

# ACADEMIC INFORMATION

## About This Section

The information in this section is centered around helping CCD students understand what is expected of them as a member of the community. For academic integrity and standards, use this as a guide to navigate toward student success. This guide will also assist students in determining graduation requirements and transfer options.

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CCD has policies and standards to help students know what to expect of CCD and what CCD expects of students. The following is a summary of the information students need to know. An Academic Advisor or anyone on the Enrollment Administration and Student Success staff can help students understand these policies, standards, and rights.

## CCD Grade Policy

Achievement in a course is measured by meeting specific course objectives. CCD students are evaluated using a letter-grade system. Instructors have the authority to assign grades. The following explains what each grade means. For more information, visit [www.CCD.edu](http://www.CCD.edu), consult the course syllabus or ask the instructor to explain their grading system.

## CCCS Inventory of Common Grading Symbols

### I - Incomplete

The I or incomplete grade is a temporary grade. It is designed for students who have completed a majority of the course work (defined as at least 75 percent of all course assignments and tests) in a satisfactory manner (grade C or better), but are unable to complete within the semester due to documented illness or circumstances beyond their control.

If circumstances prevent the student from completing a test or assignments by the end of the term, then it is the student's responsibility to initiate the request for an incomplete grade from the instructor. The instructor will determine whether the student has a reasonable chance of satisfactorily completing the remaining course activities in a timely manner. In the event that a student and instructor cannot reach resolution concerning an Incomplete, then the student should contact the Department Chair.

In requesting an incomplete grade, the student must present the instructor with documentation of circumstances justifying an incomplete grade. The instructor and student will sign an Incomplete Grade form and submit it to the Center Dean for approval. While waiting for the work to be completed, the instructor will assign an incomplete grade on the grade roster.

Military personnel and emergency management officials who are required to go on Temporary Duty (TDY) during a term should contact their instructor for special consideration. Documentation of official TDY assignment is required and must be approved by the Provost.

An incomplete grade which is not converted to a letter grade by the instructor after one subsequent semester (not including summer semester) will become an F grade unless a higher default grade has been assigned by the instructor.

To avoid duplicate payment of a course, students should not re-enroll in a class in which an incomplete grade is pending, since according to the college's definition of enrollment, they are still enrolled.

### S - Satisfactory

The satisfactory grade is equivalent to a grade of C or better. These grades are not included in the GPA calculation or in quality points. The course will count for attempted and earned credits.

### U - Unsatisfactory

The unsatisfactory grade is equivalent to a D or F grade. These grades are not included in the GPA calculation. The course will count in attempted credits, but will not carry earned credits.

### S/A, S/B, S/C - Satisfactory

These are satisfactory grades awarded only for developmental and remedial courses. The A, B, and C indicate the level of satisfactory performance. These grades are not included in the GPA calculation. The course will count for attempted and earned credits.

### U/D, U/F - Unsatisfactory

These are unsatisfactory grades awarded only for developmental and remedial courses. The D and F indicate the level of unsatisfactory performance. These grades are not included in the GPA calculation. The course will count in attempted credits, but will not carry earned credits.

### W - Withdrawal

The W or withdrawal grade is assigned when a student officially withdraws from a course after the course census date. A withdrawal can only be processed during the first 80 percent of the course. No academic credit is awarded. The course will count in attempted hours.

### AW - Administrative Withdrawal

The AW or administrative withdrawal is assigned by the college when a student has been administratively withdrawn. No academic credit is awarded. The course will count in attempted hours. CCD only grants AW grades for extenuating circumstances that are documented, appealed, and approved by the Extenuating Circumstance Appeal Committee.

### Last Day of Attendance

Faculty are required to provide the last date of attendance for each student who is awarded an F, I, U, or U/F.

### Repeat Field Indicators - I or E

Assigned for repeated courses on the student's transcript, an I will indicate include in earned hours and GPA calculation or E will indicate exclude from earned hours and GPA calculation.

## Credit Hours

CCD follows the Colorado Commission on Higher Education recommendation that "for every hour of credit, students must engage in a minimum of 12.5 hours of instructional time" (15 week semester = 50 minutes per week per credit). Therefore, all courses including online, hybrid, and accelerated are designed and facilitated so that students have the opportunity to devote enough time to meet course objectives.

As a general rule, for every hour spent in class, students should also plan to dedicate at least two hours (three hours for math/science courses) outside of class to study and complete assignments. When deciding on a course load, students should keep these time requirements in mind.

## Extenuating Circumstance Appeal Process

The Extenuating Circumstance Appeals Committee may approve a late withdrawal and/or tuition credit for emergencies that exist beyond the student's control preventing compliance with the established dates and deadlines for that term.

- To receive an Extenuating Circumstance Appeal packet, students must first meet with their Academic Advisor.
- Students must submit a completed Extenuating Circumstance Appeal packet and supporting documentation within one calendar year from the end of the semester for which the student is appealing.
- The Extenuating Circumstance Appeal packet must include all required application forms and all supporting documentation. Completed Extenuating Circumstance Appeal packets will be reviewed and the

student will be notified by CCD email of the committee's decision within 30 calendar days. Written notification will also be mailed to the student's address on file.

- The appeal packet must include all required signatures to be considered.
- The Extenuating Circumstance Appeal will be denied if the student failed to comply with the deadline if the extenuating circumstance allowed for submission in a timely manner.
- If an appeal is denied, a student may request to have the appeal reconsidered by the committee, only if the student can supply additional documentation to support the extenuating circumstance. When a second review is requested, the decision made by the committee is final.
- Students who have received financial aid and are granted an Extenuating Circumstance Appeal may not receive refunds. Credit balances will be used to repay federal aid first. Contact the Financial Aid Office for more information.

## Grade Appeals

Appeals regarding final grades should be initiated by the student within 60 calendar days after the date grades are posted for the semester in which the grade was awarded. Before making an appeal, the student should first discuss the grade with the instructor, and then, if necessary, with the Department Chair. If there is no resolution, the student can appeal the grade by submitting a written statement to the Center Dean explaining the problem. The Center Dean will investigate and respond in writing within 15 days. The Dean's decision is the final step of the grade appeal process.

## Grade Point Average (GPA)

Grade points measure a student's achievement for the credit hours completed.

### Calculating GPA

To calculate the GPA, multiply the number of grade points by the number of credit hours received for each course. Total the number of credits and the number of grade points separately. Divide the total grade points by the total credits.

A	=	4 grade points
B	=	3 grade points
C	=	2 grade points
D	=	1 grade points
F	=	0 grade points

*Note: All other grades (Satisfactory, Unsatisfactory, S/A, S/B, S/C, SP, I, W, AU, AW, NC, U/D, U/F) are not calculated into the CCD GPA.*

The following is an example of how to calculate grade point average:

Course	Credits	Grade	Points
ANT 101 Cultural Anthropology	3	A	12=(3 x 4)
BIO 111 General College Biology	5	A	20=(5 x 4)
CIS 118 Introduction to PC Applications	3	B	9=(3 x 3)
ENG 121 English Comp I	3	D	3=(3 x 1)
POS 111 American Government	3	F	0=(3 x 0)
<b>Totals</b>	<b>17</b>		<b>44</b>

Total grade points divided by total credits equals the cumulative grade point average. Therefore, the grade point average for the above example is 44 divided by 17 for a 2.59 GPA.

Students may use Degree Works for GPA calculation assistance.

## Repeating Courses

All CCD college-level courses may be repeated twice at CCD. For most courses, once a student attempts to register for the same course a third time, they will be directed to an advisor and must be approved for registration. If

a student is denied registration, they have the right to appeal through the Repeat Appeals committee. A fourth repeat attempt will require an appeal, which must be approved by the Repeat Appeals committee.

Each grade received will be listed on the transcript. The transcript notation will follow the course indicating that the course was repeated and designate whether the course will be included in the GPA. The highest grade will be used in the GPA calculation. All credit hours earned for initial and repeated courses will be deducted from a student's remaining COF stipend eligible hours. Repeating a course may impact a student's financial aid eligibility. If the same grade is earned two or more times for a repeated course, the most recent instance of the duplicate grade will be included in the term and cumulative GPA. All other duplicate grades will be excluded from the term and cumulative GPA. The Repeat Policy does not apply to courses transferred to CCD.

Repeated courses may be applied only one time to a certificate or degree, except for variable credit courses and designated courses that may be repeated within program requirements. CCD will designate courses that may be repeated within program requirements.

If both the initial and the repeated course were taken in Fall 2006 or after, the system should automatically remove the lower grade from the GPA. If either the initial or the repeated course (or both) were taken prior to Fall 2006, then the student must complete a "Petition for Repeat Courses" form and submit it to the Admissions, Registration and Records Office. If students do not see the repeated designation, they may submit a "Petition for Repeat Courses" form to Admissions, Registration and Records.

### For Developmental Courses Only

The grading system for developmental courses changed beginning Fall 2006 and developmental grades are no longer included in the cumulative GPA calculation. However, if either the initial course or the repeated course (or both) were taken prior to Fall 2006, then the student must complete and submit a "Petition for Repeat Courses" form to the Admissions, Registration and Records Office in order for the developmental coursework to be reviewed.

Appeal forms can be found in the Document Library at [www.CCD.edu/StudentForms](http://www.CCD.edu/StudentForms) under the "Academic Advising Center." Completed appeal documents should be turned into the Academic Advising Center, Confluence 123 – to the attention of the Repeat Appeals Committee.