

CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

SCHOLASTIC STANDARDS

IN THIS CHAPTER:

- SCHOLASTIC STANDARDS
- COURSE PREREQUISITES AND COREQUISITES
- COURSE DESCRIPTIONS
- ACADEMIC TERMINOLOGY
- ADVISORY LEVELS

HONORS LISTS

Placement on an Honors List recognizes the student's academic achievement during the previous semester.

To be eligible for any Honors List, the student must have earned at least 6 units of grades "A", "B", "C", or "D" within the semester. Optional "CR" and "NC" grades will exclude a student from any of the Honors Lists. Mandatory "CR" grades will not exclude a student from any of the Honors Lists, as long as, the student has earned at least 6 units of grades "A", "B", "C", or "D" within the semester.*

Dean's List

To be eligible, the student must earn between a 3.5 and a 3.99 grade point average.

President's List

To be eligible, the student must earn a 4.0 grade point average.

HONORS AT GRADUATION

Graduation with Honors is granted to graduating students who earn an overall grade point average of between 3.5 and 3.99 in all units attempted from all accredited post secondary institutions.

To be eligible for Honors at graduation, a student must have converted all optional "CR/NC" grades to the earned letter grade.

PROBATION AND DISMISSAL PROCEDURES

The probation procedure serves to inform the student that his/her academic performance is below minimum college standards. The combined probation and dismissal procedure is intended to encourage the student to take steps necessary for improvement, and those steps may include a reassessment of educational, vocational and personal goals. The dismissal procedure allows the student the opportunity to justify his/her continued enrollment through a plan of action, which is judged by a counselor to determine if it will assist the student in having academic success.

Academic Probation

A student who has attempted at least 12 semester units of letter grades (A, B, C, D and F) shall be placed on Academic Probation if the student has earned a cumulative grade point average below 2.0.



Progress Probation

A student who has enrolled in a total of at least 12 semester units, as shown by the Permanent Record, shall be placed on Progress Probation when the percentage of all units in which a student has enrolled and for which entries of "I", "W", and "NC" are recorded reaches or exceeds fifty percent (50%).

Continuing Probation

Students on Probation (Academic and Progress) will be placed on "Continuing Probation" for the next subsequent semester of enrollment if they have not earned the required grade point average necessary to be removed from Academic Probation, or have not received less than 50% of all accumulative grades in "I", "W", or "NC" to be removed from Progress Probation.

Academic Dismissal

A student who is on continuing Academic Probation shall be dismissed from the District when the student earns in letter grade classes (A, B, C, D and F) an accumulative grade point average of less than 2.0 in the next two subsequent terms of enrollment. (District Policy 6050.402)

Progress Dismissal

A student who is on continuing Progress Probation shall be dismissed if at the end of the second subsequent term of enrollment the percentage of units in which the student has been enrolled and for which entries of "I", "W", and "NC" are recorded reaches or exceeds fifty percent (50%). (District Policy 6050.402)

Clearing Probation or Dismissal

Students may clear Academic Probation or Dismissal when the students accumulated grade point average is 2.0 or higher. A student may clear Progress Probation or Dismissal by receiving less than 50% of all accumulative grades in "I", "W", or "NC".

Re-admission after Dismissal

A student must petition for re-admission following dismissal. The petition must contain (1) an explanation of the situation which resulted in dismissal, (2) a plan for future success, and (3) a proposed list of classes for the coming semester. The student has the burden to clearly justify readmission.

Students who are dismissed will have their Petitions for Re-admission evaluated by a counselor. The counselor will carefully review the petition and possibly recommend changes in the plan for success or the list of classes. The counselor may also require that a semester or more intervene before re-admission.

Petitions that are approved are good for one semester only.

Dismissal contracts are available in the Counseling Office.

Students who are re-admitted will continue to be on dismissal status if their performance does not meet minimum academic standards as outlined in the previous section on probation.

ACADEMIC RENEWAL

It is the policy of the San José/Evergreen Community College District to grant Academic Renewal in the following ways:

Academic Renewal by Repetition

Students may repeat any course, two times only, for which they have received a "D" or "F" grade at this or another institution.

If the course is taken and repeated within the San José/Evergreen Community College District, the lower graded course will automatically be given the Academic Renewal (AR) designation. The change is posted on the San José City College/Evergreen Valley College permanent record card(s). This allows the students to have the benefit of the highest grade attained used in the computation of their grade point average (GPA). The students' transcripts shall show the grades for all courses taken. If it is required that students take the course again to achieve a minimum grade of "C", the second and third grades will be averaged into the overall GPA.

If the course is initially taken at another institution, but repeated at San José City College, students, on their graduation petition, may request to use the highest grade attained in the calculation of their GPA for graduation. The change is not posted on the college permanent record card.

No student may repeat a course in which a final grade of "C", "CR" or better has been received, unless the catalog indicates that the specific course may be repeated more than once.

ACADEMIC LEAVE

Academic Leave is intended to provide students an opportunity to pursue activities related to their academic program which would not be possible while otherwise enrolled.

Academic Leave is also intended for students who, for personal or medical reasons beyond their control, must have a break in attendance.

The application for Academic Leave must state clearly the basis for the requested leave and the duration of the leave. If the leave is for academic related reasons, that relationship must be clearly stated. Leave for personal or medical reasons must be substantiated by submitting additional appropriate documentation with the application. The College President or his designee approves academic leave.

Leave may be granted for two consecutive semesters for a maximum of three semesters. Extensions may be granted in extreme hardship.

Upon approval of the application for Academic Leave, the student's transcripts at the college will be appropriately annotated to reflect the leave for the granted period.

TRANSCRIPTS

A student who plans to transfer to another college should complete a Request for Transcript and file it with the Office of Admissions



and Records. The college will forward, without charge, two transcripts at the request of the student. After the first two, a charge for each transcript will be made.

AUDITING (ATTENDING CLASSES; NOT OFFICIALLY REGISTERED.)

Auditing of classes is not permitted. All students must be registered and all fees paid prior to attending any classes.

REPEATING COURSES

No students may repeat for credit any course in which they have already received a final grade of "C" or above unless the catalog entry with the course title indicates that credit may be earned for repeating the course or in the following circumstances.

A course may be repeated once for credit if:

- The student is repeating the course to alleviate substandard work which has been recorded in the student's record. (Title 5, 58161)
- The student is currently enrolled in the course, but is failing. (Title 5, 58161,1b-extenuating circumstances).
- The student dropped or withdrew from the course for extenuating circumstances. (Title 5, 58161,1b)

"A student is not limited to the number of times he or she can take a course if it is a "legally mandated training requirement as a condition of continued paid or volunteer employment." A student may take these courses any number of times.

Per Title 5 section 58161

DUPLICATE COURSE REGISTRATION

Unless otherwise noted, students may register and receive credit only once for any course within the same semester, regardless of whether the course is repeatable or not.

ATTENDANCE

Satisfactory attendance, like successful scholarship, is the responsibility of the individual student. Excessive absences may cause disqualification from class with the likelihood that a failing grade for the course will be received.

At the discretion of the instructor, a student may be dropped from a class if the number of times absent exceeds the number of times the class meets in a week during 16-week semester.

Students should also be aware, they may be dropped from a class if they do not attend the first class meeting.

DROPPING CLASSES

A student may withdraw from a class by using the STAReg System to drop a class. Each student is ultimately responsible for dropping the class or classes and informing each instructor. The following rules apply to withdrawing from class:

A student who officially withdraws from a class during the first four weeks or 30% of a term, whichever is less, will not receive a grade or any notation on the student's permanent record card.

Withdrawal between the end of the fourth week and the last day of the fourteenth week or 75% of a term, whichever is less, shall be recorded as a "W" on the student's permanent record.

The permanent record of a student who withdraws after the end of the fourteenth week or 75% of a term, whichever is less, must reflect a grade other than a "W".

FAILURE TO CLEAR OBLIGATIONS

A student leaving the College is responsible for the clearance of all obligations at the College. The District will deny a student who does not clear all obligations at the college further service.

ACADEMIC TERMINOLOGY

LETTER GRADES

Grade A — Distinguished

The student has mastered the content of the course, is able to apply information learned to new situations, and is able to relate it to other knowledge.

The student consistently distinguishes self in examinations, reports, projects, and class participation.

The student shows independent thinking in assignments and class discussion.

Work is consistently in proper form, shows evidence of careful research, and is submitted punctually.

Where achievement in the course involves development of hand or body skills, the student consistently demonstrates superior skills, ability, and performance.

The student complies with class attendance regulations.

In optional credit/no credit courses the grade of "A" converts to "CR".

Grade B — Above Average

The student consistently shows mastery of the course content and usually is able to apply it to new situations or to relate it to other knowledge.

The student is consistently above average in examinations, reports, projects, and class participation.

Work is in proper form, shows evidence of research, and is submitted punctually.

Where achievement in the course involves development of hand or body skills, the student consistently demonstrates above average skills, ability, and performance.



The student complies with class attendance regulations.

In optional credit/no credit courses the grade of "B" converts to "CR."

Grade C — Average

The student shows evidence of a reasonable comprehension of the subject matter of the course and has an average mastery of the content. The student's competence in the content is sufficient to indicate progression to the next course in the same field.

Assignments are completed in good form and on time.

If the subject carries transfer credit, the student has indicated sufficient competence in the content to continue in the subject field upon transfer.

The student consistently makes average scores on examinations, projects, and reports.

Where achievement in the course involves development of hand or body skills, the student consistently demonstrates average skills, ability, and performance.

In optional credit/no credit courses the grade of "C" converts to "CR."

Grade D — Below Average Minimum Passing

The student falls below the average in examinations, projects and reports, and shows substandard competence in the assigned subject matters of the course, indicating probable difficulty completing the next course in the same field.

Assignments are completed in imperfect form, late, or of inconsistent quality.

Where achievement in the course involves development of hand or body skills, the student consistently demonstrates usable, but below-average skills, ability, and performance.

Grade "D" may permit passing to the next course depending upon course and discipline prerequisites.

The student complies with class attendance regulations.

In optional Credit/No Credit courses the grade of "D" converts to "NC."

Grade F — Failing Grade No Credit Earned

The student makes unsatisfactory grades in examinations, projects, and reports.

The student does not show evidence of competence in the subject matter.

Assignments may be omitted or are incomplete.

Where achievement in the course involves development of hand or body skills, the student consistently demonstrates unsatisfactory skills, ability, and performance.

The student does not comply with class attendance regulations.

The "F" grade is used in computing the standards of Probation and Dismissal.

In optional credit/no credit courses the grade of "F" converts to "NC."

Grade CR — Passing, Credit Earned

NOTE: CR—Credit will become P—Pass

Grade "CR" is offered for two purposes: (1) to provide an opportunity for students to pursue areas outside their fields of major interest and to encourage general education, and/or (2) to indicate a successful completion of developmental courses.

(Optional) Grade "CR" can be converted to an A, B, or C. ("D" and "F" grades convert to "NC.")

(Mandatory) Grade "CR" may be used to progress to the next higher level in designated developmental courses.

Grade NC — Less than Satisfactory, No Credit Earned

NOTE: NR—No Credit will become NP—No Pass

Grade "NC" is used in Credit/No Credit classes only.

The student makes unsatisfactory grades in examinations, projects, and reports.

The student does not show evidence of competence in the subject matter.

Assignments may be omitted or are incomplete.

Where achievement in the course involves development of hand or body skills, the student consistently demonstrates unsatisfactory skills, ability, and performance.

The student does not comply with class attendance regulations.

In optional Credit/No Credit classes "D" and "F" grades convert to "NC".

The "NC" grade is used in computing Progress Probation or Dismissal.

Symbol W — Withdrawal

A student withdraws from a course or the College before the end of the 14th week of the semester (or 75% of the term, whichever is less).



The Permanent Record Card of a student who remains in class beyond the time limit must reflect a grade other than “W” (unless there are extenuating circumstances).

No notation (“W” or other) shall be made on the Permanent Record of the student who withdraws from a course or the College during the first four weeks or 30% of a term, whichever is less. Withdrawal between the end of the fourth week and the 14th week or 75% of the term of instruction shall be recorded as a “W” on the student’s Permanent Record.

Withdrawal after the end of the 14th week (or 75% of the term, whichever is less) in extenuating circumstances, as determined by the instructor(s) or appropriate faculty, will be recorded as a “W”. Extenuating circumstances are defined as verifiable cases of accident, illness, or other circumstances beyond the control of the student.

“W” shall not be used in calculating grade point averages, but excessive “W’s” shall be used in calculation of Progress Probation and Dismissal.

Symbol I — Incomplete

Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in a temporary “I” symbol being entered in the student’s record.

The “I” may be given only upon agreement between the student and the instructor.

The instructor in a written record shall state the condition for removal of the “I”. This record shall contain the conditions for removal of the “I” and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the Office of Admissions and Records 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” may be made up no later than one year following the end of the term in which it was assigned.

The student may not clear the Incomplete by reenrolling in the course.

The symbol of “I” is assigned no grade points in computing the grade point average.

The “I” is used in calculating Progress Probation and Dismissal.

Symbol IP — In Progress

The “IP” symbol shall be used to denote that the class extends beyond the normal end of the 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 course is completed. The “IP” shall not be used in calculating grade point averages.

“IP” may be assigned only by the Office of Admissions and Records.

Symbol RD — Report Delayed

The “RD” symbol may be assigned by the Office of Admissions and Records only. It is to be used when there is a delay in reporting the grade.

UNITS

A unit shall be defined as the course credit granted for one attendance hour per week of lecture-recitation, seminar or other approved course activity plus two hours of outside work throughout a semester (or equivalent when a course is offered at time intervals other than a semester). A unit of credit shall also be granted for three hours per week of laboratory time.

For practical purposes, the following terms are synonymous: unit, semester unit, semester hour, credit, and credit hour.

GRADE-POINT AVERAGES

The Office of Admissions and Records issues final grades officially at the end of each semester. Letter grades are assigned grade points according to the following system:

A	-	4
B	-	3
C	-	2
D	-	1
F	-	0
W	-	0

Units for courses with grades of “W”, “CR”, “I”, “NC”, “IP”, or “RD” do not affect the grade point average.

Grade-point average is computed by the following formula:

$$\text{Grade-point avg.} = \frac{\text{Total grade points earned}}{\text{Total semester units attempted}}$$

DEVELOPMENTAL COURSES

All developmental courses are graded only on a “CR” and “NC” basis. If a course is passed, a grade of “CR” is entered in the grade column of the official record. If the course work is unsatisfactory, a grade of “NC” is entered in the grade column. Neither the grade of “CR” nor “NC” is considered in computing grade-point average. These grades may not be converted to the letter grade system at any time.

OPTIONAL CREDIT/NO-CREDIT GRADING

To provide the opportunity for students to pursue studies beyond their field of major interest and to encourage general education, specified courses may be taken with a credit/no-credit grade assigned (“CR or “NC).



Courses which may be taken for an optional credit/no-credit grade are identified in the class schedule each semester by a plus sign (+) in the credit column.

Students must declare their intention to receive a letter grade or a credit/no-credit grade by the end of the fifth week of semester-length courses, or before the end of the first 30% of the class, whichever is less.

Credit earned on a credit/no-credit basis may be counted toward satisfactory completion of an Associate in Arts degree, but is not used in computing either the grade point average or honors.

STUDENT RECORDS

All official school records are maintained in the Office of Admissions and Records under the custody of the Director of that office. These records consist of a complete listing of all course work attempted at the College (Permanent Record): placement test scores, a transcript from other schools and colleges, Application forms and supporting documents and Change of Record forms. Each college instructor's complete roll book is also kept on file, along with the record of grades for students in the class. The College maintains no other official record.

Student Access to Records

Any student may review the contents of his/her file by contacting either a counselor or the Office of Admissions and Records during regular working hours. Only the records which pertain directly to that student may be reviewed. A student may challenge the contents and accuracy of the records, by a written request for a review of the records with the Director of Admissions and Records. All such requests will be honored within 15 calendar days.

DESCRIPTION OF COURSES

COURSE PREREQUISITES AND COREQUISITES

Definitions: "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.

"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.

Location: Pre- and Corequisites are listed under each course in the schedule and catalog.

Challenge: A prerequisite or corequisite may be challenged for any of the following reasons:

- The adopted district process did not establish the prerequisite
- The prerequisite was established in violation of Title 5
- The prerequisite is discriminatory or applied in a discriminatory manner
- The student has the knowledge or ability to succeed despite not meeting the prerequisite

- The student will be delayed because the prerequisite course has not been made reasonably available

Verification of Equivalency: A student who believes that he/she has completed the prerequisite(s) or corequisite(s) for a course as listed in the Schedule of Classes or catalog based on previous coursework at another institution should do the following:

- Make an appointment to see a college counselor
- Bring transcripts or other evidence of meeting the course prerequisite

Challenge Process: A student who believes that he/she has completed the prerequisite(s) or corequisite(s) for a course as listed in the Schedule of Classes or catalog for any of these reasons should do the following:

- Pick up a prerequisite challenge form at the Office of Admissions and Records or the Counseling Office, complete the required information
- Make an appointment to see a counselor to help the student review his/her experience and guide him/her in the challenge process. If the counselor cannot make a determination about his/her experience, the counselor will refer the student to the instructional dean who supervises the area in which the student wishes to take the course
- If there are any unresolved issues after the student meets with the instructional dean, the student may present his/her case to the Vice President of Academic Affairs.

Space Available: If space is available in a course when a student files a challenge to a prerequisite or corequisite, the college will reserve a seat for the student and allow that student to enroll in the course if the challenge is successful.

When no space is available in the course when a challenge is filed and the challenge is upheld, the student shall be permitted to enroll if space is available when the student registers for the subsequent term.

ADVISORIES ON RECOMMENDED PREPARATION (ADVISORY LEVELS)

Definition: "Advisory on recommended preparation" 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.

Advisory Levels are typically met through completion of reading, writing, or math courses listed in the schedule of classes and catalog. Although these levels are advisory rather than mandatory, students are very strongly encouraged to adhere to them and to follow the advice of their counselors related to the advisory levels.

Location: Advisory Levels are listed under each course in the schedule and catalog.



Definitions of Advisory Reading, Writing, and Math Levels

ADVISORY READ LEVEL 1: having the ability to find stated and implied main ideas in simple passages; identify important details; understand the use of new vocabulary in textbook reading passages, utilize textbook reading strategies, and understand what it means to read critically.

List of courses that will provide students this skill level:

- READ 350 (6 units) or ESL (322 & 323 & 324): "C" or "CR" grade required in all of these courses or placement based on assessment

ADVISORY READ LEVEL 2: having the ability to find the stated and main idea in simple and complex passages; summarize information; sequence information in complicated texts, engage in inferential analysis of college reading materials; use study techniques for college textbooks; and use note taking systems.

List of courses that will provide students this skill level:

- READ 301 or ESL 302: "C" or "CR" grade required in all of these courses or placement based on assessment

ADVISORY READ LEVEL 3: having the ability to identify the thesis statement in college materials; understand and identify main ideas and supporting details; recognize and identify organizational patterns; make complex inferences; summarize and paraphrase information; separate fact from opinion; recognize connotation and denotation; detect bias; recognize errors in reasoning; use a college level vocabulary; use rate flexibility in reading a wide range of college materials; and to use range of other college level reading skills.

List of courses that will provide students this skill level:

- READ 101 or ESL 091: "C" or "CR" grade required in all of these courses or placement based on assessment

ADVISORY WRITE LEVEL 2: to develop a written paragraph, short multi-paragraph compositions, and written summaries.

List of courses that will provide students this skill level:

- ENGL 335 (4 units): "C" or "CR" grade required in all of these courses or placement based on assessment

ADVISORY WRITE LEVEL 3: having the ability to write a well-organized five-paragraph essay; use rhetorical modes and methods of organization; write paragraphs with unity and coherence; and use the basic mechanical skills and syntactical arrangements in writing paragraphs.

List of courses that will provide students this skill level:

- ENGL092 or ESL091 (6 units): "C" or "CR" grade required in all of these courses or placement based on assessment

ADVISORY WRITE LEVEL 4: having the ability to write a well-organized paragraph essay in support of a clearly stated thesis; apply an analytical understanding of college level text; use basic

research skills; apply critical thinking skills; and recognize audience, purpose and tone.

List of courses that will provide students this skill level:

- ENGL 001A: "C" grade required

ADVISORY MATH LEVEL 1: Arithmetic skills including fractions, decimals, and percents

List of courses that will provide students this skill level:

- 3 units of MATH 310 with a "CR" grade or higher or
- BUS 001 or 060 or
- ELECT 062 or 121 or 122 or two units of ELECT 320 or
- ACCTG 101
- MATH 011A or 011R or 011S and courses in other disciplines requiring arithmetic skills

ADVISORY MATH LEVEL 2: Algebra I skills

List of courses that will provide students this skill level:

- MATH 011A or 011R or 011S, with "C" grades or higher or
- BUS 060 or
- ELECT 062 or 122

ADVISORY MATH LEVEL 3: Intermediate Algebra

List of courses that will provide students this skill level:

- MATH 013, with a "C" grade or higher or
- BUS 060 or
- ELECT 062 or 122

ADVISORY MATH LEVEL 4: Advanced Algebra and Trigonometry (sometimes called precalculus)

List of courses that will provide students this skill level:

- MATH 025 or (021 and 022), all with a "C" grade or higher

ADVISORY MATH LEVEL 5: First semester calculus

List of courses that will provide students this skill level:

- MATH 071, both with a "C" grade or higher

ADVISORY MATH LEVEL 6: Second semester calculus

List of courses that will provide students this skill level:

- MATH 072, both with a "C" grade or higher

ADVISORY MATH LEVEL 7: Multivariable Calculus or Differential Equations or Linear Algebra

List of courses that will provide students this skill level:

- MATH 073 or 078 or 079, all with a "C" grade or higher



Math levels are advisory only for courses outside of the math discipline

OPEN CURRICULUM

Open Curriculum classes have no course prerequisites of any kind. However, some courses such as ESL 342, 343, 344; READ 350, and MATH 310 may require that placement test results be on file prior to the first day of class. Classes such as this with an additional requirement are marked with an * after the words "open curriculum."

TRANSFER VALUE

The San José City College Counseling Staff maintains current information on transfer programs (and/or course equivalent lists) to neighboring four-year institutions.

College catalogs are available in the College Library and Career/Transfer Center.

California State universities will not give credit for 300 series courses in this catalog, or for courses numbered in the 200 series. Any other course may be offered for elective credit upon transfer, but credit will be allowed at state colleges for graduation to the extent that free electives are available in the course pattern for the major selected by the student.

A student who plans to transfer to a state university should consult a counselor about the transfer value of courses that may be offered.

ABBREVIATIONS AND SYMBOLS

Kind of Grading

- L** = Letter Grade Only
- K** = Mandatory Credit/No Credit
- O** = Optional Credit/No Credit
- N** = Non-Graded
- E** = Credit by Exam

Transfer Status

- CSU** = meets baccalaureate criteria for the California State University system
- UC** = accepted by the University of California system
- UC+** = University of California will accept 6 total units of the courses with some stipulations

Degree Applicability

- A.A.** = applies to the Associate of Arts Degree
- A.S.** = applies to the Associate of Science Degree
- NAA** = offered for credit but does not apply to the A.A. or A.S. Degree
- NC** = No Credit courses
- District GE** = meets criteria for district General Education
- CSU GE** = meets criteria for California State University General Education

IGETC = meets criteria for Intersegmental General Education Transfer Curriculum (applicable to both the California State University system and the University of California system)

CSU GE = meets criteria for California State University General Education

IGETC = meets criteria for Intersegmental General Education Transfer Curriculum (applicable to both the California State University system and the University of California system)

