

GRADES

Grades are a means of communicating student achievement within courses of instruction. College grades are defined as follows:

| Grade | Meaning | Grade Value |
|-------|------------------------|--|
| A | Excellent | 4 grade points per unit |
| B | Good | 3 grade points per unit |
| C | Satisfactory | 2 grade points per unit |
| D | Less than satisfactory | 1 grade point per unit |
| F | Failing | 0 grade points per unit attempted with no units earned. May negatively affect progress |
| P | Pass | 0 grade points/units earned and no units attempted. |
| NP | No Pass | 0 grade points/no units earned and no units attempted. May negatively affect progress. |
| SP | Satisfactory Progress | 0 grade points/units earned and no units attempted. |
| I | Incomplete | 0 grade points/no units earned and no units attempted. May negatively affect progress. |

*There are specific programs that use a different grading policy, such as Cosmetology. Please see the Cosmetology program page for the Cosmetology grading policy.

Pass/No Pass Grades

(Unit limitations may exist at transfer institutions.)

In accordance with the Education Code and the Administrative Code, San Jose City College has established a grading policy which adds the "P" (pass) and "NP" (no pass) grades to the standard letter grades (A,B,C,D,F) used in colleges and universities. Courses in which a "P" (pass) grade is earned will apply toward the 60 units required for graduation but will not affect the student's grade point average. A course in which a "NP" (no pass) grade is earned will not apply toward graduation and will not affect the student's grade point average. An excessive number of "NP" (no pass) grades will affect the student's academic progress ration, resulting in a low figure.

Offering courses for pass/no pass grades provides the opportunity for students to explore areas outside their current field of interest without undue concern for their grade point average. Students are expected to complete the course and comply with College attendance requirements and other expectations.

Students can submit the Pass/No Pass option form to the Admissions and Records office.

Memorandum ESS 23-01: Title 5 Emergency Withdrawal and Pass/No Pass (PDF) (<https://www.cccco.edu/-/media/>)

ess2301title5emergencywithdrawalandpassno-passa11y.pdf?la=en&hash=BE95297B975934259C3C8DA1186B7F0795CF611A) ~ 01/18/2023

Satisfactory Progress Grades

Satisfactory Progress towards completion of the course (Used for noncredit courses only and is not replaced by any other symbol.)

San José City College Offers

1. Some courses solely for a pass/no pass (P or NP) grade
2. Some courses solely for a standard letter grade
3. Some courses in which the student may choose to complete the course for either a pass/no pass grade OR for a standard letter grade.

Courses which may be taken for an optional pass/no pass grade are identified in the class schedule each semester by a plus sign (+) in the credit column. Students must submit a Pass/No Pass Option form to the Admissions and Records Office to declare their intention to receive a letter a pass/no pass grade by the end of the fifth week of semester length courses, or before the end of 30% of the class, whichever is less. The instructor shall report a final grade of "P" (pass) or "NP" (no pass) for students who so petition. The student's decision to opt for pass/no pass grade may not be reversed by either the student or the instructor at a later date.

The "P" (pass) grade will be given to indicate completion of a course with "C" or better work. A student may repeat a course in which a grade of "NP" (no pass) is earned.

Grade Changes Board Policy 4231

The District Chancellor shall implement procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not necessarily be limited to, the following:

- Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final.
- Procedures for students to challenge the correctness of a grade.
- The installation of security measures to protect grade records and grade storage systems from unauthorized access.
- Limitations on access to grade records and grade storage systems.
- Discipline for students or staff who are found to have gained access to grade records without proper authorization or to have changed grades without proper authorization.
- Notice to students, faculty, transfer institutions, accreditation agencies, and law enforcement agencies if unauthorized access to grade records and grade storage systems is discovered to have occurred.

Also see BP 3310 titled Records Retention and Destruction, AP 4231 titled Grade Changes, and BP/AP 5040 titled Student Records.

Administrative Symbols

Administrative Symbol "W" Withdrawal

1. No notation ("W" or other) shall be made on the permanent record of the student who withdraws from a course or the College by the census day, of a term (the Monday nearest to the 20% point of the semester).

2. Withdrawal between the census day and the 14th week or 75% of the term of instruction shall be recorded as a "W" on the student's permanent record.
3. The permanent record of a student who remains in class beyond the above time limit will show a letter grade other than a "W" grade, unless there are extenuating circumstances. Extenuating circumstances are defined as verifiable cases of accident, illness, or other circumstances beyond the control of the student.
4. "W" shall not be used in calculating grade point average, but excessive "W"s shall be used in calculation of "Progress Probation and Dismissal."

Administrative Symbol "EW" Excused Withdrawal

The purpose of the "EW" non-evaluative symbol is to permit a student to withdraw from a course for reasons beyond their control. Excused Withdraw shall not be counted in progress probation or dismissal calculations nor shall it be counted towards the permitted number of withdrawals or counted as an enrollment attempt.

Administrative Symbol "MW" Military Withdrawal

The "MW" symbol may be used to denote military withdrawal.

Students can submit the General Petition form to the Admissions and Records Office.

Administrative Symbol "IP" In Progress

The administrative symbol "IP" is established to indicate course-work "in progress." The symbol "IP" is not a grade; therefore, it has no value in calculating unit credit or grade point average. The required coursework to remove the "IP" must be completed by the end of the term following the date the "IP" was granted. If a student is assigned an "IP" at the end of a term and does not complete that course during the subsequent term, the appropriate faculty member will assign an evaluative symbol (grade) to be recorded on the student's permanent record.

Administrative Symbol "RD" Report Delayed

Only the Director of Admissions and Records can assign the administrative symbol "RD". It is to be used when there is a delay in reporting a grade due to extenuating circumstances. It is a temporary notation to be replaced by a permanent grade/symbol, as soon as possible. "RD" shall not be used in calculating grade point averages.

Administrative Symbol "I" Incomplete

Incomplete academic work for unforeseeable emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered by the instructor on the student's permanent record. Based on a written agreement between the instructor and student, a student may complete the course work by no later than one year following the end of the term to receive an appropriate letter grade. If the student does not complete the course work before this deadline, the right of the student to make up the work is forfeited and the "I" will be replaced with the alternate letter grade assigned by the instructor at the time the incomplete was assigned.

A "Conditions for Removal of an Incomplete" form will contain the following documentation and shall be maintained by Admissions and Records.

- The condition(s) stated by the instructor for removal of the "I";
- The letter grade to be assigned if the work has not been completed within the designated time limit;
- The signature of the student.

After a student has completed the required course work, the instructor will submit a Grade Change Form. The "I" symbol shall not be used in calculating units attempted or for grade points.

Academic Grade Point Average

The Academic Grade Point Average (GPA) is an index of the quality of a student's work. To enable the calculation of the GPA, eligibility for honors and recognition, and other scholastic status, letter grades are converted to numerical form using the grade value as previously defined. Grades earned in non-degree applicable courses will not be used when calculating a student's degree applicable grade point average. All developmental courses are only graded on a "P" (pass) and "NP" (no pass) basis; neither of these grades is considered in computing GPA. The GPA is calculated by dividing total grade points by total units attempted. Points are determined as follows:

Grade Points

A = 4 points per unit
 B = 3 points per unit
 C = 2 points per unit
 D = 1 points per unit
 F = 0 points per unit

Example

| Course Taken | Units Attempted | Grade Received | Grade Points | Total Grade Points |
|---------------|-----------------|----------------|--------------|--------------------|
| English 1A | 3 | A | 4 | 12.0 |
| Psychology 10 | 3 | B | 3 | 9.0 |
| Math 13 | 5 | C | 2 | 10.0 |
| Music 99 | 3 | D | 1 | 3.0 |
| Total | 14 | | | 34.0 |
| | 34 Divided by | | | |
| | 14 = 2.43 GPA | | | |

Honors (Scholastic)

Students who complete at least 6 units of work each semester with grades yielding a semester GPA of 3.50 or better are recognized for academic distinction by a notation on the semester grade report and transcript. Optional "P" (pass) and "NP" (no pass) grades will exclude a student from any scholastic honors. Mandatory "P" grades will not exclude a student as long as the student has earned at least 6 units of grades "A", "B", "C", or "D" within the semester.

Dean's List

Students must earn between a 3.5 and a 3.99 grade point average.

President's List

Students must earn a 4.0 grade point average.

Honors at Graduation

Graduation with Honors is granted to graduating students who earn an overall grade point average of between 3.5 and 4.0 in all units attempted

from all accredited post-secondary institutions. To be eligible for Honors at graduation, students must have converted all optional "P/NP" grades to the earned letter grade.

Catalog Rights

Each college annually updates the college catalog. The courses required for a specific degree or certificate may change from one catalog to the next and often change while a student is completing a program. The college may not continue to offer coursework that it has offered in the past.

A student initially establishes catalog rights by enrolling for the student's first term (starting in the fall, intersession, spring, or summer) and receiving an academic record symbol on the student's official transcript (as defined by AP 4230 – Grading and Academic Record Symbols, including Evaluative and Non-evaluative symbols)

The academic year starts in the fall, followed by spring (including Intersession), and ends at the completion of summer session (e.g. students initially enrolled in summer 2020 have catalog rights for 2019-2020).

A student maintains catalog rights at one college while continuously enrolled at that particular college. For example, a student maintains catalog rights at SJCC through continuous enrollment at SJCC. Continuous enrollment is defined as receiving one of the academic record symbols as listed in AP 4230 during each academic year (including the current academic year) at that particular college.

If a student does not have catalog rights for the current academic year (or has missed the Fall/Spring/Summer graduation petition deadlines for the prior academic year), and the student has (prior to the first day of fall semester for the current academic year) completed all requirements for a degree or certificate using a catalog from a prior year during which the student had established/reestablished catalog rights, a student's graduation petition may be submitted during the current academic year (adhering to the published deadlines for the submission for graduation petitions for either fall semester, spring semester, or summer term).

Graduation and Certificate petition submittals:

If a student fully completed or fully completes degree or certificate requirements at a college in the district during a specific academic year (using degree/certificate requirements from the catalog for that same college and for that same academic year), the student's graduation or certificate petition can be submitted during a later academic year, even if the student does not have catalog rights for that later academic year.

A student who has maintained continuous enrollment (including the current academic year) may utilize the current catalog or may use catalogs from any of the previous academic years.

A student who has not maintained continuous enrollment may reestablish catalog rights by receiving an academic record symbol on the official transcript during the current academic year. Students must adhere to degree/certificate requirements as listed in the current catalog.

Documented military or medical leave, not exceeding four academic years, will not be considered an interruption of enrollment.

Students planning to transfer to a four-year institution are advised to review that institution's catalog for "rights" accorded community college transfers.

DISCONTINUED DEGREES:

A discontinued/inactive degree or certificate is one that was once offered by SJCC but which is no longer offered. To be considered for a degree or certificate that is no longer offered, the student who has maintained continuous enrollment may petition for the degree or certificate within seven years of the time that a program was discontinued/inactive. The courses required for a specific degree or certificate may change from one catalog to the next and often change while a student is completing a program. The college may not continue to offer course work that it has offered in the past. Please note for ADTs, universities such as CSUs may not accept an ADT once a new version has been in existence for three years.

GRADUATION AND CERTIFICATE PETITION SUBMITTALS:

If a student fully completed or fully completes degree or certificate requirements at SJCC during a specific academic year (using degree/certificate requirements from the catalog for that same academic year), the student's graduation or certificate petition can be submitted during a later academic year, even if the student does not have catalog rights for that later academic year.

A student who has maintained continuous enrollment (including the current academic year) may utilize the current catalog or may use catalogs from any of the previous academic years.

A student who has not maintained continuous enrollment may reestablish catalog rights by receiving an academic record symbol on official transcript during the current academic year. Students must adhere to degree/certificate requirements as listed in the current catalog.

If a student does not have catalog rights for the current academic year (or has missed the Fall/Spring/Summer graduation petition deadlines for the prior academic year), and the student has (prior to the first day of fall semester for the current academic year) completed all requirements for a degree or certificate using a catalog from a prior academic year during which the student had established/reestablished catalog rights, a student's graduation petition may be submitted during the current academic year (adhering to the published deadlines for the submission for graduation petitions for either fall semester, spring semester, or summer term).

Documented military or medical leave, not exceeding four academic years, will not be considered an interruption of enrollment.

CERTIFICATES NOT POSTED ON OFFICIAL SAN JOSE CITY COLLEGE TRANSCRIPTS OR OFFICIAL RECORDS:

Per Title 5 regulations certificates of achievement are noted on the student's transcript. **However**, Certificates of completion, proficiency, specialization, skills, and career **are not reflected** on the student's San Jose City College transcript or official records.

Academic Probation and Dismissal

A student who has attempted at least 12 semester units of college courses and has a cumulative grade point average of less than 2.0 will be placed on Academic Probation I.

A student on Academic Probation I who does not raise his/ her cumulative grade point average to 2.0 or higher in the following semester will be placed on Academic Probation II.

Veterans lose certification for Veterans Benefits after two semesters of academic probation; refer to Veterans Office in the Student Center.

A student on Academic Probation II who does not raise his/ her cumulative grade point average to 2.0 or higher in the following semester of attendance will be dismissed. The first time a student is dismissed, he or she may apply for readmission (see section on readmission after dismissal).

Removal of Poor Academic Status

Once a student on academic probation raises his or her cumulative grade point average to a 2.0 or higher, s/he will be taken off Academic Probation status and will become a “student in good standing”.

Progress Probation and Dismissal

Progress Probation is determined by the percentage of cumulative units with grades of “W”, “NP”, and “I” (Poor Progress grades). A student who has attempted 12 cumulative semester units of college coursework will be placed on Progress Probation I if 50% or more of the cumulative units attempted do resulted in Poor Progress grades.

A student on Progress Probation I who does not reduce his/her percentage of cumulative poor progress units to below 50% will be placed on Progress Probation II.

If a student on Progress Probation II continues to have 50% or more of his/her cumulative units made up of Poor Progress grades in the following semester, s/he will be dismissed. The first time a student is dismissed, he or she may apply for readmission (see section on readmission after dismissal).

Removal of Poor Progress Status

In order to reverse poor progress status and become a student in good standing, a student must reduce the cumulative units of “W”, “N”, or “I” grades to less than 50% of his/her total units attempted.

Readmission after Dismissal

A student must petition for readmission following dismissal. The petition must contain

1. an explanation of the situation which resulted in dismissal,
2. a plan for future success, and
3. a proposed list of classes for the coming semester. The student has the burden to clearly justify readmission

Students who are dismissed must have their Petitions for Readmission evaluated by a counselor. The counselor reviews the petition and recommends changes in the plan for success or the list of classes. The counselor may also require that a semester or more intervene before readmission.

- Approved petitions are valid for one semester only.
- Petitions for Readmission are available in the Counseling Office.
- Students who are readmitted will continue to be on dismissal status if their performance does not meet minimum academic standards as outlined in the previous section.

Credit by Examination

The San José–Evergreen Community College District supports the general proposition that the full value of classroom learning experience cannot be measured by any examination. Students who have achieved equivalent knowledge, understanding, and experience to that required by regular college courses may receive units of credit based on successful completion of a comprehensive course examination approved by the College and discipline faculty. Students may apply for Credit by Examination for any course that appears on the current list approved for credit by examination.

I. Eligibility

Any student applying for Credit by Examination will be expected to have had extensive experiences which have prepared them in the subject matter and for which they can provide acceptable evidence of those experiences at the time of application. The student must be registered at the College and in good academic standing.

II. Application and Administration

A student may apply for Credit by Examination through the petition process for approved courses listed in the Catalog. The petition must be approved by the appropriate discipline faculty and by the Division Dean. Applicable fees/and or tuition must be paid at the Office of Admissions and Records. Arrangements for completing the examination and the actual administration will be made between the student and the instructor after the petition is approved. The examination itself may take a variety of forms, including written, oral, demonstration or a combination of methods.

III. Awarding of Credit

Upon completion of the examination, the administering instructor will verify the course and number of units to be received and will assign an appropriate grade. Students shall be offered a pass/no pass option if that option is normally available for the course. The student must achieve a grade of “C” or better to be awarded credit.

IV. Limitations

Credit by Examination coursework may not be counted as part of the 12-unit residency requirement necessary for graduation from the College. The amount of credit which may be earned and counted toward graduation at the College is limited to 12 semester units. No credit will be entered on the student’s permanent record until the student has completed 12 other units of study at SJCC. The course cannot duplicate any high school diploma requirements or college course which college credit is granted upon admission to SJCC. Students may not challenge a course that was previously challenged, nor may they subsequently take a course for which credit by examination was granted.

Also see AP 4235 titled Credit For Prior Learning

Advanced Placement Examinations

San José City College grants academic credit for successful completion of examinations of the Advanced Placement (AP) Program, International Baccalaureate (IB) and College Level Examination Program (CLEP). Credit awarded based on minimum passing scores may be applied differently for the AA/AS degree and for transfer; therefore, students are advised to consult with a counselor for information on how their scores will be applied based on their educational goals. Students may not receive duplicate credit for AP exams and the equivalent courses taken at the college.

The charts on pages 64-67 displays how credit is awarded for the following:

- San José City College AA/AS degree – units and GE equivalency
- CSU General Education Breadth pattern and units toward CSU transfer admission
- IGETC (Intersegmental General Education Transfer Curriculum) – GE pattern for CSU and/or UC

In order to receive academic credit toward the AA/AS degree and/or CSU GE Breadth/IGETC certification for exams, students must submit the official score reports to the Admissions and Records Office.

Also see AP 4236 titled Advanced Placement Credit.