

ARTICLE VII

ACADEMIC STANDARDS

6700. ACADEMIC RENEWAL. Students may petition to have their academic records reviewed for academic renewal action of substandard academic performance under the following conditions:

- A. Students must have achieved a grade point average of 2.5 in their last 15 semester units, or 2.0 in their last 30 semester units completed at any accredited college or university, and
- B. At least two calendar years must have elapsed from the time the course work to be removed was completed.

If the above conditions are met, academic renewal shall be granted, consisting of:

- A. Eliminating from consideration in the cumulative grade point average up to 18 semester units from all coursework taken within the Los Angeles Community College District, and
- B. Annotating the student academic record indicating where courses have been removed by academic renewal action.

Academic renewal actions are irreversible.

Graduation honors and awards are to be based on the student's cumulative grade point average for all college work attempted.

This policy is adopted for use in the Los Angeles Community College District only. Other institutions may differ, and students planning to transfer to another college should contact that institution regarding its policy.

Title 5, C.C.R., Section 55046

Adopted 08-02-78  
Amended 03-02-83  
Amended 10-22-97  
Amended 05-26-10

6701. COURSE REPETITION

6701.10 Course Repetition To Remove A Substandard Grade.  
Students may repeat courses in which substandard grades ("D", "F" or "NC", "NP") were awarded in the District.

The Chancellor, in consultation with the District Academic Senate, may adopt regulations to limit course repetition within specific programs.

This policy only applies to courses taken at colleges within the Los Angeles Community College District.

Courses completed through the provisions of Board Rule 6704-CREDIT BY EXAMINATION-may not be used to remove a substandard grade.

A. FIRST AND SECOND COURSE REPETITION TO REMOVE A SUBSTANDARD GRADE.

Upon completion of a repeated course the highest grade earned will be computed in the cumulative grade point average and the student's academic record so annotated.

B. THIRD COURSE REPETITION TO REMOVE A SUBSTANDARD GRADE.

A student may repeat the same course for a third time provided the student has:

1. Received three substandard grades for the same District course.
2. Filed a petition specifying the course(s) to be repeated and stating the extenuating circumstance(s) upon which the petition is based. "Extenuating circumstances" may include, but are not limited to, verified cases of accidents, illness, military service, significant lapses of time, changes in program or major, or other circumstances beyond the control of the student.
3. Had the petition approved by the local academic senate or a committee acting on behalf of the academic senate, and by the college president or designee.

Adopted 08-02-78  
Amended 02-25-81  
Suspended 12-12-90  
Amended 05-29-96  
Suspended 05-29-96  
Amended 06-28-00  
Amended 10-18-00  
Amended 06-27-01  
Amended 03-12-08

Attendance for a third repetition may not be claimed for state apportionment.

Upon completion of the third repetition, the grade used in computing the student's cumulative grade point average shall be the highest grade earned, and the student's record will be so annotated. The three lowest substandard grades will not be used in the computation of the grade point average.

6701.20 Repetition of Courses in Which A Satisfactory Grade Was Recorded

- a. Repetition of courses for which a satisfactory grade ("A", "B", "C", "CR", "P") has been recorded shall be permitted only upon advance petition of the student and with the written permission from the college president, or designee, based on a finding that extenuating circumstances exist which justify such repetition or that there has been a significant lapse of time since the student previously took the course.
- b. When course repetition under this section occurs, the student's permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.
- c. Grades awarded for courses repeated under the provisions of subsection "a" and "b" of this section shall not be counted in calculating a student's grade point average.
- d. The college's procedures for allowing repetitions under subsections "a" and "b" shall be developed in conjunction with the college senate in accordance with the provisions of Chapter XVIII of the Board Rules -- ACADEMIC SENATE AND BOARD OF TRUSTEES SHARED GOVERNANCE POLICY.

Adopted 08-18-82  
Amended 06-28-00  
Amended 04-18-01  
Amended 03-12-08

- e. Repetition of courses where a satisfactory grade ("A", "B", "C", "CR", "P") has been recorded shall be permitted, without petition, in instances when such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.

Such courses may be repeated for credit any number of times, regardless of whether or not substandard work was previously recorded, and the grade received each time shall be included for purposes of calculating the student's grade point average. The college may establish policies and procedures requiring students to certify or document that course repetition is necessary to complete legally mandated

training pursuant to this subsection. The college's process for certification or documentation of legal training requirements shall be developed in accordance with the provisions of Chapter XVIII of the Board Rules -- ACADEMIC SENATE AND BOARD OF TRUSTEES SHARED GOVERNANCE POLICY.

- f. A student may repeat any course if the college has properly established a recency prerequisite for a course, if there has been "significant lapse of time."

If the District determines that a student needs to repeat an activity course due to significant lapse of time, that repetition shall be counted in applying the limit on repetitions set forth in Title 5, CCR, Section 55041, subdivision (c)(4), except that, if the student has already exhausted the number of repetitions permitted under subdivision (c)(4), an additional repetition due to significant lapse of time may be allowed.

Adopted 08-18-82  
Amended 06-28-00  
Amended 04-18-01  
Amended 03-12-08

- g. A student with a disability may repeat a special class for students with disabilities any number of times, based on an individualized determination that such repetition is required as a disability-related accommodation for that particular student for one of the reasons specified in Title 5, CCR section 56029.

Title 5, C.C.R., Sections 55763 and 58161

Adopted 08-18-82  
 Amended 06-28-00  
 Amended 04-18-01  
 Amended 03-12-08

6702. GRADE SYMBOLS AND DEFINITIONS. Only the symbols in the grading scale given in this section shall be used to grade all courses offered in fulfillment of the requirements for an associate or baccalaureate degree, a certificate, diploma, or license.

Grades shall be averaged on the basis of the point equivalencies to determine a student's grade point average, using the following evaluative symbols:

<u>Symbol</u>	<u>Definition</u>	<u>Grade Point</u>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
P	Passing (At least satisfactory - units awarded not counted in GPA. has the same meaning as "CR" as that symbol was defined prior to June 30, 2007.)	
NP	No Pass (Less than satisfactory, or failing - units not counted in GPA. NP has the same meaning as "NC" as that symbol was defined prior to June 30, 2007.)	

Adopted 02-25-81  
 Amended 08-18-82  
 Amended 10-22-97  
 Amended 03-12-08

The following non-evaluative symbols may be entered on a student's record:

Symbol Definition

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 in the student's record. The condition for removal of the "I" shall be stated by the instructor in a written record.

This record shall contain the conditions for removal of the "I" and the grade assigned in lieu of its removal. This record shall be given to the student, with a copy on file in the college Admissions Office until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The "I" symbol shall not be used in calculating units attempted nor for grade points. The "I" may be made up no later than one year following the end of the term in which it was assigned. The student may petition for a time extension due to unusual circumstances.

IP In Progress

The "IP" symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of a substantive grade must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student's record for the term in which the required work of the course is completed. The "IP" shall not be used in calculating grade point averages. If a student enrolled in an "open-entry, open-exit" course is assigned an "IP" at the end of an attendance period and

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Amended 08-18-82  
Amended 10-22-97  
Amended 03-12-08

does not complete the course during the subsequent attendance period, the appropriate faculty will assign an evaluative symbol (grade) as specified above to be recorded on the student's permanent record for the course.

RD Report Delayed

The "RD" symbol may be assigned when there is a delay in reporting the grade beyond the control of the student. The "RD" may be assigned by the Dean of Student Services only. It is a temporary notation to be replaced by a permanent symbol as soon as possible. The "RD" shall not be used in calculating grade point averages.

W Withdrawal

Withdrawal from a class or classes shall be authorized through the last day of the fourteenth week of instruction or 75% of the time the class is scheduled to meet whichever is less.

No notation ("W" or other) shall be made on the record of a student who withdraws during the first four weeks, or 30% of the time the class is scheduled, whichever is less.

Withdrawal between the end of the fourth week (or 30% of the time the class is scheduled to meet, whichever is less) and the last day of the fourteenth week of instruction (or 75% of the time the class is scheduled to meet, whichever is less) shall be authorized after informing the appropriate faculty. A student who remains in class beyond the fourteenth week or 75% of the time the class is scheduled shall be given a grade other than a "W", except in cases of extenuating circumstances.

After the last day of the fourteenth week (or 75% of the time the class is scheduled, whichever is less) the student may withdraw from class upon petition demonstrating extenuating circumstances and after consultation with the appropriate faculty.

Adopted 02-25-81  
Amended 08-18-82  
Amended 10-22-97  
Amended 03-12-08

Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Withdrawal after the end of the fourteenth week (or 75% of the time the class is scheduled, whichever is less) which has been authorized in extenuating circumstances shall be recorded as a "W".

For purposes of withdrawal policies, the term "appropriate faculty" means the instructor of each course in question or, in the event the instructor cannot be contacted, the department chair or equivalent faculty officer.

The "W" shall not be used in calculating units attempted nor for the student's grade point average.

"W's" will be used as factors in progress probation and dismissal.

A "W" shall not be assigned, or if assigned shall be removed, from a student's academic record, if a determination is made that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment or that the student withdrew because he or she reasonably believed that remaining in the course would subject him or her to discriminatory treatment or retaliation for alleging discriminatory treatment.

Title 5, C.C.R., Section 55022, 55024

Adopted 02-25-81  
Amended 08-18-82  
Amended 10-22-97  
Amended 03-12-08

6702.10 Military Withdrawal. "Military Withdrawal" occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the last day of the fourteenth week of instruction or 75% of the time the class is scheduled to meet, whichever is less.

Amended 10-02-91  
Amended 10-22-97

No notation ("W" or other) shall be made on the records of a student who withdraws during the first four weeks, or 30% of the time the class is scheduled, whichever is less.

The withdrawal symbol so assigned may be a "W" or, if necessary to distinguish military withdrawals, may be a "MW". Military withdrawals shall not be counted in progress probation and dismissal calculations. "W's" incurred during the period between January 1, 1990, and the effective date of this paragraph, which meet the definition of military withdrawal herein, shall not be counted in progress probation and dismissal calculations and may be changed to "MW's". Any student who is a member of an active or reserve United States military service and who has withdrawn from courses due to military orders, may file a petition with the District requesting refund of the enrollment fee. The District shall refund the entire enrollment fee unless academic credit has been awarded.

EC 66023

Title 5, C.C.R., 55758

Adopted 10-02-91  
Amended 10-22-97

6703. PASS-NO PASS OPTIONS. The College President may designate courses in the college catalog wherein all students are evaluated on a "pass-no pass" basis or wherein each student may elect on registration or no later than the end of the first 30% of the term, whether the basis of evaluation is to be "pass-no pass" or a letter grade. These courses will be noted in the college catalog as being eligible for the "pass-no pass" option.

Title 5, C.C.R., 55022

Adopted 02-25-81  
Amended 10-22-97

6703.10 Usage for Single Performance Standard. The pass-no pass grading system shall be used in any course in which there is a single satisfactory standard of performance for which unit credit is assigned.

A grade of pass shall be assigned for meeting that standard, and a grade of no pass shall be assigned for failure to do so.

Title 5, C.C.R., 55022

Adopted 02-25-81  
Amended 10-22-97

6703.11 Acceptance of Credits.  
All courses and units used to satisfy LACCD curriculum requirements, including graduation requirements (Chapter VI, Article II, LACCD Board Rules), educational program requirements (Chapter VI, Article VIII, LACCD Board Rules) and transfer core curriculum requirements (Board Rule 6600), shall be from accredited institutions, unless otherwise specified in this Board Rule.

For purposes of this Board Rule, "accredited institution" shall mean a postsecondary institution accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Postsecondary Accreditation. It shall not mean an institution "approved" by the California Department of Education or by the California Council for Private Postsecondary and Vocational Education.

Policies on the determination of equivalency of courses taken at institutions of higher learning outside of the United States, as well as policies on the acceptance of credit from non-accredited institutions, shall be established by the Chancellor in consultation with the District Academic Senate

Adopted 02-25-81  
Amended 10-22-97  
Amended 03-24-04  
Amended 07-31-07

All units earned on a "pass-no pass" basis in accredited California institutions of higher education or accredited out-of-state institutions shall be counted in satisfaction of LACCD curriculum requirements.

E.C. 66721

Title 5, C.C.R., 53406, 55000, 55022

Adopted 02-25-81  
Amended 10-22-97  
Amended 03-24-04  
Amended 07-31-07

6703.12 Recording of Grade. A student who is approved to be evaluated on the "pass-no pass" basis shall receive both course credit and unit credit upon satisfactory completion of the course. Satisfactory completion for credit is equivalent to the grade of "C" or better. A student who does not perform satisfactorily will be assigned a "no pass" grade.

Title 5, C.C.R., 55022

Adopted 02-25-81  
Amended 10-22-97

6703.13 Grade Point Calculation. Units earned on a "pass-no pass" basis shall not be used to calculate grade point averages. However, units attempted for which "NP" (No Pass) is recorded shall be considered in probationary and dismissal procedures.

Title 5, C.C.R., 55022

Adopted 02-25-81  
Amended 10-22-97

6703.14 Standards of Evaluation. The student who is enrolled in a course on a "pass-no pass" basis will be held responsible for all assignments and examinations required in the course and must meet the standards of evaluation which are identical for all students.

Title 5, C.C.R., 55022

Adopted 02-25-81  
Amended 10-22-97

6703.15 Conversion to Letter Grade. A student who has received credit for a course taken on a "pass-no pass" basis may not convert this credit to a letter grade.

Title 5, C.C.R., 55022

Adopted 02-25-81  
Amended 10-22-97

6703.16 Course Repetition. A student who has received a grade of "NP" (No Pass) may repeat the course by meeting the requirements set forth for Course Repetition.

Title 5, C.C.R., 55022  
Reference: Board Rule 6701

Adopted 02-25-81  
Amended 10-22-97

6704. CREDIT BY EXAMINATION. A College President may designate department approved courses listed in the college catalog wherein any student who satisfies the following requirements may be granted credit by examination:

A. Be currently registered and be in good standing (i.e., the student is not on academic or progress probation).

Title 5, C.C.R., Section 55753

Adopted 02-25-81  
Amended 10-22-97  
Amended 06-28-00

- B. Have completed 12 units within the Los Angeles Community College District. Colleges may develop policies to exempt students from this requirement. Such policies shall be developed in accordance with the provisions of Chapter XVIII of the Board Rules -- Academic Senate and the Board of Trustees Shared Governance Policy.
- C. Is not currently enrolled in, or have completed a more advanced course in this discipline

Title 5, C.C.R., Section 55753

Adopted 02-25-81  
 Amended 10-22-97  
 Amended 06-28-00

6704.10 Limitation on Petitioning for Examination.  
 The maximum units for which a student may petition for credit by examination at the college shall be 15 units.

Title 5, C.C.R., 55753

Adopted 02-25-81  
 Amended 10-22-97

6704.11 Maximum Units Allowable. The maximum number of credit by examination units with a grade of "CRX" that may be applied toward graduation requirements shall be limited to 15 units. No other grading notations can be used in awarding credit by exam.

Title 5, C.C.R., 55753

Adopted 02-25-81  
 Amended 10-22-97  
 Amended 06-28-00

6704.12 Acceptance Towards Residence. Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the 12 semester hours of credit in residence.

Title 5, C.C.R., 55753

Adopted 02-25-81  
 Amended 10-22-97

6704.13 Recording of Grades. The student's academic record shall be clearly annotated to reflect that credit was earned by examination. Grading shall be according to the regular grading system approved by the Board of Trustees, except that students shall be offered a "pass-no pass" option if that option is ordinarily available for the course.

Title 5, C.C.R., Section 55050

Adopted 02-25-81  
Amended 10-22-97  
Amended 06-28-00  
Amended 02-25-09

6704.14 Limitations on Examinations. A student who does not pass the exam for a course may not repeat the exam.

Adopted 06-28-00

6704.15 Examinations.  
The nature and content of the examination shall be determined solely by faculty in the discipline that normally teaches the course for which credit is to be granted in accordance with policies and procedures approved by the college curriculum committee. The faculty shall determine that the examination adequately measures mastery of the course content as set forth in the outline of record. The faculty may accept an examination conducted at a location other than the community college for this purpose.

A separate examination shall be conducted for each course for which credit is to be granted. Credit may be awarded for prior experience or prior learning only in terms of individually identified courses for which examinations are conducted pursuant to this Board Rule.

Title 5, C.C.R., Section 55753

Adopted 03-24-04

6705. GRADES AND GRADE CHANGES. The instructor of the course shall determine the grade to be awarded to each student in accordance with Board Rule 6702. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetency. For purposes of this section, "mistake" may include, but is not limited to, clerical errors and errors made by an instructor in calculating a student's grade. The removal or change of an incorrect grade from a student's record shall only be done upon authorization by the instructor of the course.

In the case of fraud, bad faith, or incompetency, the final determination concerning removal or change of grade will be made by the college president.

No grade may be challenged by a student more than one year from the end of the term in which the course was taken; provided, that if a college's academic senate has determined that the period of time during which grades may be challenged should be more than one year, such longer period shall apply at that college.

EC 76224  
Title 5, C.C.R., Section 55760

Adopted 02-25-81  
Amended 11-21-94  
Amended 10-22-97  
Amended 02-25-09

6705.20 Syllabus. During the first week of classes, the faculty members teaching classes shall provide students and the Department Chairperson (in hard copy or electronically) a syllabus that describes work product which will be the basis for determining each student's grade in the class as well as the grading criteria for the class. Furthermore, the syllabus shall include the approved course student learning outcomes, an accommodation statement for students registered through the DSPS office, instructor contact information, and a reference to the student code of conduct as it relates to academic dishonesty (Board Rule 9803.28).

Adopted 11-21-94  
Revised 07-28-10

6705.30 Retention of Written Work and Grade Records. To the extent that student work product takes the form of written work, such written work shall, if not returned to the student, be retained by the faculty member for at least one year from the end of the term in which the course was taken. All faculty grade records shall be retained by the faculty member for at least a one-year period. All written work and grade records may be stored on campus pursuant to the direction of each college president following consultation with the college's academic senate.

Adopted 07-28-10

6706. AUDITING CLASSES. Students may be permitted to audit a class under the following conditions:

- A. Payment of a fee of \$15 per unit. Students enrolled in classes to receive credit for ten or more semester units shall not be charged a fee to audit three or fewer semester units per semester.
- B. No student auditing a course shall be permitted to change his/her enrollment in that course to receive credit for the course.
- C. Priority in class enrollment shall be given to students desiring to take the course for credit.
- D. The Chancellor may establish administrative regulations to implement this section.

EC 76370

Adopted 12-12-84  
Amended 01-25-89  
Amended 10-22-97

6707 ARTICULATION OF HIGH SCHOOL COURSES

Colleges, in consultation with the college Academic Senate, may adopt policies to permit articulated high school courses to be applied to college educational program requirements. Articulated high school courses may be accepted in lieu of comparable courses to partially satisfy:

Adopted 03-24-04

- 1) requirements for a certificate program, including the total number of units required for the certificate; or,
- 2) the major requirements in a degree program

Articulated high school courses used to partially satisfy certificate or major requirements shall be clearly noted as such on the student's academic record. Notations of college course credit shall be made only if the college courses are successfully completed or if credit is earned via credit by examination.

Except through credit by examination, as defined in Board Rule 6704, high school courses may not be used to satisfy:

- 1) the requirement of Board Rule 6201.10, that students complete at least 60 semester units in order to receive an associate degree; or,
- 2) any general education requirement for the associate degree established pursuant to Board Rule 6201.14.

Adopted 03-24-04

6707.10 Implementation All LACCD-high school articulation agreements shall be subject to the provisions of this Board Rule. However, any student who, prior to the date this Board Rule takes effect, has successfully completed a high school course articulated under the terms of a previous agreement, shall be permitted to apply the credit so earned according to the terms of the previous agreement.

6707.11 Definitions For purposes of this Board Rule, the term "articulated high school course" means a high school course or courses that the faculty in the appropriate discipline, using policies and procedures approved by the college curriculum committee, have determined to be comparable to a specific community college course.

Title 5, CCR, section 55753.5

Adopted 03-24-04