

Academic Policies and Procedures

ACADEMIC FREEDOM

Academic freedom of instructors and students is essential to the mission of the College in order to stimulate intellectual curiosity and inquiry, self-questioning, and to foster the search for truth. To this end, faculty academic freedom shall be assured, subject to limitation imposed by law, by the academic standards of the College and the state, by the rights of students to be free from any reprisals, and by the students' rights to an objective presentation of the subject matter.

GRADING POLICY

Grades and Grade Points

Course instructors determine the grade awarded to each student. The instructor's determination is final in the absence of mistake, fraud, bad faith, or incompetence.

Course accomplishment is indicated by seven grades, five of which are passing. Each grade and its value in grade points are shown below:

A	Excellent	4 grade points per unit
B	Good	3 grade points per unit
C	Satisfactory	2 grade points per unit
D	Passing, less than satisfactory	1 grade point per unit
I	Incomplete	0 grade points, 0 units
F	Failing	0 grade points
P	Pass, satisfactory or better	0 grade points, normal units
NP	No Pass, less than satisfactory; completed course without achievement (See progress probation/dismissal policy)	0 grade points, 0 units
W	Withdrawal (by the 13th semester week) (see progress probation/dismissal policy)	0 grade points, 0 units
IP	In Progress	0 grade points, 0 units
RD	Report Delayed	0 grade points, 0 units
MW	Military Withdrawal	0 grade points, 0 units

Grade Point Average

A student's grade point average is calculated by dividing the total number of grade points by the total number of units attempted. Grades of "F" are considered in determining the grade point average. Pass (P) no pass (NP), and grades earned in non-degree applicable courses are not included in calculating the grade point average.

Pass/No Pass Grading System

The purpose of pass/no pass grading is to provide a more appropriate method of evaluation in courses taught for the purpose of establishing a minimum level of proficiency in various subject areas or to evaluate the subjects where fine gradations of achievements are not meaningful. This system is not intended to be used by students in their major courses unless courses are only taught in a pass/no pass mode.

The following regulations implement these two objectives:

1. A pass/no pass grade may be arranged between the student and the instructor in any course for which the option is available. The arrangement must be made within the first 30% of the semester for a full-term course or 30% of the class meetings in a short course.
2. Courses taken by pass/no pass are disregarded in determining a student's grade point average, but shall be considered in progress probation and dismissal.
3. A student may not apply more than 12 units of courses taken by pass/no pass grading system toward fulfillment of requirements for the A.A. or A.S. degrees. These 12 units may be in addition to units completed in courses graded pass/no pass only.
4. A pass grade is equivalent to a grade of "C" or better, indicating satisfactory completion of course requirements. A no pass grade is equivalent to a "D" or "F," indicating less than satisfactory completion of course requirements.
5. A student should check with a college counselor concerning transfer of a pass/no pass grade to a four-year college or university.

Incomplete Work

The grade "I" may be recorded when students doing passing work and regularly attending at least 75% of a course are unable to take the final exam or otherwise complete the course because of illness or other unforeseeable emergency and justifiable reasons. It is the student's responsibility to clear the incomplete grade within one year. A student may not clear an incomplete grade by re-enrolling in the course. The condition for removal of the "I" shall be stated by the instructor in the incomplete contract. This contract shall contain the conditions for removal of the "I" and the default grade should the incomplete course requirements never be met. It will be sent to the student, with a copy to remain on file in Admissions & Records at Aptos until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated or when the one year for completing the work has passed. A student may petition to the instructor or division, with a copy to the Director of Admissions & Records, for an extension due to unusual circumstances. The "I" shall not be used in calculating units attempted or for grade points.

“W” Grades

The deadlines listed below are for full-term semester courses. Short courses (including all summer and Wintersession courses) have shorter individual deadlines, which may be obtained from Admissions & Records at Aptos or the Watsonville Center, or from instructors.

After the second week of the semester, a student who wishes to withdraw from a course should first consult with the instructor. **However, it remains the responsibility of the student to withdraw from a course.**

If the withdrawal is during the first four weeks of a semester for a full-term course, the course name and number will not appear on the student's permanent record. Beginning with the fifth week of a semester and through the sixth week, a student who withdraws from a full-term course will receive a "W" grade. The course name and number and this grade will appear on his/her permanent records.

If a student withdraws between the seventh week of a semester and 75% of the term, the instructor may issue the student a "W," an "NP," or "F" grade. The course name and number and the grade will appear on the student's permanent record. After 75% of the course has elapsed, no "W" will be issued and the student will receive a grade. If a student withdraws from school due to extenuating circumstances such as verified cases of accident, illness, or other circumstances beyond the student's control, the instructor will use discretion in granting the student an "NC," "F," or "W" grade.

Instructors have the sole responsibility for granting or changing all grades in their courses. If instructors are no longer available, incomplete grades may be completed only by Division Deans, based on grade records and subsequent evaluation.

NOTE: In accordance with state regulations, student withdrawals are restricted to a total of four withdrawals per course. After the fourth withdrawal, a letter grade must be issued. However, once a student receives a substandard grade (D, F, NP) in a course, only one repetition of that course is allowed.

“MW” Symbol

The “MW” shall be assigned only for students who are members of an active or reserve military service and who receive orders compelling a withdrawal from courses. Upon verification of such orders, the symbol may be assigned at any time after the period established by the Governing Board during which no notation is made for withdrawal. The “MW” shall not be counted in progress probation and dismissal calculations.

Grade Changes

When grade changes are made because of the alleviation policy or authorized repeating of a course, appropriate annotations shall be entered on the student's permanent record in such a manner that all work remains legible, insuring a true and complete academic history.

Good Standing

A student will be considered in good standing if the overall grade point average is 2.0 or higher. Students who plan to transfer to a four-year college or university or obtain an Associate Degree must have a cumulative grade point average of 2.0 or higher. Excessive No Pass, Incomplete, and Withdrawal grades will place a student on probation.

Transcript of Cabrillo Work

Upon written request of a student, an official transcript of his/her record will be prepared by the Admissions & Records Office. Two transcripts of the student's record will be processed without charge. After the first two, there is a \$3 charge. Students who need transcripts within three to five working days pay additional rush fees. Students may print their own registration schedules using WebAdvisor: My Class Schedule. Transcripts will not be provided if there is a delinquent charge on the student's record.

Scholastic Honors

“Honorable Mention” shall be noted for those students who graduate with an Associate Degree or who complete a Certificate of Proficiency with a 3.0 to 3.49 grade point average (GPA). “Honors” shall designate those students who achieve 3.5 to 3.74 GPA.

Those students who graduate with a 3.75 to 4.0 GPA shall be recognized as having achieved “High Honors.”

“Honors Scholar” will be designated on the transcript if student has completed 15 units of honors courses and is a participant in the Honors Transfer Program. See page 37 for more information.

CREDIT BY EXAMINATION

As authorized by the California Education Code, Section 78207, credit by examination may be granted if all the following conditions are met:

1. The course is listed in the current Cabrillo College *Catalog*. Although not every course may be credited by examination, a course to be credited by exam must be currently available and be on a list of appropriate courses kept in the office of the Vice President, Instruction, and the Office of Instruction web page.
2. The student receiving the credit is currently registered in class(es), is in good standing (2.0 grade point average), and has completed a minimum of 12 units at Cabrillo. In special circumstances involving sequential courses in a transfer program or involving certain requirements in an occupational program, a student may appeal to the Academic Council to set aside the 12-unit requirement. Units for which credit is awarded by examination shall not be counted in determining the 12 semester hours in residence toward an A.A./A.S. Degree, nor are they considered part of a semester load.
3. Students who fulfill specific requirements under formal articulation agreements with area high schools and/or Regional Occupational Programs (ROP) may be granted credit without taking further examinations at Cabrillo College and without completing units in residence.
4. The number of units to be granted is not greater than that listed for the course in the Cabrillo College *Catalog*.
5. Credit has not been previously granted at the same or more advanced level if the course is in a departmental sequence based on prerequisites. Furthermore, a student may seek credit for only one course in a sequence of courses.
6. Arrangements for the administration of the credit by examination have been made with an authorized instructor who will agree to administer the examination.
7. The student completes an appropriate Credit by Examination request form, which may be obtained from any Cabrillo Admissions & Records office. The student pays for the units as for other units of credit, prior to taking the exam.
8. The fee for the course is waived for high school students petitioning for credit by examination for articulated high school courses.
9. The student has not previously taken the course and received a substandard grade. Only one credit by exam attempt per course is allowed.

Examinations will be comprehensive enough to reflect the appropriate depth and breadth of the material normally covered in the course for which credit is requested. If the course challenged is part of a sequence, the student will be examined at the highest level s/he chooses and will not receive credit by examination for the lower levels.

Upon completion of the examination, the instructor in charge will verify the number of units to be received and assign an appropriate grade, which will then be recorded on the student's transcript.

The student's grade shall be recorded on his/her transcript, even if it is substandard. The student shall indicate before taking the examination whether s/he wishes to exercise a Pass/No Pass option. An examination may not be repeated.

The student's transcript shall be clearly annotated to reflect that credit was earned by examination.

Transfer students should check with their receiving institutions about policies for using credit by examination scores and credits toward meeting admission and/or graduation requirements. Credit by Examination cannot be granted at both the community college and at the four-year college or university, and in some cases the four-year colleges and universities grant more units for credit by examination scores than do the community colleges.

**EXTERNAL EXAMINATIONS:
ADVANCED PLACEMENT (AP)–INTERNATIONAL
BACCALAUREATE (IB)–CLEP**

Cabrillo College Students will receive credit for the following external examinations toward an A.A./A.S. degree: Advanced Placement (AP) examinations given by the College Entrance Examination Board with scores of 3, 4, or 5; International Baccalaureate (IB) tests taken at the HL (High Level) and CLEP scores (see chart below). To use IB to fulfill IGETC requirements, scores must be 5, 6, or 7. Students must send an official copy of the AP, IB or CLEP results to Cabrillo if they are not posted on their official high school transcript. It is the responsibility of the student to see a counselor and request the use of AP, IB or CLEP credit toward a Cabrillo College degree.

To use external examination results for completion of GE requirements for transfer using either the IGETC or CSU GE patterns, the student must request GE Certification from Cabrillo upon transfer. To determine how credits will be used at the four-year university for major preparation, please consult the catalog of the transfer school or see a Cabrillo College counselor. Duplicate credit will not be granted to students who have external examination scores and take the equivalent college course. Credit will be granted for general education certification according to the following list.

College Board AP Test Taken	CSU/Cabrillo Units Earned ¹	CSU/Cabrillo GE Units/ Area ²	IGETC Area (course equivalent ³)
Art History	6	3 / C1 or C2	3A or 3B (AH 11)
Biology	6	4 / B2 + B3	5B w/lab (BIO 11A)
Calculus AB	3 ⁴	3 ⁴ / B4	2A (MATH 5A)
Calculus BC	6 ⁴	3 ⁴ / B4	2A (MATH 5B)
Calculus BC/AB subscore	3 ⁴	3 ⁴ / B4	2A
Chemistry*	6	4 / B1 + B3	5A w/lab (CHEM 2)
Chinese Language & Culture	6	3 / C2	3B + 6A/No Eq.
Comparative Gov't	3	3 / D8	4H (PS 2)
Computer Science A	3 ⁴	0 / N/A	N/A
Computer Science AB	6 ⁴	0 / N/A	N/A
English: Language	6	3 / A2	1a (ENGL 1A)
English Literature	6	6 / A2 + C2	1a (ENGL 1A) or 3B (ENGL 1B)
Environmental Science**	4	4 / B1 + B3 ⁷	5A with lab ⁷ (ES 10 + 10L)
European History	6	3 / C2 or D6	3B or 4F (HIST 4B)
French: Language*	6	3 / C2	3B + 6A (FR 3 or 4)
French Literature*	6	3 / C2/F09 ³	3B + 6A (FR 25 or 39C)
German Language*	6	3 / C2	3B + 6A (GRMN 3 or 4)
Human Geography	3	3 / D5	4E/No Eq.
Italian Language & Culture	6	3 / C2	3B + 6A (ITAL 3)
Japanese Language & Culture	6	3 / C2	3B + 6A/No Eq.
Latin: Literature	6	3 / C2/F09 ³	3B + 6A/No Eq.
Latin: Vergil	3	3 / C2	3B + 6A/No Eq.
Macroeconomics	3	3 / D2	4B (ECON 1A)
Microeconomics	3	3 / D2	4B (ECON 1B)

College Board AP Test Taken	CSU/Cabrillo Units Earned ¹	CSU/Cabrillo GE Units/ Area ²	IGETC Area (course equivalent ³)
Music Theory	6	3 / C1/F09 ³	N/A
Physics B*	6 ⁵	4 ⁵ / B1 + B3	5A ⁷ w/ lab(PHYS 2A)
Physics C (electricity/magnetism)	4 ⁵	4 ⁵ / B1 + B3 ⁷	5A ⁷ w/lab (PHYS 11)
Physics C (mechanics)	4 ⁵	4 ⁵ / B1 + B3 ⁷	5A ⁷ w/lab (PHYS 11)
Psychology	3	3 / D9	4I (PSYCH 1)
Spanish Language*	6	3 / C2	3B + 6A (SPAN 3 or 4)
Spanish Literature*	6	3 / C2	3B + 6A (SPAN 25 or 26)
Statistics	3	3 / B4	2A (MATH 12)
Studio Art 2D/3D/Drawing	3	0/N/A	N/A
US Gov't & Politics	3	3 / D8 + US2 ³	4H (PS 1)
U.S. History	6	3 / C2 or D6+ US1	3B or 4F (HIST 17B)
World History	6	3 / C2 or D6	3B or 4F (HIST 2A or 2B)

College-Level Examination Program/CLEP (Note: CLEP may not be used for IGETC)

CLEP Test Taken/Score Needed	CSU/Cabrillo Units Earned ¹	CSU/Cabrillo GE Units/ Area ²	IGETC Area (course equivalent ³)
American Government/ 50	3	3/D8	N/A
American Literature/50	3	3/C2	N/A
Analyzing and Interp. Lit 50	3	3/C2	N/A
Biology 50	3	3/B2	N/A
Calculus/50	3	3/B4	N/A
Chemistry/50	3	3/B1	N/A
College Algebra 50	3	3/B4	N/A
College Algebra/Trigon./50	3	3/B4	N/A
English Literature/50	3	3/C2	N/A
Financial Accounting/50	3	0/N/A	N/A
French9 Level I /50	6	0/N/A	N/A
French9 Level II/59	12	3/C2	N/A
German9 Level I/50	6	0/N/A	N/A
German9 Level II/60	12	3/C2	N/A
History, United States I/50	3	3/D6 + US-1	N/A
History, United States II/50	3	3/D6 + US-1	N/A
Human Growth & Devel./50	3	3/E	N/A
Humanities/50	3	3/C2	N/A
Info Syst. & Comp. App/50	3	0/N/A	N/A
Intro to Educ. Psych/50	3	0/N/A	N/A
Intro Business Law/50	3	0/N/A	N/A
Intro Psychology/50	3	3/D9	N/A
Intro to Sociology/50	3	3/D0	N/A
Natural Sciences/50	3	3/B1 or B2	N/A
Pre-Calculus/50	3	3/B4	N/A
Principles of Acct/50	3	0/N/A	N/A
Princ. of Macroecon./50	3	3/D2	N/A
Princ. of Management/50	3	0/N/A	N/A
Princ. of Marketing/50	3	0/N/A	N/A
Princ of Microecon./50	3	3/D2	N/A
Spanish9 Level I/50	6	0/N/A	N/A
Spanish9 Level II/63	12	3/C2	N/A
Trigonometry/50	3	3/B4	N/A
Western Civ I /50	3	3/C2 or D6	N/A
Western Civ II/50	3	3/D6	N/A

**College Board CSU/Cabrillo CSU/Cabrillo
International Baccalaureate (High Level) -
Score of 5, 6, or 7 required for IGETC
IB Test Taken/Score Needed for CSU**

	CSU/Cabrillo	CSU/Cabrillo	IGETC Area
Biology/score of 5	6	3/B2	3/5B (w/out lab)
Chemistry/score of 5	6	3/B1	3/5A (w/out lab)
Economics/score of 5	6	3/D2	3/4B
Geography/score of 5	6	3/D5	3/4E
History (any region) /score of 5	6	3/C2 or D6	3/3B or 4F
Language A1 (any except English)/score of 4	6	3/C2	3/3B + 6A
Language A2 (any except English)/score of 4	6	3/C2	3/3B + 6A
Language B (any language)/score of 410	6	0/N/A	3/6A
Mathematics/score of 4	6	3/B4	3/2A
Physics/score of 5	6	3/B1	3/5A (w/out lab)
Psychology/score of 5	3	3/D9	3/4I
Theatre/score of 4	6	3/C1	3/3A

*If test was taken prior to FA 09, 6 units of GE awarded for CSU/Cabrillo

**The ES exam can clear either B2 or B1 plus B3 through F09 - after that date only B1 + B3

The following restrictions apply:

1. These units count toward eligibility for admission. The units may not all apply toward certification of the corresponding GE-Breadth area.
2. Areas of GE-Breadth (A1 through E) are defined in CSU Executive Order 1033. Areas of American Institutions (US-1 through US-3) are set forth in Sections 1A and 1B of CSU Executive Order 405.
3. Students seeking certification in GE-Breadth prior to transfer must have passed the test before this date.
4. If a student passes more than one AP exam in calculus or computer science, only one examination may be applied to the baccalaureate within each area.
5. If a student passes more than one AP exam in physics, only 6 units of credit may be applied to the baccalaureate, and only 4 units of credit may be applied to a certification in GE-Breadth.
6. At most UCs additional credit will not be granted if a student takes the equivalent course.
7. The Environmental Science, Physics C (elec/man.), Physics C (mech.)-3 sem. Or 4 qtr. units may be applied toward IGETC. Therefore, students who complete these exams will be required to complete at least 4 sem. Or 5 qtr. Units to satisfy the minimum required units for IGETC Area 5.
8. The U.S. Government and Politics exam does not cover the CSU US3 (California Government) requirement. Students must take a course or exam in California Government to complete the entire requirement for CSU-please check with a Counselor.
9. If a student passes more than one CLEP test in the same language other than English (e.g. two exams in French), then only one examination may be applied to the baccalaureate. For each test in a language other than English, a passing score of 50 is considered "Level I" and earns six units of baccalaureate credit; the higher score listed for each test is considered "Level II" and earns additional units of credit and placement in Area C2 of GE Breadth, as noted.
9. The IB curriculum offers language at various levels for native and non-native speakers. Language B courses are offered at the intermediate level for non-natives. Language of A1 and A2 are advanced courses in literature for native and non-native speakers, respectively.

Use of IB Diploma/Exams for the University of California:

Students receiving the IB diploma with a score of 30 or above will receive 30 quarter (20 semester) units total toward their UC undergraduate degree. The University grants 8 quarter (5.3 semester) units for students who receive IB certificates with scores of 5, 6 or 7 on Higher Level exams. For more information about credit awarded by a particular campus, visit www.universityofcalifornia.edu/educators/counselors/ib

NOTE: Please see a Cabrillo Counselor for use in major requirements, transfer to private institutions and the number of transfer units to UC.

ARTICULATION WITH FOUR-YEAR UNIVERSITIES

The Cabrillo College Articulation Office, Room 104, develops both lower division major preparation and general education agreements (articulation) with public four-year universities. These agreements can be found at www.assist.org. Links to these agreements as well as articulation agreements with private schools and universities can be found on the Cabrillo Transfer and Articulation website: go.cabrillo.edu/transferinfo

CREDIT THROUGH HIGH SCHOOL ARTICULATION

Cabrillo College will grant college credit for courses formally articulated with area high schools in occupational/career areas where articulation agreements have been signed between high schools and Cabrillo College. Upon enrolling at Cabrillo College, students who have met the specific conditions of the articulation agreement may petition through the Articulation Office. The students' high school instructors will provide agreed upon information for college credit. The forms necessary to petition for credit are available at go.cabrillo.edu/getcredit4highschool.

In addition, most area high schools have agreements with Cabrillo College for course placement in foreign language and math, based on the level completed in high school. The agreements are available at the same website above.

REPETITION OF COURSES

- A. Except for the following specified cases, repetition of courses at Cabrillo College will not be allowed. One of the following conditions must be present for the repetition to be allowed.
 1. Substandard Grades: A student may repeat a course in which a substandard grade was received. Substandard grade is defined as D, F, or NP. Grades awarded for courses repeated under the above circumstances shall be entered on the student's record, insuring a true and complete academic history. The previous grades and units will be disregarded in the computation of grade point averages. Students who need to repeat math courses more than twice should meet with a counselor. A course may be repeated only once without an approved petition to the Academic Council.
 2. Satisfactory Grades: Under special circumstances, a student may request to repeat a course once for which a satisfactory grade has been recorded (a grade of A, B, C, or Pass). This repetition will be permitted with written permission of the Superintendent/President or his/her designee. Grades awarded for courses repeated under these conditions shall not be used in calculating a student's grade point average at Cabrillo College and will not be used by four-year colleges and universities to calculate the units or grade point average for admission purposes. Students may repeat courses for which they received satisfactory grades under the following circumstances:

- a. When the student's previous grade is, at least in part, the result of extenuating circumstances and if the student secures written permission to repeat the course from the involved division.
 - b. There has been a significant lapse of time (two years) since the beginning of the last semester of enrollment in the course.
 - c. When a student needs to update his/her knowledge of course material due to a significant lapse of time since the course was completed.
 - d. When the course is required for recertification or relicensing every two to four years as determined by an outside agency.
3. Repeatable Courses: The College shall identify courses in the *Catalog* that are repeatable up to a maximum of three times beyond the first enrollment based on the course content differing each time it is offered. Students who repeat the course should gain an expanded educational experience for one of the following reasons:
- a. Active participatory experience in individual or group assignments is the basic means by which learning objectives are obtained.
 - b. Skills or proficiencies are enhanced by supervised repetition and practice within class periods. See course descriptions to determine transferability to UC and CSU.
 - c. Course repetition limitations are applied per course in visual and performing arts disciplines if the course is in the transfer curriculum. For all other activity courses, the repetition limitation applies to the subject matter. (Extended repetition of certain music courses, as designated in this *Catalog*, may be permitted for music majors.)
4. Section 504: Repetition is permitted to meet the requirements of Section 504 of the 1973 Rehabilitation Act, 29, USC Section 794.
5. Credits from previously attended institutions: In determining how courses taken at previously attended colleges or universities will be used for an A.A./A.S. Degree at Cabrillo College, course repetition policies implemented by the previously attended institution will be honored. Students will not be allowed to earn unit or grade credit for a Cabrillo College course that is the same in content as a course taken at a previously attended college or university and for which the student has earned academic credit. Content equivalencies will be determined by the Cabrillo College Articulation Officer.
- B. When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.
- C. If an equivalency has been established between a two-course sequence and a single course, a sub-standard grade in the single course can be removed from the GPA upon completion of the two-course sequence. In these cases, with the assistance of a counselor, a student must petition to have the substandard grade removed from the GPA. This process is required for the following sequences:
- CHEM 30A + CHEM 30B = CHEM 32
MATH 2 + MATH 3 = MATH 4

Please meet with a Cabrillo counselor for more information.

Academic Renewal

Academic renewal is an option available to those students whose past academic record does not reflect their current demonstrated level of academic performance. The intent of academic renewal is to alleviate such a record and thereby facilitate a student's progress toward graduation, certification, or transfer.

A student may request that his/her record be reviewed for academic renewal by the Academic Council under the following conditions:

1. Two years have elapsed since the substandard grades were awarded. (Substandard grades are defined as "D," "F," or "NP.");
2. The student has subsequently completed 12 units of letter-graded work with a 3.0 grade point average or 24 units of letter-graded work with a 2.0 grade point average;
3. Not more than 30 units may be renewed;
4. A prerequisite course in a sequence of courses within a discipline for which the subsequent course has been completed with a satisfactory grade may not be renewed.

Students desiring academic renewal should obtain a petition from a counselor, who will determine if the conditions have been met. Signed petitions will be sent to the Director of Admissions & Records, who will act for the Academic Council. If the above conditions are met, the petition will be granted. Cases needing special deliberation will be brought directly to the Academic Council. A student may petition for academic renewal of his/her Cabrillo record with an official transcript from another college or university, if the above conditions are met.

Alleviated grades will have the code "04" (alleviation of unsatisfactory grade) on the transcript next to the grade, or the letter R (Replaced).

Academic renewal at Cabrillo College does not guarantee that other colleges will accept such action. This determination will be made by the respective transfer institutions.

ACADEMIC PROBATION AND DISMISSAL POLICY

The Cabrillo College District Governing Board in accordance with California Administrative Code, Title 5, establishes within the academic regulations, procedures whereby students may petition for reinstatement in Cabrillo College in the event of their failure to maintain the required standards. The standards set forth by the District shall include the following categories:

Academic Probation

1. Probation based on grade point average: A student who has attempted at least 12 letter graded units (A-F), as shown by the official cumulative records, shall be placed on academic probation if he/she has earned a grade point average below 2.0 in all units which were graded on the basis of the grading described in Board Policy 3210.

Progress Probation

2. Probation based on failure to maintain satisfactory progress: A student who has attempted a total of at least 12 units, as shown by the official cumulative record, shall be placed on progress probation when the percentage of all units enrolled, and in which a "W," "I," and "NP" have been recorded, reaches or exceeds 50 percent.

Dismissal

3. A student shall be subject to dismissal if in three consecutive semesters, either or both of the following criteria are applicable:
 - a. The student's cumulative grade point average is less than 2.0

GPA in all units attempted.

- b. The cumulative total of units in which the student has been enrolled for which entries of “W,” “I,” or “NP” has been recorded, reaches or exceeds 50 percent.

The two probationary criteria described above will be applied in such a manner that a student may be placed on probation under either or both systems, and subsequently may be dismissed under either or both systems.

Cabrillo College will publish in this *Catalog*, procedures and conditions for probation and/or dismissal, appeal of probation and/or dismissal, request for removal of probation, and request for reinstatement. Notification to students of probation and dismissal shall occur at or near the beginning of the semester in which it will take effect.

ACADEMIC STANDARDS

Students who do not maintain the academic standards described in Board Policy 6070 are subject to dismissal from Cabrillo College for one semester. Those who wish to return after being unregistered for one semester should meet with a counselor to review academic goals and other relevant concerns to having a successful educational experience.

Students who want to be reinstated immediately should obtain the recommendation of a counselor and give the reinstatement petition to the Director of Admissions & Records for review. If the petition is denied, the student may appeal the decision to the Dean of Student Services.

Students who petition for reinstatement must describe what changes now cause them to expect success, what their educational goals are, and in which courses they wish to enroll in the stated term. Examples of changes may include such conditions as reduced work hours and improved health. Students will be removed from probation when the cumulative grade point average is 2.0 or higher and/or when the percentage of units for which there are entries of “W,” “I,” and “NC,” drops below fifty percent (50%).

PLAGIARISM

Plagiarism is the conscious or inadvertent failure to identify the contributions of others. It occurs when someone borrows any part of another's work and submits it as his or her own work without crediting its author. A failure to credit others may result in one or more of the following: the student receiving a failing grade on the assignment, a failing grade for the course, or suspension from the college. Students are expected to know how to credit sources, how to quote and paraphrase, and how to avoid plagiarizing the work of others. If you are unsure, ask your instructor for assistance before you submit your work for credit.

BASIC SKILLS

Enrollment in precollegiate basic skills coursework is limited to 30 semester units of instruction, except for students enrolled in English as a Second Language courses or who are identified as having a learning disability. The 30-unit limit may be waived if students show significant, measurable progress toward the development of skills appropriate to their enrollment in college-level courses.

Appeal and Waiver Procedures

1. A student seeking to waive or appeal the unit limitation on enrollment in precollegiate basic skills courses shall submit a petition to an academic counselor. The counselor shall meet with the student to review educational records and faculty progress reports and to develop an academic plan for the next semester. The counselor shall forward the student petition, the plan, student records, and faculty progress reports to the Vice President, Student Services, who shall forward them, with a recommendation, to the Academic Council subcommittee for student appeals.

2. If, after review of student records and faculty progress reports, the Academic Council finds the student has made consistent and significant progress but has not quite attained eligibility for college courses, the Academic Council may grant a waiver. The petition indicating the action taken by the Academic Council shall be given to the Director of Enrollment Services, who shall notify the student of the decision on the waiver.
3. Permission to waive the 30-unit limit will allow the student to enroll in basic skills courses for a period not to exceed one semester and for a maximum of 10 basic skills units. A student may apply for additional waivers, but may receive waivers for a total of not more than 15 units.
4. The student shall sign a form acknowledging his/her knowledge of the limitations of the waiver.
5. Once a waiver is approved, the student will not be barred from registering in basic skills classes up to the maximum unit limit approved.
6. If the waiver is denied, the Director of Enrollment Services shall refer the student to appropriate adult education programs or community services.
7. A student may submit to the Director of Admissions & Records a petition for reinstatement upon the successful completion of coursework or a community services program and/or appropriate scores on the Cabrillo College assessment tests. The Academic Council Subcommittee on Student Appeals shall review the petition and grant or deny reinstatement on the basis of whether the student can demonstrate skill levels that will reasonably assure success in college level courses.

The Cabrillo Learning Communities program is a program designed to help students succeed at college by helping them connect with other students and work better with their instructors and college staff. Cabrillo offers many learning communities, such as ACE, REAL and STARS. Check out the *Schedule of Classes* to find learning communities in a variety of subjects.

Puente Project

The mission of the Puente Project is to increase the number of educationally underserved students who enroll in four-year colleges and universities, earn degrees, and return to the community as leaders and mentors to succeeding generations. Writing instruction, academic counseling, and the establishment of a mentoring relationship with a professional in the community prepare Puente students to transfer. Puente students take two consecutive writing classes, ENGL 100 and ENGL 1AMC, work closely with their Puente counselor until they transfer, and are matched with mentors from the business or professional community. Puente students succeed academically and are recognized as leaders and scholars. Puente is open to all students

ATTENDANCE

Attendance

Students are expected to attend all classes and labs. Students who are absent because of illness should personally contact their instructors. Illness-related absences do not relieve students from the responsibility of making up any work missed. It is the responsibility of the student to obtain information concerning missed work and to see that it is completed and turned in.

Excessive Absence

Class hours of absence are considered excessive when they total more than the number of hours a full-term class meets during each week of a 16-week semester. This applies proportionately to short-term day, evening, summer, intersession, and weekend classes. For example, if a student is absent for more than three hours in a summer class that, when scheduled as a full-term class during a fall or spring semester meets for three hours per week, the student's absence can be considered excessive, irrespective of the number of class meetings missed.

Excessive absence from class as defined in the above paragraph will constitute reason for an instructor to drop a student from that class. However, it is the student's responsibility to officially withdraw from classes by published deadlines to avoid failing grades.

Attendance at First Class Meeting

Students who do not attend the first class meeting may be dropped and their seats filled by other students. If a student is unable to attend the first class meeting, it is his/her responsibility to notify the instructor personally or in writing. Students should not, however, assume that they will be dropped. It is the student's responsibility to officially drop a course using WebAdvisor online registration. If the instructor does drop the student from the class, there is no automatic refund or reversal of charges. The student must drop by the deadline during the first two weeks of instruction for full-term courses. Short-term courses have much shorter deadlines, available from Admission and Records at Aptos or the Watsonville Center. To ensure a refund or reversal of charges for a short-term course, the course should be dropped by the student on the first day of class. If a student is unable to attend the first class meeting, it is the student's responsibility to notify the instructor before that class meeting and request that the seat be held. The instructor is under no obligation to honor this request.

For online classes, students may be dropped who do not complete the required orientation OR contact their instructor by the end of the day published as the start date

EXCLUSION FROM CLASSES

When a student has excessive absences, causes disciplinary problems, or fails to obtain a satisfactory grade in a prerequisite course, the instructor may request the Admissions & Records Office withdraw the student from class.

REQUISITES

Prerequisites, Corequisites, Recommended Preparation, and Limitations on Enrollment

A **prerequisite** is a course or body of knowledge that must be satisfactorily completed before a student may register in another course. Cabrillo College enforces prerequisites. Satisfactory completion is defined by a "C" or better grade or a "P" grade.

A **corequisite** is a course that must be taken concurrently with another course. When a student registers for a class requiring a corequisite class, the student must register for both classes at the same time. If the student does not register for both classes, neither class will be processed during registration. All other classes not requiring corequisites will be processed.

Recommended preparation is a course or body of knowledge that a student should complete but is not required to complete before registering for another course.

Limitations on enrollment may occur for courses that involve public performance or intercollegiate competition, including but not limited to band, orchestra, theatre, competitive speech, chorus, journalism, dance, and intercollegiate athletics; courses that carry an honors designation; or

blocks of courses or course sections designed to create a specific student group.

If you believe you have satisfied the prerequisite at another college or in other ways, you must bring documentation to a counselor for input into the computer. See additional information in this *Catalog*, the *Schedule of Classes* and on the Cabrillo website, www.cabrillo.edu.

CHALLENGING COURSE REQUISITES AND LIMITATIONS

Challenges to pre and co-requisites will be resolved by the related department within five academic calendar workdays for the Fall and Spring semesters. Winter and summer intersessions have different timelines. Check the Matriculation Office for the process, forms, and additional information (831) 477-3242. Reasons for challenging requisites or limitations may include one or more of the following:

Reasons for challenging requisites or limitations may include one or more of the following:

- 1) a requisite course is not reasonably available;
- 2) the student believes the requisite or limitation was established in violation of a regulation or district-approved process for establishing requisites and limitations;
- 3) the student believes the requisite or limitation is discriminatory or being applied in a discriminatory manner; or
- 4) the student has the documented knowledge or ability to succeed in the course without meeting the requisite and/or limitation.

Note: When a student successfully challenges a requisite, the student does not receive credit for the requisite course. As a result, transfer students who successfully challenge a transferable requisite may be missing credit for coursework required by their transfer institution. Transfer students should first consult with a Cabrillo counselor.

We encourage students to take advantage of the Matriculation services, as this will help them progress towards their goals in the fastest amount of time with the correct courses needed for degrees, certificates and transfer.

FINAL EXAMINATIONS

Finals are required in all courses. A schedule of final examinations is published in each *Schedule of Classes*. Students are to take examinations as printed in the *Schedule of Classes*. In case of a severe illness that prevents the student from taking the examination at the scheduled period, the instructor should be notified prior to the exam, and as soon as possible the student should arrange with his/her instructor to make up the examination.

VETERANS

VETERANS

Veterans Affairs in Admissions & Records, Enrollment Services Center, Building 100, provides services to meet the various needs of the veterans and to assist them in obtaining prompt receipt of their benefits. The office also provides information regarding tutorial assistance.

Courses offered by Cabrillo College are approved for training under programs administered by the Veterans Administration and the California Veterans Education Institute Act. Educational programs at Cabrillo College, both day and evening, are available. Veterans may be admitted to the College whether or not they are high school graduates. Students enrolled under the G.I. Bill receive stipends based on attendance and unit load.

Each veteran who wishes to receive educational benefits should submit one copy of the Report of Separation from Active Duty, Form DD 214, to Veterans Affairs in Admissions & Records.

Veteran's Military Credit (DD214)

Cabrillo will accept a veteran's DD214 for credit toward Cabrillo's CSU transferable and non-transferable A.A. and A.S. degrees as follows: 3 units for Area E, Lifelong Learning and Self -Development. Students should submit their DD214 to Admissions & Records for inclusion in the students file. If students are using DD214 for a transferable CSU degree, they must have their CSU General Education fully certified prior to transfer.

DEGREES AND CERTIFICATES

Each student should meet with a Cabrillo College counselor during his/her first semester to develop an educational plan. A student who completes requirements for an Associate in Arts or Associate in Science (A.A. or A.S.) Degree must petition for such degree and upon verification will receive a diploma. To apply for an A.A. or A.S. Degree, Certificate of Achievement or a Skills Certificate, a student should make an appointment with a counselor at least nine weeks before the end of the semester in which all course work for the degree or certificate will be completed. The college hosts a College Graduation Ceremony each year. All eligible students who complete requirements for the Associate Degree in Arts or Science or any Certificate and have been awarded the degree or certificate are invited to participate.



ACADEMIC COUNCIL

Enforcement, interpretation, and waiving of academic regulations are handled by the Academic Council, a standing committee of the Faculty Senate.

The Academic Council makes recommendations on matters which affect the academic standards of the College, including consideration of admission, grading, graduation, and course transfer issues.

A student who wishes exemption from any college requirement shall prepare a petition after consultation with a counselor. The administration will apply policies established by the Council to student petitions.

CATALOG RIGHTS

Cabrillo College issues a new *Catalog* yearly. The courses required for a specific degree or certificate may change from one catalog to the next, and often change during a student's tenure. For the purposes of meeting graduation requirements based on catalog rights, students may elect to meet the requirements of either:

- (1) The *Catalog* which was in effect at the time the student began his/her course work at Cabrillo, or
- (2) Any *Catalog* that is or has been in effect during the time that the student has maintained continuous enrollment before graduation.

Students maintain catalog rights by continuous enrollment at Cabrillo College. Continuous enrollment is defined as completion of at least one course per academic year with a grade of A, B, C, D, or P (CR). Documented military or medical leave, not exceeding two years, will not be considered an interruption of enrollment.

COURSE UNAVAILABILITY

A student's academic progress toward a degree or certificate should not be impeded due to course unavailability. Therefore, if a course in a designated field of study has not been taught for three consecutive semesters, the Program Chair, or in her/his absence, the Division Dean, in consultation with the appropriate department representative, will stipulate another course in lieu of the course required for graduation.

SUBSTITUTION OR WAIVER OF GRADUATION REQUIREMENTS

Cabrillo College recognizes that a disability may preclude a student from demonstrating required math, reading, and writing competencies or from completing course requirements necessary for an A.A. or A.S. Degree in the same manner in which non-disabled students are expected. The College also recognizes the need to accommodate students with documented disabilities to the greatest extent possible without compromising a disabled student's course of study and without compromising the integrity of any student's degree. Contact the Disabled Students Programs and Services office at (831) 479-6379 for further information.

PRIVACY RIGHTS OF CABRILLO COLLEGE STUDENTS: ANNUAL NOTIFICATION

The Family Educational Rights and Privacy Act (Section 438, Public Law 93-380) requires that educational institutions insure access to official education records directly related to the student; that the College provide hearing opportunities to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate; that the College obtain student's written consent before releasing personally identifiable records information to previously unspecified persons and agencies; and that these rights extend to present and former students of the College.

1. Education records generally include documents and information related to admissions, enrollment in classes, grades, and related academic information.
2. The Director of Admissions & Records has been designated Records Officer as required by the Act. Education records will be made available for inspection and review during working hours by presently and formerly enrolled students within five days following completion and filing of a request form with the Records Officer.
3. If these informal proceedings do not settle the dispute with the student's records, the student may submit a request in writing to the Designated Officer, the Vice President, Student Services, on forms provided by that office. The Designated Officer will then assign the matter within 10 school days to a Hearing Officer.
4. During the informal proceedings, the Records Officer may make such adjustments or changes not constituting interference of integrity, at the conclusion of which the Records Officer will render a decision to the President of the College, who will make the final decision of action to be taken.
5. The act provides that the College may release certain types of Directory Information unless the student submits in writing to the Records Officer that certain or all such information not be released without the student's consent. Directory Information at this college includes: (a) student name, (b) participation in recognized activities and sports, (c) dates of attendance, (d) degrees and awards received, (e) the most recent previous educational agency or institution attended.