

Academic Policies



Academic Policies

This section of the SMC catalog offers a summary overview of selected academic policies, rules, regulations, and procedures at Santa Monica College. Topics are presented in alphabetical order. Information was current when this edition of the catalog was published. Santa Monica Community College District administration reserves the right to add, amend, or repeal any of its policies, rules, regulations, and procedures at any time. The information provided in this section is subject to change without notice. Please see the District's Administrative Regulations at smc.edu/AdminRegulations for additional details, as well as information on topics not covered in this or other sections of the catalog.

Academic and Progress Probation and Disqualification Policies

Santa Monica College is committed to providing a broad range of academic courses, student services, and specialized programs to help students succeed and meet their goals. Students are expected to take responsibility for meeting the SMC Student Success Standards of "Academic Achievement" and "Timely Progress."

Academic Achievement is defined as maintaining a cumulative grade point average of C (2.0) or better in all classes taken at Santa Monica College. The cumulative SMC GPA does NOT include grades earned at other colleges or universities. However, students should note that grades earned at other institutions WILL be used in calculating their grade point average for the purpose of graduation.

Timely Progress is defined as not exceeding the allowed percentage of I (Incomplete), W (Withdrawal), and NP (No Pass; formerly NC-No Credit) notations within the specified amount of enrolled units. A student who meets the standards of timely progress has enrolled in at least 12 cumulative units and received less than 50% of I, W, or NP notations.

Failure to meet the Student Success Standards can lead to academic probation, progress probation, academic disqualification, or progress disqualification. Please note: Per AR 4111.8 (Enrollment Priorities), students will be subject to lower enrollment priority after two consecutive semesters of probationary, disqualified, or readmitted status. Students will lose eligibility for the California College Promise Grant (CCPG) after two consecutive semesters of academic and/or progress probationary status (students in the Guardian Scholars Program and other foster youth are exempted).

Students on academic or progress probation should meet with a counselor as soon as possible to review the circumstances that led to probation, and to develop a student success plan, including a comprehensive student education plan.

ACADEMIC PROBATION

To remain in good academic standing at Santa Monica College, students must maintain a C (2.0) or better cumulative grade point average.

Students will be placed on academic probation if they:

- Fall below a C (2.0) cumulative grade point average in 12 or more SMC cumulative units attempted; or
- Transfer to SMC while on disqualification status at another college or university; or
- Are readmitted after disqualification from SMC.

Students on academic probation are limited to enrolling in a maximum of nine (9) units in a spring or fall semester and five (5) units in a winter or summer session. Students who have been readmitted under probationary status after disqualification from SMC, or who have transferred to SMC after disqualification from another institution, are limited to a maximum of six (6) units in a spring or fall semester and five (5) units in a winter or summer session.

Students will remain on academic probation until they raise their cumulative SMC grade point average to a 2.0 or better, or are disqualified from attending SMC due to unsatisfactory academic performance.

As a preventive measure, students are urged to review the Attendance Policies section. Failure to properly withdraw from classes causes many students to be placed on academic and/or progress probation—situations that can be avoided by timely and appropriate withdrawal. **It is the student's responsibility to withdraw from a course. Informing the instructor is NOT sufficient. Failure to withdraw from a course can lead to receiving a grade of F (0.0).**

F-1 VISA STUDENTS PLEASE NOTE: Federal law *requires* students with an F-1 visa to complete 12 units during each fall and spring semester, *regardless of academic status*. If there is ANY possibility that a student may be placed on academic probation or disqualified from attending SMC due to poor academic performance, the student should IMMEDIATELY arrange to discuss the situation with a counselor from the International Education Center.

STUDENT ATHLETES IN SEASON OF COMPETITION (Spring/Fall) PLEASE NOTE: To compete in a given sport at SMC, a student must be enrolled in and actively attending 12 units (a maximum of 3 of those units can be for KIN PE courses) during the season of competition, regardless of academic status. If there is ANY possibility that a student may be placed on academic probation or disqualified from attending SMC due to poor academic performance, a student should IMMEDIATELY arrange to discuss the situation with an athletic counselor by calling 310-434-8017.

PROGRESS PROBATION

To remain in good standing at Santa Monica College, students must not exceed the allowed percentage of I (Incomplete), W (Withdrawal), and NP (No Pass; formerly NC-No Credit) notations within the specified number of enrolled units.

A student enrolled in at least twelve (12) semester units will be placed on progress probation if the percentage of units in which the student receives a notation of W (Withdrawal), I (Incomplete), or NP (No Pass) reaches or exceeds 50% of units enrolled.

Students on progress probation are limited to enrolling in a maximum of nine (9) semester units in a spring or fall semester and five (5) semester units in a winter or summer session.

Students will remain on progress probation until they increase their number of completed units to meet the required percentage of their enrolled units, or until they are disqualified from attending SMC due to their continuing unsatisfactory progress.

F-1 VISA STUDENTS PLEASE NOTE: Federal law *requires* students with an F-1 visa to complete 12 units during each fall and spring semester, *regardless of academic status*. *If there is ANY possibility that a student may be placed on progress probation or disqualified from attending SMC due to unsatisfactory progress, the student should IMMEDIATELY arrange to discuss the situation with a counselor from the International Education Center.*

STUDENT ATHLETES IN SEASON OF COMPETITION (Spring/Fall) PLEASE NOTE: To compete in a given sport at SMC, a student must be enrolled in and actively attending 12 units (a maximum of 3 of those units can be for KIN PE courses) during the season of competition, regardless of academic status. If there is ANY possibility that a student may be placed on progress probation or disqualified from attending SMC due to unsatisfactory progress, the student should IMMEDIATELY make arrangements to discuss the situation with an athletic counselor by calling 310-434-8017.

CALIFORNIA COLLEGE PROMISE GRANT (CCPG) SATISFACTORY ACADEMIC PROGRESS REQUIREMENT

The State of California requires California College Promise Grant (CCPG) recipients to meet certain minimum academic standards. Please note:

- To remain CCPG eligible, students must maintain at least a 2.0 GPA and a course completion rate of at least 50%.
- Students who fail to meet the GPA and/or completion rate standards will be placed on CCPG Probation.
- Students on CCPG Probation have one major term (Fall or Spring semester) to raise their GPA and/or completion rate.
- Students who fail to raise their GPA and/or completion rate up to the minimum standards may become ineligible for a CCPG for the next fall or spring semester unless they (a) have already enrolled in the next fall or spring semester; or (b) have not yet completed 12 units.

More information about the California College Promise Grant (CCPG) Satisfactory Academic Progress Requirement, including how to appeal the loss of CCPG eligibility, is on the SMC Financial Aid webpage.

ACADEMIC DISQUALIFICATION

Academic disqualification will result if a student who begins the fall or spring semester on academic probation fails to achieve a cumulative GPA of 2.0 or higher by the end of the semester. However, any student on academic probation whose most recent semester GPA equals or exceeds a 2.0 GPA will not be disqualified, but continue on academic probation. Students on “readmitted disqualified” status will be initially limited to a maximum of six (6) units when pre-enrolling for the next fall or spring semester, and a maximum of three (3) units when pre-enrolling for the next winter or summer session. A student who becomes disquali-

fied after pre-enrolling for the subsequent semester will be administratively dropped from all registered courses if the student is not reinstated by a counselor.

For further information, please see an SMC counselor.

PROGRESS DISQUALIFICATION

Students who have been placed on progress probation at the end of a fall or spring semester will be disqualified from Santa Monica College at the end of the subsequent semester when the cumulative percentage of units in which a student receives a notation of W (Withdrawal), I (Incomplete), or NP (No Pass; formerly NC-No Credit) reaches or exceeds 50% of units enrolled.

A student who becomes disqualified after pre-enrolling for the subsequent semester will be administratively dropped from all registered courses if the student is not reinstated by a counselor.

Any student on progress probation, however, whose most recent semester work does not exceed the allowed percentage of W, I, or NP notations will not be disqualified, but continue on progress probation. Students on “readmitted disqualified” status will be initially limited to a maximum of six (6) units when pre-enrolling for the next fall or spring semester, and a maximum of three (3) units when pre-enrolling for the next winter or summer session. A student who becomes disqualified after pre-enrolling for the subsequent semester will be administratively dropped from all registered courses if the student is not reinstated by a counselor.

Students should go to smc.edu/DQProbationPolicies or see a counselor for more information.

REINSTATEMENT OF DISQUALIFIED STUDENTS

Students who have been disqualified (dismissed) from Santa Monica College due to poor academic performance and/or unsatisfactory progress, *and who have been away from SMC for one semester or less*, must complete and submit a ‘Disqualified Student Petition for Reinstatement to Probationary Status.’ Students who petition for reinstatement to SMC may or may not be allowed to return, depending on reinstatement guidelines. To complete the reinstatement petition, students must log in to Corsair Connect at smc.edu/cc, then go to ‘SMC Quick Links,’ click on ‘DQ Student Petition,’ and follow the instructions. Once the petition is successfully submitted, a confirmation message will appear, and the petition will be saved in the Corsair Connect account. To have a reinstatement petition reviewed and processed, a student **MUST** meet in person with a counselor. The counselor will determine whether reinstatement is possible, what conditions the student must meet in order to enroll at SMC, and how many units the student may enroll in, up to a maximum of 6 units per academic term.

If a student is denied reinstatement, the counselor may require the student to successfully complete a specific number of units at another college or university, with a specific minimum GPA, before being allowed reinstatement to SMC.

Other policies regarding reinstatement at SMC include:

- After a 1st disqualification, if a student is allowed to reinstate, the counselor will specify a maximum number of units the student can enroll in, up to a

maximum of six (6) units for a fall or spring semester, and up to a maximum of three (3) units for a Winter or Summer session;

- After a 2nd disqualification, a student must wait for one semester and possibly one intersession before requesting to be reinstated; and
- After a 3rd disqualification, and each disqualification after that, a student must wait for one year before requesting to be reinstated.

Please see smc.edu/DQProbationPolicies for information on other requirements for disqualified students seeking reinstatement to SMC.

ADMISSION/READMISSION OF STUDENTS DISQUALIFIED FOR ACADEMIC OR PROGRESS REASONS

A disqualified student who wishes to be readmitted *after being away from Santa Monica for two consecutive semesters (one year) or longer* or who is attending SMC for the first time after being disqualified from another institution is required to file BOTH an SMC Admission Application AND a 'Disqualified Student Petition for Reinstatement.' The student must take the following steps IN THE ORDER PRESENTED.

- The student must file an application for admission to SMC by going to smc.edu/apply and clicking on the 'Apply Now' button in the 'New/Returning Students' section.
- After submitting the application, the student will receive an email that provides an SMC Student ID number, which will be used to log in to Corsair Connect. Returning students will have their previous SMC ID number reactivated in the system.
- The student must log in to Corsair Connect, look under 'SMC Quick Links' for the 'DQ Student Petition' link, click on that link, and complete and submit the petition.
- Once the completed DQ Petition is submitted, a message will appear with further instructions for the student to follow. The Readmission Committee will determine whether reinstatement is possible and what conditions the student must meet in order to enroll at SMC, and will email its decision, along with any further instructions, to the student's SMC email address.
- IMPORTANT: Students who have been disqualified from another college (not SMC) must also fax a copy of their unofficial transcripts (or arrange for official transcripts to be sent to SMC) from ALL colleges attended. Fax transcripts to 310-434-4007, or mail to Counseling & Transfer Services, ATTN: Readmission Committee, Santa Monica College, 1900 Pico Blvd., Santa Monica, CA 90405. PLEASE NOTE: The reinstatement process will NOT continue OR be complete until all transcripts are received. After a student's transcripts are received, an SMC counselor will review the petition and email the decision — along with any further instructions — to the student's SMC email address. Once readmitted to SMC, the student MUST arrange for an official copy of all transcripts to be sent *directly by the previous college(s)* to Santa Monica College, ATTN: Admissions,

1900 Pico Blvd., Santa Monica, CA 90405-1628. When the transcripts are received, an SMC counselor will review the student's DQ Petition and email a response to the student's SMC email address.

ADMISSION OF STUDENTS DISQUALIFIED FOR OTHER REASONS

Students disqualified, suspended, or expelled from other institutions for disciplinary issues should meet with the Admissions supervisor to resolve their enrollment status.

Academic and Progress Renewal

Santa Monica College will disregard a selected number of units for classes a student previously completed at SMC in which the student's performance was substandard. Students who wish to have previous coursework disregarded must meet the requirements for academic renewal or progress renewal.

ACADEMIC RENEWAL

Academic Renewal is a process designed to facilitate a student's completion of a degree or certificate program — and/or the student's removal from academic probation — by disregarding up to 30 semester units of the student's previous coursework. The student must discuss his or her situation with a counselor and file a petition for academic renewal. Final approval of the petition will be granted by the Admissions Office.

To qualify for academic renewal, the student must meet the following criteria:

1. The student has not previously used petitioned coursework for a degree or certificate from SMC or for IGETC or CSU GE certification; and
2. The coursework to be disregarded is limited to classes where the student received a grade of D (1.0) or F (0.0) and did not subsequently complete the course with a C (2.0) or higher at SMC or at another institution; and
3. The student has completed a minimum of:
 - 36 consecutive semester units with a 2.0 GPA, or
 - 24 consecutive semester units with a 2.5 GPA, or
 - 15 consecutive semester units with a 3.0 GPA
 at a regionally accredited college or university *after* having completed the coursework to be disregarded; units must be consecutive and must have begun any time after the coursework to be disregarded; and
4. There must be a lapse of at least one year since the student's completion of the most recent coursework to be disregarded.

All disregarded coursework will remain in the student's permanent record, and the student's transcripts will be annotated to make it readily evident that any disregarded course(s) may not be used to satisfy certificate, degree, or general education requirements.

PROGRESS RENEWAL

Progress Renewal is a process designed to facilitate a student's completion of a degree or certificate program — and/or the student's removal from progress probation — by disregarding up to a maximum of 30 semester units of the student's previous coursework. The student must discuss his or her situation with a counselor and file a petition for progress renewal. Final approval of the petition will be granted by the Admissions Office.

To qualify for progress renewal, the student must meet the following criteria:

1. The coursework to be disregarded is limited to classes where the student received a notation of W (Withdrawal), MW (Military Withdrawal), or NP (No Pass; formerly NC-No Credit); and
2. The student has completed — without receiving a notation of NP (No Pass), NC (No Credit), W (Withdrawal), or I (Incomplete) — a minimum of:
 - 36 consecutive semester units with a 2.0 GPA, or
 - 24 consecutive semester units with a 2.5 GPA, or
 - 15 consecutive semester units with a 3.0 GPA,
 at a regionally accredited college or university after having completed the coursework to be disregarded; units must be consecutive and must have begun any time after the coursework to be disregarded; any Withdrawal (“W”), Incomplete (“I”), No Credit (“NC”), or No Pass (“NP”) notation/grade received during this timeframe will make the student ineligible for progress renewal; and
3. There must be a lapse of at least one year since the student's completion of the most recent coursework to be disregarded.

All disregarded coursework will remain in the student's permanent record, and the student's transcripts will be annotated to make it readily evident that any disregarded course(s) may not be used to satisfy certificate, degree, or general education requirements.

Academic Requirements for Good Standing

To maintain good academic standing at SMC, students are required to have a minimum 2.0 (C) grade point average, based on all units attempted. Please see the Academic and Progress Renewal policies (page 364) and the Course Repetition policy (page 367) for information on possible improvement of grade point average (GPA).

DEAN'S HONOR LIST

Each fall and spring semester, a Dean's Honor List of outstanding students is issued. To be eligible for the Dean's Honor List, a student must have completed a program of 12 or more graded units at Santa Monica College during the qualifying fall or spring semester, and have earned a semester grade point average of 3.0 or higher. The units must be in courses that award an A (4.0), B (3.0), C (2.0), D (1.0), or F (0.0) as a grade (grades of P, NP, or I are not included).

A student's transcript will be annotated with the designation “Dean's Honor List.”

HONORS AT GRADUATION

Santa Monica College students who have consistently demonstrated outstanding academic excellence and have a cumulative grade point average of 3.0 or higher for all college-level courses they have completed at SMC and at other regionally accredited colleges receive special recognition of their outstanding academic excellence at graduation. A record of their graduation honors will appear on their transcript.

To be eligible for honors at graduation, students must not only have a 3.0 or higher cumulative GPA (including coursework from other colleges), but also meet all of SMC's graduation requirements, including the completion of a minimum of 12 units of coursework while attending SMC. Students must also be in good academic standing (i.e., not on disqualified status for lack of progress) at the time they graduate.

A student's cumulative grade point average must match the narrow range specified below for the student to be awarded one of the following honors with the Associate degree:

- Graduation with Highest Honors — requires a student to have attained a cumulative GPA of 4.0 (including coursework from other colleges) and completed a minimum of 12 units of coursework while attending SMC;
- Graduation with High Honors — requires a student to have attained a cumulative GPA ranging from 3.70 to 3.99 (including coursework from other colleges) and completed a minimum of 12 units of coursework while attending SMC; and
- Graduation with Honors — requires a student to have attained a cumulative GPA ranging from 3.0 to 3.69 (including coursework from other colleges) and completed a minimum of 12 units of coursework while attending SMC.

Students who have been suspended or expelled from the College — regardless of how excellent their grade point average might be — are not eligible to receive honors at graduation.

Attendance Policies

Please note: The attendance and withdrawal policies listed in this section do not apply to noncredit and not-for-credit classes at Santa Monica College.

COURSE ENROLLMENT: ADDING CLASSES

A student may add classes throughout the registration period via Corsair Connect at smc.edu/cc. After the registration period concludes, classes may only be added by formal request from the student to the Dean of Enrollment Services (or designee) by a Petition for Special Consideration stating the extenuating circumstances justifying the late enrollment, and signed by the instructor. The decision to grant or deny the petition will be made by the Dean of Enrollment Services (or designee). The student must provide evidence

of class attendance from the time the class started until the date of late enrollment.

Instructors may also issue a student a late enrollment authorization code, which the student will use to add the class via Corsair Connect.

Instructors may reinstate a dropped student by issuing a reinstatement authorization code to the student, which the student can then use to add the class via Corsair Connect.

ATTENDANCE AND INSTRUCTOR REQUEST TO DROP A STUDENT

A student enrolled in any class at SMC who does not attend (or if an online class, actively participate in) ALL of the sessions for that class that meet during the FIRST WEEK of the class RISKS BEING DROPPED from the class by the instructor, or may receive an F (0.0) for nonattendance.

A student may also be dropped from a class when, in the instructor's judgment, the student's number of absences has become excessive or the student is no longer participating in the course. In the case of online classes, this includes failing to substantively participate in the class during the first week. Faculty will determine the consequences of absences and late arrivals.

A student who is dropped from a class between the refund deadline and the 75% mark of the class (listed as the deadline for a Guaranteed "W" on the class schedule at the student's Corsair Connect account) will receive a grade of W (Withdrawal), and units for the class will be included as "enrolled units" on the student's transcript. Students who are dropped from a course after the 75% mark may request a late withdrawal by submitting a Petition for Late Withdrawal to the Admissions Office. The Admissions & Records Special Considerations Committee will determine whether the request can be granted. Students also have the option to request on the petition to be granted an Excused Withdrawal (described below). Instructors will assign students who have not officially withdrawn from a class by the deadline a grade of A (4.0), B (3.0), C (2.0), D (1.0), F (0.0), or — if they are enrolled in courses offered on a Pass/No Pass basis or have petitioned to take a course on a Pass/No Pass basis — a grade of P (Pass) or NP (No Pass).

For details, students should go to Corsair Connect at smc.edu/cc and click on the class schedule.

ATTENDANCE AND STUDENT REQUEST TO WITHDRAW FROM CLASSES

A student enrolled in any SMC class MUST ATTEND ALL of the sessions of that class that meet DURING THE FIRST WEEK of the class or RISK BEING DROPPED from the class by the instructor. A student may be dropped from a class when, in the instructor's judgment, the student's number of absences has become excessive or the student is no longer participating in the course. Since attendance is essential for normal progress in a class, a student is expected to be in class regularly and on time. Faculty will determine the consequences of absences and late arrivals.

A student who drops a class between the refund deadline and the 75% mark of the class (listed as the deadline for a Guaranteed "W" on the class schedule at the student's Corsair Connect account) will receive a grade of W

(Withdrawal), and units for the class will be included as "enrolled units" on the student's transcript.

The last official day to drop will be at the 75th percentile of the term. Students should review their Corsair Connect account for their specific dates and deadlines. All students who have NOT withdrawn by this deadline will receive a grade of A (4.0), B (3.0), C (2.0), D (1.0), F (0.0), or — if they are enrolled in courses offered on a Pass/No Pass basis or have petitioned to take a course on a Pass/No Pass basis — a grade of P (Pass) or NP (No Pass). Specific drop dates are noted next to each enrolled class listed in the student's Corsair Connect account. Students who must drop a course after the 75% mark may request a late withdrawal by submitting a Petition for Late Withdrawal to the Admissions Office. The Admissions & Records Special Considerations Committee will determine whether the request can be granted. Students also have the option to request on the petition to be granted an Excused Withdrawal (described below). A student may petition for late withdrawal after the 75th percentile of the semester or session if in the instructor's judgment there are extenuating circumstances, such as verified cases of an accident, military obligation, or other circumstances beyond the control of the student. The student must file a Petition for Late Withdrawal in the Admissions Office, and obtain the approval of the faculty members involved and the Dean of Enrollment Services prior to the end of the term. If the petition is approved, the resulting grade will be a W, unless the student qualifies for an Excused Withdrawal (EW). Students who have completed the course including taking the final or submitting final projects are NOT eligible for a late withdrawal. In those cases the student should meet with the instructor if they wish to contest their grade, as a Withdrawal is no longer an option.

Specific information about these dates and deadlines can be found by viewing the student's class schedule at Corsair Connect (smc.edu/cc).

Requests for Retroactive Withdrawal: Retroactive withdrawals from classes are normally not permitted. However, these may be granted under certain limited circumstances. To be eligible for a retroactive withdrawal, the student must have extenuating, documented, and verifiable circumstances to justify withdrawal from a class — and to justify requesting such a withdrawal retroactively — in order for a retroactive withdrawal request to be considered. *A retroactive withdrawal cannot be used as a way to remedy poor academic performance in a class.* Students must file a petition for retroactive withdrawal in the Admissions Office no more than 90 calendar days after the end of the term in which they were enrolled in the course. If the petition is approved, the resulting grade will be a W.

Excused Withdrawals: An Excused Withdrawal (EW) may be granted when a student must withdraw from one or more courses due to specific events beyond the control of the student that affect the student's ability to complete the course(s). The student must submit a Late Withdrawal Petition and accompanying supporting documentation to the Admissions Office. The Admissions & Records Special Considerations Committee will render a decision once the petition and documentation have been reviewed. The EW shall not be counted in (1) progress probation and dismissal calculations, and (2) will not count against the permitted number of withdrawals or enrollment attempts in a given

course. As a result, students with an Excused Withdrawal (EW) may repeat the course(s) from which they have withdrawn. The EW may be issued effective Summer 2018 and cannot be applied retroactively. Enrollment, tuition, Health Services, SMC student ID, and AS Activities fees will not be refunded.

Auditing Classes

Santa Monica College does not permit auditing of classes. All students attending credit or noncredit classes at Santa Monica College must be officially enrolled through SMC's Admissions Office. Seniors attending free, noncredit classes on topics of interest to older adults must be enrolled through the Emeritus program. Students attending fee-based not-for-credit classes to explore personal interests or gain professional certification — or attending free English as a Second Language (ESL) and other noncredit adult education classes offered through SMC Community Education — must be enrolled through the SMC Community Education office.

Basic Skills Preparation Courses

Basic Skills courses may NOT be applied toward the degree. The following courses are identified as Basic Skills courses:

English 20, 21A, 23, 24, 80, 84R, 84W, 85; **ESL** 10G, 10W, 11A, 14A, 14B, 15, 16A, 16B, 16C, 17, 23; **Biology** 81; **Counseling** 21H, 22H, 25H, 41H; **Mathematics** 81, 84, 85. No more than eight units in Cooperative Work Experience/Internship may be applied toward the degree. **Counseling** 23 cannot be applied toward the degree.

Course Repetition

California Code of Regulations Title 5 limits the number of times a student may repeat a course in the California Community College system. These regulations also require all current and prior credit course enrollments, repetitions, and withdrawals in a student's enrollment record to be counted toward the maximum limit, except for courses where an Excused Withdrawal (EW) was granted.

Students who wish or need to repeat a course in which they have previously earned an unsatisfactory grade or a W may re-enroll ONE TIME without the need to request prior permission from a counselor. Any subsequent attempts to re-enroll require authorization from a counselor BEFORE ENROLLING. In some cases, after meeting with a counselor, students will need to complete and file a Request for Special Consideration petition with the Counseling Department to repeat a course. The counselor will determine whether a petition is required. Depending on the circumstances, requests to enroll in a course a THIRD time may not be approved. Requests to enroll in a course a FOURTH time (or more) will NOT be approved, except under certain, very limited extenuating circumstances, which must be

documented. Courses completed with an EW will not count against the enrollment limits listed above.

For complete details, please see "Credit Course Enrollment Limitation" (SMC AR 4340), available online (go to smc.edu/AR4000StudentServices). *The Credit Course Enrollment Limitation policy is subject to change, pending revisions to California Code of Regulations Title 5.*

Santa Monica College permits students to repeat (enroll again in) courses they have already completed, but *only* under special circumstances authorized by California Code of Regulations Title 5. The special circumstances include:

1. Courses that were originally completed with an unsatisfactory grade of D (1.0), F (0.0), NP (No Pass; formerly NC-No Credit) and/or W (Withdrawal), EW (Excused Withdrawal), or MW (Military Withdrawal); or
2. Courses Santa Monica College has designated as repeatable; or
3. Courses in which a student received a satisfactory grade and one of the following conditions applies:
 - The original course was completed at least three (3) years prior to repeating it, and the course is required by the District as a recency prerequisite, OR another educational institution to which a student seeks to transfer requires the course to be taken more recently than the student's last enrollment in the course [note that the significant-lapse-of-time exception cannot be used if the student earned a substandard grade when last enrolled in the course.]; or
 - The student's previous grade in the course was determined to be the result of extenuating circumstances (illness, accident, fire, etc.; documentation of circumstances is generally required); or
 - The student has one or more disabilities and the student's success in other classes is dependent upon additional repetition of a special class, the student needs to enroll again to be prepared for enrollment in other classes, or the student's education plan specifies a goal in which additional enrollments in the special class will help further that goal [note that the course repetition must be designated as part of the student's accommodation]; or
 - Courses that are required by statute or regulation as a condition of employment AND the student is seeking to be employed for a paid or volunteer job that requires the course; or
 - Courses that address a significant change in industry or licensure standards so that repetition is necessary for the student's employment or licensure [note that appropriate documentation will be requested]; or
 - A legally mandated training or cooperative/occupational work experience requirement; or
 - The classes are variable unit open entry/open exit credit courses, where a specific portion of the course needs to be repeated as permitted by Title 5 Regulations.

In cases where a student has earned more than two sub-standard grades (or, in the case of Withdrawals, the first two Ws) in a single course can be disregarded when calculating a student's grade point average (GPA) or progress calculation if the course is subsequently repeated. The NEW grade earned must be an A, B, C, D, F, or P (Pass), or NP (No Pass) for this to occur. A W, EW, MW, or I cannot be used to disregard any previous grades or notations on transcripts. All of the original grades always remain in the student's permanent record, as required by Title 5, but will have a notation to indicate that the course was repeated.

For example, if a student takes English 1 for the first time and earns a D (1.0), then repeats the course and earns another D (1.0) the second time, and then, on a counselor-authorized third attempt, earns a C (2.0), the previous two D grades will be disregarded (although the grades will still appear on the student's transcript, noted to show the course repetition), and the C (2.0) will be used to recalculate the student's GPA.

Please note that the *only* grades that may be recalculated for improvement of a student's GPA are the first two unsatisfactory grades that the student earns in the course, and **ONLY** if both attempts at taking the course were made at Santa Monica College. Even if the student receives special permission to enroll in the same course for a fourth time, the GPA recalculation is limited to the first two unsatisfactory grades earned in the course. Note that any grades earned in courses taken at other colleges or universities cannot be used to recalculate a student's GPA at SMC.

Repeating a course that a student originally completed with a grade of A (4.0), B (3.0), C (2.0), or P (Pass) will have **NO effect** on the student's GPA or units completed, and is only permitted after the student files a written request and receives approval to repeat the course, *and only* if the student is repeating the course under one of the special circumstances listed above.

Santa Monica College has designated selected courses as being repeatable per California Code of Regulations Title 5 §55041. In some cases, courses are grouped together because they are related in content. These courses may include several levels, but also have a *cumulative* course repeatability of three (i.e., a total of four course completions is permitted). For example, Dance 43, 44, 45, and 46 are grouped together because they are all different levels of contemporary modern dance for the major. A student who repeats Dance 43 (two course enrollments: taking the course initially, and repeating the course), and then completes Dance 44 and Dance 45, has accumulated four enrollments in a group of courses. As a result, that student may not enroll in Dance 46, because doing so would exceed the maximum number of course repetitions that are permitted. In addition, any Dance course enrollments in which the student earned a grade of D (1.0), F (0.0), NP (No Pass; formerly NC-No Credit), and/or W (Withdrawal) or MW (Military Withdrawal) will count toward the maximum number of enrollments allowed in the course grouping.

Credit Normally Allowed

All college-level courses (except some religion and theology courses) taken in US regionally accredited two-year colleges and the lower-division of US regionally accredited four-year

colleges will be counted toward the degree. Upper-division, graduate, and professional courses from US regionally accredited colleges will only be counted if needed to meet minimum degree requirements.

Consult a counselor for information regarding credit for coursework taken after leaving SMC. A maximum of six (6) semester units is granted for Cooperative Work Experience/Internship.

REDUCTION OF CREDIT

Students are cautioned to check transfer school catalogs often, because course changes are frequently made by universities and colleges, and certain combinations of courses can result in a reduction of unit credit upon transfer.

NON-REGIONALLY ACCREDITED COLLEGES AND UNIVERSITIES

Under specific circumstances, students may transfer up to fifteen (15) semester units of credit from a non-regionally accredited college or university to Santa Monica College. To initiate the request for credit transfer, students should submit a Use of Non-Accredited Coursework petition to the Admissions Office. Please see Administrative Regulation (AR) 4000 — available online at smc.edu/AR4000StudentServices — for details.

COURSE LIMITATIONS

Basic Skills courses may NOT be applied toward the degree. See the Basic Skills Preparation Courses information above for details.

Students may apply as elective units toward any degree or Certificate of Achievement up to six (6) semester units of Independent Study credit.

Students may apply as elective units toward any degree or Certificate of Achievement up to eight (8) semester units of Cooperative Work Experience/Internship credit.

FOREIGN COURSEWORK

Students who have satisfactorily completed courses from a foreign nation's appropriately accredited university may be able to apply the course credits toward a degree at SMC. Students should consult a counselor BEFORE requesting to have credits evaluated, because the time it takes to evaluate a large number of units can delay enrollment. Courses must first be evaluated by an approved credential evaluation agency, and then reviewed by the SMC Admissions Office. Some courses may also require approval by the department chair. Once courses are approved, their credit(s) may be transferred to SMC.

To have foreign coursework credits evaluated, students should visit smc.edu/foreigncoursework and contact one of the approved credential evaluation agencies listed there.

Please note: Foreign coursework will NOT satisfy general education requirements for Area II, Social Science, Group A (American History/Government) or for Area IV, Language and Rationality, Group A (English Composition).

Grades, Units, and Transcripts

GRADES

The grades used (and their value) to indicate scholarship at Santa Monica College are: A (Excellent; 4.0), B (Good; 3.0), C (Satisfactory; 2.0), D (Less than satisfactory; 1.0), F (Failing; 0.0), P (Pass; at least satisfactory; units awarded, but not counted in GPA), NP (No Pass; less than satisfactory; no units awarded or counted in GPA), W (Withdrawal), EW (Excused Withdrawal), MW (Military Withdrawal), I (Incomplete), and SP (Satisfactory Progress; used for non-credit courses).

“Pass/No Pass” (“P/NP”) Grade Policies (Formerly “Credit/No Credit”)

California Code of Regulations Title 5 §55752 allows a grade of P (Pass) or NP (No Pass) to be given under two circumstances:

1. Courses offered by the College on a Pass/No Pass basis, where a single standard of satisfactory performance is used to evaluate students; and
2. Courses that a student individually petitions to enroll in on a Pass/No Pass basis through Corsair Connect (or the Admissions Office), and receives approval to do so.

Courses that Santa Monica College designates as Pass/No Pass courses will use the P/NP grading system exclusively. Students who enroll in these courses will be evaluated on a single standard of satisfactory performance. Course units will be credited only when students meet this standard. Units will not be credited for a performance that is less than satisfactory.

Courses that a student individually petitions to take on a Pass/No Pass basis require the student to take all of the course’s tests and do all assignments. The standards of evaluation in such courses are identical for all students. Students who enroll on a Pass/No Pass basis are subject to all attendance and withdrawal policies, and must meet the criteria listed below.

1. Course units taken under the option of Pass/No Pass may not exceed a total of 14 cumulative transferable units at Santa Monica College (includes any combination of UC- and CSU-transferable courses).
2. All nontransferable courses and courses that are graded exclusively on a Pass/No Pass basis are not subject to the 14-unit limitation.
3. Students who have already received a Bachelor degree from an accredited college or university may take an unlimited number of units on a Pass/No Pass basis.

Students who wish to take courses on a Pass/No Pass basis may request this grading option through Corsair Connect by logging onto smc.edu/cc and clicking Enrollment, then P/NP Grading. Students may also file a request in the Admissions Office before the 30th percentile of the course length. For course-specific deadlines, students should go to Corsair Connect and see their class schedule. Courses that are 2 weeks or less in length may not be taken on a P/NP

basis. **Once the deadline has passed, the decision to take a course on a Pass/No Pass basis is irrevocable.**

“Pass” will be indicated on a student’s permanent record as P, with units awarded, but no grade points. Students receive a grade of P when their performance is equivalent to a C (2.0) or higher. “No Pass” will be indicated on a student’s record as NP, with no units completed and no grade points. Students receive a grade of NP when their performance is equivalent to a D (1.0), or F (0.0). In either case, a student’s grade point average is not affected, and units are not included in a student’s units attempted for purposes of determining academic probation or academic disqualification. Units awarded for courses taken on a Pass/No Pass basis will, however, be included in a student’s units enrolled for purposes of determining progress probation or progress disqualification. See Academic and Progress Probation and Disqualification Policies, below, for details.

“Incomplete” (“I”) Grade Policies

“Incomplete” is a temporary grade status available to a student who has participated in the course and is doing C (2.0) or better work prior to the final exam or final project, but who is unable to complete the final requirements of a class because of illness, accident, emergency, or other circumstances beyond the student’s control. An Incomplete may NOT be used for a student who should have been dropped earlier in the term for nonattendance.

An Incomplete can be given only upon the approval of the instructor. However, the instructor is not required to grant an Incomplete to a student, and such decisions by an instructor are final and may not be appealed by the student. If the instructor approves, an “I” is temporarily entered on the student’s record.

An Incomplete for a class may be requested during the final week of the class or the final test period. Appropriate documentation may be required. Only an instructor may give approval for an Incomplete.

To receive an Incomplete for a course, a student must request the Incomplete from the instructor of the course BEFORE the instructor submits final grades for that course OR before the College’s official deadline for submission of final grades, whichever comes first. An Incomplete cannot be issued once a grade has been submitted by the instructor.

Instructors will submit an Incomplete Grade petition upon submission of final grades. The conditions necessary for removing an Incomplete will be recorded by the instructor, along with the default grade and default date (not to exceed one calendar year) by which the student must make up the Incomplete. Both the student and the instructor will receive an automated email notification informing them the Incomplete Grade Petition has been submitted. Students may retrieve this petition at any time on Corsair Connect. An Incomplete must be made up no later than one year from the end of the semester it was assigned, and the actual date by which the student must complete the required coursework will be determined by the course instructor.

Units for classes in which a student receives an Incomplete will be counted as part of a student’s units enrolled, but will not be included in the student’s units attempted or units completed, and no grade points will be assigned. Once a student completes the requirements for the “Incomplete,”

the instructor will submit a “Grade Change Form” to the Admissions Office. An Incomplete, when properly made up, will give the student the appropriate grade points for the grade finally earned.

Students may NOT repeat a class in which they currently have an “I,” and they may not be required to attend nor attend a class in which they have an Incomplete. Per SMC policy, only officially enrolled students may attend a class.

“Withdrawal” (“W”) Grade Policies

See the Attendance Policies section, above, for information regarding withdrawal from classes and policies affecting W (Withdrawal) and EW (Excused Withdrawal) grades.

Grade Point Average (GPA)

A grade point average (GPA) is the sum of a student’s grade points divided by the number of “all units attempted.” California Code of Regulations Title 5 §55757 defines “all units attempted” as “all units of credit for which the student is enrolled in the current community college of attendance,” but leaves it up to the governing board of each community college district — in this case, the Board of Trustees of the Santa Monica Community College District — to establish regulations regarding whether “all units attempted” includes or excludes units for classes in which a notation of P (Pass), NP (No Pass), I (Incomplete), IP (In Progress), W (Withdrawal), EW (Excused Withdrawal), or MW (Military Withdrawal) is assigned.

At Santa Monica College, units for classes in which a student is assigned a notation of W (Withdrawal), EW (Excused Withdrawal), MW (Military Withdrawal), I (Incomplete), or IP (In Progress) are specifically excluded from “all units attempted.” Units for classes taken on a pass/no pass basis are also excluded from “all units attempted,” and are disregarded when calculating a student’s grade point average. In addition, grades earned in courses that may not be applied toward earning a degree are excluded from a student’s grade point average. In other words, only the units of credit for classes in which a student received a grade of A (4.0), B (3.0), C (2.0), D (1.0), or F (0.0) are included in “all units attempted” and used when calculating the student’s grade point average.

Grade Changes

With the exceptions of academic renewal, progress renewal, and approved course repetition, grades assigned by the faculty are considered to be final and will generally only be changed in cases of clerical or mathematical error or demonstrated instructor mistake, fraud, bad faith, or incompetence. No other reason is valid. *Students who wish to appeal a grade based on instructor mistake, fraud, bad faith, or incompetence should be aware that they must file a formal grade appeal by October 30 for spring semester grades, November 30 for summer session grades, April 30 for fall semester grades, and May 30 for winter session grades. As soon as possible after receiving the grade, the student should consult with the instructor, and must also see the College Ombudsperson, who will outline the procedure to be followed. Students may schedule an appointment with the Ombudsperson by sending email to ombuds@smc.edu or by calling 310-434-3986. Additional details on the procedure for appealing a grade can be found in the Student Complaints, Hearings, & Appeals section of this*

catalog. However, students must meet with the College Ombudsperson at least 15 days before the deadline to discuss the grade appeal procedure and attempt to resolve the grade dispute informally.

UNITS

Units Enrolled

Santa Monica College defines “units enrolled” (or “enrolled units”) as being all the units of credit for all the classes in which a student was officially enrolled on or after the first census date of an academic term. In other words, “units enrolled” means all the classes a student enrolled in and received a grade of A (4.0), B (3.0), C (2.0), D (1.0), F (0.0), P (Pass), or NP (No Pass), or a notation of I (Incomplete), W (Withdrawal), or MW (Military Withdrawal). Enrolled units are used for purposes of determining progress probation and progress disqualification, and for calculating a student’s grade point average. EW (Excused Withdrawal) grades are excluded from units enrolled.

Units Attempted

Santa Monica College defines “units attempted” (or “attempted units”) as being all the units of credit for all the classes a student was officially enrolled in on or after the first census date of an academic term, in which the student received a grade of A (4.0), B (3.0), C (2.0), D (1.0), or F (0.0). Units for classes in which a student received a grade of P (Pass) or NP (No Pass), or a notation of I (Incomplete), W (Withdrawal), EW (Excused Withdrawal), or MW (Military Withdrawal) are excluded from units attempted. Attempted units — sometimes referred to as “graded units” — are used for purposes of determining academic probation and academic disqualification, and for calculating a student’s grade point average.

Graded Units

“Graded units” are the units of credit for classes in which a student received a grade of A (4.0), B (3.0), C (2.0), D (1.0), or F (0.0). See Units Attempted, above, for details.

Units Completed

Santa Monica College defines “units completed” (or “completed units”) as being the units of credit for classes in which the student received a grade of A (4.0), B (3.0), C (2.0), D (1.0), or P (Pass). Units for classes in which a student was assigned a grade of F (0.0) or NP (No Pass), or a notation of W (Withdrawal), EW (Excused Withdrawal), MW (Military Withdrawal), or I (Incomplete) are specifically excluded from completed units.

CREDIT UNITS

At Santa Monica College, each unit of credit is considered a semester unit that is generally equivalent to a minimum of three hours of student work per week for the duration of a course. One semester unit of credit can equal one hour of lecture and two hours of study, OR two hours of activity and one hour of study, OR three hours of laboratory, OR three hours of independent study under the supervision of a faculty member.

TRANSCRIPTS

Students may obtain an official transcript of their permanent record by placing an order online at a secure site on the Admissions webpage or by filing an application for transcripts in person in the Admissions Office. In both cases, a student's signed authorization to release records is required by law, and students who request transcripts through the Admissions Office must present a photo ID.

A nominal service fee is added to the cost of transcripts ordered online, which are delivered by mail or electronically a few days after receipt of a student's signed authorization. RUSH service is also available for transcripts ordered online, which are mailed within 72 hours of receipt of signed authorization. Students may arrange to pick up transcripts ordered on a RUSH basis if they wish. FedEx shipping options are also available, but only when documents are ordered online.

Transcripts requested through the Admissions Office take two to four weeks to process and are delivered by mail only (no FedEx option available). The Admissions Office provides a student's first two transcripts at no cost to the student, but the student must make the request in person. Each subsequent transcript costs \$5 (subject to change) plus any processing fees for transcripts ordered electronically.

Please see smc.edu/transcripts for specific details on how to order transcripts.

While enrolled at SMC, students may download an *unofficial* copy of transcripts by going to smc.edu/cc and following the instructions provided there.

Independent Studies

Students may apply up to six (6) semester units of Independent Study credit as elective units toward any degree or Certificate of Achievement.

Internship/Cooperative Work Experience (CWE)

Students may apply up to six (6) semester units of Internship/Cooperative Work Experience credit as elective units toward any degree or Certificate of Achievement.

Military Service Credit

A US veteran may request up to nine (9) units of credit for military service. Up to four (4) units based on service time (1 unit for each six months of service time)—of which three (3) units may be used to satisfy Area E of the CSUGE requirements—may be granted. An additional five (5) units of elective credit may be granted for basic training alone. These units may NOT be used to meet GPA or subject requirements.

Additional credit may be allowed for specific programs of military training. For details, please consult with the Veterans' Counselor.

Prerequisites and Corequisites

A prerequisite is a class that a student is required to complete (or a skill that a student is required to have) as a condition for enrolling in a class where current familiarity with the subject matter or possession of a particular skill is essential for the student to succeed in the class. For example, Chemistry 10, a prerequisite for enrolling in Chemistry 11, provides a basic introduction to the principles, laws, and nomenclature of chemistry, all of which a student needs to be familiar with in order to understand the subject matter covered in Chemistry 11.

A corequisite is a class a student is required to take simultaneously with another class as a condition for enrolling in the other class because the two classes are so interrelated that a student cannot pass one without the other.

ESTABLISHMENT OF PREREQUISITES AND COREQUISITES

All prerequisites and corequisites for SMC classes are established by Santa Monica Community College District administration under the standards set out in California Code of Regulations Title 5 §55003. Prerequisite(s) or corequisite(s) for a class are established whenever:

1. The prerequisite or corequisite is expressly required or authorized by statute or regulation; and/or
2. Students are highly unlikely to succeed in the class if they have not met the prerequisite or enrolled in the corequisite course; and/or
3. The prerequisite or corequisite is necessary to protect the health and safety of students or others involved in the class.

Prerequisites and corequisites for all classes at Santa Monica College must be satisfied with a grade of C (2.0) or better, regardless of whether they are completed at SMC or at another college or university.

Students who believe they already possess the knowledge or skills to succeed in a class may challenge its prerequisite(s) or corequisite(s) by following the Prerequisites and Corequisites Challenge Procedure established by District administration.

PROCEDURE FOR CHALLENGING PREREQUISITES AND COREQUISITES

Please note: In the procedure outlined below, every reference to prerequisites also refers to corequisites.

Students who have not completed a prerequisite or corequisite course at Santa Monica College (or at another college or university) and believe they should be exempted from the course may submit a Prerequisite Challenge Petition to the appropriate academic department. Prerequisites may be challenged under one or more of the following grounds, and the student bears the initial burden of proof to show that grounds exist for the challenge.

1. The prerequisite has not been established in accordance with the District's process for establishing prerequisites.

2. The prerequisite is in violation of California Code of Regulations Title 5 §55003.
3. The prerequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
4. The student will be subject to undue delay in attaining the goal of his/her education plan because the prerequisite course has not been made reasonably available.
5. The student has the ability or knowledge to succeed in the course despite not meeting the prerequisite.
6. The course has specific limitations on enrollment due to being a course that involves intercollegiate competition or public performance, or a course limited to a cohort of students who meet specific qualifications (for example, the qualifications required for participation in the Nursing Program), if no equivalent section is offered, the student would be delayed by a semester or more in attaining the degree or certificate specified in his or her student education plan, and the course in question is required to complete the degree or certificate.
7. The student seeks to enroll in a course that has a prerequisite established to protect health and safety, and the student demonstrates that he/she does not pose a threat to himself/herself or others.

If space is available, a student will be permitted to enroll in the course in question. Each prerequisite challenge will be investigated and resolved by a designated committee no later than five (5) working days from the day that the challenge is filed. If the designated committee fails to resolve the challenge in five (5) days, the student will be permitted to enroll in the course. If no space is available, and the challenge is upheld, the student will be permitted to enroll for the course in the subsequent term.