Only the following courses are repeatable:
    - 4.2.1.1 Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor’s degree. The College shall maintain documentation that verifies that repetition is necessary to meet the major requirements for CSU or UC for completion of the bachelor’s degree.
    - 4.2.1.2 Intercollegiate Athletics.
    - 4.2.1.3 Intercollegiate Academic or Vocational Competition.
  - 4.2.2 For any course identified in section 4.2.1 above taken in the District, a student shall not be allowed to attempt a course more than four (4) times, except as authorized in this section 4.0 and in District Policy/Administrative Regulation ([P-7421](#)) and ([R-7421](#)) (Work Experience).
  - 4.2.3 A student shall be allowed one (1) additional attempt of the courses identified in section 4.2.1 above in excess of the four (4) attempts in a particular course if the additional enrollment is pursuant to sections 4.5.6 (significant lapse of time).
  - 4.2.4 A student shall be allowed one (1) additional attempt of the courses identified in section 4.2.1 above in excess of the four (4) attempts in a particular course if the additional attempt is pursuant to section 4.6 below (extenuating circumstances); however, this exception does not apply to courses identified in sections 4.5.4 below.

- 4.2 Except as authorized in sections 4.4, 4.5, and 4.6, repetition of courses taken at regionally accredited colleges shall not be allowed.
- 4.3 Course Repetition where substandard grade has been recorded (Title 5, § 55042):
- 4.4.1 Where a student has received substandard grade in a course taken at a College, a student may repeat that course up to a maximum of two (2) times in an effort to alleviate substandard academic grade.
- 4.4.2 Once a student has received a satisfactory grade in a course, he or she may not repeat that course again under this section 4.4 and any further repetition must be authorized under another subsection but remains subject to the general rule of a maximum number of attempts in section 4.2 above. The College may designate courses that require prior approval for repetition.
- 4.4.3 Except as provided in section 4.5, the grade and credits earned in the final enrollment shall be used exclusively in determining the grade points earned for that particular course.
- 4.4 Repetition Absent Substandard Grades:
- 4.5.1 Unless a specific exception applies in this section 4.5 or in section 4.6, a student who has received a satisfactory grade shall not repeat that course.
- 4.5.2 Students may repeat a course where a course is required by a statute or regulation as a condition of continued paid or volunteer employment. These repetitions are not limited. (Title 5, § 55040) The College must document the course is required under this section.
- 4.5.3 Students may repeat a course as a result of a significant change in industry or licensure standards such that repetition is necessary for employment or licensure. These repetitions are not limited. (Title 5, § 55040) The College must document the course is required under this section.
- 4.5.4 The Colleges shall identify active participatory courses in physical education, visual arts, or performing arts that are related in content in their catalogs that students may enroll in up to a maximum of three (3) times beyond the first enrollment. A student may attempt these courses up to a total of four (4) times. This limit applies regardless if a student receives a substandard grade or petitions for a repetition due to extenuating circumstances.
- 4.5.5 Where the College finds, upon a student's petition, that a student received a satisfactory grade the last time that he or she took a course and that there has been a significant lapse of time since that grade was obtained:
- 4.5.5.1 A College may require a student to repeat a course if the College has a properly established recency prerequisite for a



course or program pursuant to California Code of Regulations, title 5, section 55003. (Title 5, § 55043)

4.5.5.2 A College may permit a student to repeat a course if the College finds that another institution of higher education to which the student seeks to transfer has established a recency requirement which the student shall not be able to satisfy without repeating the course in question. (Title 5, § 55043) Pursuant to a petition, a College may permit this repetition where less than thirty-six (36) months have elapsed since the student previously took the course where the student documents the repetition is necessary for the student to transfer to the institution of higher education.

4.5.5.3 Where a College permits a student to repeat a course identified under section 4.5.5 above, due to a significant lapse in time, that repetition shall be counted against the limit of four (4) attempts, however, if the student has exhausted those attempts, a single additional repetition may be allowed under this section 4.5.5. (Title 5, § 55043)

4.5.6 Grades awarded for courses repeated under section 4.2.1 shall be counted in calculating a student's grade point average except if the course is repeated under another section that permits the prior grade to be disregarded. Grades for courses repeated under sections 4.5.2, 4.5.3, and 4.5.4 shall be counted in calculating a student's grade point average. (Title 5, §§ 55021, 55040, 55041) Grades awarded for courses repeated under sections 4.5.5 shall not be counted in calculating a student's grade point average. (Title 5, § 55043)

#### 4.5 Course Repetition Due to Extenuating Circumstances (Title 5, § 55045):

4.6.1 A student may petition to repeat a class in which a grade has been recorded (substandard or not) based upon the claim that the student's most recent previous grade is, at least in part, the result of extenuating circumstances. The College shall grant or deny this petition in writing. If the student has attempted the course three (3) times prior to this repetition, they may only use this section one (1) additional time.

4.6.2 When course repetition is allowed pursuant to this section 4.6, the previous grade and credit is disregarded in computing the student's GPA each time the course is repeated.

#### 4.6 Course Repetition of Variable Unit Courses (Title 5, §55044)

4.7.1 A student may enroll in a course, other than a physical education, visual arts, or performing arts course, offered for variable units on an open entry/open exit basis as many times as necessary to complete one (1) time

the entire curriculum of the course as described in the course outline of record.

- 4.7.2 A student may not repeat any portion of the curriculum for the course for variable units on an open entry/open exit basis, unless:

4.7.2.1 The course is required for legally mandated training;

4.7.2.2 The course is a special class for students with disabilities, which the student needs to repeat for one of these reasons:

4.7.2.2.1 When continuing success of the student in other general and/or special classes is dependent on additional repetitions of a specific special class;

4.7.2.2.2 When additional repetitions of a specific special class are essential to completing a student's preparation for enrollment into other regular or special classes; or

4.7.2.2.3 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.

4.7.2.3 The repetition is justified by extenuating circumstances; or

4.7.2.4 The student wishes to repeat the course to alleviate substandard work recorded for a portion of the curriculum as set forth in section 4.4 above.

4.7.2.5 When course repetition is allowed pursuant to section 4.7.2, the previous grade and credit is disregarded in computing the student's GPA each time the course is repeated.

- 4.7 When course repetition occurs, the student's permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

- 4.8 Course repetition policies implemented by other accredited colleges shall be honored.

## 5.0 Academic Renewal Without Course Repetition (Title 5, § 55046)

- 5.1 A student may have previous substandard grades earned within the District alleviated if it is not reflective of a student's current demonstrated ability according to the following Administrative Regulations and procedures:

5.1.1 For purposes of academic renewal, "substandard grade" is defined as "D", "F", "NP" (formerly NC) (as defined in sections 1.1 and 1.2 above);

- 5.1.2 The maximum amount of coursework that may be alleviated is thirty (30) units;
- 5.1.3 A minimum of twelve (12) consecutive months shall have elapsed since the end of the semester or summer session in which the work to be alleviated was recorded; and a minimum of twelve (12) semester units (or its equivalent) with a grade of “C” or Pass (formerly Credit) or better shall have been attained. The coursework must have been completed at a regionally accredited college;
- 5.1.4 All work on the permanent record must remain legible, ensuring a true and complete academic history;
- 5.1.5 College procedures related to academic renewal shall be published in the College catalog and shall be implemented by the Office of Admissions and Records;
- 5.1.6 Records of academic renewal action shall be kept by the Admissions and Records Office at each College.

## 6.0 Academic Standing - Standards of Probation (See [R-2231](#))

## 7.0 Academic Standing - Standards for Dismissal (See [R-2231](#))

## 8.0 Grade Reports to Students

- 8.1 Instructors are responsible for providing a mid-term grade to each student. Those students whose performance is substandard (“D”, “F”, or “NP” (formerly NC)) will receive written notice and will be directed to counseling services for assistance. Each campus will be responsible for implementing a workable process.
- 8.2 Final grades shall be available to students through web access.
- 8.3 The final grade report shall indicate the student’s academic and progress standing.

## 9.0 Grade Changes (Ed. Code, § 76224; Title 5, § 55025)

- 9.1 In any course of instruction for which grades are awarded, the faculty in the course shall determine the grade to be awarded each student in accordance with section 1.0 of this Administrative Regulation. The determination of the student's grade by the faculty shall be final in the absence of mistake, fraud, bad faith, or incompetence. Procedures for the correction of grades given in error shall include expurgating the incorrect grade from the record.
- 9.2 “Mistake” may include, but is not limited to, clerical errors and errors made by faculty in calculating a student’s grade.

## 10.0 Implementation of Academic Standards and Progress

- 10.1 Each College shall implement and publicize the procedures outlined in District Policies/Administrative Regulations [P-2231](#), [R-2231](#), [P-7252](#), and [R-7252](#).

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