

Academic Regulations

ACADEMIC COUNCIL PETITIONS

Any student who has a problem regarding their academic performance, enrollment status or registration/withdrawal procedures may petition the Academic Council. Petition forms are available from the Office of Admissions and Records, the Counseling Division Office, the Office of the Vice President of Student Services, or on the web. Petitions to the Academic Council can relate to any of the following issues and circumstances:

- **Dropping a class after the deadline has passed:** Due to extenuating circumstances, specifically, illness, accident or conflict with hours of employment [a physician's statement on letterhead stationary is required to support medical reasons; an employer's statement on letterhead stationary is required to support the change of hours as a condition of continuing (**not new**) employment];
- **Adding a class after the deadline has passed:** Only due to extenuating circumstances.
- **Repeating a course previously completed successfully (with a grade of "C/CR" or better):** Due to extenuating circumstances that affected the previous grade [three or more years must have passed since the course was completed and there **must** be a compelling reason why a grade higher than a "C/CR" is required in the course].
- **Receiving a refund of fees after the deadline has passed:** Only under extenuating circumstances.
- **Being readmitted after academic disqualification:** The petition **must** be reviewed and signed by a counselor before the Academic Council will consider the request.
- **Requesting Academic Renewal or substitution/waiver of graduation requirements or requirements in a major:** Either the "Academic Renewal" (request to disregard previous work) form or the "Substitution and/or Waiver of Graduation or Major Requirements" form must also be submitted with the petition.

Every student who petitions the Academic Council is notified by the Vice President of Student Services, in writing, concerning the action taken by the Council and his/her petition.

Any student who is dissatisfied the Council action may request a second "petition review" by the Council or an opportunity to meet with the Council in order to discuss the petition. Such requests should be made to the Vice President of Student Services.

ACADEMIC PROBATION

A. Placement on Academic Probation

A student shall be placed on academic probation for one (1) or more of the following reasons:

1. A student has attempted at least 12 total semester units and has achieved a semester or cumulative grade point average (GPA) of less than 2.0.
2. A student is readmitted to college after academic disqualification.

B. Removal from Academic Probation

A student on academic probation is removed when his/her cumulative GPA is 2.0 or higher.

PROGRESS PROBATION

A. Placement on Progress Probation

A student shall be placed on progress probation for the following reason:

1. A student has enrolled in a total of at least 12 semester units and received transcript entries of W, I, or NC for 50% or more of those units.

B. Removal from Progress Probation

A student will be removed from progress probation when the student has received transcript entries of W, I, or NC for less than 50% of all units attempted.

ACADEMIC DISQUALIFICATION

Academic Disqualification may result in dismissal. Dismissal prohibits the student from enrolling until one academic semester has passed.

A. Placement on Academic Disqualification

A student will be academically disqualified for one or more of the following reasons:

1. A probationary student's cumulative GPA average at Solano Community College remains below 2.0 for three consecutive semesters.
2. A probationary student receives 50% or more of transcript entries as W, I, or NC for three consecutive semesters.
3. The student achieves a semester GPA of less than 2.0 for three consecutive semesters.

B. Removal from Academic Disqualification

A student will be removed from academic disqualification for any of the following reasons (unless any condition in A. above continues to exist):

1. Satisfactory Progress After Disqualification

A student who meets the requirements for readmission after disqualification and achieves a semester GPA of 2.25 or greater, but does not have an overall cumulative GPA of 2.0 or greater, shall remain on academic probation until the cumulative GPA is 2.0 or better. (This condition only overrides A.1. above.)

2. A student's cumulative GPA is 2.0 or better.

3. A student's transcript entries of W, I, or NC are less than 50% of all units attempted.

ACADEMIC RENEWAL

The open-door policy of the community college provides students of diverse abilities and aspirations with an opportunity to achieve success. Some students find that their early attempts at college have not been successful. It is not uncommon for students to return to college later and perform in a very satisfactory manner.

The academic renewal policy provides for the alleviation of previously recorded, substandard academic work (grades of D, F or NC) not reflective of a student's current scholastic ability. A student may petition to eliminate up to 30 units of substandard course work, provided the courses were completed at least three semesters prior to the petition, and the student has completed at least fifteen (15) units with a grade of C or better at an accredited post-secondary institution subsequent to the course work to be alleviated. The permanent academic record will be coded to indicate that the original grades will **not** be reflected in the grade point average; however, the courses will remain on the permanent record.

Final approval/disapproval for renewal will be granted by the Academic Council. Courses eliminated may not be applied toward any degree or certificate requirement. Solano College may honor the Academic Renewal Policy of other accredited institutions in disregarding previous academic work.

AUDITING

Course auditing is permitted as a service to students who have completed designated credit courses for the maximum number of allowable enrollments. The purpose of auditing is to allow students to continue study, after course repeatability has been exhausted. A list of courses that have been designated for auditing is available in the Office of Admissions and Records.

Auditing conditions are as follows: 1) Student participation in the course is subject to instructor discretion; 2) no grades or credit shall be awarded and no transcript of record maintained; 3) auditors may not change their status in the course from auditor to credit student or the reverse; and 4) audit fees shall not be refunded.

The auditing fee is \$15 per semester unit. **NOTE: This is the fee at the time of publication; however, it is possible that the fee may be increased by the State Legislature and Governor at a later date. For up-to-date fee information, go to: www.solano.edu.** One may apply to audit a designated course after the second meeting when class size has been established for regular students.

FINAL EXAMINATIONS

A final examination is **required** in all classes. For full-semester day sections, final examinations will be given during the scheduled final examination period (finals week) at the end of each semester. For full-semester evening sections, short-term sections which end prior to finals week, and summer sessions the final examination will be given during the last class meeting. For short-term sections which end during the finals week period, the final examination will be given in accordance with the finals week schedule.

GRADES

GRADING SYSTEM

Solano College uses the following letter grade system for evaluating the quality of students' work:

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)	0
NC*	No Credit (less than satisfactory or failing)	0

*Substandard grades (Title V 55761)

Non-Evaluative Grades

I	Incomplete	0
RD	Report delayed	0
W	Withdrawal	0
MW	Military Withdrawal	0

A grade point average (GPA) is determined by dividing the total number of grade points earned by the total units attempted, excluding credit/no-credit courses and those in which W or I grades are earned. (Example: 36 grade points divided by 12 units attempted equals 3.0 GPA/B average.)

CREDIT/NO-CREDIT OPTION

The purpose of the credit/no-credit option is to encourage students to take challenging courses for electives outside the major area while avoiding undue concern for grades in competition with students who may be better prepared.

The CR grade represents a letter grade of A, B, or C. The NC grade represents a D or F letter grade. Units earned in the grading system are not used in computing grade point averages. A letter grade cannot be changed to a credit/no-credit grade, and a credit/no-credit grade cannot be changed to a letter grade unless the course is repeated. A course in which a grade of NC has been earned may be repeated once for a CR or letter grade. Some courses are offered only on a CR/NC grading basis and letter grades may not be earned in these courses. These courses are identified in the Course Descriptions section of this Catalog.

Students may request CR/NC grades in any regular graded class offered by the College but they are limited to a total of 15 semester units under the CR/NC option while attending Solano College. In order to exercise this option, a petition must be filed with the Office of Admissions and Records at the time of registration, or by the **fifth** week of the semester for a full semester course. Petitions for summer session and short-term courses must be filed within the first thirty per cent of the course.

Students should be aware that other colleges and universities may be reluctant to accept CR/NC grades. Students should not take the CR/NC grade option in their major fields of study.

GRADE REPORTS

Grade reports will be mailed to students approximately four weeks after the semester ends. Grades are available at the College website under *Online Services*.

INCOMPLETE GRADES

An incomplete grade may be assigned only when a student has failed to complete the final examination, a class project, or a term paper because of illness or severe personal problems. Incomplete work must be completed by the end of one calendar year.

When such conditions exist, the instructor and student must complete an "Incomplete Grade Contract" which outlines the work to be completed within one calendar year to result in an agreed-upon grade and states a preliminary grade which represents the grade earned by the student in work completed. When the work has been completed as outlined on the contract, the instructor will forward a "Change of Grade" card to the Division Dean. If the instructor of the course is no longer on campus, the manager will make arrangements to change the incomplete grade. **Students may not re-enroll in a course where they have an Incomplete Grade.** Students who do not complete the contract will be assigned a grade at the end of one calendar year.

CHANGE OF GRADES

Students requesting a change of grade must initiate the request within one year after completing the course for which the grade change is being requested. After this period, if there are extenuating circumstances, a change of grade may be requested; however, the period for requesting a grade change may not exceed four years after the completion of the course.

Students should submit a request in writing directly to the faculty member within one year after completing the course for which the grade change is being requested. If the faculty member is not available, the request should be submitted through the appropriate Division Dean; however, only the faculty member that assigned the original grade may authorize a change of grade.

Important Note: Except in the cases of mistake, fraud, bad faith, or incompetency, a grade assigned by an instructor is not a grievable issue as described by the *California Education Code (Section 76224)*: ". . .when grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, and in the absence of mistake, fraud, bad faith, or incompetency, shall be final."

HONORS

President's: The President's Honor List recognizes those students who earn academic honors each semester. The President's List includes those students who have earned a grade point average of 3.85 or higher with at least 39 grade points in not fewer than 12 units of work completed.

Dean's: The Dean's Honor List recognizes those students who earn academic honors each semester. The Dean's List includes those students who have achieved a grade point average of at least 3.25 or higher with at least 39 grade points in not fewer than 12 units of work completed.

Alpha Gamma Sigma: Permanent membership in Alpha Gamma Sigma, the California Community College Honor Society, recognizes students who have maintained a high grade point average in all college work. Permanent membership may be awarded at the time of graduation. Applications are available in Room 1403B in the Student Center. For detailed membership information contact one of the AGS advisors: Dorothy Hawkes at (707) 864-7202 or Diane White at (707) 864-7285.

Phi Theta Kappa: Permanent membership in Phi Theta Kappa International Honor Society, Beta Mu Gamma Chapter, recognizes the scholarly achievements of SCC students who have completed 12 semester hours associate degree course work, with a grade point average of 3.5. Grades for courses completed at other institutions will not be considered when determining membership eligibility. A cumulative grade point average of 3.25 must be maintained to remain in good standing. Applications are available in the Student Development Office, Room 1409. For detailed membership eligibility information, contact (707) 864-7000, ext. 367.

Honors at Graduation: A student who achieves a cumulative grade point average of 3.50 to 3.74 will be graduated with honors; and 3.75 and above with high honors.

REPEATABILITY OF COURSES

For additional credit - Certain courses may be repeated if the course content differs each time it is offered and if the student is gaining an expanded educational experience. For information on repeatability for a specific course, consult the Course Descriptions section of the Catalog.

Special Circumstances - A course in which a grade of "C" or better was earned may be repeated when extenuating circumstances exist which justify such a repetition. Students must meet with a counselor and obtain approval from the Academic Council prior to enrolling in the course. Grades awarded for courses repeated under these circumstances shall not be counted in calculating a student's grade point average. Students planning to transfer to a four-year institution should check that institution's policy on repeated courses.

To improve a grade - Students receiving a grade of D, F or NC may repeat the course immediately except for courses in impacted programs. When a course is repeated to improve a grade, the subsequent grade is used in determining the student's grade point average.

STUDENT CLASSIFICATION

Students are classified in terms of the number of units they have completed and the units in which they are currently enrolled.

Freshman: A student who has earned from 0 to 29 ¹/₂ semester units of college credit.

Sophomore: A student who has earned from 30 to 60 semester units of college credit.

Full-time: A student enrolled in 12 or more semester units.

Part-time: A student enrolled in 11 ¹/₂ or fewer semester units.

Post Associate Degree: A student who has been awarded an A.A., A.S. or higher degree.

STUDENT LOAD

A student load is defined as the total subjects and units carried in a program in any one semester. Fifteen units constitute the normal semester program; twelve units constitutes minimum full-time enrollment. In some cases, a semester program may require more than fifteen units for a student to complete a major in the normal two-year period.

Permission to carry an excess load of 20 ¹/₂ or more units may be granted to individuals depending on the excellence of their academic work. This permission is granted by the Academic Council. Petitions are available at the Office of Admissions and Records.

The *California State Education Code* specifies that each lecture hour of a community college class requires at least two hours of study outside of class. The following schedule is suggested for students who attend college and also work.

Suggested Time Plan

IF YOU WORK (Hrs./Wk)	AND ENROLL IN (Lecture Hrs.)	AND STUDY (Recom- mended)	YOUR TOTAL LOAD IS (Hrs./Wk)
40	3	6	49
30	6	12	48
20	9	18	47
10	12	24	46
0	15	30	45

STUDENT RESPONSIBILITIES

Attendance and Participation

Students must attend the first meeting of their classes each semester in order to verify their class enrollments. Students failing to appear may be withdrawn from class rolls.

Regular attendance and participation is required of all students enrolled in courses and laboratories at Solano College. This includes regular attendance, completion of examinations, assignments, participation in class activities and discussions. Instructors shall provide students with written statements describing course requirements, grading standards and course prerequisites.

Regular attendance is an obligation assumed by every student at the time of registration. Absences per semester should not exceed the number of hours or the number of days, as determined by the instructor, that a class meets per week. Absences in excess of the maximum may result in students being dropped from classes or having their grades lowered. Students who fail to attend their classes may be dropped by their instructors no later than the end of 62.5 percent of a full-term class, short-term class, or summer session.

Students have the responsibility for verifying their enrollment status. If students withdraw from classes, it is their responsibility to make sure that drop cards have been submitted to the Office of Admissions and Records or that they have completed the withdrawal via RSVP telephone or online services.

It is the responsibility of students to know the status of their attendance records and to complete all academic work missed due to absences. Compliance with the above regulations may be waived in the presence of verifiable extenuating circumstances including accidents, illnesses, shift changes and temporary changes in military assignments. Students who are dropped from classes because of unsatisfactory attendance and/or participation may petition their instructors for class reinstatement. Instructors may reinstate a student by signing an add card and writing "Reinstate" on the card. The add card must be submitted to the Office of Admissions and Records.

Attendance and Progress of Veterans

Veterans and their dependents must initiate their claim for educational benefits through the Veterans' Affairs Office on campus. After classes begin, students are required to notify the Veterans' Affairs Office promptly of any change in their unit loads or changes of address.

Veterans should be aware that short-term classes, variable-unit courses and other flexible schedules may change the training time and affect benefits.

A veteran who is academically disqualified must contact a Veterans' Affairs Office staff member for specific details concerning readmission.

Withdrawal from Classes

Students are responsible for officially dropping from classes and verifying that drop cards are submitted to the Office of Admissions and Records or complete the drop process by using the RSVP telephone system or web online services.

A student may withdraw from a class during the first four weeks of instruction by filing a drop card with the Office of Admissions and Records or complete the drop process by using the RSVP telephone system or web online services. Courses dropped by the end of the first four weeks of instruction will not appear on the student's record.

Courses dropped after 30% of instruction through the end of 62.5% of instruction will be recorded as a "W" on the student's record. A student must petition the Academic Council for a "W" after the last day to drop if extenuating circumstances apply. Documentation shall be required.

Short-term or summer session courses, which are less than a full semester in length, dropped during the first 30% of the class will not appear on the student's record. Courses dropped 31% to 62.5% of the term/session will be recorded as a "W" on the student's record. Courses dropped after 62.5% of the term/session may be recorded as a "W" if extenuating circumstances apply.

The student must petition the Academic Council and provide documentation to verify cases of accidents, illnesses, or other circumstances beyond the control of the student.

Withdrawal from College

Students who find it necessary to drop all courses during the semester are required to fill out a Withdrawal Card at the Office of Admissions and Records or the withdrawal using the RSVP telephone system or web online services. Seeing a counselor is advised before deciding to withdraw. It is important to clear any debts owed to the College before leaving the College. Failure to withdraw properly could result in a failing grade.

Academic Honesty

The College community functions best when its members treat one another with honesty, fairness, respect and trust. Therefore, an individual should realize that deception for the purpose of individual gain is an offense against the members of the college community. Such instances of dishonesty include:

Plagiarism: Although difficult to define, plagiarism consists in taking the words or specific substance of another and either copying or paraphrasing the work without giving credit to the source. The following examples are only some of the many forms plagiarism may take.

1. Submitting a term paper, examination or other work written by someone else. This is a flagrant instance of plagiarism.
2. Failure to give credit in a footnote for ideas, statements of facts or conclusions derived by another.
3. Failure to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence or even a part thereof.
4. Close and extended paraphrasing of another.

Cheating: Using unauthorized notes, study aids, or information from another student or student's paper on an in-class examination; altering a graded work after it has been returned, then submitting the work for re-grading; and allowing another person to do one's work and to submit the work under one's own name.

Fabrication: Presenting data in a piece of work which were not gathered in accordance with guidelines defining the appropriate methods for collecting or generating data and failing to include a substantially accurate account of the method by which the data were generated or collected.

Aiding and abetting dishonesty: Providing material or information to another person with knowledge that these materials or information will be used improperly.

Forgery, alteration or misuse of campus documents, records, or identification or knowingly furnishing false or incomplete information to a campus: Altering documents affecting academic records; forging a signature of authorization or falsifying information on an official academic document, election form, grade report, letter of permission, petition, or any document designed to meet or exempt a student from an established College academic regulation.

Sanctions: Instances of alleged plagiarism or any other form of academic dishonesty may be referred to the Vice President of Student Services for action in accordance with the established disciplinary procedures as set forth in Solano Community College Board Policy 5300. Following procedures consonant with due process, a student may be expelled, suspended, placed on social probation or given a lesser sanction if he or she is found to have committed an act of academic dishonesty. The totality of the particular circumstances, the student involved, and any relevant mitigating factors shall be considered in every case.