

ADMINISTRATIVE PROCEDURE 4220 STANDARDS OF SCHOLARSHIP**Introduction**

This procedure addresses standards of scholarship to include the following:

- I. Academic record symbols and grading practices;
- II. Credit by examination;
- III. Probation/Dismissal;
- IV. Alleviating substandard work by course repetition;
- V. Academic renewal;
- VI. Remedial Course Limit,
- VII. Excess Units, and
- VIII. Course repetition absent substandard work.

These procedures shall be printed and described in each college catalog.

I. Academic Record Symbols and Grading Practices (Title 5, 55022, 55023)

Please refer to Administrative Procedure 4230 for the Peralta Community College District Academic Record Symbols and Grading policies.

II. Credit for Prior Learning (Title 5, 55050)

Each Peralta college may grant credit to any student who satisfactorily passes an examination approved and conducted by an instructor in a specific discipline of the college. Such credit may be granted only to a student who is registered at the college and in good standing and only for a course listed in the college catalog as eligible for credit by examination. All regulations and procedures pertaining to credit by examination must be published in the college catalog.

Please refer to Administrative Procedure 4235: Credit for Prior Learning for further information.

III. Probation/Dismissal (Title 5, 55030, 55031, 55032, 55033, 55034)

Please refer to Administrative Procedure 4250: Probation and Administrative Procedure 4255: Disqualification and Dismissal.

IV. Alleviating Substandard Work by Course Repetition (Title 5, 55042)

The Peralta Community College District, per Title 5 regulations, permits students to repeat courses not designated as repeatable when the student has done substandard work defined as "D," "F," "FW," and/or "NP." Per Title 5, section 55042, a student may only repeat a course twice to alleviate substandard work. When repetition occurs, the following guidelines must be met:

- A. The permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history;
- B. Nothing shall be done to conflict with the Education Code and Title 5 regulations pertaining to the finality of grades assigned by instructors;
- C. Repetition may be permitted of any course taken in an accredited college or university for which substandard academic performance is recorded; when such courses are repeated for a maximum of two attempts, the previous grades and credit will be disregarded;
- D. Courses repeated will not carry additional unit credit.

- E. In computing grade point averages, units attempted, units passed (if any) and grade point (if any) for previous attempts shall be excluded when the following conditions are met:
1. The student formally requests permission to repeat the course(s) using a course repetition form from the Admissions and Records web page;
 2. The request is in compliance with such additional requirements and limitations as the district may establish;
 3. The request is approved by the college official designated (as noted on the repetition form); and
 4. Single courses in which a grade of D, F, FW, and NP was received may be repeated in the district, upon submission of the "Course Repetition Due to Substandard Grade" form (available on the Admissions and Records web page) to Admissions and Records. The new grade and units shall be substituted and the previous grade and credit will be disregarded in the computation of the cumulative grade point average and the transcript shall be so annotated.
- F. When a course is repeated to alleviate a substandard grade or because a "W" was received, per State apportionment the course may only be taken three (3) times maximum.

V. Academic Renewal (Without Course Repetition) (Title 5, 55046)

Please refer to Administrative Procedure 4240: Academic Renewal.

VI. Remedial Course Limit

Per Title 5, section 55035, no student shall receive more than 30 semester units (or 45 quarter units) for remedial coursework. Remedial coursework is defined as "pre-collegiate basic skill instruction delivered in the non-degree applicable credit mode."

Students enrolled in one or more courses of English as a Second Language (ESL) and students identified by the district/colleges as having a learning disability (defined in section 56036) are exempted from the limitation on remedial coursework.

A student who has exhausted the unit limitation on remedial coursework may apply for a waiver for a specified period of time or for a specified number of units. Waivers will be granted to students who show significant, measureable progress toward the development of skills appropriate to his/her enrollment in college-level courses.

Please also refer to Administrative Procedure 4222: Remedial Coursework.

VII. Excess Units

Students may not carry more than 18 units at the Peralta Colleges without prior approval. Students must obtain Counselor approval for enrollment in 18.5-21.5 units. Enrollment in 22-25 units requires approval from the Vice President of Student Services. Under no circumstances will a Peralta College grant approval above 25 units for all Peralta Colleges. Granting approval for excess units should be the exception and not standard practice.

The maximum number of units for the Summer Session is 10.

VIII. Course Repetition Absent Substandard Work (Title 5, 55040 thru 55044, 55253, 56029)

Please refer to Administrative Procedure 4225, Course Repetition and Repeatable Courses.

References:

CA Education Code Section 70902 subdivision (b)(3) and (d);
Title 5 Sections 51002

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