

# ACADEMIC REGULATIONS AND STANDARDS 5

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## Section 5

### Academic Regulations and Standards

#### Academic Policies

##### Academic Renewal

Palomar College is committed to meeting the educational needs of all its District citizens. Open entry encourages students of varied educational backgrounds to pursue their individual goals. Palomar's commitment to all students increases the likelihood of enrolling those who have failed in the past but who have shown their readiness to try again. To reduce the negative impact of past academic failure and to facilitate fair and equitable treatment of all students in pursuit of their academic goals, Palomar College supports Academic Renewal.

A student may petition for up to thirty (30) units of previous substandard (D, F, FW, NP/NC) course work attempted at Palomar College or any other institution to be disregarded when computing the grade point average (GPA). Academic Renewal is not allowed if course work to be disregarded has previously been used to fulfill degree, certificate, or transfer certification requirements.

Current and potential financial aid students are advised that all units attempted will count in the "total units attempted" limit for financial aid eligibility. Academic renewal does not eliminate units for financial aid purposes.

##### Procedures

- The student completes a Petition for Academic Renewal with a counselor's assistance. Forms are available from the Counseling or Records Offices. Petitions are submitted to the Records Office.
- At least 50% of the units attempted in the term(s) under consideration must be substandard, the total GPA of which is less than 2.0; and must no longer reflect the student's current level of performance and capabilities.
- Two years must have passed since attempting the course work to be excluded from GPA calculation.
- The student must have successfully completed 24 semester units since the term(s) to be disregarded, either at Palomar or another regionally accredited college or university.
- The student must have a minimum 2.0 GPA since the time of attempting the course work to be disregarded.
- The petition will be reviewed by Records Office personnel for compliance with policy and procedures. The student will be notified by mail and/or email of the approval or denial of the request.

Academic renewal does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institution.

Students who have attempted more than thirty (30) units in the terms to be disregarded may submit a Student Petition to the Academic Review Committee for consideration.

##### Annotation of Permanent Record

It is important to understand that the student's permanent record (transcript), will be annotated in such a manner that all course work

will remain legible, insuring a true and complete academic history. Academic Renewal actions are irreversible and these courses may not be taken again within the Palomar College District for academic credit.

#### Attendance

##### Student Responsibilities

The primary responsibility for class attendance and maintaining an accurate registration record rests with the student. Consequently, each student must process all adds or drops to their class schedule and is held responsible for the updating of their Official Study Schedule. To be officially recorded, adds and drops must be submitted by the appropriate deadlines (check deadline dates in the Class Schedule).

Students are expected to attend all sessions of a class in which they are enrolled. Anticipated absences should be reported to instructors in advance in order to complete assigned work by due dates. All other absences should be reported to instructors immediately upon returning to class and any missed course work should be made up. If an emergency requires a long absence and the instructor cannot be reached, students should contact the instructor's department/office.

##### Faculty Responsibilities

Each faculty member is responsible for informing students in writing of the course content and grading system for each class within the first two class meetings. The instructor has the responsibility for maintaining accurate attendance records in accordance with established procedures.

Prior to the first census, instructors must drop any student identified as a no show (students who registered, but never attended class). An instructor may elect to drop a student for the following reasons: 1) excessive absences, normally defined as more than the number of times the class meets per week; 2) failure to take examinations; 3) failure to complete class assignments.

#### Auditing a Class

- Permission to audit a class is allowed at the discretion of the instructor, department chair, and division dean and requires all three signatures in that order.
- A student must provide an unofficial transcript or documentation that supports the rationale for auditing the course.
- An audit student shall not be permitted to change his/her enrollment in the course to receive credit.
- With the instructor, department chair, and division dean signed permissions, a student may enroll in a course for audit no earlier than the day after the last day to enroll without instructor permission, and no later than the end of the fourth week of class for semester-length classes (or prior to 30% of a short-term class).
- Credit students have priority over auditors. If a class closes after an auditor has been admitted, the auditor may be asked to leave to make room for the credit student. Instructor discretion is strongly recommended.
- The fee to audit a class is \$15.00 per unit. Students enrolled in 10 or more units may audit 3 units free (may be 3 one-unit classes). The \$15.00 per unit audit fee will automatically be assessed if the student drops below 10 units.

### **Basic Skills Course Limitations**

Basic skills or pre-collegiate courses are designed to prepare students for college-level work. Students may be required to enroll in certain basic skills courses if the assessment process indicates they will benefit by this special preparation for college-level courses. A total of 30 units of courses numbered from 1 - 49 are allowed.

Any student who completes a total of 30 units in any combination will be notified and referred to a counselor for educational planning or exceptions to the limits. Basic skills courses may not be used to satisfy general education requirements for an associate degree.

Students who are financial aid recipients are reminded that only 30 units of remedial course work are excluded from the established unit limit for financial aid eligibility.

The following courses are excluded from the established unit limit for financial aid eligibility: English 10; Mathematics 10, 15; Reading 10, 11.

### **Correct Use of English**

Clear and correct use of English, both on tests and on written assignments, is expected of all students.

All students, especially those planning to transfer to a four-year institution, are urged to take a course in English composition as soon as possible.

### **Credit by Examination**

In order to permit students to demonstrate that they have met the objectives of a course through experience in the work place, foreign language proficiency, or some other process outside the conventional academic setting, students may earn credit by receiving a passing grade on an examination administered by the appropriate instructional department/program. The completion of Credit by Examination may require the demonstration of other skills or the completion of assignments in addition to an examination.

Not all courses listed in the catalog may be eligible for Credit by Examination. The determination of which courses in a discipline may be taken by examination is made by that department/program. The Department Chair/Director will determine whether or not a student requesting Credit by Examination is sufficiently well prepared to warrant being given this opportunity. This determination is based upon a review of previous course work or experience.

Students wishing to take a course through Credit by Examination are encouraged to informally discuss the matter with the Department Chair/Director and instructor prior to initiating the formal process.

Credit by Examination is not available to students who have previously received a substandard grade (D, F, FW) in the course they wish to challenge.

International Students (F-1 Visa) petitioning for Credit by Examination must be full-time, enrolled in 12 or more units (excluding the credit by exam course).

All steps must be completed in the order listed or the Petition for Credit by Examination shall not be processed. The Petition for Credit by Examination must be completed prior to the end of the current semester or session.

### **Determination of Eligibility to Take the Examination:**

- The student must be currently registered in the District and in good standing
- The course is listed in the Palomar College Catalog
- No more than 15 units have been earned through Credit by Examination
- Not currently enrolled in the course to be challenged
- Not currently enrolled in, nor received credit for, a more advanced course in the same subject (may be waived by department)

Credits acquired by examination are not applicable to meeting such unit load requirements as Selective Service deferment, Veteran's Benefits, or Social Security Benefits.

Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.

### **Procedures:**

- The student obtains a Petition for Credit by Examination from the Records Office.
- The student completes the Step 1 Student Information portion of the form and submits it to the Records Office for verification of eligibility. Once a grade basis has been selected it may not be changed.
- The Records Office verifies eligibility and grade basis selection, calculates the enrollment and/or non-resident fees, and places the petition in the pick-up box for the student. This process may take from 2-5 business days depending upon the time of the year.
- The student meets with the Department Chair/Director to receive approval for the petition. If approved, an instructor is assigned to administer the exam and the student makes arrangements to take the exam.
- The student takes the approved petition to the Cashier's Office for payment of fees and receipt. Fees are non-refundable, regardless of the outcome of the exam. BOGW cannot be used for payment of credit by exam fees. Fees must be paid after department approval is granted and before the examination is administered.
- The student submits the approved petition to the instructor administering the exam. The instructor shall record the date of the exam and the grade received, attach the examination materials, and forward the completed petition to the Department Chair/Director.
- The Department Chair/Director will review and sign the petition and forward it to the Instruction Office. Completed examination materials must remain on file in the department/program for three years.
- The Instruction Office will assign a class number for the exam and forward the petition to the Records Office to be processed.
- The Records Office will post the course and assigned grade to the student's record. The petition shall be retained in the Records Office.

## **Critical Thinking Statement**

The major role of education in America is to produce an individual who can contribute to society as a well-informed member of a democracy. Competence in critical thinking empowers the college student with the ability to distinguish opinion from fact and belief from knowledge. Evaluative skills learned through elementary inductive and deductive reasoning have applications in problem solving in all aspects of everyday existence. Therefore, all examinations, assignments and activities at Palomar College should reflect academic rigor by requiring critical thinking on the part of the student.

## **Pass/No Pass (Credit/No-Credit) Grading**

Pass/No Pass (P/NP) grading is available in the following options:

- Courses in which all students are evaluated on a pass/no pass grading basis
- Courses in which each student may elect to take the course on a pass/no pass grading basis

The decision to change to pass/no pass grading must be made by the end of the fourth week of a full semester course or by the first 30% of a short-term course, after which no other evaluative grade may be given. Application forms are available online or in the Admissions Office. The student must submit the form to the Admissions Office.

A student evaluated on the pass/no pass grading basis will receive both course credit and unit credit upon satisfactory completion of the course. Units attempted for which NP is recorded shall be considered in progress probation and dismissal procedures. P/NP grades are omitted in computing a student's grade point average. Students may repeat a course previously taken for an evaluative grade on a pass/no pass grading basis.

A grade of P is granted for performance that is equivalent to the letter grade of 'C' or better. A student who fails to perform satisfactorily will be assigned an NP grade. The student is held responsible for all assignments and examinations required in the course. The standards for evaluation are identical for all students in the course.

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 end of the fourth week of a full semester course, or prior to 30% of a short-term course.

English 100, 202, and 203 may not be taken on a P/NP basis. Students are advised that four-year institutions may limit the number of pass units acceptable for transfer, and with few exceptions do not allow pass/no pass grading for major prep.

## **Repetition of Courses**

A student is not obligated to repeat a course in which a substandard grade (D, F, FW, NP/NC) has been received unless it is a course required for graduation or transfer, or is a prerequisite to another required course.

A student, when appropriate, will be blocked from enrolling in a repeated course or administratively dropped from a repeated course.

For student financial aid eligibility, all course enrollments will be counted as total units attempted.

Nothing can conflict with Education Code section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or District procedures pertaining to the retention and destruction of student records.

## **Enrollment and Course Repetition**

Enrollment is defined as occurring when a student receives an evaluative (A, B, C, D, F, FW, P/CR, NP/NC) or non-evaluative (I, IP, RD, W, MW) symbol in a course.

Course repetition occurs when a student who has previously received an evaluative symbol in a particular course re-enrolls in that course and receives another evaluative symbol.

"W" symbols are included in the maximum allowable enrollments. A student may not receive more than three W's in a course. No more than three enrollments are allowed in any combination, excluding MW, of evaluative (A, B, C, D, F, FW, P/CR, NP/NC) and non-evaluative (I, IP, RD, W) symbols. A petition for a fourth enrollment must result in an evaluative grade.

When Academic Renewal has been petitioned for, approved, and applied to a course, that course may not be taken again within the Palomar College District for academic credit.

Palomar College will allow course repetition to occur only under the following circumstances.

### **Repeatable Courses**

Title 5 designates only the following types of courses as repeatable:

1. Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree;
2. Intercollegiate athletics; and
3. Intercollegiate academic or vocational competition.

Eligible courses may be repeated up to three times for a total of four enrollments. This limitation applies even if a student receives a substandard grade (D, F, FW, NP/NC) or withdrawal (W) during one or more of the enrollments in such a course.

When a course is repeated under this provision, the grade received each time shall be included for purposes of calculating the student's grade point average.

If a student repeats a repeatable course and a substandard grade has been recorded, the previous (no more than two) grade and credit will be disregarded provided that no additional repetitions are permitted beyond the enrollment limit of four.

### **Repetition to Alleviate Substandard Course Work in Non-Repeatable Courses**

Most courses are not repeatable. Course repetition limits apply only to courses taken at Palomar College. Students who have substandard work from other institutions are allowed to attempt the course up to three times at Palomar College following the guidelines listed below.

First Attempt:

- If a student earns a passing grade (A, B, C, or P) or an Incomplete (I) the student may not enroll in the course a second time.
- If a student earns a substandard grade (D, F, FW, or NP) or withdrawal (W) at Palomar College the student may enroll in the course a second time.

Second Attempt:

- If a student earns a passing grade (A, B, C, or P) or an Incomplete (I) on the second attempt, the student may not enroll in the course again. The student must submit a Grade Adjustment

Form to prevent the first grade from being calculated in the grade point average. However, all grades will continue to appear on the transcript.

- If a student earns a substandard grade (D, F, FW, or NP) or withdrawal (W) at Palomar College the student may enroll in the course a third time.

#### Third Attempt:

- If a student earns a passing grade (A, B, C, or P) or an Incomplete (I) on the third attempt, the student may not enroll in the course again. The student must submit a Grade Adjustment Form to prevent the first and second grades from being calculated in the grade point average. However, all grades will continue to appear on the transcript.
- If a student earns a substandard grade (D, F, FW, or NP) or withdrawal (W) on the third attempt at Palomar College the student may not enroll in the course a fourth time at Palomar College. Individual exceptions may be made only with documentation of extenuating circumstances.

Upon each repetition to alleviate substandard course work, the student must submit a Grade Adjustment Form to prevent the first and second substandard grades from being calculated in the grade point average. Upon submission of this form, only the most recent evaluative grade will be computed in the grade point average and annotated on the student's permanent academic record.

If a student repeats a repeatable course and a substandard grade has been recorded, the previous (no more than two) grade and credit will be disregarded provided that no additional repetitions are permitted beyond the enrollment limit of four.

No more than two substandard grades may be alleviated pursuant to this section.

#### **Repetition Due to Significant Lapse of Time**

A student may submit a Petition for Course Repetition form to the Evaluations Office to repeat a course in which a satisfactory grade was received and there has been a significant lapse of time of no less than three years since the grade was obtained.

The following circumstances apply to this provision:

1. A recency prerequisite exists for a course or program; or
2. 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.

If a student has exhausted the number of permitted repeats in an active participatory course or an experience course that is related in content, one additional repeat may be approved by petition, with appropriate supporting documentation, due to significant lapse of time.

Upon repetition, the previous grade and credit will be disregarded in computing the grade point average and annotated on the student's permanent academic record.

#### **Repetition Due to Extenuating Circumstances**

A student may submit a Petition for Course Repetition form to the Evaluations Office to repeat a course (excluding repeatable courses) based on a finding that the student's previous grade (whether substandard or passing) was, at least in part, the result of extenuating circumstances.

Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Appropriate supporting documentation must be submitted with the petition.

Upon repetition, the previous grade and credit will be disregarded in computing the grade point average and annotated on the student's permanent academic record.

#### **Repetition of Cooperative Work Experience Education**

A student may repeat an Occupational Work Experience course in a given field any number of times provided the student does not exceed 16 units in any combination of general or occupational work experience, subject to the following limitations:

1. General Work Experience Education:  
May be taken only once for a maximum of 6 units.
2. Occupational Work Experience Education:  
May be repeated pursuant to the 16 unit limit specified above, however, no more than a maximum of 8 units may be earned during one enrollment period (semester or session).

When a cooperative work experience course is repeated, the grade received each time shall be included for purposes of calculating the student's grade point average.

#### **Repetition of Special Classes for Students with Disabilities**

A student may repeat a special class for students with disabilities any number of times based on an individualized determination that such repetition is required as a disability-related accommodation for that particular student for one of the following reasons.

1. The student's continuing success in other general and/or special classes is dependent on additional repetitions of a specific special class;
2. The student needs additional repetitions of a specific special class as preparation for enrollment into other regular or special classes; or
3. The student has an educational contract that involves a goal other than completion of the special class in question and repetition of the course will further achievement of that goal.

#### **Repetition to Meet a Legally Mandated Training Requirement**

A student may repeat a course determined to be legally mandated by statute or regulation as a condition of paid or volunteer employment. Such courses may be repeated for credit any number of times.

Prior to enrolling, the student must submit a Petition for Course Repetition form for each repeat to the Evaluations Office with appropriate certification or documentation of the mandated training.

When a course is repeated to meet a legally mandated training requirement, the grade received each time shall be included for purposes of calculating the student's grade point average.

#### **Repetition Due to a Significant Change in Industry or Licensure Standards**

A student may repeat a course as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for employment or licensure. Such courses may be repeated for credit any number of times.



Prior to enrolling, the student must submit a Petition for Course Repetition form for each repeat to the Evaluations Office with appropriate certification or documentation that there has been a significant change in industry or licensure standards necessitating course repetition.

### Enrollment Limitations

According to Title 5, Section 58161, courses designated as repeatable and courses related in content may not exceed four enrollments. This limitation applies even if a student receives a substandard grade (D, F, FW, NP/NC) or W during one or more enrollments in such a course.

State guidelines limit the number of times students may take courses with related content and similar primary educational activities. Groups of courses that fall within these categories are listed in Section 8 of the catalog. Students are limited to one enrollment for each satisfactory grade, with no more than four total enrollments per group.

One additional enrollment may be permitted on an appeal basis due to Extenuating Circumstances (excluding repeatable courses) or due to Significant Lapse of Time. Appropriate supporting documentation must be submitted with the Petition for Course Repetition form.

### Student Record Annotation

The student's permanent record (transcript) will be annotated in such a manner that all course work will remain legible ensuring a true and complete academic history.

*Courses within a related group are limited to one enrollment for each satisfactory grade, with a maximum of four total enrollments within the group.*

*Drawing course group: ART 102, 103, 104, 213, 197F*

Course	Grade	Units	Grd Pts	Units/GPA
ART 102	W	0.0	0.0	Included
ART 102	B	3.0	9.0	Included
ART 103	A	3.0	12.0	Included
ART 104	FW	3.0	0.0	Included
ART 104	Not allowed to enroll again			
ART 213	Not allowed to enroll			
ART 197F	Not allowed to enroll			

*Musicianship course group: MUS 110, 111, 215, 216*

Course	Grade	Units	Grd Pts	Units/GPA
MUS 110	F	1.0	0.0	Excluded
MUS 110	A	1.0	4.0	Included
MUS 111	A	1.0	4.0	Included
MUS 215	D	1.0	1.0	Included
MUS 215	Not allowed to enroll again			
MUS 216	Not allowed to enroll			

*A course may be repeated up to two times to alleviate a substandard grade.*

Course	Grade	Units	Grd Pts	Units/GPA
MATH 50	D	4.0	4.0	Excluded
MATH 50	B	4.0	8.0	Included
MATH 60	F	4.0	0.0	Excluded
MATH 60	D	4.0	4.0	Excluded
MATH 60	FW	4.0	0.0	Included
MATH 60	Not allowed to enroll again			

*One additional enrollment may be granted on an appeal basis due to Extenuating Circumstances (excluding repeatable courses).*

Course	Grade	Units	Grd Pts	Units/GPA
ENG 100	D	4.0	4.0	Excluded
ENG 100	C	4.0	8.0	Excluded
ENG 100	B	4.0	12.0	Included
ENG 202	D	4.0	4.0	Excluded
ENG 202	C	4.0	8.0	Excluded
ENG 202	FW	4.0	0.0	Included
ENG 202	Not allowed to enroll again			

*One additional enrollment may be granted on an appeal basis due to Significant Lapse of Time (must have received satisfactory grade).*

Course	Grade	Units	Grd Pts	Units/GPA
ZOO 200	C	4.0	8.0	Excluded
ZOO 200	B	4.0	12.0	Included
MICR 200	D	4.0	4.0	Excluded
MICR 200	C	4.0	8.0	Excluded
MICR 200	D	4.0	4.0	Included
MICR 200	Not allowed to enroll again			

### Repetition of Courses –

#### VA Education Benefits

##### Repetition Due to Significant Lapse of Time (course taken at another institution)

A student who is certifying GI Bill benefits at Palomar College may petition to repeat a course in which a satisfactory grade was received at another institution and there has been a significant lapse of time of no less than three years since the grade was obtained.

The following circumstances apply to this provision before the repeated course can be certified for VA purposes:

1. An official transcript from the institution must be on file with the Records Office.
2. The course to be repeated is a prerequisite to a required course listed on the student's educational objective on file in the Veterans Services Office.
3. A student attempting to repeat a Math or English course must have current assessment scores from Palomar College, placing the student into the applicable level, on file with the Veterans Services Office.
4. The student has met with an academic counselor who has advised repetition of the course by placing it on a current educational plan. The education plan must then be submitted to the Veterans Services Office.

Upon repetition, the previous grade and credit will be disregarded in computing the grade point average and annotated on the student's permanent academic record.

If the course to be repeated was originally taken at Palomar College, the district's policy for Repetition Due to Significant Lapse of Time will apply.

## Grading and Transcripts

### Student Responsibility

Each student is responsible for his/her registration of classes and for attending classes. Furthermore, each student is responsible for following the rules and regulations in this catalog. The College is not liable if the student fails to read and understand the rules.

### Grading System

Grades are assigned by instructors based on class work and tests. The grades assigned are as follows:

#### Evaluative Grades

Symbol	Definition	Grade Point Value
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Less than satisfactory	1
F	Failing	0
FW	*Failing for unofficial withdrawal	0
P	Passing (At least satisfactory - A, B, C grades. Units awarded not counted in GPA)	
NP	No Pass (Less than satisfactory, or failing - D or F grades. Units not counted in GPA.)	

\*For a student who has ceased to participate in a course after the last day to officially drop or withdraw without having achieved a passing grade. The FW grade shall be used in determining academic standing.

#### Non-evaluative Grades

##### Symbol Definition

**I Incomplete:** Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term.

The condition for the removal of the 'I' is stated on the Record of Incomplete ('I') Grade form. The 'I' is not used in calculating units attempted or for grade points. A final grade shall be assigned when the stipulated work has been completed and evaluated, or when the time limit for completing the work has expired.

The 'I' must be made up no later than one year following the end of the term in which it was assigned.

**IP In Progress:** The IP is used only in those courses which extend beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of an evaluative grade must await its completion.

The IP symbol remains on the student record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and will appear in the student's record for the term in which the course is completed. If a student receives an IP in an open-entry, open-exit course and does not re-enroll in the course, or fails to complete the course in the subsequent term, an evaluative grade must be assigned.

**RD Report Delayed:** The RD symbol may be assigned only by the Records Office. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of either the student or the Records Office. It is a temporary notation which will be replaced by a permanent symbol as soon as possible. An RD is not used in calculating the grade point average.

**W Withdrawal:** The W will not be used in calculating grade point averages, but excessive W's will be used as factors in probation, dismissal, and re-enrollment. Students may not re-enroll in a course in which three W symbols have been recorded on their transcript. Withdrawals during the "no notation" period (see below) will not appear on a transcript.

Full Semester Courses: No notation (W or any other grade) is made on the student record for withdrawals during the first two weeks of a course.

Withdrawal between the second and eighth weeks is at the student's discretion, and will result in a W grade recorded on the student's permanent record.

Withdrawal after the eighth week is not permitted. An evaluative (A, B, C, D, F, FW) or Incomplete (I) grade will be assigned. Students who have verifiable extenuating circumstances may petition to withdraw.

#### Short Term (less than 17 weeks) Courses:

No notation (W or any other grade) is made on the student record for withdrawals during the first 20% of the course.

Withdrawal between 20% and 50% of a course is at the student's discretion, and will result in a W grade recorded on the student's permanent record.

Withdrawal after 50% of a course is not permitted. An evaluative (A, B, C, D, F, FW) or Incomplete (I) grade will be assigned. Students who have extenuating circumstances may petition to withdraw.

**MW Military Withdrawal:** Members of an active or reserve military service who receive orders compelling a withdrawal from courses will be permitted withdrawal at any time during the semester. Upon verification of such orders, the grade symbol MW will be assigned after the "no notation" period. The MW will not be counted in progress probation or dismissal calculations and will not have any adverse effect on the student academic record or enrollment status. Upon petition, the student will also receive a refund of the entire enrollment fee.

#### Conditions for Petition to Withdraw

Students who have verifiable extenuating circumstances may petition for an exception to withdraw from a class after the eighth week of a full semester course, or 50% of a short-term course. The student may petition the Director of Enrollment Services for authorization to receive a withdrawal (W) in the following manner:

- A formal petition must be submitted to the Director of Enrollment Services by the student, or the student's representative.
- Documentation of the extenuating circumstances being cited as reasons for withdrawal, or unsuccessful course completion, must be submitted.
- The instructor of each course in question must be consulted. In the event the instructor of record cannot be contacted, or is unavailable, the department chair will act on his/her behalf.

Palomar College defines extenuating circumstances as serious and compelling reasons which are limited to the following:

- Illness, hospitalization, or medical reasons
- Employment
- Relocation
- Illness or death of a family member or loved one
- Incarceration

## **Grade Changes**

The instructor of the course shall determine the grade to be awarded to each student. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence per Title 5, Section 55025. "Mistake" may include, but is not limited to, clerical errors and errors made by an instructor in calculating a student's grade. "Fraud" may include, but is not limited to, inaccurate recording or change of a grade by any person who gains access to student records without authorization.

Removal or correction of a grade shall only be done pursuant to Education Code Section 76232 or by an alternative method which will ensure that students receive a reasonable and objective review of the requested grade change. Provisions shall be made to allow another faculty member to substitute for the instructor if the student has filed a discrimination complaint, if the instructor is not available, or where the District determines that it is possible that there may have been gross misconduct by the original instructor. The Palomar College Student Grade Dispute Policy and Procedure is available on the Faculty Senate's web page and the Instructional Services web page, under Student Forms.

No grade placed in a student's academic record may be changed unless the instructor submits a Grade Change form to the Records Office stating the reason for the change as listed above. All changes or modifications to a student's record must be requested no later than three years from the semester in question. Registration records are maintained only for a three-year period.

## **Grades**

Final grades are recorded on the student's permanent record at the end of each academic term. Grades are available as soon as the instructor submits the roster and the Records Office posts it, usually about three weeks after the end of the class. Grades may be accessed online through Student eServices. The College web address is <http://www.palomar.edu>.

## **Academic Achievement**

### **Dean's List**

A student's name may be placed on the Dean's List if the student completes in one semester at Palomar College a total of twelve (12) units with a GPA of at least 3.5 with no grade of D, F, or FW. Pass/No Pass classes are not considered as a part of the 12 units.

### **Phi Theta Kappa Honor Society**

Phi Theta Kappa is an international honor society for two-year institutions, and the sister to the four-year institution's Phi Beta Kappa. The goal of Phi Theta Kappa is to recognize individual talents, needs, and goals.

**Initial membership** is awarded to those students who have completed a minimum of twelve (12) semester units at Palomar College with a grade point average of 3.5 or better. To sustain membership each student must maintain standards described in the Phi Theta Kappa Omega Rho Chapter Constitution and Bylaws, available in the Student Affairs Office, SU-201.

Students interested in becoming a member of Phi Theta Kappa should contact the Student Affairs Office, SU-201.

## **Probation, Dismissal, and Reinstatement**

It is the intention of the Palomar Community College District to encourage matriculating students to make satisfactory academic progress toward their individual educational goals. Students taking courses for credit should do so with the intention of completing the course or courses with a passing grade. Students who do not make satisfactory progress are subject to probation or dismissal in accordance with established District procedures.

### **Standards for Probation**

Academic and Progress Probation Levels 1 and 2 are calculated for the fall and spring semesters on the basis of the student's enrollment. Summer grades are included in overall calculations for the fall and spring semesters.

Probation 1 and 2 are posted on the student's permanent record. To remain in good standing at Palomar College, students must maintain a minimum cumulative grade point average (GPA) of 2.0 (C), and must complete more than 50% of the units in which they have enrolled.

Effective Fall 2014, loss of priority registration will occur for students placed on academic or progress probation level 2 for a second consecutive term, and will continue until the student is no longer on a probation status.

### **Academic Probation Level 1**

Students will be placed on academic probation 1 when they have:

- Attempted at least 12 graded units; and their
- Cumulative (overall) GPA falls below 2.0

### **Academic Probation Level 1 Continued**

Students will be continued on academic probation 1 when:

- Cumulative (overall) GPA is below 2.0, and
- Semester (term) GPA is at least 2.0

### **Progress Probation Level 1**

Students will be placed on progress probation 1 when they have:

- Attempted at least 12 units; and their
- Cumulative (overall) units with grades of W, I, NP, or NC reaches or exceeds 50% of all units attempted

### **Progress Probation Level 1 Continued**

Students will be continued on progress probation 1 when:

- Cumulative (overall) attempted units with W, I, NP, or NC grades continue to be 50% or more of all attempted units; and
- Semester (term) attempted units with W, I, NP, or NC grades are below 50%

### **Academic Probation Level 2**

Students will move to academic probation 2 if:

- Cumulative (overall) GPA is below 2.0, and
- Semester (term) GPA is below 2.0



**Academic Probation Level 2 Continued**

Students will be continued on academic probation 2 when:

- Cumulative (overall) GPA is below 2.0, and
- Semester (term) GPA is at least 2.0

**Progress Probation Level 2**

Students will move to progress probation 2 if:

- Cumulative (overall) attempted units with W, I, NP, or NC grades continue to be 50% or more of all attempted units; and
- Semester (term) attempted units with W, I, NP, or NC grades are also at 50% or more of all attempted units

**Progress Probation Level 2 Continued**

Students will be continued on progress probation 2 when:

- Cumulative (overall) attempted units with W, I, NP, or NC grades continue to be 50% or more of all attempted units; and
- Semester (term) attempted units with W, I, NP, or NC grades are below 50%

Students on Probation 2 are required to meet with a counselor to complete an educational plan, and are expected to participate in prescribed strategies and/or support services. An enrollment hold will be placed on the student's records blocking registration until they have met with a counselor.

**Removal from Probation Level 2**

A student on Academic or Progress Probation 2 shall be removed from probation when the student's overall grade point average at Palomar College has improved to 2.0 or higher and their number of completed units reaches more than 50% of all attempted units.

**Standards for Dismissal**

For the purpose of dismissal, semesters shall be considered consecutive on the basis of the student's enrollment, so long as a break in the student's enrollment does not exceed one full primary term.

A student on dismissal status is ineligible to participate in any Palomar College classes or student activities until the requirements for dismissal have been fulfilled. Dismissal is posted on the student's permanent record.

**Academic Dismissal**

A student who is on academic probation 2 shall be subject to dismissal if the student earned a cumulative and semester GPA below 2.0 in all units attempted in each of three consecutive semesters.

Students who begin the spring semester on academic probation 2 will be dismissed if they fail to achieve a minimum semester GPA of 2.0 at the end of the spring term.

**Progress Dismissal**

A student who is on progress probation 2 shall be subject to dismissal if the student's cumulative and semester percentage of all enrolled units with W, I, or NP/NC grades reaches or exceeds 50% percent in each of three consecutive semesters.

Students who begin the spring semester on progress probation 2 will be dismissed if they fail to complete more than 50% of their spring semester course work with grades other than W, I, NP, or NC at the end of the spring term.

**Notification of Probation and Dismissal**

The Admissions and Records Office shall make every reasonable effort to notify a student of probation level 2 or dismissal at or near the beginning of the semester in which it will take effect, but in any case, no later than the start of the next fall semester. A student removed from probation level 2 or reinstated after dismissal shall be notified as soon as possible.

**Reinstatement after Dismissal**

Students who have been dismissed for academic and/or progress reasons are eligible to return after one semester by petition to the Academic Review Committee. Students reinstated by petition return to the College on Probation Level 2, and must maintain a term GPA of 2.0, and/or successfully complete more than 50% of their term course work, to avoid returning to dismissal status. For further information, please stop by the Evaluations Office in the Student Services Center. Students who are dismissed lose their continuing student status and must re-apply to the College.

Students who believe their dismissal should be put aside after being notified must immediately petition the Academic Review Committee. Students must meet with a counselor to initiate the petition process. Petitions may be approved due to extenuating circumstances such as verified cases of accident, illness, or other circumstance beyond the control of the student.

**Financial Aid Disqualification/Ineligibility**

Current financial aid students will be disqualified from receiving financial aid if they fail to meet the Financial Aid Satisfactory Academic Progress Policy established by the Financial Aid, Veterans, and Scholarship Services Office in compliance with federal regulations. In addition, financial aid students will be disqualified automatically from receiving further financial aid when placed on Academic or Progress Probation Level 2 by the College.

Potential financial aid students who are placed on Academic or Progress Probation Level 2 by the College will be automatically ineligible for financial aid.

Students are advised that they may submit a Petition for Financial Aid to the Financial Aid, Veterans, and Scholarship Services Office. More detailed information on the Financial Aid Satisfactory Academic Progress Policy is also available on our web page, [www2.palomar.edu/pages/fa/](http://www2.palomar.edu/pages/fa/).

**Veteran Disqualification/Dismissal**

For a veteran student who falls into academic (term and cumulative GPA falls below 2.0, upon attempting 12 units or more) or progress probation for any semester or session (including summer), the Veterans' Services Office is required to notify the Department of Veteran Affairs (DVA). If the cause for probation has not been removed at the end of three consecutive semesters or sessions (including summer session), the student would be ineligible for benefits for one semester at Palomar College and must follow the reinstatement policy.

Effective Fall 2014, loss of priority registration will occur for students placed on academic or progress probation level 2 for a second consecutive term, and will continue until the student is no longer on a probation status.

### **Veteran Reinstatement after Dismissal**

Reference: U.S. Department of Veteran Affairs, School Certifying Official Handbook for VA Education Benefits; Section: Unsatisfactory Progress, Conduct, and Attendance - Recertification of VA Claimant

Veteran students who have been academically dismissed from Palomar College and wish to pursue reinstatement for GI Bill benefits must fulfill the following requirements.

1. The student must take a full term off from using GI Bill benefits at Palomar College.
2. The student must meet with a Veterans Counselor to get an updated education plan.
3. During or after the term taken off, the student must complete a petition to be reinstated for GI Bill benefits at Palomar College.
4. The student must submit the petition for reinstatement and updated education plan to the Veterans Services Office. The Director of Veterans Services will review the petition, and approval or denial will be determined by the Director's assessment of the student's likelihood of attaining success in his/her educational objective.
5. If the petition is approved, the student will be allowed to certify GI Bill benefits after enrollment. If denied, the student has an opportunity to make an appointment with the Director for review of the decision.
6. If the student's term GPA falls below 2.0 in any future term after reinstatement, the student will be dismissed indefinitely from using GI Bill benefits at Palomar College.

Please check with the Veterans Services Office for details.

### **Official Transcript and Verification of Enrollment**

In the interest of the student who desires to continue studies elsewhere, upon request the College issues an official transcript. The transcript is a duly certified record of all work completed or undertaken by the student at Palomar College, and which is forwarded directly to another institution designated by the student.

Official transcripts may be requested through eServices, the Internet, in person, or by mail. Verifications of enrollment may be requested through the Transcript Office. The first two transcripts and/or verifications of past semester enrollment ever issued to/for the student are furnished free of charge upon request. Rush requests are processed within two (2) business days upon receipt of written request for both pick-up and mail service. If requesting rush transcripts and/or verifications by mail, please write "Rush" on the outside of the envelope. Refer to Section 2, Fees and Expenses, Transcript and/or Verification of Enrollment Fee, or see the Enrollment Services web page, <http://www.palomar.edu/admissions/transcript.htm>, for more information.

High school and college transcripts which are submitted by other institutions to the Records Office become the property of Palomar College and are not forwarded to other institutions.

Transcripts are sent only upon the written request of the student. Seven to ten (7-10) business days are generally required for normal processing of transcripts. We cannot insure delivery of transcripts to the recipient. You will be charged for each transcript processed according to our records.

### **Transfer Credits from Other Sources**

Palomar College is not the custodian of transcripts/test scores from other institutions. When a student has never applied and we have no record of attendance, Palomar transcripts/test scores from other institutions will be purged and the student must re-submit upon application for admission.

#### **Credit from Other Colleges**

It is the policy of Palomar College to grant credit for most courses taken at regionally accredited (Associations of Colleges and Schools) institutions of higher learning. Credit earned at a time when an institution was a candidate for accreditation may be accepted. Official transcripts must be on file with the Records Office to have transfer credit course work applied to Palomar degree, certificate, or transfer evaluations. Hand-carried official copies of transcripts are accepted provided they are received in sealed envelopes.

Transfer credits from institutions using the quarter system shall be evaluated as follows: each unit of work at a quarter system is equivalent to two-thirds of a semester unit (i.e., 3 quarter units equals 2 semester units).

#### **Non-Traditional Credit**

Non-traditional credit may be used to satisfy general education, elective, or major course requirements. A maximum combined total of 48 non-traditional units will be granted. Palomar College will not grant non-traditional credit for non-degree applicable course work.

#### **Advanced Placement (AP) Examination Program**

The California Community College System, the CSU System, and the UC System all award credit for Advanced Placement (AP) Exams. Palomar College grants credit toward its Associate degrees and CSU GE and IGETC certification patterns to high school students who attain scores of 3, 4, or 5 on the Advanced Placement Examinations of the College Board.

Students may earn a minimum of 3 semester units of credit for each AP exam satisfactorily passed. Access the Advanced Placement Program Guide on the Articulation website, [www.palomar.edu/articulation/ap\\_ib\\_clep\\_charts.htm](http://www.palomar.edu/articulation/ap_ib_clep_charts.htm), to identify how AP exam credit can be applied. See a counselor for specific information regarding AP exam placement and credit awarded. Students intending to transfer to a four-year institution should consult a counselor or the individual university regarding its AP credit policy.

To receive credit, students must submit an official AP transcript to the Records Office. For information on obtaining a transcript, contact the College Board. Information is available on the web at <http://www.collegeboard.com>.

#### **Career Technical Education (CTE) Transitions Program**

The CTE Transitions program (formerly known as the Tech Prep Program) is a technical and academic preparation program that enables high school students to prepare for a career and college at the same time. Students can even earn college credits while still in high school!

CTE Transitions is a bridge that connects learning to careers. It is designed to help students gain academic knowledge and technical skills, whereby they can earn college credit for their secondary (high school) course work through the completion of articulated courses. Programs are intended to lead to an associate degree or a certificate in a specific career field, and ultimately, to high wage, high skill employment or advanced postsecondary (college) training.

Through the Credit by Examination process, high school students may receive credit at the college level for some articulated courses. Palomar College awards college credit to high school students who earn an A or B in career-related, articulated high school course work and who pass an exam approved and/or conducted by Palomar College faculty. An articulated course is one in which the high school teacher and Palomar College faculty have formally agreed that the high school's course outline, syllabus, textbook, and final exam are comparable to those in a course of the same major at Palomar College.

For more information about the CTE Transitions high school course articulation program, contact the Palomar College CTE Transitions Coordinator at (760) 744-1150, extension 3047, or through the Career and Technical Education Office in room AA-133.

### **College Level Examination Program (CLEP)**

Palomar College grants credit for successful completion of certain CLEP examinations to students who attain satisfactory scores. Access the CLEP Program Guide on the Articulation website, [www.palomar.edu/articulation/ap\\_ib\\_clep\\_charts.htm](http://www.palomar.edu/articulation/ap_ib_clep_charts.htm), to identify how CLEP credit can be applied.

Students may earn a minimum of 3 semester units of credit for each exam satisfactorily passed. See a counselor for specific information regarding CLEP placement and credit awarded. Students intending to transfer to a four-year institution should consult a counselor or the individual university regarding its CLEP credit policy.

To receive credit, students must submit an official CLEP transcript to the Records Office. For information on obtaining a transcript, contact the College Board. Information is available at <http://www.collegeboard.com>.

### **Defense Activity for Non-Traditional Education Support (DANTES) Examination Program**

Palomar College may award credit for successful completion of certain DSST (DANTES Subject Standardized Test) exams to students who attain satisfactory scores. Access the DANTES Program Guide on the Articulation website, [www.palomar.edu/articulation/ap\\_ib\\_clep\\_charts.htm](http://www.palomar.edu/articulation/ap_ib_clep_charts.htm), to identify how DANTES credit can be applied to the Associate degree. See a counselor for specific information regarding DSST placement and credit awarded.

The College is guided by the credit recommendations of the American Council on Education (ACE). To receive credit, students must submit an official DANTES transcript to the Records Office. For information on obtaining a transcript, visit the DANTES website. Information may be found at <http://www.dantes.doded.mil> under Examination Programs.

### **Foreign Course Work**

Students who have satisfactorily completed course work from a foreign nation's appropriately accredited university may be able to apply those course credits toward an Associate degree at Palomar College. Course work must first be evaluated by an approved credentials evaluation agency and then reviewed by Palomar's Evaluations Office. Some course work may also require approval by Department Chairs.

To have foreign course work credits evaluated, students should contact one of the approved credentials evaluation agencies. A list is available in the Evaluations Office. Request a detailed equivalency report that indicates - for each course - whether it is an upper- or lower-

division course, it's U.S. semester equivalency, and the grade the student earned. The Evaluations Office will determine how course work will be applied to requirements. Palomar College will not determine course transferability to other colleges and universities.

Please note foreign course work will NOT satisfy general education requirements for English composition and oral communication courses.

### **International Baccalaureate (IB) Examination Program**

Palomar College may award International Baccalaureate (IB) Examination credit toward the Associate degree, or for CSU GE or IGETC transfer certification, to high school students who attain an appropriate score on Higher Level exams. Access the IB Program Guide on the Articulation website, [www.palomar.edu/articulation/ap\\_ib\\_clep\\_charts.htm](http://www.palomar.edu/articulation/ap_ib_clep_charts.htm), to identify how IB exam credit can be applied.

See a counselor for specific information regarding IB exam placement and credit awarded. Students intending to transfer to a four-year institution should consult a counselor or the individual university regarding its IB credit policy for major course work.

To receive credit, students must submit an official IB transcript to the Records Office.

### **Military Service Schools**

Palomar College may award credit for schools and training completed while in the military. Typically, credit awarded is applied only toward the Associate degree, usually as elective units. However, completion of Basic/Recruit Training will meet the Health and Fitness requirement for the Associate degree, and will meet Area E requirements for both Associate Degree GE and CSU GE.

Students may earn up to 48 semester units for military schooling and training. Credit is awarded for work satisfactorily completed at the lower-division baccalaureate and associate degree levels only. Students intending to transfer to a four-year institution should consult with the individual university regarding its military credit policy.

To receive credit, students must submit an official transcript to the Records Office. These may include the following: Joint Services Transcript (JST); Sailor/Marine American Council on Education Registry Transcript (SMART); Army and American Council on Education Registry Transcript Service (AARTS); Community College of the Air Force (CCAF) transcript; Coast Guard Institute (CGI) transcript; official transcripts from DANTES/USAFI; or verified copies of DD214 or DD295 military records.

### **Religious Course Work**

Palomar College will not accept any course, even from a regionally accredited institution, that promotes a specific religious doctrine. Courses with a broad philosophical perspective will be accepted.

Examples of courses which may be appropriate for general education include The Bible, The New Testament, The Koran, and The Torah, as long as the treatment of these topics is academic and stresses these books as literary works in an historic or philosophic way.

We will not accept courses that are taught from a specific doctrinal perspective or which attempt to proselytize. Examples of courses which are not appropriate for general education include Preparing for a Mission, The Baptist Ministry, and Living as a Christian. Courses which by title may not appear as faith-based may still be unacceptable if the description includes dogma.



**U.S. Air Force ROTC Program**

The Air Force Reserve Officer Training Corps (ROTC) is a three or four year program designed to equip students with leadership skills and commission officers for tomorrow's Air Force. Required course work includes lectures, a leadership laboratory practical component, panel discussions, dialogues, problem solving, and physical training. All course work is completed on-site at or near San Diego State University (SDSU), with the exception of a four-week summer Field Training encampment conducted on a military base between the second and third year.

Palomar College does not have an ROTC program; however, under the provisions of a special agreement, students may participate in the ROTC program at SDSU. Students may enroll and attend ROTC classes at SDSU by contacting the SDSU Aerospace Studies Department at (619) 594-5545. Scholarships may be available for qualified cadets. The credits in these classes may be transferred as electives to meet degree requirements. Upon successful completion of the program and all requirements of a bachelor's degree, cadets are commissioned as Second Lieutenants and serve a minimum of four years of active duty in the Air Force.