

# ACADEMIC REGULATIONS

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### Academic Standards

It is the policy of the Las Positas College Academic Senate that all academic courses be taught at a post-secondary level, particularly courses for which Las Positas College has articulation agreements with four-year institutions. When a course is articulated, it assures that students completing the course have attained certain levels of academic skill and knowledge comparable with the equivalent course at a four-year institution.

All are welcome at Las Positas College. We understand that students enter LPC with varying levels of scholarship and achievement. Because of this, we provide resources (tutoring, support courses, office hours/student hours, etc.) to help students master their college coursework. We are here to support the student to ensure their success. At the same time, faculty are expected to maintain course content at the college-level. Course content and objectives are reflected in the course outline of record on file with the Office of Academic Services, and are based on the academic foundation that students are expected to have upon entering the course.

### Faculty Office Hours / Student Hours

All members of the full-time faculty schedule office hours each week. This schedule is posted outside each instructor's office and on their Canvas page. Students are encouraged to take advantage of this opportunity, the benefits of which include:

- Assistance in understanding and achieving specific course expectations
- Development of concepts and understanding beyond the course expectations
- Insight into career opportunities within the instructor's area of expertise
- Encouragement, assistance, and direction in meeting both educational and personal needs
- Continuing association with a member of the academic community.

### Attendance Requirements

It is assumed that each student will consider class attendance an absolute requirement. It is the student's responsibility to attend every class the scheduled length of time. Excessive absences, tardiness, and leaving class early may be taken into consideration by instructors in assigning grades.

### Reporting Absence

Student absences should be cleared personally with instructors. Messages may be sent through Canvas or to the instructor's college email address.

### Excessive Absence

A student absent for a total of four consecutive, or six cumulative, instructional hours and/or two consecutive weeks of instruction may be dropped from that class by the instructor. This action constitutes an official termination of class enrollment, recorded as specified in the section on "Withdrawing from Classes" in this Catalog.

### Examinations and Evaluations

Students will be expected to take examinations and to complete and submit reports and/or projects. The instructor will determine the scheduling of exams and due dates of reports and projects. However, final examinations are given according to a published final exam schedule for each semester. Unless the student and instructor have made prior arrangements, the instructor is not required to reschedule missed exams or to extend deadlines for reports and/or projects.

### Removal of Disruptive Students

Instructors may remove disruptive students from the classroom for the duration of a class period but may not terminate their enrollment for disciplinary reasons. The Vice President of Student Services or designee may recommend suspension of a student for due cause. Only the Board of Trustees can expel a student from the College District.

### Use of Electronic Recorders

Students are not permitted to make recordings in class or in any campus meetings, including remote online class meetings, without the approval of the instructors involved. Exceptions shall be made for students with disabilities who have permission from the Disabled Student Programs and Services.

### 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	Above Average	3 grade points per unit
C	Average	2 grade points per unit
D	Barely Passing	1 grade point per unit
F	Failing	0 grade points/units attempted with no units earned. May negatively affect progress. See the section on "Academic Probation and Dismissal" in this Catalog.
P	Pass	0 grade points/units earned with no units attempted.
NP	No Pass	0 grade points/no units earned and no units attempted. See the section on "Academic Probation and Dismissal" in this Catalog.
SP	Satisfactory Progress	0 grade points/no units earned and no units attempted. Used to indicate satisfactory progress, but not completion, of a noncredit course.
I	Incomplete	0 grade points/no units earned and no units attempted. May negatively affect progress. See the section on "Academic Probation and Dismissal" in this Catalog.

### Pass/No Pass Grades

(Unit Limitations may exist at transfer institutions)

In accordance with the Education Code and the Administrative Code, Las Positas College has established a grading policy that 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, and will not affect the student's grade point average. A maximum of 14 units of "P" (pass) may be applied toward the Associate in Arts for Transfer or Associate in Science for

## Academic Regulations

Transfer degrees. For Associate of Arts or Associate of Science degrees, a maximum of 75% of units required for the program may be Pass/No Pass.

Additional units may be applied provided the student secures prior approval of the Dean of Student Services. 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 excess of number of "NP" (no pass) grades will affect the student's academic progress ratio, resulting in a low figure.

Offering courses for pass/no pass grades provides the student with the opportunity to explore areas outside their current interest field without undue concern for their grade point average. This policy allows the student to take coursework outside their major without the fear of a substandard grade, namely a "D" or "F." Students are expected to complete the course and comply with College attendance requirements and other expectations of the course. Should they fail to do so, their enrollment in the class may be terminated or they may receive a "NP."

Las Positas College offers:

- Some courses solely for a pass/no pass (P or NP) grade.
- Some courses solely for a standard letter grade.
- 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.

On or before the last day of instruction for the semester, the student shall inform the Admissions and Records Office, by petition, of their intention to complete a course for a pass/no pass grade and the instructor shall report to the Dean of Enrollment Services 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 "D," "F" or "NP" (no pass) is earned.

### Administrative Symbol "IP"—In Progress

The administrative symbol "IP" is established to indicate coursework "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 Dean of Enrollment Services 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. The student may complete the course work by the end of the following term or semester and receive an appropriate letter grade. An "Incomplete" represents an agreement between the student and the instructor that the student will complete the work in the following semester. The student will be asked to sign the Incomplete Grade Contract form. If the student does not complete the course work before this deadline, the right of the student to make up the work is forfeited. The student may petition to extend the deadline date because of extenuating circumstances, but this will require the approval of the Dean of Enrollment Services of Las Positas College, or designee, and the instructor of record. The "I" will be replaced with the alternate letter grade assigned by the instructor at the time the incomplete was assigned (if the student does nothing and does not finish the work listed on the incomplete contract).

A grade change form will contain the following documentation and shall be maintained by the Dean of Enrollment Services.

- 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 letter grade assigned when the stipulated work has been completed; and
- The signature of the student.

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 (numbered 100-299) will not be used when calculating a student's degree applicable grade point average. Courses below the English 1A requirement are not degree applicable.

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 point per unit

F = 0 points per unit

### Example:

<b>HISTORY 1</b>	3 units x 3 grade points (B) = 09 grade points
<b>MATH 1</b>	5 units x 2 grade points (C) = 10 grade points
<b>KIN 1</b>	.5 unit x 4 grade points (A) = 02 grade points
<b>TOTAL</b>	8.5 units = 21 grade points
21 DIVIDED BY 8.5 = 2.47 OR C	

## Scholastic Honors

Students who complete at least 6 units of work each semester with grades yielding a semester GPA of 3.25 or better are recognized for academic distinction by placement on the Academic Honors List and by a notation on the semester grade report and transcript.

Students who graduate with "Highest Honors" (GPA of 3.50 or better) and those who graduate with "Honors" (GPA of 3.25 or better) are recognized at graduation.

The Sigma Theta Chapter of Alpha Gamma Sigma (AGS) is a California Community College Honor Scholarship Society that recognizes academic achievement. Membership eligibility and other information are available through the AGS advisor.

## Grade Change Deadline Period

Awarding grades to students is the responsibility of the instructor of the course in which the student is registered. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence.

When a student believes an error has been made in the assignment of a grade, they should discuss the problem with the instructor. To correct an erroneous grade, a special "Request for Grade Change" form must be completed and presented to the Office of Admissions and Records by the

instructor. The Office of Admissions and Records will forward the form to the Dean of Enrollment Services.

Requests for a grade change must be made while classes are in session following the semester for which the grade was assigned. The student is responsible for monitoring personal academic records.

Grade changes will not be made after the established deadline, except in cases with extenuating circumstances. These are acute medical, family, or other personal problems that cause the student to be unable to meet the deadline. Requests for a grade change under this exception shall be made to the Dean of Enrollment Services (or designee) who may, upon verification of the circumstance(s), authorize the initiation of a grade change to "NGR" or "W". The student must present evidence of the extenuating circumstance(s).

Original copies of the instructor grade reports will be retired to microfilm after a five-year period (no grade changes after that) and kept in perpetuity.

## Academic Renewal

Academic Renewal Academic Renewal, in accordance with the California Education Code Sections 55764 and 55765, is a process that permits the alleviation of substandard (D's, F's) academic coursework not reflective of the student's current scholastic ability. Grades alleviated by this process will be disregarded in computing the student's grade point average.

Students may petition the Dean of Enrollment Services at Las Positas College for academic renewal upon completion of the following:

- A minimum of 12 units taken consecutively at a regionally accredited institution with a grade point average of 2.5 or better; or
- A minimum of 20 units with at least a 2.0 grade point average.

Upon approval, the student's permanent record shall be annotated in such a manner that all courses disregarded shall remain legible on the transcript, indicating a true and accurate history of the student's record.

Students may petition for academic renewal only once. Once the academic renewal process has been completed, it cannot be reversed. A maximum of 24 units of work may be renewed.

Academic renewal at Las Positas College does not guarantee that other colleges will accept this action. Acceptance of academic renewal is at the discretion of the receiving institution.

## Catalog Requirements / Continuous Attendance

A student in continuous attendance in regular semesters may, for the purpose of meeting degree or certificate requirements, elect to meet the requirements in effect at any time during their period of continuous attendance at the Chabot-Las Positas Community College District (CLPCCD).

Graduation requirements are listed in the Catalog. If a break in attendance occurs before graduation requirements have been met, the graduation requirements that apply to the student are those listed in the Catalog in force at the time continuous studies are resumed.

Continuous attendance is defined as enrollment in at least one term during the academic year, including the winter and summer sessions, on a continuous basis. Any transcribed academic record symbol shall constitute enrollment. The academic year starts at the beginning of the fall term and terminates at the end of the following summer term. A student who loses continuous attendance is considered to be a returning student and will have a new catalog right of the returning academic year.

The Las Positas College Catalog Requirements and Continuous Attendance Policy do not necessarily apply to requirements in effect at transfer institutions. Courses applicable toward major and general education requirements may change. Students who are planning to transfer are advised to consult the catalog of the college or university to which they will transfer.

## Notice of Unsatisfactory Work (Early Alert)

Instructors may notify students of unsatisfactory work at any time during the semester. Such notices are given to the student in person or mailed to the student at their home address. Excessive absences, academic deficiency, and failure to submit assignments constitute reasons for notices

of unsatisfactory work. A student who receives such notices, or any student who experiences difficulty with academic achievement, is encouraged to consult with their instructor and counselor for assistance.

## Academic Standards

The Academic Standards Policy of Las Positas College is established to assist students in making appropriate educational plans. There are two indices to academic standards: Academic Status and Academic Progress.

### Academic Status - 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 their 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 the Office of Veterans Affairs.

A student on Academic Probation II who does not raise their cumulative grade point average to a 2.0 or higher in the following semester of attendance will be dismissed. The first time a student is dismissed, they may apply for readmission after one semester, summer session not included, of non-attendance. In the case of a second dismissal, the student may apply for readmission after 5 years of non-attendance or upon appeal to the Vice President of Student Services. Summer session does not count as a semester in determining academic status.

### Removal of Academic Probation Status

Once a student on academic probation raises their overall (cumulative) grade point average to a 2.0 ("C") or higher, they will be taken off Academic Probation status and will become a "student in good standing."

### Academic Progress - Probation and Dismissal

Progress Probation is determined by the percentage of cumulative units with grades of W, N, or I (Substandard Progress Grades). A student who has attempted 12 cumulative semester units of College course work will be placed on Progress Probation I if 50% or more of the cumulative units attempted resulted in substandard progress grades.

A student on Progress Probation I who does not reduce their percentage of cumulative substandard 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 their cumulative units made up of substandard progress grades in the following semester, they will be dismissed. The first time a student is dismissed, they may apply for readmission after one semester (summer session not included) of non-attendance. In the case of a second dismissal, the student may apply for readmission after 5 years of non-attendance or upon appeal to the Vice President of Student Services. Summer session does not count as a semester in determining academic progress status.

### Removal of Progress Probation Status

In order to reverse progress probation 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 their total units attempted. Summer session does not count as a semester in determining progress status.

### Appeal Process

Under extenuating circumstances beyond the student's control or ability to foresee, exceptions to these policies are granted by the Vice President of Student Services or designee. Students should see a counselor to discuss their progress or academic status and for details associated with the academic standards policy.