

instructional hours and/or two consecutive weeks of instruction may be dropped from that class by the instructor. This action constitutes an official termination of class enrollment and will be recorded as specified on in the section on “Withdrawing from Classes” in this Catalog.

Reporting Absence

Absences should be cleared personally with instructors. Messages may be sent directly to the instructor’s college email or left directly on the instructor’s voice-mail.

Examinations and Evaluations

Students will be expected to take examinations and to complete and submit reports and/or projects. The instructor will determine the scheduling of exams and due dates of reports and projects. Unless the student and instructor have made prior arrangements, the instructor is under no obligation to reschedule missed exams or to extend deadlines for reports and/or projects.

Removal of Disruptive Students

Instructors may remove disruptive students from the classroom for the duration of a class period but may not terminate their enrollment for disciplinary reasons. The Vice President of Student Services or designee may recommend suspension of a student for due cause. Only the Board of Trustees can expel a student from the College District.

Use of Electronic Recorders

Students are not permitted to make recordings in class or in any campus meetings, including remote online class meetings, without the approval of the instructors involved. Exceptions shall be made for students with disabilities who have permission from the Disabled Student Programs and Services.

Grades

Grades are a means of communicating student achievement within courses of instruction. College grades are defined as follows:

GRADE	MEANING	GRADE VALUE
A	Excellent	4 grade points per unit
B	Above Average	3 grade points per unit
C	Average	2 grade points per unit
D	Barely Passing	1 grade point per unit
F	Failing	0 grade points/units attempted with no units earned. May negatively affect progress. See the section on “Academic Probation and Dismissal” in this Catalog.
P	Pass	0 grade points/units earned with no units attempted.
NP	No Pass	0 grade points/no units earned and no units attempted. See the section on “Academic Probation and Dismissal” in this Catalog.

GRADE	MEANING	GRADE VALUE
SP	Satisfactory Progress	0 grade points/no units earned and no units attempted. Used to indicate satisfactory progress, but not completion, of a noncredit course.
I	Incomplete	0 grade points/no units earned and no units attempted. May negatively affect progress. See the section on “Academic Probation and Dismissal” in this Catalog.

Pass/No Pass Grades

(Unit Limitations May Exist at Transfer Institutions)

In accordance with the Education Code and the Administrative Code, Las Positas College has established a grading policy which adds the “P” (pass) and “NP” (no pass) grades to the standard letter grades (A, B, C, D, F) used in colleges and universities. Courses in which a “P” (pass) grade is earned will apply toward the 60 units required for graduation, but will not affect the student’s grade point average. A maximum of 12 units of “P” (pass) may be attempted and applied toward the Associate in Arts or Associate in Science Degree.

Additional units may be applied provided the student secures prior approval of the Dean of Student Services. A course in which a “NP” (no pass) grade is earned will not apply toward graduation and will not affect the student’s grade point average. An excess of number of “NP” (no pass) grades will affect the student’s academic progress ratio, resulting in a low figure.

Offering courses for pass/no pass grades provides the student with the opportunity to explore areas outside his/her current interest field without undue concern for his/her grade point average. This policy allows the student to take coursework outside his/her major without the fear of a substandard grade, namely a “D” or “F.” Students are expected to complete the course and comply with College attendance requirements and other expectancies of the course. Should they fail to do so, their enrollment in the class may be terminated; and the work may be graded on the basis of a standard letter grade.

- Some courses solely for a pass/no pass (P or NP) grade.
- Some courses solely for a standard letter grade.
- Some courses in which the student may choose to complete the course for either a pass/no pass grade OR for a standard letter grade.

On or before the last day of the fifth week of the semester, the student shall inform the Admissions and Records Office, by petition, of his/her intention to complete a course for a pass/no pass grade and the instructor shall report to the Dean of Enrollment Services a final grade of “P” (pass) or “NP” (no pass) for students who so petition. The student’s decision to opt for pass/no pass grade may not be reversed by either the student or the instructor at a later date.

The “P” (pass) grade will be given to indicate completion of a course with “C” or better work.

A student may repeat a course in which a grade of “D,” “F” or “NP”