Chapter 4 – Grading and Academic Standards

Audit

Please see Chapter 2 – Admission and Enrollment Information for details.

Grading

It is the responsibility of the instructor for the assignment of grades in any Shasta College course. To insure that grading is done consistently and fairly, the instructor shall:

1. Develop a grading procedure prior to the beginning of the course and have this procedure clearly communicated to each student on the first day handout (syllabus) of each course.
2. Establish a grading procedure that shall guarantee the academic integrity of the course at the appropriate level.
3. Once established, adhere to the course grading procedure throughout the semester.
4. Give sufficient evaluations throughout the course to insure that students are aware of progress and to inform the students of standing in the course.
5. Abide by established examination schedules of the college.
6. Adhere to established deadlines and use appropriate forms for submitting grades to the Records Office.
7. File all grade changes within two (2) years of the original grade being issued.

GRADE CHANGE PROCEDURE

Under no circumstances except for completion of work for removal of an incomplete, may a grade change be made as the result of work completed or presented following the close of a grading period (Administrative Procedure 4230). The Incomplete (I) may be made up no later than one year following the end of the term in which it was assigned. (Note: Fall 79 to Fall 81 students had one semester in which to make up incompletes. Beginning with Fall 81 a written record must be filed by the instructor stipulating the condition to be made for an evaluative grade.) ALL GRADE CHANGES MUST BE SUBMITTED DIRECTLY BY THE INSTRUCTOR TO THE ADMISSIONS AND RECORDS OFFICE.

GRADE CHANGE APPEAL PROCEDURE – BOARD POLICY 4230

The instructor of the course shall determine the grade to be awarded to each student. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. The removal or change of an incorrect grade from a student's record shall only be done upon authorization by the instructor of the course. In the case of mistake, fraud, bad faith, or incompetence, the final determination concerning removal or change of grade will be made by the Vice President of Academic Affairs or his/her designee.

For more information on appealing a grade, call (530) 242-7659.

Grading Definitions

The course grading procedure is based on the established course objectives according to the following grade definitions:

A – Excellent – Outstanding achievement of the course objectives. (4 grade points)

B – Good – Above average achievement of the course objectives. The quality of work demonstrates a comprehensive knowledge of the subject matter and a marked ability to interpret it. (3 grade points)

C – Fair to Average – Satisfactory or average achievement of the course objectives. The performance fulfills the course requirements in both quality and quantity and meets acceptable standards for graduation. (2 grade points)

D – Passing – Less than satisfactory achievement below the course objectives but such that it is not necessary to repeat the course. The level of achievement is not generally satisfactory for advancement in studies in the same or related areas. (1 grade point)

F – Failing – Failure to achieve objectives of the course. The performance is undeserving of course credit. (0 grade points)

P – Pass – Satisfactory achievement of course objectives. Student is passing the course with a “C” or better. (Not used in grade point calculations.) See Board Policy 4230 for more information.

FW – Failing-Withdrawal – A student who has both ceased participating in a course sometime after the last day to withdraw from the course without having achieved a final passing grade, and who has not received district authorization to withdraw from the course due to extenuating circumstances may be assigned an ”FW”.

NP – No Pass – Student is doing "D" or "F" work in the course. (Not used in grade point calculations.)

Non-Evaluative Symbols Definitions

AU – Audit – Auditing is to allow students to participate in class activities beyond the course repetition limit; and to allow students to repeat a course with the intent of upgrading needed skills or reviewing course content. Priority will be given to credit-seeking students.

I – Incomplete – Incomplete academic work for unforeseeable emergencies and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for removal of the "I" shall be stated by the instructor in a written record (form available from the Admissions Office). This record shall contain the conditions for removal of the "I" and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the registrar until the "I" is made up or the time limit has passed. 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. The "I" may be made up no later than one year following the end of the term in which it was assigned; however, the student may petition the Scholastic Standards Committee for a time extension due to unusual circumstances.

IP - In progress - The "IP" symbol shall be used to denote that the class extends beyond the normal end of an academic term. It indicates that work is "in progress", but that the assignment of a substantive grade must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student's record for the term in which the course is completed. The "IP" shall not be used in calculating grade point averages.

RD - Report Delayed - The "RD" symbol shall be used by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.

MW – Military Withdrawal – Military withdrawal occurs when a student who is a member of an active or reserve United States military service receives orders (other than TDY) compelling a withdrawal from courses. A student must file a petition requesting this option and attach a copy of military orders at the Admissions and Records Office. Military withdrawals will not be counted in progress probation and dismissal calculations. See the Dean of Enrollment Services for specific details.
2014-2015 Shasta College Catalog

Chapter 4 – Grading and Academic Standards

In the event of a discrepancy between the online edition of the catalog and the printed version of the catalog, the online version is the official version.

Advanced Placement Examination Credit
Shasta College will award credit to students scoring a 3, 4, or 5 on Advanced Placement examinations as indicated below. Students should have test scores sent to the Shasta College Admissions and Records Office and then contact the office during their first semester to have credit posted to their transcripts. Each transfer institution will determine the number of units awarded and the courses satisfied according to individual campus policies. For specific course information, students are encouraged to meet with a counselor.

All CSU campuses will accept the exams shown below toward fulfillment of the designated General Education-Breadth area if the examination is included in a full or subject-area certification. The CSU campus to which the student is transferring determines the total number of units awarded for successful completion of an Advanced Placement examination and the applicability of the examination to other graduation requirements.

The University of California grants credit for all Advanced Placement examinations on which a student scores 3 or higher. The credit may be subject credit, graduation credit, or credit toward General Education or breadth requirements, as determined by evaluators at each campus. Shasta College will certify the units for the IGETC General Education area indicated below.

AP Subject Exam | CSU GE AREA | IGETC AREA
--- | --- | ---
Art History | C1 or C2 | 3A or 3B
Biology | B2 and B3 | 5B with lab
Calculus AB | B4 | 2A
Calculus BC | B4 | 2A
Chemistry | B1 and B3* | 5A with lab
Chinese Language and Culture | C2 | 3B
English Language | A2 | 1A
Environmental Science | B2 + B3 | 5A with lab
Environmental Science (post-Fall 2009) | B1+ B3 | 5A with lab
European History | C2 or D6 | 3B or 4F
French Language | C2* | 3B and 6A
French Literature | C2 | 3B and 6A
German Language | C2* | 3B and 6A
Government & Politics: Comparative | D8 | 4H
Human Geography | D5 | 4E
Italian Language and Culture | C2* | 3B and 6A
Japanese Language and Culture | C2 | 3B and 6A
Latin Language | C2* | 3B and 6A
Latin: Virgil | C2 | 3B and 6A
Macroeconomics | D2 | 4B
Microeconomics | D2 | 4B
Music Theory | C1* | NA
Physics B | B1 + B3* | 5A with lab
Physics C (Electricity/Magnetism) | B1 + B3 | 5A with lab
Physics C (Mechanics) | B1 + B3 | 5A with lab
Psychology | D9 | 4I
Spanish Language | C2* | 3B and 6A
Spanish Literature | C2* | 3B and 6A

Statistics | B4 | 2A
United States History | (C2 or D6)+US-1 | 3B or 4F
World History | C2 or D6 | 3B or 4F

*Check with a counselor for restrictions

Challenge (Credit by Examination) – Board Policy 4235
A student may challenge a class by taking an examination. Examinations may be taken only once and, if passed, the credit will be posted on the student’s permanent academic record. No more than 15 units may be earned through this procedure and only courses determined by each Division of the college are open for the option.

This option is restricted to students registered for credit during the fall or spring semester. Credit by examination is not possible during the summer session. Petition (challenge) forms are available from each Division Office. A listing of approved courses can be obtained from the Division Office.

Credit Through the College Level Examination Program (CLEP) – Board Policy 4235
Upon completion of six semester units at Shasta College, a student may submit official College Level Examination Program (CLEP) test results to Shasta College from the College Entrance Examination Board (CEEB). Contact the CEEB for a testing center location (Shasta College is not a testing center). CEEB established the program to serve students who have a college-level education developed outside of the classroom (e.g. military experience/training). The following restrictions apply:

- Up to 30 semester units may be applied toward an Associate degree.
- A scaled score of 50 or higher on a CLEP examination will earn credit. (For the older General Exams, a score of 500 or better will earn credit.)
- Units awarded for satisfactory completion of CLEP examinations will post as electives, except as noted by departmental policy referenced below.
- Grades and grade points will not be assigned to CLEP units.
- Units awarded through CLEP will not apply toward the 12-unit residency requirement for Shasta College.
- The Univ. of California (UC) does not accept credit awarded through CLEP.
- Where considered by the appropriate department and division, CLEP Examinations may satisfy specific courses or a specific course prerequisite. Contact the appropriate department or Division to determine which, if any, of the examinations may satisfy specific courses or course prerequisites. Minimum scores for Shasta College course equivalencies, where established, may be obtained from Admissions and Records.
- Contact the Admissions and Records Office or Counseling for more information.
- Shasta College will grant credit for the following CLEP Subject Exams in accordance with the CSU system-wide policy:
  - College Algebra & Trigonometry/Passing Score: 50/3 semester units
  - Calculus & Elementary Functions/Passing Score: 50/3 semester units
  - General Chemistry/Passing Score: 50/3 semester units

Continued on next page...
Courses are available in a variety of formats to students residing outside California. Three types of Internet-based courses are offered at Shasta College: (1) Online, (2) Hybrid, and (3) Online. Internet-based courses are not easy. They offer greater flexibility for students' schedules. Contrary to some beliefs, however, Internet-based courses are not easy. They require a well-disciplined, motivated student with computer skills, familiarization with the Internet, a reliable computer, and a high-speed Internet connection. State regulations regarding enrollment in online classes may change and online classes may not be available to students residing outside California.

DISTANCE EDUCATION (DE)
Distance education means providing access to education beyond the traditional patterns of campus-based education and programs. It does so by offering a variety of programs and courses held at each of the three Extended Education campuses in Red Bluff, Weaverville, and Burney as well as other sites throughout the District. It also means offering classes in a variety of formats including live, internet-based (online/hybrid/web enhanced), and 2-way interactive television (ITV) instruction. Students may register online, on campus and at Extended Education campuses for all Distance Education courses.

All courses offered in these formats offer the same rigorous learning experience found in traditional face-to-face courses. These courses are designed for individuals who are unable to attend campus classes on a regular basis, prefer independent learning, or would like to take courses at their convenience.

Interactive Television (ITV): A variety of courses are available at selected sites using two-way interactive video technology. These courses originate on the Redding campus or one of the Extended Education campuses with real time delivery of the classroom activities to the other sites. Students are able to fully interact with the faculty member and other students at each of the sites. Procedures for examinations, assignments, and other class requirements are explained at the first class meeting.

Internet-based Courses: Courses are available in a variety of Internet-based formats (online, hybrid, or web enhanced) and typically offer greater flexibility for students’ schedules. Contrary to some beliefs, however, Internet-based courses are not easy. They require a well-disciplined, motivated student with computer skills, familiarization with the Internet, a reliable computer, and a high-speed Internet connection. State regulations regarding enrollment in online classes may change and online classes may not be available to students residing outside California. Three types of Internet-based courses are offered at Shasta College:

1. **Web Enhanced**: Any class which meets face to face for the full number of instructional hours AND utilizes the Internet to augment course materials is a web enhanced course. No class hours are scheduled to be replaced by online time. Web enhanced courses are listed in the front part of the schedule with other face to face course offerings, but may require login to SC Online. Consult the MyShasta online schedule for specific information.

2. **Hybrid**: A hybrid class meets face to face for some number of instructional hours AND a portion of the required instructional hours is conducted online (normally requiring login to SC Online). Students MUST access online materials to successfully complete course requirements. Hybrid courses are listed with the days and times of actual face to face meetings followed by “+ INTERNET.”

3. **Online**: A fully online class is one which requires that all class content, activities, and interaction be done online (normally requiring login to SC Online). Some instructors may include on-campus orientation, student conferences, or other on-campus events (consult the MyShasta online schedule for specific information). Students MUST access online materials to successfully complete course requirements. Fully online courses are listed as “INTERNET.” State regulations regarding enrollment in online classes may change and online classes may not be available to students residing outside California.

INDEPENDENT STUDY
Independent study provides a forum for advanced work in a given field of study. A student may contract with a full-time instructor to do independent study in a specific subject area in which he/she has exhausted the regular curricular offerings provided that:

- 99 - **Transfer Level Courses** -- The student has a declared major or already possesses a degree and has completed a minimum of 12 transfer units at Shasta College.

- 199 - **Non-Transfer Level Courses** -- The student has completed a minimum of 12 units at Shasta College

Independent study can be taken for .5-3 units. The total hours required are as follows:

- .5 unit = 27 hours; 1.0 unit = 54 hours; 1.5 units = 81 hours;
- 2.0 units = 108 hours; 2.5 units = 135 hours; and 3.0 units = 162 hours.

*Note: Any combination of these courses may be repeated three times (total of four enrollments) or a maximum of six independent study units.

Forms and additional information are available from your instructor or the Division Office.

INTERNATIONAL BACCALAUREATE (IB) EXAMINATIONS

<table>
<thead>
<tr>
<th>IB Exam</th>
<th>CSU GE AREA</th>
<th>IGETC AREA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology HL</td>
<td>B2</td>
<td>5B (without lab)</td>
</tr>
<tr>
<td>Chemistry HL</td>
<td>B1</td>
<td>5A (without lab)</td>
</tr>
<tr>
<td>Economics HL</td>
<td>D2</td>
<td>4B</td>
</tr>
<tr>
<td>Geography HL</td>
<td>D5</td>
<td>4E</td>
</tr>
<tr>
<td>History (any region) HL</td>
<td>C2 or D6</td>
<td>3B or 4F</td>
</tr>
<tr>
<td>Language A1 (any language except English) HL</td>
<td>C2</td>
<td>3B and 6A</td>
</tr>
<tr>
<td>Language A2 (any language except English) HL</td>
<td>C2</td>
<td>3B and 6A</td>
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<tr>
<td>Language A1 (any language) HL</td>
<td>C2</td>
<td>3B</td>
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<tr>
<td>Language A2 (any language) HL</td>
<td>C2</td>
<td>3B</td>
</tr>
<tr>
<td>Language B (any language) HL</td>
<td>N/A</td>
<td>6A</td>
</tr>
<tr>
<td>Mathematics HL</td>
<td>B4</td>
<td>2A</td>
</tr>
<tr>
<td>Physics HL</td>
<td>B1</td>
<td>5A</td>
</tr>
<tr>
<td>Psychology HL</td>
<td>D9</td>
<td>4I</td>
</tr>
<tr>
<td>Theatre HL</td>
<td>C1</td>
<td>3A</td>
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MILITARY EXPERIENCE
In general, Shasta College will follow the recommendations of the State Board of Educ., the Univ. of Calif., and the American Council of Education in granting credit for military experience. Total credit for military experience is limited to 15 units.

Correspondence courses given by the United States Armed Forces Institute or by an accredited college or university are accepted for credit value as recommended by the American Council on Education. College credit will not be allowed for duplicated training. The total number of units granted for USAFI courses shall not exceed 24 units. No credit will be given at Shasta College for General Education Development tests.

Credits will be granted to those students who present a DD214. The student will be required to provide the Admissions and Records Office with a copy of his/her DD214 for verification. Application for such credit must be made on a form obtained from the Admissions and Records Office. This credit must be verified. All new Veterans to Shasta College should call for information and an appointment at (530) 242-7701.

PRIOR WORK EXPERIENCE
A student having experience related to the program in which he/she is enrolled may be granted credit for such experience. The credit is applicable only for an Associate degree at Shasta College. Students applying for credit should obtain an application from the Admissions and Records Office.

WORKSITE LEARNING
Students who are interested in combining practical work experience with classroom instruction may enroll in a Worksite Learning class. Worksite Learning classes (the complete list of courses provided below) are open entry. This means that the student may enroll throughout the semester, but must complete all work by the end of the semester (per agreement with the instructor). One unit of Worksite Learning credit is granted for each 75 hours of actual on-the-job activity for a paid work position or 60 hours for a non-paid work position of on-the-job activity. It is imperative for the student to determine how many units he/she should sign up for. This should be worked out with the instructor in the initial orientation meeting. If the student is unable to verify enough work hours to meet the units for which he/she enrolls, the student will receive an “F” in the course. For example, if a student enrolls in a three (3)-unit worksite learning class and fails to verify 225 paid hours of on-the-job activity by the deadline established by the instructor, the student will receive an “F” in the class. The student has the same withdrawal and add/drop options as for any other course.

The following courses are listed in the catalog under the appropriate discipline and are worksite learning classes. For details, look under the specific prefixes. The classes, units, instructors, and times of the initial orientation meetings for each semester are listed in the current schedule of classes. Not all worksite learning classes are offered every semester.


Please note that it is up to the instructor in the specific discipline to determine if the student’s proposed work assignments are related to the student’s major. If a proposed work assignment is not discipline/major related, credit will not be granted.

Each worksite learning course has a prerequisite or co-requisite. Check the course description for specific information.

*WSL 94 is considered a General Work Experience course for supervised employment that is intended to assist students in acquiring desirable work habits, attitudes and career awareness. The work experience need not be related to the students’ educational goals.

FINANCIAL AID STUDENTS: Students must maintain concurrent enrollment in seven (7) units which include worksite learning units.

VETERAN STUDENTS: Worksite learning will NOT be paid unless it is required for the student’s major. In addition, veterans receiving veteran’s educational benefits for WSL units MUST register for the appropriate co-requisite in the same semester.

Pass/No Pass Policy
Shasta College offers two categories of “Pass/No Pass” courses. “Pass/No Pass” classes must be so designated in the college catalog. The catalog must specify into which “Pass/No Pass” category each course falls. (Title 5, Section 55022)

The two categories are:

1) Courses which are designated as only Pass/No Pass, and

2) Courses in which a student has the option of receiving a grade or taking the course for credit through Pass/No Pass. A student who exercises that option and applies to take a course for Pass/No Pass shall not receive a grade for that course and will receive a “P” for credit or a “NP” for no credit shall appear on his/her official transcript of record. Units attempted for which the symbol “NP” is recorded shall be considered in probation and dismissal procedures.

Students may use the Pass/No Pass grade option in no more than one course per semester, and may apply no more than ten semester credit (P) units toward the A.A. Degree.

Students who are awarded credit (P) in a course shall receive both course credit and the full unit credit for the course. In computing a student’s grade-point average, grades of “Pass/No Pass” are omitted.

It is the responsibility of the student to be familiar with the “Pass/No Pass” policy in force at the college or university campus to which he/she hopes to transfer and to comply with that policy.

Repetition of a Course: Board Policy 4225
Repetition of a college course is restricted and shall occur only under the following conditions:

For purposes of this policy, an evaluative grade is defined as a grade of A, B, C, D, F, or FW.

Repetition of a college course is generally restricted to two repetitions for a total of three enrollments and shall occur under the following conditions:

(a) Students receiving a D, F, FW, W or NP grade in a course may repeat the course twice without petition. When a course is repeated under this condition, the last evaluative grade earned shall be the grade used in the computation of the student's grade point average.

(b) In order to repeat a course one time in which an A, B, C or P grade was earned, the student must petition the Scholastic Standards Committee for permission prior to enrolling in the course. When a course is repeated under this condition, the grade awarded shall not be calculated in the student's grade point average. However, the new grade may be considered by a specific program for admission to that program.

(c) In order to repeat a course a third time (for a total of four enrollments) in which a D, F, FW, W, or NP grade was earned,
the student must petition the Scholastic Standards Committee for
permission prior to enrolling in the course. When a course is
repeated under this condition, the last evaluative grade earned
shall be the grade used in the computation of the student’s grade
point average.

When course repetition occurs, the student’s permanent academic
record shall clearly indicate any courses repeated using an
appropriate symbol and be annotated in such a manner that all work
remains legible, insuring a true and complete academic history.

When there has been a significant lapse of time, defined as no less
than 36 months, since a student obtained a satisfactory grade in a
course, the student may petition the Scholastic Standards Committee
to repeat the course. When repetition due to significant lapse of time
is granted, the grade received will not be calculated in the GPA.

Scholastic Deficiency

For the purposes of Board Policy, the phrases “units attempted,” “all
units,” or “all units attempted,” mean all units of credit for which the
student was enrolled at Shasta College regardless of whether the
student completed the course or received any credit or grade. This
specifically includes all “credit,” “no credit,” “I,” and “W” grades.
The word “semester” shall refer to the Fall and Spring terms. The
condensed summer session is not considered a “semester.”

STANDARDS FOR PROBATION

a. Academic Probation - A student who has attempted at least
12 semester units as shown by the official academic record
shall be placed on academic probation if the student has
earned a cumulative grade point average below 2.0 in all
units which were graded on the basis of the grading scale
described in Board Policy, Section 4230.

b. Progress Probation - A student who has attempted at least
12 units as shown by the official academic record shall be
placed on progress probation when the percentage of all
units in which a student has enrolled and for which entries of
“W”, “I”, and “NC” (as defined in Board
Policy) reach or exceed fifty percent (50%).

c. For record purposes - Any changes made in the student’s
class schedule as a result of a counselor recommendation
shall be treated as occurring within the first four weeks of the
semester or 30% of the term for classes less than a
semester in length.

NOTIFICATION OF PROBATION

Students shall be notified by the Admissions and Records Office
that they are on probation no later than 20 working days after the
start of the next successive semester. The notification will
include an explanation of the conditions that the student must
satisfy as a result of their probation.

REMOVAL FROM PROBATION

a. A student on academic probation for a grade point deficiency
shall be removed from probation when the student’s
accumulated grade point average is 2.0 or higher.

b. A student on progress probation because of an excess of
units for which entries of “W”, “I”, and “NP” are recorded shall
be removed from probation when the percentage of units in
this category drops below fifty percent (50%).

EXTENSION OF PROBATION

a. A student on academic probation who earns a grade point
average of 2.0 or better for the semester, but whose
cumulative grade point average still results in academic
probation, shall have his/her probation extended an
additional semester prior to dismissal.

b. A student on progress probation who completes more than
50% of all units attempted for the semester, but whose
cumulative records still results in progress probation, shall
have his/her probation extended an additional semester prior
to dismissal.

Standards for Academic Dismissal

For purposes of this section, semesters shall be considered
consecutive on the basis of the student’s enrollment (for example, a
fall semester followed by a fall semester shall be considered
consecutive if the student was not enrolled in the spring semester of
that academic year).

A student who is on academic probation shall be dismissed if the
student earned a cumulative grade point average of less than 2.0 in
all units attempted and graded in each of three consecutive
semesters, including the semester that placed the student on
probation (which were graded on the basis of the grading scale
described in Board Policy, Section 4230).

A student who has been placed on progress probation shall be
 dismissed if the percentage of units in which the student has been
enrolled for which entries of “W”, “I”, and “NC” (as defined in Board
Policy, Section 4230) are recorded in at least three consecutive
semesters reaches or exceeds fifty percent (50%) in accordance with
Board Policy, Section 4230.

NOTIFICATION OF DISMISSAL

The Admissions and Records Office shall make every reasonable
effort to notify a student of dismissal from Shasta College due to
academic disqualification as soon as that information is available
following the completion of the semester. If a dismissed student has
already enrolled in classes for a fall or spring semester, the
Admissions and Records Office will disenroll the student retroactively
as of the first day of the new term. The Admissions and Records
Office will notify the student in writing of this action. Dismissal does
not apply to summer school.

REINSTATEMENT

A student who has been dismissed from Shasta College because of
academic or progress disqualification must meet with a counselor
and then file a request for reinstatement with the Admissions and
Records Office. A dismissed student may be reinstated after an
absence of one or more fall or spring semesters. This will not
preclude the student from being eligible for priority registration.

a. Academic Dismissal - A student who was dismissed
because of academic probation must earn satisfactory
grades (a grade point average of 2.0 or better) during the
semester of reinstatement. A student who does not earn
the required grade point average will be dismissed.

b. Progress Dismissal - A student who was dismissed because
of progress probation must satisfactorily complete more
than 50% of all units attempted during the semester of
reinstatement. A student who does not complete the
required percentage of units will be dismissed.

APPEAL

Any student may appeal probation or dismissal procedures and
regulations if that student feels there are special mitigating
circumstances. All appeals shall be sent to the Scholastic Standards
Committee, accompanied by a report from the student’s counselor.

Withdrawing From a Class with a “W” Grade

Students may withdraw from a class after the official “drop” date and
up through the last day of the fourteenth week or 75% of the term,
whichever is less. A student may drop a class and have no notation
appear on their transcripts through the census date of each class.
After the census date of each class and up to 75% a student may withdraw from a class. The notation "W" will appear on the student’s transcript and will not be used in calculation of grade point average. Excessive "W"s shall, however, be used as factors in probation and dismissal procedures. An instructor may also drop a student during the first 75% of the class for non-participation.

IT IS THE STUDENT’S RESPONSIBILITY TO OBTAIN FORMS AND SUBMIT THE NECESSARY PAPERWORK TO WITHDRAW FROM CLASS(ES). Forms are available from Admissions and Records, Extended Education sites, or by mail. Students can drop a class in person at Admissions and Records or Extended Education sites, or online through MyShasta. Students who have not dropped or withdrawn from a class before the end of the fourteenth week or 75% of the term will be assigned a course grade.