

ACCREDITATION

City College of San Francisco is accredited by the Accreditation Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (WASC), (3402 Mendocino Avenue, Santa Rosa, CA 95403, (707) 569-9177) an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education. Accreditation is a voluntary process designed to encourage the continual improvement of educational institutions and agencies throughout the United States. The Western Association of Schools and Colleges (WASC) is one of six regional accrediting associations. Accreditation indicates a judgment by the commission that an institution satisfactorily offers its students the educational opportunities stated in its objectives. City College of San Francisco has been visited, evaluated, and recommended for accreditation by WASC's accreditation team. Students who satisfy transfer requirements may thus continue their studies at universities and colleges throughout the United States.

COURSE NUMBERING SYSTEM

Courses numbered from 1 through 799 are university courses except for those listed as "Credit, non-degree applicable" and a few others. With these exceptions, courses numbered 1 through 799 are considered to be baccalaureate in nature and carry transfer credit. However, according to their transfer policies, some universities and four-year colleges may not grant transfer credit for every City College baccalaureate course.

Courses named with one of the letters from A through Z are foundational courses; for example, English K. Credit earned in these courses is not accepted for graduation from City College and is generally not transferable to a university or a four-year college.

Credit earned in courses numbered 800 through 899 is generally not transferable to a university or a four-year college. Such credit, however, is accepted for graduation from City College.

Courses numbered 0001 through 9999 (the zeros are significant) are non credit courses. No college credit is given for these.

SEMESTER UNITS

City College uses the semester system and grants credit in semester units:

ACADEMIC RECORD SYMBOLS AND STANDARDS

A system of letter grades and grade points is used to indicate the quality of work done by students. The meaning of each evaluative symbol, with its value in grade points, is as follows:

Symbol:	Definition	Grade-Points
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
P or CR	Pass (effective Fall 2008) or Credit (At least satisfactory, C or better. Units awarded not counted in GPA.)	
NP or NC	No Pass (effective Fall 2008) or No Credit (Less than satisfactory or failing. Units not counted in GPA.)	

In addition, the following symbols are used and appear in the GRD (grade) column of the transcript:

I/Letter Grade	Incomplete; the "I" will convert to the letter grade next to it if the student does not complete the work stipulated or when the time limit for completion of the work has passed within one month of the first day of instruction in a student's next regular semester of attendance or no later than one year from the last day of instruction in the semester of issuance, whichever date comes first.
I*	Incomplete
RD	Report Delayed
MW	Military Withdrawal
W	Withdrawal

A student's grade point average (GPA) may be determined by dividing the number of grade points earned by the number of units attempted. Grades of CR, NC, I*, IP*, W, MW, RD, and plus & minus signs do not affect GPA. CCSF transcripts do not show courses in progress or midterm grades.

*The "I" symbol in the GRD (grade) column does not affect GPA except if it was received before February 1975. Do not confuse this "I" symbol with the "I" symbol in the R (repeat) column, which pertains to the course repetition policy and does not mean the student received an incomplete grade.

**IP, the symbol for In Progress, appeared only for court reporting courses; these courses were last offered in Spring 1999.

REPETITION OF COURSES

Courses offered for credit can be repeated only if a student has earned a grade of D, F, or NC. When a course is repeated, students should be aware of the following:

- The original grade is not removed and remains part of the permanent record.
- The latest grade will count even if it is lower than the original grade received (except for "notation only").
- Once an Associate degree has been awarded, courses taken prior to the awarding of the degree can not be repeated.

ACADEMIC PROBATION / DISMISSAL

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

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

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

ACADEMIC RENEWAL / EXCLUSION

Academic renewal/exclusion provides an opportunity for a student to exclude college grades of D, F, or NC from grade point average calculations if those grades are not reflective of the student's present level of performance. However, to ensure a true and complete academic record, the permanent academic record will show all of the student's course work, including excluded grades.

Once a request for academic renewal is granted, the notation "Excluded" and the date it was granted will appear next to the course. An "E" symbol will appear in the "R" column of the transcript and means to exclude the grade in the grade point average calculations.

HONORS COURSES

Honors courses are designated "Honors" in the transcripts. Students must meet one of the following criteria to take an honors course:

- GPA of 3.0 or higher
- SAT score of 1100 or higher, ACT score of 24 or higher
- TOEFL score of 650 or higher
- Score of 4 or higher on AP classes in high school

DEAN'S LIST

In the fall and spring semesters, the College recognizes students who have attained high scholastic achievement. Students registered for and completed a minimum of twelve (12) semester units for the semester (only those courses where A-F grades were assigned are counted) with a grade point average of 3.30 or higher and are in good academic standing are placed on the Dean's List. Good academic standing is defined as having a cumulative grade point average of 2.00 or higher and not being on academic and/or progress probation.

GRADUATION WITH HONORS

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

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

This information has been released in accordance with the Family Educational Rights and Privacy Act of 1974 as amended in subsequent years. It cannot be released to another party without the written consent of the student.