

# ACADEMIC POLICIES AND PROCEDURES

## Earning College Credit

### Credits Defined

College of DuPage uses the semester system for awarding college credit. The academic year is divided into two semesters of approximately 16 weeks each and a summer term. The number of semester hours of credit granted for each course varies. The "Course Descriptions" section of this Catalog lists the value of each course in credit hours. A student must be enrolled in a minimum of 12 credit hours in fall and spring and a minimum of 6 hours in summer to be considered a full-time student. Half-time status is 6 to 11 semester credits during fall and spring semesters. In addition to standard semesters, the College also offers some sessions that vary in length from the standard term and may affect determination of status.

### Class Standing

A student who has earned fewer than 30 semester credits is considered a freshman. A student with 30 or more hours has sophomore standing.

### Semester Grades, Types of Grades and Grade Points

Final course grades may be accessed online at [myaccess.cod.edu](https://myaccess.cod.edu) (<https://myaccess.cod.edu>).

The following abbreviations appear on student grade records (transcripts):

Abbreviation	Definition
A	High degree of excellence in achievement
B	Better than average achievement
C	Average/acceptable achievement
D	Minimum standard of achievement
F	Failure to complete minimum requirements
S	Satisfactory
I	Incomplete
W	Withdrawal
X	Audit

The following grade point values are assigned to letter grades:

Grade	Value
A	4 for each semester hour of credit
B	3 for each semester hour of credit
C	2 for each semester hour of credit
D	1 for each semester hour of credit
F	0 for each semester hour of credit

Grades of "S," "I," "R," "W," "N," and "X" and grades for courses numbered below 1000 are not included in the official grade point average (GPA), but will be shown on a student's transcript.

### Satisfactory/Fail (S/F) Grade Option

Certain classes offer only Satisfactory/Fail grades. In most other classes, the student and the instructor may choose to use the Satisfactory/Fail grade option. The instructor retains the prerogative to determine whether the Satisfactory/Fail option is applicable to the course and to define what

grade must be earned to receive a satisfactory grade. The student must actively pursue and complete all of the requirements of the course to request a Satisfactory/Fail grade.

A student who would like to take a class Satisfactory/ Fail must obtain approval from the instructor. If granted, a signed contract with the instructor confirming the use of the Satisfactory/Fail grading option must be received by Student Registration Services no later than the course withdrawal deadline. Once the Satisfactory/Fail option has been finalized, the grading option may not be changed.

The satisfactory or "S" grade will not be computed in the student's GPA, but the fail or "F" grade will be computed. Credits earned in the Communication, Physical/Life Sciences, Mathematics, Humanities/Fine Arts and Social and Behavioral Sciences categories may NOT be graded with a Satisfactory/ Fail grade if the student is seeking any degree other than the Associate in General Studies degree or the Associate in Applied Science degree. Only 12 credit hours of "S" credit may apply toward any degree from College of DuPage.

### Grade of Incomplete

The instructor of record may assign an incomplete or "I" grade when a student who has completed a substantial portion of a class with a passing grade is unable to complete the course within the prescribed time due to documented unforeseen circumstances. When an instructor agrees to issue an incomplete grade, an Incomplete Contract must be completed and submitted to the Office of Student Records.

Unfinished coursework must be completed within the time limits prescribed by the instructor, but may not exceed twelve (12) months from the end of the term in which the "I" grade was assigned. The student is responsible for contacting the instructor of record or, when the instructor of record is no longer employed at the College, the appropriate Dean regarding course completion. If the "I" has not been changed by the instructor of record within the twelve (12) month period, the "I" will automatically change to an "F" grade. During the time the "I" is on the student's record, it will not be calculated into the cumulative grade point average.

### Credit by Demonstrated Competence

The College of DuPage Credit by Demonstrated Competence program offers students the opportunity to demonstrate their learning achievements outside the traditional college classroom and earn college credit for competencies equivalent to existing college courses. Students may complete 42 of the 64 semester credits needed toward an associate degree through this approach. Credit can be earned by Credit by Proficiency or Articulated Credit.

### Credit Earned by Proficiency

This method offers an opportunity to gain college credit for knowledge that students have acquired in an occupational or educational environment outside of college or through other experiences that are related to specific College of DuPage courses. Through this process, students who can demonstrate that they have mastered the body of knowledge normally needed to complete a COD course can gain college credit without taking the course. Proficiency credit can be earned through the following methods:

#### Credit by Proficiency through Established Examinations

Several established exams developed by COD Faculty or national exams are available on a walk-in basis. Credit by national examination offers a student an opportunity to demonstrate knowledge in a particular subject

area by submitting scores from the nationally recognized Advanced Placement Program (AP) or the College-Level Examination Program (CLEP).

### **Advanced Placement Program**

The Advanced Placement Program (AP) is a program of college courses offered in high school in cooperation with the College Board of Princeton, NJ. College of DuPage accepts credit for course areas in which a student has completed an Advanced Placement Program course examination with an acceptable score. The amount of credit accepted for each Advanced Placement Program course examination is determined according to its College of DuPage equivalent course.

### **College-Level Examination Program**

College of DuPage is a national test center for the College-Level Examination Program (CLEP) which is sponsored by the Educational Testing Service and provides college-level, content-specific tests given to determine competency. All CLEP tests are computer-based. CLEP exams are given by appointment and the fee for each CLEP Examination is determined by the College Board. Registration materials, fee information and a list of CLEP exams accepted at COD are available from the Testing Center office, (630) 942-2401.

### **Credit by Proficiency through an Instructor**

If an established exam does not exist, contact the appropriate Division office for permission to gain credit through proficiency. Procedures for earning credit are available from the Testing Center office.

### **Credit through Articulation**

College of DuPage has entered into articulation agreements with some district high schools for classes that are equivalent to college classes. The agreements stipulate that when agreed-upon conditions are met, a student may apply for and receive credit at College of DuPage for these high school classes. The purpose of this cooperative effort is to eliminate needless duplication of content, save the student time and money, and to provide better continuity between high school and college curricula.

To obtain articulated credit, a student will follow application procedures included on the Application for Articulated Credit form available in the Office of Student Records. Application for the credit must be filed within two years of high school graduation. The student is responsible for an official transcript to be sent to the College of DuPage Office of Student Records directly from the high school.

## **Grade Review and Appeal Procedure (Board Policy 20-165)**

College of DuPage recognizes that the responsibility for grading rests solely with faculty. This grade review procedure is available for a student to review a final course grade alleged to be arbitrary and capricious. Before requesting a formal review, a student is urged to make every effort to resolve the grievance informally with the instructor who issued the final grade. The student may terminate the formal procedure at any point, but when the procedure reaches full closure, the student must abide by the final disposition of the appeal and will be precluded from seeking review of the matter under any other college procedure. The Grade Review Procedure is fully outlined in Administrative Procedure 20-165.

A student may initiate a formal grade review if it is felt an arbitrary or capricious grade has been given, which means:

1. The assignment of a course grade to a student on some basis other than performance in the course; or

2. The assignment of a course grade to a student by resorting to unreasonable standards different from those which were applied to other students in the class; or
3. The assignment of a course grade by a substantial, unreasonable and unannounced departure from the instructor's previously articulated standards. Factual and computational errors are included in this definition.

### **Step 1. Student Consultation with Instructor and/or Associate Dean/Supervisor**

1. The student contacts the instructor to discuss the grade and to work toward a mutual understanding of the basis and procedure used to determine the final grade. This request must be initiated by the student within forty-five (45) calendar days of the last day of the academic term for which the grade was assigned. If the instructor is not available, the student must register the request for the review with the instructor's associate dean/ supervisor.
2. If the problem is not resolved between the student and the instructor at Step 1, Step 2 must be initiated by the student within ten (10) days following the meeting with the instructor or associate dean/ supervisor.

### **Step 2. Calling of Grade Review Committee**

1. A student requests that the associate dean/supervisor initiate a formal grade review by the Division's standing Grade Review Committee. Each Division will determine its unit process for establishing its committee, but all committees will consist of three voting faculty members from within the Division and will exclude the instructor who issued the grade under review.
2. The student receives a Grade Review Form from the associate dean/ supervisor and completes it in writing.
3. The student submits the completed Grade Review Form to the associate dean/supervisor within ten (10) days of receiving the form.
4. The associate dean/supervisor sends the instructor a copy of the student's completed Grade Review Form within five (5) days, to be returned with a written response from the instructor within ten (10) days after receiving the form from the associate dean/supervisor.
5. The associate dean/supervisor will call the Grade Review Committee and the committee will meet within ten (10) days of receipt of the completed Grade Review Form from the instructor to determine whether to dismiss or hear the case.
6. The Grade Review Committee will dismiss the appeal if:
  - a. The student has submitted the same, or substantially the same, complaint to any other formal grievance procedure; or
  - b. The allegations, even if true, would not constitute arbitrary and capricious grading; or
  - c. The appeal was not timely; or
  - d. The student has not conferred with the instructor or with the instructor's associate dean/supervisor in accordance with Step 1 of these procedural steps.
7. If the request for review is not dismissed, Step 3 follows.

### **Step 3. Actions of the Grade Review Committee**

1. The Grade Review Committee will submit a copy of the student's written statement to the instructor with a request for a written reply within ten (10) working days if this step has not been taken prior to the convening of the committee. (See Step 2, d. above.) If it then appears that the dispute may be resolved without recourse to the procedures specified in Step 3: b., which follows, the committee

will attempt to arrange a mutually agreeable solution between the student and instructor.

2. If a mutually agreeable solution is not achieved, the Grade Review Committee will proceed to hold an informal, non-adversarial, fact-finding meeting concerning the allegations. Both the student and the instructor will be entitled to be present throughout this meeting and to present any relevant evidence. Neither the student nor the instructor will be accompanied by an advocate or representative. This meeting will not be recorded by any parties and will not be open to the public.
3. The Grade Review Committee will deliberate privately at the close of the fact-finding meeting. If a majority of the committee members finds the allegation supported by any clear and convincing evidence, the committee members will take any action which they feel would bring about substantial justice and includes, but is not limited to:
  - a. Directing the instructor to re-evaluate the student's work.
  - b. Directing the instructor to administer a new final or paper in the course.
  - c. Directing the cancellation of the student's registration in the course.
  - d. Directing the award of a grade of "satisfactory" in the course, except that such a remedy should be used only if no other reasonable alternative is available.
4. The Grade Review Committee is not authorized to award a letter grade or to reprimand or otherwise take disciplinary action against the instructor. The decision of the committee will be final and will be promptly reported in writing to the parties. The associate dean/supervisor will be responsible for implementing the decision of the Grade Review Committee.

## Course Withdrawals and Specialized Registration

### Withdrawal from a Class

The final day for a student to withdraw from any course will be equal to 75 percent of the time for the respective academic session. Withdrawal deadline dates can be found on the Registration calendar or on the student's class schedule in myACCESS. Students will receive a grade of "W" for withdrawals made after the 100 and 50 percent refund periods.

After the 75 percent of the term withdrawal deadline, students will be required to submit a Late Withdrawal Appeal and provide appropriate documentation to the Office of Student Registration Services. Late Withdrawal Appeals must be submitted no later than 7 calendar days prior to the final exam date. Please note that classes that meet less than 12 weeks will have their final exam, or other culminating activities, during their last class meeting.

### Administrative Withdrawal

Students not actively attending classes or engaged in online course activities may be withdrawn from the class by the instructor. In certain cases, the Dean of Enrollment may also grant an administrative withdrawal.

### Repeating a Course

A student may repeat any course taken at College of DuPage. Repeated courses are indicated with an "R" following the assigned grade on the student's official transcript, which indicates that the course was repeated and the student received the same or a higher grade. The cumulative grade point average (GPA) no longer reflects the original grade received

as of the term it was retaken. Repeated courses will be granted credit only once except as noted in the Course Descriptions section of the Catalog.

### Auditing a Course

Intent to audit a class must be indicated at the time of registration and the audit tuition charge will be assessed. After the class begins, written permission from the instructor is required in order to audit a class and the audit cannot be revoked. Students may not request to audit a class after midterm. The audit grade of "X" is recorded on the student's permanent academic record (transcript). No credit is earned, or will be applied to a degree or certificate, and the audit grade does not affect the student's grade point average (GPA).

## Standards of Academic Progress

### Good Standing

Students are considered to be in good academic standing with a cumulative GPA of 2.00.

### Academic Warning

Students are placed on Academic Warning when less than 12 attempted College of DuPage credit hours are earned and the cumulative grade point average is below 2.00/4.00 scale. Academic warning does not restrict registration but students are encouraged to discuss their lack of satisfactory progress with a counselor.

### Academic Probation I

Students are placed on Probation I when 12 or more College of DuPage credit hours are attempted and earned less than a 2.00/4.00 cumulative and semester grade point average. Students must meet with a counselor to review their academic progress prior to enrollment for the next semester. Students are restricted from registration until they comply with this requirement. A registration restriction will remain on the student's record until the cumulative grade point average reaches 2.00 or higher. Students will be restored to good standing once their cumulative grade point average is 2.00 or higher.

### Academic Probation II

Students are placed on Probation II after serving one semester on Probation I with a cumulative and semester grade point average less than 2.00/4.00. Students must meet with a counselor to review their academic progress prior to enrollment for the next semester. Students are restricted from registration until they comply with this requirement. A registration restriction will remain on the student's record until the cumulative grade point average reaches 2.00 or higher. Students will be restored to good standing once their cumulative grade point average is 2.00 or higher.

### Academic Suspension I

Students are placed on Suspension I after serving one semester on Probation II with a cumulative and semester grade point average less than 2.00/4.00. When final grades are posted after the Probation II semester, a student will be withdrawn from current semester courses and issued a refund. The Suspension I status will be in effect for one fall or spring semester following Probation II. A registration restriction will remain on the student's record until the cumulative grade point average reaches 2.00 or higher. Students will be restored to good standing once their cumulative grade point average is 2.00 or higher.

## Academic Suspension II

Students are placed on Suspension II after serving one semester on Suspension I with a cumulative and semester grade point average less than 2.00/4.00. When final grades are posted after the Suspension I semester, a student will be withdrawn from current semester courses and issued a refund. The Suspension II status will be in effect for 12 consecutive months. A registration restriction will remain on the student's record until the cumulative grade point average reaches 2.00 or higher. Students will be restored to good standing once their cumulative grade point average is 2.00 or higher.

## Academic Reinstatement

Students will be considered for Academic Reinstatement following their Suspension I and/or II status. Reinstatement is not guaranteed once a student is suspended. Once reinstated, the student will need to work with a counselor to create a success plan, course selection will be restricted and no future registration can occur without counselor approval. In the semesters following academic reinstatement, if the semester grade point average is 2.00 or below, a student will be placed on continued suspension status until the cumulative grade point average meets the minimum of 2.00. If the semester GPA is below 2.00 and the cumulative GPA is below 2.00, the student again will be suspended. Academic warning, probation and suspension notations are recorded on the student's academic record, but not printed on the official transcript.

## Excessive Withdrawal Policy

Students with a recurring, overall pattern of withdrawal from College of DuPage courses will be periodically notified of the effect that withdrawal grades can have on progress toward degree/certificate completion and financial aid eligibility. Students failing to make satisfactory academic progress may lose their financial aid funding. Students are encouraged to meet with a counselor or advisor to discuss effective strategies for course selection and completion.

## Appeals for Academic Reinstatement

Appeals relating to the Standards of Academic Progress policy should be made to the Dean of Students.

## Academic Forgiveness Policy

If you meet the following criteria, the failing grade(s) will remain on your transcript but will be removed from your GPA calculation. There will be a notation on your official transcript indicating that you have been granted forgiveness for the failed course(s).

## Forgiveness Criteria

- Only F grades will be considered
- A period of at least 36 months of non-enrollment has elapsed since the end of the last term of grades to be forgiven (excluding non-credit classes).
- Upon return, a minimum of 12 consecutive semester hours with no grades of 'D', 'F', 'S', 'I', or 'X' and no more than two 'W' grades must be earned at College of DuPage before forgiveness will be considered. In addition, a student must earn the same number of credit hours with a grade of 'C' or better equal to the number of credit hours of 'F' grades to be forgiven.
- A maximum of 25 quarter hours or 18 semester hours of 1000-level courses and above will be forgiven.
- Forgiveness will be granted one time only for each student.

## Procedure for Forgiveness

1. When the eligibility requirements have been fulfilled and forgiveness granted, the student's cumulative grade point average will be recalculated with the "F" grades removed from the calculation. However, the "F" grades will remain on the student's official transcript with a notation indicating that the student has been granted forgiveness.
2. Financial aid eligibility is determined by the Standards of Progress policy for financial aid recipients. If a student is granted academic forgiveness, eligibility for financial aid is not guaranteed.

## Academic Records

### Degree Audit

A computerized degree audit reports a student's progress toward the completion of the degree or certificate offered at College of DuPage. The audit lists the categories completed and in-progress, the requirements not met, and courses from which the student may select to complete their degree or certificate.

If a student is working toward a degree or certificate, or is planning to transfer to another college or university, the student may check his/her progress by running a Degree Audit online at [myaccess.cod.edu](http://myaccess.cod.edu) (<http://myaccess.cod.edu>). A student may run an audit of any degree or certificate.

An Illinois Articulation Initiative (IAI) audit reports by category all courses a student has completed that fulfill the General Education Core curriculum. The audit also lists all other COD courses from which a student may select to complete the IAI General Education Core curriculum. The Illinois Articulation Initiative (IAI) is designed to facilitate the transfer of students from one Illinois institution to another.

### Official Transcripts

A student may order a copy of their official College of DuPage transcript online through the student portal at [inside.cod.edu](http://inside.cod.edu), through their student account at [myaccess.cod.edu](http://myaccess.cod.edu) or on the main website at [www.cod.edu](http://www.cod.edu) (<https://www.cod.edu>). See the College website for details on other options for ordering an official transcript, [cod.edu/registration/records/ordering\\_transcripts.aspx](http://cod.edu/registration/records/ordering_transcripts.aspx) ([https://www.cod.edu/registration/records/ordering\\_transcripts.aspx](https://www.cod.edu/registration/records/ordering_transcripts.aspx)).

### Transfer Credit Evaluation

Students intending to earn a degree or certificate at College of DuPage, and expecting to apply credit earned elsewhere, must contact institutions previously attended requesting an official transcript to be sent directly to the Office of Student Records. Credits earned at other regionally accredited colleges/universities are eligible for transfer to College of DuPage. Transcripts are evaluated in the order in which they are received and are completed in about three weeks.

## Recognition of Academic Achievement Academic Honors

Each semester College of DuPage recognizes students whose grades reflect outstanding achievement. All students who are currently in good academic standing, enrolled in at least six (6) credit hours of 1000-level or above courses, do not have a current incomplete "I" grade, and whose semester grade point average is 3.50 to 4.00 inclusive, will be awarded Academic Honors. This designation becomes part of the student's

permanent academic record and is printed on the student's official transcript.

## **Graduation Requirements**

The official determination of a student's status relative to graduation is made through the Office of Student Records. Students should submit an Application for Degree or Certificate no sooner than one semester before expected completion.

Students should run their Degree Audit online to review their progress. When the Degree Audit indicates the program status of "Pending Anticipated Complete," it is time to apply for graduation. Student Success Counselors or Program Advisors, while not graduation evaluators, are knowledgeable about graduation requirements and can assist students with understanding these requirements, interpreting the Degree Audit, and planning so that all requirements are met.

## **Graduation Honors**

Graduation honors are indicated on the diploma. Beginning with the fall 2014 semester, graduation honors are also indicated on the official transcript. They are designated as follows in three categories: Highest Honors is awarded to students earning a minimum of 40 credits at College of DuPage and a cumulative College of DuPage grade point average of 4.00. High Honors is awarded to students with a cumulative College of DuPage grade point average of 3.60 to 4.00. Honors is awarded to students with a cumulative College of DuPage grade point average of 3.20 to 3.59. Graduation honors are determined from the cumulative grade point average in the semester in which the student completes degree requirements. Students must take at least eight (8) semester hours of credit for letter grades (excluding "S") to be eligible for honors recognition at graduation.

## **Honor Societies**

College of DuPage has many honor societies for qualified students to join. For a full listing of honor societies as well as event and membership information, visit [cod.presence.io/organizations](https://cod.presence.io/organizations) (<https://cod.presence.io/organizations/>). Select "Honor Societies" from the Categories menu.