



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 hours to be considered full-time. Half-time status is 6 to 11 semester credits. In addition to standard semesters, the College also offers some terms that vary in length from the standard 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 www.myaccess.cod.edu.

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

- 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:

- 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" 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, as identified in the College of DuPage *Class Schedule*, offer only "Satisfactory/Fail" grades. In all other classes, the student and the instructor may choose "Satisfactory/Fail" grading. The instructor retains the prerogative to determine whether the "Satisfactory/Fail" option is applicable to the course. It is the responsibility of the instructor to set deadlines for students' grade option decisions and communicate these deadlines to the students during the first week of instruction. All students desiring the "Satisfactory/Fail" option must sign a contract with the instructor confirming the use of the "Satisfactory/Fail" grading option contract.

The contract must be submitted to the Registration office no later than one week prior to the end of the class. The "Satisfactory/Fail" contract cannot be revoked after the grade has been posted. The satisfactory or "S" grade will not be computed in the student's GPA; 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 hours of "S" credit may apply toward any degree.

Grade of Incomplete

The instructor of record may give an incomplete or "I" grade when a student has been unable to complete the course within the prescribed time due to unforeseen circumstances. 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. Course work must be completed within the time limits prescribed by the instructor but not to exceed twelve (12) months from the end of the term in which the "I" grade was assigned. The "I" grade may be changed within the time limit prescribed by the instructor of record. If the "I" has not been changed by the instructor of record at the end of the twelve (12) month period, the "I" will automatically change to an "F." 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's degree through this approach. Credit can be earned by the following methods: 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 occupation 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:

1. 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 Examinations

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).

a. 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 by its College of DuPage equivalent.

b. College-Level Examination Program

College of DuPage is a national test center for the College-Level Examination Program (CLEP). This national program is established 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. The fee for taking 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.



2. 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.

Contact the Testing Center office, (630) 942-2401, for fee information and a list of exams.

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 Records office. Application for the credit must be filed within two years of high school graduation. The student is responsible for an official transcript being sent to the College of DuPage Records office directly from the high school. Articulated credit for a particular high school course will be recorded on a student's transcript only after the student has successfully completed at least one credit course at College of DuPage.

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:

- a. The assignment of a course grade to a student on some basis other than performance in the course; or
- b. 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
- c. 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 Dean/Supervisor

- a. Contact the instructor to discuss the grade and to work toward a mutual understanding of the basis and procedure used to determine the final grade 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 dean/supervisor.
- b. 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 dean/supervisor.

Step 2. Calling of Grade Review Committee

- a. Student requests that the 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.
- b. Student receives a Grade Review Form from the dean/supervisor and completes it in writing.
- c. Student submits the completed Grade Review Form to the dean/supervisor within ten (10) days of receiving the form.
- d. The 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 dean/supervisor.
- e. The 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.
- f. The Grade Review Committee will dismiss the appeal if:
 1. The student has submitted the same, or substantially the same, complaint to any other formal grievance procedure; or
 2. The allegations, even if true, would not constitute arbitrary and capricious grading; or
 3. The appeal was not timely; or
 4. The student has not conferred with the instructor or with the instructor's dean/supervisor in accordance with Step 1 of these procedural steps.
- g. If the request for review is not dismissed, Step 3 follows.

Step 3. Actions of the Grade Review Committee

- a. 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.
- b. 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.
- c. 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:
 1. Directing the instructor to re-evaluate the student's work.
 2. Directing the instructor to administer a new final examination or paper in the course.
 3. Directing the cancellation of the student's registration in the course.
 4. Directing the award of a grade of "pass" in the course, except that such a remedy should be used only if no other reasonable alternative is available.

- d. 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 dean/supervisor will be responsible for implementing the decision of the Grade Review Committee.

COURSE WITHDRAWALS AND SPECIALIZED REGISTRATION**Withdrawal from a Class**

Students are encouraged to consult directly with the instructor when considering a course withdrawal. Students will not receive a grade when withdrawing during the 100 percent refund period. Students may withdraw up until the "Last Day to Withdraw without Instructor Permit" (refer to the Registration Calendar) through myACCESS or in person at the Registration office, Student Resource Center (SRC), Room 2048. After the "Last Day to Withdraw without Instructor Permit" date (refer to the Registration Calendar), a student may withdraw only with an instructor's written permission.

Administrative Withdrawal

Students not actively pursuing the completion of course objectives may be withdrawn from the class by the instructor. Instructors of courses numbered below 1000 may assign a final grade of "W" without an official withdrawal through the Registration office.

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. This 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

A grade of "X" will be recorded on a student's academic record (transcript) when the intent to audit is indicated at the time of registration and the appropriate tuition charged. The audit grade of "X" earns no credit and does not affect the cumulative grade point average.

STANDARDS OF ACADEMIC PROGRESS**Good Standing**

Students are considered to be in good standing unless disciplinary or academic sanctions have been placed against them or they have overdue financial obligations to the College.

Academic Warning and Probation

Students are placed on academic warning when less than 12 attempted College of DuPage semester credit hours are recorded and the cumulative grade point average is below 1.50 on a 4.0 scale. Academic warning does not restrict registration but students are encouraged to discuss the lack of satisfactory progress with a faculty advisor or counselor.

Students are placed on academic probation when their cumulative grade point average is below the minimum for the cumulative attempted credit hours. Students are expected to maintain a 2.00 cumulative GPA upon reaching 12 cumulative attempted hours. Students placed on probation are required to review their academic progress with a counselor prior to enrollment for the next semester. Students are restricted from registration until they comply with this requirement. Students already enrolled in the next semester are restricted from further credit course registration until they comply. Students who have previously met with a

counselor and have a GPA of 2.00 or above for the most recent semester, but still have a cumulative GPA under 2.00 will continue on probation. Students on probation will continue to be required to see a counselor to review their academic progress, and a counseling “hold” will remain in effect for future registrations. Students will be restored to good standing when their cumulative GPA reaches 2.00.

Academic Suspension

A student will be suspended for one semester if their current grade point average (GPA) remains below 2.00 and their cumulative GPA average continues below 2.00. A second occurrence will result in a three-semester suspension from the College.

Academic Reinstatement

Following suspension from the College, a student must request reinstatement through an interview with a counselor. Once reinstated, course selection will be restricted. Failure to achieve reinstatement will result in denial of future registration. In the semesters following academic reinstatement, if the semester grade point average is 2.00 or above, students will be placed on continued probation 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 (transcript).

Excessive Withdrawal Policy

The following procedures exist for students with a recurring, overall pattern of withdrawal from College of DuPage courses.

1. Students who have withdrawn from four (4) courses (excluding withdrawals during the first week of classes) are sent a letter encouraging them to consult with a faculty advisor or counselor to discuss the possible negative impact of repeatedly withdrawing from classes.
2. Students who have withdrawn from eight (8) or more courses are required to meet with a counselor prior to their registering for their next term of course enrollment. Registration is not allowed until this requirement is met.
3. Students continuing this same non-completion pattern are again required to meet with a counselor and will be restricted from registering for every two (2) additional withdrawals.
4. Failure to make satisfactory academic progress as stated in the “Excessive Withdrawal Policy” will result in treatment consistent with the Standards of Academic Progress procedures.

Appeals for Standards of Academic Progress

Appeals relating to the Standards of Academic Progress policy may be made to the Dean of Student Affairs. Appeals concerning stated academic policy may be made to the Academic regulations Committee through the Records office.

Academic Forgiveness Policy

The College of DuPage Academic Forgiveness Policy is intended for those students who have experienced previous academic difficulty at COD and now wish to build an academic record that is not weakened by past failures.

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 your degree or certificate.

If a student has earned college credit at COD and is working toward a degree or certificate, or are planning to transfer to another college or university, the student may check his/her progress by

running a degree audit online at www.myaccess.cod.edu. A student may run an audit of any degree or certificate; however, audits are run only under the current *Catalog* requirements. A student will need a Social Security (or assigned identification) number and PIN number to request a degree audit.

An Illinois Articulation Initiative (IAI) audit reports by category all courses a student have 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. IAI audits can be requested at the Records office.

Official Transcripts

A student may obtain a copy of his/her College of DuPage transcript online at www.cod.edu. Click on “Quicklinks,” then “Records” and then “Ordering Transcript.”

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 Records office. Credits earned at other colleges/universities for transfer to COD are evaluated upon request by the student. Transcripts with an accompanying evaluation request form will be evaluated starting the second week of the student’s first semester at COD.

RECOGNITION OF ACADEMIC ACHIEVEMENT

Academic Honors

Each semester College of DuPage recognizes students whose grades reflect outstanding achievement. All students who are enrolled in at least six (6) credit hours of 1000-level or above, and whose semester grade point average is 3.50 to 4.00 inclusive, will be listed on the Academic Honors List. These honors become part of the student’s permanent academic record.

Graduation Requirements

The official determination of a student’s status relative to graduation is made through the Records office. Students should file a Petition for Degree or Certificate no sooner than two semesters before expected completion, so that evaluation results will be available for planning their last semester. Advisors and counselors, while not graduation evaluators, are knowledgeable about graduation requirements and can assist students with understanding graduation requirements, interpreting the graduation evaluation report, planning so that all requirements are met, or with resolving unanticipated problems.

Graduation Honors

Graduation honors are indicated on the college degree transcript and are designated as follows: “Highest Honors” is awarded to students earning a minimum of 40 credits at College of DuPage and a cumulative COD grade point average of 4.00. “High Honors” is awarded to students with a cumulative COD grade point average of 3.60 to 4.00. “Honors” is awarded to students with a cumulative COD 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 8 semester hours of credit for letter grades (excluding “S”) to be eligible for honors recognition at graduation.

