Skyline College

Student Success

Student Handbook
2nd Edition
FACTORS AFFECTING ACADEMIC SUCCESS

Based on data gathered from January 2014 to May 2015

- Family event
- Home situation
- Emotional breakdown
- No baby Sitter
- Relationship/Personal Problems
- Work/School Balance
- Mental Health
- Career Problems
- Time Management
- Peer Distractions
- Poor Study Habits
- Lack of Support/Resources
- Teacher/Class Issues
- Lack of Focus/Motivation
- Fear of Not Succeeding
- Money Problems
- Illness
- English as a Second Language
UNDERSTANDING YOUR ACADEMIC STANDING

Good Standing
What does it mean to be in GOOD STANDING at Skyline College?
A student in good standing is one who meets or exceeds the minimum academic standards set by the college. The minimum standard is to have, at least, a Grade Point Average (GPA) of 2.0 (sometimes known as a “C” average) from all courses taken within the SMCCD district, and to complete at least 50% of your courses with a letter grade.

Probation I
A student on probation has fallen below the minimum academic standards set by the college. There are two ways that a student can be placed on probation:
1. **Grade Point Average (GPA)**
   After attempting 12 units, a student will be placed on academic probation if their cumulative district GPA is below 2.0.

2. **Failure to Maintain Satisfactory Progress**
   After attempting 12 units, a student will be placed on probation if 50% or more of their cumulative units recorded are one of the following:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>W</td>
<td>Withdrawal after the official drop date</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit</td>
</tr>
<tr>
<td>NP</td>
<td>No Pass</td>
</tr>
</tbody>
</table>

Probation II
A student on probation II has fallen below the minimum academic standards set by the college for two semesters.

“CAN I GET OFF PROBATION/DISMISSAL?”
YES. You will be off probation when your cumulative district GPA is 2.0 or higher, and when over 50% of your total units are recorded as grades or credit.

Dismissal
A student is dismissed after attempting 12 or more semester units and either or both of the following apply:
1. The student as accumulated a GPA of less than 1.75 after two consecutive probation semesters.

2. The percentage of all units attempted and for which “W”, “I”, “NP”, and “NC” are recorded reach or exceed 50% after two consecutive probation semesters.
“HOW DO I GET REINSTATED?”

A reinstated student is one who has been dismissed from Skyline College but has been given permission, under certain conditions, to enroll in classes.

To be reinstated, a student must complete the following steps:
1.) Attend a one-time Student Success Workshop (SSP)
2.) Meet with a counselor to develop a Student Education Plan (SEP)
3.) Submit a mid-semester progress report to your counselor. Depending on the student’s progress, the counselor may recommend additional steps before the student can enroll in a subsequent semester. (Example: limit number of units, tutoring, learning skills courses, etc.)

“CAN I EVER RETURN TO GOOD STANDING?”

YES. After you are reinstated and allowed to enroll in classes, your progress is monitored each semester. If you improve, you will be allowed to continue the following semester. Once your record shows a GPA of 2.0 and a completion rate of 51%, you are considered to be in good standing.

THREE STEPS TO SUCCESS

1 - Student Success Workshop
Three-hour workshop, facilitated by counselors, focusing on academic policies, academic success skills, and campus resources

2 - Counseling
Individual meeting with a counselor to develop a Student Educational Plan (SEP) and discuss strategies for improving students' academic progress

3 - Follow-Up
Follow-up meeting with a counselor each semester to receive additional guidance and support. Students who have been dismissed are also required to provide mid-term progress reports to their counselors
DO’S AND DON’TS

**DO**

- **DO IT YOURSELF!**
  - CHECK FOR DEADLINE DATES
    - (The class schedule lists the deadline dates for adding and dropping classes.)
  - CONTACT YOUR INSTRUCTOR

**DON’T**

- DON’T DEPEND ON YOUR PROFESSORS TO DROP YOU FROM COURSES
- DON’T IGNORE DEADLINE DATES
  - (They are strictly followed.)
- DON’T WALK AWAY FROM CLASSES WITHOUT OFFICIALLY DROPPING THEM
  - (You may end up with a failing grade on your transcript if you have not officially dropped your course.)
MANAGING TIME AND COLLEGE UNITS

The expected amount of time required for success in a class is as follows:

**Example:**
- Three (3) Unit class
- In-class time = three (3) hours per week
- Study time = six (6) hours per week
  - (2 hrs / unit X 3 units = 6 hours)
- Total time 9 hours/week for 3 unit class
- If you take 12 units, total time to budget is 36 hours per week
  - (12 hours in class + 24 hours study time = 36 hours. That is why 12 units is considered full-time student status.)

### MANAGING WORK AND SCHOOL

**Recommended combinations:**

<table>
<thead>
<tr>
<th>WORK</th>
<th>SCHOOL</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 hours per week</td>
<td>12 - 15 units</td>
</tr>
<tr>
<td>30 hours a week</td>
<td>6 - 9 units</td>
</tr>
<tr>
<td>40 hours per week</td>
<td>3 – 6 units</td>
</tr>
</tbody>
</table>

In a one-week period you need to subtract:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours in a week</td>
<td>168</td>
</tr>
<tr>
<td>7 hours a day for sleeping</td>
<td>-49</td>
</tr>
<tr>
<td>2 hours a day for eating</td>
<td>-14</td>
</tr>
<tr>
<td>1 hour a day for personal grooming</td>
<td>-7</td>
</tr>
<tr>
<td>Total time available</td>
<td>98</td>
</tr>
</tbody>
</table>
UNDERSTANDING GRADE POINT AVERAGE (GPA)

A grade point is a numerical value given for each course you take, and reflects your grade and the number of units the course is worth.

Each letter grade has a numerical equivalent called grade points:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
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<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>D-</td>
<td>.67</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>-</td>
</tr>
<tr>
<td>NC</td>
<td>-</td>
</tr>
<tr>
<td>I</td>
<td>-</td>
</tr>
</tbody>
</table>

The total quality points you have earned, divided by the total credits you have attempted, determines your GPA.

**Example**: You receive a C grade in English 836, which is a 3-unit course. The grade point is then: 

“C” grade X units = 2 points X 3 units = 6 grade points.

CR, NC, NP, and I letters do not have point values. Because of this, they are not calculated into your GPA.
What is a GPA?

Your GPA is the average of all your grade points.

How do I figure out my GPA?

Your GPA is calculated according to the following formula:

\[
\text{GPA} = \frac{\text{total number of grade points}}{\text{total number of Letter graded units attempted}}
\]
CALCULATING YOUR GRADE POINT AVERAGE (GPA)

Each letter grade has a numerical equivalent called grade points:

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</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>-</td>
</tr>
<tr>
<td>NC</td>
<td>-</td>
</tr>
<tr>
<td>I</td>
<td>-</td>
</tr>
</tbody>
</table>

The total quality points you have earned, divided by the total credits you have attempted, determines your GPA.

Example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Units</th>
<th>Grade Points</th>
<th>Credit x Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>PYSC 100</td>
<td>B</td>
<td>3</td>
<td>X 3</td>
<td>9</td>
</tr>
<tr>
<td>BIOL 101</td>
<td>C-</td>
<td>4</td>
<td>X 1.67</td>
<td>6.68</td>
</tr>
<tr>
<td>ENGL 846</td>
<td>D</td>
<td>5</td>
<td>X 1</td>
<td>5</td>
</tr>
<tr>
<td>MATH 110</td>
<td>F</td>
<td>5</td>
<td>X 0</td>
<td>0</td>
</tr>
<tr>
<td>Total:</td>
<td>17</td>
<td></td>
<td></td>
<td>20.68</td>
</tr>
</tbody>
</table>

20.68 (Total Quality Points) / 17 (Total Units) = 1.21  
GPA = 1.21
# GPA CALCULATOR WORKSHEET

## Fall semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Units</th>
<th>Grade Points</th>
<th>Credit x Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 110</td>
<td>C</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 846</td>
<td>C</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ART 101</td>
<td>D</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 201</td>
<td>F</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Grade Points / Total Units = GPA

## Spring semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Units</th>
<th>Grade Points</th>
<th>Credit x Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 120</td>
<td>D-</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 100</td>
<td>F</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANTHR 110</td>
<td>B</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL 101</td>
<td>F</td>
<td>4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Grade Points / Total Units = GPA

Add Fall and Spring semester units. Add Fall and Spring semester Grade Points. Divide Total Grade Points by the Total Units and you will have your cumulative GPA.
SATISFACTORY ACADEMIC PROGRESS (SAP)

A student who do not maintain a cumulative GPA of 2.0 and/or Pace Rate (completion) of 67% for the first time will get a warning notification but do not need to submit an appeal.

The second time that a student fails to maintain a cumulative GPA of 2.0 and/or Pace Rate of 67%, he/she will need to meet with a counselor. The student will also be required to submit the following documents as part of their appeal:

- SEP - Full Academic Year Student Educational Plan.
- SSW - Attend a Student Success Workshop with counseling and provide verification.
- SAP letter - A student must complete the 1516 Financial Aid Appeal Form explaining why they failed SAP and a plan to stay on track. [http://www.skylinecollege.edu/financialaid/assets/1516forms/Revised_Appeal_Form_32515.pdf](http://www.skylinecollege.edu/financialaid/assets/1516forms/Revised_Appeal_Form_32515.pdf)

The Financial Aid department will only accept the appeal if the student has completed all three requirements.

Tips on Writing the Financial Aid Appeal Statement

1. Explain in detail the circumstances that you were/are in that led to your unsatisfactory performance.
2. Outline in detail the different factors that affected your academic performance.
3. Explain in detail what you are going to do differently to ensure that you’re going to do better. Provide a step-by-step plan of correction.

UPDATE ON FINANCIAL AID

Recent changes made to Title 5 of the California Education Code by SB 1456 Student Success Act of 2012 state that beginning in Fall 2016, a student who fails to meet the minimum academic and progress standards of the institution for two consecutive semesters (fall and spring semesters, excludes summer) is at risk of losing eligibility for the Board of Governors’ Fee Waiver (BOGFW) and Priority Enrollment. The minimum academic and progress standards are defined as a 2.0 cumulative GPA and a 50% completion rate for all attempted units within the SMCCCD. If you currently do not receive the BOGFW, you are still at risk of losing future eligibility until you regain good academic progress standing.
FINANCIAL CAPABILITY

- Understand how finances directly relate to academic success
- Set financial goals and create a monthly budget
- Work with a financial coach to identify steps towards savings goals
- Utilize community and campus resources to support financial stability

THREE WAYS TO IMPROVE YOUR GPA

Course Repetition
A student who has received a grade of D, F, NC and NP in a non-repeatable course taken in the San Mateo Community College District may attempt the course up to two additional times for the purpose of Grade Alleviation or Improvement. After the third attempt, one additional enrollment may be considered through the Standards Petition process under the following circumstances:

- **Recency:** a student successfully completed the course but a significant lapse of time of at least three years has occurred since the course was taken, or the enrollment is for the purpose of establishing recency in the course content.
- **Extenuating circumstances:** a student documentable extenuating circumstances exist (i.e., fire, flood, accident, or other extraordinary documentable condition beyond students’ control).

Academic Renewal Petition
UP to 36 semester units of substandard coursework (i.e., D, F and NC) within a limit of two semesters and one summer session, which are not reflective of the student’s current demonstrated scholastic ability, may be alleviated and excluded from the computation of the grade point average under the following condition:

- A period of at least one year must have elapsed since the coursework to be alleviated was completed.
- A student must complete coursework and meet unit/GPA requirements subsequent to the term they are requesting for review (see below):

<table>
<thead>
<tr>
<th>Units</th>
<th>Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>3.5</td>
</tr>
<tr>
<td>15</td>
<td>3.0</td>
</tr>
<tr>
<td>21</td>
<td>2.5</td>
</tr>
<tr>
<td>24</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Grade Alleviation
With the dean’s approval, a student can request to have a grade of D, F, NC and NP substituted with a better grade of the same course taken at another college.
INTERESTED IN LEARNING MORE ABOUT BECOMING A SUCCESSFUL STUDENT?

Sign Up For One Of The Following Classes

COUN 100 – College Success (3 units)
This course provides information about college/university systems, goal setting, educational planning, study skills, health maintenance, stress management, learning styles, college resources, relationships, and cultural diversity.

COUN 102 – Student Success Strategies (.5 unit)
Designed to help students explore and understand issues that determine their academic success.

COUN 104 – Understanding Transfer (1 unit)
COUN 105 – Up Your Self-Esteem (.5 unit)
COUN 106 – Anxiety Management (.5 unit)
COUN 107 – Coping with Depression (.5 unit)
COUN 108 – Anger Management (.5 unit)
COUN 640 – Money Management for Academic Success (2 units)

CRER 137 – Life and Career Planning (3 units)
A comprehensive approach to life and career planning that includes self-assessment, career exploration, and job seeking strategies.

CRER 100 – How to Succeed in College (1 unit)
CRER 116 – Deciding on a Major (.5 unit)
CRER 136 – Career Planning (.5-1 unit)
FREQUENTLY ASKED QUESTIONS

1. What is the Student Success Program?
The Student Success Program is a program that provides resources and support to assist students who are either experiencing academic difficulties or who want to improve their academic performance in college.

2. Who is this workshop for?
The Student Success Program workshop is for students who are on academic or progress probation and/or dismissal; as well as, students who are appealing a financial aid decision.

3. Why do I have to attend the SSP workshop?
The Student Success Program workshop is design to reinforce college success skills and to inform students of the policy and regulation put in place by the college to ensure a timely progression of students’ academic pursuit.

4. How often do I have to attend the SSP workshop?
You only need to attend the SSP workshop once; however, you are more than welcome to attend multiple SSP workshops.

5. How do I get out of probation or dismissal status?
You will be off probation when your cumulative GPA is 2.0 or higher, and when 50% of your total units are recorded as grades or credit.

6. How do I remove my registration hold?
You must meet with a Student Success counselor to develop a success plan for the semester that you want to be cleared. If you made progress during the current semester, the counselor can help you fill out a “Registration Clearance” form for the following semester.

7. What should I do with a progress report?
Ask your instructors to provide an honest evaluation of your performance in his/her class by filling out the progress report. Then, show the progress report to a Student Success counselor who can then determine the number of units you can take the following semester.

8. I’m on dismissal because of poor grades many years ago; now, I have improved dramatically. Can I be removed from dismissal?
Skyline College calculates your cumulative district GPA, meaning your overall GPA from classes taken from all colleges within the district. So, although your semester GPA may be over 2.0, your overall GPA may be less than 2.0.
9. I’m on probation due to poor performance on just one semester, but I’m doing very well now yet still on probation/dismissal status? Once your cumulative district GPA is at 2.0 or higher, or and once over 50% of your total units are recorded as grades or credit, you are automatically back in good standing.

10. What are my limitations if I’m on probation/dismissal? You are limited to 6 units or less per semester. Remember that it takes three (3) semesters of substandard progress to be dismissed. Many students reach this point by taking on more courses than they can reasonably be expected to handle, and have done so for several semesters. Limiting units allows you to focus on necessary coursework and to increase your likelihood of success.

11. Can I remove my “F’s” and “D’s”? If so, how do I do it? Yes. Up to 36 units of substandard coursework (i.e., D, F, and NC) within a maximum of two semesters and one summer session may be disregarded or removed in the computation of the GPA under certain conditions. Consult with a counselor to determine if you meet those conditions.

12. I took a class similar to a Skyline College class and I did better. How can use that class to replace my poor grade at Skyline College? Meet with a counselor to determine if the class you took at another college is similar or equivalent to the class you took at Skyline College. A counselor can then help you fill out a Grade Alleviation Request form.

13. What if I don’t agree with the grade my instructor gave me? Speak with the instructor. If the instructor is not available, set up an appointment with the dean of the college in which the course is a part of.

14. I’ve taken a class more than three times, but I need to repeat the class again to graduate; will I be allowed to repeat it again? One additional enrollment may be considered through the Standard Petition Process under certain circumstances such as for the purpose of recency in the course content and extenuating circumstances that exist.

15. How can I clear my registration hold due to my dismissal? Have your instructors fill out a progress report and meet with an SSP Counselor to a registration clearance for the following semester. If, according to the progress report, you have demonstrated progress in your current classes, you can be cleared to register prior to your registration date.
San Mateo County Community College District

Skyline College is part of the San Mateo County Community College District, which also operates Canada College in Redwood City and College of San Mateo. The district and its colleges are governed by a six-member board of trustees, five elected at large for four-year terms by county voters and one elected by students in the district for a one-year term.