

SCHOLASTIC INFORMATION AND REGULATIONS

ACADEMIC RENEWAL WITHOUT COURSE REPETITION

The following procedure provides an opportunity for students to obtain alleviation of previously recorded, substandard academic performance which is not reflective of subsequent demonstrated ability.

1. A student may request academic renewal (for not more than two consecutive semesters of work accomplished at Glendale Community College) through a petition to the Petitions Committee.
2. If and when the petition is granted, the student's permanent record will be annotated so that it is readily evident to all users of the record that no units for work taken during the disregarded term(s) even if satisfactory, will apply toward units for graduation or other unit commitment. However, all work will remain legible on the permanent record to insure a true and complete academic history.
3. Although none of the units completed during such semesters count toward a degree, passing work could satisfy a general education requirement (as subject credit only) for Plan A of graduation.
4. The student seeking academic renewal is responsible for presenting evidence to the effect that the previously recorded work was substandard academic performance (semester grade-point average less than 2.0) and is not reflective of more recently demonstrated academic ability.
5. Evidence of recent academic ability may include, but is not limited to, one of the following:
 - a. 15 semester units with at least a 3.00 GPA
 - b. 30 semester units with at least a 2.50 GPA
 - c. 45 semester units with at least a 2.00 GPA
6. There must be at least 24 months between the end of the most recent academic renewal semester and the date of initiation of the request and such renewal.
7. A student may request academic renewal only once.
8. A student may repeat work taken during academic renewal semester only if such repetition is necessary to allow normal progression toward an acceptable educational objective.
9. A student must include all work, including academic renewal semesters, in computation of the cumulative grade-point average toward honors at graduation.

For further information regarding academic renewal contact the Office of Admissions and Records.

ATTENDANCE AND DROP POLICY

Students are expected to attend all class meetings. There are no authorized absences from class and irregular attendance may result in exclusion from classes.

It is the student's responsibility to register properly for classes. A student who fails to enroll officially in a class will not be given credit for that class.

Students also have the responsibility of officially withdrawing from college or dropping from class when they stop attending, and of observing established deadlines. Otherwise, "F" grades may be assigned.

It is the responsibility of each student to know the attendance and absence policy of each class in which he or she is enrolled. It is the responsibility of each instructor to inform his or her class of the attendance and absence policies at the beginning of each semester.

Students may be dropped from class for failure to attend all class meetings during the first week of instruction if they have not made prior arrangements with the faculty member. Students also may be dropped for continuous or cumulative absences for the number of hours an eighteen-week class is scheduled to meet in a two-week period.

CHANGE OF GRADES

The college recognizes the long-standing prerogative of faculty to set standards of performance and to apply them to individual students. Therefore, the instructor is considered to be the final authority in determining grades that are assigned to students and that appear on their permanent academic records. The following policies apply to changes of grades except for changes of Incomplete (I) and Withdrawal (W) grades.

1. In general, all course grades are final when filed by the instructor at the end-of-the-term. These grades become a part of the student's permanent record.
2. A change of grade shall occur in cases of clerical error, administrative error, or where the instructor re-evaluates the student's performance and discovers an error in the original evaluation. A clerical error is an error made by the instructor in calculating or recording the grade. A change of grade shall not occur as a consequence of the acceptance of additional work or re-examination beyond the specified course requirements.
3. A request for a grade change shall be initiated by the student affected or by the instructor within the next regular semester following the award of the original grade. If the instructor determines that there is a valid basis for the change, a Change of Grade form shall be used to notify the Office of Admissions and Records. If the instructor determines that there is not a valid basis for the change and denies the student's request, the instructor's decision, subject to the appeals process described below, is final.
4. The Change of Grade form must be completed by the instructor, signed by the division chairperson, and submitted to the Office of Admissions and Records. Once the change of grade is processed, students shall be notified by the Office Admissions and Records.

Students have the right to formally appeal the final grade in a course. Appeals are limited to situations in which the student believes the grade was prejudicially, capriciously, or arbitrarily assigned. Appeals must first be directed to the instructor of the course, orally or in writing. If further action is necessary, the student should appeal in writing to the division chair and then to the executive vice president, instructional services. If the issue continues to remain unresolved, a written appeal can be directed to the college Judicial Board. (Students are referred to the college's Grievance Policy and Procedures as stated in the catalog and available at all counselors' offices and the Office of Admissions and Records.)

CLEARANCE OF OBLIGATIONS

Students or former students are expected to meet proper financial obligation due to the District. Pursuant to CALIFORNIA EDUCATION CODE, SECTION 72237, college services such as grades, transcripts, diplomas, registration privileges or any combination thereof may be withheld from any student or former student who has not made satisfactory arrangements to meet his or her financial obligation to the district. When, in the judgment of the district, the financial obligation has been satisfied, college services will be reinstated.

COURSE REPETITION

Repetition of courses is subject to the following conditions:

1. A course may be repeated once only when the grade received was substandard ("D," "F," or "NC") or when a grade of "W" has been recorded. In instances where students may not repeat a course as a result of receiving one or more "W" grades, such students shall request waivers by petitioning to the college Petitions Committee. Such waivers shall be based on extenuating and verifiable circumstances which required the student to withdraw from the course.
2. In computing the grade-point average of a student who repeats with a "D" grade or better a course in which a "D" or "F" grade was received, only the most recently earned grade and grade points shall be used. After completion of a course, students should petition to have the Course Repetition Policy applied to their academic records. Nevertheless, the original grade on the academic record shall not be changed or eradicated.
3. Students may repeat courses in which they received grades of "A", "B", "C" or "CR" if it has been determined by the college Petitions Committee that a significant lapse of time has occurred since the student previously took the course or course content has been revised. No additional units attempted or grade points are allowed for the repeated course.

4. Repetitions are permitted in specific classes in which skills or proficiencies are enhanced through supervised repetitions and practices, or where active participating experience in individual study or group assignments is the basic means by which learning objectives are achieved. Catalog descriptions of courses in which repetitions are permitted will include the number of repetitions permitted and/or the maximum number of units that may be earned through repetition. In no case may a course be repeated more than three times.

CREDIT FOR ADVANCED PLACEMENT EXAMINATIONS

Glendale Community College recognizes the Advanced Placement Program of the College Entrance Examination Board. Course credit is granted for Advanced Placement Examinations with a score of three or higher if the division concerned has determined that the material covered is comparable to a specific course offering within that division. In general, scores of 3 satisfy Glendale Community College's graduation requirements for the associate degree while scores of 4 and 5 satisfy requirements for CSU breadth and IGETC certification.

Credit for Advanced Placement will be granted only during the fall and spring semesters to students who have successfully completed or are enrolled in at least 12 units at Glendale Community College.

It is the student's responsibility to petition for credit through the Office of Admissions and Records. Since several universities require a minimum score in order to receive subject credit, students must discuss the applicability of AP credit with an academic counselor prior to submitting a petition to the Office of Admissions and Records.

Units for which credit is given pursuant to the Advanced Placement Examinations shall not be counted in determining the 12 semester hours of credit in residence required for graduation.

The maximum number of credits allowable for Advanced Placement and/or Credit by Examination shall not exceed 30 units. Credit by examination transferred from other institutions is counted toward this maximum.

Advanced Placement credit may be granted for fulfillment of Glendale Community College's degree requirements, GE breadth certification for the CSU, and IGETC. However, when a student transfers to any other college or university, that institution routinely re-evaluates Advanced Placement units in accordance with its own internal policies. Thus, Advanced Placement units remain intact and do not transfer as Glendale Community College courses.

CREDIT FOR ADVANCED PLACEMENT EXAMINATIONS

Name of Examination	Score	Credit Granted
Art (History)	3, 4 or 5	3 units—GCC Humanities graduation credit
Art (Studio-Drawing)	3	3 units—elective credit toward graduation
Art (Studio-General)	4 or 5	See Division Chair
Biology	3 4 or 5	3 units—GCC Natural Science graduation credit 4 units—credit for GCC's Biology 122
Chemistry	3 4 or 5	3 units—GCC Natural Science graduation credit 5 units—credit for GCC's Chemistry 110
Computer Science (A)	3 4 or 5	3 units—GCC Communication & Analytical Thinking graduation credit 3 units—credit for GCC's CS/IS 110
Computer Science (AB)	3 4 or 5	3 units—GCC Communication & Analytical Thinking graduation credit 4 units—credit for GCC's CS/IS 130
Economics (Micro)	3 4 or 5	3 units—GCC Social Science graduation credit 3 units—credit for GCC's Economics 101
Economics (Macro)	3 4 or 5	3 units—GCC Social Science graduation credit 3 units—credit for GCC's Economics 102
English (Lang. & Comp.)	3 4 or 5	3 units—GCC English Composition graduation credit 3 units—credit for GCC's English 101
English (Lit. & Comp.)	3 4 or 5	3 units—GCC English Composition graduation credit 3 units—credit for GCC's English 101
French Language	3 4 or 5	3 units—GCC Humanities graduation credit 10 units—credit for GCC's French 101-102
French Literature	3 4 or 5	3 units—GCC Humanities graduation credit 3 units—credit for GCC's French 124
German Language	3 4 or 5	3 units—GCC Humanities graduation credit 10 units—credit for GCC's German 101-102
Government & Politics: United States	3 4 or 5	3 units—GCC American Institutions graduation credit 3 units—credit for GCC's Political Science 101
Government & Politics: Comparative	3 4 or 5	3 units—GCC Social Science graduation credit 3 units—credit for GCC's Political Science 102
History: United States	3 4 or 5	3 units—GCC American History graduation credit 6 units—credit for GCC's History 117-118
History: European	3 4 or 5	3 units—GCC Social Science graduation credit 6 units—credit for GCC's History 101-102
Mathematics: Calculus AB	3 4 or 5	3 units—credit for GCC's Mathematics 100 5 units—credit for GCC's Mathematics 103
Mathematics: Calculus BC	3 4 5	3 units—credit for GCC's Mathematics 100 5 units—credit for GCC's Mathematics 103 10 units—credit for GCC's Mathematics 103-104
Music: Theory	3 4 or 5	3 units—GCC Humanities graduation credit 3 units—credit for GCC's Music 102
Physics B	3 4 or 5	3 units—GCC Natural Science graduation credit 3 units—credit for GCC's Physics 110
Physics C	3 4 or 5	3 units—GCC Natural Science graduation credit 3 units—credit for GCC's Physics 110
Psychology	3 4 or 5	3 units—GCC Social Science graduation credit 3 units—credit for GCC's Psychology 101
Spanish Language	3 4 or 5	3 units—GCC Humanities graduation credit 10 units—credit for GCC's Spanish 101-102
Spanish Literature	3 4 or 5	3 units—GCC Humanities graduation credit 3 units—credit for GCC's Spanish 124

CREDIT BY EXAMINATION

Upon consent of the instructor and under special circumstances students who are regularly enrolled in good standing, have completed 12 or more units in residence, and believe they are qualified by experience or previous training, may apply to take a special examination to establish credit in a course in which they are not formally registered.

Students may not petition for credit by examination if they enrolled in the course and received a letter grade of "I", "D" or "F". Students may not petition for credit by examination for a course if that course is at a lower level in the subject sequence than a course for which the student has already received credit through completion of the course.

Students may attempt Credit by Examination only once in a particular course. If a course has already been taken for credit, it is not repeatable for Credit by Examination.

Students wishing to challenge courses approved by examination must obtain the form "Petition for Credit by Examination" from their counselor and discuss eligibility according to criteria set up by the college. An interview must be requested with the instructor of the course at which time the students' qualifications for challenging the course will be determined and arrangements will be made for the examinations.

Units for which credit is given pursuant to these examinations will not be counted in determining the 12 semester hours of credit in residence required for graduation.

Courses open to Credit by Examination include the following:

- Accounting 105, 110
- Administration of Justice 101, 108, 110, 116, 118, 120
- Allied Health (Nursing) (all except 140, 141)
- Architecture 101
- Aviation and Transportation 114 (Student must hold a Commercial Pilot Certificate)
- Aviation and Transportation 117 (Student must hold a Flight Instructor Certificate)
- Aviation and Transportation 119 (Student must hold a Private Pilot Certificate)
- Aviation and Transportation 120 (Student must hold a Private Pilot Certificate)
- Aviation and Transportation 122 (Student must have an Instrument Rating)
- Aviation and Transportation 125 (Student must have an Instrument Rating)
- Aviation and Transportation 135 (Student must hold a FAA Commercial Pilot Certificate or satisfactory score on FAA Commercial Pilot Knowledge Examination)
- Biology 127, 128, 132, 135, 146
- Business Office Technology 106, 120, 155, 205
- Chemistry 101, 102, 110
- Computer Science/Information Systems 105, 110
- Cosmetology 111, 112
- Drafting 129, 131, 141

- Economics 101*, 102*
- Egyptian Hieroglyphs 101, 102
- Electronics and Computer Technology 101, 102, 103, 110
- Engineering 101
- English 101*+
- Fashion Design Merchandising 102
- Geology 101, 105, 110
- Health 101, 102, 104, 106, 107, 109, 110
- History 107*, 108*, 117*, 118*
- Machine Technology 101, 111
- Metallurgy 150
- Metals 150
- Nursing Science (all)
- Political Science 101*, 105, 106
- Psychology 101*
- Sociology 101*
- Technical Education 142, 143

NOTE: No student may earn more than 12 units by "examination" only.

*Also available through CLEP.

+Also available through CLEP. CLEP candidates must take College Composition with Essay.

College Level Examination Program Policy (CLEP)

The College Level Examination Program is designed to award academic credit to students who have completed 12 or more semester units in residence at Glendale Community College with a cumulative grade-point average of at least 2.0 and have gained the equivalency of college course work through means other than enrollment in a formal college program.

Glendale Community College also grants credit for some of the various subject examinations. For amount and type of credit awarded contact Admissions and Records or your counselor. Students transferring to other colleges and universities should check with the receiving institution as to the awarding of credit for both the general examinations and the subject examinations.

Units for which credit is given pursuant to these examinations will not be counted in determining the 12 semester hours of credit in residence required for graduation.

CREDIT FOR MILITARY TRAINING

Glendale Community College will recognize and grant credit to veterans for educational training completed in the armed forces provided such credit is not a duplication of work taken previously. College work completed through the United States Armed Forces Institute will be accepted. In order to receive credit for military training, veterans must petition for such credit and present authentic military service and training records including a copy of discharge papers.

Applicants desiring credit for military training will be required to provide appropriate documents before credit for military service can be granted. Credit awarded for military training will include credit for hygiene toward the Associate degree.

CREDIT/NO CREDIT COURSES

There are two categories of Credit/No Credit courses.

The first category consists of those courses which must be taken on a Credit/No Credit basis only. Courses which fall into this category include:

Accounting 121, 155, 156
 Allied Health 108, 122, 123, 145
 Armenian 110, 111
 Art 158
 Business Office Technology 130, 200
 Chinese 110, 111, 112
 Computer Science/Information Systems 99, 104, 108, 191, 192, 200, 201, 202, 206, 208, 209, 220
 English 152, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192
 English as a Second Language 117, 127, 177
 French 110, 111, 113
 German 110, 111
 Independent Studies 101
 Internship 150
 Italian 110, 111
 Japanese 110, 111
 Korean 110, 111
 Mathematics 151, 152, 153, 155, 180, 190, 255
 Music 140, 239
 Nursing Science 101, 102, 201, 202, 203, 204, 216
 Photography 104, 119
 Physical Education 101, 102, 119
 Russian 110, 111
 Social Science 146
 Spanish 110, 111, 117, 118
 Speech 150, 151, 152, 153
 Student Development 100, 101, 102, 103, 104, 115, 120, 125, 126, 127, 128, 141, 142, 143, 144, 150, 155, 165

The second category consists of courses which may be selected at the student's option. The student must utilize the Petition for Credit/No Credit Class and have it on file in the Office of Admissions and Records before Friday of the third week for a semester-length class or before Tuesday of the second week for all other classes.

Students electing to take classes on a Credit/No Credit basis participate in the class as a regular student. If the grade awarded by the instructor is "C" or higher, the course grade is recorded as "CR". If the instructor-assigned grade is "D" or "F," the course grade is recorded as "NC".

All units earned on a Credit/No Credit basis in accredited institutions of higher education will be counted in satisfaction of Glendale Community College curriculum requirements.

Units earned on a Credit/No Credit basis will not be used to calculate grade point averages. However, units attempted for which "NC" is recorded shall be considered in progress probation and dismissal procedures.

Students not on probation may designate a course(s) for Credit/No Credit. The courses designated must be outside of

courses required for the student's major. The number of Credit/No Credit units designated may not exceed twelve (12) in residence at Glendale Community College (exclusive of those earned in courses which are graded only on Credit/No Credit) with no more than six units during any semester or summer/winter intersession.

Courses which may be selected by petition for Credit/No Credit follow:

Accounting 105, 106, 110, 111, 120, 121, 130, 150, 160, 201, 202, 210, 211
 Administration of Justice (all except 160)
 Alcohol/Drug Studies 101, 110, 115
 American Sign Language 101, 102, 103
 Anthropology 101, 102, 103, 104, 105
 Architecture (all except 106, 107)
 Armenian 115, 116, 125, 126, 127
 Art (all except 158)
 Aviation and Transportation 112, 113
 Biology 127, 128, 131, 132, 135, 139, 145, 146
 Business Administration (all)
 Business Office Technology (all except 130, 200 and 260)
 Chemistry 110, 114, 143
 Child Development (all except 158, 175, 176)
 Clothing and Textiles 105
 Computer Science/Information Systems (all except 99, 108, 117, 191, 192, 200, 201, 202, 206, 208, 220)
 Culinary Arts (all except 128)
 Dance (all except 158, 160, 171)
 Economics 101, 102, 107
 Egyptian Hieroglyphs 101, 102
 Electronics and Computer Technology 106, 107, 111, 112, 212, 222, 226
 English 103, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 122, 123, 124, 125, 126, 128, 140, 141, 142, 150, 151, 155, 156, 157
 English as a Second Language 115, 116, 123, 125, 133, 135, 141, 145, 151, 155
 Ethnic Studies 101, 102, 110, 111, 122, 124, 125, 132, 164
 Fashion Design Merchandising (all)
 Fire Technology (all)
 Geography 106, 110, 111
 Geology 101, 105, 110
 German 125, 126
 Health 101, 102, 104, 106, 107, 109, 110
 History 101, 102, 106, 107, 108, 109, 111, 112, 113, 114, 115, 119, 120, 121, 122, 131, 132, 133, 135, 136, 151
 Humanities 101, 102, 105, 110, 111, 115, 117, 120, 125, 130, 135
 Independent Studies 149
 Journalism 110
 Library 101, 191
 Mathematics 119, 120, 101, 140, 141, 145, 146, 148, 158, 201, 219, 220, 245, 246
 Media Arts 101, 102, 104, 111, 202, 207, 218

Music (all except 140, 239)
 Paleontology 101
 Philosophy (all)
 Photography (all except 104, 119)
 Physical Education 105, 111-116, 120-286, (except 128, 228)
 288-295
 Physical Science 131
 Physics 110
 Political Science 102, 106, 107, 110, 111, 151
 Psychology (all)
 Real Estate (all)
 Social Science 102, 103, 122, 124, 125, 126, 127, 134, 136, 145
 Sociology (all)
 Spanish 110, 111, 115, 116, 125, 126, 127, 128
 Special Projects 150
 Speech 104, 105
 Student Development 145
 Technical Education 147
 Theatre Arts 101, 102, 103, 104, 107, 108, 109, 110, 121, 122,
 123, 129, 130, 131, 133, 134, 140, 151

FINAL EXAMINATIONS

At the end of each semester a special final examination schedule is followed. Students must attend all classes in accordance with the special schedule for that period. This arrangement permits the giving of final examinations in those classes which require them and the completion of the instructional program in the other classes. No student shall be excused from taking a final examination where such is required as part of a course.

GENERAL CONDUCT

In order to provide a positive educational environment and maintain the health and safety of the campus community, the Board of Trustees of Glendale Community College has established the *Standards of Student Conduct*. Consistent the California Education code and all applicable laws, the *Standards of Student Conduct* prohibits students from engaging in unethical, disruptive, threatening, or physically abusive behavior on college premises.

Students who violate college policies and behavioral regulations shall be subject to the disciplinary procedures outlined in the *Standards of Student Conduct*. Prohibited conduct that may subject a student to disciplinary sanctions includes, but is not limited to, the following:

1. Failure to comply with directions of GCC officials or law enforcement officers acting in the performance of their duties; failure to identify oneself or provide identification to these persons when requested to do so.
2. Cheating, plagiarism, or other violations of the Academic Honesty Policy.
3. Forgery, alteration, or misuse of GCC documents, records, or identification
4. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, and all other GCC activities including its community service functions, both

on or off campus, or other authorized non GCC activities when the act occurs on GCC premises.

5. Assault, battery, or any other physically abusive behavior that threatens or endangers the health and safety of a member of the campus community or campus visitor.
6. Theft or attempted theft of GCC property, or property of a member of the campus community or campus visitor
7. Unauthorized possession or duplication of keys to any GCC premises, or entry into any GCC premises, or use of GCC supplies and equipment.
8. Violations of GCC rules, Board policies, and administrative regulations.
9. Violation of judicial and statutory standards of obscenity; engaging in lewd or indecent behavior on campus or at a campus function.
10. Use, possession, or distribution of narcotics, other legally controlled substances, or alcoholic beverages except as expressly permitted by law and GCC regulations
11. Illegal or unauthorized possession or use of firearms, explosives, other weapons, or dangerous chemicals.

Authorized disciplinary sanctions for violations of student behavioral regulations include, but are not limited to reprimand, loss of privileges, restitution, dismissal from class, suspension, and expulsion. The college administers these sanctions through the established system of due process that is outlined in the *Standards of Student Conduct*. Students who believe the college has infringed upon their rights are encouraged to address their complaints through the grievance process (see Grievance Procedures). Complete copies of the *Standards of Student Conduct*, *Procedural Guidelines*, and *Disciplinary Action* are available in the Student Activities Office located in the Campus Center.

POLICY ON ACADEMIC HONESTY

College study is the process of acquainting students with values and procedures central to scholarship. All students are expected to do their own work. All forms of cheating and plagiarism are absolutely forbidden. This is the official policy of Glendale Community College.

The following behaviors serve as an operational description of student violations of academic honesty:

1. The student takes or copies answers from another student or source or uses unauthorized materials during a test.
2. The student turns in an assignment (labs, art projects, homework, prewritten or purchased papers, or work downloaded from the Internet) which is not his/her own.
3. The student uses words or ideas which are not his/her own without acknowledgment of the source (plagiarism).
4. The student knowingly deceives an instructor with the intent to improve his/her standing in class.
5. The student submits the same paper or project previously submitted in another class without the permission of the current instructor.

6. The student depends upon tools or assistance prohibited by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.
7. The student acquires, without permission, tests or other academic materials belonging to a member of the GCC faculty or staff.

When a student engages in academic dishonesty, faculty have the options of requiring the student to see a college counselor, assigning a lower or failing (F) final grade in the course (or denying promotion from a non-credit course).

Violations of this Policy will be reported to the Executive Vice President of Instruction and will become part of the Glendale College Cheating Incident file, unless the instructor finds compelling reasons not to report a violation. The Executive Vice President of Instruction may then impose sanctions authorized by Administrative Regulation 5420. The sanctions include, but are not limited to, issuing a reprimand, suspending the student for up to ten days of instruction, and/or requesting a hearing by the Campus Judicial Board to see if the student should be suspended, or permanently expelled from the college.

The student has the right of due process for all the above sanctions.

GRADES, GRADE POINTS, AND GRADE-POINT AVERAGE

The standing of students in each course will be determined by class work and examinations. Grades will be reported and grade points allowed as follow:

A - Excellent	4 grade points per unit
B - Good	3 grade points per unit
C - Satisfactory	2 grade points per unit
D - Passing (less than satisfactory)	1 grade point per unit
F - Failing	0 grade points (cannot be removed by examination)
CR- Credit (at least satisfactory—units awarded, not counted in GPA)	
NC-No Credit (less than satisfactory or failing—units not awarded in GPA but included in computation of progress probation)	

Grade-Point Average

The grade-point average is computed by dividing the total number of grade points earned by the numbers of units attempted. A “W” grade does not enter into computation of the grade-point average. Also, such computations do not include the unit value of courses for which “CR” or “NC” are recorded or for courses completed under the regulations established for credit by examination. If a course is repeated for the purpose of improving previous substandard work, the units attempted and grade points earned are counted only once and according to the higher grade earned in the course. If the grade is the same in both cases, the units attempted and grade points will be counted only once. An “I” made up

carries the grade points per unit appropriate to the grade given on makeup.

Non-Evaluative Symbols

Units for which the following grading symbols have been assigned will not be counted in the computation of the grade-point average.

I -	Incomplete (Included in the computation of progress probation)
W -	Withdrawn (Included in computation of progress probation)
IP -	In Progress—To be used when class extends beyond the normal end-of an academic term
RD-	Report Delayed

An incomplete grade may only be given when an unforeseen emergency prevents a student from completing work in a course. The incomplete grade must be removed by the end of the sixth school week after the beginning of the semester subsequent to the one in which the incomplete grade was received, regardless of whether the student re-registers. The nature of the unforeseen emergency and the conditions for removal of the “I” shall be stated by the instructor in a written record. The record shall indicate the grade to be assigned in lieu of the removal of the “I”. The student and the Office of Admissions and Records must be furnished copies of the record. 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.

A student may file a petition to the Petitions Committee for a time extension due to unusual circumstances.

GRIEVANCE PROCEDURES

Preliminary Action—As a student enrolled at Glendale Community College, if you feel that you are being treated unfairly by a college staff member, and feel uncomfortable resolving the matter through informal discussion with the person involved, then you may take it to the appropriate division chair or administrator.

If you have a complaint against another student, you may take the complaint to the: Vice President, College Services; Dean, Student Services; Dean, Student Activities; or the Dean, Admissions and Records. You may determine who is the most appropriate administrator to see.

If you have a complaint against a faculty member, you may take the complaint to the Executive Vice President, Instructional Services. If your complaint is against a counselor, you may take the complaint to the Dean, Student Services.

If you have a complaint against a college administrator, you may take the complaint to the College Superintendent/President.

The administrator holding the informal hearing will: arrange a joint meeting with the persons involved to hear both sides of the complaint; insure that each side has ample opportunity

to state its case; and attempt to resolve the matter through a compromise, negotiated settlement, or recommend that the person at fault make the necessary correction.

If you make a complaint and you are not satisfied with the solution obtained by the informal hearing, you may submit your signed complaint in writing to the chairman of the Glendale Community College Judicial Board.

Formal Hearing—The chairman of the Glendale Community College Judicial Board will convene a formal hearing within one week of the receipt of a written complaint. He or she will also determine the members from a list of persons who previously had been approved for membership in each case according to the type of grievance:

1. When a student is named as a defendant in a complaint, the Judicial Board will consist of two students, two faculty members, including the chairman, and one administrator.
2. When a faculty member or an administrator is named as the defendant in a complaint, the Judicial Board will consist of three faculty members, including the chairman, and two administrators.

At the formal hearing both sides will be permitted to submit evidence, present witnesses, testify, and cross examine. Each side may be represented by counsel of its own choosing. The person making the charge shall assume the burden of proof.

The hearing shall be closed to the public unless the defendant requests an open hearing.

After both sides have presented their cases and been excused, the Judicial Board will discuss the extent to which the complaint is proved. The Judicial Board will reach its decision and recommendation by majority vote on a motion made by a member.

Disposition of the Case—The Judicial Board may find that a grievance is: not proved; proved only in part but not completely; or proved, which is a confirmation that a grievance has occurred.

The Judicial Board recommendations will be referred to the Superintendent/President who will act upon them according to his or her best judgment within the responsibilities of his or her office.

Appeals—A student who received an unfavorable judgment may appeal the recommendation of the Judicial Board to the College Superintendent/President. The college Superintendent/President may reduce but not increase the recommendation of the Judicial Board.

What Can You Grieve?—The student grievance process is intended to evaluate the fairness of specific actions that are thought to be unfair, thereby causing a grievance.

It does not replace the actions which may be taken by the faculty members and administrators in the normal performance of their duties.

The Glendale Community College Judicial Board will not have jurisdiction in cases which would involve an over-all

evaluation of the professional competence of a faculty member or an administrator.

Additional details of the grievance policy can be obtained from your counselor, a division chair, the Vice President, College Services, or the Executive Vice President, Instructional Services.

HONORS

Honors at Entrance

Honors at Entrance is granted to selected graduates of accredited United States high schools who have obtained a 3.5 or higher in their sophomore and junior years and first semester of the senior year. The student must be a first semester freshman and be enrolled in the college full-time. Students must apply for Honors at Entrance and submit official copies of their high school transcripts to the Office of Admissions and Records. Grades in physical education and military science courses are not included when calculating the grade-point average.

Dean's Honors

A Dean's Honors List is published each semester. It includes all students who are in good standing and whose semester grade-point average is 3.50 or higher in 12 or more units; 3.75 to 3.99 in 9 to 11.5 units; or 4.00 in 6 to 8.5 units, with grades of A, B or C. An earned grade of NC disqualifies a student for Dean's Honors.

Dean's Honors will be posted each semester to the students' permanent academic records. In addition, the student will receive a Dean's Honors certificate to commemorate their academic achievement.

Academic Honors at Graduation

Academic Honors are awarded to students at graduation who have achieved a grade-point average of 3.5 or above in all work at Glendale Community College and in all work attempted.

PETITIONS PROCEDURE

Students feeling in their case that there are circumstances warranting special consideration for adjustment or deviation from established procedures and policies of the college may file a petition with the Office of Admissions and Records.

REMEDIAL COURSEWORK LIMIT POLICY

Glendale Community College offers remedial coursework through pre-collegiate basic skills courses in reading, writing, learning skills, study skills, mathematics, and English as a Second Language. These courses are designated as non-degree applicable credit courses.

A student's need for remedial coursework shall be determined by the student's counselor through the use of the appropriate assessment instruments. Once enrolled, no student shall attempt and/or receive more than 30 units of credit for remedial coursework at Glendale Community College.

The following students are exempted from the limitation on remedial coursework:

1. Students enrolled in one or more courses of English as a Second Language.
2. Students identified by the Disabled Student Program and Services as being eligible for their learning disability services.
3. After attempting and/or completing 30 semesters units of remedial coursework and showing satisfactory progress by maintaining a 2.00 cumulative grade-point average, students may be allowed additional units of remedial coursework upon petition to the College Petitions Committee. If a waiver of the 30 unit limit is granted, the committee will specify the additional course(s) in which the student may enroll as well as any other conditions which the student must meet to satisfy the waiver. Progress shall be monitored on a semester basis.

A student not exempted from the 30 unit limitation shall be dismissed from the credit program and referred to adult non-credit education courses. Upon successful completion of appropriate remedial coursework or upon demonstration of skills which will reasonably assure success in college-level courses, the student may request reinstatement to the credit program at the college in order to proceed with college-level coursework.

STANDARDS OF SCHOLARSHIP

Glendale Community College interprets a “C” average as a satisfactory scholarship standard—which means that the student should receive grade points equal to twice the number of units attempted.

Students who fail to maintain satisfactory scholarship may be placed on academic or progress probation and may be dismissed.

1. Academic Probation

A student will be placed on academic probation if the student’s cumulative grade-point average for all units attempted at accredited postsecondary institutions is less than 2.0. Glendale Community College recognizes academic probationary status assigned by another college or university.

2. Progress Probation

A student who has enrolled in a cumulative total of at least nine (9) units shall be placed on progress probation if the percentage of all units in which a student has enrolled at accredited postsecondary institutions for which grades of “W”, “I” and “NC” are recorded reaches or exceeds fifty percent (50%). Glendale Community College recognizes progress probationary status assigned by another college or university.

3. Dismissal

- a. A student on probation (academic, progress or a combination of both) who earns any form of probationary

status during enrollment in two consecutive semesters of attendance shall be dismissed and shall not be reinstated until at least one semester has elapsed after the dismissal. An exception is made for students whose first dismissal occurs at the end of the fall semester. Students who re-enroll in the subsequent spring semester are allowed to continue pending the determination of their academic status at the end of the spring semester. Glendale Community College recognizes academic dismissal assigned by another college or university. Students dismissed from other colleges or universities must abide by the procedures for students dismissed from Glendale Community College with respect to seeking readmission after dismissal.

- b. A student having been readmitted on probation after academic dismissal must maintain a semester grade-point average of at least 2.0 and must not be placed on progress probation. If either the semester grade-point average falls below 2.0 or the student is assigned the progress probation status, that student will again be dismissed for one semester.

Appeal for Reinstatement

Following the notification of dismissal from the college, students may appeal to the dean of admissions and records for reinstatement if unusual and verifiable circumstances caused dismissal. These circumstances could be, but are not limited to, family emergency, health problems, or extreme financial difficulty.

Timeline for Appeals

Appeals for reinstatement must be received by the Dean of Admissions and Records by August 1, 2002 for the fall semester, and by January 31, 2003 for the spring semester. If students have been dismissed, they will not automatically be re-admitted after one term of dismissal. Their entire record will be reviewed prior to consideration for reinstatement.

Financial Aid Satisfactory Progress Policy

In order to receive financial aid, students must meet the Glendale Community College Standards of Scholarship while enrolled. In addition, students are expected to meet the following standards during periods of enrollment for which federal or state financial assistance is received.

1. **Eligible Program**—A student must enroll in an eligible educational program which leads to a degree or certificate that the student has not previously earned and which requires at least six months of study.
2. **Review of Previous College Records**—Previous education at Glendale Community college and/or units completed at other accredited institutions will be evaluated in determining the student's maximum time period for Title IV funds. Students are expected to make satisfactory progress according to the college's standards of scholarship during all periods of enrollment whether or not they are receiving Title IV aid. Students on academic and/or progress probation are eligible to receive Title IV aid during their probationary semester(s).

3. **Incremental Periods for Review of Satisfactory Progress**—Under both the college's general satisfactory progress standards for academic or progress probation/dismissal, as well as its financial aid satisfactory progress standards of unit completion, the student's progress shall be evaluated after the completion of each academic year, i.e., spring/summer semesters.
4. **Change of Educational Objective**— No change of educational objective is permitted after students have reached the 72 unit maximum, unless there are extenuating circumstances which may be taken into account during the appeal process. Prior educational work completed is evaluated according to Standard 2 above.
5. **Grades of F, W, NC, and IP will not count as units completed.**
6. **Course repetitions within college policy will be allowed.**
7. **Maximum Time Frame for Completing Educational Goal**—Students pursuing a degree or transfer program are allowed a maximum of 72 degree applicable units within which to complete their educational objective. Students enrolled in a certificate program must complete the program within the number of units as stated in the college catalog. Remedial course work may not exceed a 30 unit maximum. Students enrolled full-time are expected to complete 24 units during the academic year. Students enrolled three quarter, half-time, or less than half-time must complete the required minimum 18, 12, or 2 unit(s) relative to appropriate enrollment status.
8. **Financial Aid Probation**—During any academic year in which Title IV aid is received, students are expected to complete a minimum of 24, 18, or 12 units relative to the full-time, three-quarter time, or half-time enrollment status upon which receipt of the aid was determined; i.e., students receiving a Pell Grant based on the full-time payment schedule must complete 24 units during the academic year. Students receiving only FWS, and/or a Stafford loan must complete a minimum of 6 units each semester or 12 units for the school year. Students who complete less than the number of units for which they were paid aid during the academic year are sent a warning letter and placed on financial aid probation for the subsequent school year. Students on financial aid probation are considered to be eligible to receive Title IV aid, during the probation period.

In addition, students who do not maintain a grade point average of at least 2.0 are placed on probation until the next award year.

9. **Financial Aid Dismissal**—A student who does not complete a minimum of 24, 18, or 12 units relative to full-time, three-quarter time, or half-time status for two consecutive academic years on aid will be placed on unit dismissal. A student who has reached or exceeded the 72 unit maximum time frame without completing his/her

educational objective is placed on term dismissal. In addition, students who fail to maintain a 2.0 grade point average are dismissed from the college for failure to meet its general standards of academic and/or progress probation are also no longer eligible to receive further Title IV aid. Once a student earns the 72 degree applicable units allowed under the college's maximum time frame standard, the student is no longer eligible to receive Title IV aid.

10. **Academic contracts**—Students who have reached their maximum time frame without completing their educational objectives and who successfully appeal their dismissal from Title IV aid are placed on Academic Contracts. An Academic Contract lists the specific courses the associate dean for financial aid and/or the Financial Aid Appeals Committee has approved the students to take to complete their educational goals. Students on an Academic Contract are considered eligible for Title IV aid, but they are paid only for specific classes required to complete their educational objective.
11. **Academic Contract Dismissal**—Students on an Academic Contract who fail to meet the conditions of the contract are dismissed from further Title IV aid and are sent an Academic Contract dismissal letter.
12. **Appeal Procedures**—Students dismissed from financial aid for failure to meet either the college's general standards, the financial aid standards, or for failure to complete their educational goals within the maximum time frame provided may appeal. Please see the Financial Aid Office regarding the appeals process and appropriate forms. Students must submit a current Student Educational Plan and a completed appeal form listing the reasons they did not meet the progress standards, listing tutorial and/or other service used, and detailing their educational plans for achieving satisfactory progress if further aid is approved. In case of grade changes, an updated transcript showing grades must be provided to Financial Aid. Students who successfully appeal their termination from aid for failure to complete their educational goals within the maximum appeal are placed on an Academic Contract.

UNIT OF WORK

The credit value in semester units of each course is indicated after the title of the course under "Course Descriptions." Each unit represents one hour per week of lecture or discussion, or a longer time in laboratory or other exercises not requiring outside preparation. For each hour of lecture-discussion, two hours of preparation are assumed.

UNIT LIMITATIONS

The students' program of studies will vary according to their needs and objectives. Students registered in 12 or more units are classified as full-time students; those registered for less than 12 units are classified as part-time students. The academic load carried should be in line with the best combined

judgment of the student and the counselor. The college recommends that students who are working 20 hours per week should carry no more than 10 units; 30 hours per week, no more than 8 units; and 40 hours per week, no more than 6 units. Individuals having health problems should make proportionate adjustments in their college programs.

A first semester student, one who has not completed at any college one semester of resident study of 12 semester units of credit or a quarter of resident study of 8 semester units of credit, should not register for more than 16 units plus one unit of music performance and a physical education activity. Students may not register in more than 19 semester units without special permission. These unit limitations apply to the total of day and evening college courses.

WITHDRAWAL/COURSE DROP POLICY

Once enrolled in courses, students are not considered to have dropped or withdrawn unless add/drop forms have been filed with the Office of Admissions and Records. Failure to attend class does not constitute withdrawal.

A grade of “W” will not be made on the permanent academic record of a student who drops or is dropped from the course or from college:

- during the first two weeks of a semester-length course;
- during the first week of a course which is at least six weeks in length and less than a semester in length; or

- during the first 20% of a course which is less than six weeks in length

Students who drop or are dropped from semester-length courses after the second week and prior to the end of the ninth week will receive grades of “W” on their permanent academic records. The same notation will appear for students in eight-week courses who drop after the end of the first week and by the end of the fourth week.

In order to receive a grade of “W” in a six-week summer/winter session course, a student must drop by the end of the third week.

Courses that last less than 16 weeks adhere to a *pro rata* schedule for deadlines.

Upon petition, students may drop or be dropped subsequent to the designated deadlines for extenuating circumstances. The petition must be received by the chairperson of the Petitions Committee within the first semester following the semester or term in which the course was scheduled. Extenuating circumstances are verified cases of accident, illness or other circumstances beyond the control of the student. Such withdrawals or drops shall be recorded as a “W.”

Students not dropped or withdrawn from courses during the periods and circumstances described above will not be eligible for a grade of “W” and must be assigned a letter grade in the “A” through “F” category, or “CR/NC” in those courses so designated.