

# Academic Policies and Procedures

## ACADEMIC FREEDOM

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

## GRADING POLICY

### Grades and Grade Points

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

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

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

### Grade Point Average

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

## Pass/No Pass Grading System

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

The following regulations implement these two objectives:

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

## Incomplete Work

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

### “W” Grades

If a student withdraws from a course during the first two weeks of a semester for a full-term course, the course name and number will not appear on the student’s permanent record. Beginning with the third week of a semester, a student who withdraws from a full-term course will receive a “W” grade. The course name and number and this grade will appear on his/her permanent records.

After 75% of the course has elapsed, no “W” will be issued and the student will receive a grade. If a student withdraws from school due to extenuating circumstances such as verified cases of accident, illness, or other circumstances beyond the student’s control, the instructor will use discretion in granting the student an “NP” or “F” grade.

**NOTE: In accordance with state regulations, student withdrawals are restricted to a total of two withdrawals per course. The third enrollment must result in a letter grade. Only three attempts to pass a course are allowed.**

### “MW” Symbol

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

### Grade Changes

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

### Good Standing

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

### Transcript of Cabrillo Work

Students may request an official transcript of his/her record to be prepared by the Admissions & Records Office by submitting a request online, either from the A&R website or through the student’s WebAdvisor account. Two transcripts of the student’s record will be processed without charge. After the first two, there is a charge. Students who need transcripts within three working days pay additional rush fees. Students may print their own registration schedules using WebAdvisor: My Class Schedule. Transcripts will not be provided if there is a delinquent charge on the student’s record.

## 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 _____	A1
English Literature & Comp. _____	6 <sup>1</sup> _____	6 _____	A1 + C2
Environmental Science _____	4 _____	4 _____	B1 + B3
European History _____	6 _____	3 _____	C2 or D6
French: Language & Culture _____	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
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 <sup>2</sup> _____	8 _____	5 _____	C2
Spanish Literature & Culture _____	6 _____	3 _____	C2
Seminar _____	0 _____	0 _____	N/A
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 GE Units (2) Earned	GE Area
Art History _____	6 _____	3 _____	C1 or C2
Biology _____	6 _____	4 _____	B2 + B3
Calculus AB _____	3 <sup>4</sup> _____	3 <sup>4</sup> _____	B4
Calculus BC _____	6 <sup>4</sup> _____	3 <sup>4</sup> _____	B4
Calculus BC/AB subscore _____	3 <sup>4</sup> _____	3 <sup>4</sup> _____	B4
Chemistry* _____	6 _____	4 _____	B1 + B3
Chinese Language & Culture _____	6 _____	3 _____	C2
Comparative Gov't & Politics _____	3 _____	3 _____	D8
Computer Science A _____	3 <sup>4</sup> _____	0 _____	N/A
Computer Science AB _____	6 <sup>4</sup> _____	0 _____	N/A
English: Language & Comp. _____	6 _____	3 _____	A2
English Literature & Comp. _____	6 <sup>6</sup> _____	6 _____	A2 + C2
Environmental Science** _____	4 _____	4 _____	B1 + B3
European History _____	6 _____	3 _____	C2 or D6
French: Language & Culture _____	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
Macroeconomics _____	3 _____	3 _____	D2
Microeconomics _____	3 _____	3 _____	D2
Music Theory _____	6 _____	3 _____	C1 (FA 09 <sup>3</sup> )
Physics 1 _____	4 <sup>5</sup> _____	4 <sup>5</sup> _____	B1 + B3
Physics 2 _____	4 <sup>5</sup> _____	4 <sup>5</sup> _____	B1 + B3
Physics C (electricity/magnetism) _____	4 <sup>5</sup> _____	4 <sup>5</sup> _____	B1 + B3
Physics C (mechanics) _____	4 <sup>5</sup> _____	4 <sup>5</sup> _____	B1 + B3
Psychology _____	3 _____	3 _____	D9
Spanish Language & Culture _____	6 _____	3 _____	C2
Spanish Literature & Culture _____	6 _____	3 _____	C2
Seminar _____	0 _____	0 _____	N/A
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 <sup>2</sup>	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 <sup>2</sup>	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 <sup>2</sup>	ES 10 + 10L
European History	5.33	3B or 4F**	HIST 4B
French: Language & Culture	5.33	3B + 6A	FR 3 or 4
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
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 <sup>2</sup>	PHYS 2A
Physics I	5.33	5A and 5C <sup>2</sup>	PHYS 11 or 2A
Physics 2	5.33	5A and 5C <sup>2</sup>	PHYS 2B
Physics C (electricity/magnetism)	2.67	5A and 5C <sup>2</sup>	PHYS 11
Physics C (mechanics)	2.67	5A and 5C <sup>2</sup>	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
Seminar	0	0	N/A
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.*

- At most UC's additional credit will not be granted if a student takes the equivalent course.
- AP exams in Biology, Chemistry, Physics 1, 2, or B: apply 4 semester units toward IGETC certification. 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 (& Freshman)	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
French <sup>1</sup> Level I	50	6	0	N/A
French <sup>1</sup> Level II	59	12	3	C2 ended F'15
French <sup>1</sup> Level II	59	9	3	C2
German <sup>1</sup> Level I	50	6	0	N/A
German <sup>1</sup> Level II	60	12	3	C2 ended F'15
German <sup>1</sup> 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
Spanish <sup>1</sup> Level I	50	6	0	N/A
Spanish <sup>1</sup> Level II	63	12	3	C2 ended F'15
Spanish <sup>1</sup> 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; A passing score higher than 50 is considered "Level II" and earns additional units of credit and placement in Area C2, as noted.

**COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP) FOR CSU**

<b>Exam</b>	<b>Required Score</b>	<b>CSU Units towards Admission*</b>	<b>CSU GE Units</b>	<b>GE Area</b>
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; A passing score higher than 50 is considered "Level II" and earns additional units of credit and placement in Area C2 of CSU GE Breadth, as noted. \*These units count toward eligibility for admission. The units may not apply toward Associate Degrees for Transfer (ADT's) or the baccalaureate degree. The units may not all apply toward certification of the corresponding GE-Breadth area.



**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 HL	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) <sup>1</sup>	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 HL	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) <sup>1</sup>	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](http://www.assist.org). Links to these agreements as well as articulation agreements with private schools and universities can be found on the Cabrillo Transfer & Articulation site: [go.cabrillo.edu/transferinfo](http://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](http://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, fall into 3 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.

**For information on repeatable classes, see noncredit information on page 12.**

### **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 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.

### MULTIPLE ENROLLMENTS IN THE SAME TERM

A student may not enroll in two or more sections of the same credit course during the same term unless the length of the course provides that the student is not enrolled in more than one section at any given time.

### OVERLAPPING ENROLLMENTS

The only instance for overlapping courses that will be considered shall be for cases of overlap for 10 minutes or less per week.

- A student may enroll in two or more courses where the meeting times for the courses overlap, when all of the following are met:
- The student provides a valid justification, other than scheduling convenience, of the need for an overlapping schedule.
- A student obtains the signature of the faculty member who agrees to supervise directly all missed work each week, as well as the signature(s) of the dean(s) responsible for all impacted divisions.
- The student makes up the overlapping time at some other time during the same week under the direct supervision of the instructor, and the instructor keeps written documentation of all work made up each week.

### BASIC SKILLS

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

#### Appeal and Waiver Procedures

1. A student seeking to waive or appeal the unit limitation on enrollment in precollegiate basic skills courses shall submit a petition to an academic counselor. The counselor shall meet with the student to review educational records and faculty progress reports and to develop an academic plan for the next semester. The counselor shall forward the student petition, the plan, student records, and faculty progress reports to the Vice President, Student Services, who shall forward them, with a recommendation, to the Academic Council subcommittee for student appeals.
2. If, after review of student records and faculty progress reports, the Academic Council finds the student has made consistent and significant progress but has not quite attained eligibility for college courses, the Academic Council may grant a waiver. The petition indicating the action taken by the Academic Council shall be given to the Director of Admissions and Records, who shall notify the student of the decision on the waiver.
3. Permission to waive the 30-unit limit will allow the student to enroll in basic skills courses for a period not to exceed one semester and for a maximum of 10 basic skills units. A student may apply for additional waivers, but may receive waivers for a total of not more than 15 units.
4. The student shall sign a form acknowledging his/her knowledge of the limitations of the waiver.
5. Once a waiver is approved, the student will not be barred from registering in basic skills classes up to the maximum unit limit approved.

- If the waiver is denied, the Director of Admissions and Records shall refer the student to appropriate adult education programs or community services.
- A student may submit to the Director of Admissions and Records a petition for reinstatement upon the successful completion of coursework or a community services program and/or appropriate scores on the Cabrillo College assessment tests. The Academic Council Subcommittee on Student Appeals shall review the petition and grant or deny reinstatement on the basis of whether the student can demonstrate skill levels that will reasonably assure success in college level courses.

## LEARNING COMMUNITIES

The Cabrillo Learning Communities are designed to help students succeed by helping them connect with other students and use college resources more effectively. Cabrillo offers many learning communities, such as ACE, Honors Transfer Program, and STARS. Visit the Learning Communities Center in person or visit the website for more information: [www.cabrillo.edu/services/lcc/](http://www.cabrillo.edu/services/lcc/).

### Puente Project

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

## ATTENDANCE

### Attendance

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

### Expected Time Commitment

For each hour of lecture, it is assumed that students will be required to spend an additional two hours of study outside of class. The number of units awarded for laboratory courses is generally based on the number of hours of laboratory work, presuming that students complete most required work in class.

### Excessive Absence

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

Excessive absence from class as defined in the above paragraph will constitute reason for an instructor to drop a student from that class.

However, it is the student's responsibility to officially withdraw from classes by published deadlines to avoid failing grades.

### Attendance at First Class Meeting

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

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

## EXCLUSION FROM CLASSES

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

## REQUISITES

### Prerequisites, Co-requisites, Hybrid Requisites, Recommended Preparation, and Limitations on Enrollment

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

A **co-requisite** is a course that must be taken concurrently with another course. When a student registers for a class requiring a co-requisite class, the student must register for both classes at the same time. If the student does not register for both classes, neither class will be processed during registration. If a student drops a course that has a co-requisite, both courses must be dropped.

A **hybrid requisite** is a course that may be taken before or at the same time as another course.

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

Limitations on enrollment may occur for courses that involve public performance or intercollegiate competition, including but not limited to band, orchestra, theatre, competitive speech, chorus, journalism, dance, and intercollegiate athletics; courses that carry an honors designation; or blocks of courses or course sections designed to create a specific student group.

If you believe you have satisfied requisites at another college or have the skills and/or knowledge required, you must bring documentation to a Cabrillo counselor for review and approval or utilize the college's Requisite Challenge process. See below.

## CHALLENGING COURSE REQUISITES & LIMITATIONS

Challenges to requisites will be resolved by the related department within five academic calendar workdays for the fall and spring semesters. Winter and summer intersessions have different timelines. Check with the Student Success and Support Program Office, Room 103, in Building 100, or call (831) 477-3242 for additional information and for ways to maximize a successful "challenge". Find the Challenge Form online at [www.cabrillo.edu/services/matriculation](http://www.cabrillo.edu/services/matriculation). Reasons for challenging requisites or limitations may include one or more of the following:

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

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

## FINAL EXAMINATIONS

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

## VETERANS

Cabrillo College is honored to serve our veterans and does so by offering programs and services through the Veterans Information Center (VIC). The VIC, located in room 914, provides services to meet the various needs of veterans and to assist them in obtaining a prompt receipt of their educational benefits. The center provides information and resources for veterans transitioning out of active duty and into student life, academic resources to succeed in school and a place to gather, socialize and form supportive, positive relationships with other veterans..

Courses offered by Cabrillo College are approved for training under programs administered by the Veteran's Administration and the California Veteran's Education Institute Act.

Veterans may be admitted to the college whether or not they are high school graduates. Students enrolled under the G.I. Bill receive stipends based on attendance and unit load. Each veteran who wishes to receive educational benefits should meet with the campus certifying official for guidance and completion of required paperwork. The VA list 12 full term units as full time, 9 full term units as  $\frac{3}{4}$  time, and 6 full term units as  $\frac{1}{2}$  time. If a Veteran student has less than 6 units, they may qualify for the tuition and fees only. Chapter 33 or Post/911, Veteran students must have 6.5 units to be certified. Also note, short term and weekend classes have a different fee structure. For more information, please refer to the Cabrillo College Veterans page at [www.cabrillo.edu/services/ar/veterans-overview.html](http://www.cabrillo.edu/services/ar/veterans-overview.html).

## Veteran's Military Credit (DD214)

Cabrillo will accept a veteran's DD-214 for credit toward Cabrillo's CSU transferable and non-transferable A.A. and A.S. degrees as follows: 3 units for area E, Lifelong Learning and Self-Development. Students should submit their DD-214 to their counselor for a transferable CSU degree. They must have their CSU general education fully certified prior to transfer.

## DEGREES AND CERTIFICATES

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

## ACADEMIC COUNCIL

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

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

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

## CATALOG RIGHTS

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

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

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

## COURSE UNAVAILABILITY

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

## SUBSTITUTION OR WAIVER OF GRADUATION REQUIREMENTS

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

## PRIVACY RIGHTS OF CABRILLO COLLEGE STUDENTS: ANNUAL NOTIFICATION

### Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- (1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

A student should submit to the Director of Admissions & Records or designee a written request that identifies the record(s) the student wishes to inspect. The Director of Admissions & Records will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Director of Admissions & Records, the Director of Admissions & Records shall advise the student of the correct official to whom the request should be addressed.

- (2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the College to amend a record should write the Director of Admissions & Records, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- (3) The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College. The College may also disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW Washington, DC 20202-5901

### Directory Information

Cabrillo College will not release personal data about students without their prior written consent except to persons and agencies authorized by law. The college may make an exception to legitimate inquiries, by providing general directory information to include: name and date of attendance, degrees and awards received by students, including honors, scholarship awards, athletic awards, and Dean's List recognition. Student participation in officially recognized activities and sports including weight, height, and high school of graduation of athletic team members.

### Student Records Consent

Cabrillo College may permit access to student records to any person for whom the student has executed written consent specifying the records to be released and identifying the party or parties to whom the records may be released. Such consent must be signed and dated by the student. The recipient must be notified that the transmission of the information to others is prohibited. Title 5 (California Administrative regulations) Section 54616.

### Withholding of Student Records

Students or former students who fail to pay a proper financial obligation to the District shall have official transcripts, diplomas, and registration privileges withheld.