

# ACADEMIC POLICIES AND PROCEDURES

## Academic Freedom

The following academic freedom statement is an excerpt from Board Policy 6.06. Those interested in the complete statement should refer to <https://www.ccsf.edu/sites/default/files/2022/document/bp-6-06.pdf>.

The District is unequivocally and unalterably committed to the principle of academic freedom in its true sense which includes freedom to study, freedom to learn and freedom to teach and provide educational professional services to students.

Academic freedom encompasses the right of an instructor to discuss in the classroom pertinent subjects within his or her field of professional competency and consistent with course objectives, and for counselors, librarians and other academic employees to provide appropriate student services within their fields of professional competency and consistent with sound educational principles.

Interference with or censure of an academic employee by District officials or by outside individuals or groups because of the employee's proper treatment of pertinent subjects or provision of proper educational professional services to students is precluded by the principle of academic freedom.

Faculty cannot, however, expect academic freedom to be unlimited, for the right to exercise any liberty implies a duty to use it responsibly. Academic freedom does not give faculty freedom to engage in indoctrination. Nor can faculty invoke the principle of academic freedom to justify non-professional conduct.

## Credits and Grades

### Unit of Credit

In accordance with Title 5, Section 55002.5 and Title 5, Section 55256.5, City College of San Francisco has established a ratio of 52.5 hours of lecture, laboratory work, and/or study for each unit of credit. For work experience courses, each unit of credit requires 60 hours of unpaid work or 75 hours of paid work.

### Semester and Quarter Units

Most universities and colleges in the United States use the semester or quarter system and hence grant credit in semester units (s.u.) or quarter units (q.u.). For example, City College uses the semester system and grants credit in semester units; some California State University campuses and most University of California campuses use the quarter system and grant credit in quarter units.

Two semester units are equivalent to three quarter units. Therefore, to convert semester units to quarter units, multiply the number of semester units by 3/2 (or 1.50); to convert quarter units to semester units, multiply the number of quarter units by 2/3 (or 0.667).

### Academic Record Symbols and Standards

A system of letter grades and grade points is used to indicate the quality of work done by students. The meaning of each evaluative symbol, with its value in grade points, is as follows:

Symbol = Definition	Grade Points
A = Excellent . . . . .	4
B = Good . . . . .	3
C = Satisfactory . . . . .	2

D = Passing, less than satisfactory . . . . .	1
F = Failing . . . . .	0
FW = Failing/Withdrawal . . . . .	0

The "FW" grade symbol is an indication that a student has both ceased participating in a course some time after the last day to officially withdraw from the course without having achieved a final passing grade, AND that the student has not received District authorization to withdraw from the course under extenuating circumstances. The "FW" symbol may not be used if a student has qualified for and been granted military withdrawal "MW." If an "FW" is used, its grade point value equals zero (0), and it will be calculated into the GPA in the same manner as an "F" grade.

P = Pass (At least satisfactory, C or better. Units awarded not counted in grade point average.)

NP = No Pass (Less than satisfactory or failing. Units not counted in grade point average.)

Standard English is expected in all College coursework and is a consideration in grading. Its use is not an exercise limited to English classes alone.

### Pass (P)/No Pass (NP) Courses

#### Formerly known as: Credit (CR)/No Credit (NC) Courses

Certain courses offered at City College of San Francisco are designated as pass/no pass courses. Such courses are shown in the catalog with the statement "P/NP only," meaning that only grades of P and NP are given for the course. Other courses are designated as optional pass/no pass courses. Such courses are shown in the catalog with the statement "P/NP available" meaning the course may be taken on a pass/no pass or on a letter grade basis; i.e., the pass/no pass option is available. Note: 1) pass/no pass courses are counted toward graduation and for transfer and 2) in an optional pass/no pass course the student may select "Pass/No Pass" grading option online through MyRAM at <http://www.ccsf.edu> to take the course on a pass/no pass basis no later than the deadline date established in the Calendar of Instruction. (See Calendar of Instruction for this date.) The "NP" symbol shall be used only in calculating units attempted for probation and dismissal.

Although City College does not limit the number of units a student may take on a Pass/No Pass basis, students planning to transfer should inquire of the transfer institution its policy on pass/no-pass course work. Some institutions may require a letter grade in course work used to satisfy specific requirements for admission and/or major preparation.

### Other Symbols

#### Symbol = Definition

"E" = Exclusion
"EW" = Excused Withdrawal
"I" = Incomplete
"MW" = Military Withdrawal
"RD" = Report Delayed
"W" = Withdrawal

**"E" Exclusion.** The "E" symbol shall be used to denote grades of D, F, or NP the student has chosen to exclude from his or her academic history.

**"EW" Excused Withdrawal.** "Excused Withdrawal" shall be assigned when students are permitted to withdraw from a course(s) due to spe-

cific, verified events beyond the control of the student that affect their ability to complete a course(s). Petitions for Excused Withdrawal will be accepted up to 2 years after the completion of the semester in which students are requesting an Excused Withdrawal. The student must supply a personal statement providing a justification for the petition and supporting documentation along with the petition to verify these events to Office of Admissions & Records.

**Acceptable Reasons for an Excused Withdrawal**

In accordance with Title 5, Section 55024(e), the governing board of a district shall adopt an EW procedure based upon verifiable documentation supporting the request. An EW is acceptable when a student withdraws from a course(s) due to reasons beyond their control, which include but are not limited to, the following:

- Job transfer outside the geographical region;
- Illness in the family where the student is the primary caregiver;
- An incarcerated student in a California State Prison or County Jail is released from custody or involuntarily transferred before the end of the term (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);
- The student is the subject of an immigration action;
- Death of an immediate family member;
- Chronic or acute illness;
- Verifiable accidents; or
- Natural disasters directly affecting the student.
- Other (e.g. institutional error, jury duty, family emergency, extended litigation, or work conflicts).

Verifiable documentation can include, but is not limited to, a note from a doctor stating the student is not currently able to complete the work due to illness, employment verification of a new job, a booking report, police report of an accident, or any other documentation that proves the student's completion of a course is impractical. The Chancellor's Office defines impractical as impossible due to reasons beyond the student's control. The determination shall be made by the local college's admissions and records office.

Excused withdrawals shall be allowed to students in extenuating circumstances at any time, upon petition of the student or their representative. "Extenuating circumstances" means cases of accidents, illnesses, or other circumstances beyond the control of the student. Colleges shall proactively engage with the student or their representative to identify available college support services that may mitigate the extenuating circumstances and prevent withdrawal. If mitigation efforts are unsuccessful, the student shall receive the excused withdrawal symbol ("EW") on their transcript. Students shall not be denied an excused withdrawal due to a college's inability to respond to the petition or to provide sufficient assistance to mitigate the student's circumstances.

A student may request to use an EW for only one course or all courses in a term, depending on the reason for the request. It is possible that a student, based on an illness for example, is not able to participate in an in-person course, but is able to continue with online courses. The College should use individual case facts to determine the continuity of some courses and not others.

**Reimbursement for EW**

A community college district shall not refund any enrollment fee paid by a student for program changes made after the first two weeks of instruction for a primary term-length course, or after the 10 percent point of the length of the course for a short-term course, unless the program change is a result of action by the district to cancel or reschedule a class or to drop a student pursuant to subdivision (1) of section 55003 where the student fails to meet a prerequisite.

Excused Withdrawal 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. The financial aid of a student may be affected depending on individual circumstances. A student should consult with the financial aid staff regarding any impact.

**"I" Incomplete.** A student may be given a final grade of Incomplete only if illness or other unavoidable circumstances prevent him/her from taking the final examination or satisfying the other requirements in a course.

A student must make arrangements for an Incomplete with the instructor for the course. The instructor will file a record of Incomplete with the Office of Admissions & Records and give the student a copy. This record shall note the condition(s) for removal of the Incomplete and the grade to be assigned if the work is not completed.

**The instructor determines when the student must submit work to remove the grade of Incomplete. The instructor must submit the Removal of Incomplete form by the following deadlines:**

Incomplete Received	Incomplete must be Removed by the last Day to Submit Grades for the Following:
• Fall semester	• Spring semester
• Spring semester	• Fall semester
• Summer semester	• Fall semester

A final grade shall be assigned when the work stipulated has been completed and evaluated. If the student fails to meet the condition(s) of the removal of incomplete or when the time limit for completion has expired, the predetermined grade shall be assigned (i.e. "F" in the case of I/F).

A student should make arrangements for the removal of an Incomplete with the instructor for the course. In the absence of the instructor, the student should contact the department chair.

If a student is, due to extenuating circumstances, unable to complete the work by the deadlines specified in the table above, the student may, after contacting the instructor, petition the Dean of Admissions & Records for an Extension of an Incomplete.

An Incomplete shall not be used in calculating units attempted nor for grade points, but shall be used in calculating units for purposes of evaluating probation and dismissal.

**"MW" Military Withdrawal.** "Military Withdrawal" shall be assigned to students who are members of a reserve or active military unit and received orders to report to active duty, requiring a withdrawal from all courses. This does not apply to Basic Training assignments. The stu

dent must bring a copy of their orders to the Office of Admissions and Records located in MUB 188, prior to departure, if possible, to have their military withdrawal processed. All courses will be withdrawn without fee assessment. Military Withdrawal also does not count toward the permitted number of withdrawals or count as an enrollment attempt.

**“RD” Report Delayed.** Only the Office of Admissions and Records may assign the “RD” symbol. This symbol is to be used when, for reasons beyond the control of the student, there is delay in reporting the student’s grade. “RD” is to be replaced by a permanent symbol as soon as possible. The “RD” symbol shall not be used in calculating units attempted, nor for grade points.

**“W” Withdrawal.** If a student withdraws from a class or if an instructor withdraws a student from a class between the last day to drop and the last day for withdrawal, a “W” symbol will appear on the student’s permanent record. (See Calendar of Instruction for specific dates.) If a student stops attending a class after the last day for a student-initiated or instructor-initiated withdrawal, the instructor must report a grade symbol (consistent with the grading policies) other than “W.”

The “W” symbol shall not be used in calculating units attempted nor for grade points, but shall be used in calculating units for purposes of evaluating probation and dismissal.

If a student drops a class prior to the last day to drop, no notation will appear on the student’s permanent record. (See Calendar of Instruction for specific dates.)

### Noncredit Grading

Grading options for noncredit courses are determined on a course-by-course basis, and are one of the following options:

- Letter or Pass/No Pass or Satisfactory Progress
- Pass/No Pass or Satisfactory Progress
- No Grade

Since noncredit courses are offered on an open-entry/open-exit basis, it is possible for a student to attend only part of a class during a semester. The Satisfactory Progress notation is used to indicate that a student was making satisfactory progress in achieving the desired learning outcomes of a course, but had not yet completed the course (and so should not receive a final letter grade or Pass/No Pass symbol).

### Remedial Coursework Limitation

Remedial coursework is defined as credit, non degree-applicable basic skills courses. Section 55035 of Title 5 of the California Code of regulations imposes a 30-unit limit on remedial coursework. Students are exempted from this limitation if they are enrolled in an ESL course or are identified by the district as having a learning disability. If neither of these exemptions apply, students who reach this 30-unit limit are restricted to taking only noncredit courses, non degree-applicable courses which do not involve remediation, and those degree-applicable credit courses which do not have basic skills prerequisites or advisories on recommended preparation. It is our district’s policy that students who have completed 30 units of remedial coursework shall be automatically given a 10-unit waiver of this limitation.

### Course Prerequisites, Corequisites, and Advisories

City College has established prerequisites, corequisites, and advisories to maintain academic standards and ensure student success. The

CCSF Governing Board recognizes that if these prerequisites are established unnecessarily or inappropriately, they constitute unjustifiable obstacles to student access and success. Therefore, the San Francisco Community College District, in compliance with Title 5 Matriculation Regulations, has adopted a policy to provide for the establishment, review and enforcement of prerequisites, corequisites, advisories on recommended preparation, and certain limitations on enrollment in a manner consistent with law and good practice. Elements of this policy follow:

### Definition of Terms

**Prerequisite:** A condition to enrollment that a student is required to meet in order to demonstrate current readiness for a course or educational program. If a prerequisite is a course, a student must pass the prerequisite course with a grade of “C” or higher.

**Corequisite:** A course that a student must take concurrently with another course.

Below are the different types of pre/corequisites:

1. **Standard prerequisite or corequisite:** A pre/corequisite to a course, the equivalent of which is offered at three or more California State University and/or University of California campuses with an equivalent prerequisite.
2. **Sequential course within and across disciplines:** A course that serves as a pre/corequisite to an articulated course in the same discipline or in another discipline.
3. **Course in communication or computation skills:** A course in communication or computation skills that serves as a pre/corequisite to a course other than another communication or computation skills course.
4. **Placement level:** A Mathematics, English, or English as a Second Language course placement level determined by the College placement assessment process, which consists of the use of high school performance data and multiple measures.
5. **Program prerequisites:** A pre/corequisite to enrollment in a program such as Nursing, Culinary Arts and Hospitality Studies, or Aircraft Maintenance Technology.
6. **Health and safety:** A pre/corequisite to enrollment in a course or program in which health and safety of the student or others may be endangered if the pre/corequisite is not met.
7. **Recency:** A pre/corequisite skill-level that a student must possess within a specific time period prior to enrollment in a course or program.

**Advisories on Recommended Preparation:** A condition of enrollment that a student is advised, but not required, to meet before or concurrently with enrollment in a course or educational program. Students are strongly encouraged to follow the advisories since having the recommended preparation will greatly increase the likelihood of success in the target course.

**Limitation on Enrollment:** A condition of enrollment that a student must meet (in addition to any prerequisites and corequisites) prior to enrolling in the following types of courses:

1. **Performance courses:** Courses in this area include intercollegiate athletics, theatre arts (drama), and music, for which an audition or tryout may be required.

2. **Honors courses:** These courses require a specific scholastic aptitude prior to enrollment.
3. **Blocks of courses or sections:** a “block” refers to at least two or more courses or sections of courses in which enrollment is limited to a specific group of students. Examples at CCSF include the African American Achievement Program and the Puente Project.

### Challenge of a Prerequisite or a Corequisite

A student who does not meet a stated prerequisite or corequisite to a course may be dropped on the first day of school. However, the student may file a petition to Challenge a Prerequisite or Corequisite on one or more of the grounds listed below. The student shall bear the initial burden of showing that grounds exist for the challenge. Challenges shall be resolved in a timely manner and, if the challenge is upheld, the student shall be permitted to enroll in the course or program in question.

#### Grounds for challenge:

- A. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite.
- B. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available.
- C. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
- D. The prerequisite or corequisite has not been established in accordance with the District’s process for establishing prerequisites or corequisites.
- E. The prerequisite or corequisite is in violation of Title 5.

Any student may appeal the decision of the challenge to the Office of the Vice Chancellor of Academic Affairs or the Vice Chancellor of Student Development.

#### Procedures for Filing a Petition to Challenge a Prerequisite/ Corequisite

*CAUTION: The student shall demonstrate that grounds exist for the challenge. A student who wishes to challenge a pre/corequisite should file a petition as early as possible prior to the first day of class.*

#### Instructions:

1. Obtain a Petition to Challenge a Prerequisite or Corequisite Form online at [www.ccsf.edu/assessment](http://www.ccsf.edu/assessment) or visit the Assessment Center in Conlan Hall Room 203.
2. A student may appeal a decision to the Vice Chancellor of Student Affairs or the Vice Chancellor of Academic Affairs.

### Challenge of a Limitation on Enrollment

Any limitation on enrollment may be challenged by a student on the grounds listed below. The student shall bear the initial burden of demonstrating that grounds exist for the challenge. The District shall resolve the challenge in a timely manner. If the challenge is upheld, the student shall be allowed to enroll in the course. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term.

### Grounds for Challenge of a Limitation on Enrollment

A student may challenge a limitation on enrollment in a course if:

- A. the course is required in order for the student to receive a degree or certificate and no other course is offered during the semester of the challenge to meet the requirement, and
- B. the student’s graduation from the degree or certificate program will be delayed if (s)he is unable to enroll in the course during the semester of the challenge.

### Grades and the Grade Point Average

A student’s grade point average (GPA) shows numerically the relationship between the number of units attempted and the grade points received. It may be determined by dividing the number of grade points earned by the number of units attempted. Grades of P, NP, W, I, IP, EX, and MW do not affect a student’s grade point average.

A 4.00 quotient indicates an A average; 3.00, a B average; 2.00, a C average; 1.00, a D average; 0.00, an F average.

Students grade point averages are used in various ways. For example, a requirement for graduation from the College is that a student must have completed a minimum of 60 semester units of lower-division college work in which he has maintained an average final grade of C (2.00 grade point average) or higher in all lower-division courses he has attempted for grade points. The College also uses grade point averages in awarding various scholarships and in determining whether students may be disqualified from further attendance because of scholastic deficiencies. In addition, universities and colleges use grade point averages in admitting transfer students.

All credit courses offered by City College of San Francisco are graded courses as defined by Title 5, California Administrative Code.

### Academic Probation and Dismissal

#### Probation:

There are two types of probation: academic and progress. A student may be on either type of probation or on both. If a student is on either type of probation or on both,

- there will be a permanent notation placed on the student’s academic history;
- a student will not be in good academic standing at the College;
- the student will not be removed from probation until there is improvement in the overall academic record, even if there is improvement in the current semester academic record.

Students on probation may be contacted by a CCSF counselor so that they may be provided individual counseling and guidance on how to improve their academic standing. The students’ programs may be regulated so as to help them move off probation.

**Academic Probation:** A student who has attempted at least 12 units as shown on the official academic record will be placed on academic probation if the student has earned a grade point average below 2.00 in all units in which grades were given.

**Progress Probation:** A student who has attempted at least 12 units as shown on the official academic record will be placed on progress probation when the percentage of all units in which a student has enrolled and for which the student has been given a “W,” an “INC.,” or a “NP” is 50% or more.

**Removal from Probation:** For removal from academic probation, a student must have an overall cumulative grade point average in all City College units of 2.00 or higher. For removal from progress probation, a student must have been given marks of “W,” “INC.,” or “NP” in less than 50% of all City College units in which the student has enrolled.

#### Dismissal:

**Academic Dismissal:** A student who has been on probation is subject to academic dismissal if the student has been on either academic probation or on progress probation or on both academic and progress probation for more than four consecutive semesters. If students are academically dismissed, a notation of “Academic Dismissal” will be placed on the permanent academic record. Consecutive semesters means four semesters in a row of the student’s attendance at City College. Summer sessions are not counted as regular semesters when semesters are being counted for academic dismissal.

#### Appeal of Academic Dismissal and Request for Reinstatement:

Students may appeal academic dismissal and petition to be reinstated so they may continue their enrollment. Such petitions will be considered in cases of verified unusual circumstances. Students may request information or a Petition to Appeal Academic Dismissal and Request Reinstatement from the Office of Admissions & Records (MUB 188). If students are reinstated, their reinstatement will be conditional based upon a review of the academic record at the end of each semester. Readmitted students will be subject to the continued requirements of the academic probation and academic dismissal regulations.

**Financial Aid Probation:** The rules for financial aid probation, academic progress, or disqualification may be different. Please see the appropriate section in the Catalog under Financial Aid.

#### Grade Reporting

Midterm Grades and Final Grades are made available to students through MyRAM at <http://www.ccsf.edu>.

#### Repetition of Credit Courses

Repeatable courses are identified in the College Catalog, along with their repetition limits. Repeatable courses may be taken for a total of four enrollments, unless further limits exist for the specific course. Any enrollment that results in a letter grade or W counts towards this limitation. Students do not need to file a petition to retake a repeatable course within the limitations.

Effective Fall 2013, Title 5 Section 55041 permits only the following to be repeatable:

- Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor’s degree
- Intercollegiate athletics courses
- Intercollegiate academic or vocational competition courses that are part of a district sanctioned competitive activity.

#### Repetition of a course is allowed under the following general circumstances.

1. When a course is designated as repeatable up to a specific number of units.
2. When a course is included in a Family of Classes with similar primary educational activities in which skill levels or variations are separated into distinct courses.
3. When a professional or vocational program prerequisite requires the course be completed within a recent timeframe. There must have been a significant lapse of time (at least three years) since receiving a passing grade in the course.
4. When a training program mandates the course be repeated every licensing period.
5. When there has been a significant change in the industry or licensure standards since the student previously took the course and the student must take the course again for employment or licensure.
6. When a student with disabilities is repeating a DSPS class.
7. When the district finds that the student’s passing grade is, at least in part, the result of extenuating circumstances
8. When students receive substandard grades (D, F, FW, NP, or W). Students who have received substandard grades may repeat a course at least two times for a total of three enrollments. If they can demonstrate extenuating circumstances, they may repeat the course a third time for a total of four enrollments. Students must complete the Course Repeat Petition form and provide documentation to demonstrate extenuating circumstances.

#### Description of General Circumstances for Course Repetition

1. Occupational Work Experience  
Occupational work experience courses may be repeated a maximum of 8 units per semester; general work experience courses may be repeated for a maximum of 6 units per semester. The cumulative maximum for work experience credit is 16 units. The repetition limit for a particular work experience course is printed in the College Catalog. Grades received in all repetitions of a work experience course will be counted in calculating the grade point average.
2. Enrollment Limitations on Physical Education and Visual or Performing Arts Courses  
Effective Fall 2013, Title 5 Section 55041, students may not enroll more than four (4) times in active participatory courses that are related in areas of physical education or visual and performing arts, including art, dance, music and theatre. The limitation includes attempts with a substandard grade or a withdrawal (W). Courses that are related in content are identified as “families of courses” and are those courses with similar primary educational activities in which skill levels or variations are separated into distinct courses.
3. Recency Requirement/Significant Lapse of Time  
A student receiving a satisfactory grade may repeat a course if a recency prerequisite has been established for a course or a program after a significant lapse of time. The district determines that no less than thirty-six (36) months is a significant lapse of time since that grade was obtained.

- If another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course in question, the minimum thirty-six (36) month lapse of time requirement may be waived. The student must provide documentation that the repetition is necessary for his or her transfer to the institution of higher education.
4. **Legally Mandated Training Requirement**  
Students may repeat a course when repetition is necessary to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Students must provide documentation from the employer, identifying the requirement for the training.
  5. **Significant Change in Industry or Licensure Standards**  
Students may repeat a course when there have been significant changes in industry or licensure standards. The student must provide documentation identifying the significant change in industry or licensure standards to repeat the course.
  6. **Student with Disabilities**  
The Disabled Students Program & Services Department is allowed to offer special classes with content that addresses the educationally related functional limitations of students with disabilities pursuant to Title 5 of the California Code of Regulations and state and federal nondiscrimination laws.  
  
Any number of repetitions of these classes may be allowed as a disability related accommodation based on an individualized determination by the Disabled Students Programs & Services Department that one of the following circumstances applies:
    - When continuing success of the student in other general and/or special classes is dependent on additional repetitions of a specific special class.
    - When additional repetitions of a specific special class are essential to completing a student's preparation for enrollment into other regular or special classes.
    - 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. Students enrolled in these courses may repeat them without petition.
  7. **Extenuating Circumstances**  
Students may repeat a course if the district determines that their previous grade, whether satisfactory or substandard, was the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness or occurrences beyond the control of the student. Students must provide documentation supporting the extenuating circumstances.
  8. **Alleviating Substandard Coursework**  
Students receiving a substandard grade of D, F, FW, NP or W may repeat a course up to two times (3 enrollments) in an attempt to achieve a standard grade. If students can demonstrate extenuating circumstances, they may repeat a course one more time (a 4th enrollment) to alleviate a substandard grade. Any repetition that results in a letter grade or a W is considered an

attempt toward the repetition limit. To demonstrate extenuating circumstances, students must complete the Course Repeat Petition form and provide documentation.

### Effect of Course Repetition on the Transcript

1. When a student repeats a course, the original grade is not removed, and therefore, remains a part of the permanent record.
2. When a student repeats a course in circumstances other than alleviating a substandard grade or approved extenuating circumstances, the original grade and any subsequent grades are used in calculating the student's CCSF grade point average.
3. When course repetition is approved based on extenuating circumstances, the original passing grade remains a part of the permanent record but will not be used in calculating the student's CCSF grade point average.
4. When a student repeats a course to alleviate a substandard grade of D, F, NP, W, the original grade remains a part of the permanent record but will not be used in calculating the student's CCSF grade point average.
5. When a student withdraws from a course, that withdrawal counts as a repetition.
6. Courses that were excluded from the student's grade point average through the process of Academic Renewal are counted in the course repetition limitations.
7. Some transfer institutions may calculate all grades in the overall grade point average, regardless of CCSF exclusion.
8. Students may repeat a course after graduation from CCSF.

If the student does not meet the eligibility requirements for Course Repetition, please see Auditing in the College Catalog

### Academic Renewal/Exclusion

A student may petition to have previous substandard college grades of "D," "F," or "FW" excluded from grade point average calculations if that work is not reflective of the student's present level of performance. However, to ensure a true and complete academic record, the permanent academic record will show all of the student's course work, including excluded classes.

A request for academic renewal will be granted under the following conditions:

1. At least one year must have elapsed since the last D or F or FW grade to be excluded except when simultaneously petitioning to graduate, as noted below.

Note: Students applying for Academic Renewal may apply to petition for an Associate Degree and/or an Associate Degree of Transfer in the same semester in which they will be completing the requirements to qualify for Academic Renewal, provided that all Academic Renewal requirements are met by the end of the semester in which they apply for both the degree and Academic Renewal. The graduation petition will give students the option to cancel the degree or not if, by the end of the semester in which they apply, the Academic Renewal requirements are not met but the degree require

ments are. This decision must be made at the time of filing the degree petition and will be applied automatically when final evaluation of degree and Academic Renewal requirements occurs.

2. A student must have completed at an accredited college at least 12 degree-applicable semester units with a cumulative grade point average of at least 3.0, at least 18 degree-applicable semester units with a cumulative grade point average of 2.5, or at least 24 degree-applicable semester units with a cumulative grade point average of at least 2.0. These units must be earned subsequent to the last grade of "D" or "F" or "FW" to be excluded.
3. A maximum of 24 units can be excluded from the grade point average. Academic renewal will be granted only once.

Students are reminded of the following:

- Exclusion by academic renewal is limited to courses taken only at CCSF.
- Some destination transfer institutions may not accept academic renewal and may recalculate the grade point average. Students who plan to transfer to other institutions should contact the receiving transfer institution and ask how they apply grade exclusions (academic renewal).
- Once an Associate Degree has been awarded at City College, courses taken prior to the awarding of the degree cannot be excluded.
- Transcripts only from accredited institutions will be accepted for purposes of the grade-point-average calculation.
- A student's official transcript will include a notation of when the request for academic renewal was granted as well as the fact that grades from other institutions might have been used to satisfy the requirements of academic renewal.

Students who wish to have grades excluded under the Academic Renewal Policy must request an Academic Renewal/Exclusion petition from the Office of Admissions and Records, MUB 188. Since academic renewal will be granted only once, students considering the petition are advised to file the petition at a time close to their graduation or transfer. Because Academic Renewal may affect educational goals (such as graduation and transfer), students must see their counselors for assistance with the Academic Renewal petition which requires a counselor signature.

### Changing Final Grades

An instructor may not change any final grade, except that of Incomplete, on the basis of additional work completed by a student after the close of a semester.

### Academic Transcript of Records

A student may obtain an official academic transcript of records online at [www.ccsf.edu/request-your-ccsf-transcripts](http://www.ccsf.edu/request-your-ccsf-transcripts)

See below for instructions on how to request for both types of transcripts

For official transcripts:

1. Visit [www.ccsf.edu/request-your-ccsf-transcripts](http://www.ccsf.edu/request-your-ccsf-transcripts).

2. Current students can select the "Login to Order Your Transcript" link and former students/alumni who have been away for more than (2) years can select the "Former Student/Alumni Transcript Ordering" link.
3. You will be redirected to the Parchment ordering service page. Please carefully read the information and instructions. Complete each page and submit your order.

For unofficial transcripts:

1. Login to myRAM Portal.
2. Click "Student Portal."
3. Click on "myProfile."
4. Click on "Unofficial Transcript" and use your browser print option to print a copy.

If you have records predating 1983, please contact [trnscrip@ccsf.edu](mailto:trnscrip@ccsf.edu) for assistance.

It is strongly recommended that students wishing to transfer to another college/university complete and submit a request well in advance of the date in which the transcript is needed.

### Processing Fee

The first two requested official and/or unofficial Academic Transcript of Records are free of charge. A processing fee of \$5.00 is assessed for each transcript after the first two.

All pricing information is listed on the Parchment Transcript Ordering Services screen under the Pricing and Payment section.

### Rush Service

**Parchment:** Students may be able to request RUSH service through Parchment Transcript Ordering Services. \$10.00 per requested copy.

## Transfer of Grade Points to City College

City College counts the grade point average of transferable units earned at other universities or colleges toward the combined grade point average of 2.0 required for graduation. The combined grade point average takes into account both the cumulative grade point average at City College of San Francisco and the grade point average of transferable units.

## Transfer of Coursework to City College

Students may use coursework completed at other institutions to fulfill program, general education, and/or elective unit requirements for the Associate Degree or certificate programs at City College of San Francisco. Specifically, students may use lower and/or upper division transfer coursework to fulfill any or all of the following:

- specific program requirements for a certificate, or major
- general education graduation requirements
- unit requirement for graduation (minimum of 60 semester units)

The unit requirement must be met with courses from CCSF, other colleges or universities regionally accredited by Western Association of Schools and Colleges, or approved courses through Credit for Prior Learning. Students are subject to the residence requirement for the Associate Degree, regardless of the number of units transferred

into the college. Note that both the units and the official grades received from the other college or university will be accepted by CCSF.

The Office of Admissions & Records (A&R) will approve the transfer of units that will be applied toward electives for graduation after students submit an official transcript and complete the Request for Transcript Evaluation form. Forms are available online at [www.ccsf.edu/credit-articles](http://www.ccsf.edu/credit-articles) under the Admissions section.

Admissions & Records will approve equivalencies for specific program or general education requirements when a course that is transferred to CCSF is clearly equivalent to a CCSF course. This equivalency is determined through the use of [assist.org](http://assist.org) or C-ID articulation, according to specific CCSF course descriptions, or according to past Department approval and practices.

When the course equivalency is not clear, the student may be required to request course equivalency from the chair of the department offering a comparable course. The chair will review a copy of the official transcript and complete the Course Equivalency/Comparability form. Approval is based on a review of the sending institution's course learning outcomes, subject matter, breadth, scope, units, rigor, and prerequisites. If approved, chairs forward the form to A&R. Forms are available in counseling offices.

A department chair may also elect to substitute an appropriate comparable course for one required for a major or certificate offered by that department. Substitutions are signed off by the department chair on the graduation petition form (which the student completes with a counselor) or on CCSF letterhead.

Student inquiries with either a specific department or with A&R should occur as soon as possible after enrolling in courses at CCSF to ensure timely completion of education goals and graduation. Students are advised to submit all transcripts for evaluation no later than the semester prior to filling out a certificate or graduation petition in order to allow the necessary time for evaluation.

### Credit for Prior Learning (formerly Credit by Exam)

According to Section 55050 of Title 5 of the California Code of Regulations, community college governing boards are authorized to grant credit for prior learning experiences. The following Academic Procedure 6.30 details the procedures for gaining credit for prior learning experiences.

Students may demonstrate proficiency in a course eligible for Credit for Prior Learning and receive college credit through approved alternative methods for awarding credit for validated college-level skills and knowledge gained outside of a college classroom.

- Alternate forms of awarding credit for learning and skills development outside of the classroom:
- Military training
- Industry training
- State/federal government training
- Apprenticeships, internships, work-based learning, or other industry-based experiential learning
- Validated volunteer and civic activities (e.g., Peace Corps)

### Alternative forms of awarding credit specifically for academic learning experiences:

- Achievement of a satisfactory score on an Advanced Placement (AP) examination
- Achievement of a satisfactory score on a High Level International Baccalaureate (IB) examination
- Achievement of a satisfactory score on a College Level Examination Program (CLEP)
- Satisfactory completion of an institutional examination, known as Credit by Examination, administered by the college in lieu of completion of an active course listed in the current college catalog

### Determination of Eligibility for Credit for Prior Learning

- The student must be currently enrolled in CCSF
- The student must be in good standing with at least a 2.0 cumulative GPA and cannot be on academic or progress probation
- All enrollment and or nonresident tuition fees must be paid in full and any holds on registration must be cleared prior to petitioning for Credit for Prior Learning
- The student must meet the requirements for the individual course as specified in the current CCSF catalog
- The student must not have already completed nor currently be enrolled in a course more advanced than that for which credit by examination is requested.
- The student must not have previously enrolled in and received an evaluative symbol (e.g., letter grade, W, P/NP) for the course for which Credit for Prior Learning is requested.
- The student must not have previously attempted the course Credit for Prior Learning and failed.

### Limitations:

- Credits awarded for Prior Learning are not applicable in meeting unit-load requirements for veterans or social security benefits; Selective Service deferment; scholastic honors; financial aid; or graduation residency requirements.
- Only one course in a direct series of courses may be awarded credit for Prior Learning, e.g., MATH 90, MATH 95, or MATH 110A or MATH 110B, not more than one of these courses. A student with the appropriate knowledge may take the assessment for MATH 110B and receive five semester units for this course; however, the student cannot take assessments for all four courses above and be awarded 16 semester units of Credit for Prior Learning. (The Allied Health and Nursing Programs are exempted from this policy.)
- Students who plan to transfer to another college or university are advised that other institutions may have restrictions on how they accept Credit for Prior Learning.
- Credit by exam may not be available in all CCSF departments.

### Prior Learning Assessment Grading Policy

- Grading shall be according to the regular grading system in accordance with Administrative Procedure 6.22 Grading and Academic Record Symbols: Credit Courses



- All courses are eligible for the P/NP option for CPL purposes
- The student's academic record shall be clearly annotated to reflect that credit was earned by assessment of prior learning

### Applying for Credit for Prior Learning

#### Credit for Military Service/Training

Students interested in Credit for Prior Learning using Joint Service Transcripts shall receive credit as recommended by the American Council on Education (ACE) Directory and approved by the appropriate discipline faculty of the college under the following circumstances:

- The student shall complete the Petition for Credit for Prior Learning
- Official transcripts must be on file in the Office of Admissions and Records. These may include Joint Services Transcript (JST), Sailor/Marine American Council on Education Registry Transcript (SMART), Army and American Council on Education Registry Transcript Service (AARTS), Community College of the Air Force (CCAF), Coast Guard Institute (CGI), DANTES/USAF!, Defense Language Institute Foreign Language Transcripts (DLIFLC), Defense Manpower Data Center (DMDC), DLPT Examinee Results, DA Form 330 Language Proficiency Questionnaire, or verified copies of 00214 or 00295 military records.

Credit course equivalency shall be determined by the faculty of the appropriate discipline

#### Industry Recognized Credentials

Students interested in Credit for Prior Learning using industry recognized credential(s) shall receive credit as recommended by the appropriate department chair or discipline faculty:

- Student meets with department chair or designated discipline faculty to submit the completed Petition for Credit for Prior Learning and all industry-recognized credential documents

If the department chair or designated discipline faculty determines that the industry recognized credentials adequately measure mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with a grade of "P" and forward it to the Office of Admissions and Records to be kept on file and recorded on the student transcript

#### Student-Created Portfolio Assessment

Students interested in Credit for Prior Learning using a student-created portfolio shall receive credit as recommended by the appropriate department chair or faculty designee under the following circumstances:

- A department approved portfolio assessment rubric for the course is on file
- The student completes the Petition for Credit for Prior Learning and meets with the department chair or designated discipline faculty to receive further instructions for student-created portfolio assessment
- The student submits all portfolio documents to the department chair or faculty designee for assessment of prior learning

If the department chair or discipline faculty determines that the student-created portfolio adequately measures mastery of the course

content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with a grade of "P" and forward it to the Office of Admissions and Records to be kept on file and recorded on the student transcript

#### Credit by AP, CLEP and IB Examinations

Students may be eligible for credit by AP, CLEP, and IB examinations if they are enrolled and in good standing, have not earned a grade point average below 2.00, and have not attempted the course(s) for which they are seeking Credit for Prior Learning. Credit under AP, CLEP, and IB programs is usually granted only to students with no college work completed. Students who completed college work before taking the examinations should consult the individual departments for approval. (Students who plan to transfer to a four-year institution should contact the transfer institution regarding the acceptability of AP, CLEP, and IB credit, or should consult with a CCSF counselor.)

See the CCSF Articulation website for specific details on AP, CLEP, and IB subjects and scores.

#### Advanced Placement (AP)

CCSF will grant subject credit for most College Board Advanced Placement examinations, depending on the exam score obtained by the student. Credit awarded by CCSF applies to the associate degree. Transfer students must consult with the receiving institution to determine how AP credit will be awarded by the receiving institution.

#### College Level Examination Program (CLEP)

CCSF will grant general education credit toward graduation for some CLEP examinations.

Generally, students must pass the examinations with a score of 500 or above (Paper and Pencil Testing) or a score of 50 or above (Computer Based Testing).

#### International Baccalaureate (IB)

CCSF will grant general education credit toward graduation for some International Baccalaureate Higher Level (HL) examinations. Students must pass the examinations with a score 5, 6, or 7 to earn CCSF of San Francisco credit.

#### Local Credit by Examination

Upon completion of an education plan, students interested in Credit for Prior Learning using Credit by Examination shall receive credit as recommended by the appropriate department chair or discipline faculty. Students may be eligible for credit by examination if they are enrolled and in good standing, have not earned a grade point average below 2.0, and have not attempted the course. Permission to challenge a course by examination is granted by the appropriate department chair or discipline faculty, who also determines which courses are eligible for credit by examination. The department offering a course which may be taken for credit by examination will determine the type of examination to be given and the conditions of its administration. Credit by exam may not be available in all CCSF departments.

To request credit by examination, students shall complete the following steps:

- Contact department chair to inquire if credit by examination is available for the course and for further instructions
- Complete Petition for Credit by Examination form

- Take the examination given by the department chair or discipline faculty
- If the students pass the examination, they will be eligible to receive credit for the appropriate course

*Note: There is no cost for Credit for Prior Learning, except for the Credit by Exam assessment method. Credit earned through the other assessment methods listed above are free to the student*

### Dean's Honor List

In the fall and spring semesters, the College recognizes students who have attained high scholastic achievement. Students registered for and completed a minimum of twelve (12) semester units for the semester (only those courses where A-F grades were assigned are counted) with a grade point average of 3.30 or higher and are in good academic standing are placed on the Dean's Honor List. Good academic standing is defined as having a cumulative grade point average of 2.00 or higher and not being on academic and/or progress probation. If a student is on the Dean's Honor List, it will be noted on the student's unofficial/official transcript.

### Graduation with Honors

Students who have earned by the end of their last semester a grade point average between 3.30 and 3.49, inclusive, will be graduated with honors. Those who have earned by the end of their last semester a grade point average between 3.50 and 3.74, inclusive, will be graduated with high honors. Those who have earned by the end of their last semester a grade point average between 3.75 or higher, inclusive, will be graduated with highest honors.

The Honors grade point average calculation will include grades from all degree applicable coursework including coursework from outside institutions. If a student graduates with honors, a notation will be placed on the student's official and unofficial transcripts.

### Student's Responsibility for Satisfying Academic Requirements

Although counselors and advisers assist students in planning their programs, each student must assume complete responsibility for compliance with the instructions and regulations set forth in this catalog and for selecting the courses that will enable him/her to achieve his/her educational objective, whether it be graduation from the College, satisfaction of requirements for transfer to another college or a university, or preparation for an occupation.

**Prerequisite Courses.** A student may not enroll in a course that is a prerequisite to a course he/she has already completed. Each student is responsible for satisfying prerequisites for the courses included on the study list. For information concerning prerequisites, students should refer to the course information in this catalog in the section entitled "Announcement of Programs and Courses."

A student may not receive credit for any course which is prerequisite to any course already taken.

**Field Trips.** Field trips are required in a number of the courses offered by the College. Instructors in these courses provide information pertaining to such trips.

**Final Examinations.** Final examinations are required of all students in

all courses except physical education activity courses. Final examinations must be given on the dates and at the times shown on the official schedule and in the classrooms or laboratories in which the classes normally meet. This schedule is published in the Class Schedule. Students are required to take final examinations with the section in which they are enrolled. There are two exceptions to this policy: 1) A department, with the Vice Chancellor of Academic Affairs' approval, can schedule a common date, time, and place for all sections of a course to take a common examination; 2) The Vice Chancellor of Academic Affairs can approve an alternate examination schedule for a course in cases of emergency or necessity.

### Instructional Materials Fee

CCSF A.P. 5.27 details the procedures for Instructional Materials Fees.

Students may be required to provide their own instructional materials required for a credit or noncredit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

Required instructional materials shall not include materials used or designed primarily for administrative purposes, class management, course management, or supervision.

Where fee-based instructional materials are available to a student temporarily through a license or access fee, the student shall be provided options at the time of purchase to maintain full access to the instructional materials for varying periods of time ranging from the length of the class up to at least two years while they have current student status. The terms of the license or access fee shall be provided to the student in a clear and understandable manner prior to purchase.

Instructors shall take reasonable steps to minimize the cost and ensure the necessity of instructional materials.

Periodically, a systematic review will be conducted on courses with instructional materials fees to ensure all standards are met and to modify existing materials fees, if necessary. Courses initiated by faculty where a new instructional materials fee is recommended must follow the guidelines as published by the State Chancellor's Office in "Student Fee Handbook," under the section titled, "Instructional Materials." All course instructional material fees will be published in the class schedule.

### Additional Board Policies and Administrative Procedures

Information about Board Policies and Administrative Procedures is available on the Board of Trustees website: <https://www.ccsf.edu/about-ccsf/board-trustees/ccsf-policies-administrative-procedures>.

### CCSF Credit For Advanced Placement Test Scores

CCSF's Advanced Placement (AP) Examination Policy may differ from that of other colleges and universities. Applying AP credit for transfer can be complicated. Students are strongly advised to speak with a counselor for details. For the current AP Chart, please visit the CCSF Articulation page, CCSF Academic Resources. <https://www.ccsf.edu/about-ccsf/administration/academic-institutional-affairs/office-instruction/ccsf-articulation-office/ccsf-academic-resources>.

### **CCSF Credit For College Level Examination Program (CLEP) Test Scores**

CLEP credit and general education equivalencies are based on state-wide guidelines for California community colleges. Students who seek course equivalency credit should consult with the department chair for the proposed equivalent course. For the current CLEP Chart, please visit the CCSF Articulation page, CCSF Academic Resources. <https://www.ccsf.edu/about-ccsf/administration/academic-institutional-affairs/office-instruction/ccsf-articulation-office/ccsf-academic-resources>.

### **CCSF Credit For International Baccalaureate (IB) Test Scores**

IB credit and general education equivalencies are based on statewide guidelines for California community colleges (test scores of 5, 6, or 7). Students who seek course equivalency credit should consult with the department chair for the proposed equivalent course. For the current IB Chart, please visit the CCSF Articulation page, CCSF Academic Resources. <https://www.ccsf.edu/about-ccsf/administration/academic-institutional-affairs/office-instruction/ccsf-articulation-office/ccsf-academic-resources>.