

**Cochise College  
Administrative Policy**

**Category: Instruction  
Policy Number: 3004  
Title: Academic Standards**

Academic standards shall be communicated and disseminated through a variety of forums. The college administration shall establish procedures ensuring academic standards are met in the following areas: student assessment and academic placement, grading standards, student attendance, course changes, course audits, college withdrawals, course repeats, and independent studies.

**Procedure 3004.1  
Course and Academic Skills Prerequisites**

1. Academic divisions, assisted by advisors and counselors, will establish and enforce district-wide academic skills prerequisites for all credit courses and instructional programs, developmental as well as 100 level and above courses, in which student success is dependent upon academic skill level.
2. All prerequisite courses must be completed with a grade of C or better.
3. Verification of course prerequisites may be based upon official college or high school transcripts, standardized tests, or division-developed, competency-based tests.
4. Advisors, counselors, instructors and academic deans will share responsibility for ensuring that students meet or exceed established prerequisites. Final authority over determining and enforcing academic skill and course prerequisites rests with the Vice President for Instruction/Provost.
5. Students seeking to enter a course for which they do not meet established prerequisites must submit a waiver to an academic advisor or counselor stating that they have received predictive advisement and that enrollment in the course is their decision. Students may not waive more than one level of a class; exceptions may be approved by the appropriate dean.

**Procedure 3004.2  
Teaching Modalities**

Classes taught at Cochise College may employ any one of these teaching modalities:

1. Face-to-Face: Classes that meet physically and students are required to attend regular face-to-face sessions.
2. Live Streaming Room-to-Room: A class where students participate in real time either in person or through a web conferencing system. All participants are required to be

physically present in a Cochise College classroom or computer center and actively participate in class activities during the scheduled class times.

3. **Live Streaming Anywhere:** A class where students participate in real time through a web conferencing system. Students may utilize Cochise College computer resources to participate in the class, but may also be able to join the class from other locations. All participants are required to be present and actively participate in class activities during the scheduled class times.
4. **Online:** Classes that require no on-site meetings. These classes may include one or two activities where the instructor and students meet in real time through a web conferencing system, but they are designed to be completed by students who do not need to be physically present. These classes may also require a proctored final examination.
5. **Hybrid-Online/Face-to-Face:** Classes where content is delivered using both online and face-to-face modalities in approximately equal proportions.
6. **Hybrid-Online/Live Streaming Room-to-Room:** Classes where content is delivered using both Online and Live Streaming Room-to-Room modalities in approximately equal proportions.
7. **Hybrid-Online/Live Streaming Anywhere:** Classes where content is delivered using both Online and Live Streaming Anywhere modalities in approximately equal proportions.

In addition to the above, the following types of specialized classes may be scheduled that use one or more of the teaching modalities:

1. **Modular:** A class where students complete a series of online modules and demonstrate mastery at the conclusion of each module. While these classes are somewhat self-paced, students are expected to reach specific milestones during the term of the class. Modular classes use a Face-to-Face, Online or Hybrid-Online/Face-to-Face modality.
2. **Collaborative:** Two or more independent classes where instructors conduct joint activities; for example, a reading and sociology collaboration may have reading activities assigned from sociology books. Students must register for both classes. The two classes may be taught using any of the modalities.
3. **Concurrent:** Two or more classes that meet as one. For example, a basic and advanced section of a class may meet as single class and the instructor would conduct activities appropriate for both sections. These classes can be taught using any of the modalities.
4. **Cooperative:** A class in which a student completes work-related objectives or projects that are negotiated between the student, an employer related to the student's field of study, and an instructor. The student regularly submits assignments and other reports

to the instructor. These classes are coordinated by the cooperative education office and do not follow any particular modality.

**Procedure 3004.3  
Student Assessment and Academic Placement**

1. Student assessment identifies and evaluates students' skills. The assessment and academic placement process may include any or all of the following:
  - a. skills testing in mathematics, reading, writing and technology literacy
  - b. student interviews and/or other sources of student information
  - c. criterion-referenced evaluation
  - d. evaluation of previous experience and past academic performance
  - e. state and/or federal (DOE) standardized testing procedures
  - f. readiness assessment for online classes

To ensure that students possess the minimum level of academic skills necessary to succeed in college coursework, students must meet academic skill prerequisites for courses in which they enroll. Students unable to demonstrate college level academic skills in writing, reading, and mathematics will be advised to enroll in appropriate developmental education courses or in the Adult Basic Education (ABE), General Education Development (GED) or English as a Second Language (ESL) program.

In general, academic skill courses numbered 099 and below are considered developmental. Such courses are designed to meet the needs of students who score below college level in writing, reading, or mathematics on a Cochise College approved placement test.

2. The vice president for instruction/provost has final responsibility and authority for assessment instruments, procedures, and decision zone scores, based upon recommendations from instructors, academic deans, academic advisors and counselors.
3. Prior to enrollment in a specific course(s), students falling into one or both of the following groups must complete appropriate Cochise College assessment test(s).
  - a. A student enrolling in a course with an established academic skills prerequisite.
  - b. A student seeking a degree or certificate who accumulates seven or more credit hours of coursework.
4. Students who believe that the assessment process has inaccurately measured their academic skills proficiency may repeat the same or alternative College approved assessment test(s) at their own cost an unlimited number of times.

**Policy Number: 3004.4  
Grading System**

1. The instructor will assign a grade to all students in the class using the online grade roster. Grade definitions for A, B, C, D, F, I and W, as described below, must be included on the course procedure sheets.
2. The registrar will record all grades and compute grade point averages on the student's permanent record. Grade definitions follow:

A: Superior (4.0). A grade of A indicates the highest academic grade possible; it is an honor grade which is not automatically given to a student who ranks highest in the course, but is reserved for accomplishment that is truly distinctive and demonstrably outstanding.

B: Good (3.0). A grade of B denotes achievement considerably above acceptable standards and mastery of course materials

C: Average (2.0). A grade of C indicates a satisfactory degree of attainment and is the least acceptable standard for graduation from college or additional studies within the discipline. This grade implies completion of the minimum outcomes identified in the course curriculum.

D: Poor (1.0). A grade of D denotes a limited understanding of the subject matter. This grade may not transfer to another institution of higher education. Please note: A course with a grade of D will not satisfy a degree or prerequisite requirement at Cochise College.

F: Failure (0). A grade of F indicates inadequate or unsatisfactory attainment, serious deficiency in understanding of course material, or failure to complete requirements of the course.

WF: A grade of WF (withdraw failing) indicates that the student earning a grade of F withdrew from class after Friday of the ninth week. (Grade is not currently assigned.)

W: A grade of W (withdraw) indicates that the student has withdrawn or the instructor has dropped the student from the course five calendar days prior to the final day of class for terms with no final exam schedule or five calendar days prior to the start of final exams for terms with scheduled finals.

I: A grade of I (incomplete) indicates that the student failed to complete all course requirements for a reason approved by the instructor and academic dean. The grade should be used only for a student who is passing the course and who needs to complete 20% or less of the course activities. The student must complete all work specified in the Incomplete Grade Contract within the succeeding semester or the Registrar will change the I to an F on the permanent

record.

IP: A grade of IP (in-progress) indicates that the course had not been completed at the time the grade rosters were issued. The grade will be placed on the transcript in a timely fashion after the completion of the course.

G: A grade of G (general enrichment) is assigned for courses that a student takes for personal enrichment. The student will not be granted college credit for a G grade. (Grade is not currently in use.)

AU: A grade of AU (audit) is assigned for a course that a student takes for personal growth or review. The student is not required to complete all of the assignments in a course taken for audit. Although the audit course appears on the permanent record, the student will not be granted college credit for audit.

P: A grade of P (pass) indicates that the student has earned a C or better in a class taken for pass-fail.

X: A grade of X (fail) indicates that the student has earned a D or F in a class taken for pass-fail.

3. The grades W, I, AU, P, and X will not be computed in the student's grade point average.
4. The registrar will assign grade points on all student permanent records basing grade point average on semester grades:

A - 4 grade points per unit earned  
B - 3 grade points per unit earned  
C - 2 grade points per unit earned  
D - 1 grade point per unit earned  
F - 0 grade points per unit earned

A three-unit course with a grade of A would earn 12 grade points ( $3 \times 4 = 12$ ).

5. The total grade points accumulated by a student are divided by the total units attempted, excluding W, I, AU, P and X grades. The result is the student's grade point average or GPA.
6. The registrar computes the student GPA on the basis of units attempted at Cochise College only and will not include units and grade points earned at another college.

### **Procedure 3004.5 Pass-Fail Courses**

Each department indicates which of its courses can be offered for pass-fail grading on the curriculum proposal. Each semester, the appropriate academic dean determines which, if any, sections of these classes will be taught pass-fail. This information is published in the class schedule for that semester.

Students registering for a course designated for pass-fail grading must meet the prerequisites for the course. A passing grade (P) is given for performance which is equivalent to the letter grade of C or better and a failing grade (X) is given for performance which is equivalent to the letter grade of D or F. Pass-fail grades of P or X are permanently recorded. Neither grade is included in the cumulative grade point average.

If the class section is designated as a pass-fail class, all students in the class are graded under the pass-fail mode.

#### **Procedure 3004.6 Adding Classes**

It is the responsibility of the student to register for classes within the published registration dates. Students must be registered one day prior to the start date of any class. An exception to permit a student to add a class beyond the published dates may be granted only for extraordinary circumstances, if approved by the instructor and the appropriate academic dean or designee.

#### **Procedure 3004.7 Dropping Classes**

1. Student Initiated Drop – All Terms  
Classes dropped after the last day of the add/drop period and up to five calendar days prior to the start of finals or the final day of class will result in a W on the student's transcript. After this time, the student will receive a letter grade of A, B, C, D, F or I (Incomplete) from the instructor.
2. Instructor Initiated Drop – All Terms  
The instructor may drop the student by deleting the student's name from the FTSE roster, by submitting a drop/add form to student services, or by contacting the registrar. Instructor initiated drops from the beginning of class and prior to 5 calendar days before the start of finals or the final day of class will result in a W on the student's transcript. After this time, the instructor must assign a letter grade of A, B, C, D, F or I (Incomplete).
3. Refunds will be determined according to the college refund schedule that is printed in the class schedule each semester. Students dropped by an instructor will not receive a refund.
4. If the final add/drop date falls on a college holiday, the add/drop period will be extended to the next college business day.

#### **Procedure 3004.8 Change of Subject Level**

Subject level change within a discipline is recommended when it is deemed academically beneficial to the student.

Subject level change is a negotiated process between the student, current class

instructor and the instructor of the subject level change class. The gaining instructor shall notify the Registrar of this action.

### **Procedure 3004.9 Withdrawal from College**

1. A student who wishes to withdraw from the college must withdraw from all currently enrolled classes.
2. A student who fails to withdraw officially from the college will not receive a refund of fees.
3. An instructor may assign a failing grade to a student who fails to withdraw officially from the college.

### **Procedure 3004.10 Repeating Courses**

A course may be repeated six times for grade.

1. All courses will be listed on the student transcript with the grade received. A notation of “I” (include) or “E” (exclude) will be placed next to the grade and will remain as a part of the permanent record. The highest grade earned will be computed for graduation and cumulative grade point average.
2. For the Associate of General Studies Degree, certain specified courses are exempt from the procedure. The vice president for instruction or designee in consultation with the department chairs shall compile and maintain a list of exempt courses. Grades for the exempt courses will be included in the cumulative grade point average. This exemption policy does not apply to other Cochise College degree programs.
3. Students need not repeat a course that they have failed unless it is a prerequisite for another course or is a course required for graduation or transfer.

### **Procedure 3004.11 Audit**

1. Registration and fee policies for students who audit a course are the same as those for students who register for college credit. Students who audit classes will not receive grades or credit. The instructor will not require audit students to take examinations or hand in assignments.
2. A student registering as an auditor may not change to credit basis later than Friday of the second week of the semester. A student registering for credit may change to audit up to five calendar days prior to the start of the final examination scheduled date for the class. The student will receive the audit grade “AU” on their permanent record. The drop-add procedure is used to effect such changes.

3. Students cannot audit a pass/fail class.

**Procedure 3004.12  
Student Attendance**

1. Due to required federal financial aid reporting, instructors must take attendance and maintain attendance records for three years.
2. Instructors shall establish specific attendance criteria for each class and indicate the consequences to students for not meeting the attendance criteria. For example, an instructor may indicate that if a student misses more days than credit hours for the class, the instructor may drop the student from the class. Virtual Campus instructors shall establish reasonable attendance criteria to ensure that students participate at least once a week in an academic-related activity for that course. The drop date given to the student should reflect the last date which resulted in the student violating the instructor's attendance drop criteria.
3. Attendance criteria shall be communicated to students in writing during the first week of each semester as a part of the instructor's course procedure sheet. An instructor may drop a student from class for exceeding these stated limits.
4. Students with disabilities who need consideration for attendance must work through the College disabilities services office to establish an accommodation plan.

**Procedure 3004.13  
Independent Study**

Independent study may be provided for students on a case-by-case basis due to unique circumstances (e.g., the course is required for completion of a program of study and is not otherwise available or to accommodate other special student needs). An independent study contract between the student and the instructor must be completed in advance and approved by the appropriate academic dean.