

# Academic Standards/Policies

## Policy

The Board of Governors of the California Community Colleges has adopted the following community college criteria and standards, as stated in the *California Code of Regulations*, Title 5, Chapter 6, Sub-chapter 1, Article 1:

### Definitions

**Corequisite**—means a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course. Where specified, some courses may be taken prior to or simultaneously in order to enroll in another course.

**Course**—means an organized pattern of instruction on a specified subject offered by a community college pursuant to subdivisions (a), (b) or (c), Section 55002.

**Course advisory**—means a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

**Degree-applicable credit courses**—are those courses which have been designated as appropriate to the Associate Degree in accordance with the requirements of Section 55062, and which have been recommended by the college and/or district curriculum committee and approved by the district governing board as collegiate courses meeting the needs of students. Degree-applicable courses at SBCC are numbered 100 and above in this *Catalog*.

**Educational program**—is an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education.

**Noncredit basic skills courses**—are those courses in reading, writing, computation, and English as a Second Language which are designated by the community college district as noncredit courses pursuant to subdivision (c) of section 55002.

**Non-degree applicable**—are those courses which do not apply towards the unit requirement of the Associate Degree. Non-degree applicable courses at SBCC are numbered below 100 in this *Catalog*.

**Non-degree applicable basic skills courses**—are those in reading, writing, computation and English as a Second Language which are designated by the community college district as non-degree applicable credit courses pursuant to subdivision (c) of Section 55002.

**Prerequisite**—means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.

**Satisfactory grade**—means that, for the course in question, the student's academic record has been annotated with the symbol A+, A, A-, B+, B, B-, C+ C or P as those symbols are defined in Section 55023.

## Criteria and Standards

A credit course is one which, at minimum:

1. Is recommended by the responsible college officials and the curriculum committee as being of appropriate rigor and has been approved by the local district governing board and the Chancellor of the California Community Colleges as a collegiate course meeting the needs of students eligible for admission.
2. Is taught by a credentialed instructor.
3. Is offered as described in a course of study outline in official college files. That outline shall specify the unit value, number of contact hours for the course as a whole, the prerequisites, corequisites or advisories for the course, the catalog description, scope, objectives and content in terms of a specific body of knowledge, required reading and writing assignments, and other outside-of-class assignments, instructional methodology and methods of evaluation for determining whether the stated objectives have been met by students.
4. Is taught in accordance with a set of instructional objectives common to all students as outlined in the course of study outline.
5. Provides for measurement of student performance in terms of the stated objectives and culminates in a formal, permanently recorded grade, based upon uniform standards in accordance with Section 55023. The grade is based on demonstrated proficiency in subject matter and the ability to demonstrate that proficiency, at least in part, by means of essays, or, in courses where the curriculum committee deems them to be appropriate, by problem-solving exercises or skills demonstrations by students.
6. Grants units of credit based upon a relationship specified by the governing board between the number of units assigned to the course and the number of lecture and/or laboratory hours

or performance criteria specified in the course outline. The course also requires a minimum of three hours of student work per week, including class time for each unit of credit, prorated for short-term, extended term, laboratory and/or activity courses.

7. Treats subject matter with a scope and intensity which requires students to study independently outside of class time.
8. Requires, when the college deems appropriate, entrance skills and consequent prerequisites for the course before the students are enrolled.
9. When the college and/or district curriculum committee determines, based on a review of the course outline of study, that a student would be highly unlikely to receive a satisfactory grade unless the student has knowledge or skills not taught in the course, then the course shall require prerequisites or corequisites that are established, reviewed and applied in accordance with Section 55003.
10. Requires, in order to participate in the course, the ability to think critically and apply concepts at levels determined by the curriculum committee to be college-level.
11. Requires learning skills and a vocabulary which the curriculum committee deems appropriate for a college course.
12. Requires that educational materials used be judged by the curriculum committee to be college-level.
13. Repeated enrollment is allowed only in accordance with the provisions of Section 51002, Article 4 (commencing with Section 55040) of sub-chapter 1 of Chapter 6, and Section 58161.

A noncredit course is one which, at minimum:

1. Is recommended by the responsible college officials and the Curriculum Committee if the course treats subject matter and uses resource materials, teaching methods, and standards of attendance and achievement that the committee deems appropriate for enrolled students. The course has been approved by the local district governing board and the Chancellor of the California Community Colleges.
2. The course is described in a course outline of record which is maintained in official college files and made available to each instructor. The course outline of record shall specify the number

of contact hours normally required for a student complete the course, the catalog description, the objectives, contents in terms of a specific body of knowledge, instructional methodology, examples of assignments and/or activities and methods of evaluation for determining whether the stated objectives have been met.

3. All sections of the course are to be taught by a qualified instructor.

### **Academic Dismissal**

A student shall be placed on academic dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units attempted at the college in each of the two (2) most recent regular Fall or Spring semesters of attendance through first census. (For purposes of this section, semesters shall be considered consecutive on the basis of the student's enrollment, i.e., a Fall Semester followed by a Fall Semester shall be consecutive if the student was not enrolled for the intervening Spring Semester.)

A student placed on academic dismissal will be dismissed from the college for the subsequent semester. The student may petition the Dean, Educational Programs—Student Support Services, to be reinstated and if approved will be permitted to enroll in the following semester, or after one or more semester (s) not in attendance the student may reapply and will be readmitted.

*Academic Dismissal Exception: When a student completes six (6) or more units and earns a GPA of 2.0 or higher for the current semester (for purposes of this exception, "Pass" is calculated as a "C" grade for the current semester only), the student will be automatically permitted to reenroll for each additional semester in which he/she satisfies the exception criteria or until the student returns to academic good standing. During the exception period, the student will retain academic dismissal exception status and may be subject to unit, course and/or other conditions deemed appropriate by the Office of the Dean, Educational Programs—Student Support Services.*

### **Academic Due Process**

Procedures for due process are described in the District's *Standards of Student Conduct*. Copies are available at [www.sbcc.edu](http://www.sbcc.edu) and from the Office of the Dean, Educational Programs—Student Support Services, SS-260.

### Academic Freedom

Freedom of expression is a legal right protected by the Constitution of the United States. Members of the faculty of Santa Barbara City College are entitled to freedom of expression, provided such expression does not impede or prevent responsible performance of job requirements or interfere with the mission and goals of Santa Barbara City College (SBCC). SBCC faculty members are entitled to freedom in the classroom and/or other teaching environments in discussing their subject matter. Controversy is a normal aspect of free academic inquiry and teaching, and it is proper to incorporate both the knowledge and beliefs of the faculty member into that which is taught; however, the freedom to teach must be joined by a constant effort to distinguish between knowledge and belief. Faculty members should allow the expression of differing points of view, while being careful to avoid the repeated and excessive intrusion of material that has no relation to their subject matter. See BP 4030 Academic Freedom for the complete policy.

### Academic Good Standing

A student who earns and maintains a grade point average (GPA) of 2.0 or higher in all graded units for courses taken at Santa Barbara City College shall be considered to be in Academic Good Standing.

### Academic Probation

A student who has attempted at least twelve (12) cumulative graded units at the college, as shown by the official college transcript, shall be placed on academic probation if the student has earned a cumulative grade point average (GPA) below 2.0 in all graded units at Santa Barbara City College. Academic Probation shall not be noted on the official transcript. Students placed on academic probation may be subject to unit and course limitations and/or other conditions of enrollment. A student on academic probation shall be removed from probation and returned to academic good standing when the student's cumulative grade point average is 2.0 or higher.

### Academic Renewal

Courses in which students have previously received sub-standard grades and which are not reflective of a student's demonstrated ability, may be disregarded in the computation of the SBCC grade point average when a student-initiated petition has been approved by the Scholastic Standards Committee. A student

may request academic renewal for a maximum of two semesters of sub-standard coursework completed at SBCC (substandard coursework is defined as D+, D, D-, F or FW grades). There shall be at least 12 months between the end of the semester or session during which the last courses to be alleviated are completed and the date of initiation of the petition. The student must provide evidence of recent academic success demonstrated by the following:

- a. 12 semester units with a 3.0 GPA, *or*
- b. 15 semester units with a 2.5 GPA, *or*
- c. 20 semester units with a 2.0 GPA

Students using coursework from another regionally accredited college to meet the criteria must submit an official copy their transcript(s) with the Academic Renewal Petition.

Currently enrolled SBCC students must also attach a current Student Education Plan (SEP) completed with an Academic Counselor.

A student may request academic renewal only once. When a student's Academic Renewal Petition is approved by the Scholastic Standards Committee, the student's record will be annotated by Admissions & Records so that it is readily evident to all users of the record that no units alleviated by academic renewal will apply toward units for graduation or other unit commitment. All work, however, will remain legible on the permanent record to insure a true and complete academic history. This policy is adopted for use at SBCC. SBCC does not guarantee that other colleges will approve our Academic Renewal policy. This determination is made by the respective transfer institution.

Further information may be obtained from the Academic Counseling Center or Admissions & Records.

### Academic Standing

#### *Graduating With Honors*

At graduation, AA/AA-T/AS/AS-T Degree candidates, with a 3.5 cumulative GPA, will receive special recognition as graduating with honors.

#### *President's Honor Roll*

Each semester, Santa Barbara City College includes on the President's Honor Roll: Full-time students who have completed twelve (12) units of letter-graded courses with a grade point average of 3.5, or better. In addition, students who have accumulated eighteen (18) graded units or more at Santa Barbara City

College, with a cumulative grade point average of 3.5 or higher, and have completed a minimum of six (6) graded units with a 3.5 GPA during the semester, are included on the President's Honor Roll: Part-time students. Pass/No Pass grades are not considered.

### Advanced Placement

Students who have completed Advanced Placement (AP) Examinations of the College Entrance Examination Board with scores of 3, 4, or 5 may receive credit at Santa Barbara City College for each advanced placement course as listed in the chart to follow.

Credit awarded through advanced placement *MAY* be used to satisfy graduation requirements toward the Department Award, Skills Competency Award, Certificate of Achievement and Associate Degree. The units earned from AP credit will not apply toward financial aid nor can they be used to satisfy the 15-unit residency requirement for graduation.

A score of 3, 4, or 5 is required to grant credit for IGETC and CSU GE certification. Each AP exam may be applied to one IGETC/CSU GE area as satisfying one course requirement, with some exceptions (see chart below). Students who have earned credit from an AP exam should not take a comparable college course because transfer credit will not be granted for both. The CSU policy for AP can be found at <http://www.calstate.edu/AcadAff/codedMemos/AA-2014-07.pdf>. Note that each campus in the California State University system determines how it will apply external examinations toward credit in the major. For information about course credit awarded toward the major by each CSU campus, contact the individual campus. For information about the UC policy for AP and about course credit awarded toward the major by each UC campus, visit <http://admission.universityofcalifornia.edu/counselors/exam-credit/ap-credits/index.html>

Refer to this Advanced Placement Chart for complete 2015-16 exam and credit listings.

### Progress Dismissal

A student who has enrolled in at least twelve (12) semester units since summer 1983 at Santa Barbara City College, as shown by the official academic record, shall be placed on progress dismissal when 50% or more of the cumulative units in which he/she has enrolled at the college are W, I and No Pass grades for each of the two (2) most recent regular Fall or Spring semesters of attendance through first census.

(For purposes of this section, semesters shall be considered consecutive on the basis of the student's enrollment, i.e., a Fall semester followed by a Fall Semester shall be consecutive if the student was not enrolled for the intervening Spring Semester.) A student placed on progress dismissal will be dismissed from the college for the subsequent semester. The student may petition the Dean, Educational Programs—Student Support Services, to be reinstated and if approved will be permitted to enroll for the following semester, or after one or more semester(s) not in attendance the student may reapply and will be readmitted.

*Progress Dismissal Exception: When a student completes more than 50% of the units taken during the current semester and has completed a minimum of six (6) units, the student will be automatically permitted to re-enroll for each additional semester in which he/she satisfies the exception criteria, or until the student returns to progress good standing. During the exception period, the student will retain progress disqualification exception status and may be subject to unit, course and/or other conditions deemed appropriate by the Office of the Dean, Educational Programs—Student Support Services.*

### Progress Good Standing

A student who has completed more than 50% of all courses, with other than W, I and No Pass grades, as shown by the official academic record, shall be considered to be in progress good standing.

### Progress Probation

A student who has enrolled in at least twelve (12) semester units since Summer 1983 at Santa Barbara City College, as shown by the official academic record, shall be placed on progress probation when the percentage of the cumulative units for which entries of W, I and No Pass are recorded reaches or exceeds fifty per cent (50%). The student shall be removed from progress probation when the cumulative percentage of all W, I or No Pass units drops below 50%. Progress probation shall not be noted on the official transcript. Students placed on progress probation may be subject to unit and course restrictions and/or other conditions of enrollment.

### Readmission after Dismissal

A student placed on academic and/or progress disqualification who is dismissed may after one

semester not in attendance reapply for admission and will be readmitted. A student may appeal the academic or progress dismissal by petitioning the Dean, Educational Programs—Student Support Services (SS-260). Extenuating circumstances, such as, but not limited to, medical, psychological and legal reasons, and evidence of benefit, are considered. Dismissed students who are reinstated by petition or by administrative action or those re-enrolling after one

or more semesters of absence may be subject to unit and course limitations and/or other conditions, such as required participation in support services designed to improve student success.

Students dismissed based on violations of the *Student Code of Conduct* may be readmitted or reinstated subject to the terms of the suspension and/or dismissal.