

Title 5 Regulations Pertaining to Grading Policy

Modified and Adopted by the Board of Governors  
California Community Colleges

February 29, 1980  
and  
April 25, 1980

Adopted by the Academic Senate for  
California Community Colleges

November 1, 1980

Annotated by Maryamber Villa  
Chair, Educational Policy Committee  
Academic Senate for California Community Colleges

October 30, 1980

The California Education Code contains those sections of law passed by the California State Legislature which provide for, define, and /or delimit publicly funded educational programs, practices, and standards.

Education Code Sections 71025, 71027, 71066 and 71067 relate directly to grading policy in the California Community Colleges by directing the Board of Governors of the California Community Colleges to adopt rules and regulations fixing minimum standards pertaining to criteria and standards for graded classes in grades 13 and 14 (i.e., classes offering community college credit), and “academic standards relating to graduation requirements and probation, dismissal and readmission policies.”

Education Code Section 72285 directs district boards of trustees to establish academic standards, probation and dismissal and readmission policies, and graduation requirements not inconsistent with the minimum standards adopted by the Board of Governors.

The California Administrative Code, Title 5 contains those administrative regulations adopted by the appropriate state agencies to implement the Education Code. The sections of Title 5 cited here are those which pertain specifically to California Community Colleges grading standards. Many of these were modified by action of the Board of Governors in 1980.

Annotations These annotations were designed to alert the Academic Senates of the community colleges to the newly adopted regulations and to indicate to them those sections of the regulations which require the development of local district/college policies and/or procedures to implement the Title 5 regulations.

A copy of the officially adopted pertinent Title 5 sections appears on the right hand side of these pages; annotations of them appear to the left.

#### Chapter 4, Standards of Scholarship

Section 51300. No change, but note that the regulations “shall be published in the college catalog.....” Senates should check their college catalogs.

Section 51301. No substantive change.

- (2) A California State College
- (3) An accredited independent college or university

History:

- 1. New section filed 7-1-71. Effective thirtieth day thereafter (Register 71. No 27)
- 2. Repealer of Note filed 11-4-77; effective thirtieth day thereafter (Register 77. No. 45)

Chapter 3. Faculty

51200. Faculty Personnel.

Each community college shall have an adequate teaching staff showing adequate scholarship, experience, and teaching ability for each major field of the curriculum.

Note: Authority cited for Chapter 3: Sections 71020, 71024 and 71025. Education Code.

History:

- 1. New Note filed 11-4-77; effective thirtieth day thereafter (Register 77. No 45)

51201. Conditions of Instruction.

Each community college shall have a sufficient number of faculty members to enable the students to receive individual guidance and assistance in learning and to permit the continued professional growth of the faculty members.

Chapter 4. Standards of Scholarship

51300. Regulations

The governing board of a district maintaining a community college shall adopt regulations consistent with the provisions of this chapter. The regulations shall be published in the college catalog under appropriate headings

Note: Authority cited: Sections 71025 and 71027. Education Code.

History:

- 1. Amendment filed 7-1-77; effective thirtieth day thereafter (Register 71. No. 27)
- 2. New Note: filed 11-4--77; effective thirtieth day thereafter (Register 77. No. 45)

51301. Grading Practices.

Each governing board maintaining one or more community colleges shall determine a uniform grading practice for the district which shall be based on sound academic principles and conform to the following standards:

- (a) Work in all courses acceptable in fulfillment of the requirements for an associate or baccalaureate degree, a certificate, diploma or license shall be graded in accordance with a grading scale adopted by the governing board consistent with Section 51306, or
- (b) Be graded in accordance with the provisions of Section 51302 or Section 51302.5.

Note: Authority cited: Sections 66700, 71020, 71021, 71025, 71027, and 71066.

Education Code. Reference: Sections 71066 and 72285. Education Code

History:

- 1. Repealer and new section filed 7-1-71, effective thirtieth day thereafter (Register 71. No. 27)
- 2. Amendment of section and Note filed 11-4-77, effective thirtieth day thereafter (Register 77. No. 45)
- 3. Amendment filed 3-14-80, effective thirtieth day thereafter (Register 80. No 11)

2.

Chapter 4. Standards of Scholarship (continued)

Section 51302, Credit - No Credit Options

Senate Action Required

- (a) This is a permissive grading option. Districts may, but are not required to offer

courses with this option. If they do, however, they must adopt and publish appropriate regulations, and must specify in their catalogs the category into which each course falls.

(1) No change. Should be determined by faculty in each discipline.

(2) The limitation of 30% of the term for students to elect this option where permitted is mandatory and new. Procedures and forms need to be developed to advise faculty of students electing this option if not already available.

(b) No change

(c) This is a permissive section. Districts need not permit such a change, but if they do, the changes must conform to the requirements in the other sections cited. Taken together these sections permit such a grade change under the following conditions:

(1) That “unusual circumstances” prevail. Such circumstances would have to be defined in each district. Likely reasons would be if an institution to which the student transferred refused to accept units of “CR” or an employer required a letter grade.

(2) That “prior written permission from the district superintendent” be obtained.

(3) That the record of the previous grade remain visible on the student’s record.

(4) Such examinations would have to be either developed by or approved by the faculty of the discipline in which the grade change is requested.

(d) This is a new provision. See sections 51303 and 51304.

(e) This is a new section permitting B not requiring B the CR/NC grade option in seminars, instructional television, and like courses.

(f) This is a new section requiring the CR/NC option in such courses. It is particularly applicable to courses using a “mastery learning” policy, and to other courses in which only one letter grade is customarily issued.

Note: Credit is now defined as “at least satisfactory” performance. See Section 51306.

Section 51302.5. Credit by Examination.

Senate Action Required

(a) This is a new subdivision of this section which requires conformity with other sections of Title 5 pertaining to standards.

(b) This is a Permissive option. Local districts are not required to offer credit by examination. Limiting such examinations to courses offered in the examining college’s catalog is a new provision.

51302. Credit B No Credit Options.

(a) The governing board of a district maintaining a community college may by resolution and regulation offer courses in either or both of the following categories and shall specify

in its catalog the category into which each course falls:

- (1) Courses wherein all students are evaluated on a “credit--no credit” basis
- (2) Courses 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 “credit--no credit” or a letter grade.
- (b) All units earned on a “credit--no credit” basis in accredited California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements.
- (c) The governing board may authorize a student who has received credit for a course taken on a “credit--no credit” basis within the district to convert this to a grade based on a grading scale by taking an appropriate examination. Such authorization shall conform to the standards for repeating enrollment in subdivision (f) of Section 55002, and Sections 51315, and 51316.
- (d) units earned on a “credit/no credit” basis shall not be used to calculate grade point averages. However, units attempted for which “NC” (as defined in Section 51306) is recorded shall be considered in probation and dismissal procedures.
- (e) Independent study courses offered in accordance with Sections 55300-55360 of this part may be graded on a “credit--no credit” basis in accordance with subdivision (a) of this section.
- (f) When a district offers courses in which there is a single satisfactory standard ;of performance for which unit credit is assigned, the “CR/NC” grading system shall be used to the exclusion of other grades. Credit shall be assigned for meeting that standard, no credit for failure to do so.

Note: Authority cited: Sections 66700, 71020, 71025, 71027, and 71066. Education Code. Reference: Sections 71027, 71066, and 78207 Education Code.

History:

1. Former section 51102 amendment and renumbering filed 7-1-71; effective thirtieth day thereafter (Register 71. No. 27). (Former section 51302 renumbered to 51308)
2. Amendment of section and Note filed 11/4/77; effective thirtieth day thereafter (Register 77. No. 45)
3. Amendment filed 3-14-80; effective thirtieth day thereafter (Register 80. No. 11)

#### 51302.5. Credit by Examination

- (a) The governing board maintaining one or more community colleges shall adopt and publish procedures and regulations pertaining to credit by examination in accordance with the provisions of this section and the provisions of Sections 51301, 51302, 51306, 51308, 51315, 51316, 51318 and subdivision (f) of Section 55002.
- (b) The governing board may grant credit to any student who satisfactorily passes an examination approved or conducted by proper authorities 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 catalog of the community college.

4.

#### Chapter 4, Standards of Scholarship (continued)

#### Section 51302.5. Credit by Examination (cont'd.)

Senate Action Required

- (c) A new requirement which necessitates the development of an appropriate notation for use on the student's record.
- (d) No change.

Note: Many districts limit the number of units which a student may take by examination and impose other requirements and/or limitations. These are permissible, but the faculty should be actively involved in their formulation.

Section 51303. Standards for Probation.

Senate Action Required

This entire section has been substantially revised as follows:

1. Probation is now required. Exceptions are no longer permitted.
2. There are now two types of probation as defined in this section.
3. These definitions are minimum requirements. Districts may impose more rigorous standards as provided in this section.

Section 51303.5. Removal from Probation.

Senate Action Required

This is a new section specifically requiring that districts develop and publish conditions for probation, appeal of probation, and removal from probation. As in the previous section, districts may develop more rigorous standards than the minimums established in this section.

(c) The student's academic record shall be clearly annotated to reflect that credit was earned by examination.

(d) 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 required by Section 51623.

Note: Authority cited: Sections 66700, 71020, 71025, 71066, and 78207. Education Code.

Reference: Sections 71066, 72285, 78205, and 78207. Education Code

- History: 1. Amendment filed 7-1-71; effective thirtieth day thereafter (Register 71. No. 27)  
2. Renumbering from Section 51605 filed 10-1-71, effective thirtieth day thereafter (Register 71. No. 40)  
3. Amendment of section and repealer of Note filed 11-4-77; effective thirtieth day thereafter (Register 77. No. 45)  
4. Amendment filed 11-15-79, effective thirtieth day thereafter (Register 79. No. 46)  
5. Amendment filed 3-14-80; effective thirtieth day thereafter (Register 80. No. 11)

51303. Standards for Probation.

(a) Academic probation. A student who has attempted at least 12 semester or 18 quarter units as shown by the official 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 graded on the basis of the grading scale described in Section 51306.

(b) Progress probation. A student who has enrolled in a total of at least 12 semester or 18 quarter units as shown by the official 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 "NC" (as defined in Section 51306) are recorded reaches or exceeds fifty percent (50%).

(c) The governing board of a community college district may adopt standards for probation which do not exceed those standards specified in subsections (a) and (b) of this section. Specifically:

- (1) A district may establish, as the minimum number of units before academic or progress probation is assessed, a number of units fewer than 12 semester or 18 quarter units; or
- (2) A district may establish, as the minimum grade point average for academic probation purposes, a grade point average greater than 2.0; or
- (3) A district may establish, as the minimum percentage of units of "W", "I", and "NC", a percentage less than fifty percent (50%).

Note: Authority cited: Sections 66700, 71020, 71025, and 71066. Education Code. Reference Sections 71066, 72285, and 76000. Education Code.

History: 1. New sections 51303 through 51307 filed 7-1-71; effective thirtieth day thereafter (Register 71. No. 27)

2. Amendment of section and Note filed 11-4-77; effective thirtieth day thereafter (Register 77. No. 45)

3. Amendment filed 3-14-80, effective thirtieth day thereafter (Register 80. No. 11)

4. New subsection (c) filed 508080, effective thirtieth day thereafter (Register 80. No.

19)

51303.5 Removal from Probation

(a) A student on academic probation for a grade point deficiency shall be removed from probation when the student's accumulated grade point average is 2.0 or higher.

6.

Chapter 4, Standards of Scholarship (continued)

Section 51304. Standards for Dismissal.

Senate Action Required

This section has been substantially revised as follows:

1. "Consecutive" terms are now defined.
2. There are now two separate conditions of deficiency for which students may be dismissed from college.
3. These conditions are minimum standards. Districts may impose more rigorous standards as provided in this section.
4. Districts are now required to adopt and publish procedures and conditions for dismissal and appeal.

Note: "Subject to" is not an equivalent of "required." Districts need not dismiss students. However, these regulations (see next page of Title 5) do require that exceptions to these standards B if exceptions are adopted by local districts B must be filed with the State Chancellor's office.

- (b) A student on progress probation because of an excess of units for which entries of "W", "I", and "NC" (as defined in Section 51306) are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).1
- (c) The governing board of a district shall adopt and publish procedures and conditions for probation and appeal of probation and request for removal from probation. Such

procedures and conditions may establish standards which do not exceed those standards specified in subsections (a) and (b) of this section. Specifically:

(1) A district may establish, as a minimum grade point average for removal from academic probation, a grade point average greater than 2.0; or

(2) A district may establish, as the minimum percentage of units of “W”, “I”, and “NC”, a percentage less than fifty percent (50%).

Note: Authority cited: Sections 66700, 71020, 71025, and 71066. Education Code. Reference Section 71066,72285,and 76000. Education Code.

History:

1. New section filed 3-14-80, effective thirtieth day thereafter (Register 80. No. 11)

2. Amendment of subsection (c) filed 5-8-80, effective thirtieth day thereafter (Register 80. No. 19)

51304. Standards for Dismissal.

For purposes of this section, semesters or quarters shall be considered consecutive on the basis of the student’s enrollment (i.e., a fall quarter followed by a spring quarter shall be considered consecutive if the student was not enrolled in the winter quarter of that academic year).

(a) A student who is on academic probation shall be subject to dismissal if the student earned a cumulative grade point average of less than 1.75 in all units attempted in each of 3 consecutive semesters (5 consecutive quarters) which were graded on the basis of the grading scale described in Section 51306.

(b) A student who has been placed on progress probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of “W”, “I”, and “NC” (as defined in Section 51306) are recorded in as least 3 consecutive semesters (5 consecutive quarters) reaches or exceeds fifty percent (50%) in accordance with Section 51303.

(c) The governing board of a district shall adopt and publish procedures and conditions for dismissal and appeal of dismissal and request for reinstatement. Such procedures and conditions may establish standards which do not exceed the standards specified in subsections (a) and (b) of this section. Specifically:

(1) A district may establish, as the minimum cumulative grade point average for dismissal purposes, a grade point average greater than 1.75; or

(2) A district may establish, as the minimum percentage of units of “W”, “I”, and “NC”, a percentage less than fifty percent (50%); or

(3) A district may establish, as a minimum number of consecutive semesters or quarters, a number fewer than 3 consecutive semesters or 5 consecutive quarters.

8.

#### Chapter 4, Standards of Scholarship (continued)

##### Section 51306. Units Attempted.

Senate Action Required

This is a new section defining “units attempted” and requiring that districts develop regulations to include and/or exclude units in determining probation and dismissal actions.

Section 51306. Academic Record Symbols and  
Grade Point Average.

Senate Action Required

This entire section has been substantially revised and faculty should pay particular attention to its contents.

(a) Evaluative grading symbols and their definitions are now limited to those listed in this subsection. However, the grading scale and the method of computing a student's grade point average remain the same.

Note that "Credit" is now defined as "at least satisfactory"-- the equivalent of a "C" or better.

(b) This new subsection now requires districts to publish the scale, definitions, and symbols in subsection (a).

9.

51305

California Community Colleges

Title 5 (p. 618.2)

(d) The district board shall adopt rules setting forth the circumstances that shall warrant exceptions to the standards for dismissal herein set forth and shall file a copy of such rules with the Chancellor.

Note: Authority cited: Sections 66700, 71020, 71025, and 71066. Education Code. Reference: Sections 71066m 72285, and 76000. Education Code.

History:

1. Amendment of section and new Note filed 11-4-77; effective thirtieth day thereafter (Register 77. No. 45).

2. Amendment filed 3-14-80; effective thirtieth day thereafter (Register 80. No 11).
3. Amendment of subsection (c) and new subsection (d) filed 5-8-80; effective thirtieth day thereafter (Register 80. No. 19)

51305. Units Attempted.

For the purposes of Sections 51303 and 51304, “all units attempted” means all units of credit for which the student was enrolled in any college, university, or grades 13 and 14, regardless of whether the student completed the course or received any credit or grade. The governing board of each district shall adopt rules and regulations governing the inclusion in or exclusion from “all units attempted” of units in which a student did not receive a grade or “credit - No credit” or from which the student withdrew in accordance with rules adopted by the district governing board.

Note: Authority cited Sections 71066 and 72285. Education Code.

History:

1. Amendment of section and new Note filed 11-4-77; effective thirtieth day thereafter (Register 77. No 45)

51306. Academic Record Symbols and Grade Point Average.

(a) Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student’s grade point average. The highest grade shall receive four points, and the lowest grade shall receive 0 points, using only the following evaluative symbols:

Symbol	Definition	Grade Point
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
CR	Credit (at least satisfactory - units awarded not counted in GPA)	
NC	No Credit (less than satisfactory, or failing - units not counted in GPA)	

(b) The governing board for each community college district shall publish the point equivalencies for the grades used in subsection (a) of this section in the catalog or catalogues of that community college district as a part of its grading practices.

Chapter 4, Standards of Scholarship (continued)

Section 51306. Academic Record Symbols and Grade Point Average (continued)

(c) This new subsection lists and describes the only non-evaluative symbols permitted.

The “I” is a permissive symbol. Instructors are not required to use it. However, when it is used, specific conditions for its removal must be recorded and given to the student. Forms, etc., for this purpose must be developed. Additionally, policies must be developed to enable students

to petition for an extension of time.

The “IP” symbol and its definition were designed particularly to provide greater flexibility in grading to instructors involved in basic skills programs using mastery learning techniques. Policies for its use should be carefully developed. In doing so, faculty should be aware that its use in baccalaureate level courses may jeopardize their transferability.

Title 5 11. California Community Colleges 51306 (p 619)

(c) The governing board of each community college district may authorize the use of only the following non-evaluative symbols:

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 must be given to the student with a copy on file with the registrar 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 may be made up no later than one year following the end of the term in which it was assigned.

The “I” symbol shall not be used in calculating units attempted nor for grade points.

The governing board shall provide a process whereby a student may petition for a time extension due to unusual circumstances.

IP

In Progress:

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

12.

Chapter 4, Standards of Scholarship (continued)

Section 51306. (c) (continued)

The “RD” symbol is for administrative use only.

The new “W”, Withdrawal, policy is permissive in that districts may decide not to permit formal withdrawal. If they do permit formal withdrawal, however, the standards which conform to the minimum standards delineated in this section must be followed.

Faculty must be involved in making the following decisions:

1. Shall withdrawal be permitted? If not, how would records be maintained for non-attending students?
2. If so, shall withdrawal be permitted through the 14<sup>th</sup> week (or 75% of the term, whichever is less) or for a shorter period of time?
3. If so, shall withdrawal be permitted without notation of the student's records through the 4<sup>th</sup> week (or 30% of the term), or for a shorter period of time?

Note that excessive "W's" as defined in Sections 51303 and 51304 are required to be used in determining probation and dismissal procedures.

13.

51306

California Community Colleges

Title 5 (p. 620)

Symbol

Definition

RD

Report Delayed

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

W

Withdrawal

The governing board of a district which decides to provide a withdrawal procedure shall adopt a policy consistent with the

following:

Withdrawal from a class or classes shall be authorized through the last day of the fourteenth week of instruction (or 75% of a term, whichever is less). The governing board, however, may establish a final withdrawal date which prohibits withdrawal after a designated point in time between the end of the fourth week of instruction (or 30% of a term, whichever is less) and the last day of the fourteenth week of instruction (or 75% of a term, whichever is less). The academic record of a student who remains in a class beyond the time allowed by district policy must reflect a symbol as authorized in Section 51306 of this part, other than a “W”.

No notation (“W” or other) shall be made on the academic record of the student who withdraws during the first 4 weeks or 30% of a term, whichever is less. The governing board may establish a period of time shorter than the first 4 weeks or 30% of a term, during which no notation shall be made.

Withdrawal between the end of the fourth week (or such time as established by the district) and the last day of the fourteenth week of instruction (or 75% of a term, whichever is less) shall be recorded as a “W” on the student’s record.

The “W” shall not be used in calculating grade point averages, but excessive “W’s” (as defined in Sections 51303 and 51304 of this part) shall be used as factors in probation and dismissal procedures.

14.

Chapter 4, Standards of Scholarship (continued)

Section 51306. (c) (continued)

“W” policies (continued)

The final paragraph of this section refers to Chapter 5 of Title 5, entitled “Enrollment Accounting,” and indicates that these requirements must also be adhered to. Chapter 5 is appended to this paper for your reference since it does have significant bearing on faculty record-keeping, and faculty should be aware of its contents.

Section 51307. Notification of Probation and Dismissal

Senate Action Required

This is essentially a new section requiring districts to publish probation and dismissal



academic probation or dismissal at or near the beginning of the semester or quarter in which it will take effect but, in any case, no later than the start of the fall semester or quarter. Each community college shall also make every reasonable effort to provide counseling and other support services to a student on probation or reinstatement after dismissal within time lines established by the district. Probation and dismissal policies and procedures shall be published in the college catalog.

Note: Authority cited: Sections 66700, 71020, 71025, and 71066. Education Code. Reference Sections 71066, 72285 and 76000. Education Code.

History:

1. Amendment filed 11-4-77; effective thirtieth day thereafter (Register 77. No 45)
2. Amendment filed 3-14-80; effective thirtieth day thereafter (Register 80. No. 11)

51308. Grade Changes.

(a) In any course of instruction in a community college district for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student in accordance with Section 51306 of this chapter. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad fait, or incompetency. Procedures for the correction of grades given in error shall include expunging the incorrect grade from the record.

(b) The governing board may authorize a student who has received credit for a course taken on a "credit - No credit" basis within the district to convert this to a grade based on a grading scale by taking an appropriate examination. Such authorization shall conform to the procedures for repeating enrollment contained in subdivision (f) of Section 55002.

Section 51315. District Policy for Course Repetition.

The only substantive change in the language of this section is the definition of "substandard" as course work for which the grading symbols "D", "F", and/or "NC" have been recorded. The effect of this definition is to prohibit the repetition of courses except for substandard work or in "unusual circumstances" which must be defined in district policy and be

accompanied by the “prior written approval of the district superintendent” See Chapter I, Section 55002 (f) in the Appendix.

Section 51316. Course Repetition: Implementation.

No substantive change.

17.

51315 (p. 622) California Community Colleges Title 5

(c) The governing board of a district shall adopt and publish procedures and regulations pertaining to the repetition of courses for which substandard work has been recorded in accordance with subdivision (f) of Section 55002, and Sections 51315 and 51316. When grade changes are made in accordance with these Sections, appropriate annotations of any courses repeated shall be entered on the student’s permanent academic record in such a manner that all work remains legible, insuring a true and complete academic history.

Note: Authority cited: Sections 66700, 71020, 71025, 71027, and 71066. Education Code. Reference: Sections 71066, 72285, 76224, 78205, and 78207 Education Code.

History: 1. Renumbering from former Section 51102 filed 7-1-71; effective thirtieth day thereafter (Register 71. No. 27)

2. New Note filed 11-4-77; effective thirtieth day thereafter (Register 77. No. 45)

3. Repealer and new section filed 3-14-80; effective thirtieth day thereafter (Register 84. No. 11)

51315. District Policy for Course Repetition.

The governing board of a district maintaining a community college shall adopt and publish procedures or regulations pertaining to the repetition of courses for which substandard work has been recorded. For purposes of course repetition, academic renewal, and all other related provisions in this

part, the term “substandard” shall be defined as meaning course work for which the grading symbols “D”, “F”, and /or “NC” ( as defined in Section 51306) have been recorded. The procedures or regulations may allow such courses to be repeated and the previous grade and credit to be disregarded in the computation of grade point averages. In such cases, the procedure specified in subdivision (f) of Section 55002 and Sections 51308 and 51316 of this part shall be followed. When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

Note: Authority cited: Sections 66700, 71020, 71025, 71027, and 71066. Education Code. Reference: Sections 71066, 72285, 76224, 78205, and 78207. Education Code.

History:1. New Section filed 4-29-77; effective thirtieth day thereafter (Register 77. No. 18)

2. Amendment filed 3-14-80; effective thirtieth day thereafter (Register 80, No. 11)

51316. Course Repetition: Implementation.

In adopting procedures or regulations pertaining to the repetition of courses for which substandard academic performance has been previously recorded, the governing board of a district maintaining a community college:

(a) Shall not adopt any regulation or procedure which conflicts with

(1) Education Code Section 76224 pertaining to the finality of grades assigned by instructors, and

(2) Chapter 2.5 (commencing with Section 59020) of Division 10 of this part pertaining to the retention and destruction of records and particularly subdivision (d) of Section 59023, relating to the permanency of certain student records,

(b) May permit repetition of any course which was taken in an accredited college or university and for which substandard academic performance as defined in Section 51315 is recorded.

(c) Shall, when adopted procedures or regulations permit course repetition indicate any specific courses or categories of courses which are exempt from consideration under these regulations.

(d) Shall in accordance deem any course repetition permitted under Section 51315 to require “prior written permission from the district superintendent or the district superintendent’s authorized representative or representatives.”

18.

Chapter 4, Standards of Scholarship (continued)

Section 51318. District Policy for Academic Renewal Without  
Course Repetition.

No substantive change.

Section 51319. Academic Renewal Without Course Repetition: Implementation.

No substantive change.

19.

Title 5 California Community Colleges 51319 (p. 622.1)

(e) Shall Clearly indicate any courses repeated under the provisions of this Section and Section 51315 on the student's permanent academic record, using an appropriate symbol;

(f) Shall, when adopted procedures or regulations permit course repetition, publish specific procedures to implement this Section:

(g) May, in determining transfer of a student's credits, honor similar, prior course repetition actions by other accredited colleges and universities; and

(h) Shall maintain a careful record of actions taken under course repetition procedures or regulations adopted in compliance with this Section and Section 51315, since periodic reports may be required by the Chancellor.

Note: Authority cited: Sections 66700, 71020, 71025, 71027, and 71066 Education Code. Reference Sections 71066, 72285, 76224, 78205, and 78207. Education Code

History: 1. New section filed 4-29-77; effective thirtieth day thereafter (Register 77. No 18)

2. Amendment filed 11-4-77; effective thirtieth day thereafter (Register 77. No. 45)

3. Amendment filed 3-14-80; effective thirtieth day thereafter (Register 80. No. 11)

51318. District Policy for Academic Renewal Without Course Repetition.

The governing board of a district maintaining a community college shall adopt and publish procedures or regulations pertaining to the alleviation of previously recorded, substandard academic performance, as defined in Section 51315, which is not reflective of a student's demonstrated ability.

Such procedures or regulations shall include a clear statement of the educational principles upon which they are based, and shall be referred to as academic renewal regulations. When academic renewal procedures or regulations adopted by the districts permit previously recorded, substandard course work to be disregarded in the computation of grade point averages, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

Note: Authority cited: Sections 66700, 71020, 71025, 71027, and 71066, Education Code. Reference Sections 71066, 72285, 76224, 78205, and 78207, Education Code.

History: 1. New section filed 4-29-77; effective thirtieth day thereafter (Register 77. No. 18)

2. Amendment filed 3-14-80; effective thirtieth day thereafter (Register 80. No. 11)

51319. Academic Renewal Without Course Repetition: Implementation.

In adopting procedures or regulations pertaining to the alleviation of previously recorded, substandard academic performance, as defined in Section 51315, which is not reflective of a student's demonstrated ability, the governing board of a district maintaining a community college:

(a) Shall not adopt any regulation or procedure which conflicts with:

(1) Education Code Section 76224, pertaining to the finality of grades assigned by instruction, and

(2) Chapter 25 (commencing with Section 59020) of Division 10 of this part pertaining to the retention and destruction of records, and particularly subdivision (d) of Section 59023, relating to the permanency of certain student records

(b) Shall, when the adopted procedures or regulations permit such alleviation state:

(1) The maximum amount of course work that may be alleviated:

(2) The amount of academic work to have been completed at a satisfactory level (minimum 2.00) subsequent to the course work to be alleviated.

(3) The length of time to have elapsed since the course work to be alleviated was recorded:

Section 51325. Request for Phase-In.

Although this section permits districts to request a phase-in period, and most districts have requested this, faculty should be aware that policies and /or procedures must be developed immediately in order to allow catalogs to be printed with these new regulations and to allow new computer programs and other related techniques to be developed in time for the July 1, 1981 deadline.

21.

51325 (p. 622.2)

California Community Colleges

Title 5

(4) A description of any specific courses and/or categories of courses that are, for any reason, exempt from consideration under the alleviation regulations

(c) Shall, when the adopted procedures or regulations permit such alleviation, publish specific procedures to be followed in implementing procedures or regulations adopted pursuant to this Section and Section 51318, stating at a minimum:

(1) The procedures to be followed by students in petitioning for alleviation, and

(2) The officers and/or personnel responsible for implementing the procedures or regulations.

Note: Authority cited: Sections 66700, 70202, 71025, 71027, and 71066. Education Code.

Reference Sections 71066, 72285, 76224, 78205, and 78207. Education Code.

History:

1. New section filed 4-29-77; effective thirtieth day thereafter (Register 77. No 18)

2. Amendment filed 3-14-80; effective thirtieth day thereafter (Register 80. No 11)

51325. Request for Phase-In.

In adopting regulations and otherwise implementing the provisions of this chapter, the governing board of a district may request a reasonable phase-in period from the Chancellor. All such requests shall be made on, and in accordance with, a form provided by the Chancellor. No request shall be granted which would provide for a phase-in period which extends beyond July 1, 1981.

Note: Authority cited: Sections 66700, 71020, 71025, and 71066. Education Code. Reference Section 71066 Education Code.

History:

1. New section filed 3-14-80; effective thirtieth day thereafter (Register 80. No 11)

## Chapter 5 Facilities

51400. Library.

Each community college shall have adequate working collections of books for each major field of the curriculum. New acquisitions shall be made in accordance with student enrollments.

51401. Facilities for Certain Courses

Each community college shall have adequate equipment, materials, and furnishings for courses offered in agriculture, business and commercial education, fine arts, home economics, industrial and technical training, music, natural and physical sciences, and physical and health education.

22.

## Appendix

### Chapter 1. Course of Study, Sub-chapter 1. Course Standards

This Chapter is appended so that faculty may be aware of the Title 5 language defining, providing criteria for, and standards of community college graded courses. Section 55002 (f) is particularly pertinent since the sections devoted to grading policy make frequent reference to it.

### Chapter 5. Enrollment Accounting

This chapter is also appended because of its relationship to withdrawal policies and to faculty record-keeping in general.



school level within the scope of the term “vocational and technical fields leading to employment,” as the term is used in Education Code Section 66701, which leads toward an associate degree, an occupational certificate, or both

(c) It is approved by the board and is recognized upon transfer by the University of California, A California state college, or an accredited independent college or university in California, as a part of:

- (1) The required preparation toward a major;
- (2) The general, or general education, requirement; or
- (3) The permissible or recommended elective credits.

History:

1. Amendment of subsection (b) filed 11-4-77; effective thirtieth day thereafter (Register 77. No. 45)

55002. Standards

A grade course shall meet all of the following standards:

(a) The content is organized to meet the requirements for the associate degree as specified in Chapter 7 (commencing with Section 51600) of Division 2 of this part or the requirements for an occupational certificate and is a part of a course of study not exceeding 70 units in length.

(b) It is offered as described in the college catalog, or a supplement thereto, which provides an appropriate title, number, and accurate description of course content. A course outline is available at the college. Course requirements and credit awarded are consistent with Education Code Section 66701.

(c) Only those students who have met the prerequisites for the course are enrolled.

(d) It is subject to the published standards of matriculation, attendance, and achievement of the college.

i

55100 (p.640)

California Community Colleges

Title 5

(e) The students are awarded marks or grades on the basis of methods of evaluation set forth in Chapter 4 (commencing with Section 51300) of Division 2 of this part or to such additional standards as may be established by the governing board of the district.

(f) Enrollment cannot be repeated except: to alleviate substandard work which has been recorded on the student’s record; or as permitted in Section 51315 of this part; or in unusual circumstances and with the prior written permission from the district superintendent or authorized representative or representatives.

Note: Authority cited: Sections 66700, 71020, 71025, and 71027. Education Code. Reference: Section 71027, Education Code.

History:

1. Amendment filed 11-4-77; effective thirtieth day thereafter (Register 77. No 45)
2. Amendment filed 3-14-80; effective thirtieth day thereafter (Register 80, No. 11)

Title 5 California Community Colleges 638.6.3  
 Chapter 5. Enrollment Accounting\*  
 Detailed Analysis

Section	
54500	Census Weeks
54502	Census Day
54504	Drop Date
54506	Inactive Enrollment in a Course
54508	Permanent Record Entry
54510	Extenuating Circumstances
54512	Factor

54500. Census Weeks. Census weeks for graded, term length courses are as follows:

Semester	Fall:	4 <sup>th</sup> and 11 <sup>th</sup> weeks
	Spring:	4 <sup>th</sup> and 10 <sup>th</sup> weeks
Quarter	Fall:	4 <sup>th</sup> and 7 <sup>th</sup> weeks
	Winter:	4 <sup>th</sup> and 7 <sup>th</sup> weeks
	Spring:	4 <sup>th</sup> and 7 <sup>th</sup> weeks

Note: Authority cited: Sections 71020 and 84500, Education Code.

History: 1. New Chapter 5 (Sections 54500-54510, not consecutive) filed 12-13-74; effective thirtieth day thereafter (Register 74. No 50)

2. Amendment of Note filed 11-4-77; effective thirtieth day thereafter (Register 77. No 45) 54502. Census Day. The census day is Monday of each of two census weeks of five or six consecutive days of regularly scheduled classes in each term or quarter.

History: 1. Amendment filed 11-4-77; effective thirtieth day thereafter (Register 77, No 45)

54504. Drop Date. The drop date, as required by Education Code Section 84522, shall be the last school day immediately preceding the second census week.

History: 1. Amendment filed 11-4-77; effective thirtieth day thereafter (Register 77. No. 45)

54506. Inactive Enrollment in a Course. Inactive enrollment in a course is defined as follows:

(1) As of first census day: any student who , according to published college regulation, has

- (a) been identified as a no show, or
- (b) officially withdrawn from course, or
- (c) been dropped from course.

(2) As of second census day: any student who, according to published college regulation,

(a) has officially withdrawn from course or

(b) has been dropped from course. A student shall be dropped if no longer participating in the course. Definitions of nonparticipation shall include, but not be limited to, excessive unexcused absences.

---

\*These regulations shall be implemented beginning with the fiscal year 1975-76.

54508. Permanent Record Entry. (1) In accordance with the grading policy of the college, approved by the district governing board, there may be an entry on the student's permanent record for each course in which the student becomes inactive prior to the second census day.

(2) In accordance with the grading policy of the college, approved by the district governing board, there shall be an entry on the student's permanent record for each course in which the student was actively enrolled as of the second census day and (a) becomes inactive prior to completing the course or (b) completes the course.

54510. Extenuating Circumstances. For the purposes of Education Code Section 84500, extenuating circumstances are verified cases of accidents, illness, other circumstances beyond the control of the student, and other conditions defined by the local governing board and published in college regulations.

History: 1. Amendment filed 11-4-77; effective thirtieth day thereafter (Register 77, No 45)

54512. Factor. Factor for purposes of computing average daily attendance as required by Section 84522 shall be 0.911.

Note: Authority cited: Sections 71020, 84520 and 84522, Education Code. Reference Sections 84520 and 84522, Education Code.

History: 1. New section filed 6-27-75; effective thirtieth day thereafter (Register 75. No 26)

2. Amendment filed 10-8-76; effective thirtieth day thereafter (Register 76, No 41)
3. Amendment of section and Note filed 11-4-77; effective thirtieth day thereafter (Register 77, No 45)