

Academic Policies

Academic Freedom

From MCCCC Board Policy 4030

Academic freedom in the classroom is the right of faculty members to interpret their fields and to communicate conclusions without being subjected to interference or penalty because these conclusions may be at variance with those of constituted authorities, organized groups or individuals.

Academic freedom carries with it corresponding responsibility. Academic responsibility emphasizes the obligation to study facts, to present and interpret ideas concerning human society and all fields of knowledge. Since human knowledge is limited and changeable, faculty members will acknowledge the facts on which controversial views are based and show respect for opinions held by others. While striving to avoid bias, faculty members may nevertheless present the conclusions to which they believe the evidence points, both in the classroom and outside of it. However, controversial matters that bear no relation to the subject matter should not be introduced into classes.

The academic freedom of students is the freedom to express and to defend their views, to question, and to differ with the views of their instructors or the district, without penalty.

Academic Integrity

MCCCC Board Policy/Administrative Procedure 5505

MiraCosta College highly values academic integrity. At the core, this means an honest representation of one's own work. MiraCosta College also promotes the approach that education is best accomplished as a cooperative, collaborative enterprise in which students are encouraged to work with and learn from each other. The line between academic integrity and collaborative education is not always easy to define and may vary from one discipline to the next and from one instructor to the next. Many aspects of cheating and plagiarism are universally recognized, while others are subject to debate. This policy provides some broad, general guidelines and allows instructors to be more restrictive according to their preferences and practices.

Examples of academic dishonesty include but are not limited to:

- **Cheating**—Copying from another student or using unauthorized aids during an examination.
- **Plagiarizing**—Copying someone else's work or ideas and misrepresenting them as one's own.
- **Falsification**—Making up fictitious information and presenting it as factual or altering records for the purpose of misrepresentation.
- **Facilitation**—Helping another student to cheat, plagiarize, or falsify.

Remedies for violations of academic integrity are up to the instructor and may include a verbal warning, a lowered assignment grade, submission of an Academic Integrity Report to the office of the Vice President of Student Services or designee, or a recommendation to the Vice President of Student Services for suspension from the class for repeated or egregious offenses.

Academic Dishonesty Discipline Appeal Process

A student who is determined by a faculty member to have been academically dishonest (cheating, plagiarizing, falsification of information, helping other students to cheat, etc.) has the right to appeal a faculty member's decision. The appeal process follows:

- Within 10 class days the student may appeal the faculty member's action by contacting the department chairperson who must respond in writing within 10 days of receiving the appeal.
- If the student wishes to appeal the department chairperson's decision, s/he may make a final written appeal to the Vice President of Instructional Services within 10 days of receiving the chairperson's decision. The Vice President's decision is final and will be mailed to the student within 10 days.

Academic Progress

From MCCCC Board Policy/Administrative Procedure 4250

In general, students at MiraCosta College are expected to select courses wisely. After preliminary adjustments in programs—usually completed within the first two weeks of a regular term—the student is expected to complete the courses chosen.

At times, for a variety of reasons, students either do poorly in course work or withdraw from courses prior to completion. This policy has identified the point at which a student is felt to be operating below a satisfactory level.

Academic & Progress Probation

This administrative procedure applies to college-credit students only.

Academic Probation—A student shall be placed on academic probation if he or she has attempted a minimum of twelve (12) semester units resulting in an evaluative grade and has a grade point average of less than a "C" (2.0).

Progress Probation—A student shall be placed on progress probation if he or she has attempted a total of at least twelve (12) semester units and fifty percent (50%) or more of units attempted resulted in grades of "W"—withdrawal, "I"—incomplete, "NC"—no credit, or "NP"—no pass.

Academic and Progress Probation are calculated for the spring and fall semesters on the basis of the student's enrollment after the deadline to drop without a "W." Summer grades are included in overall calculations for the spring and fall semesters. Probation is posted on the student's permanent record.

The Admissions and Records Office shall make every reasonable effort to notify a student of academic and progress probation in a timely manner. Upon notification of probation, the student shall be directed to see a counselor prior to the next registration period to discuss ways in which the student can overcome his/her academic deficiencies. Information on support services and appeal procedures will be included in the notification.

A student who is placed on probation may submit an appeal to the Committee on Exceptions.

Removal from Probation

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

A student on **progress probation** because of an excess of units for which entries of "W," "I," "NC," and "NP" (as defined on page 267) are recorded shall be removed from probation when the percentage of units in this category drops below 50 percent.

Removal indicates no academic or progress probation notations for the successful term and does not mean removal of previous notations.

Academic & Progress Dismissal

MCCCD Administrative Procedure 4255

At the end of spring semester, a student who is on **academic probation** after three consecutively enrolled semesters shall be subject to dismissal for the following fall semester if the student earned a cumulative grade-point average of less than 2.0 in all units attempted.

At the end of the spring semester, a student who has been placed on **progress probation** shall be subject to dismissal for the following fall semester if the percentage of units in which the student has been enrolled for which entries of "W"—with-drawal, "I"—incomplete, "NC"—no credit, or "NP"—no pass are recorded in at least three consecutive semesters reaches or exceeds fifty percent (50%) at the end of the spring semester. (Summer intersession is not considered a consecutive term or semester.)

For the purpose of dismissal, semesters shall be considered consecutive on the basis of the student's enrollment after the deadline to drop without a "W," so long as the break in the student's enrollment does not exceed one full primary term. Dismissal is posted on the student's permanent record.



Notification of Dismissal

The Admissions and Records Office shall make every reasonable effort to notify a student of academic and progress dismissal in a timely manner.

Upon notification of dismissal, the student shall be directed to sit out for one regular semester, consult with a counselor to determine whether the reasons that led to the dismissal have been sufficiently corrected to enable improved performance and submit a new credit application upon return to the college. Information on support services and appeal procedures will be included in the notification.

Reinstatement Following Dismissal

A student who has been dismissed for academic and/or progress reasons may be reinstated when the student (a) does not attend for one semester, and (b) consults with a counselor to determine whether the reasons that led to dismissal have been corrected sufficiently to enable improved performance.

Students who believe their dismissal should be put aside after being notified of dismissal must immediately petition the Committee on Exceptions. It is the student's responsibility to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting the reasons.

The decision of the Committee on Exceptions will be communicated to the student in writing by the Dean of Counseling and Special Services. The Dean of Counseling and Special Services will notify the student of the decision within fourteen days of the student's appeal. The student may appeal the decision of the Committee on Exceptions in writing to the superintendent/president within thirty days of the date of notification of the decision of the Committee on Exceptions. The decision of the superintendent/president is final.

If the dismissal appeal is granted, the student will be continued on probation for an additional semester. At the end of the additional semester, the student's academic record will again be evaluated to determine whether the student may be removed from probation, should be dismissed, or should be continued on probation.

Committee on Exceptions

The Committee on Exceptions deals with the occasional need to deviate from policy or procedure. In cases where students feel that such a deviation can be justified, they may request that the Committee on Exceptions render a decision. Such a request must be in writing (preferably typed) and should contain at least the following:

- Precise explanation of what policy or procedure is in question and what adjustment is requested.
- Clear statement of why the committee should feel compelled to grant the request.

The Committee on Exceptions meets as needed and is composed of the Dean of Counseling and Special Services, chair; Vice President of Instructional Services (or designee); the Director of Admissions and Records; a counselor; and faculty representatives.

Final Examinations

Final examinations are to be administered by the instructor and taken by the student according to the published schedule. Faculty must get approval from the Vice President of Instructional Services in order to deviate from the schedule.

Financial Aid Satisfactory Progress

Contact the Financial Aid Office regarding academic progress requirements for federal aid eligibility. Different requirements will apply. Please refer to our Web site: www.miracosta.edu/financialaid.

Academic Renewal

MCCCD Board Policy/Administrative Procedure 4240

Academic renewal procedures permit a maximum of fifteen (15) units of previously recorded substandard course work to be disregarded in the computation of a student's grade point average if it is not reflective of a student's demonstrated ability. Any units excluded by other institutions will be recognized as excluded by MiraCosta College and included in the maximum fifteen (15) unit allowance.

The units proposed for exclusion must have been taken at MiraCosta College at least two (2) years prior to the petition, and the student must have completed a minimum of fifteen (15) units with a GPA of 2.0 or better (on a 4.0 scale), with at least nine (9) of the fifteen (15) units taken at MiraCosta College, subsequent to the completion of the units the student is petitioning to exclude. No units may be excluded for course work that has previously been used to fulfill degree, certificate, or transfer certification requirements.

A student may petition for exclusion of units at MiraCosta College only one (1) time. The student must meet with a counselor prior to submitting his or her petition for academic renewal to the office of Admissions and Records.

The excluded units remain on the record annotated as excluded. No excluded units can be reinstated. The permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history. These procedures shall not conflict with the district's obligation to retain and destroy records or with the instructor's ability to determine a student's final grade.

Class Attendance

Students must attend the first class meeting and arrive on time or risk being dropped from the class to make room for another student. Students taking online courses should log in to the course on the first day of class. Directions for logging in are located at www.miracosta.edu/cybercosta.

Instructors are required to drop any student who stops attending class prior to the semester census date (generally the first two weeks of classes). After that, instructors establish their own attendance policies, defined in their course syllabi, which may include dropping students for excessive absences up until the "drop" deadline (see class schedule for the drop deadline).

If a student chooses to drop a class, it is his/her responsibility to do so using the SURF online enrollment system or in person at the Admissions and Records Office. Instructors are allowed to drop students for non-attendance but are not required to do so. A student who does not take responsibility for dropping a class may receive an "F" as a final grade.

Auditing Classes

From MCCCD Board Policy/Administrative Procedure 4070

The Board of Trustees authorizes auditing of classes only when the student has exhausted all opportunities for repetition as allowed for both non-repeatable and performance, skill or activity courses. Students who have completed coursework in the same class at another institution must provide transcripts to Admissions and Records.

Students requesting permission to audit must complete a Petition to Audit form and secure approval of the instructor and the department chair. The instructor and department chair reserve the right to approve or disapprove any audit according to their discretion, and their decision is final. Priority will be given to students enrolling in the course for credit. Students may not obtain permission for auditing until after the class add deadline in order to allow non-auditors to enroll. Auditors will not be counted in enrollment-based decisions about maintaining or canceling classes.

Payment of \$15 per unit is required at the time of submission of the paperwork to Admissions and Records. A student enrolled in classes to receive credit for ten (10) or more semester units, may audit for free, three (3) or fewer semester units. Admissions and Records staff will verify payment and that the student has met the repetition conditions for the course.

Audit fees are not covered by the Board of Governors Fee Waiver Program. Audit fees are non-refundable once the audit has been approved, paid and submitted to Admissions and Records

Credit by Examination

MCCCD Board Policy/Administrative Procedure 4235

Credit by institutional examination will be offered only under the following conditions:

- A. A departmental or program credit by institutional examination policy is on file with Student Services.
- B. An instructor who has been designated by departmental statement as eligible to give credit by institutional examination in the course agrees that such credit by institutional examination is appropriate. This instructor is also responsible for writing, selecting, and administering the exam.
- C. Units earned under credit by examination provisions do not count in the 12 units in residence required for graduation.
- D. To receive credit by institutional examination, a student must be in good standing and must complete (with a grade other than "W") at least 3 units of work at MiraCosta College during the semester, other than those units that are earned through institutional examination.
- E. Credit by institutional examination is limited to those courses in the MiraCosta College catalog current for the period of evaluation.
- F. An examination may be taken only one time for a specific subject and will not be given in a subject previously completed unsatisfactorily (D, F, or NP).
- G. The deadline for returning the completed petition for credit by institutional examination to the Admissions and Records Office is Friday of the sixth week of classes during a regular semester or the third week of classes during summer intersession.
- H. All examinations will be given during the period reserved for "day class" final examinations each regular semester, unless special permission is secured from the examining instructor.

- I. All examinations will be graded using the full range of grades available for any class.
- J. Credit by institutional examination will generally not be offered in a course that is a prerequisite to a course for which the student has already received college credit in a previous semester.
- K. A maximum of 15 units will be granted as credit by institutional examination at MiraCosta College. (Note: This number does not include CLEP or other similar standardized tests.)
- L. Credit by institutional examination in a course will be noted on the student's permanent record by a notation next to the course.
- M. Credit by institutional examination will be recorded on the student's permanent record only if department and institutional policy has been followed.
- N. Charges will be assessed for credit by institutional examination. Units earned through credit by institutional exam cannot be counted for federal financial aid payment purposes. Credits acquired by examination are not applicable to meeting of such unit-load requirements as Selective Service deferment, veteran's, or Social Security benefits. Credit by institutional exam is covered by the Board of Governors Fee Waiver Program, if eligible.

Directed Studies

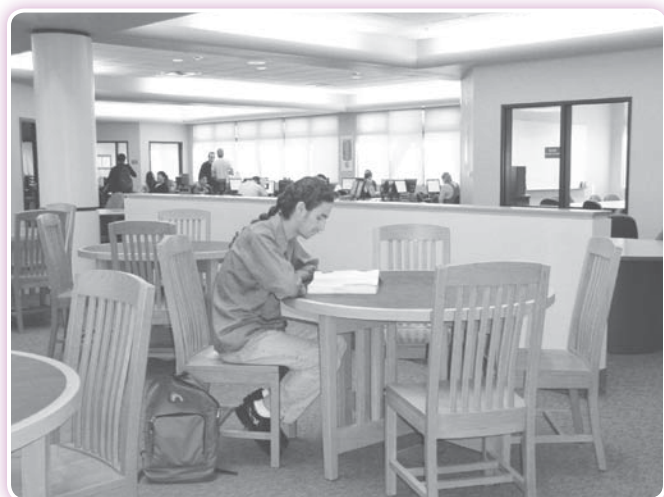
MCCCD Administrative Procedure 4101

Directed-study units earned are accepted by the college toward completion of an appropriate educational sequence leading to an associate degree and must be recognized by the University of California or the California State University upon transfer to that institution.

Directed-study courses are not regularly scheduled. Students work independently and interact directly with the instructor of record on an individual basis and as prescribed by the directed study.

General Regulations

- A. The maximum number of units of directed-studies credit that may be applied toward a degree is three units.
- B. To offer directed studies, the department must have a course titled "Directed Studies" listed in the catalog.
- C. Directed-studies units may apply toward the associate degree; they will not, however, fulfill general education requirements.



- D. Directed studies will be offered only in subject areas where both the instructor and department chair agree that units so earned are transferable to CSU or UC. UC credit may be granted after transfer to a UC campus.
- E. Special activity or project-type work may constitute a directed study.
- F. Students may work with faculty on developing a directed study at any time. The deadline to petition for a directed study is the thirty-percent date of the class term.
- G. Directed studies may not substitute for credit by examination.
- H. Directed studies may not be offered in place of courses listed in the catalog.

Directed studies shall be approved by the department chair and the instructor of record after student consultation with a counselor to ensure transfer eligibility or applicability to a degree or certificate program.

Directed studies will meet one or more of the following needs:

- 1. Covers a topic not covered in a currently offered catalog course.
- 2. Covers a focused topic of interest.
- 3. Provides an alternative method of instruction for an existing course.
- 4. Accommodates exceptional student circumstances such as medical or military service.

Instructors of record of directed studies shall:

- 1. Provide service for the duration of the directed study.
- 2. Be qualified for the supervision, control, and evaluation of the courses and the enrolled student.
- 3. Provide orientation, guidance, and information regarding course-content materials and services for each student as soon as possible subsequent to the student's official enrollment by the college.
- 4. Provide each student with the instructor's consultation schedule for the semester or other prescribed term of the directed study.
- 5. Provide student access to the instructor at least equivalent to that commonly available to students in courses conducted by other instructional methods.
- 6. Evaluate student work and progress according to established college regulations.

Academic standards for the directed studies shall:

- 1. Be the same as those applied to other credit courses or noncredit courses.
- 2. Require a minimum of thirty-six hours of work on the part of the student for every one unit earned (e.g. directed study, assignments, projects, readings, meetings with instructor).

Student eligibility for directed studies includes approval of department chair and successful completion of twelve units of college work with at least a 3.0 grade-point average.

Grades & Grading Policies

Academic Record Symbols

From MCCCDC Board Policy/Administrative Procedure 4230

1. Evaluative Symbols

SYMBOL	DEFINITION	GRADE POINTS
A	Excellent	4.0
B	Good	3.0
C	Satisfactory	2.0
D	Passing, less than satisfactory	1.0
F	Failing	0.0
P	Pass	

From MCCCDC Board Policy/Administrative Procedure 4232

(Satisfactory or better—units awarded not counted in GPA. Has the same meaning as “CR” as that symbol was defined prior to July 1, 2008.) Students must make application to the Admissions and Records Office before 30 percent (see college calendar) of the class has elapsed.

NP	No Pass	
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From MCCCDC Board Policy/Administrative Procedure 4232

(Less than satisfactory or failing—units awarded not counted in GPA. Has the same meaning as “NC” as that symbol was defined prior to July 1, 2008.) In the Probation and Disqualification procedures, “NP” grades are punitive.

2. Non-Evaluative Symbols

SYMBOL	DEFINITION
I	Incomplete

Incomplete academic work for unforeseeable, emergency, 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 the removal of the “I” shall be stated by the instructor in a written record. This record shall contain the conditions for the 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 Admissions and Records Office 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 semester following the end of the term in which it was assigned.

The “I” symbol shall not be used in calculating units attempted nor for grade points. The student, with instructor’s concurrence under extenuating circumstances, may request an extension of the time limit for making up the “I” by petitioning to the Committee on Exceptions.

SYMBOL DEFINITION

IP	In Progress
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The “IP” symbol shall be used only in those courses that extend beyond the normal end of an academic term. It indicates that work is “in progress,” but that assignment of an evaluative symbol (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 symbol (grade) and unit credit shall be assigned and appear on the student’s permanent record for the term in which the course is completed. The “IP” shall not be used in calculating grade point averages. If a student enrolled in an “open-entry/open-exit” course is assigned an “IP” at the end of an attendance period and does not re-enroll in that course during the subsequent attendance period, the appropriate faculty will assign an evaluative symbol (grade) in accordance with subdivision (a) of Section 55023 of Title 5 of the California Code of Regulations to be recorded on the student’s permanent record for the course.

RD	Report Delayed
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The “RD” symbol may be assigned by the Admissions and Records Office 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.

W	Withdrawal
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Withdrawal from a class or classes shall be authorized by the following conditions:

1. Students who withdraw from class during the first 10 percent (see college calendar) of the term of the course will have no entries made on their permanent record.
2. Students who withdraw from class between 10 percent and 75 percent (see college calendar) of the class term will have a “W” entered on their permanent record unless an individual instructor designates an earlier date.

WARNING: An individual instructor may require that students commit themselves to taking an earned grade before 75 percent of the term has elapsed. The instructor must have specified in a written syllabus at the beginning of each term this date—falling between 30 percent and 75 percent of the term—after which students would be assigned the grade earned instead of a “W.” The instructor must also have filed his or her syllabus with the registrar for the early withdrawal date to be effective.

Continued on next page.

SYMBOL DEFINITION

W Withdrawal *(continued)*

3. After 75 percent (see college calendar) of the term, students shall receive one of the following grade symbols: A, B, C, D, F, P, NP, IP, RD or I.
4. Under extenuating circumstances students may be authorized to withdraw from class(es) after the 14th week or 75 percent of the term, whichever is less. Requests for authorization to withdraw under these conditions must be submitted to the Committee on Exceptions.
5. The "W" shall not be used in calculating grade point averages, but excessive "W"s shall be used as factors in probation and dismissal procedures (Section 55024 of Title 5 of the California Code of Regulations).
6. A "W" shall not be assigned, or if assigned shall be removed, from a student's academic record, if a determination is made pursuant to Sections 59300 et seq (Title 5 of the California Code of Regulations) that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment or that the student withdrew because he or she reasonably believed that remaining in the course would subject him or her to discriminatory treatment or retaliation for alleging discriminatory treatment.

MW Military Withdrawal

From MCCC Board Policy/Administrative Procedure 4231

Military withdrawal denotes withdrawal without penalty. This grade is not considered for progress probation. This grade is used when an active duty military or reservist has received orders to transfer as in accordance with Section 55024 of Title 5 of the California Code of Regulations.

Credit by Examination

A notation shall be added to the transcript when a course is taken by examination.

Grade Point Average

One question you will consistently hear as a student is, "What is your grade point average?" Grade point average, otherwise known as GPA, has important and far-reaching effects on your academic standing. Therefore, it is important to be able to calculate your GPA.

To calculate your GPA you will need a current and complete transcript or an accurate record you have kept yourself. This record needs to include all the courses you have taken, the grades you have received in those courses, and the number of units of each of those courses. It will also be helpful if you have a calculator handy.

Calculating GPA

The first thing you will need in order to compute your GPA is the total number of graded units you have completed. To do this you will need to add up the units of courses for which you received a letter grade (A, B, C, D or F). This will give you your total letter-graded units.

Although most courses are letter graded, there are some courses that are only offered on a Pass/No Pass (P/NP) basis. These courses do not influence your GPA at all, but may affect your financial aid. After you have added your total number of letter-graded units, you will need to calculate the total number of grade points. To do that you will need the following information:

GRADE	GRADE POINTS	GRADE	GRADE POINTS
A	4.0	D	1.0
B	3.0	F	0.0
C	2.0		

For every letter-graded course you have taken, multiply the number of units the course is worth by the corresponding number of grade points you earned as dictated by the grade you received (see Table 1). For example, if you got a "C" in a five-unit math course, your grade points for the course would be:

5 (number of units) x 2 (grade points for "C" grade) = 10 points

Continue in this manner for all letter-graded courses you have taken and then add those numbers to get the total number of grade points you have completed. The final step in calculating your GPA is to divide your total number of grade points by your total letter-graded units. $GPA = \text{total grade points} / \text{total letter-graded units}$.

Example: You have taken the following courses with the corresponding grades:

COURSE	UNITS	GRADE	GRADE POINTS
History 110	3.0	D	(3 x 1 =) 3.0
Math 103	3.0	C	(3 x 2 =) 6.0
Health 101	3.0	A	(3 x 4 =) 12.0
Health 101L	1.5	B	(1.5 x 3 =) 4.5
English 803	4.0	P	

14.5 (Total Units)

10.5 (Graded Units)

25.5 (Graded Points)

OVERALL GPA = 25.5 (grade points)

10.5 (graded units) =

2.43 GPA

Note: In this example, English 803 is not counted into GPA because it is graded P/NP.

Grades & Grading Policies (continued)

Pass/No Pass

MCCCD Administrative Procedure 4232

Courses may be offered in either or both of the following categories:

- Courses in which all students are evaluated on a "Pass-No Pass" (P/NP) basis.
- Courses in which each student may elect at the time of enrollment, or before thirty percent (30%) of the class has elapsed, by making application to the Admissions and Records Office, to take the course on a "pass-no pass" (P/NP) basis.

A student electing to be evaluated on the P/NP basis will receive both course credit and unit credit upon satisfactory completion of the course. In computing a student's grade-point average, grades of "P" and "NP" are omitted.

A passing ("P") grade is granted for performance that is equivalent to the letter grade of "C" or better. A student who fails to perform satisfactorily will be assigned a no pass (NP) grade. The student is held responsible for all assignments and examinations required in the course. The standards of evaluation are identical for all students in the course.

In the progress probation and dismissal procedures "NP" grades are punitive. (See "Academic Progress")

Grade Change Requests

MCCCD Board Policy/Administrative Procedure 4231

The instructor of the course shall determine the grade to be awarded to each student.

- An instructor may issue a grade change of an evaluative grade (A, B, C, D, F, P or NP) to another evaluative grade for a period of up to three years.
- The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade and clerical errors. "Fraud" may include, but is not limited to, inaccurate recording or change of a grade by any person who gains access to grade records without authorization.
- A student who is considering a request for change of an evaluative grade should note the following definitions taken from Black's Law Dictionary:
 - Mistake**—some unintentional act, omission, or error by the instructor.
 - Fraud**—an intentional perversion of the truth for the purpose of inducing another to part with something valuable or to surrender a legal right.
 - Bad Faith**—synonymous with fraud, neglect, or refusal to fulfill some duty or contractual obligation, not prompted by an honest mistake as to one's rights or duties.
 - Incompetence**—lack of ability, legal qualification, or fitness to discharge a required duty.
- The removal or change of an incorrect grade from a student's record shall only be done pursuant to Education Code §76232 or by an alternative method that ensures that each student shall be afforded an objective and reasonable review of the requested grade change.

- A student who requests a change from an evaluative grade to another evaluative grade must first discuss the matter with the instructor in person, by e-mail, or by telephone within sixty (60) days of the date when the official grades are posted. If the concern occurs in the summer or between semesters and the student is unable to contact the instructor, then the student should contact the Vice President of Student Services or Dean of Counseling and Special Services for directions about how to proceed. Such a request should be made only if the student claims that the grade was based on mistake, fraud, bad faith, or incompetence, and has evidence to substantiate the claim.
- Changes to a student's grade can be made only by the instructor, except in the case of fraud, bad faith, or incompetence, or if the instructor is not available. In the case of a request for change from an evaluative grade to another evaluative grade, if the student wishes to pursue the matter beyond discussion with the instructor, the student must discuss the matter with the department chair in person, by e-mail or by telephone, within ten (10) days after the student's discussion with the instructor ends. The department chair will investigate and address the student's claim in writing within ten (10) days. If the student wishes to appeal the finding of the department chair, he or she must make a request in writing to the Academic Senate president within ten (10) days of receipt of the department chair's written notification. The Academic Senate president will notify the student of a final decision within ten (10) days of receiving the appeal. If the president of the Academic Senate is involved in the grade dispute, then another full-time Academic Senate Council member will be chosen by lot to address and respond to the appeal in writing. The written notification of the Academic Senate president's final decision will be copied to the superintendent/president in cases where no grade change is recommended.
- A student who requests a change from an evaluative grade to a "W" (Withdrawal) or "No Record" must submit his or her request in writing to the Committee on Exceptions. The Committee on Exceptions will consult with the instructor of record, review deadlines, and examine extenuating circumstances. Approved changes will be submitted to the Admissions and Records Office through a grade change form approved by both the instructor and the Chair of the Committee on Exceptions.
- A student who requests a change from any grade to a "Military Withdrawal" (MW) must submit proof of orders compelling a withdrawal of courses to the Director of Admissions and Records.
 - Provisions shall be made to allow another faculty member to substitute for the instructor if the student has filed a discrimination complaint, if the instructor is not available or in the event that the district determines that it is possible that there may have been gross misconduct by the original instructor.
 - Wherever possible, the instructor who first awarded the grade will be apprised of all evidence and given every opportunity to rebut the evidence or to submit a voluntary change of grade prior to the Academic Senate president's final decision.
 - Neither a student request for a change of grade nor the outcome of a grade appeal(s) shall be used as part of an instructor's evaluation, so long as the instructor is not found to have violated any college policies or procedures.
 - The instructor who first awarded the grade has the right to representation of his or her choice at all stages of the process.

- M. In the case of fraud, bad faith, or incompetence, the final determination concerning removal or change of grade will be made by the president of the Academic Senate in consultation with the superintendent/president.
- N. In all cases, the instructor who first awarded the grade will be given written notice of the change.

Note: If the student believes mistake, fraud, bad faith, or incompetence are absent, he/she may file a grievance. See "Grievance Procedure" on page 277 or MCCC Board Policy 5530.

Multiple Majors/Multiple Degrees

Multiple majors are allowed as long as there are a minimum of 18 unduplicated credits in each major. Multiple majors are different from multiple degrees in that the student works toward the completion of more than one major. A multiple major may be earned by completion of all requirements for the second or subsequent major as outlined in this catalog. See page 32 for more information on MiraCosta's vocational and academic majors. Multiple degrees are not allowed.

A student has the option after the first associate degree to choose either a second major or a vocational certificate in the same discipline, but not both. Second majors will not be eligible for Medal of Honor or graduation. Multiple majors will be noted in the comment section of the transcript.

Non-Degree Applicable Courses

College-Preparatory Classes & Basic Skills Unit Limits

MCCC Administrative Procedure 4222

The courses listed below are designed to prepare students for success in college-level classes. They are, therefore, not deemed to be degree applicable. That is to say units earned in these courses may not be applied to the associate degrees. Up to 30 units of such skill-developing courses may, however, under certain circumstances qualify for "workload credit" in order to qualify for athletic eligibility, financial aid, veterans' benefits, etc.

English 802, 803, 850
ESL 802, 803, 810, 815, 820
Mathematics 820, 820A, 820B, 896, 830, 830A, 830B
Reading 830

Students who need more than 30 units to develop college-level basic skills will be restricted to taking only noncredit courses, non-degree applicable courses that do not involve remediation and those degree applicable credit courses that do not have basic skills prerequisites or advisories on recommended preparation. Students who are enrolled in one or more ESL courses or identified by the college as having a learning disability are exempt from the 30-unit limitation.

Waiver Policy for the 30-Unit Limit on College-Preparatory Classes

Two types of students are exempted from the limitation on remedial course work: students enrolled in one or more courses in English as a second language or students identified by the district as having a learning disability, as defined in Section 56036 of Title 5 of the California Code of Regulations.

Other non-exempted students may request a waiver of the limitation on remedial course work by appealing to the Committee on Exceptions. To validate their requests, students must submit transcripts showing significant measurable progress toward the development of skills appropriate to enrollment in degree-applicable credit courses. Among the reasons deemed

acceptable are 1) the student needs only one course to complete all the college-preparatory requirements, 2) the student has attempted and passed the bulk of non-degree-applicable courses, or 3) the student is performing satisfactorily in college-level courses. Such waivers, if granted, will be given for specified periods of time or for specified number of units.

Students granted exemptions will be allowed to enroll in additional non-degree applicable course work, however financial aid, veteran's benefits, and athletic eligibility limits will still apply.

Open Enrollment

MCCC Board Policy/Administrative Procedure 5052

Unless specifically exempted by statute or regulation, every course, course section, or class reported for state aid that is offered and maintained by the MiraCosta Community College District shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets established prerequisites. Prerequisites are established pursuant to regulations contained in Article 2.5 (commencing with §55200) of Subchapter 1 of Chapter 6 of Division 6 of Title 5 of the California Code of Regulations.

Repetition of Courses

MCCC Board Policy 4225

Students may repeat courses in which substandard grades (less than "C") were earned no more than two (2) times, except in extenuating circumstances. When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history. Under special circumstances, students may repeat courses in which a "C" or better grade was earned or when allowable repetitions to alleviate substandard coursework have been exhausted. The special circumstances are defined in administrative procedures.

Students may have a maximum of four withdrawals from a course, except in special circumstances as defined in administrative procedures.

Repetition to Alleviate Substandard Course Work

MCCC Administrative Procedure 4225

Students may repeat courses designated as "nonrepeatable" up to a total of two times in which substandard grades (less than "C") were awarded. Students must submit a repeat form to the Admissions and Records Office at the time of enrollment. Upon completion of a repeated course, subsequent to substandard coursework, the most recent evaluative grade earned will be computed in the cumulative grade-point average and the student's academic record so annotated.

Students may petition for a third repetition (fourth attempt) of the course if there are extenuating circumstances that justify an additional repetition. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. If the district finds the circumstances are justified, the previous grades and credit will be disregarded when recalculating the student's grade point average after each repetition.

Students must receive prior written permission from the Committee on Exceptions. When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a complete and true academic picture. Nothing can conflict with Education Code §76224 pertaining to the finality of grades assigned by instruc-

tors or with Title 5 or district procedures relating to retention and destruction of records. No more than two substandard grades per course may be alleviated Repetition with Withdrawal (W) Students are limited to four withdrawals from a course. Students may petition for additional enrollment only under extenuating circumstances (see Administrative Procedure 4228). When a student enrolls again for a course after the fourth "W" has been received, the enrollment must result in an evaluative grade. For nonrepeatable courses, a grade of "MW" (military withdrawal) is treated in the same manner as a "W."

MiraCosta Community Repetition with Withdrawal (W)

Students may have a maximum of four withdrawals from a course. When a student enrolls again for a course after the fourth "W" has been received, the enrollment must result in an evaluative grade. Students, who have received an evaluative grade prior to receiving four W's in a course, are subject to the repetition limits to alleviate a substandard grade. For non-repeatable courses, a grade of "MW" is treated in the same manner as a "W."

Repetition Absent Substandard Course Work

MCCCD Administrative Procedure 4227

Under special circumstances, students may repeat courses in which a "C" or better grade was earned.

- A. Certain activity, performance, and skill courses have been designated as repeatable courses and are identified in the catalog's course descriptions. Those courses, in which the course content differs each time it is offered and the student is gaining an expanded educational experience, may be repeated three times for a total of four completions.
- B. A student may petition to the Committee on Exceptions, at any time, to repeat a course for which substandard course work has not been recorded based on a finding that the student's previous grade is, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. The Committee on Exceptions will review these requests and may consult with the appropriate instructional department chairperson and/or faculty member. Decisions will be based on a number of variables including whether the course itself is repeatable, what grade the student received, and the extenuating circumstances. Grades awarded for courses repeated under these circumstances shall not be counted in calculating a student's grade point average.
- C. A student may repeat a course where substandard academic work has not been recorded when repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. The student must certify or document that course repetition is necessary to complete legally mandated training.

- D. A student who has been identified by the district as possessing a disability may repeat a "special class for students with disabilities" any number of times under the following circumstances:
 1. When continuing success of the student in other general and/or special education classes is dependent on additional repetitions of a specific special class.
 2. When additional repetitions of a specific special class are essential to completing a student's preparation for enrollment into other regular or special classes.
 3. When the student has a student educational contract that involves a goal other than completion of the special class in question and repetition of the course will further the achievement of the goal.

The previous grade and credit of the "special class for students with disabilities" may be disregarded in computing the student's GPA each time the course is repeated.

Course Repetition: Significant Lapse of Time

MCCCD Administrative Procedure 4228

- A. Students may be permitted to repeat a nonrepeatable course in which a "C" or better was earned when there has been a significant lapse of time (not less than two years) since the student previously took the course. A single repeat is the maximum allowed under this provision.

or

- B. An institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course. The student has submitted a repeat form to the Committee on Exceptions documenting that fact. Grades awarded for courses repeated under these provisions shall not be counted in calculating a student's grade-point average. When a student has exhausted the number of permitted repetitions in a repeatable course, one additional repetition may be permitted due to significant lapse in time.



Students who need to grab a quick lunch or want a place to relax find the atmosphere they seek in the Oceanside Campus cafeteria, where the views are breathtaking.