

Academic Regulations

Academic Integrity

For complete information about Student Standards of Conduct, please refer to the PCC Student Handbook. PCC assumes that you have read the handbook and that you will adhere to PCC regulations, comply with the laws of the local community, and take personal responsibility for your conduct.

PCC is committed to providing you a superior educational experience. Because academic integrity is a critical component of this experience, we expect you to maintain the highest standards of integrity while you are here. Please read and be aware of the following general information:

The following violations of academic integrity will result in disciplinary action (this is not an exhaustive list of all acts of academic dishonesty; rather, it is a guide to help you understand what constitutes academic dishonesty):

1. Any act of academic dishonesty, including
 - a. *Cheating* – intentionally using or trying to use unauthorized materials, information, or study aids in any work submitted for credit or hours.
 - b. *Fabrication* – deliberate falsification or invention of any information or citation in work submitted for credit or hours.
 - c. *Facilitating Academic Dishonesty* – helping another student violate a provision of the institutional code of academic integrity.
 - d. *Plagiarism* – the deliberate adoption or reproduction of ideas or words or statements of another person as one’s own without acknowledgment.
 - e. *Unauthorized Collaboration* – sharing information or working together in an academic exercise when such actions are not approved by the course instructor.
2. Unauthorized possession of examinations, answer keys, reserve library materials, computer software, computer codes, or laboratory materials.
3. Unauthorized changing of grades on an examination, or in an instructor’s grade book or grade report; or unauthorized access to academic computer records.
4. Nondisclosure or misrepresentation in filling out applications or other PCC records in, or for, academic departments or divisions.
5. Unauthorized selling or purchasing of examinations, papers, computer programs, and/or assignments.

Attendance Policy

You may attend classes at PCC only if you have officially enrolled for those classes on either a credit or audit basis. You are expected to attend all scheduled meetings of your classes. If you miss a class, you must make arrangements with your instructor to make up any missed work.

If you miss 20% of a lecture or laboratory class beginning with the first official date of enrollment, your instructor may withdraw you from the course. If this happens, your instructor will assign you a “W” grade, and you will be liable for all tuition and fees related to that course. If your instructor does not withdraw you from the course, you may receive a failing grade for the course.

It is your responsibility to drop a course if it becomes necessary. If you do not want to be held liable for tuition and fees or have a transcript record created, you must drop the course before the last day for refund, whether or not you have attended class.

Note: The attendance policy for certain programs, such as health programs, may differ from the general policy due to program requirements.

Grading System

At the end of each semester, the Admissions & Records Office makes your record of grades and credits available to you. Please make sure Admissions & Records has the correct address for mailing your grades. You may also access your grades online at www.pueblocc.edu.

Letter Grades

At PCC, grades are expressed in letters which are equated to points used in calculating the cumulative grade-point average. To calculate a grade point average (GPA), divide the total number of credit hours by the total number of quality points (the points associated with “A,” “B,” “C,” “D,” and “F” grades). Credit for an “S” grade is earned but not used in the GPA calculation.

Letter Grade	Quality Points
A (Excellent)	4
B (Good)	3
C (Average)	2
D (Deficient)	1
F (Failure)	0
S/A, or S/B, or S/C - Satisfactory Grade designation used only for Developmental Courses	
U/D, or U/F - Unsatisfactory Grade designation used only for Developmental Courses	
I (Incomplete) - designation used to show that the coursework is not complete	
AU - Grade designation used for courses that are audited	
W - Designation used when a student withdraws from a class	
Z - Designation used to show that the instructor did not assign a grade to the course	
SP - Satisfactory Progress designation used to show that although there was satisfactory progress, the grade is pending	

S/A, S/B, S/C

Satisfactory grades are assigned only in developmental courses. These will not be calculated in your grade point average, but the credits earned in developmental courses will count toward your earned and attempted credits. The grades received in developmental courses will not be used in calculating academic honors like the President's List, Vice President' List, and the Dean's list.

U/D, U/F

Unsatisfactory grades are assigned only in development courses. These will not be calculated in your grade point average, but the credits earned in developmental courses will count toward your earned and attempted credits. The grades received in developmental courses will not be used in calculating academic honors like the President' List, Vice President's List, and the Dean's list.

Incomplete Grades

A grade of Incomplete (“I”) is a temporary grade in a regular course; it indicates the following:

- Due to circumstances beyond your control, you have not completed all course requirements, but you have completed at least 75% of the coursework.
- You have a satisfactory record (C or better) in the work you have completed.
- You agree to complete all requirements for removing the incomplete grade, according to the description of requirements on the Incomplete Grade Agreement Form, within the next full-length semester after the class is offered (summer excluded).
- If you fail to complete the course work, a grade of “F” will be assigned.
- If you would have earned a letter grade higher than an F without completing the work, the instructor may submit that higher grade before the automatic conversion to F.

It is your responsibility to initiate the request for an “I” grade from your instructor. If circumstances beyond your control prevent you from completing any coursework by the end of the term, you must immediately inform your instructor of those circumstances. Your instructor will determine whether you should be awarded additional time beyond the end of the semester to complete your coursework. If you and your instructor cannot reach a mutual agreement concerning an “I,” contact your instructional Dean.

Before the instructor can assign an “I,” the following conditions must be met:

1. You must present to your instructor the documentation of circumstances justifying an “I.”
2. You and your instructor must complete and sign an “Incomplete Grade Contract” provided by your instructor. (The department chair will send you a copy of the Incomplete Grade Contract.)
3. Your instructor must record an “I” grade on the final grade roster at the end of the semester. If you receive an “I,” do not re-register for the course, and do not pay additional tuition and fees. Rather, make arrangements with your instructor to complete the requirements of the class.

If you are in the military or emergency management and are required to go on temporary duty status before you complete 75% of a course, contact your instructor to arrange special consideration for an “I” grade. For special consideration, you must provide documentation of your official temporary duty orders. Your instructional dean must approve the special consideration.

Audit Grade

Please see the “Part-time/Full-time/Auditor Status” section in the *Applying for Admissions* part of this catalog.

Satisfactory Progress Grades

A grade of Satisfactory Progress (“SP”) is a temporary grade in an open entry/open exit course; it indicates that you have not completed the course requirements but that you have a satisfactory record in the work you have completed. A grade of “SP” entails the following conditions:

1. To assign an “SP” grade, your instructor must designate an “SP” grade on the official grade roster.

2. You must complete all requirements for removing the “SP” grade as set forth by the instructor, and you must also meet the time and attendance requirements set forth by PCC, within a time frame that is agreed upon by you and the instructor at the time of entry into the class. If you fail to complete the course work, your grade will become an “F.”
3. If you receive a grade of “SP,” you do not have to re-register for the course, and you do not have to pay additional tuition and fees.

Z Grades

A grade of “Z” indicates that your instructor did not assign a grade at the time the transcript/grade report was printed. If you receive a grade of “Z,” please contact your instructor.

Grade Changes

Once a final grade is entered, it cannot be changed unless your instructor completes a Grade Change Form and has it signed by the department chair.

It is your responsibility to request a grade change from your instructor if you believe one is justified. Normally, we process grade changes during the following term. After one calendar year, we will not approve a change of grade. Grades of “S,” “U,” “W,” and “AU” may not be changed.

Final Examinations

Final examinations must be taken during a regularly scheduled class period in the last week of class unless approved by the appropriate dean.

Course Repeats

You may repeat courses, but we will count repeated courses only once towards graduation requirements. We will count the highest grade earned in your semester and cumulative GPA, but we will list all previously attempted grades on your permanent record. Your transcript will indicate that we have recomputed your GPA. Before you repeat a course, check with your academic advisor. All credit hours earned for initial and repeated courses will be deducted from your remaining COF stipend-eligible hours.

Academic Probation & Suspension

PCC wants you to succeed and encourages you to make responsible academic choices. Therefore, your course load will be appropriately limited as defined in the course load policy (see the *Advising and Registration* section of this catalog for the course load policy.) Also, you must maintain at least a cumulative 2.000 grade point average (GPA) to remain in good standing. If your GPA drops below a 2.000, PCC will place you in one of the following categories to encourage you to improve.

Academic Alert – *GPA less than 2.000 after attempting 12 credit hours or fewer (including W's).* You may continue to enroll in classes provided you meet with your academic advisor to discuss a plan for academic improvement.

Academic Probation

Initial Academic Probation - *Cumulative GPA less than 2.000 after completing 13 or more credits in residence at PCC.* You may continue to enroll in classes provided you meet with your academic advisor to discuss a plan for academic improvement, and provided you earn higher than a 2.000 GPA in the next full semester.

Continuing Academic Probation – *Cumulative GPA less than 2.000 for all courses completed in residence, and the last term GPA is 2.000 or higher.*

Academic Suspension

Initial Academic Suspension - *Cumulative GPA less than 2.000 for all completed courses, and the last term GPA is less than 2.000.* In this case, you may not register for the term following the term in which you are suspended. You may register after that only if you meet with an academic advisor.

Second Academic Suspension - *Cumulative GPA less than 2.000 for all completed courses, and the last term GPA is less than 2.000.* In this case, you may not register for two terms following the term in which you are suspended. You may register after that only if you meet with an academic advisor.

Third Academic Suspension - *Cumulative GPA less than 2.000 for all completed courses, and the last term GPA is less than 2.000.* In this case, you may not register for two calendar years following the term in which you are suspended.

If special circumstances result in academic suspension, you may appeal the suspension with the registrar. If your appeal is upheld, you will be allowed to register without a break in enrollment. We will explain any rights and procedures of appeal in the notification letter we send you. All students returning from a suspension are placed on continuing probation.

Note: Academic probation/suspension is different from Financial Aid probation/suspension. Please see the *Financial Aid* section of this catalog for information about Financial Aid probation/suspension.

Academic Appeal

You may appeal an academic decision only if you believe it was based on illegal discrimination or arbitrary and capricious actions. For more information about illegal discrimination, refer to the Grievance Process in the PCC Student Handbook, which you can find online at <http://www.pueblocc.edu/StudentServices/StudentHandbook> or in hardcopy from the PCC Dean of Student Services Office. For information about arbitrary and capricious actions, contact the PCC Dean of Student Services Office.

Academic Renewal

Academic Renewal is a program through which PCC can exclude previously earned “below average” grades from your cumulative GPA. Through this program, you have another chance to succeed without prior performance holding you back. To qualify for Academic Renewal, you must

- wait for at least two calendar years after the coursework was completed to apply for Academic Renewal, and
- complete at least six semester credits with a 2.000 minimum term GPA during the term in which you apply for Academic Renewal.

You may have up to 30 credits of “below average” grades excluded from your cumulative GPA. These credits will continue to appear on your transcript, but they may not be used to satisfy the requirements of a certificate or degree. Should your performance once again fall below a 2.000 cumulative GPA, you will be placed on Academic Probation and will be required to follow the procedure outlined in the Academic Probation section of this catalog. You may apply only once for Academic Renewal.