

**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 by Examination (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 by Examination 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.

(Removed the text that is in AP 4250 and 4255)

**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.  
(Removed the text that is in AP 4240)

**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(b)(3);  
Title 5 Sections 55020 et seq., 55030 et seq., and 55040 et seq.

Approved by the Chancellor: May 11, 2012  
Revised by the Chancellor: October 4, 2012  
Revised by the Chancellor: May 24, 2013  
Revised and approved by the Chancellor:

**ADMINISTRATIVE PROCEDURE 4240 ACADEMIC RENEWAL**

Academic Renewal requires documentation of substandard performance which makes it a different procedure than AP 4225 Course Repetition.

**I. Substandard Performance**

The Peralta Community College District has adopted and published the procedures pertaining to alleviation of previously recorded, substandard performance (defined as "D," "F," "FW," or "NP") which is not reflective of a student's demonstrated ability. Academic Renewal is applicable for up to 24 semester total units of substandard work. The previously recorded substandard coursework will be disregarded in the computation of grade point averages.

**II. Procedures**

A maximum of two semesters or a maximum of twenty-four (24) semester units of work which has been legally petitioned may be alleviated and disregarded in the computation of cumulative grade point averages under the following conditions:

- A. A period of one year must have elapsed since the work to be alleviated was completed.
- B. The student has requested the action formally and has presented evidence that work completed in the term(s) under consideration is (are) substandard and not representative of present scholastic ability and level of performance, and
- C. The student has completed at the district, since the most recent work to be disregarded was completed, 15 semester units with at least a 2.5 GPA; work completed at an institution outside the Peralta Community College District cannot be used to satisfy this requirement.

When course work is forgiven, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

Removal of previous work by another college in any term shall not affect the present review of petitions in any work in progress.

Reference:

Title 5 Section 55046

Approved by the Chancellor: April 12, 2012

**ADMINISTRATIVE PROCEDURE 4240 ACADEMIC RENEWAL**

**I. Substandard Performance**

The Peralta Community College District has adopted and published the following procedures pertaining to the alleviation of previously recorded, substandard performance (defined as "D," "F," "FW," or "NP") which is not reflective of a student's demonstrated ability. Academic Renewal is applicable for up to a total of 24 semester units of substandard work. The previously recorded substandard coursework will be disregarded in the computation of grade point averages.

**II. Procedures**

A maximum of two semesters or a maximum of twenty-four (24) semester units of work which has been legally petitioned may be alleviated and disregarded in the computation of cumulative grade point averages under the following conditions:

- A. A period of one year must have elapsed since the work to be alleviated was completed.
- B. The student has requested the action through formal petition and has presented evidence that work completed in the term(s) under consideration is (are) substandard and not representative of present scholastic ability and level of performance.
- C. Since the most recent work to be disregarded was completed, the student must have completed 15 lower-division semester units with at least a 2.5 GPA, either in the Peralta Community College District or another regionally accredited college or university.
- D. The student may request an "Academic Renewal of Substandard Performance" petition from Admissions and Records Office (A&R) or obtain the petition form from the district Admissions and Records web site. The student shall complete the petition form and return it to Admissions and Records to have their academic record reviewed for academic renewal of substandard academic performance.

When course work is alleviated, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

Academic renewal does not guarantee that other institutions outside the Peralta Community College District will approve alleviated course work. This determination will be made by the respective transfer institution.

Reference:

Title 5 Section 55046

Approved by the Chancellor: April 12, 2012  
Revised and approved by the Chancellor:



**ADMINISTRATIVE PROCEDURE 4250 PROBATION**

**I. Standards for Probation**

- A. **Academic Probation:** A Peralta student who has attempted at least 12 semester units as shown by the academic record shall be placed on academic probation if the student has earned a grade point average below 2.0 in all units which were awarded (in accordance with provisions of Title 5).
- B. **Progress Probation:** A Peralta student who has enrolled in a total of at least 12 semester or 18 quarter units as indicated on the academic record shall be placed on progress probation when the percentage of all units in which a student has enrolled and for which entries of "W," "I," and "NP" are recorded reaches at least 50% of the grades.

**II. Removal from Probation**

- A. A Peralta student on **academic probation** for a grade point deficiency shall be removed from probation when the student's cumulative grade point average is 2.0 or higher.
- B. A Peralta student on **progress probation** shall be removed from probation when the percentage of units in this category drops below 50% (C.2. above).

**III. Units Attempted**

For purposes of standards for academic probation and dismissal (1) "all units attempted" means all units of credit for which a student earns a symbol of "A," "B," "C," "D," "F," or "FW" from any college or combination of; (2) "enrolled units" means all units attempted as defined above, and all units for which the student earns a symbol of "W," "I," "P" and "NP" from any college or combination thereof.

**IV. Notification of Probation and Dismissal**

Each student will be notified about Probation or Dismissal through their Peralta e-mail. Further, each Peralta College, through the Office of the Vice President of Student Services, shall make every reasonable effort to notify a student of academic probation or dismissal at or near the beginning of the semester in which the status is in effect. Students on probation must meet with a counselor and complete the "Academic Success Contract." Students on dismissal shall complete the "Student Petition for Reinstatement from Dismissal" and follow the steps as stated on the petition. Probation and dismissal policies shall be published in each Peralta College catalog.

Reference:

Title 5 Section 55030, 55031, 55032, 55033, and 55034

Approved by the Chancellor: April 12, 2012

**ADMINISTRATIVE PROCEDURE 4250 PROBATION**

**I. Standards for Probation**

- A. **Academic Probation:** A Peralta student who has attempted at least 12 semester units and has a cumulative GPA of less than 2.0 as shown by the total academic record for coursework at all Peralta Colleges shall be placed on Academic Probation. The student shall be placed on academic probation during the following term of attendance and shall remain on probation until his/her cumulative grade point average is 2.0 or higher (in accordance with provisions of Title 5).
- B. **Progress Probation:** A Peralta student who has enrolled in a total of at least 12 semester units as indicated on the total academic record for all coursework at the Peralta Colleges shall be placed on Progress Probation when the percentage of all units in which the student has enrolled and for which entries of "W", "I", and "NP" are recorded reaches at least 50% of all grades.

**II. Removal from Probation**

- A. **Academic Probation:** A student on Academic Probation for a grade point deficiency shall be removed from academic probation when the student's cumulative grade point average is 2.0 or higher.
- B. **Progress Probation:** A student on Progress Probation shall be removed from probation when the percentage of units with entries of "W", "I", and "NP" drops below 50% of all grades.

**III. Units Attempted**

For purposes of standards for academic probation and dismissal (1) "all units attempted" means all units of credit for which a student earns a symbol of "A," "B," "C," "D," "F," or "FW" from any college or combination of; and (2) "enrolled units" means all units attempted as defined above, and all units for which the student earns a symbol of "W", "I", "P" and "NP" from any college or combination thereof.

**IV. Notification of Probation and Dismissal**

Each student will be notified about Probation or Dismissal through their Peralta e-mail. Further, each Peralta College, through the Office of the Vice President of Student Services, shall make every reasonable effort to notify a student of academic probation or dismissal at or near the beginning of the semester in which the status is in effect. Students on probation must meet with a counselor and complete the "Academic Success Contract." Students on dismissal shall complete the "Student Petition for Reinstatement from Dismissal" and follow the steps as stated on the petition. Probation and dismissal policies shall be published in each Peralta College catalog.

Reference:

Title 5 Section 55030, 55031, 55032, 55033, and 55034

Approved by the Chancellor: April 12, 2012

Revised and approved by the Chancellor:

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**ADMINISTRATIVE PROCEDURE 4255 DISQUALIFICATION AND DISMISSAL**

**I. Standards for Dismissal**

For purposes of probation and dismissal, semester shall be considered consecutive on the basis of the Peralta student's enrollment. Summer sessions (regular intersessions) shall be considered a semester.

- A. **Academic Dismissal:** A Peralta student on academic probation shall be subject to dismissal after three consecutive semesters in which such student has earned a cumulative grade point average of less than 1.75 in all units attempted.
- B. **Progress Dismissal:** A Peralta student who is on progress probation is subject to dismissal after the third consecutive semester or progress probation unless the current semester percentage of completed units exceeds 50% of enrolled units.
- C. **Reinstatement from Dismissal:** A Peralta student may appeal for reinstatement if unusual circumstances prevailed. Such circumstances will be evaluated by petition and could be, but are not limited to, health or financial strain. Re-admission will be conditioned on a semester review basis with the Peralta student subject to the continued probation dismissal policy.

**II. Units Attempted**

For purposes of standards for academic probation and dismissal (1) "all units attempted" means all units of credit for which a student earns a symbol of "A," "B," "C," "D," "F," or "FW" from any college or combination of; (2) "enrolled units" means all units attempted as defined above, and all units for which the student earns a symbol of "W," "I," "P" and "NP" from any college or combination thereof.

**III. Notification of Probation and Dismissal**

Each student will be notified about Probation or Dismissal through their Peralta e-mail. Further, each Peralta College, through the Office of the Vice President of Student Services, shall make every reasonable effort to notify a student of academic probation or dismissal at or near the beginning of the semester in which the status is in effect. Students on probation must meet with a counselor and complete the "Academic Success Contract." Students on dismissal shall complete the "Student Petition for Reinstatement from Dismissal" and follow the steps as stated on the petition. Probation and dismissal policies shall be published in each Peralta College catalog.

Reference:

Title 5 Section 55033 and 55034

Approved by the Chancellor: April 12, 2012

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**ADMINISTRATIVE PROCEDURE 4255 DISQUALIFICATION AND DISMISSAL**

**I. Standards for Dismissal**

For purposes of probation and dismissal, semester shall be considered consecutive on the basis of the Peralta student's enrollment. Summer sessions (regular intersessions) shall be considered a semester.

- A. **Academic Dismissal:** A Peralta student on academic probation shall be subject to dismissal after three consecutive semesters in which such student has earned a cumulative grade point average of less than 1.75 in all units attempted.
- B. **Progress Dismissal:** A Peralta student who is on progress probation is subject to dismissal after the third consecutive semesters in which the recorded entries of 'W', 'I', and "NP" exceeds 50% of enrolled units.
- C. **Reinstatement from Dismissal:** Appeals of dismissal and requests for reinstatement are handled by the Vice President of Student Services. A student may appeal for reinstatement if unusual circumstances prevailed. Such circumstances will be evaluated by petition and could be, but not limited to, health and financial strain. Readmission will be conditional and on a semester review basis with the student subject to the continued probation dismissal procedure.

**II. Units Attempted**

For purposes of standards for academic probation and dismissal (1) "all units attempted" means all units of credit for which a student earns a symbol of "A," "B," "C," "D," "F," or "FW" from any college or combination of; and (2) "enrolled units" means all units attempted as defined above, and all units for which the student earns a symbol of "W", "I", "P" and "NP" from any college or combination thereof.

**III. Notification of Probation and Dismissal**

Each student will be notified about Probation or Dismissal through their Peralta e-mail. Further, each Peralta College, through the Office of the Vice President of Student Services, shall make every reasonable effort to notify a student of academic probation or dismissal at or near the beginning of the semester in which the status is in effect. Students on probation must meet with a counselor and complete the "Academic Success Contract." Students on dismissal shall complete the "Student Petition for Reinstatement from Dismissal" and follow the steps as stated on the petition. Probation and dismissal procedures shall be published in each Peralta College catalog.

Reference:  
Title 5 Section 55033 and 55034

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