ACADEMIC POLICIES AND PROCEDURES

Credits and Grades

Unit of Work
The standard unit, a measurement of college work, represents one college hour (50 minutes) of classwork weekly for one semester. In some courses, however, such as those in physical education and the laboratory arts and sciences, a greater number of hours of classwork are required weekly for each unit than in other courses. In general, two or more clock hours of preparation outside class are needed weekly for each unit of classwork.

Semester and Quarter Units
Most universities and colleges in the United States use the semester or quarter system and hence grant credit in semester units (s.u.) or quarter units (q.u.). For example, City College uses the semester system and grants credit in semester units; some California State University campuses and most University of California campuses use the quarter system and grant credit in quarter units.

Two semester units are equivalent to three quarter units. Therefore, to convert semester units to quarter units, multiply the number of semester units by 3/2 (or 1.50); to convert quarter units to semester units, multiply the number of quarter units by 2/3 (or 0.667).

Academic Record Symbols and Standards

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<th>Symbol</th>
<th>Definition</th>
<th>Grade-Points</th>
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<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Passing, less than satisfactory</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
</tr>
<tr>
<td>CR</td>
<td>Credit (At least satisfactory, C or better. Units awarded not counted in grade-point average.)</td>
<td></td>
</tr>
<tr>
<td>NC</td>
<td>No Credit (Less than satisfactory or failing. Units not counted in grade-point average.)</td>
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English is expected in all College course work and is a consideration in grading. Its use is not an exercise limited to English classes alone.

Credit (CR)/No Credit (NC) Courses

Certain courses offered at City College of San Francisco are designated as credit/no credit courses. Such courses are shown in the catalog with the statement "CR/NC only" meaning that only grades of CR and NC are given for the course. Other courses are designated as optional credit/no credit courses. Such courses are shown in the catalog with the statement "CR/NC avail." meaning the course may be taken for credit/no credit or on a letter grade basis; i.e., the credit/no credit option is available. Note: 1) credit/no credit courses are counted toward graduation and for transfer and 2) in an optional credit/no credit course the student must file a petition with the Office of Admissions and Records to take the course on a credit/no credit basis no later than the deadline date established in the Calendar of Instruction. (See Calendar of Instruction for this date). Petition forms are available from the Office of Admissions and Records. In the absence of a "Petition for Credit/No Credit" students will be evaluated on a letter-grade basis. The "NC" symbol shall be used only in calculating units attempted for probation and dismissal.

Although City College does not limit the number of units a student may take on a Credit/No Credit basis, students planning to transfer should inquire of the transfer institution its policy on credit/no-credit coursework. Some institutions may require a letter grade in coursework used to satisfy specific requirements for admission and/or major preparation.

Noncredit Grading

Some noncredit classes do issue grades. Letter grades (A, B, C, NC) or CR/NC grades are issued in all noncredit vocational/occupational classes, including VESL, Business, Trade Skills, Automotive, Health (except Tai-Chi), Labor Studies and Consumer Arts and Sciences. Each department determines whether to give letter or CR/NC grades and all classes/sections use the same grading mode. All students on financial aid receive grades in all their noncredit classes, even if grades are not usually assigned in those courses. All students enrolled in high school classes in Transitional Studies leading to a high school diploma receive letter final grades comparable to those issued in local secondary schools as agreed to with the county superintendent. Grades are not issued in Older Adult, Consumer Education, General ESL, DSPS, non high school diploma Transitional Studies, and CDEV and Parenting classes that are not vocational/occupational in nature.

Other Symbols

Symbol | Definition
--- | ---
"EX" | Exclusion
"I" | Incomplete
"IP" | In Progress
"RD" | Report Delayed
"W" | Withdrawal
"MW" | Military Withdrawal

"EX" Exclusion. The "EX" symbol shall be used to denote grades of D, F, or NC the student has chosen to exclude from his or her academic history.

"I" Incomplete. A student may be given a final grade of Incomplete only if illness or other unavoidable circumstances prevent taking the final examination or satisfying the other requirements in a course.

A student must make arrangements for an Incomplete with the instructor for the course. The instructor will file a record of Incomplete with the Office of Admissions & Records and give the student a copy. This record shall note the condition(s) for removal of the Incomplete and the grade to be assigned if the work is not completed.

A grade of Incomplete must be removed within one month of the first day of instruction in a student's next regular semester of attendance, or no later than one year from the last day of instruction in the semester of issuance, whichever date comes first.

A final grade shall be assigned when the work stipulated has been completed and evaluated or when the time limit for completion of the work has passed.
A student should make arrangements for the removal of an Incomplete with the instructor for the course. In the absence of the instructor, the student should contact the department chair. If a student is, due to extenuating circumstances, unable to complete the work within the time specified the student may, after contacting the instructor, petition the Dean of Student Advocacy, Rights and Responsibilities for an Extension of an Incomplete.

An Incomplete shall not be used in calculating units attempted nor for grade points, but shall be used in calculating units for purposes of evaluating probation and dismissal.

**“IP” In Progress.** The “IP” symbol shall be used to denote that the class is scheduled to extend beyond the normal end of the semester or summer session. An “IP” symbol indicates that work is in progress and that assignment of a grade will occur upon its completion. The “IP” symbol shall remain on the student’s permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student’s record for the term in which the course is completed. The “IP” symbol shall not be used in calculating units attempted, nor for grade points.

**Late Withdrawal.** Late withdrawals are those requested by students after the last day for an official student- or instructor-initiated withdrawal and up until a period of two years after a final grade has been given. A late withdrawal will be granted only for verifiable extenuating circumstances that prevented the student from academic participation. Extenuating circumstances are defined as: institutional error, health, jury duty, military service, accident, family emergency, incarceration, extended litigation, or work conflicts that occurred only between the last day for a student- or instructor-initiated withdrawal and the final examination. For more information please consult with the Office of the Dean of Student Advocacy, Rights and Responsibilities, Conlan Hall, Room 106.

**“MW” Military Withdrawal.** “Military Withdrawal” occurs when a student who is a member of an active or reserve United State military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. Military withdrawals shall not be counted in progress probation and dismissal calculations.

**“RD” Report Delayed.** Only the Office of Admissions and Records may assign the “RD” symbol. This symbol is to be used when, for reasons beyond the control of the student, there is delay in reporting the student’s grade. “RD” is to be replaced by a permanent symbol as soon as possible. The “RD” symbol shall not be used in calculating units attempted, nor for grade points.

**“W” Withdrawal.** If a student withdraws from a class or if an instructor withdraws a student from a class between the last day to drop and the last day for withdrawal, a “W” symbol will appear on the student’s permanent record. (See Calendar of Instruction for specific dates.) If a student stops attending a class after the last day for a student-initiated or instructor-initiated withdrawal, the instructor must report a grade symbol (consistent with the grading policies) other than “W”.

The “W” symbol shall not be used in calculating units attempted nor for grade points, but shall be used in calculating units for purposes of evaluating probation and dismissal.

If a student drops a class prior to the last day to drop, no notation will appear on the student’s permanent record. (See Calendar of Instruction for specific dates.)

**Course Prerequisites, Corequisites, and Advisories (Recommendations)**

City College has established prerequisites, corequisites, and advisories to maintain academic standards and ensure student success. The CCSF Governing Board recognizes that if these requisites are established unnecessarily or inappropriately, they constitute unjustifiable obstacles to student access and success. Therefore, the San Francisco Community College District, in compliance with Title V Matriculation Regulations, has adopted a policy to provide for the establishment, review and enforcement of prerequisites, corequisites, advisories on recommended preparation, and certain limitations on enrollment in a manner consistent with law and good practice. Elements of this policy follow:

**Definition of Terms**

**Prerequisite**: A condition to enrollment that a student is required to meet in order to demonstrate current readiness for a course or educational program. If a prerequisite is a course, a student must pass the prerequisite course with a grade of ‘C’ or higher.

**Corequisite**: A course that a student must take concurrently with another course.

Below are the different types of pre/corequisites:

1. **Standard prerequisite or corequisite**: A pre/corequisite to a course, the equivalent of which is offered at three or more California State University and/or University of California campuses with an equivalent prerequisite.

2. **Sequential course within and across disciplines**: A course that serves as a pre/corequisite to an articulated course in the same discipline or in another discipline.

3. **Course in communication or computation skills**: A course in communication or computation skills that serves as a pre/corequisite to a course other than another communication or computation skills course. At City College of San Francisco, computation courses are defined as MATH E, BSMA G, H, and J; communication courses are defined as ENGL L, 90, 92, and ESL 22, 32, 42, 44, 46, and 56.

4. **Placement level**: A Mathematics, English, or English as a Second Language course placement level determined by the College placement assessment process, which consists of the use of State-approved assessment instruments, validated cut-scores, and multiple measures.

5. **Program prerequisites**: A pre/corequisite to enrollment in a program such as Nursing, Hotel and Restaurant Management, or Aeronautics.

6. **Health and safety**: A pre/corequisite to enrollment in a course or program in which health and safety of the student or others may be endangered if the pre/corequisite is not met.

7. **Recency**: A pre/corequisite skill-level that a student must possess within a specific time period prior to enrollment in a course or program.

**Advisories on Recommended Preparation**: A condition of enrollment that a student is advised, but not required, to meet before or concurrently with enrollment in a course or educational program. Students are strongly encouraged to
follow the advisories since having the recommended preparation will greatly increase the likelihood of success in the target course.

**Limitation on Enrollment:** A condition of enrollment that a student must meet (in addition to any prerequisites and corequisites) prior to enrolling in the following types of courses:

1. **Performance courses:** Courses in this area include intercollegiate athletics, theatre arts (drama), and music, for which an audition or tryout may be required.
2. **Honors courses:** These courses, which are generally designated for high school students, require a specific scholastic aptitude prior to enrollment.
3. **Blocks of courses or sections:** A “block” refers to at least two or more courses or sections of courses in which enrollment is limited to a specific group of students. Examples at CCSF include the African American Achievement Program and the Puente Project.

**Challenge of a Prerequisite or a Corequisite**

A student who does not meet a stated prerequisite or corequisite to a course may be dropped on the first day of school. However, the student may file a petition to Challenge a Prerequisite or Corequisite on one or more of the grounds listed below. The student shall bear the initial burden of showing that grounds exist for the challenge. Challenges shall be resolved in a timely manner and, if the challenge is upheld, the student shall be permitted to enroll in the course or program in question.

**Grounds for challenge:**

A. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite.
B. The student possesses the skills/knowledge necessary to protect the health or safety of himself and others despite not meeting the stated health and safety prerequisite.
C. The prerequisite or corequisite is either unlawfully discriminatory or being applied in an unlawfully discriminatory manner.
D. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available.
E. The prerequisite or corequisite has not been established in accordance with the District’s process for establishing prerequisites or corequisites.
F. The prerequisite or corequisite is in violation of Title 5.

Any student may appeal the decision of the challenge to the Office of the Vice-Chancellor of Academic Affairs or the Vice-Chancellor of Student Services.

**Procedures for Filing a Petition to Challenge a Prerequisite/Corequisite**

**CAUTION:** The student shall bear the initial burden of showing that grounds exist for the challenge. A student who wishes to challenge a pre/corequisite should file a petition as early as possible prior to the first day of class.

**Instructions:**

1. Obtain a **Petition to Challenge a Prerequisite or Corequisite** from the Office of the Dean of Student Advocacy, Rights and Responsibilities (Conlan Hall, Room 106), the Office of Matriculation Services (Conlan Hall, Room 204), or the chair of the department of the course.
2. The student should file the completed petition at the appropriate department office (see the petition form) as early as possible before the first day of school, but must file no later than the end of the add/drop period. The department office will give the student a date-stamped copy of the petition and provide him/her with a decision by the end of the add/drop period.
3. If the challenge is upheld, the student will be eligible for the course; the student should retain the approved petition as proof of his/her eligibility. If the challenge is denied, the student will not be eligible for the course and will be required to drop if he/she has already registered for the course.
4. The student must submit the approved petition to the Office of Matriculation for final processing. The department will keep a copy of the petition for its own records.
5. A student may appeal a decision to the Vice-Chancellor of Student Development or the Vice-Chancellor of Academic Affairs.

**Challenge of a Limitation on Enrollment**

Any limitation on enrollment may be challenged by a student on the grounds listed below. The student shall bear the initial burden of demonstrating that grounds exist for the challenge. The District shall resolve the challenge in a timely manner. If the challenge is upheld, the student shall be allowed to enroll in the course. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term.

**Grounds for Challenge of a Limitation on Enrollment:** A student may challenge a limitation on enrollment in a course if:

A. the course is required in order for the student to receive a degree or certificate and no other course is offered during the semester of the challenge to meet the requirement, and
B. the student’s graduation from the degree or certificate program will be delayed if (s)he is unable to enroll in the course during the semester of the challenge.

**Procedure for Challenging a Limitation on Enrollment:**

1. Obtain a Petition to Challenge a Limitation on Enrollment from the Office of the Dean of Student Advocacy, Rights and Responsibilities (E-106), the Office of Matriculation Services (E-204), or the department chair of the course.
2. The student should file the petition with the department chair prior to the first day of class, but must file no later than the end of the add/drop period in order for the petition to be considered.
3. The student must attach a current CCSF Student Educational Plan indicating that the course is required to receive a degree or certificate. The student must prove that his graduation will be delayed by one or more semesters if (s)he is not allowed to enroll in the course. The department chair will retain a copy of the petition and forward a copy to the Office of Matriculation Services.
1. The department chair will provide the student with a decision by the end of the add/drop period and give the student a copy of the petition with the decision indicated. If the challenge is denied, the student will not be eligible for the course and will be dropped if already enrolled in the course.

5. The student may appeal the department chair’s decision to the Dean of Matriculation Services.

Grades and the Grade-Point Average
A student’s grade-point average (GPA) shows numerically the relationship between the number of units attempted and the grade-points received. It may be determined by dividing the number of grade points earned by the number of units attempted. Grades of CR, NC, W, I, IP, EX and MW do not affect a student’s grade-point average.

A 4.00 quotient indicates an A average; 3.00, a B average; 2.00, a C average; 1.00, a D average; 0.00, an F average.

Students grade-point averages are used in various ways. For example, a requirement for graduation from the College is that a student must have completed a minimum of 60 semester units of lower-division college work in which he has maintained an average final grade of C (2.00 grade-point average) or higher in all lower-division courses he has attempted for grade points. The College also uses grade-point averages in awarding various scholarships and in determining whether students may be disqualified from further attendance because of scholastic deficiencies. In addition, universities and colleges use grade-point averages in admitting transfer students.

Probation and Dismissal
There are two types of probation: academic and progress. A student may be on either type of probation or on both. If a student is on either type of probation or on both,

- there will be a permanent notation placed on the student’s academic history;
- a student will not be in good academic standing at the College;
- the student will not be removed from probation until there is improvement in the overall academic record, even if there is improvement in the current semester academic record.

Students on probation may be contacted by the General Counseling Department or the EOP&S so that they may be provided individual counseling and guidance on how to improve their academic standing. The students’ programs may be regulated so as to help them move off probation.

Academic Probation
A student who has attempted at least 12 units as shown on the official academic record will be placed on academic probation if the student has earned a grade point average below 2.00 in all units in which grades were given.

Progress Probation
A student who has attempted at least 12 units as shown on the official academic record will be placed on progress probation when the percentage of all units in which a student has enrolled and for which the student has been given a “W,” an “INC.,” or a “NCR.” is 50% or more.

Removal from Probation
For removal from academic probation, a student must have an overall grade point average in all City College units of 2.00 or higher. For removal from progress probation, a student must have been given marks of “W,” “INC.,” or “NCR.” in less than 50% of all City College units in which the student has enrolled.

Dismissal:
Academic Dismissal: A student who has been on probation is subject to academic dismissal if the student has been on either academic probation or on progress probation or on both academic and progress probation for more than three consecutive semesters. If students are academically dismissed, a notation of “Academic Dismissal” will be placed on the permanent academic record. Consecutive semesters means three semesters in a row of the student’s attendance at City College. Summer sessions are not counted as regular semesters when semesters are being counted for academic dismissal.

Appeal of Academic Dismissal and Request for Reinstatement: Students may appeal academic dismissal and petition to be reinstated so they may continue their enrollment. Such petitions will be considered in cases of verified unusual circumstances. Students may request information or a Petition to Appeal Academic Dismissal and Request Reinstatement from the Office of the Dean of Student Advocacy, Rights and Responsibilities (Conlan Hall, Room 106). If students are reinstated, their reinstatement will be conditional based upon a review of the academic record at the end of each semester. Re-admitted students will be subject to the continued requirements of the academic probation and academic dismissal regulations.

Financial Aid Probation: The rules for financial aid probation, academic progress, or disqualification may be different. Please see the appropriate section in the Catalog under Financial Aid.

Grade Reporting
Midterm Grades are no longer mailed to students. Midterm and Final Grades are made available to students through STARS (Student Telephone Automated Registration System). The dates and times that they are made available through STARS is located in the Schedule of Classes for that school term. In addition, final grades are mailed to students at the end of each term.

Repetition of Credit Courses
Course repetition is student-initiated and is not the same as course repeatability. Courses offered for credit may be repeated only when one (or more) of the following circumstances applies:

- the student has received a substandard grade of D, F, or NC;
- the district finds that the student’s grade is, at least in part, the result of extenuating circumstances, for example, accident or illness, military service, jury duty, and so forth;
- the district has determined that a student should repeat a course because there has been a significant lapse of time since the student previously took the course;
- the district finds that permission to repeat a course is a valid disability accommodation, as verified by the CCSF Disabled Student Program & Services office;
- the district finds that course repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment;
• the district finds that the student is a visual or performing arts major requesting permission to repeat the course under extended repeatability (subject to limits under College policy).

Before repeating any course, it is strongly recommended that a student seek the advice of his or her instructor or counselor. In some cases, a course cannot be repeated more than once without the advice and approval of the previous instructor or the department’s faculty advisor or the department chair. Students should be aware of the following:

1. when a student repeats a course, the original grade is not removed and therefore remains a part of the permanent record.
2. when a student repeats a course because of a substandard grade (D, F, or NC), the original grade will not be used in calculating the student’s CCSF grade point average.
3. when a course is repeated, the latest grade may count even if it is lower than the original (except for “notation only”).
4. when a student repeats a course in which he or she has received a passing grade (for example, because of a significant time lapse) the student may not be allowed to earn a second grade or a second set of units. The notation “Post Grade Only” may be used instead.
5. course repetition may affect a student’s financial aid or other benefit status. Please check with the appropriate office.
6. some transfer institutions, unlike CCSF, may calculate all grades in the overall grade point average.
7. once an associate degree has been awarded, courses taken prior to the awarding of the degree cannot be repeated.

Repetition Petitions are available in the Office of the Dean of Student Advocacy, Rights and Responsibilities, Conlan Hall, Room 106.

Course Repeatability is different from course repetition because it is a characteristic of the course itself, is requested by the department concerned and is subject to review by the Curriculum Committee. Courses with established content have course repetition but no course repeatability. Three other types of courses have course repeatability. The College Catalog course descriptions will note if a course has course repeatability.

Courses with Variable Content are defined as courses in which the essential course content changes substantially from one time of offering to the next. There are two allowable types of variable content courses: Umbrella courses and Independent Studies courses. Umbrella courses consist of an umbrella and a series of letter courses. For example, ENGL 48 is the umbrella for ENGL 48A, 48B, 48C, etc. A student cannot repeat the same version of the course. Independent Studies courses allow a student to conduct special studies or research on a topic in his or her major and to receive units for such studies or research.

Courses that Build on Experience or Physical Skills are allowed repeatability with a maximum number of repeats set at three regardless of how the particular subject is subdivided. (For example, if a subject is divided into beginning, intermediate and advance courses, the intermediate and advance courses are counted as repeats.) Passing grades (i.e., A, B, C or Cr) are generally given in these courses to indicate progress toward (or degree of attainment of) these goals, and students are allowed to repeat only if they are making satisfactory progress toward attaining the established goals. A student cannot be allowed to repeat the course if the course goals have been attained. If a student does not make satisfactory progress, the student will receive a substandard grade (D, F, or NC) and will thereby open the possibility of course repetition as defined in a preceding section; however, the total of the repetitions cannot exceed three.

Courses in the Performing and Visual Arts: In order to allow students who are planning to transfer in the Performing and Visual Arts to maintain proficiency until such time as they transfer, City College policy will allow extended repeatability for Performing and Visual Arts courses identified by the departments and approved by the Curriculum Committee. Three conditions must be satisfied:

(a) a Performing and Visual Arts course must be one that develops a professional/vocational skill in the Arts and there must be a reasonable expectation that transfer opportunities exist in that skill.
(b) a Performing and Visual Arts skill may not be subdivided into more than three course levels (beginning, intermediate, and advanced) and may not have more than one course per level. The extended repeatability will consist of a maximum of one repeat at the beginning level and a maximum of three repeats at each of the intermediate and advanced levels.
(c) the concept of satisfactory progress described above must be built into any Performing and Visual Arts course using the extended repeatability. A department may not allow a student to repeat a course unless there is evidence that satisfactory progress is being achieved by the student. In the event that a student exhausts this extended repeatability prior to transferring, the student may with departmental approval, apply to the Vice-Chancellor of Academic Affairs for a waiver of the Performing and Visual Arts repeatability limits.

Students may use the Course Repetition Petition (available in the Office of the Dean of Student Advocacy, Rights and Responsibilities, Conlan Hall, Room 106) to ask to be allowed to repeat a course under Course Repeatability.

Academic Renewal/Exclusion
A student may petition to have college grades of D, F, or NC excluded from grade point average calculations if that work is not reflective of the student’s present level of performance. However, to ensure a true and complete academic record, the permanent academic record will show all of the student’s course work, including excluded classes.

A request for academic renewal will be granted under the following conditions:

1. A student must have completed at an accredited college at least 24 degree applicable semester units with a grade point average of at least 2.0 or 12 semester units with a grade point average of at least 3.0. These units must be earned subsequent to any grade of D, F, or NC to be lined out.
2. Two or more years must have elapsed since the most recent course work to be excluded was recorded.
3. A maximum of 24 units can be lined out, and academic renewal will only be granted once.
4. A student’s official transcript will include a notation of when the request for academic renewal was granted as well as the fact that grades from other institutions may have been used to satisfy the requirements for academic renewal. *The petition for Academic Renewal/Exclusion may be picked up at the Admissions and Records Office, Conlan Hall, Room 107.*

Students are reminded of the following:

- Only courses taken at City College may be lined out.
- Some transferring institutions may not accept the lining out of grades and may recalculate the grade point average. Students who plan to transfer to other institutions should inquire of the transfer institution its policy on lined out grades.
- Once an Associate degree has been awarded at City College, courses taken prior to the awarding of the degree cannot be repeated or excluded.

Students who wish to have grades lined out under this policy must request a petition from the Office of Admissions and Records. Since academic renewal will be granted only once, students considering the petition are advised to file the petition at a time close to their graduation of transfer.

**Changing Final Grades**

An instructor may not change any final grade, except that of Incomplete, on the basis of additional work completed by a student after the close of a semester.

**Academic Transcript of Records**

A student may obtain an official or unofficial academic transcript of records by completing and submitting a Transcript Request Form to the Transcript Department, Conlan Hall, Room 107. Students may also request a Transcript of Academic Records by FAX to (415) 239-836 or by letter to:

City College of San Francisco
Transcript Department, Box E-107
50 Phelan Avenue
San Francisco, CA 94112

When requesting an Academic Transcript of Record the following information must be included:

- Student’s full name while attending CCSF
- Current mailing address
- Telephone number
- Present full name if different while attending CCSF
- Birth date
- CCSF Student ID number
- Date last attended at CCSF, i.e., Spring 1998
- First Date of attendance at CCSF, i.e., Fall 1996
- Where the Academic Transcript of Record is to be mailed
- When the Academic Transcript of Record should be sent, i.e., After this semester’s grades are posted; After degree/certificate has been posted.
- A listing of all courses currently in progress at CCSF
- Number of copies requested

- Student’s signature
- Date

It is strongly recommended that students wishing to transfer to another college/university complete and submit a request well in advance of the date in which the transcript is needed. Processing time during peak periods will take from two (2) to four (4) weeks. Academic transcripts are reviewed and processed as they are submitted.

**Processing Fee**

The first two requested official and/or unofficial Academic Transcript of Records are free of charge. A processing fee of $5.00 is assessed for each additional transcript after the first two.

**Rush Service**

Students may contact the Transcript Department and request *Rush Services* for the issuance of Academic Transcript of Records. Normal processing time for this service is twenty-four (24) hours. The fee for this service is $10.00 per requested copy.

**Transfer of Grade Points to City College**

City College counts the grade point average of transferable units earned at other universities or colleges toward the combined grade point average of 2.0 required for graduation. The combined grade point average takes into account both the cumulative grade point average at City College of San Francisco and the grade point average of transferable units.

**Credit by Examination**

Under section 51302.5 of Title V, *California Administrative Code*, community-college governing boards are authorized to grant credit by examination under certain circumstances.

**Advanced Placement Test**

Under the provisions of this section, City College of San Francisco will grant credit in the appropriate course or courses to students providing evidence of their having passed Advanced Placement Tests, as conducted by the College Entrance Examination Board.

**College Level Examination Program (CLEP)**

City College also recognizes the College Level Examination Program (CLEP), general examinations conducted by the College Entrance Examination Board. The College will grant general credit:

1. toward graduation for CLEP examinations and
2. toward the appropriate general-education requirements of the California State University.

The procedures for applying units earned by CLEP examinations to California State University and Colleges General Education requirements are listed below:

**EXAMINATIONS (CSU GE Rea. Area No.)** UNITS

**Mathematics**

Mathematics (B4) .................................................. 6

*Passing this examination with a score of 500 or above is the equivalent of six units but students will not be able to apply more than three units to the mathematics category.*
Humanities
Arts (C1) ........................................ 3
Humanities (C2) .................................... 3

Passing this examination with a score of 500 or above is equivalent to the above six units.

Natural Sciences
Physical Science (B1) ............................. 3
Biological Science (B2) ......................... 3

Passing this examination with a score of 500 or above is equivalent to the above six units.

Social Sciences and History
Social Institutions and Behavior (D) ........... 3
Political & Economic Institutions & Behavior (D) ... 3
History and Contemporary History (D) .......... 3

Passing this examination with a score of 500 or above is the equivalent of six units, not nine, so students who pass this examination may choose two of the three categories listed above for a total of six units.

Credit under both these programs is usually granted only to students with no college work completed; students who have completed some college work previous to taking the examinations or who wish both advanced placement and CLEP credit, should consult the Office of Admissions and Records for special requirements. (Students who plan to transfer to a four-year institution should consult the catalog of the transfer institution regarding the acceptability of CLEP credit.)

Petition for Credit by Examination
In addition, students may petition for credit by examination in certain courses offered at City College in accordance with the procedures set forth below:

1. Determination of eligibility to take the examination:
   a. The student must be currently registered in City College, must be in good standing, and have a cumulative record that indicates a minimum of 12 semester units at City College with a C (2.00 grade-point average) or higher. Under special circumstances, a student may be permitted to take examinations prior to fully meeting this requirement, but in no case will the result be entered on the permanent records until the requirement is satisfied.
   b. The course for which credit is requested must be listed in the current City College catalog.
   c. A petition must be filed to take an examination for course credit if the student—
      i. meets the requirements for the individual course as specified in the current City College catalog;
      ii. has neither already completed nor is currently taking a course more advanced than that for which credit by examination is requested.
   d. A student who has failed a course at City College will not be permitted to take that course by examination.
   e. A student who has failed in an examination for credit by examination may be denied permission to take further examinations either in that subject or in other subjects.
   f. The department offering a course which may be taken for credit by examination will determine the type of examination to be given and the conditions of its administration.
   g. The student must meet whatever additional requirements are imposed by the department.

2. Maximum credit allowable:
   a. The maximum number of units creditable by examination at City College toward the Associate degree is 45 semester units.
   b. Under no circumstances will a student be permitted to receive Associate-degree credit by examination for more than three-quarters of the units completed at City College.

3. Limitations:
   a. The maximum number of units creditable by examination at City College toward the Associate degree is 45 semester units.
   b. Under no circumstances will a student be permitted to receive Associate-degree credit by examination for more than three-quarters of the units completed at City College.

4. Recording Credit:
   a. If the student passes the examination, the course and the grade of Credit shall be posted on the cumulative record of units completed and it shall be clearly annotated to reflect that credit was earned by examination.
   b. The Office of Admissions and Records shall note in the student’s folder and shall inform the counselor of any examinations taken for credit by examination, whether the student passes or not.

5. List of Courses:
   The Office of Instruction maintains a list of courses which may be taken for credit by examination. Only the courses on this list may be challenged.

Credit by Petition for Noncredit Courses
Students who have attended noncredit classes at City College of San Francisco and who wish to matriculate in a credit program at City College of San Francisco to continue their education for an Associate in Arts or Associate in Science degree may petition the appropriate department at City College for credit based upon achieving a certificate in a specific noncredit certificate program. Units may be applied toward the Associate degree after students have completed one City College credit course with a value of at least two semester units. Students should obtain a Credit by Petition form from the Campus where they obtained the certificate. See the list below for eligible programs:

- Apprentice-related Training Program
- Automotive Mechanics
- Automotive Metal Repair
- Bookkeeping
- Clerical Training Program
- Clerk Typist
- COBOL Programming
Computer Programmer
Data Processing Operations Training Program
Emergency Medical Technology-FS
Emergency Medical Technology I
Emergency Medical Technology II (Paramedic Training)
Family Day Care Training Program
Foster Parent Training Program
In-Plant Printing
Labor and Industrial Relations
Licensed Vocational Nursing
Medical Assisting
Medical/Dental Clerical
Microcomputer Applications
Microcomputer Business Applications
Psychiatric Technology
Supervision and Management
Welding
Word Processing

Dean’s Honor List
In the fall and spring semesters students who pass twelve units with a grade-point average of 3.5 or higher and are in good academic standing are placed on the Dean’s Honor List. To be in good academic standing a student must have an overall grade-point average of 2.0 or higher and not be on academic or progress probation.

Graduation with Honors
Students who have maintained a grade-point average between 3.30 and 3.49, inclusive, will be graduated with honors. Those who have maintained a grade-point average between 3.50 and 3.74, inclusive, will be graduated with high honors. Those who have maintained a grade-point average between 3.75 or higher will be graduated with highest honors. In determining whether students will qualify for honors at graduation, the Office of Admissions and Records does not count units, grades, or grade points earned in physical education.

Students with transferable units from another accredited college or university will have the grade point units earned count toward graduation with honors. Such students, however, will not be granted higher honors than those earned at City College of San Francisco. Students should arrange to have transcripts from other colleges or universities sent to the Office of Admissions and Records in order to have transferable units count toward graduation with honors.

Withholding of Services to Students in Default on Loans or Owing Refunds
If a student or former student is in default on a Title IV loan (Federal Family Education Loan, formerly Guaranteed Student Loan) or on a Federal Perkins Loan (formerly National Direct/Defense Student Loan) or owes a refund on a grant (Pell, FSEOG), the District shall withhold the following services: provision of grades, provision of transcripts, and provision of diplomas.

The services withheld may be provided in certain circumstances which will be addressed on an individual basis by the administration.

Student’s Responsibility for Satisfying Academic Requirements
Although counselors and advisers assist students in planning their programs, each student must assume complete responsibility for compliance with the instructions and regulations set forth in this catalog and for selecting the courses that will enable him/her to achieve his/her educational objective, whether it be graduation from the College, satisfaction of requirements for transfer to another college or a university, or preparation for an occupation.

Prerequisite Courses. A student may not enroll in a course that is prerequisite to a course he/she has already completed.

Each student is responsible for satisfying prerequisites for the courses included on the study list. For information concerning prerequisites, students should refer to the course information in this catalog in the section entitled “Announcement of Programs and Courses.”

A student may not receive credit for any course which is prerequisite to any course already taken.

Field Trips. Field trips are required in a number of the courses offered by the College. Instructors in these courses provide information pertaining to such trips.

Final Examinations. Final examinations are required of all students in all courses except physical education activity courses. Final examinations must be given on the dates and at the times shown on the official schedule and in the classrooms or laboratories in which the classes normally meet. This schedule is published in the Time Schedule. Students are required to take final examinations with the section in which they are enrolled. There are two exceptions to this policy: 1) A department, with the Vice-Chancellor of Academic Affairs’s approval, can schedule a common date, time, and place for all sections of a course to take a common examination; 2) The Vice-Chancellor of Academic Affairs can approve an alternate examination schedule for a course in cases of emergency or necessity.

English Placement Information
The results of the City College English Placement Test are used to determine the English courses in which a student may enroll. The student may enroll in the required course or sequence during any semester or summer session.

Students requesting exemption or change in placement on the basis of their SAT test scores or AP test scores should see the English Eligibility Coordinator or the English Department Chair.

Courses below English 1A taken at other institutions are not accepted as prerequisites for English courses. Transfer students who have not successfully completed English 1A at another institution must take the English Placement Test for placement into English courses.

The Chair of the English Department will rule on all matters of equivalency in connection with English courses students have taken at City College or elsewhere.
English as a Second Language
The degree and kind of English-language proficiency achieved by students for whom English is not the primary language will be determined by additional, specially designed diagnostic examinations. Placement will be most commonly in one or more courses in English as a Second Language (ESL). Appropriate courses taken in summer session are acceptable. Students nearly equally competent in English and another language may enroll in ESL courses by obtaining the approval of the Department Head of the ESL Department. Students for whom English is clearly the main or only language will not be permitted to enroll in ESL courses.

English Eligibility Essay Exam
The English Eligibility Essay Exam is given each semester by the English Department. Students who pass this essay exam earn eligibility for English 94, 96, or 1A. For more information about this exam, students should contact the English Eligibility Coordinator, Batmale Hall, Room 514.