



**Counseling Services Division  
Student Success Program**



# Student Success Program

## Overview

Welcome to the West Los Angeles College, Counseling Services Division, Student Success Workshop. In this workshop, you will be given information that will be critical to your success at WLAC and in all educational environments you may enter. Your success in college is not only paramount to your educational success, but your career success as well. The necessary skills needed to succeed in college will be explored in discussion throughout this workshop. The Counseling Services Division is confident that with clear college organizational skills you will meet all of your educational and career goals.

While attendance in this program will not remove you from WLAC probationary status; you will receive valuable information that if applied, will be a tremendous help in changing your probationary status and in completing your educational and career goals. Your attendance indicates that you have taken a positive step in your education and your attendance will be noted in your Student Educational Plan file.

# Student Success Program

## **What is Progress Probation? (p.53)**

### **Progress Probation –**

A student who has enrolled in a total of at least 12 semester 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” and “INC” and “NP” are recorded, reaches or exceeds fifty percent (50%) (Board Rule 8200.10). To drop a course and not have a grade entry appear on the official academic record to be counted as units attempted action must be taken prior to the close of the fourth week of a semester-long course.

### **Removal from Progress Probation –**

A student on progress probation because of an excess of units for which entries of “W,” and “INC” and “NP” are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%) (Board Rule 8201.11).

*Refer students to counseling folder and college catalog.*

## **What is Academic Probation? (p.53)**

### **Placement on Academic Probation –**

A student who has attempted at least 12 semester units shall be placed on academic probation following any semester when the grade point average for total units attempted is less than 2.0 (grade C) (Board Rule 8200.10).

### **Removal from Academic Probation –**

A student shall be removed from academic probation upon earning a grade point average of 2.0 (grade C) or higher in total units attempted (Board Rule 8201.10).

*Refer students to counseling folder and college catalog.*

## **What is Academic Dismissal? (p.53)**

A disqualification (dismissal) will become effective the semester following the notification. A student who is on academic or progress probation shall be subject to disqualification (dismissal) whenever the student meets one of the two conditions listed below:

### **1. Academic Disqualification (Dismissal) –**

Any student on academic probation for three semesters shall be subject to disqualification (dismissal) (Board Rule 8202.10).

### **2. Progress Disqualification (Dismissal) –**

Any student who is on progress probation for three semesters shall be subject to disqualification (dismissal) for lack of satisfactory progress (Board Rule 8202.11).

### **Re-Admission after Disqualification (Dismissal)**

Students who have been disqualified (dismissed) may petition reinstatement after two semesters have elapsed. The student shall submit a written petition requesting re-admission to the College in compliance with College procedures. Readmission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the College (Board Rule 8202.16).

*Refer students to counseling folder and college catalog.*

## **Course Repeat (p.48-49)**

### **Special Circumstances –**

Repetition of courses for which a grade of “C” or better has been recorded shall be permitted only upon advance petition of the student, and with written permission of the college president or designee based on a finding that circumstances exist which justify such repetition. In such repetition under special circumstances, the student’s permanent academic record shall be annotated in such a manner that all work remains legible. Grades awarded for repetition under special circumstances shall not be counted in calculating a student’s grade point average.

### **To Improve Substandard Grades –**

Students may repeat coursework in which substandard grades (“D”, “F” or “NP”) were awarded in the District. This policy only applies to courses taken at colleges within the Los Angeles Community College District. Other institutions may differ, and students planning to transfer to another college should contact the institution regarding its policy. Courses completed through the provisions of Board Rule 6704 (Credit by Examination) may not be used to remove a substandard grade.

#### **1. First and Second Course Repetition to Remove a Substandard Grade.**

Upon completion of repeated coursework, the highest grade earned will be computed in the cumulative grade point average, and the student’s academic record so annotated.

#### **2. Third Course Repetition to Remove a Substandard Grade.**

A student may repeat the same course for a third time provided the student has:

- A.** Received three substandard grades for the same District course.
- B.** Filed a petition which states the extenuating circumstance which is the basis for the petition for the second repetition. “Extenuating circumstances” are verified cases of accidents, illness, military service, or other circumstances beyond the control of the student.
- C.** Had the petition approved by the college president or designee.

Attendance for a third repetition may not be claimed for state apportionment. Upon completion of the third repetition, the grade used in computing the student’s cumulative grade point average shall be the highest grade earned, and the student’s record will be so annotated. The three lowest substandard grades will not be used in the computation of the grade point average (*Title 5, C.C.R., Sect. 513135, 51316, 55761, 55762, 58161*).

### **Course Repetition and Activity Repetition –**

Certain courses in the catalog may be repeated for additional unit credit. These courses, marked “RPT” in the “Course Descriptions” section of the catalog, allow the student an expanded educational experience each time the student enrolls in the course. Enrollment in these courses is limited in any similar activity to a maximum of three repetitions for a total of four enrollments regardless of the repeatability of individual courses. Such courses include but are not limited to the following:

- (1) Physical education courses;
- (2) Visual or performing arts courses in music, fine arts, theater or dance;
- (3) Career technical courses where the content differs each time the course is offered, but the primary educational activity remains the same.

***NOTE:*** *Visual or performing arts courses in music, fine arts, theater or dance which are part of a sequence of transfer courses are not subject to the limitation on repetitions.*

The activity limitation also applies to courses which are not repeatable, but for which similar activities exist.

A student may enroll four times in courses which are considered to be the same activity. Any combination may be used as long as four enrollments in one activity are not exceeded. Excess enrollment will result in administrative drop. Consult a counselor for the latest restricted activity enrollment list.

**NOTE:** *Whenever the student's record is reviewed for the purpose of determining his or her unit credits, all of the student's record is reviewed, not just the course work.*

*Refer students to counseling folder and college catalog.*

### **Academic Renewal (p.52)**

Students may submit a petition to the Admissions and Records Office to have their academic record reviewed for academic renewal action of substandard academic performance under the following conditions:

1. Students must have achieved a grade point average of 2.5 in their last 15 semester units, or 2.0 in their last 30 semester units completed at any accredited college or university, and
2. At least two calendar years must have elapsed from the time the course work to be removed was completed.

If the above conditions are met, academic renewal shall be granted, consisting of:

- A. Eliminating up to 18 semester units of course work from consideration in the cumulative grade point average; and
- B. Annotating the student's academic record indicating where courses have been removed by an academic renewal action. The permanent academic record shall be annotated in such manner that all grades assigned remain legible, ensuring a true and complete academic history.

**Note: Academic renewal actions are irreversible.**

*Refer students to counseling folder and college catalog.*

### **What is a CR/NC, W or INC? (p.50-51)**

#### **PASS/NO PASS (Credit/No Credit) OPTION –**

The college president may designate courses in the college catalog wherein all students are evaluated on a "Pass/No Pass" basis, or wherein each student may elect no later than the end of the first 30% of the term, whether the basis of evaluation is to be "Pass/No Pass" or a letter grade. These courses will be noted in the college catalog as being eligible for the Pass/ No Pass option.

#### **1. USAGE FOR A SINGLE PERFORMANCE STANDARD**

The Pass/No Pass grading system shall be used in any course in which there is a single satisfactory standard of performance for which unit credit is assigned.

A grade of Pass (P) shall be assigned for meeting that standard, and a grade of No Pass (NP) shall be assigned for failure to do so.

#### **2. ACCEPTANCE OF CREDITS**

All units earned on a "Pass/No Pass" basis at accredited California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements.

#### **3. RECORDING OF GRADE**

A student who is approved to be evaluated on the "Pass/No Pass" basis shall receive both course credit and unit credit upon satisfactory completion of the

course. Satisfactory completion for credit is equivalent to the grade of “C” or better. A student who does not perform satisfactorily will be assigned a “No Pass” (NP) grade.

#### **4. GRADE POINT CALCULATION**

Units earned on a “Pass/No Pass” basis shall not be used to calculate grade point averages. However, units attempted for which “No Pass” (NP) is recorded shall be considered in probationary and dismissal procedures.

#### **5. STANDARDS OF EVALUATION**

The student who is enrolled in a course on a “Pass/No Pass” basis will be held responsible for all assignments and examinations required in the course, and must meet the standards of evaluation which are identical for all students.

#### **6. COURSE REPETITION**

A student who has received a grade of “No Pass” (NP) may repeat the course by meeting the requirements set forth by the District Course Repetition to Improve Substandard Grades policy.

### **REGULATIONS FOR PASS/NO PASS OR PASS/FAIL**

Not all courses will be offered on a “Pass/No Pass” basis. Determination of courses will be made by the appropriate divisions. A maximum of 15 units of “Pass/ No Pass” work may be used towards the A.A. degree. A maximum of one course per semester may be taken for “Pass/No Pass.” However, this restriction does not apply to students who already possess a bachelor’s or higher degree.

“Pass/No Pass” may not be used for courses required toward a certificate, A.A. degree major or transfer preparation for a major and/or certification, or as a prerequisite for another course.

English 101 may not be taken for “Pass/No Pass.”

CSU will allow no more than 30 units total “Pass” graded courses toward the bachelor’s degree.

UC will allow only 14 units of “Pass/No Pass” toward transfer.

Students must notify the Admissions Office by the end of the 5th week of the course if they wish to take a course “Pass/No Pass;” otherwise, all courses are for a letter grade. This decision will be irrevocable.

“Pass/No Pass” is similar to Pass/Fail. A passing grade is granted for performance which is equivalent to the letter grade of “C” or better. Students electing “Pass/ No Pass” grading should be aware that although such grades are not calculated into the grade point average at West Los Angeles College, four-year colleges, in considering applications for admission, may consider the Pass grade as the equivalent of “C.” Consultation with a counselor is advisable before making such elections.

#### **“W” Withdrawal –**

It is the student’s responsibility to withdraw from class if he or she stops attending class. Students cannot rely upon faculty to exclude them. Withdrawal from a class or classes shall be authorized through the last day or 75% of the time the class is scheduled to meet. No notation (“W” or *other*) shall be made on the record of a student who withdraws during the first 30% of the time the class is scheduled.

## **“INC” Incomplete**

Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an “INC” symbol being entered in the student’s record. The condition for removal of the “INC” shall be stated by the instructor in a written record.

This record shall contain the conditions for removal of the “INC” and the grade assigned in lieu of its removal. This record shall be given to the student with a copy on file in the college Admissions Office until the “INC” is made up or the time limit has passed. A final grade shall be assigned when work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

The “INC” symbol shall not be used in calculating units attempted or for grade points. THE “INC” MAY BE MADE UP NO LATER THAN ONE YEAR FOLLOWING THE END OF THE TERM IN WHICH IT WAS ASSIGNED. The student may petition for a time extension due to unusual circumstances.

**Note:** *Courses in which the student has received an incomplete (“INC”) may not be repeated unless the “INC” is removed and has been replaced by a grade of “D” or “F”. This does not apply to courses which are repeatable for additional credit.*

*Refer students to college catalog.*

## **Can I erase a W, F, D, from my transcript record?**

No. “W” and substandard grades (“D” or “F”) will not be erased from a student’s transcript record. However, upon successfully repeating a course in which a grade of (“D”, “F”, or “NC”) or “W” has been previously received within the district, the student may petition to have the most recent grade earned computed in the cumulative grade point-average. The student’s permanent academic record shall be annotated in such a manner that all work remains legible.

*Explain and refer students to college catalog.*

## **How do I calculate my cumulative GPA?**

### **STEP #1**

Obtain a copy of transcript from West Los Angeles College; omit courses that do not have a letter grade (such as W, I, CR, NC).

### **STEP #2**

Add up units attempted for each class and the grade points for the classes listed. Grade points are calculated by multiplying units attempted by the grade point value for the grade received in each class.

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point
- F = 0 point

### **STEP #3**

Once you have added all the units attempted and the grade points, compute your GPA by dividing the number of grade points by units attempted.

## GRADE POINTS divided by UNITS ATTEMPTED = GPA

Example:

<u>Course</u>	<u>Units Attempted</u>	<u>Grade</u>	<u>Grade Point</u>
Psychology 5	3	A=4	3x4=12
Business 1	4	F= 0	4x0=0
Math 70	5	C=2	5x2=10
English 101	4	B=3	4x3=12
History 12	3	B=3	3x3=9
Spanish 1	4	D=1	4x1=4
Total	23		47

47 grade points divided by 23 units attempted = 2.043 GPA

**Note: F's are calculated into the GPA. CR/NC grades are not calculated into GPA**

The importance of an individualized Student Educational Plan (SEP)

Each student should have a Student Educational Plan, the SEP serves as your ultimate road map to success. The anticipation of transfer will be incorporated into your SEP to enhance your successful transferability.

Make an appointment to meet with a Counselor to prepare your tailored SEP and to discuss your educational needs, career interest, assessment scores and any other pertinent information to complete your academic goals.

The importance of drop dates:

It is critical that you monitor the posted deadline dates for dropping/adding courses as well as filing for graduation and ...

Explain the difference

- financial drop dates – no refund after
- drop without W – will not appear on transcript
- drop with W – will appear on transcript

Introduction to college

Personal Development courses are designed to assist you...

Right of Petition

Students have the right to appeal.....