

# ACADEMIC INFORMATION

## DEFINITIONS

### CATALOG RIGHTS/MATRICULATION

Requirements shown in this catalog apply to any student entering (matriculating) Chaffey College during the Fall 2017, Spring 2018, or Summer 2018 terms. See the section on Graduation Requirements on page 38 for more information. Other requirements such as minimum grade point average for admission to a program, course prerequisites and corequisites, textbooks, course content, software, etc., may change over time at the discretion of the college.

### UNIT OF CREDIT

The California State Education Code defines a college unit of credit as approximately one hour of class plus two hours of study per week, or three hours of laboratory per week, carried through the term.

### HOURS AND UNITS OF CREDIT

Class	Unit of Credit	Hours per Term
Lecture	1	16-18
Laboratory or Studio (including open-entry)	1	48-54
Independent Study	1	16-18
Work Experience	1	60 (unpaid) 75 (paid)

### UNIT LOAD

The number of units a student enrolls in each semester. An average of 15 units each semester is necessary for a student to progress at a rate which may lead to graduation in four semesters (two years).

To be considered a full-time student, a student must carry a minimum of 12 units per semester.

## ATTENDANCE AND PARTICIPATION

### GENERAL

Ideally, students are expected to attend every meeting of every class for which they are enrolled.

Instructors may develop specific policies and procedures related to attendance and participation for their individual classes. These policies and procedures are distributed to students, in writing, at the beginning of the term, and it is expected that students will adhere to the standards set forth.

### FIRST CLASS MEETING

Students are required to attend the first meeting of each class in which they are registered or they may be dropped from the class. Students taking online classes are required to log in on their required day and time to satisfy the first class meeting requirement.

**NOTE: Please remember, it is a student's responsibility to drop or withdraw from classes in which they are registered but cannot attend.**

### ABSENCE FROM CLASS

The student is responsible for completion of the required assignments. Should a student find it necessary to be absent from class, he or she should make arrangements with the instructor before the absence to complete all assignments for the class missed. It is an instructor's option to provide makeup quizzes, examinations, lectures, or lab work missed due to absence.

## ACCELERATED LEARNING (FAST TRACK CLASSES)

Chaffey's multi-pronged Fast-Track initiative is designed to shorten the time needed by students to complete requirements for graduation and/or transfer. Some accelerated offerings consist of two sequential courses packaged together in a single semester, with both the first and second class taught by the same instructor in the same time/day slot. Students may be able to enroll in both classes at the same time, or have the option to enroll in the 2nd session class later if seats are available.

Other non-paired Fast Track classes provide students the ability to complete two general education and/or program applicable courses in a single term.

## DISTANCE EDUCATION

Chaffey College has an extensive course listing in multiple distance education modalities and offers several certificates that can be obtained via distance education. Distance education courses are taught by Chaffey faculty and fulfill general education, elective, and/or major requirements. They are academically equivalent to on-campus courses, with some classes transferable to four-year institutions. Chaffey offers two basic types of distance education classes: hybrid and online. In online classes, students receive instruction via the Internet. While these

classes have due dates and times for assignments, students can attend class anytime or anywhere a computer with Internet capabilities is accessible. Hybrid classes are a combination of face-to-face and online instruction. Students meet on campus on the designated days and times, as well as receive instruction online.

For more information about distance education and to determine if you are ready for a distance education class, contact the Chaffey College Distance Education Office at (909) 652-6975; via e-mail at [OnlineEd@chaffey.edu](mailto:OnlineEd@chaffey.edu) or visit the Distance Education (DE) website at [www.chaffey.edu/onlineed](http://www.chaffey.edu/onlineed).

## FINAL EXAMINATIONS

Final examination hours and dates are published in the schedule of classes. Final examinations for short-term classes are given during the last class meeting or during finals week as published in the schedule of classes.

The established final examination schedule cannot be changed without approval from the Vice President of Instruction.

Students may petition to take a final examination at a non-scheduled time due to exceptional circumstances. Petition forms are available in each school office and must include the instructor's approval and signature.

## SCHOLASTIC ACHIEVEMENT

### RECOGNITION

Scholastic achievement, leadership, and community service are recognized by Chaffey College through a variety of honors and awards. The majority of these are sponsored by college and campus organizations; however, a number are made possible by community organizations.

### HONOR LISTS

Two scholastic honor lists are prepared each fall and spring semester. Achievements are recorded on students' official transcript.

#### Exemplary Achievement List:

Students who complete a standard semester with a 4.00 GPA in 12 or more degree applicable units.

#### Dean's Honor List:

Students who complete a standard semester with a 3.50 GPA in 12 or more degree applicable units.

## HONORS AT GRADUATION

Students who have earned an associate's degree and have a 3.50 GPA or above in degree applicable units will graduate with honors. GPA for Honors at Graduation (listed in commencement ceremony booklet) is computed after the Fall semester grades are recorded on the transcript for spring commencement.

## PARTICIPATION IN COMMENCEMENT CEREMONIES

Students may participate in the Spring commencement ceremonies only during the academic year that they have completed all required coursework.

## CREDIT BY EXAMINATION

### Chaffey College Internal Testing

Registered students who have substantial prior experience in the content of college-level courses and who can present evidence may petition to receive credit for courses listed in the college catalog which are approved for Credit by Examination. Any course listed in the course description section of the Chaffey College catalog bearing the designation [Cx] after the course title or which is listed on the Credit by Examination table on the following pages may be challenged for credit by examination with the consent of the instructor in the appropriate administrative unit and after admissions eligibility criteria are met. A department (discipline area) may establish a limit on the number of courses that may be challenged for credit by examination. Contact the subject area Dean's office for more information. Credit by examination is subject to the following regulations:

- The Chaffey Community College District will grant credit to any student who satisfactorily passes an examination in accordance with the credit by examination policy and procedure. Such credit will be granted only to a student who is registered in the Chaffey Community College District; who has earned at least 12\* units of credit from Chaffey College; who is in good standing (cumulative GPA 2.0); who has met all course prerequisites; who has not previously received a grade for the course; who is not currently enrolled in the course; and only for a course listed in the college catalog that specifies it may be challenged through the credit by examination policy.

\*The credit by examination [Cx] twelve unit course credit requirement is waived for high school students enrolled in articulated tech prep courses.

- Applications for credit by examination are available in the Admissions and Records Office at any of our three campus locations.
- There is a \$25 fee for credit by examination testing.
- Units earned through credit by examination shall not be counted toward the 12-unit residency requirement for graduation.

It is the policy of Chaffey College that only unit credit is granted upon successful completion of the above. A grade of P will be issued, which is equivalent to a C or better grade. No letter grade is assigned; no grade points are assigned; thus, it is not computed in the grade point average.

### Credit for External Examinations

Chaffey College awards credit for specific examinations and scores of external programs. Approved programs are the College Board Advanced Placement (AP) Examinations, the College Level Examination Program (CLEP) and the International Baccalaureate (IB). Some general education categories for Chaffey College, CSU GE-Breadth and IGETC may be fulfilled by AP and IB examinations with approved scores. Chaffey College and the CSU also recognize certain CLEP examinations/scores toward completion of general education areas. The University of California does not award credit for CLEP examinations.

The institution to which a student transfers determines the total number of units awarded for successful completion of external examinations, and the applicability of the examination to course equivalency, major and other graduation requirements. Students planning to use AP, IB or CLEP credit toward transfer requirements are advised to consult with a Chaffey College counselor, the Transfer Center, and the planned transfer institution for information on policies and procedures.

Chaffey College recognizes course equivalency for a limited number of AP tests as indicated under "Advanced Placement (AP) Examinations". Transfer students are reminded that the decision to determine course equivalency is the responsibility of the transfer institution regardless of Chaffey College recognition. Students should consult a

counselor before enrolling in any course for which AP, IB or CLEP credit has been granted. Total units awarded may differ from units recognized in a GE category.

Students who would like to use an external examination to meet a prerequisite or receive recognition of course equivalency may file a Prerequisite/Corequisite Validation form to be evaluated by the discipline faculty. Students who would like external exam credits to be applied to their institutional unit calculations should consult with a counselor.

### Advanced Placement (AP) Examinations

The AP Examination Table on pages 26-27 provides the title of the AP Examination, minimum required score, course equivalency (if applicable), institutional unit credit awarded, and the general education subject area and unit credits recognized toward the Chaffey College general education pattern. Course equivalencies and units awarded are internal to Chaffey College only and do not extend to transfer institutions.

### International Baccalaureate (IB)

The International Baccalaureate Organization awards either a diploma or a certificate for individual IB exams. Students who receive IB certificates with a score of 5, 6, or 7 on higher level exams may earn unit credit towards Chaffey College general education, CSU-GE Breadth and IGETC areas. Chaffey College and the CSU recognize some scores of 4 in general education categories.

The International Baccalaureate (IB) Table on page 28 provides the IB examination title, minimum score for Chaffey/CSU and IGETC, 3 semester units awarded for Chaffey, CSU and IGETC general education areas. There are no standard equated courses.

### College Level Examination Program (CLEP)

Students who successfully complete CLEP examinations are awarded units by Chaffey College and the California State University. The University of California does not award credit for CLEP examinations. CLEP credit awarded can be applied to the Chaffey College general education and CSU GE-Breadth areas. The CLEP Table on pages 29-31 indicates the CLEP examination, minimum required score, and 3 semester units awarded for Chaffey General Education categories and CSU GE-Breadth areas.

Credit for external exams at CSUs and UCs varies by campus, but minimum acceptance standards are updated and published periodically. For CSUs and CSU GE-Breadth applicability, see "Systemwide Credit for External Examinations" (as of this printing, Memo ASA-2017-13 at [www.calstate.edu/AcadAff/CodedMemos](http://www.calstate.edu/AcadAff/CodedMemos)). For UCs, see "Exam Credit" (as of this printing, accessible online at <http://admission.universityofcalifornia.edu/counselors/exam-credit>). For IGETC, see the most recent "IGETC Standards" document (as of this printing, accessible online at <http://icas-ca.org/standards-policies-and-procedures-manual>).

## CHAFFEY COLLEGE COURSES ELIGIBLE FOR CREDIT BY EXAMINATION [Cx]

The courses listed below may be challenged for credit by examination with the consent of the instructor in the appropriate administrative unit and after admissions eligibility criteria are met (see information on the preceding page). A department (discipline area) may establish a limit on the number of courses that may be challenged for credit by examination. Contact the subject area Dean's office for more information.

Course Number	Course Title	Units
ACCTG-480	Applied Accounting I	3
ART-62A	Illustration I	3
ART-63	Introduction to Graphic Design	4
ART-82	Introduction to Digital Media	4
ARTH-3	Survey of Western Art From Prehistory Through the Middle Ages	3
ARTH-5	Survey of Western Art from Renaissance To Contemporary	3
ARTH-7	Arts of Africa, Oceania, and Indigenous North America	3
ARTH-9	Art of the Ancient Americas	3
ARTH-19	Contemporary Art: 1945-Present	3
AUTOTEC-10	Service and Repair	4
AUTOTEC-15	Automotive Electricity and Electronics	2
AUTOTEC-416	Basic Automotive Air Conditioning Systems	2
AUTOTEC-417	Brakes	4
AUTOTEC-418	Suspension and Steering Systems	4
AUTOTEC-422	Fuel, Ignition, and Emission Control Systems	5
AUTOTEC-423	Engine Management Systems and Drivability	4
AUTOTEC-427	Engine Operation and Service	5
AUTOTEC-429	Advanced Automotive Electrical Systems	4
AUTOTEC-432	Manual and Automatic Transmissions, Transaxles, and Dr Trains	5
BIOL-424	Anatomy and Physiology	3
BRDCAST-60	Beginning Single Camera Production	3
BUS-10	Introduction to Business	3
BUSMGT-13	Supply Chain Management	3
BUSMGT-14	Transportation Management	3
BUSMGT-42	Human Resource Management	3
BUSMGT-45	Small Business Ownership and Management	3
BUSMGT-48	Quality Management Principles	3
BUSMGT-430	Warehouse Management and Material Handling	3
BUSMGT-436	Introduction to Logistics Management	3
BUSMGT-440	Principles of Leadership	2
BUSMGT-480	Principles of Supervision	3
BUSMKT-40	Marketing Principles	3
BUSOT-40A	Beginning Computer Keyboarding	3
BUSOT-40B	Computer Keyboarding: Speed and Accuracy Development	3
BUSOT-50	Filing and Records Management	3
BUSOT-60A	Microsoft Office Word - Specialist	3
BUSOT-60B	Microsoft Office Word - Expert	3
BUSOT-61	Microsoft Office PowerPoint	1.5
BUSOT-62	Microsoft Office Outlook	1.5
BUSOT-63	MS Office Excel - Comprehensive	3
BUSOT-64	Microsoft Office Access - Comprehensive	3
BUSOT-410	MS Publisher Comprehensive	3

Course Number	Course Title	Units
BUSOT-460	Proofreading: Text-Editing Skills	3
BUSOT-475	Medical Office Procedures	3
CDE-1	Principles & Practices in Early Childhood Education	3
CDE-2	Child Growth and Development	3
CDE-6	Teaching in a Diverse Society	3
CHIN-18	Chinese Civilization and Culture	3
CIS-1	Introduction to Computer Information Systems	3
CIS-4	Fundamentals of Microsoft Windows	1.5
CIS-15	Microsoft Access Database Design and Development	3
CIS-50	Introduction to Computer Networks	3
CIS-68	Internet Technologies	1.5
CISPROG-1	Introduction to Computer Programming	3
CJ-1	Introduction to the Criminal Justice System	3
CJ-2	Concepts of Criminal Law	3
CJ-4	Community and the Justice System	3
CJ-5	Legal Aspects of Evidence	3
CJ-51	Introduction to Corrections	3
CJ-53	Correctional Law	3
CJ-54	Public Relations and Corrections	3
CJ-56	Correctional Interviewing and Counseling	3
CJ-57	Probation and Parole	3
COMPSCI-1	Programming Concepts and Methodology I	3
CUL-15	Sanitation, Safety, and Equipment Management	3
DENTAL-400	Dental Assisting Core Sciences	6
DENTAL-410	Dental Assisting Pre-Clinical Sciences	6
DENTAL-420	Radiography for Dental Assistants	6
DENTAL-430	Clinical Practice	6
DRAFT-20	Computer-Aided Drafting and Design	4
DRAFT-21	Mechanical Design I	3
DRAFT-50	Architectural Design I	3
DRAFT-51	Architectural Design II	3
DRAFT-53	Architectural Applications of CAD	4
DRAFT-78	Advanced Mechanical Design Applications	4
ECON-1	Introduction to Economics	3
ECON-4	Principles of Microeconomics	3
ED-400	Introduction to Education and Teaching	3
EGTECH-10	Introduction to Engineering Design/ Graphics	4
EGTECH-12	Principles of Engineering	4
EMT-405	Emergency Medical Responder Services	3
EMT-411	Emergency Medical Technician	7
FASHD-20	History of Fashion	3
FASHD-40	Beginning Clothing Construction	2
FASHD-61	Pattern Drafting I	3

## CHAFFEY COLLEGE COURSES ELIGIBLE FOR CREDIT BY EXAMINATION [Cx]

Course Number	Course Title	Units	Course Number	Course Title	Units
FASHD-65	Fashion Illustration	2	MUSIC-7	Music Theory and Musicianship III	4
FASHM-10	Introduction to the Fashion Industry	3	MUSIC-8	Music Theory and Musicianship IV	4
FASHM-60	Textiles	3	MUSIC-21	History of Jazz	3
FIRETEC-1	Principles of Emergency Services	3	MUSIC-40	Beginning Guitar	1
FIRETEC-2	Fire Behavior and Combustion	3	NF-11	Food Service Management Supervision	3
FIRETEC-3	Fire Protection Systems	3	NURADN-3	Transition in Nursing	1.5
FIRETEC-4	Building Construction for Fire Protection	3	NURADN-3L	Transition in Nursing Laboratory	0.5
FIRETEC-5	Fire Prevention	3	NURADN-6	Clinical Nursing Skills	1.5
FIRETEC-6	Fire Apparatus and Equipment	3	NURADN-14	Nursing Process 1	4
FIRETEC-7	Strategies and Tactics	3	NURADN-14L	Nursing Process 1 Laboratory	3.5
FIRETEC-9	Principles of Fire and Emergency Services Safety and Survival	3	NURADN-26	Maternal-Newborn Nursing	2
FIRETEC-10	Wildland Fire Control	3	NURADN-26L	Maternal-Newborn Nursing Laboratory	1.5
FIRETEC-11	Legal Aspects of Emergency Services Safety and Survival	3	NURADN-27	Nursing Process 2	4
FIRETEC-12	Occupational Safety and Health for Emergency Services	3	NURADN-27L	Nursing Process 2 Laboratory	3
FIRETEC-421	Fire Inspector 1B - Fire and Life Safety	2	NURADN-34	Nursing Process III	4
FIRETEC-422	Fire Inspector 1C - Field Inspection and Gases	1.5	NURADN-34L	Nursing Process III Laboratory	3
FIRETEC-423	Fire Inspector 1D - Field Inspection- California Specific	1	NURADN-38	Family-Child Nursing	2
GERO-463	Social Work Designee/Assistant Training	3	NURADN-38L	Family-Child Nursing Laboratory	1.5
ID-10	Introduction to Interior Design	3	NURADN-45	Nursing Process 4	4
IET-401A	Introduction to Electricity	2.5	NURADN-48	Mental Health and Psychiatric Nursing	2
IET-401B	Industrial Basic Controls	2.5	NURADN-48L	Mental Health and Psychiatric Nursing Laboratory	1
IET-403A	Electrical Motors and Controls I	2.5	NURADN-50	Professional Issues in Nursing	1
IET-411	Programmable Logic Controllers	3	NURADN-403	Pathophysiology for Nursing	3
IETELMT-430	Hydraulic Fundamentals	2	NURADN-404	Basic ECG and Dysrhythmia Interpretation	2
INDMM-400	Intro to Construction Safety, Trade Math , Rigging, and Tools	3	NURADN-428	Basic Pharmacology	3
INDMM-401	Basic Communication and Employability Skills, and Core Testing	2.5	NURVN-403	Fundamentals of Nursing	3
INDMM-402	Fundamentals of Industrial Maintenance, Oxyfuel, and Craft Skills	3.5	NURVN-405	Beginning Medical Surgical Nursing	4
INDMM-403	Trade Math and Drawings, Material Handling, and Mobile Equipment	2.5	NURVN-409	Intermediate Medical Surgical Nursing	4
INDMM-600	Intro to Construction Safety, Trade Math , Rigging, and Tools	0	NURVN-411	Advanced Medical-Surgical Nursing	7
KINLEC-14	Lifeguard Training	3	NURVN-413	Leadership for the Vocational Nurse	3
MATH-60	Calculus for Business	4	NURVN-415A	Growth and Development: Psychology Adult-Geriatric	1
MATH-61	Pre-Calculus	4	NURVN-415B	Growth and Development of the Child	1
MATH-65A	Calculus I	4	NURVN-417A	Critical Thinking and the Nursing Process I	1
MATH-65B	Calculus II	4	NURVN-417B	Critical Thinking and the Nursing Process II	1
MATH-75	Calculus III	5	NURVN-421	Maternal and Child Health Nursing	4
MATH-81	Linear Algebra	4	PHOTO-7	Introduction to Digital Photography	4
MATH-85	Differential Equations	4	PHOTO-9	Digital Imaging	4
MUSIC-2A	Music History and Literature	3	PHOTO-10	Beginning Photography	4
MUSIC-2B	Music History and Literature	3	PHOTO-11	Intermediate Photography	4
MUSIC-4	Music Appreciation	3	PHOTO-12	Studio Lighting	4
MUSIC-5	Music Theory and Musicianship I	4	PHOTO-20	Photography for Media	4
MUSIC-6	Music Theory and Musicianship II	4	PSYCH-1	Introduction to Psychology	3
			RE-10	Real Estate Principles	3
			SPAN-8	Survey of Hispanic Literature: 1700-Present	3
			THEATRE-4	Theatre History: Ancient to 1700	3
			THEATRE-5	Theatre History: 1700-Present	3

## ADVANCED PLACEMENT (AP) EXAMS: COURSE EQUIVALENCIES AND GENERAL EDUCATION CREDIT

Students may earn credit for College Board Advanced Placement (AP) Exams with scores of 3, 4, or 5. AP credit can be used to meet institutional requirements for Chaffey College (general education and/or major requirements), and transfer requirements for the CSUs, UCs, CSU GE-Breadth, and IGETC. Course credit and units granted at Chaffey College may differ from course credit and units granted by a transfer institution. The actual AP transfer credit awarded is determined by the CSU and UC\*.

AP EXAM	Chaffey College Credit			Chaffey College General Education Pattern (AP Scores of 3, 4, or 5)	
	AP Score	Course Equivalency	Unit Credit (Semester)	Subject Area	Minimum GE Credits (Semester)
Art History	3, 4, 5	No equivalent course	6 units	C1: Art <u>or</u> C2: Humanities	3 units
Biology	3, 4, 5	BIOL-1	4 units	B: Natural Sciences	4 units
Calculus AB or AB Subscore <sup>1</sup>	3, 4, 5	MATH-65A	4 units	A2: Communication and Analytical Thinking <u>and</u> Math Competency	3 units
Calculus BC <sup>1</sup>	3, 4, 5	MATH-65A <u>and</u> MATH-65B	4 units + 4 units	A2: Communication and Analytical Thinking <u>and</u> Math Competency	3 units
Chemistry	3, 4, 5	CHEM-24A	5 units	B: Natural Sciences	4 units
Chinese Language and Culture	3, 4, 5	CHIN-1 <u>and</u> CHIN-2	4 units + 4 units	C2: Humanities	3 units
Comparative Government and Politics	3, 4, 5	No equivalent course	3 units	D1: American Institutions	3 units
Computer Science A <sup>2</sup>	3, 4, 5	COMPSCI-1	3 units	N/A	3 units
Computer Science AB <sup>2</sup>	3, 4, 5	No equivalent course	3 units	N/A	3 units
Computer Science Principles	3, 4, 5	No equivalent course	3 units	N/A	3 units
English – Language and Composition	3, 4, 5	ENGL-1A	3 units	A1: English Composition	3 units
English – Literature and Composition	3, 4, 5	ENGL-1A <u>and</u> ENGL-1C	3 units + 3 units	A1: English Composition <u>or</u> C2: Humanities	3 units
Environmental Science	3, 4, 5	No equivalent course	4 units	B: Natural Sciences	4 units
European History	3, 4, 5	No equivalent course	3 units	C2: Humanities <u>or</u> D2: Behavioral Sciences	3 units
French Language and Culture	3, 4, 5	FR-1 <u>and</u> FR-2	4 units + 4 units	C2: Humanities	3 units
French Literature	3, 4, 5	No equivalent course	4 units	C2: Humanities	3 units
German Language and Culture	3, 4, 5	No equivalent course	8 units	C2: Humanities	3 units
Human Geography	3, 4, 5	No equivalent course	3 units	D2: Behavioral Sciences	3 units
Italian Language and Culture	3, 4, 5	No equivalent course	8 units	C2: Humanities	3 units
Japanese Language and Culture	3, 4, 5	No equivalent course	8 units	C2: Humanities	3 units
Latin <sup>3</sup>	3, 4, 5	No equivalent course	8 units	C2: Humanities	3 units
Latin – Literature <sup>3</sup>	3, 4, 5	No equivalent course	8 units	C2: Humanities	3 units

<sup>1</sup>AP Calculus Exam Limitations: Only one exam may be used for unit credit.

<sup>2</sup>AP Computer Science Exam Limitations: Only one exam may be used for unit credit.

<sup>3</sup>AP Latin Exam Limitations: Maximum 8 semester units toward Chaffey College credit.

\*Credit for external exams at CSUs and UCs varies by campus, but minimum acceptance standards are updated and published periodically. For CSUs and CSU GE-Breadth applicability, see "Systemwide Credit for External Examinations" (Memo ASA-2017-13 at [www.calstate.edu/AcadAff/CodedMemos](http://www.calstate.edu/AcadAff/CodedMemos)). For UCs, see "Exam Credit" (accessible online at <http://admission.universityofcalifornia.edu/counselors/exam-credit>). For IGETC, see the most recent "IGETC Standards" document (accessible online at <http://icas-ca.org/standards-policies-and-procedures-manual>).

## ADVANCED PLACEMENT (AP) EXAMS: COURSE EQUIVALENCIES AND GENERAL EDUCATION CREDIT

Students may earn credit for College Board Advanced Placement (AP) Exams with scores of 3, 4, or 5. AP credit can be used to meet institutional requirements for Chaffey College (general education and/or major requirements), and transfer requirements for the CSUs, UCs, CSU GE-Breadth, and IGETC. Course credit and units granted at Chaffey College may differ from course credit and units granted by a transfer institution. The actual AP transfer credit awarded is determined by the CSU and UC\*.

AP EXAM	Chaffey College Credit			Chaffey College General Education Pattern (AP Scores of 3, 4, or 5)	
	AP Score	Course Equivalency	Unit Credit (Semester)	Subject Area	Minimum GE Credits (Semester)
Latin – Vergil	3, 4, 5	No equivalent course	3 units	C2: Humanities	3 units
Macroeconomics	3, 4, 5	ECON-2	3 units	D1: American Institutions	3 units
Microeconomics	3, 4, 5	ECON-4	3 units	D1: American Institutions	3 units
Music Theory	3, 4, 5	MUSIC-5	4 units	C1: Arts	3 units
Physics 1: Algebra-based <sup>4</sup>	3, 4, 5	PHYS-5 <u>and</u> PHYS-6	3 units + 1 unit	B: Natural Sciences	4 units
Physics 2: Algebra-based <sup>4</sup>	3, 4, 5	PHYS-5 <u>and</u> PHYS-6	3 units + 1 unit	B: Natural Sciences	4 units
Physics B <sup>4</sup>	3, 4, 5	PHYS-5 <u>and</u> PHYS-6	3 units + 1 unit	B: Natural Sciences	4 units
Physics C – Electricity/Magnetism	3, 4, 5	PHYS-46	5 units	B: Natural Sciences	4 units
Physics C – Mechanics	3, 4, 5	PHYS-45	5 units	B: Natural Sciences	4 units
Psychology	4, 5	PSYCH-1	3 units	D2: Behavioral Sciences	3 units
Research	N/A	No equivalent course	0 units	N/A	0 units
Seminar	N/A	No equivalent course	0 units	N/A	0 units
Spanish Language and Culture	3, 4, 5	SPAN-1 <u>and</u> SPAN-2	4 units + 4 units	C2: Humanities	3 units
Spanish Literature and Culture	3, 4, 5	SPAN-3	4 units	C2: Humanities	3 units
Statistics	3, 4, 5	STAT-10	4 units	A2: Communication and Analytical Thinking <u>and</u> Math Competency	3 units
Studio Art – 2D	3, 4, 5	No equivalent course	3 units	C1: Arts	3 units
Studio Art – 3D	3, 4, 5	ART-12	4 units	C1: Arts	3 units
Studio Art – Drawing	3, 4, 5	ART-14	3 units	C1: Arts	3 units
U.S. Government and Politics	3, 4, 5	PS-1	3 units	D1: American Institutions	3 units
U.S. History	4, 5	HIST-17 <u>and</u> HIST-18	3 units + 3 units	C2: Humanities <u>or</u> D1: American Institutions	3 units
World History	3, 4, 5	No equivalent course	3 units	C2: Humanities <u>or</u> D1: American Institutions	3 units

<sup>4</sup>AP Physics Exam Limitations (for Physics 1, 2, and B): Maximum 4 semester units toward Chaffey College credit.

\*Credit for external exams at CSUs and UCs varies by campus, but minimum acceptance standards are updated and published periodically. For CSUs and CSU GE-Breadth applicability, see “Systemwide Credit for External Examinations” (Memo ASA-2017-13 at [www.calstate.edu/AcadAff/CodedMemos](http://www.calstate.edu/AcadAff/CodedMemos)). For UCs, see “Exam Credit” (accessible online at <http://admission.universityofcalifornia.edu/counselors/exam-credit>). For IGETC, see the most recent “IGETC Standards” document (accessible online at <http://icas-ca.org/standards-policies-and-procedures-manual>).

## CHAFFEY COLLEGE GENERAL EDUCATION/CSU-GE/IGETC CREDIT FOR IB TESTS

Students may earn credit for International Baccalaureate (IB) tests. IB credit can be used to meet CSU-GE, IGETC and A.A. general education requirements (GE). Minimum test scores may be different for CSUGE and IGETC. Chaffey accepts the IB test score and awards unit credit in accordance with the CSU. Students must have the College Board send IB exam results to the Admissions Office for use on GE patterns. **Course credit and units granted at Chaffey College may differ from course credit and units granted by another college or transfer institution.**

EXAM	Minimum IB Score Chaffey/CSU-GE	Minimum IB Score IGETC	CCC units awarded	AA (GE) CHAFFEY COLLEGE	Semester Credits Toward CSU-GE Breadth Certification	CSU American Institutions and/or GE Breadth Area	IGETC Area
Biology HL	5	5	6 semester	N/A No lab credit	3 semester units	B2	Area 5B (without lab)
Chemistry HL	5	5	6 semester	N/A No lab credit	3 semester units	B1	Area 5A (without lab)
Economics HL	5	5	6 semester	3 units toward Social/Behavioral Sciences	3 semester units	D2	Area 4B
Geography HL	5	5	6 semester	3 units toward Social/Behavioral Sciences	3 semester units	D5	Area 4E
History (any region) HL	5	5	6 semester	3 units toward Social/Behavioral Sciences	3 semester units	C2 or D6	Area 3B or 4F
Language A1 <sup>1</sup> (any language) HL	4	5	6 semester	3 units toward Humanities	3 semester units	C2	Area 3B (and 6A)
Language A2 <sup>1</sup> (any language) HL	4	5	6 semester	3 units toward Humanities	3 semester units	C2	Area 3B (and 6A)
Language B (any language) HL	4	5	6 semester	3 units toward Humanities	3 semester units	N/A	6A
Mathematics HL	4	5	6 semester	3 units toward Language and Rationality; Math Competency	3 semester units	B4	Area 2A
Physics HL	5	5	6 semester	N/A no lab credit	3 semester units	B1	Area 5A (without lab)
Psychology HL	5	5	3 semester	3 units toward Social/Behavioral Sciences	3 semester units	D6	Area 4I
Theatre HL	4	5	6 semester	3 units toward Humanities: Arts	3 semester units	C1	Area 3A

CHAFFEY COLLEGE GE: This chart represents IB test scores that can be applied to clear general education areas. This chart does not represent course-to-course articulation. Chaffey course credit may be granted at the discretion of the Chaffey College discipline faculty.

CSU-GE: The IB examinations may be incorporated into the certification of CSU General Education-Breadth requirements by any certifying institution. All CSU campuses will accept the minimum units shown and apply them toward fulfillment of the designated General Education-Breadth area if the examination is included as part of a full or subject-area certification. Code: AA-2010-09 CSU System wide Credit for External Examinations. 5/10/2010

IGETC: IB exams must be used in area indicated regardless of where the certifying CCC's discipline is located. IGETC Standards V 1.2, 7.0 Credit by External Exams, 6/9/10

<sup>1</sup>Language (any language) A-HL or B-HL are recognized in IGETC Area 3B. IGETC recognizes any language EXCEPT English to clear LOTE, 6A.

## CHAFFEY COLLEGE GENERAL EDUCATION / CSU-GE CREDIT FOR CLEP TESTS

Students may earn credit for College-Level Examination Program (CLEP) tests. CLEP credit can be used to meet CSU GE and Chaffey College A.A. general education (GE). **UC does not award units for CLEP credit.** Students must have the College Board send CLEP results to the Admissions Office for use on the A.A. or CSU-GE patterns. **Course credit and units granted at Chaffey College may differ from course credit and units granted by another college or transfer institution.**

EXAM	AA (GE) CHAFFEY COLLEGE	Minimum CLEP Score	Minimum Semester Credits Earned	Semester Credits Toward GE Breadth Certification	CSU American Institutions and/or GE Breadth Area
CLEP American Government	3 units toward Social/Behavioral sciences.	50	3 semester units	3 semester units	D8
CLEP American Literature	3 units toward Humanities	50	3 semester units	3 semester units	C2
CLEP Analyzing and Interpreting Literature	3 units toward Humanities	50	3 semester units	3 semester units	C2
CLEP Biology	N/A No lab credit	50	3 semester units	3 semester units	B2
CLEP Calculus	3 units toward Language and Rationality; Math Competency	50	3 semester units	3 semester units	B4
CLEP Chemistry	N/A No lab credit	50	3 semester units	3 semester units	B1
CLEP College Algebra	3 units toward Language and Rationality; Math Competency	50	3 semester units	3 semester units	B4
CLEP College Algebra - Trigonometry	3 units toward Language and Rationality; Math Competency	50	3 semester units	3 semester units	B4
CLEP College Mathematics	N/A	50	0	0	N/A
CLEP English Composition (no essay)	N/A	50	0	0	N/A
CLEP English Composition with Essay	N/A	50	0	0	N/A
CLEP English Literature	3 units toward Humanities	50	3 semester units	3 semester units	C2
CLEP Financial Accounting	N/A	50	3 semester units	0	N/A
CLEP French* Level I	N/A	50	6 semester units	0	N/A
CLEP French* Level II	3 units toward Humanities	59	12 semester units	3 semester units	C2
CLEP Freshman College Composition	N/A	50	0	0	N/A
CLEP German* Level I	N/A	50	6 semester units	0	N/A
CLEP German* Level II	3 units toward Humanities	60	12 semester units	3 semester units	C2

\*If a student passes more than one CLEP test in the same language other than English, then only one examination may be applied to the baccalaureate.

**CHAFFEY COLLEGE GE:** This chart represents CLEP test scores that can be applied to clear general education areas. There is no course-to-course articulation, no course equivalency granted based on CLEP scores. Chaffey course credit may be granted at the discretion of the Chaffey College discipline faculty.

**CSU-GE:** The CLEP examinations may be incorporated into the certification of CSU General Education-Breath requirements by any certifying institution. All CSU campuses will accept the minimum units shown and apply them toward fulfillment of the designated General Education-Breath area if the examination is included as part of a full or subject-area certification. Please note that individual CSU campuses may choose to grant more units than those specified toward completion of General Education-Breath requirements.

Reference: CSU Office of the Chancellor, Memorandum: Systemwide Credit for External Examinations Code: AA-2010-09 5/10/2010



## CHAFFEY COLLEGE GENERAL EDUCATION / CSU-GE CREDIT FOR CLEP TESTS

Students may earn credit for College-Level Examination Program (CLEP) tests. CLEP credit can be used to meet CSU GE and Chaffey College A.A. general education (GE). **UC does not award units for CLEP credit.** Students must have the College Board send CLEP results to the Admissions Office for use on the A.A. or CSU-GE patterns. **Course credit and units granted at Chaffey College may differ from course credit and units granted by another college or transfer institution.**

EXAM	AA (GE) CHAFFEY COLLEGE	Minimum CLEP Score	Minimum Semester Credits Earned	Semester Credits Toward GE Breadth Certification	CSU American Institutions and/or GE Breadth Area
CLEP History, United States I	3 units toward Social/Behavioral sciences	50	3 semester units	3 semester units	D6 + US 1
CLEP History, United States II	3 units toward Social/Behavioral sciences	50	3 semester units	3 semester units	D6 + US 1
CLEP Human Growth and Development	3 units toward Social/Behavioral sciences	50	3 semester units	3 semester units	E
CLEP Humanities	3 units toward Humanities	50	3 semester units	3 semester units	C2
CLEP Information Systems and Computer Applications	3 units toward Language and Rationality	50	3 semester units	0	N/A
CLEP Introduction to Educational Psychology	N/A	50	3 semester units	0	N/A
CLEP Introductory Business Law	N/A	50	3 semester units	0	N/A
CLEP Introductory Psychology	3 units toward Social/Behavioral sciences	50	3 semester units	3 semester units	D9
CLEP Introductory Sociology	3 units toward Social/Behavioral sciences	50	3 semester units	3 semester units	D0
CLEP Natural Sciences	N/A No lab credit	50	3 semester units	3 semester units	B1 or B2
CLEP Pre-Calculus	3 units toward Math Competency	50	3 semester units	3 semester units	B4
CLEP Principles of Accounting	N/A	50	3 semester units	0	N/A
CLEP Principles of Macroeconomics	3 units toward Social Behavioral sciences	50	3 semester units	3 semester units	D2
CLEP Principles of Management	N/A	50	3 semester units	0	N/A
CLEP Principles of Marketing	N/A	50	3 semester units	0	N/A
CLEP Principles of Microeconomics	3 units toward Social/Behavioral sciences	50	3 semester units	3 semester units	D2

If a student passes more than one CLEP test in the same language other than English, then only one examination may be applied to the baccalaureate.

**CHAFFEY COLLEGE GE:** This chart represents CLEP test scores that can be applied to clear general education areas. There is no course-to-course articulation, no course equivalency granted based on CLEP scores. Chaffey course credit may be granted at the discretion of the Chaffey College discipline faculty.

**CSU-GE:** The CLEP examinations may be incorporated into the certification of CSU General Education-Breath requirements by any certifying institution. All CSU campuses will accept the minimum units shown and apply them toward fulfillment of the designated General Education-Breath area if the examination is included as part of a full or subject-area certification. Please note that individual CSU campuses may choose to grant more units than those specified toward completion of General Education-Breath requirements.

Reference: CSU Office of the Chancellor, Memorandum: Systemwide Credit for External Examinations Code: AA-2010-09 5/10/2010

## CHAFFEY COLLEGE GENERAL EDUCATION / CSU-GE CREDIT FOR CLEP TESTS

Students may earn credit for College-Level Examination Program (CLEP) tests. CLEP credit can be used to meet CSU GE and Chaffey College A.A. general education (GE). UC **does not award units for CLEP credit**. Students must have the College Board send CLEP results to the Admissions Office for use on the A.A. or CSU-GE patterns. Course credit and units granted at Chaffey College may differ from course credit and units granted by another college or transfer institution.

EXAM	AA (GE) CHAFFEY COLLEGE	Minimum CLEP Score	Minimum Semester Credits Earned	Semester Credits Toward GE Breadth Certification	CSU American Institutions and/or GE Breadth Area
CLEP Social Sciences and History	N/A	50	0	0	N/A
CLEP Spanish* Level I	N/A	50	6 semester units	0	N/A
CLEP Spanish* Level II	3 units toward Humanities	63	12 semester units	3 semester units	C2
CLEP Trigonometry	3 units toward Language and Rationality; Math Competency	50	3 semester units	3 semester units	B4
CLEP Western Civilization I	3 units toward Humanities or Social/Behavioral Sciences	50	3 semester units	3 semester units	C2 or D6
CLEP Western Civilization II	3 units toward Social/Behavioral Sciences	50	3 semester units	3 semester units	D6

\*If a student passes more than one CLEP test in the same language other than English, then only one examination may be applied to the baccalaureate.

CHAFFEY COLLEGE GE: This chart represents CLEP test scores that can be applied to clear general education areas. There is no course-to-course articulation, no course equivalency granted based on CLEP scores. Chaffey course credit may be granted at the discretion of the Chaffey College discipline faculty.

CSU-GE: The CLEP examinations may be incorporated into the certification of CSU General Education-Breadth requirements by any certifying institution. All CSU campuses will accept the minimum units shown and apply them toward fulfillment of the designated General Education-Breadth area if the examination is included as part of a full or subject-area certification. Please note that individual CSU campuses may choose to grant more units than those specified toward completion of General Education-Breadth requirements.

Reference: CSU Office of the Chancellor, Memorandum: Systemwide Credit for External Examinations Code: AA-2010-09 5/10/2010

## DANTES/DSST

The military's Defense Activity for Non-Traditional Education Support (DANTES) provides a Credit by Exam Program that includes Dantes Subject Standardized Test (DSST) examinations. Recognition of DSST examinations is determined by each California Community College and CSU campus. The University of California does not award credit for DSST examinations.

Chaffey College will review DSST examinations by student petition. The decision to award credit is based on the following factors: ACE recommendation as a baccalaureate level course and minimum score, and faculty review. When approved, 3 units of elective credit will be granted. Discipline faculty will determine if a DSST examination can be substituted in lieu of a specific course for the Associate Degree general education area, major, certificate or prerequisite. DSST examinations cannot be used for CSUGE and/or IGETC certification.

## CREDIT FOR TRANSFER WORK

### GRANTING OF CREDIT

Credit for college-level courses completed at other accredited education institutions will be evaluated for content and quality upon receipt of an official transcript in the Admissions and Records Office. Full unit credit normally will be granted. Further information regarding the following may be obtained from the Admissions and Records Office:

1. Any University of California
2. Any California State University
3. Other California community colleges
4. United States Armed Forces Institute (USAFI)
5. University of California Extension
6. Out-of-state colleges and universities
7. Nursing schools
8. Foreign colleges and universities (see page 20)
9. Correspondence courses
10. Military experience
11. Private colleges

### OFFICIAL EVALUATION OF CREDIT COMPLETED AT OTHER SCHOOLS

Students who have completed course work at other institutions and wish to obtain a degree or certificate from Chaffey College or transfer to a CSU or UC, may request an official evaluation through the Counseling Department. The official evaluation will be completed once all official transcripts are received. Note: Chaffey College will only accept units from colleges/universities from Regional Institutional Accrediting Organizations. For specific information, please contact the Admissions and Records Office.

## AUDITING

Pursuant to Education Code 76370, it is the policy of the district to provide students who are otherwise qualified to enroll in credit courses an opportunity to audit specific credit courses. An auditing fee of \$15.00 per unit is charged. Auditing may be requested once the semester has begun. Students cannot elect to audit after the last day to drop with a "W." Not all classes are auditable and there are specific requirements that must be met in order to audit a course. Additional information is available from the Admissions and Records Office.

## PROGRAM CHANGES

### ADDS

Add Codes are required to register for any open or closed class beginning the first day of instruction for each semester or summer term. The following students must register in person in the Admissions and Records Office:

- High school students
- Students with special petitions or co-requisite waivers
- Students with financial or other restrictions
- Students who are auditing

The late registration period is published in the schedule of classes. Classes can no longer be added after the late registration deadline has passed. Open entry/open exit classes may be added up to the 14th week of the fall/spring term.

## DROPS OR WITHDRAWAL

Drops or withdrawals must be done online via the MyChaffey portal within published deadlines. A student may drop or withdraw, or be dropped by an instructor, only before 61% completion of a class. No Class may be dropped/withdrawn after 61% of the class has completed, and the instructor must issue a grade.

A student who drops a class or is dropped by an instructor on or prior to the date census rosters are due, will receive no notation on their academic record for that class. However, the student is still responsible for payment of fees.

A student who drops a class or is dropped by an instructor after census rosters are due, and on or before 61% of the course, will receive a W grade for that class. See the Academic Calendar for specific dates.

Students may be dropped for lack of attendance or for "good cause" as defined in the Education Code, Article 3, Section 76033.

STUDENTS SHOULD NOT RELY ON INSTRUCTORS TO DROP OR WITHDRAW THEM FROM CLASSES. Failure to officially drop or withdraw by the drop deadline may result in the assignment of an F (Failing) or FW (Unofficial Withdrawal) grade. Drops or withdrawals must be processed online or in person in the Admissions and Records Office, and may not be requested by mail, email, or over the phone.

## GRADES AND GRADE POINT AVERAGES

The cumulative grade point average (GPA) is computed by dividing the total number of units a student has attempted into the total number of grade points the student has earned:

$$\frac{\text{Total grade points earned}}{\text{Total units attempted}} = \text{Grade Point Average (GPA)}$$

Attempted	Completed	Grade	Multiply	Grade Points
5 Units	5 Units	A+/A (4 points)	5 x 4 =	20.0
		A- (3.7 points)	5 x 3.7 =	18.5
4 Units	4 Units	B+ (3.3 points)	4 x 3.3 =	13.2
		B (3 points)	4 x 3 =	12.0
		B- (2.7 points)	4 x 2.7 =	10.8
3 Units	3 Units	C+ (2.3 points)	3 x 2.3 =	6.9
		C (2 points)	3 x 2 =	6.0
2 Units	2 Units	D+ (1.3 points)	2 x 1.3 =	2.6
		D (1 point)	2 x 1 =	2.0
		D- (.7 points)	2 x .7 =	1.4
1 Unit	1 Unit	F (0 points)	0 x 0 =	0.0

**Example:** 
$$\frac{40 \text{ grade points earned}}{15 \text{ units attempted}} = 2.66 \text{ GPA}$$

Grades earned in non-degree applicable credit courses (numbered 500-599) are not included in degree applicable grade point averages.

# MEANING OF GRADE SYMBOLS

Grades are based upon the quality of a student's work in credit classes within the framework of the college's philosophy, academic standards, and state regulations.

*Grades, grade points awarded, and symbols used by Chaffey College are as follows:*

Grade	Grade Points	Definition
A+, A	4.00	Excellent
A-	3.70	Excellent
B+	3.30	Good
B	3.00	Good
B-	2.70	Good
C+	2.30	Satisfactory
C	2.00	Satisfactory
D+	1.30	Less than satisfactory
D	1.00	Less than satisfactory
D-	0.70	Less than satisfactory
F	0	Failing
FW	0	Student has both ceased participating in the course some time after the last day to officially withdraw from the course without having achieved a final passing grade, and the student has not received district authorization to withdraw from the course under extenuating circumstances.
CR	N/A	Credit. At least satisfactory (equal to C or better). CR grades are not used in calculating GPA. (Only assigned for courses with CR/NC designation and credit by exam.)
*P	N/A	Passing. At least satisfactory (equal to C or better). P grades are not used in calculating GPA. (Only assigned for course with P/NP designation and credit by exam.)
NC	N/A	No credit. Student did not fulfill academic requirements of course. NC grades are not used in calculating GPA. (Only assigned for courses with CR/NC designation.)
*NP	N/A	No Pass. Less than satisfactory or failing. (Only assigned for course with P/NP designation.)
W	N/A	Withdrawal. Assigned for students who officially withdraw from a class after 22% and before 61% of the course has elapsed. W grades are not used in calculating GPA, but are used as factors in probation and dismissal procedures.
I	N/A	Incomplete academic work due to unforeseeable emergency and justifiable reason at the end of the term. Students do not re-enroll in the class but make arrangements with the instructor to complete coursework and receive a final grade. Coursework must be completed within one year or the I grade will default to an alternate grade indicated by the instructor (usually substandard). I grades are not used in calculating GPA or units attempted.
IP	N/A	In progress. Grade awaits completion of course work which extends beyond the end of the term. Students must re-enroll in the class the following semester. The IP may be assigned only one time for each class. Coursework must be completed the following semester or the IP grade will default to an alternate grade indicated by the instructor (usually substandard). IP grades are not used in calculating GPA.
RD	N/A	Report delayed. Grade can only be assigned by the registrar when there is a delay in reporting a student's grade. It is a temporary symbol, replaced by a permanent symbol as soon as the official grade is received from the instructor and therefore is not used in calculating GPA.
MW	N/A	Military withdrawal. Students who receive military orders compelling withdrawal from classes may be permitted to withdraw at any time during a term with no adverse impact on academic records or enrollment status. Upon verification of such orders, the MW symbol shall be assigned, and upon request, enrollment fees will be refunded.

\*Chaffey College began using the P/NP (Pass/No Pass) grading symbol in Fall 2008.

## GRADING

### FINAL GRADES

Grades given for any course are determined by the instructor, and in the absence of mistake, fraud, bad faith, error, or incompetency, are final. The student has two years following the semester in which the grade was recorded to request a change of grade. After the two-year limit, the grade is no longer subject to change. Requests to change a grade should be directed to the instructor. To change an F to W, or to request a removal of a W, a petition must be filed through the Admissions and Records Office.

If a grade has been incorrectly entered on a student's permanent record during computer services procedures, the error will be corrected.

Withdrew/Unofficially/Withdrew Passing (W/U/WP) grades were authorized by the catalog from the 1939-40 school year through the 1969-70 school year. These grades will be changed to W (Withdrew) on the student's permanent record prior to the release of the transcript. No grade point average computation penalty is associated with the W grade.

### PASS/NO PASS GRADING

Courses offered on a Pass/No Pass only basis and courses where Pass/No Pass grading is an option are clearly identified in the college catalog and schedule of classes. In courses with a letter grade or Pass/No Pass option, it is the student's responsibility to request the Pass/No Pass option through an application process. Students who elect this option must pick up the appropriate application forms from the Admissions and Records Office. A student may reverse his/her enrollment from Pass/No Pass status to receive an evaluative grade provided the reversal is completed prior to the deadline to add classes for the section number in question. See the schedules of classes for deadline information. Students may enroll in a maximum of eight optional Pass/No Pass units per semester; however, courses offered only on a Pass/No Pass basis are exempt from the eight-unit maximum. A maximum of 16 units of credit for optional Pass/No Pass courses may apply toward graduation requirements; this does not apply to courses offered only on a Pass/No Pass basis.

### IMPORTANT NOTICE TO TRANSFER STUDENTS

Transfer institutions may consider No Pass grades to be equivalent to "F" grades. Additionally, they may not accept course work for which a Pass grade has been issued. Students planning to transfer to a four-year institution should review the Pass/No Pass acceptance policy of the transfer institution before applying for the Pass/No Pass option.

## COURSE REPETITION

### COURSE REPETITION IN A NON-REPEATABLE COURSE

1. Students who received a satisfactory grade ("A", "B", "C", "CR", or "P") may not normally repeat the course. Exceptions exist for significant lapse of time, extenuating circumstances, and legally-mandated training requirements as a condition of continued paid or volunteer employment or changes in industry or licensing standards (see exceptions below for details). Such exceptions require a petition, available from the Admissions and Records Office.
2. Students who have received an incomplete grade ("I") may not repeat the course. Required coursework must be completed within one year, or the "I" grade will default to an alternate grade indicated by the instructor (usually substandard).
3. Students who have received an In-Progress grade ("IP") must repeat the course by enrolling in it in the next subsequent term (excluding summer). Coursework must be completed in that semester or the "IP" grade will default to an alternate grade indicated by the instructor (usually substandard). "IP" grades are issued for open-entry classes that extend passed the end of the term or team-sports that have seasons that overlap semesters.
4. Students who have received an unsatisfactory grade ("D", "F", "FW", "NC", or "NP") or have withdrawn from the course ("W") may repeat the course once. If unsuccessful in the second attempt, the student must file a petition to be considered for a third attempt at the course. Petitions are available in the Admissions and Records Office. The academic dean over the subject area being petitioned evaluates and approves/denies each petition on a case-by-case basis.
5. Students who have withdrawn for verified military service ("MW") may repeat course(s) from which they have withdrawn. The "MW" grade does not affect GPA, nor does it count toward the permitted number of repetitions.

### COURSE REPETITION IN A REPEATABLE COURSE

Only courses involving Intercollegiate Academic or Athletic competition are repeatable. (Title 5, section 55041) These courses are identified as repeatable in their description and may be taken a maximum of four times (repeated three times).

1. All attempts at a repeatable course count in the limitation on repeats, including any that result in an unsatisfactory grade ("D", "F", "FW", "NC", and "NP") or a withdrawal annotation ("W") on the student's permanent record.
2. When a repeatable course is taken and a substandard grade ("D", "F", "FW", "NC", and "NP") earned, a student may elect to have the satisfactory grade earned in the first subsequent repeat of the course used to alleviate the substandard grade. Forms for this election are available in the Admissions and Records Office.

### EFFECT OF COURSE REPETITION FOR SUBSTANDARD GRADE ON PERMANENT RECORD

To ensure a true and complete academic history, the course identification, title, units attempted and earned, and substandard grade(s) are not removed but are flagged with an "R" coding on the student's permanent record. The "R" coded grade and grade points are then disregarded in the computation of the student's grade point average. The grade of record will be taken from the subsequent attempt of the course, even if the grade is lower.

### EXCEPTIONS TO REPETITION RESTRICTIONS

**Significant Lapse of Time:** A student may petition to repeat a course that is not designated as repeatable and in which he or she has received a satisfactory grade ("A", "B", "C", "CR", or "P") when that student's level of competency in the course material has diminished over a period of time of no less than 36 months and the district has established a recency prerequisite for a course or program or another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course in question. Supporting documentation is required. If approved, the grade from the subsequent attempt will be calculated in the student's GPA.

**Extenuating circumstance:** A student may petition to repeat a course in which the previous grade is, at least in part, the result of extenuating circumstances (verified cases of accidents, illness, or other circumstances beyond the control of the student). Supporting documentation is required.

**Legally Mandated requirement:** A student may petition to repeat a course in which he or she earned a satisfactory grade as a result of significant changes in industry or licensing standards such that repetition of the course is necessary for employment or licensure. Each repeat under this designation is considered an official repeat, therefore units and grade points earned will be used in calculations of units earned and grade point averages. Supporting documentation is required.

### VETERANS

The college's course repetition policy may be different from that of the Veterans Administration. Students receiving Veterans' educational benefits should check with the School Certifying Official in the Veteran's Resource Center before repeating any course.

## PROBATION AND DISMISSAL

### ACADEMIC PROBATION

A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on academic probation if the student has earned a cumulative grade point average below 2.00 in all units.

### PROGRESS PROBATION

A student who has attempted a total of at least 12 semester units as shown by the official academic record shall be placed on progress probation when the percentage of W, I, NC, and/or NP grades reaches or exceeds fifty percent (50%) of all units in which the student has enrolled.

Students placed on either academic or progress probation may be subject to a block from registration. Students placed on academic or progress probation will be notified by mail.

### REMOVAL FROM PROBATION

A student on academic probation for a grade point deficiency shall be removed from probation when the student's accumulated grade point average is 2.00 or higher.

A student on progress probation because of an excess of units for which W, I, NC, and/or NP grades are recorded will be removed from probation when the percentage of units in this category drops below 50%.

### ACADEMIC DISMISSAL

A student who is on academic probation shall be subject to academic dismissal if the student earns a cumulative grade point average of less than 2.00 in all units attempted in each of three consecutive semesters, excluding summer session.

A student who has been placed on progress probation shall be subject to probation dismissal upon receipt of recorded grades of W, I, NC, or NP in 50% or more of all enrolled units during three consecutive semesters, excluding summer session.

### Note to Veterans:

Rules regarding academic probation and dismissal apply to VA students.

### REINSTATEMENT

A student who has been dismissed may apply for readmission after one semester following the date of dismissal. A student may appeal a dismissal or apply for readmission by filing a Petition for Readmission. The petition, along with instructions on how to complete the process, are mailed to students upon notification of their dismissed standing. Petitions are also available at the Opening Doors to Excellence program office in the Counseling Department on the Rancho Cucamonga Campus.

A student readmitted after academic dismissal will remain on academic probation until the student's grade point average reaches 2.00, or the percentage of units for which grades of W, I, NC, or NP drops below 50%.

### APPEAL ACADEMIC DISMISSAL

A student who wishes to appeal academic dismissal status may do so through the Coordinator of the Opening Doors to Excellence program at (909) 652-6201.

### SPECIAL PROBATION

A student readmitted on Special Probation after academic dismissal will remain on academic probation until the student's grade point average reaches 2.00 or the percentage of units for which grades of W, I, NC or NP drops below 50%. The readmitted student on Special Probation will complete a Readmission Contract for dismissed students. The contract requires that the student on Special Probation agrees to pass all courses with grades of C or better and not withdraw with a grade of W. Students on a special probation contract are subject to dismissal for one or more semesters if the provisions of their contract are not satisfied. Dismissed students in violation of their special probation contract are subject to administrative withdrawal of subsequent terms of enrollment upon verification of grades earned for the contracted term.

### MISCELLANEOUS

For the purpose of this section on academic dismissal, semesters are considered consecutive on the basis of student enrollment.

- Dismissal is defined as the denial of the opportunity to attend college to a student.
- Dismissal is for one semester, unless the student is allowed to re-enter under Special Probation.
- Dismissed students will be notified by mail and are encouraged to confer with a counselor.
- Students will be dismissed according to the following stipulations:
  - A. Students whose Fall grades subject them to academic dismissal will be notified in the Spring semester and will be dismissed for the subsequent Fall semester, and
  - B. Students whose Spring semester grades subject them to academic dismissal will be notified during the Summer and will be dismissed for the subsequent Spring semester.

In computing the grade point average, classes taken on a credit/no credit or pass/no pass basis will be disregarded, since they do not count as units attempted or toward grade points earned. Grades of W, MW, I, IP, and RD are disregarded for the same reason.

### REGULATIONS FOR DISMISSED STUDENTS

A student applying for admission to Chaffey College who is under academic dismissal from another community college, college, or university is subject to the same reinstatement policies and procedures as a student who is under academic dismissal from Chaffey College. If it is determined that the student is subject to dismissal under Chaffey College standards, the student will not be eligible for admission for a period of one semester.

### ACADEMIC RENEWAL WITHOUT COURSE REPETITION

The purpose of Academic Renewal (Title 5 - 55046) is to disregard students' previously recorded substandard academic performance, when such work does not reflect current demonstrated ability. As a consequence, Academic Renewal allows students the benefits of their current level of ability and performance and does not permanently penalize them for poor performance in the past.

## CRITERIA

Approval of the request for Academic Renewal is subject to the following criteria:

- A) A time period of at least two (2) years must have elapsed since the end of the term of substandard work to be disregarded. Only those requested courses with substandard grades of D, F, FW, NP, and NC will be disregarded.
- B) A maximum of twenty-four (24) semester units may be alleviated, within a maximum of two (2) semesters or three (3) quarters and a summer session, which need not be consecutive.
- C) Since completion of the work to be disregarded, the student's cumulative grade point average for all units completed at the time of adjustment must be one of the following:
  - 16 semester units with a minimum of 3.0 GPA
  - 20 semester units with a minimum of 2.5 GPA
  - 24 semester units with a minimum of 2.0 GPA
- D) Academic Renewal will only be granted ONCE from Chaffey College and Academic Renewal actions are irreversible.

## PROCEDURES

The following procedures are to be followed to Petition for Academic Renewal:

- 1) The student completes an Academic Renewal Petition. Forms are available in the Counseling Department.
  - a. The student makes an appointment to meet with a counselor.
  - b. The counselor will review the petition for compliance with policy and procedures.
  - c. If petitioning for an Associate degree or vocational certificate, the student must adhere to graduation/certification application deadlines as stated in the class schedule.
- 2) The student will submit the completed Academic Renewal Petition to the Admissions and Records Office for processing.
  - a. The Admissions and Records Office will notify the student of the approval or denial of the request. Notification will be sent to the email address provided by the student on the Academic Renewal Petition.
  - b. If approved, the permanent academic record shall be annotated in such a manner that all work remains legible, ensuring the true and complete academic history.

## FURTHER INFORMATION REGARDING ACADEMIC RENEWAL

- A) Academic renewal granted by Chaffey College does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institution.
- B) Student's permanent records from other institutions will not be altered.

