

## CCS Administrative Procedure

### 4.40.02-A Academic Standards

---

#### Implementing Board Policy [4.40.02](#)

Contact: SCC Vice President of Student Services, 533-7015  
SFCC Vice President of Student Affairs, 533-3514

#### 1.0 Purpose

Community Colleges of Spokane's Academic Standards Policy is intended to support a successful learning experience and affirm the educational expectations for students.

#### 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 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. Students whose cumulative grade point average falls below a 2.0 or below a minimum standard of their specific academic program may be notified of progressive action, which may include not being permitted to enroll in courses for a specific period of time or be required to complete specific educational requirements before being permitted to re-enroll.

2.2 All students are held to the same level of academic excellence. Students with special circumstances may petition for special consideration.

#### 3.0 Credits Earned/Credits Attempted

3.1 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, section 5.30.25](#)).

3.2 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 to continue to receive aid.

The Veterans Administration will not pay for repeating a course in which the student has already received a passing grade.

#### 4.0 Special Circumstances

4.1 Students enrolled in special programs are required to follow requirements specified by their funding agency.

4.2 Students receiving federal and/or state financial aid must meet the requirements of satisfactory academic progress or risk of losing eligibility for aid.

#### 5.0 Class Attendance

Students are expected to attend all classes and laboratories. Students are expected to follow the absence expectations outlined in the class syllabus.

## 6.0 Honor Roll

- 6.1 Students eligible for the President's Honor Roll or the Vice President's Honor Roll must meet the following minimum criteria:
- 6.1.1 Be a full-time student who has earned 12 or more quarter decimal grade credits as computed by the end of the quarter grading cycle.
  - 6.1.2 Achieve a 3.50 or above for the President's Honor Roll.
  - 6.1.3 Achieve a 3.0-3.49 for the Vice President's Honor Roll.
- 6.2 Past credits are not computed in the quarterly or cumulative grade point average; therefore, do not count as completed credits toward the honor roll.
- 6.3 The honor roll program that automatically enters the honor roll status on the transcript will run only once, after the quarterly grading cycle. ***Exception:*** If the instructor has made an error in grading and the student should or should not be on the honor roll, staff will manually enter the appropriate honor roll status onto the transcript.

## 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; April 2024  
**Cabinet approval:** November 8, 2010; April 28, 2014; August 2024