

September 25, 2018

To: OCC Faculty

Fm: Anna Hanlon, MS, MPH, EdD  
Curriculum Chair

**RE: Validation of Units Awarded on Credit CORs**

Per BP/AP 4020 and as required under Title 5 Sections 55100 and 55130, students are awarded one (1) unit of credit for every 54 hours of student work, as stated:

*Credit Hour One credit hour of community college work (one unit of credit) shall require a minimum of 54 semester hours of total student work, which may include inside and/or outside-of-class hours. A course requiring 108 hours or more total student work shall provide at least 2 units of credit. Cooperative work experience courses shall adhere to the formula for credit hour calculations identified in Title 5 Section 55256.5. Credit for clock hour designated programs shall be awarded consistent with 34 Code of Federal Regulations Part 600.2. The District calculates units based on the following formula:*

$$\frac{\text{Total Contact (In-class) Hours + Outside-of-Class Hours}}{\text{District Divisor (54)}} = \text{Units}$$

The use of total student work is also addressed in the OCC Curriculum Handbook (p. 24) and in the Program and Course Approval Handbook (PCAH) (pp.32-33, 41, and 44-49). Calculated values are rounded down to the nearest 0.5 unit.

Therefore, units are calculated by dividing the total student learning (in-class + homework) hours by 54 and rounding down to the nearest 0.5 unit.

To demonstrate compliance with Title 5, the PCAH, and CCCD policy and procedures, faculty must document that proper credit is awarded for total course work. This documentation is presented in several places on the COR.

1. In the *Justification* area – a statement that affirms the total student work and computation of units awarded is per the 54-hours-of-total-student-work formula.
2. In the *Course Assignments* area– the number of hours of outside work, including reading, writing, and other projects, shall reflect the approximate number of hours the average student would be expected to complete for an average grade.

**Action**

Curriculum Committee Representative will work with faculty to document the total hours of student work, documenting in *Justification* and *Course Assignments* areas of COR.

**Coast Community College District**  
**BOARD POLICY**  
Chapter 4  
Academic Affairs

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**BP 4240 Academic Renewal**

Review

**References:**

Title 5 Section 55046

Previously recorded substandard academic performance may be disregarded if it is not reflective of a student's demonstrated ability. Administrative Procedure 4240 defines the procedures that provide for academic renewal.

See Administrative Procedure 4240

Adopted March 1, 1989

Revised April 1, 1991

Revised July 18, 2001

Renumbered from CCCD Policy 030-4-4, Fall 2010

Revised August 15, 2012

Reviewed DATE

**Coast Community College District**  
**Administrative Procedure**  
Chapter4  
Academic Affairs

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**AP 4230 Grading and Academic Record Symbols**

Revision

**References:**

Title 5, Sections 55021, 55022, 55023, 55024

In accordance with BP 4230 Grading and Academic Record Symbols, each College shall award letter grades of "A" through "F" or grades of "P" (pass) or "NP" (no pass) in all college unit (credit) courses as follows:

SYMBOL	DEFINITION	GRADE POINTS/UNITS
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing	1 less than satisfactory
F	Failing	0
P	Pass	at least satisfactory; units awarded, not counted in grade point average (GPA)
NP	No Pass	less than satisfactory, or failing; units not counted in GPA

The following nonevaluative symbols may also be used as defined but shall not be used in calculating GPAs.

SYMBOL	DEFINITION
W	<ol style="list-style-type: none"><li>1. Withdrawal from a class or classes shall be permitted through the last day of the 14<sup>th</sup> week of the semester or 75% of a class, whichever is less.</li><li>2. No notation ("W" or other) shall be made on the academic record of a student who withdraws during the first two weeks of the semester or 20% of a class, whichever is less.</li><li>3. It is the student's responsibility to withdraw from class and to notify the instructor, within the appropriate period of time, to avoid a penalty grade.</li></ol>

4. The "W" shall not be used in calculating GPA, but shall be used in determining probation and dismissal.

5. A student may withdraw no more than twice (this is a local decision) from the same course and receive a "W."

6. In the cases of multiple withdrawals of a student from the same course, the College will contact the student to determine the impact on the student's educational goal and appropriate support services and alternative classes, as needed.

- I
1. Incomplete academic work for unforeseen, emergency, and justifiable reasons at the end of a term may result in an "I" symbol being entered in the student's permanent record. The condition for the removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for the 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.
  2. The "I" may be made up no later than one year following the end of the term in which it was assigned. The student will be notified by the College regarding the conditions necessary to receive a grade.
  3. 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.
  4. A student may petition for a time extension due to unusual circumstances by contacting the College Director of Admissions and Records.

IP

The "IP" (in progress) 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 an evaluative symbol (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 shall appear on the student's record for the term in which the course is completed. The "IP" shall not be used in calculating GPA. If a student enrolled in an "open-entry, open-exit" course is assigned an "IP" at the end of a term and does not re-enroll in that course during the subsequent term, the appropriate faculty will assign an evaluative symbol (grade) to be recorded on the student's permanent record for the class.

RD The "RD" (report delayed) symbol may be assigned by the registrar only. It indicates 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 GPAs.

MW The "MW" (military withdrawal) symbol may be used to denote military withdrawal in accordance with Title 5 Section 55024.

EW Excused Withdrawal ("EW") occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting his or her ability to complete a course(s) and may include a job transfer outside the geographical region, an illness in the family where the student is the primary caregiver, when the student who is incarcerated in a California state prison or county jail is released from custody or involuntarily transferred before the end of the term, when the student is the subject of an immigration action, or other extenuating circumstances, namely verified cases of accidents, illnesses, making course completion impracticable. In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer. Upon verification of these conditions and consistent with the district's required documentation substantiating the condition, an excused withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. The withdrawal symbol so assigned shall be an "EW."

Excused withdrawal shall not be counted in progress probation and dismissal calculations.

Excused withdrawal shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.

Students electing the pass/no pass option will review the following procedures prior to making their decision:

The student must select the letter grade or credit/no credit option in "optional" graded classes no later than the ~~five~~third week of a semester-length class or prior to the completion of the first 20% of the class.

A Pass ("P") may be granted only when the work is of a quality equivalent to a grade of "C" or better.

All units earned at an accredited college or university on a credit/no credit basis will be counted toward the degree requirements of the college.

Grades of no pass ("NP") are considered in determining probation and dismissal.

In courses where a single standard of performance exists for which unit credit is assigned, only a P or NP grade will be given.

### **Grading of noncredit courses**

The following grades will be used for noncredit courses. These grades shall not be used in calculating GPAs, have no numeric value, and shall not be considered in determining academic probation, progress probation, or dismissal. For all noncredit courses, the student will be able to choose whether to receive P/NP/SP or a grade.

SP Satisfactory Progress towards completion of the course (used for noncredit courses only and is not supplanted by any other symbol.)

P Passing (at least satisfactory)

NP No Pass (less than satisfactory, or failing)

A-NC Excellent

B-NC Good

C-NC Satisfactory

D-NC Passing

F-NC Failing

W-NC Withdrawal after the start of the class. It is the student's responsibility to withdraw from the class. In noncredit classes, a student can withdraw at any time after the class started and be assigned a W-NC symbol.

MW-NC The military withdrawal symbol may be used to denote military withdrawal in accordance with Title 5 Section 55024 and BP 5013.

EW-NC Excused Withdrawal (for description see above)

Ratified May 2, 2012  
Ratified June 20, 2018  
Ratified DATE

**Coast Community College District**  
**ADMINISTRATIVE PROCEDURE**  
Chapter 4  
Academic Affairs

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**AP 4240 Academic Renewal**

Revision

**References:**

Title 5 Section 55046

In accordance with BP4240, the purpose of this procedure is to disregard past substandard academic performance of students when such work is not reflective of their current demonstrated ability. It is based on the recognition that due to unusual circumstances, or circumstances beyond the students' control, the past substandard work will negatively affect their academic standing and unnecessarily prolong the rate at which they complete their current objectives. Academic Renewal is intended to facilitate graduation from a college in the District and/or enable qualified students to transfer to a four-year college or university .

If the specific conditions listed below are met, ~~Coast Community College District~~the colleges in the District may disregard from all consideration associated with the computation of a student's cumulative grade point average (GPA) up to a maximum of thirty (30) semester units of course work ~~from a maximum of two (2) semesters or three (3) quarters~~ taken at any college for graduation, or transfer or grade point average (GPA) purposes only. ~~These conditions are as follows:~~

1. The course work to be disregarded is substandard (grades of D or F). ~~The semester grade point average for each semester to be disregarded is less than 2.0.~~
2. A minimum of 12 semester units has been completed at any regionally accredited college or university with a cumulative GPA of at least 2.0 in all course work subsequent to the course work to be disregarded.
3. At least 12 months have elapsed since the most recent course work to be disregarded.
4. ~~All course work shall be disregarded in that semester, except those courses required as a prerequisite or to satisfy a requirement in the student's current declared program of study.~~
5. Academic Renewal cannot be reversed once it has been granted.

Credit for courses from other colleges or universities can be disregarded in order



to meet the grade point average requirements for an A.A./A.S. degree or Certificate of Achievement.

All course work will remain legible on the student's permanent record (transcript), ensuring a true and complete academic history. However, students' permanent records will be annotated so that it is readily evident to all users of the records that the units, even if satisfactory, are to be disregarded. This notation will be made at the time that the academic renewal has been approved by the appropriate college office.

If another accredited college has acted to remove previous course work from consideration in computing the GPA, such action shall be honored in terms of its policy. However, such units disregarded shall be deducted from the 30 semester units maximum of course work eligible to be disregarded at a ~~Coast Community College District~~ college in the District.

Interpretation of the academic renewal procedure is the responsibility of the appropriate college official who may, for compelling reasons, make exceptions to the stated conditions provided the requirements of Title 5 Section 55044 are observed. All receiving schools may not accept our Academic Renewal Policy and Procedure.

The Admissions and Records and Counseling departments at the colleges in the ~~Coast Community College~~ District are responsible for implementing this administrative procedure.

Ratified August 15, 2012  
Ratified DATE

**Coast Community College District**  
**BOARD POLICY**  
Chapter 4  
Academic Affairs

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**BP 4230 Grading and Academic Record Symbols**

**References:**

Title 5 Sections 55020, 55021, 55022, 55023, 55024, 55025

The Chancellor will develop a grading system that is consistent with Title 5 Sections 55020, 55021, 55022, 55023, 55024, 55025 and all other applicable Title 5 and Education Code sections. The District grading system shall identify grading symbols to be assigned along with their definitions and conditions under which they are assigned.

The grading system shall be published in the catalogs of Coastline Community College, Orange Coast College, and Golden West College and made available to students.

See Administrative Procedure 4230

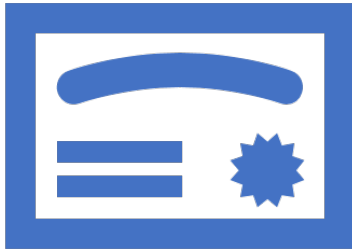
Adopted June 15, 1988

Renumbered from Board Policy 030-4-1

Renumbered from Board Policy 4232 May 2012

Revised May 2, 2012

Reviewed June 20, 2018



# GE SLOs and Local AS degree

Academic Senate

October 2, 2018

Anna Halon, Curriculum Chair

60 units  
2.0 GPA  
12 units completed at OCC  
Currently Enrolled  
*Mathematics Requirement*



**Major Requirement**  
18 units minimum from approved program or certificate



### General Education

Option 1  
24 units min.  
**Fold in OCC Local  
Requirements\*\***

Option 2  
39 units min.  
No additional  
requirements

Option 3  
34 units min.  
No additional  
requirements

November, 2014  
Senate Presentation



# Graduation Requirements, Local AA, General Education (GE) SLOs Alignment

- **AREA A: ENGLISH LANGUAGE COMMUNICATION AND ANALYTICAL THINKING:** Students will be able to read, write, listen, and speak competently while demonstrating critical/analytical thinking skills.
- **AREA B: PHYSICAL AND BIOLOGICAL SCIENCES; SCIENTIFIC INQUIRY; LIFE SCIENCE:** Students will apply critical thinking skills concerning the causes and effects of natural phenomena and will become familiar with the rational approach that researchers use to analyze data and formulate logical conclusions.
- **AREA C: ARTS AND HUMANITIES:** Students will develop skill sets associated with the arts and humanities by analyzing aesthetic qualities, evaluating and developing rational arguments, identifying cultural and historical influences, and engaging in artistic expression.
- **AREA D: SOCIAL AND BEHAVIORAL SCIENCE:** Students will use the theoretical and methodological principles of the social and behavioral sciences to explain and evaluate institutions, groups, and individuals across social, economic, and global contexts of historical periods.
- **AREA E: LIFE SKILLS, LIFE-LONG LEARNING AND SELF DEVELOPMENT:** Students will develop and demonstrate the life skills of interpersonal relationships, self-understanding and management, and decision making for professional success and personal well-being.

# Local AS GE Requirements



**AREA A: ENGLISH COMMUNICATION**



**AREA B: PHYSICAL AND BIOLOGICAL SCIENCES**



**AREA C: ARTS AND HUMANITIES**



**AREA D: SOCIAL AND BEHAVIORAL SCIENCES**



**AREA E: Not included**

# Curriculum Committee Action

- Reviewed GE SLO statements as related to the local AA degree
- Considered appropriateness of aligning GE statements with local AS degree
  - Evaluated GE SLO statement
  - Evaluated courses in area
- Endorsed aligning local AS GE requirement with GE SLO statements
  - This endorsement included the exclusion of area E, as the intent was not to change the GE pattern, but to determine alignment with GE SLOs.
- Requesting Academic Senate Endorsement



# Validation of Units Awarded/Curricular Process & Action

Academic Senate

October 2, 2018



## BP/AP 4020

### Title 5 Sections 55100 and 55130

*Credit Hour One credit hour of community college work (one unit of credit) shall require a minimum of 54 semester hours of total student work, which may include inside and/or outside-of-class hours. A course requiring 108 hours or more total student work shall provide at least 2 units of credit. Cooperative work experience courses shall adhere to the formula for credit hour calculations identified in Title 5 Section 55256.5. Credit for clock hour designated programs shall be awarded consistent with 34 Code of Federal Regulations Part 600.2. The District calculates units based on the following formula:*

$$\frac{\text{Total Contact (In-class) Hours + Outside-of-Class Hours}}{\text{District Divisor (54)}} = \text{Units}$$

## BP/AP 4020

### Title 5 Sections 55100 and 55130

Therefore, units are calculated by dividing the total student learning (in-class + homework) hours by 54 and rounding down to the nearest 0.5 unit.

# Summary

- Students are awarded one (1) unit of credit for every 54 hours of student work
- To demonstrate compliance with Title 5, the PCAH, and CCCD policy and procedures, faculty must document that proper credit is awarded for total course work.
- Curriculum Committee Representative will assist faculty in this validation and documentation