

ACADEMIC STANDARDS AND POLICIES

Policy

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

Definitions

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

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

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

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

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

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

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

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

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

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

Criteria and Standards

A credit course is one which, at minimum:

1. Is recommended by the responsible college officials and the Curriculum Committee as being of appropriate rigor and has been approved by the local district governing board and the Chancellor of the California Community Colleges as a collegiate course meeting the needs of students eligible for admission.
2. Is taught by a credentialed instructor.
3. Is offered as described in a course of study outline in official college files. That outline shall specify the unit value, number of contact hours for the course as a whole, the prerequisites, corequisites or advisories for the course, the catalog description, scope, objectives and content in terms of a specific body of knowledge, required reading and writing assignments, and other outside-of-class assignments, instructional methodology and methods of evaluation for determining whether the stated objectives have been met by students.
4. Is taught in accordance with a set of instructional objectives common to all students as outlined in the course of study outline.
5. Provides for measurement of student performance in terms of the stated objectives and culminates in a formal, permanently recorded grade, based upon uniform standards in accordance with Section 55023. The grade is based on demonstrated proficiency in subject matter and the ability to demonstrate that proficiency, at least in part, by means of essays, or, in courses where the curriculum committee deems them to be appropriate, by problem-solving exercises or skills demonstrations by students.
6. Grants units of credit based upon a relationship specified by the governing board between the number of units assigned to the course and the number of lecture and/or laboratory hours or performance criteria specified in the course outline. The course also requires a minimum of three hours of student work per week, including class time for each unit of credit, prorated for short-term, extended term, laboratory and/or activity courses.
7. Treats subject matter with a scope and intensity which requires students to study independently outside of class time.
8. Requires, when the college deems appropriate, entrance skills and consequent prerequisites for the course before the students are enrolled.
9. When the college and/or district curriculum committee determines, based on a review of the course outline of study, that a student would be highly unlikely to receive a satisfactory grade unless the student has knowledge or skills not taught in the course, then the course shall require prerequisites or corequisites that are established, reviewed and applied in accordance with Section 55003.
10. Requires, in order to participate in the course, the ability to think critically and apply concepts at levels determined by the curriculum committee to be college-level.
11. Requires learning skills and a vocabulary which the curriculum committee deems appropriate for a college course.
12. Requires that educational materials used be judged by the curriculum committee to be college-level.
13. Repeated enrollment is allowed only in accordance with the provisions of Section 51002, Article 4 (commencing with Section 55040) of sub-chapter 1 of Chapter 6, and Section 58161.

A noncredit course is one which, at minimum:

1. Is recommended by the responsible college officials and the Curriculum Committee if the course treats subject matter and uses resource materials, teaching methods, and standards of attendance and achievement that the committee deems appropriate for enrolled

students. The course has been approved by the local district governing board and the Chancellor of the California Community Colleges.

- The course is described in a course outline of record which is maintained in official college files and made available to each instructor. The course outline of record shall specify the number of contact hours normally required for a student complete the course, the catalog description, the objectives, contents in terms of a specific body of knowledge, instructional methodology, examples of assignments and/or activities and methods of evaluation for determining whether the stated objectives have been met.
- All sections of the course are to be taught by a qualified instructor.

Academic Dismissal

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

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

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

Academic Due Process

Procedures for due process are described in the District's Student Rights and Grievances (AP 5530). Copies are available at http://sbcc.edu/boardoftrustees/files/policies/chapter_5_ap/AP%205530%20Student%20Rights_Grievances.pdf and from the Office of the Dean, Student Affairs, Room SS-260.

Academic Freedom

Freedom of expression is a legal right protected by the Constitution of the United States. Members of the faculty of Santa Barbara City College are entitled to freedom of expression, provided such expression does not impede or prevent responsible performance of job requirements or interfere with the mission and goals of Santa Barbara City College (SBCC). SBCC faculty members are entitled to freedom in the classroom and/or other teaching environments in discussing their subject matter. Controversy is a normal aspect of free academic inquiry and teaching, and it is proper to incorporate both the knowledge and beliefs of the faculty member into that which is taught; however, the freedom to teach must be joined by a constant effort to distinguish between knowledge and belief. Faculty members should allow the expression of differing points of view, while being careful to avoid the repeated and excessive

intrusion of material that has no relation to their subject matter. See *BP 4030 Academic Freedom* (http://www.sbcc.edu/boardoftrustees/files/policies/chapter_4_bp_final/BP%204030%20Acad%20Freedom%20Rev.%2009-15-14%20Ready%20for%20Website.pdf) for the complete policy.

Academic Good Standing

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

Academic Probation

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

Academic Renewal

Courses in which students have previously received sub-standard grades and which are not reflective of a student's demonstrated ability, may be disregarded in the computation of the SBCC grade point average when a student-initiated petition has been approved by the Scholastic Standards Committee. A student may request academic renewal for not more than two semesters of sub-standard coursework completed at SBCC (substandard coursework is defined as D+, D, D-, F or FW grades). There shall be at least 12 months between the end of the semester or summer session during which the last courses to be alleviated are completed and the date of initiation of the petition. The student must provide evidence of recent academic success demonstrated by the following:

- 12 semester units with a 3.0 GPA, or
- 15 semester units with a 2.5 GPA, or
- 20 semester units with a 2.0 GPA

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

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

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

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

Academic Standing

Graduating With Honors

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

President's Honor Roll

Each semester, Santa Barbara City College includes on the President's Honor Roll: Full-time students who have completed twelve (12) units of letter-graded courses with a grade point average of 3.5, or better. In addition, students who have accumulated eighteen (18) graded units or more at Santa Barbara City College, with a cumulative grade point average of 3.5 or higher, and have completed a minimum of six (6) graded units with a 3.5 GPA during the semester, are included on the President's Honor Roll: Part-time students. Pass/No Pass grades are not considered.

Advanced Placement

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

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

A score of 3, 4, or 5 is required to grant credit for IGETC and CSU GE certification. Each AP exam may be applied to one IGETC/CSU GE area as satisfying one course requirement, with some exceptions. Students who have earned credit from an AP exam should not take a comparable college course because transfer credit will not be granted for both. The CSU policy for AP can be found at <https://www.calstate.edu/AcadAff/codedmemos/ASA-2017-13.pdf>. Note that each campus in the California State University system determines how it will apply external examinations toward credit in the major. For information about course credit awarded toward the major by each CSU campus, contact the individual campus. For information about the UC policy for AP and about course credit awarded toward the major by each UC campus, visit <http://admission.universityofcalifornia.edu/counselors/exam-credit/ap-credits/index.html>.

Refer to the Advanced Placement Chart in the articulation website for complete exam and credit listings: <http://articulation.sbcc.edu/ap/ap.pdf>.

Progress Dismissal

Students who have enrolled in at least twelve (12) semester units since summer 1983 at Santa Barbara City College, as shown by the official academic record, shall be placed on progress dismissal when 50% or more of the cumulative units in which they have enrolled at the college are W, I and No Pass grades for each of the two (2) most recent regular Fall or Spring semesters of attendance through first census. (For purposes of this section, semesters shall be considered consecutive on the basis of the student's enrollment, i.e., a Fall semester followed by a Fall Semester shall be consecutive if the student was not enrolled for the intervening Spring Semester.) A student placed on progress dismissal will be dismissed from the college for the subsequent semester. The student may petition the Dean, Student Affairs, to be reinstated and if approved will be permitted to enroll for the following semester, or after

one or more semester(s) not in attendance the student may reapply and will be readmitted.

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

Progress Good Standing

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

Progress Probation

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

Readmission after Dismissal

A student placed on academic and/or progress disqualification who is dismissed may after one semester not in attendance reapply for admission and will be readmitted. A student may appeal the academic or progress dismissal by petitioning the Dean, Student Affairs (SS-260). Extenuating circumstances, such as, but not limited to, medical, psychological and legal reasons, and evidence of benefit, are considered. Dismissed students who are reinstated by petition or by administrative action or those re-enrolling after one or more semesters of absence may be subject to unit and course limitations and/or other conditions, such as required participation in support services designed to improve student success.

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

Attendance

All students enrolled at Santa Barbara City College are expected to be punctual and to attend class regularly. Students who are not in attendance at the first class meeting are considered "no-shows" and the instructor may drop such persons in order to give their seats to non-registered students seeking to enroll. Also, an instructor may withdraw a student from semester-length courses at any time for excessive absence through the 9th week of the Fall/Spring semesters, and the 60% point of the class for Summer and courses less than a semester in length. As a guideline, absence is considered excessive if a student misses three (3) meetings, or the equivalent of one week of class attendance or according to absence guidelines as published in the course syllabus.

Absence due to a verified illness may be accepted as an excused absence for a limited period of time. Students are expected to notify

their instructor by email and/or phone message if they are absent for a medical reason. Students are expected to make appointments for medical and dental treatments at times other than when classes are scheduled. Students anticipating or encountering extended absences due to medical, personal or family emergencies should contact the Dean, Student Affairs, Room SS-260, (805) 730-4078.

It is the *student's responsibility* to officially withdraw from classes. Students failing to drop officially may receive an "F", "FW" or "NP" grade.

Audits

Audit enrollment for a class is allowed upon the discretion of the instructor and adherence to Admissions & Records submission procedures and deadlines. Priority in class enrollment shall be given to students desiring to take the course for credit. Courses designated in the *Catalog* as repeatable may not be audited. No credit will be received for auditing, and the District does not maintain any attendance, transcript, or academic record for auditing.

Change of Program

Registered students may change their programs during a designated period at the beginning of each semester. Students may add semester-length courses during the first two weeks of the semester only (*instructor approval required*). Withdrawals may be made at any time up to, and including, the last day to drop semester-length classes (end of the 9th week). For information about adding, dropping and withdrawing from Summer and all other classes, consult the *Schedule of Classes*, access www.sbccc.edu/classes (<http://www.sbccc.edu/classes>), or obtain information from Admissions & Records. All program changes must be completed online or in person in Admissions & Records prior to the published deadline.

Classification of Students

- **Full-time Student:** Carries 12 or more units (4 units in Summer)
- **Three Quarter-Time:** Carries 9 or less than 12 units (3 or less than 4 units in Summer)
- **Half-time Student:** Carries at least six units
- **Freshman Student:** Has earned fewer than 30 units of college credit
- **Sophomore Student:** Has earned 30 or more units of college credit, but does not hold a degree

Course Enrollment Limits

An enrollment in a course occurs when a student receives an evaluative (A+, A, A-, B+, B, B-, C+, C, D+, D, D-, F, FW, P, NP, CR, NC) or non-evaluative symbol (W, I).

In general, a student who receives a satisfactory grade (A+, A, A-, B+, B, B-, C+, C, P, CR) in a non-repeatable credit course is permitted to enroll in that course only one time.

If a student receives a substandard grade (D+, D, D-, F, FW, NP, NC) and/or withdraws (W) from the course, the student is allowed to enroll in the course two more times for a maximum of three enrollments.

Course Load Limitations

A full-time course load for the community college student is a minimum of twelve (12) units per semester. The maximum is eighteen (18) units per semester. With 12 units per semester, it will take a minimum of five (5) semesters to complete a typical Associate Degree program, plus

additional time to complete basic skills courses. However, students with a cumulative 3.0 grade point average (GPA) with 12 or more units (excluding ESL) completed at SBCC may request to enroll in up to 20 (twenty) units with Admissions & Records approval. Permission to register in excess of twenty (20) units requires counselor authorization. Students who do not have a cumulative 3.0 grade point average (G.P.A) at SBCC and/or who have academic records from another college or high school may take an excess of eighteen (18) units with counselor authorization. A student who is working or who has a health problem should make a proportionate course load adjustment.

During Summer Session, a full-time load is four (4) units. Students may enroll in a maximum of eight (8) units for the six-week session. Students with a cumulative 3.0 grade point average (GPA) at SBCC may request to enroll in up to nine (9) units with Admissions & Records approval. Ability to enroll in excess of nine (9) units requires counselor authorization. Students who do not have a cumulative 3.0 grade point average (GPA) at SBCC and/or who have academic records from another college or high school may take an excess of eight (8) units with counselor authorization.

A major consideration for students, particularly first-time students and those returning to college after a lengthy absence is determination of an appropriate course load for their first semester. While the number of courses one can handle during a semester varies among individuals, experience indicates that, for most students, typical SBCC lecture courses require two hours of outside preparation for each hour in class. Thus, a 12-unit course load, for example, represents a commitment of 36 hours per week—comprised of 12 hours in class and 24 hours of outside preparation.

Students who plan to work while attending Santa Barbara City College need to establish a *realistic course load* that takes into account the demands of both work and school. If you work full-time, you are advised, during your first semester, to limit your enrollment to six or seven units—or two classes. If you work 20 hours per week, as most students do, you are advised to limit your course load to 12 to 14 units. Through careful planning of workload, you can maximize your potential for performing successfully in your classes.

Dual Enrollment student course load limitation information is available, www.sbccc.edu/dualenrollment (<http://www.sbccc.edu/dualenrollment>).

Special Program Unit Limitations

A minimum number of units must be taken for the following programs:

Program	Units
Associated Student Government/ Student Senate	5
Clubs	1
Varsity Athletes (Repeats do not count)	12
Social Security Benefits	12
Federal Work-Study Program	5
Federal Student Loans	6
Veterans Benefits and Financial Aid:	
Full-Time	12 or more
Three-Fourths Time	9 to 11-1/2
Half-Time	6 to 8-1/2

EOPS	12 or more
Less than Half-Time	Less than 6

Course Enrollment, Repetition and Withdrawal Limits

The following are in accordance with *California Code of Regulations*, Title 5, 55024, 55040, 55042 and 58161.

Course Repetition to Alleviate a Substandard Grade

Students may not enroll in a course more than three times, except in limited circumstances. Enrollments include any combination of withdrawal(s) and grade(s). Course Repeat requests beyond three enrollments may be petitioned by the student if the below circumstances exist including, but not limited to:

- Significant lapse of time
- Active participatory courses
- Course repetition to alleviate substandard academic work
- Course repetition due to extenuating circumstances
- Disabled Student Programs and Services (DSPS) subject-coded courses
- Course repetition of cooperative work experience
- Course repetition due to employment, training, or other legal requirements

The student must submit a Petition for Course Repetition for review by the Scholastic Standards Committee. In order to be eligible for consideration of this exception, a student must clearly demonstrate the extenuating circumstances that prevented him/her from successfully completing the course in the three prior enrollments. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student. Official documentation of extenuating circumstances is required. The Petition for Course Repetition is available at sbcc.edu/forms as are semester deadlines for petition submission.

Course Repetition with a Prior Satisfactory Grade

Students may be permitted or required to repeat courses in which a satisfactory grade ("A+," "A," "A-," "B+," "B," "B-," "C+," "C," "P," or "CR") was earned where there was a significant lapse of time (defined as no less than 36 months) since the grade was obtained and;

- Has established a recency prerequisite for a course or program
- Another institution of higher education to which the student seeks to transfer has established a recency requirement that the student will not be able to satisfy without repeating the requested course (official supporting documentation from the other institution is required.)

The *Petition for Course Repetition* with a "C" or Better is available at sbcc.edu/forms as are semester deadlines for petition submission.

Credit by Examination

Credit by examination may be granted to students who are registered and in good standing (2.0 GPA) at SBCC for proficiency in subject matter essentially equivalent to a course for which credit is being requested. Students may petition credit by examination, provided the course is listed in the catalog and the department designates the course as suitable for credit by examination. Credit may not be granted for any course for which

high school or college credit has been awarded. Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veteran's or Social Security benefits, or financial aid.

The petition for credit by examination may be obtained in Admissions & Records and shall be submitted to the appropriate department chairperson. Although examinations may be written prior to the completion of 15 units, no credit shall be posted on the student's record until after 15 units have been earned at Santa Barbara City College. A maximum of 12 units may be obtained by examination.

Students must petition for credit by examination by the end of the third week of the semester. The examination must be taken at a time determined by the instructor but shall be reported to Admissions & Records by the department chairperson no later than the last day of instruction in which credit is granted.

The nature and content of the examination shall be determined solely by faculty in the discipline who normally teach the course for which credit is to be granted in accordance with policies and procedures approved by the Curriculum Advisory Committee.

The units and grade received are used in determining the total units attempted, units earned, and grade points for the student. Credits acquired by the examination shall not be counted in determining the 15 semester hours of credit in residence required for an Associate degree. Transfer students wishing credit by examination at four-year institutions may be required to petition such institutions in conformance to their policies. A grade received in a course taken credit by examination may not be used to remove a substandard grade received in the same course. Applicable credit by examination fees are non-refundable.

Field Trip and Excursion Policy

Throughout each semester and Summer Session, the Santa Barbara Community College District may sponsor voluntary off-campus, co-curricular field trips and excursions. If you choose to participate, you should be aware that, pursuant to the *California State Code of Regulations*, Sub-Chapter 5, Section 55450, you have agreed to hold the District, its officers, agents and employees harmless from any and all liability or claims which may arise out of, or be in connection with, your participation in the activity.

Final Examinations

Final examinations on the entire semester's work are given at the close of each semester. Students are required to take scheduled final examinations at the appointed times and places in order to secure credit. If students find that it is impossible to avoid three finals in one day, and students cannot obtain an accommodation from their instructor(s), students may submit a written request for an adjustment in their final exam schedule to the Executive Vice President, Educational Programs, Room A-112.

Absence from a final due to an illness may be accommodated at the discretion of the instructor. Student should attempt to contact their instructor(s) within 24 hours of the scheduled exam. Absence due to illness must be verified by a physician. Students anticipating or encountering absence from finals(s) due to medical, personal or family emergencies, and who are unable to secure an accommodation from their instructor(s), should contact the Dean, Student Affairs, Room SS-260, (805) 730-4078, to discuss their options.

Requests for changes in the exam schedule due to travel or employment schedules are examples of non-emergency conditions that will not be accommodated.

Final Grades

Final grades will be available online in Pipeline (web transcript), as instructors submit them. Final grades, official transcripts, diplomas and certificates will not be released if there is a hold or outstanding financial obligation on file at the Cashier's Office.

Grades and Grade Points

The system of grades and grade points at Santa Barbara City College is as follows:

Symbol	Definition	Grade Point
A+	Excellent	4.0
A	Excellent	4.0
A-	Excellent	3.7
B+	Good	3.3
B	Good	3.0
B-	Good	2.7
C+	Satisfactory	2.3
C	Satisfactory	2.0
D+	Less than satisfactory	1.3
D	Less than satisfactory	1.0
D-	Less than satisfactory	0.7
F	Failing	0.0
FW	Failing (Unauthorized Withdrawal)	0.0
P ¹	Pass	
NP ²	No Pass	
SP	Satisfactory Progress (Effective Spring 2017)	
I ³	Incomplete	
IP ³	In Progress	
RD ³	Report Delayed	
W ³	Withdrawal	
MW ³	Military Withdrawal	

¹ At least satisfactory—units not counted in GPA; credit earned.

² Less than satisfactory—units not counted in GPA; units used in calculating units attempted for progress, probation and dismissal

³ Non-evaluative symbols—no units or credit earned

Instructor grades are final. Except in the case of an "I" or clerical error, instructors cannot change a grade once it has been accepted by Admissions & Records. Grades may not be revised by the instructor on the basis of a second trial, new examination, or additional work undertaken or completed after the date of the end-semester report.

High School Articulation

Santa Barbara City College has an extensive Dual Enrollment Program, which offers college classes at high school campuses. See the "Dual Enrollment (<https://catalog.sbccc.edu/special-instructional-programs>)" section of this *Catalog* for more information. In addition, high school students may earn college credit for the following high school ROP

course: Computer Accounting (Accounting 110). Contact the Dual Enrollment Director at (805) 898-8174.

Incompletes

An Incomplete (I) non-evaluative symbol may be issued at the end of the term by the instructor for unforeseeable, emergency, and justifiable reasons that preclude a student's final completion of course requirements. An "I" requires an Incomplete Contract signed by the instructor and student which shall contain the conditions for the removal of the "I" and the grade assigned if the Incomplete Contract conditions are not met within the stipulated timeframe. A copy of this contract must be given to the student and a copy submitted to Admissions & Records by the instructor and will be kept on file until the "I" is made up or the time limit has passed. A final grade will be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

The "I" shall be made up no later than the end of the following semester (i.e., Summer term—by the end of Fall semester; Fall semester—by the end of Spring semester, and Spring semester—by the end of Fall semester).

The "I" shall not be used in calculating units attempted or grade point. However, units attempted for which "I" is recorded shall be considered in Progress Probation and Disqualification procedures.

The student may petition the Scholastic Standards Committee for a time extension due to extenuating circumstances.

Independent Study

SBCC offers independent study courses (numbered 299) that provide opportunities for students to explore a subject in depth beyond what is possible in existing courses.

Independent study courses provide opportunities for students to explore a subject in depth beyond what is possible in existing courses. A student may enroll in a maximum of four (4) units per semester of independent study; however, the transfer student should check the policy of the four-year institution of choice regarding the number of units of independent study which may be earned each semester. University of California credit may be awarded only after transfer and at the discretion of the UC campus. Independent study units are *NOT* included in the 60 units required for transfer to the UC. Consult with an academic counselor.

To be eligible for independent study, a student must have completed a minimum of 12 units at Santa Barbara City College, with a 2.5 GPA, and a minimum of six (6) units, with a 3.0 GPA within the department.

Each student is responsible for acquainting him/herself with department requirements and prerequisites, and for presenting his/her plan for study or project to an appropriate instructor. Instructors need not accept students for independent study, as their assignments may preclude additional responsibility.

Students who wish to register in independent study coursework should contact Admissions & Records to obtain the required form. The form must be signed by the instructor of record, the department chairperson, and the academic dean, and assigned a section number by the Scheduling Office. It should be returned to Admissions & Records by the end of the second week of the semester (first week for Summer) for official registration.

Military Experience

A maximum of 24 credits may be granted for military service based on A Guide to the Evaluation of Educational Experiences in the Armed Services, published by the American Council on Education. After enrolling at Santa Barbara City College, an honorably discharged veteran or an active duty service member who has served on active duty a minimum of 180 days may apply for evaluation of military service experience for college credit. At a minimum, credit will be applied towards the PE requirement for the SBCC Associate Degree (Area E-3) based on official discharge documents (DD-214 or DD-295) or official military experience transcripts recognized by the American Council on Education (e.g., AARTS, SMART) and completion of fifteen (15) units at Santa Barbara City College. A copy of the veteran's DD-214 separation form and/or official military experience transcripts and an SBCC Non-Traditional Credit Petition form must be submitted to the Transcript Evaluations Office. Credit granted for military service is based on *A Guide to the Evaluation of Educational Experiences in the Armed Services*, published by the American Council on Education.

Official Transcripts to Other Colleges

Upon request of a student, an official transcript of the student's record at Santa Barbara City College will be sent to any college, university or third party. Official transcripts cost \$3.00 each whether you are requesting standard postal mail (5-7 business days), or electronic PDF delivery (same day). Additional fees may apply for added delivery options. The first two official transcripts requested at SBCC are free (Credentials handling charge applies).

Open Enrollment Courses

It is the policy of the Board of Trustees of the Santa Barbara Community College District that, unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to Santa Barbara City College and who meets such prerequisites as may be established pursuant to Section 55003 of Division 6 of Title 5 of the *California Code of Regulations*.

Pass/No Pass Grading

Students may elect a Pass/No Pass grading option with a faculty signature (academic counselor, department chairperson, or instructor of record). A completed Pass / No Pass form must be submitted to Admissions & Records no later than Friday of the 5th week of the semester (Fall & Spring) and Friday of the 2nd week during summer session. (30% length of courses that are not full semester length) After that time, neither the student nor the instructor may change the decision. A pass grade is granted for performance that is equivalent to the letter grade of "C" or better, which equates to satisfactory completion. A student who fails to perform satisfactory will be assigned a "no pass" grade. Transfer institutions may not accept all course with Pass/No Pass grading. You are encouraged to consult with an academic counselor about your decision to take a course Pass/No Pass and the ramifications it may have towards meeting degree and/or transfer requirements.

Repeated Courses

Whenever an eligible course in which a sub-standard grade (D+, D, D-, F, FW, NC or NP) has been received is repeated at SBCC and completed with a grade other than "W," the original grade remains part of the transcript. The original grade and course units are noted with an "E" for exclude.

Units and grade points for the original grade are excluded from the SBCC GPA calculation. Courses in which a student has received a grade of D+, D, D-, F, NC or NP may be repeated twice (not to exceed a maximum of 3 enrollments). Those courses, in which a student has received a "C" grade, or better, may not be repeated. Exceptions to this policy are listed under "Course Repetition Policy" in this *Catalog*.

Revisions of Catalog Regulations

Requirements for graduation, fees, course offerings and other regulations and policies are subject to change without notice and will be effective for all students as changed.

Transfer of Credits from Foreign Countries

Only credentials issued by recognized institutions may be used for admission or transfer credit in the United States. Transfer credits from foreign countries will be accepted with the recommendations of an approved foreign credential transcripts evaluation and translation service, in consultation and approval by appropriate department faculty and/or by the Transcript Evaluations Office under authority of appropriate department faculty. Specific credit of any subject with content that may vary according to regional influence will be evaluated by the Transcript Evaluation Office to determine content, relevance and SBCC course credit. Quarter system units earned will be converted to semester units (semester units = quarter units / 1.5). Refer to www.sbccc.edu/transcriptevaluationpolicy (<http://www.sbccc.edu/transcriptevaluationpolicy>) for additional information.

Transfer of Credits from Other American Colleges

Santa Barbara City College grants lower division credit for most degree-applicable coursework completed at regionally accredited (Associations of Colleges and Schools) institutions of higher learning. Credit earned at a time when an institution was a candidate for accreditation may be accepted for credit. To earn units and/or subject credit from previous coursework, students must submit an official transcript to the SBCC Admissions & Records Office. Official transcripts of all high school and college work are important documents to have on file for proper counseling/advisement and are required for degree certification. Upon request transfer course work will be evaluated by appropriate department faculty and/or by the Transcript Evaluation Office under authority of appropriate department faculty. Subject and unit credit will not be granted for post-baccalaureate level course work. Quarter system units earned will be converted to semester units (semester units = quarter units / 1.5). Refer to www.sbccc.edu/transcriptevaluationpolicy (<http://www.sbccc.edu/transcriptevaluationpolicy>) for additional information.

Transfer of Credits to Other Colleges and Universities

Santa Barbara City College is fully accredited by the Accrediting Commission for the Community and Junior Colleges, which is part of the Western Association of Schools and Colleges. All courses equivalent to university and college work are generally accepted by all WASC member colleges and most other colleges and universities in the United States. Specific Information on course and/or program articulation agreements with the University of California and the California State University can be found at www.assist.org (<http://www.assist.org>) and at articulation.sbccc.edu (<http://articulation.sbccc.edu>). For Information on articulation agreements with California independent colleges, out of

state colleges and international colleges, contact the Santa Barbara City College Transfer Center or Articulation Office.

The college is also approved by the California Department of Education for the training of veterans under the provisions of the *G.I. Bill of Rights*, and by the U.S. Immigration and Naturalization Service for non-quota immigration students in accordance with provisions of Section 101 (a) (15) of the *Immigration and Naturalization Act*, as amended. Accreditation materials are available for review in the Luria Library.

Unit of Credit

Credit Courses: One credit hour of community college work (one unit of credit) requires a minimum of 48 hours of lecture, study, or laboratory work per semester (*California Code of Regulations 55002.5*). For every unit of credit, it is expected that the student will spend at least two hours a week in outside preparation or three hours a week in supervised study or laboratory work.

Withdrawal from Classes

If students must withdraw from college/classes, they may do so online or in person in Admissions & Records by the end of the 9th week of the semester for semester-length classes. Withdrawal dates for Summer classes and courses less than semester-length vary. Information regarding a specific class is available on the student *Schedule/Bill*, at www.sbcc.edu/classes (<http://www.sbcc.edu/classes>) or from Admissions & Records. Students failing to officially withdraw by the stated deadlines will receive an evaluative grade.

Students needing to withdraw after the withdrawal deadline due to extenuating circumstances (verified cases of accidents, illnesses or other circumstances beyond the control of the student) may submit a Petition for Waiver of College Regulations (sbcc.edu/forms) to the Scholastic Standards Committee for review and adjudication. Official supporting documentation is required for consideration.

Withdrawal from Semester-Length Classes

1. A student may initiate a withdrawal from a full semester-length class after the second week but prior to the end of the 9th week. Students are encouraged to consult with the instructor concerning the withdrawal, but the instructor may not withhold the "W."
2. An instructor may drop/withdraw a student for excessive unexcused absences at any time prior to the end of the 9th week of the semester. Absence is considered excessive if a student misses more than the equivalent of one week of classes during the semester, or according to absence guidelines as published in a course syllabus. After the 9th week, the instructor must give an evaluative grade (A+-F), or Pass/No Pass, if appropriate forms are on file with Admissions & Records.
3. A student who remains in a class beyond the end of the 9th week must receive a grade other than a "W."
4. The "W" shall not be used in calculating grade point averages, but excessive "W"s shall be used as a factor in progress probation and dismissal procedures.
5. Students will be blocked from registering in courses in which they have three previously recorded "W" notations or have exceeded the maximum enrollment limit (see Course Enrollment, Repetition and Withdrawal Limits). Students may petition Admissions & Records for exceptions (sbcc.edu/forms (<http://sbcc.edu/forms>)).
6. If a student officially drops prior to the course census date, no notation will be recorded on the transcript.
7. A student activated for military service may receive a military withdrawal (MW) at any time during the semester. Contact Admissions & Records. Military withdrawals will not factor into progress probation, dismissal and shall not be counted for the permitted number of withdrawals.