

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 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.

IMPORTANT NOTE: Some universities may accept a score of 3 on an AP exam to meet campus-specific general education or major preparation requirements. A score of 4 or higher is required in some instances.

ADVANCED PLACEMENT EXAM (AP) FOR CABRILLO

College Board AP Exam	Cabrillo Total Units Earned	Cabrillo Units for GE	GE Area
Art History _____	6 _____	3 _____	C1 or C2
Biology _____	6 _____	4 _____	B2 + B3
Calculus AB _____	3 _____	3 _____	B4
Calculus BC _____	6 _____	3 _____	B4
Calculus BC/AB subscore** _____	3 _____	3 _____	B4
Chemistry* _____	6 _____	4 _____	B1 + B3
Chinese Language & Culture _____	6 _____	3 _____	C2
Comparative Gov't & Politics _____	3 _____	3 _____	D8
Computer Science A _____	3 _____	0 _____	N/A
Computer Science AB _____	6 _____	0 _____	N/A
English: Language & Comp. _____	6 _____	3 _____	A2
English Literature & Comp. _____	6 ¹ _____	6 _____	A2 + C2
Environmental Science _____	4 _____	4 _____	B1 + B3
European History _____	6 _____	3 _____	C2 or D6
French: Language & Culture _____	6 _____	3 _____	C2
French Literature _____	6 _____	3 _____	C2
German Language & Culture _____	6 _____	3 _____	C2
Human Geography _____	3 _____	3 _____	D5
Italian Language & Culture _____	6 _____	3 _____	C2
Japanese Language & Culture _____	6 _____	3 _____	C2
Latin: _____	6 _____	3 _____	C2
Latin: Vergil _____	3 _____	3 _____	C2
Macroeconomics _____	3 _____	3 _____	D2
Microeconomics _____	3 _____	3 _____	D2
Music Theory _____	6 _____	3 _____	C1
Physics 1 _____	4 _____	4 _____	B1 + B3
Physics 2 _____	4 _____	4 _____	B1 + B3
Physics C (electricity/magnetism) _____	4 _____	4 _____	B1 + B3
Physics C (mechanics) _____	4 _____	4 _____	B1 + B3
Psychology _____	3 _____	3 _____	D9
Spanish Language & Culture ² _____	8 _____	5 _____	C2
Spanish Literature & Culture _____	6 _____	3 _____	C2
Statistics _____	3 _____	3 _____	B4
Studio Art 2D/3D/Drawing _____	3 _____	0 _____	N/A
US Gov't & Politics _____	3 _____	3 _____	D8 + US-2
U.S. History _____	6 _____	3 _____	C2 or D6+ US-1
World History _____	6 _____	3 _____	C2 or D6

* If test was taken prior to F'09, 6 units of GE awarded for Cabrillo. AP Physic B exam accepted prior to F'13.

** Students who take the Calculus BC examination and earn a subscore of 3 or higher on the Calculus AB portion will receive credit for the Calculus AB examination, even if they do not receive a score of 3 or higher on the BC examination (note that the maximum credit awarded is 6 semester units).

1. Students who pass more than one AP exam in English receive 12 units of credit from the CSU.
2. Students with passing AP scores for Spanish Language and Culture will receive 8 units toward the Cabrillo A.A. Degree for us in the major (for Cabrillo non-transferable degrees only).

ADVANCED PLACEMENT EXAM (AP) FOR CSU

College Board AP Exam	CSU Units (1) Earned	CSU Units (2) Earned	GE Area
Art History _____	6 _____	3 _____	C1 or C2
Biology _____	6 _____	4 _____	B2 + B3
Calculus AB _____	3 ⁴ _____	3 ⁴ _____	B4
Calculus BC _____	6 ⁴ _____	3 ⁴ _____	B4
Calculus BC/AB subscore _____	3 ⁴ _____	3 ⁴ _____	B4
Chemistry* _____	6 _____	4 _____	B1 + B3
Chinese Language & Culture _____	6 _____	3 _____	C2
Comparative Gov't & Politics _____	3 _____	3 _____	D8
Computer Science A _____	3 ⁴ _____	0 _____	N/A
Computer Science AB _____	6 ⁴ _____	0 _____	N/A
English: Language & Comp. _____	6 _____	3 _____	A2
English Literature & Comp. _____	6 ⁶ _____	6 _____	A2 + C2
Environmental Science** _____	4 _____	4 _____	B1 + B3
European History _____	6 _____	3 _____	C2 or D6
French: Language & Culture _____	6 _____	3 _____	C2
French Literature _____	6 _____	3 _____	C2 (FA 09 ³)
German Language & Culture _____	6 _____	3 _____	C2
Human Geography _____	3 _____	3 _____	D5
Italian Language & Culture _____	6 _____	3 _____	C2
Japanese Language & Culture _____	6 _____	3 _____	C2
Latin: _____	6 _____	3 _____	C2
Latin: Vergil _____	3 _____	3 _____	C2
Macroeconomics _____	3 _____	3 _____	D2
Microeconomics _____	3 _____	3 _____	D2
Music Theory _____	6 _____	3 _____	C1 (FA 09 ³)
Physics 1 _____	4 ⁵ _____	4 ⁵ _____	B1 + B3
Physics 2 _____	4 ⁵ _____	4 ⁵ _____	B1 + B3
Physics C (electricity/magnetism) _____	4 ⁵ _____	4 ⁵ _____	B1 + B3
Physics C (mechanics) _____	4 ⁵ _____	4 ⁵ _____	B1 + B3
Psychology _____	3 _____	3 _____	D9
Spanish Language & Culture _____	6 _____	3 _____	C2
Spanish Literature & Culture _____	6 _____	3 _____	C2
Statistics _____	3 _____	3 _____	B4
Studio Art 2D/3D/Drawing _____	3 _____	0 _____	N/A
US Gov't & Politics _____	3 _____	3 _____	D8 + US-2
U.S. History _____	6 _____	3 _____	C2 or D6+ US-1
World History _____	6 _____	3 _____	C2 or D6

*If test was taken prior to F'09, 6 units of GE awarded for Cabrillo. AP Physics B exam accepted if taken prior to F'13.

**The Environmental Science exam can clear either B2 or B1 plus B3 through F'09, after that date only B1+B3.

1. These units count toward admission eligibility. 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 1100. Areas of American Institutions (US-1 through US-3) are set forth in Sections 1A and 1B of CSU Executive Order 1061.
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. See Note below.
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. Students who pass more than one AP exam in English receive 12 units of credit from the CSU.

Note: Students who take the Calculus BC examination and earn a subscore of 3 or higher on the Calculus AB portion will receive credit for the Calculus AB examination, even if they do not receive a score of 3 or higher on the BC examination (maximum credit awarded is 6 semester units).

ADVANCED PLACEMENT (AP) EXAM FOR IGETC

AP Exam	UC Units Awarded	IGETC Area Fulfilled	Course Equivalent
Art History	5.33	3A or 3B**	AH 11
Biology	5.33	5B and 5C ²	BIO 11A
Calculus AB	2.67	2A	MATH 5A
Calculus BC	5.33 max for both exams	2A	MATH 5B
Calculus BC/AB subscore	2.67 see note	2A	MATH 5A
Chemistry	5.33	5A and 5C ²	CHEM 3+3L
Chinese Language & Culture	5.33	3B + 6A	No Equivalent
Comparative Gov't	2.67	4H	PS 2
Computer Science A	2.67	0	N/A
Computer Science AB	2.67 max for both exams	0	N/A
English: Language	5.33	1A	ENGL 1A
English Literature	5.33 max for both exams	1A or 3B **	ENGL 1A or 1B
Environmental Science	2.67	5A and 5C ²	ES 10 + 10L
European History	5.33	3B or 4F**	HIST 4B
French: Language & Culture	5.33	3B + 6A	FR 3 or 4
French Literature	5.33	3B + 6A	FR 25 or 39C
German Language & Culture	5.33	3B + 6A	GRMN 3
Human Geography	2.67	4E	No Equivalent
Italian Language & Culture	5.33	3B + 6A	ITAL 3
Japanese Language & Culture	5.33	3B + 6A	No Equivalent
Latin: Literature	5.33	3B + 6A	No Equivalent
Latin: Vergil	5.33	3B + 6A	No Equivalent
Macroeconomics	2.67	4B	ECON 1A
Microeconomics	2.67	4B	ECON 1B
Music Theory	5.33	N/A	No Equivalent
Physics B	5.33	5A and 5C ²	PHYS 2A
Physics I	5.33	5A and 5C ²	PHYS 11 or 2A
Physics 2	5.33	5A and 5C ²	PHYS 2B
Physics C (electricity/magnetism)	2.67	5A and 5C ²	PHYS 11
Physics C (mechanics)	2.67	5A and 5C ²	PHYS 11
Psychology	2.67	4I	PSYCH 1
Spanish Language & Culture	5.33	3B + 6A	SPAN 3
Spanish Literature & Culture	5.33	3B + 6A	SPAN 25 or 26
Statistics	2.67	2A	MATH 12
Studio Art 2D/3D/Drawing	5.33 max for all 3 exams	N/A	No Equivalent
US Gov't & Politics	2.67	4H	PS 1
U.S. History	5.33	3B or 4F**	HIST 17B
World History	5.33	3B or 4F**	HIST 2A or 2B

***AP exams may be used in either area regardless of where the certifying CCC's course (discipline) is located.*

An acceptable AP score equates to 3 semester units for IGETC Certification purposes.

1. At most UC's additional credit will not be granted if a student takes the equivalent course.
2. For Biology, Chemistry and Physics 1, 2 or B - apply 4 semester units toward IGETC. For the Environmental Science, Physics C (elec/ mag.), Physics C (mech.): only 3 semester units may be applied toward IGETC. Therefore, students who complete these exams will be required to complete an additional 4 semester units to satisfy the minimum required units for IGETC Area 5. For Physics exams – 5.33 UC units maximum awarded for all tests.

Note: Students who take the Calculus BC examination and earn a subscore of 3 or higher on the Calculus AB portion will receive credit for the Calculus AB examination, even if they do not receive a score of 3 or higher on the BC examination (note that the maximum credit awarded by the UC is 5.33 semester units for UC).

COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP) FOR CABRILLO

Exam	Required Score	Cabrillo Units	GE Units	GE Area
American Government	50	3	3	D8
American Literature	50	3	3	C2
Analyzing and Interp. Literature	50	3	3	C2
Biology	50	3	3	B2
Calculus	50	3	3	B4
Chemistry	50	3	3	B1
College Algebra	50	3	3	B4
College Algebra/Trig	50	3	3	B4
College Composition	50	0	0	N/A
College Composition-Modular	50	0	0	N/A
English Literature	50	3	3	C2 ended F'11
Financial Accounting	50	3	0	N/A
French1 Level I	50	6	0	N/A
French1 Level II	59	12	3	C2 ended F'15
French1 Level II	59	9	3	C2
German1 Level I	50	6	0	N/A
German1 Level II	60	12	3	C2 ended F'15
German1 Level II	60	9	3	C2
History, United States I	50	3	3	D6 + US-1
History, United States II	50	3	3	D6 + US-1
Human Growth & Devel.	50	3	3	E
Humanities	50	3	3	C2
Info Syst. & Comp. App	50	3	0	N/A
Intro to Educ. Psych	50	3	0	N/A
Intro Business Law	50	3	0	N/A
Intro Psychology	50	3	3	D9
Intro to Sociology	50	3	3	D0
Natural Sciences	50	3	3	B1 or B2
Pre-Calculus	50	3	3	B4
Principles of Acct	50	3	0	N/A
Princ. of Macroecon	50	3	3	D2
Princ. of Management	50	3	0	N/A
Princ. of Marketing	50	3	0	N/A
Princ. of Microecon	50	3	3	D2
Spanish1 Level I	50	6	0	N/A
Spanish1 Level II	63	12	3	C2 ended F'15
Spanish1 Level II	63	9	3	C2
Trigonometry	50	3	3	B4 ended F'06
Western Civ I	50	3	3	C2 or D6
Western Civ II	50	3	3	D6

Note: CLEP may not be used for IGETC.

1. If a student passes more than one CLEP test in the same language other than English (e.g. two exams in French), 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, as noted.

COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP) FOR CSU

Exam	Required Score	Cabrillo Units	GE Units	GE Area
American Government	50	3	3	D8
American Literature	50	3	3	C2
Analyzing and Interp. Literature	50	3	3	C2
Biology	50	3	3	B2
Calculus	50	3	3	B4
Chemistry	50	3	3	B1
College Algebra	50	3	3	B4
College Algebra/Trig	50	3	3	B4
College Composition	50	0	0	N/A
College Composition-Modular	50	0	0	N/A
English Literature	50	3	3	C2
Financial Accounting	50	3	0	N/A
French1 Level I	50	6	0	N/A
French1 Level II	59	12	3	C2
German1 Level I	50	6	0	N/A
German1 Level II	60	12	3	C2
History, United States I	50	3	3	D6 + US-1
History, United States II	50	3	3	D6 + US-1
Human Growth & Devel.	50	3	3	E
Humanities	50	3	3	C2
Info Syst. & Comp. App	50	3	0	N/A
Intro to Educ. Psych	50	3	0	N/A
Intro Business Law	50	3	0	N/A
Intro Psychology	50	3	3	D9
Intro to Sociology	50	3	3	D0
Natural Sciences	50	3	3	B1 or B2
Pre-Calculus	50	3	3	B4
Principles of Acct	50	3	0	N/A
Princ. of Macroecon	50	3	3	D2
Princ. of Management	50	3	0	N/A
Princ. of Marketing	50	3	0	N/A
Princ. of Microecon	50	3	3	D2
Spanish1 Level I	50	6	0	N/A
Spanish1 Level II	63	12	3	C2
Trigonometry	50	3	3	B4
Western Civ I	50	3	3	C2 or D6
Western Civ II	50	3	3	D6

Note: CLEP may not be used for IGETC.

1. If a student passes more than one CLEP test in the same language other than English (e.g. two exams in French), 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 CSU GE Breadth, as noted.

INTERNATIONAL BACCALAUREATE (IB) EXAM FOR CABRILLO *Score of 5 - High Level (HL) required*

Exam	Required Score	Earned Units	GE Units	GE Area
Biology HL	5	6	3	B2
Chemistry HL	5	6	3	B1
Economics HL	5	6	3	D2
Geography HL	5	6	3	D5
History HL (any region)	5	6	3	C2 or D6
Language A Literature HL	4	6	3	C2
Language A Lang. and Lit	4	6	3	C2
Language A1 HL (any except English)	4	6	3	C2
Language A2 HL (any except English)	4	6	3	C2
Language B HL (any language) ¹	4	6	0	N/A
Mathematics HL	4	6	3	B4
Physics HL	5	6	3	B1
Psychology HL	5	3	3	D9
Theatre HL	4	6	3	C1

1. 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 A1 and A2 are advanced courses in literature for native and non-native speakers, respectively.

INTERNATIONAL BACCALAUREATE (IB) EXAM FOR CSU

Exam	Required Score	Earned Units	GE Units	GE Area
Biology HL	5	6	3	B2
Chemistry HL	5	6	3	B1
Economics HL	5	6	3	D2
Geography HL	5	6	3	D5
History HL (any region)	5	6	3	C2 or D6
Language A Literature HL	4	6	3	C2
Language A Lang. and Lit	4	6	3	C2
Language A1 HL (any except English)	4	6	3	C2
Language A2 HL (any except English)	4	6	3	C2
Language B HL (any language) ¹	4	6	0	N/A
Mathematics HL	4	6	3	B4
Physics HL	5	6	3	B1
Psychology HL	5	3	3	D9
Theatre HL	4	6	3	C1

1. 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 A1 and A2 are advanced courses in literature for native and non-native speakers, respectively.

INTERNATIONAL BACCALAUREATE (IB) EXAM FOR IGETC

Exam	Required Score	Earned Units	IGETC Area
Biology HL	5	3	5B (without lab)
Chemistry HL	5	3	5A (without lab)
Economics HL	5	3	4
Geography HL	5	3	4
History (any region) HL	5	3	3B or 4*
Language A: Literature (any except English) HL	5	3	3B and 6A
Language A: Language and Literature (any except English) HL	5	3	3B and 6A
Language A: Literature (any language) HL	5	3	3B
Language A: Language and Literature (any language) HL	5	3	3B
Language B (any language) HL	5	3	6A
Mathematics HL	5	3	2A
Physics HL	5	3	5A (without lab)
Psychology HL	5	3	4
Theatre HL	5	3	3A

The following restrictions apply: 1) The IB curriculum offers language at various levels for native and non-native speakers. 2) Language B courses are offered at the intermediate level for non-natives. Language A1 and A2 are advanced courses in literature for native and non-native speakers, respectively. 3) *IB exam may be used in either area regardless of where the certifying CCC's discipline is located.

ARTICULATION WITH FOUR-YEAR UNIVERSITIES

The Cabrillo College Articulation Office, Building 100, 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 eligibility information for the 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. These placement agreements are available at the same website above. Completion of Cabrillo math assessment is still required.

REPETITION OF COURSES: FREQUENTLY ASKED QUESTIONS

Changes to repeatability went into effect in fall, 2013. What courses will we be allowed to list as repeatable, and what courses will be given exceptions?

Under new Title 5 regulation §55041, courses that can be marked as repeatable, meaning that any student can attempt and successfully complete the course for credit more than once, will fall into three categories:

- 1) Courses coded as athletics (Cabrillo ATH courses), including off-season conditioning courses, subject to the limitations on hours per sport per year in Title 5 §58162;
- 2) Courses that are required to be repeated in any discipline in order to complete or gain entry into a bachelor's degree program at any CSU or UC campus. Note that repetition of the course must be required for the bachelor's degree, not simply allowed; and
- 3) Courses designed specifically for participation in intercollegiate academic or vocational competitions. The competitions must be sanctioned by an external oversight body, and the objectives or outcomes for successful completion of the course must be directly tied to participation in the competition.

That is the full list regarding repeatable courses. No other exceptions will be allowed.

What about cases when students need to repeat courses for reasons like retraining or updating skills or classes for students with disabilities?

This question raises the distinction between repeatable courses that can be retaken by any student without special permission, and circumstances in which any given student can be permitted to repeat a course on an individual basis.

The new Title 5 regulations include several instances in which colleges can grant individual students the opportunity to repeat a course

that he or she has passed previously. Such circumstances include legally mandated retraining, employer mandated retraining, significant lapse of time (now defined as not less than 36 months), and others.

Courses for students with disabilities can be repeated as many times as necessary as long as the Accessibility Support Center (ASC, formerly DSPPS) verifies the need for the student to retake the course.

The full list of instances in which colleges can allow students to repeat a course on an individual basis is included in new Title 5 regulation §55040. Cabrillo College has developed policies to outline the process through which it will verify and document a student's need to repeat a course under these provisions.

What was Cabrillo advised to do with courses that were once repeatable but now are not?

Cabrillo's Curriculum committee has examined the college's curriculum carefully and has worked with discipline faculty to make the changes that best suit the students' needs.

One solution is to break a formerly repeatable course into levels (for example, KIN 60, Swimming, formerly repeatable four times, now becomes KIN 60A, KIN 60B, KIN 60C, each of which may be taken successfully once by any single student.) NOTE: The student who took the repeatable version of the KIN course(s) or any formerly repeatable course, is no longer able to take the new, leveled course version. The reason for this is because that student has already taken and passed the equivalent of all levels for the new versions, and is therefore unable to retake them further.

Is there a limit to how many variations or levels may be created for a specific subject?

There is no Title 5 limit on the number of levels or variations that can be created. However, the new regulations do establish that in physical education and visual and performing arts, students may have no more than four enrollments in any given group of active participatory courses that are related in content (commonly known as a family of courses). So while colleges could offer seven levels of golf or piano, students will not be allowed to take all seven levels, as they are limited to four enrollments.

Note that all enrollment attempts, including unsuccessful ones such as a failure or a transcribed withdrawal (transcript shows a W), count among these four enrollments. This limitation is specific to physical education (KIN) and visual and performing arts (ART, AP, MUS, TA); career technical education (CTE) and other disciplines have no such restriction.

But if we separate our courses into levels, each one may not have enough students by itself to survive. Can Cabrillo College offer multiple levels of a subject at the same time and under the supervision of the same instructor?

Title 5 and Education Code do not specifically offer any guidance regarding courses being combined in this manner. The most important factor to consider in offering classes in such combinations is that all statewide and local curricular standards must be met for all of the courses included. For example, the total enrollment for the combined courses should not exceed the enrollment maximum set for any of the courses when they are offered separately. The objectives outlined in the Course Outline of Record for each class must also be met to avoid any lowering of instructional quality. Although the courses are being taught in the same place and by the same instructor, the standards and expectations set by the college in the course outline must still be respected.

How will Cabrillo College know how to divide courses into families or how many families to create?

The creation for Cabrillo College “families” has been a local decision. Curricular work was done in the Visual and Performing Arts and in Kinesiology to create “families” of leveled courses with separate skills levels and outcomes.

The Cabrillo Curriculum Committee reviewed hundreds of new courses, as well as modifications to many other existing courses during the 2012-2013 Academic year. Those curriculum changes were put into effect in the fall of 2013. College faculty and program chairs identified courses that could continue to be repeatable. In the case of the courses that are required to be repeated in order to complete or gain entry into a bachelor’s degree program at any CSU or UC campus, a representative campus has been identified with specific information about the requirement, and this information has been included in the Course Outline of Record for the repeatable course.

SPECIFIC QUESTIONS:

Are courses repeatable that teach a subject matter that is frequently updated?

While these courses are not specifically repeatable, it is possible for the student to retake a course with changes in subject matter by petition.

What about Career Work Experience courses (CWEE) courses?

All General and Career Work Experience courses can be repeated. Students may earn up to a total of 16 units of Cooperative Work Experience Education, once the 16 unit cap has been reached, CWEE courses can no longer be repeated.

I have other questions. Where can I go for help?

The Chancellor’s Office published the final version of Credit Course Repetition Guidelines in November, 2013. <http://extranet.cccco.edu/Portals/1/AA/Credit/2013Files/CreditCourseRepetitionGuidelines-Final.pdf>

Repetition of Courses for Financial Aid Recipients

The Financial Aid Office is required to monitor courses students have repeat during their entire time at Cabrillo College. Financial Aid students may only receive federal financial aid for one repeat of a previously passed course (with grades of A, B, C, NP, NC, or W). For financial aid purposes, a grade of D or better is considered a passing grade. Inquiries about this policy should be addressed with the Financial Aid Office.

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.

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 successful 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, via use of the Academic Renewal petition. This process is required for the following sequences:

CHEM 3 + CHEM 3L allows for the removal of the CHEM 2 substandard grade points

CHEM 30A + CHEM 30B allows for the removal of the CHEM 32 substandard grade points

MATH 2 + MATH 3 allows for the removal of the MATH 4 substandard grade points

BIO 9A + BIO 9B allows for the removal of the substandard grade points in BIO 1A and/or 1B and/or 1C

*Note: the course and grade will still be visible on the transcript; however, the GPA will no longer be impacted following this renewal process.

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 (AF), 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 4250.

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. The Counseling Department provides workshops for students on academic and progress probation and dismissal. Attendance is required.

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%).

Cabrillo College will publish in this *Catalog*, procedures and conditions for probation and/or dismissal, including an appeal process for dismissed students seeking reinstatement.

ACADEMIC STANDARDS

Students on probation and/or dismissal may have a hold placed on their record blocking the ability to register or make changes to an existing schedule. Students with such a hold must attend a Probation/Dismissal Workshop offered through Counseling. Students who attend the workshop, and who maintain satisfactory academic progress can continue to attend Cabrillo. A student who is on academic probation and earns a semester GPA of 2.0 shall not be dismissed from the college as long as this minimum semester GPA is maintained (AP 4250). Students who attend the workshop and then do not maintain satisfactory academic standards are subject to dismissal from Cabrillo College, requiring the student to take no classes for one semester. Those who wish to return after being unregistered for one semester must meet with a counselor to review academic goals and other relevant concerns to having a successful educational experience.

Dismissed students, who have already attended the workshop, who want to be reinstated immediately may appeal their Dismissal through the Director of Admissions & Records. 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 or improved health.

PLAGIARISM/ACADEMIC HONESTY

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 referral to a disciplinary process that could result in probation 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.