

CCS Administrative Procedure

4.40.02-A Academic Standards

Implementing Board Policy [4.40.02](#)

Contact: District Academic Services Officer, 434-5060

SCC Vice President of Student Services, 533-7015

SFCC Vice President of Student Services, 533-3514

1.0 Purpose

Community Colleges of Spokane's Academic Standards Policy is intended to support a successful learning experience for all students. Students are encouraged to consult with instructors, counselors or faculty advisors, and student services support staff as appropriate for assistance in achieving their academic goals and objectives.

2.0 Limitations and Requirements

- 2.1 Students enrolled in degree or certificate programs are expected to demonstrate satisfactory academic progress as defined by the following general policy requirements:
 - 2.1.1 Minimum Grade Point Average. Students must achieve and maintain the required grade point average. Specific programs may require a higher minimum grade point average.
 - 2.1.2 Degree/Certificate Completion. Students must complete the degree or certificate within the maximum credit limit.
- 2.2 All students are held to the same level of academic excellence. Students with special circumstances may petition for special consideration.

3.0 Minimum Grade Point Average

- 3.1 All enrolled students must maintain a cumulative grade point average of 2.0 or better.
- 3.2 Students whose cumulative grade point average falls below a 2.0 are notified of progressive action, to include warning, probation and suspension.

4.0 Credits Earned/Credits Attempted

- 4.1 Repeat Course Rule – Students cannot be reported for a course in which they have already earned credit except when such a repeat is necessary to satisfy a requirement for improving academic or skill progress (grades). In no circumstances will a student be reported more than three times for the same course – this is defined as two repeats in addition to the original enrollment (SBCTC Policy – Chapter 5, Appendix B).
- 4.2 If a student repeats a course, all grades will appear on the transcript, but only the highest grade earned is used for computing the grade-point average. Repeating a course may affect financial aid funding and there are varying limits on the number of repeat courses allowed. Aid recipients may be allowed to repeat classes in which they received a 1.9 or less, one time with financial aid coverage. Students on financial aid are subjected to additional requirements in order to continue to receive aid.
- 4.3 The Veterans Administration will not pay for repeating a course in which the student has already received a passing grade.

5.0 Special Circumstances

- 5.1 Students enrolled in special programs are required to follow requirements specified by their funding agency.
- 5.2 Students receiving federal and/or state financial aid must follow the Financial Aid Satisfactory Progress policies.

6.0 Class Attendance

Students are expected to attend all classes and laboratories. If absent due to illness or other unavoidable reasons, the student should contact instructors to make arrangements for completing missed assignments.

7.0 Related Information

- 7.1 [SCC Financial Aid Satisfactory Progress College Standard](#)
- 7.2 [SFCC Financial Aid Satisfactory Progress College Standard](#)

Originated: October 2010, Revised April 2014
Cabinet approval: November 8, 2010; April 28, 2014