

## STUDENT SERVICES . . . . .



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## **Section 3 – Student Services**

### **Admissions and Records**

#### **SSC #49, Ext. 2164**

The Admissions, Enrollment, Records, and Evaluations Office provides a variety of services to students. It is usually the first office prospective students' visit, and the last office students see before transferring or graduating. Following are some of the services provided.

All students must submit an application for admission in order to attend Palomar College. The admission application permits a student to enroll, and sets up a history for each student. The Admissions and Enrollment area also processes adds, drops, reinstatements, refund petitions, petitions for audit and credit-no credit, and accepts requests for transcripts and verifications of enrollment.

The Records and Evaluations area is responsible for a wide variety of services. These include processing grades and maintaining academic records; maintaining student history information, such as name and social security number changes; processing requests for transcripts and past semester enrollment verifications; receiving transcripts, tests results, etc. from other institutions; processing Petitions for Academic Renewal, Credit by Examination, and Course Repetition; evaluating records and transcripts for graduation and transfer; and enforcing academic regulations.

### **Articulation Services**

#### **SSC Bldg., Ext. 2528**

The Palomar Articulation Officer secures course articulation agreements with colleges and universities throughout California and out of state. Students use these agreements to plan their educational programs in preparation for transfer to a four year college or university. Agreements and course requirements are available in the Counseling offices and on-line at <http://www.assist.org>

### **Athletics**

#### **O-10 Bldg., Ext. 2460**

Palomar College has intercollegiate teams in the following men's sports: baseball, basketball, football, golf, soccer, swimming, tennis, volleyball, water polo, wrestling, and cross country. Women can compete intercollegiately in the following sports: basketball, cross country, softball, soccer, swimming, tennis, water polo and volleyball. Contact the Department of Athletics for more information (760) 744-1150, ext. 2460.

### **Bookstore Services**

#### **SU Bldg., Ext. 2220**

The Palomar College Bookstore is a comprehensive operation that provides textbooks, supplemental reading materials, and auxiliary supplies for students and staff.

Textbook services are provided by the bookstore at most Educational Center locations. Check the Class Schedule for exact times and locations. The Bookstore is a lease operation run by Follett Corporation and is responsible for its own income and expenses. Hours of operation for the San Marcos campus during regular semesters are Monday through Thursday 7:30 a.m. to 7:30 p.m. and Fridays 7:30 a.m. to 1:30 p.m. Hours will change during registration; please check the Class Schedule.

### **Career Services**

#### **SSC #24, Ext. 2194**

The Palomar College Career Center has an up-to-date career resource library and a computer lab that provide career, college and job search information. Computerized career assessments/inventories are available free-of-charge. Career Center staff assist students with career exploration and using all resources in the Career Center.

The Career Center offers short term counseling classes (three class sessions each), Career Search, Counseling 165 and Major Search, Counseling 170. Career Search assists students in the career decision making process through assessment and exploration. Major Search helps students assess their interests in order to choose a college major and develop an educational plan. Both classes are available throughout the year on the San Marcos campus.

Career Center services are available to Palomar College students, staff and the community. For more information about the Career Center visit the web site <http://www.palomar.edu/counseling/careercenter/>.

### **Children's Center**

#### **CDA Bldg., Ext. 2575**

The Child Development Instruction and Services Center is an NAEYC (National Association for the Education of Young Children) accredited laboratory preschool program.

The Child Development Instruction and Services Center in San Marcos provides services to approximately 150 children ages 18 months to five (5) years of age. The Center receives funding from the California Department of Education and from parent fees. The Center serves children of Palomar College students, faculty, staff, and community members. The Center also serves as a laboratory for students who are Child Development majors. Students are trained in proper room environments, appropriate group experiences, activities and techniques.

The San Marcos Center is open from 7:00 a.m. to 6:00 p.m., Monday through Friday. Children must be enrolled in a minimum of two days. Enrollment is not available on a drop in basis. Subsidized services are provided to the children of income qualified Palomar College students at no or low cost, based on family size and income.

The Escondido Child Development Center opened spring 2000. This Center serves approximately 44 children three to five years of age. The Center is open from 7:00 a.m. to 5:30 p.m., Monday through Friday. The State Preschool program operates at the Escondido Center.

State preschool services are available to 4-year old children of any family, within our community, who are low income and meet the guidelines set forth by the California Department of Education. Children attend all five days, three (3) hours per day.

### **Counseling Services**

#### **SSC #24, Ext. 2179**

Academic advisement, career guidance, Cyber-counseling, and personal counseling related to academic success are provided in the Counseling Center, located in the Student Services Center. Counseling services are provided according to the needs of each student as described below.

Academic advisement is available to students seeking assistance with scheduling or clarification of requirements for certificates, graduation or transfer. Inasmuch as careful course selection is a key to a successful college experience and is subject to change, it is wise for students to consult with a counselor each semester.

Career guidance is available in the Career Center, through career classes, and with individual appointments.

Personal counseling is available to the students who may seek the assistance of a professional counselor in finding solutions to problems that may be affecting their academic progress. A counselor may also provide further assistance in helping students understand their attitudes, feelings, and academic potential, thereby enabling them to make realistic decisions. Appropriate referrals may also be given.

Assessment and orientation provide students with eligibilities in math, English, and reading. A general overview of the college, its programs and services, and preparation for registration are included.

### **Disability Resource Center (DRC)** **DSP&S Bldg., Ext. 2375**

DRC provides special counseling, services and instruction for those with physical, learning, vision, hearing, communication and psychological disabilities.

The following is available to qualified students: orientation, on-campus transportation, special parking, priority registration, counseling, testing, supportive instruction in English, math, speech/language, reading, and adapted physical education. An adapted computer instruction program provides varied instruction for those with specific disabilities.

Interpreters for the deaf, readers, notetaking assistance, testing accommodations, mobility assistance and access to alternative media are also offered.

Special equipment including power wheelchairs, computers, tape recorders, and other equipment are part of the support services offered to students with disabilities.

The DRC program acts as an advocate for students with disabilities representing their interests on campus as well as with various state and local agencies including the State Department of Rehabilitation.

Call DRC for further information at (760) 744-1150, ext. 2375; the TTY number for the deaf and hard of hearing is (760) 471-8506. Visit our website [www.palomar.edu/dsps](http://www.palomar.edu/dsps).

### **Extended Opportunity Programs and Services (EOP&S)/CARE** **TCA Bldg., Ext. 2449**

EOP&S is a state-funded program designed to provide support services and benefits for students who are financially and educationally disadvantaged. CARE, also a state-funded program, assists single parent recipients of TANF/CalWORKs who would like to attend college. These programs offer academic and support counseling, priority registration, four-year college fee waivers, student success workshops, financial aid and other support services. The EOP&S/CARE office, located on the San Marcos campus, TCA building, is open Monday and Tuesday, 8:00 a.m. to 3:00 p.m. Phone: (760) 744-1150 ext. 2449; website [www.palomar.edu/eops/](http://www.palomar.edu/eops/)

REACH is Palomar's support program for CalWORKs students. The REACH program serves parents who are attending school as part of their welfare-to-work plan with the county. To be eligible, the student must be a current CalWORKs recipient or have received aid within the last two years. The student must also be working toward a certificate, AA degree, transfer to a four-year university, or to improve work skills.

Benefits include: academic and support counseling, priority registration, student success workshops, financial aid and other support services. The student does not have to be a full-time student to receive benefits. Phone (760) 744-1150, ext. 2449.

### **Financial Aid and Scholarships** **SSC #50, (760) 891-7510**

Information on options for financial assistance to help minimize the student's financial burden of a college education is available at the Financial Aid & Scholarships Office, or log on to our web site at <http://www.palomar.edu/fa/>. Financial assistance comes in the form of waivers, grants, part-time employment, student loans, and scholarships. The following is a brief summary of the aid programs available at Palomar College.

#### **Board of Governor's Waiver (BOGW)**

This program waives the enrollment fee for all eligible California resident students. It also waives a student's health fees. Application forms are available inside the class schedule or at the Financial Aid Office.

#### **Cal Grant (Cal B, C)**

This is a state funded program and is awarded to students based on a formula determined by the California Student Aid Commission. The formula includes factors such as income/assets and grade point average. Must have a minimum enrollment of six (6) units.

#### **Institutional Emergency Loans**

Short-term emergency student loans are available for students enrolled during the current semester who are Pell Grant eligible or student employees and who demonstrate an unexpected emergency need for funds to continue their education at Palomar College. Must have a minimum enrollment of six (6) units.

#### **Federal Pell Grant**

This grant is an entitlement award and usually awarded to low-income students. Students with a Bachelor's Degree are not eligible.

#### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

This grant is usually awarded to students who have already been awarded the Pell Grant and have demonstrated high unmet financial need. Must have a minimum enrollment of six (6) units.

#### **Federal Work Study (FWS)**

This program provides part-time employment on campus. The award does not have to be repaid BUT must be earned through employment on campus. Must have a minimum enrollment of six (6) units.

#### **Subsidized William D. Ford Federal Direct Loan**

This is a federal student loan program in which the government makes loans available to students to be used for direct educational expenses. The interest rate is variable. Repayment begins six (6) months after the student is no longer

enrolled in college or drops below six (6) units of enrollment. The government does not charge interest on the loan while the student is in school.

### **Unsubsidized William D. Ford Federal Direct Loan**

This loan is similar to the Subsidized William D. Ford Federal Loan in that it is to be used for direct educational expenses BUT is certified for students who cannot demonstrate financial need. The student pays the interest at all times on this loan. Variable rate.

### **Social Security Number and Name Match**

A student's financial aid record is maintained according to the student's social security number and legal name. All financial aid applicants are required to make sure that their social security number and legal name not only matches with legal documentation but also matches with their student academic records. Mismatches will void your financial aid application.

### **Scholarships**

Private scholarships sponsored by individuals and organizations are available. Selection criteria and amounts are determined by the donors and vary.

Students are encouraged to call for more information at (760) 744-1150, ext. 2846, log on to our web site at <http://www.palomar.edu/fa/>, or stop by the Financial Aid and Scholarships Office and pick up an application form. The Financial Aid and Scholarships Office is located in the Student Services building, #50.

### **Food Services**

#### **SU Bldg., Ext. 2233**

Dining Services offers a variety of options for both students and staff on the Palomar Campus. The Comet Café located across from the Student Union, offers a variety of venues for customers to choose from. Bene Pizza offers freshly baked pizza and Italian specialties, or you can enjoy a fresh sandwich from Subway. The Grill provides a selection of favorites, from burgers to Philly Cheese Steaks. Worlds' Fare offers a selection of international favorites and Kettle Classics provides a daily selection of homemade soups and chili. The Comet Café also has an extensive selection of grab and go beverages, snacks and entrees.

Java City located in the Student Union provides our customers with a full service espresso and smoothie bar where you can enjoy your morning coffee or your favorite smoothie. Java City provides extensive grab and go selections including salads, sandwiches, and a variety of pastries. Java City also offers a selection of pizza and fresh soup during lunch and dinner hours.

The Pavilion Coffee Shop is located behind the Bohem Gallery, and offers a full service espresso bar for our customers. The Pavilion has a large selection of snacks, including grab and go beverages, pastries and candy.

The Snack Shack offers a variety of bottled beverages, coffee and snacks for both students and staff.

### **GEAR UP Program** **(760) 290-2521**

GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) is a Palomar College educational partnership grant program with the San Marcos Unified School District (SMUSD) and includes: The Boys and Girls Club of San

Marcos, San Marcos Chamber of Commerce, North County Times, Cox Communications, Imagine San Marcos, Padres Unidos, San Marcos Middle School, and San Marcos High school.

GEAR UP staff work with SMUSD 5,000+ 5th grade through 12th grade students, parents, teachers, and administration to offer a variety of early academic intervention programs and services, while creating a college-going school culture and helping ALL students to succeed and make plans to pursue higher education.

GEAR UP provides a wide network of support with the involvement of community based organizations, businesses, local colleges and universities, Palomar College students, faculty, and staff. GEAR UP creates innovative programs that help all students within an entire grade level while creating positive changes for student success. Funded through the United States Department of Education, GEAR UP is mandated to create a dollar-for-dollar match through community contributions, college involvement, and in-kind support. The primary objective is to create a seamless education from K-College for students and their parents, and to promote college knowledge early so more students are better prepared for postsecondary education.

GEAR UP has opportunities for student employees (tutors/mentors), volunteers, federal work study students, faculty/staff, and community services learning students to get involved in K-12 education as part of the school day, after school, or with our evening and weekend programs, events, or field trips. Anyone interested should contact Grant Funded Student Programs/GEAR UP at (760) 290-2521, or visit our web site at [www.palomar.edu/gearup](http://www.palomar.edu/gearup).

### **Health Services**

#### **SHS Bldg., Ext. 2380**

All currently enrolled students who have paid a health fee qualify for a variety of free or low-cost health benefits. Registered nurses are available during operational hours to assist with health needs, evaluate health concerns and provide treatment and/or community referrals. Services include: emergency/first aid care, immunizations, TB tests, hearing, vision and blood pressure screenings, and cholesterol blood testing. Over-the-counter medications are available in Fast Aid Stations located in Health Services and the Admissions area on the San Marcos campus and by the Health Services office in Escondido. Health counseling and education are also offered to assist students with nutrition, sexually transmitted infections, lifestyle alternatives and wellness.

APPOINTMENTS ARE NECESSARY FOR: Routine nursing procedures and physician visits.

For more information: San Marcos Campus, call (760) 744-1150, ext. 2380; Escondido Center, (760) 432-0624, ext. 8105, or visit our web site at: <http://www.palomar.edu/healthservices>.

### **International Education** **SU-103, Ext. 2167**

The Office of International Education specializes in admitting and assisting international students on F-1 and M-1 visas. Palomar College has approximately 300 international students enrolled each year, representing over 47 countries. The Office of International Education administers specialized orientation and assessment sessions for their students, as well as offer

assistance with class selection and registration. The office also assists students with immigration advising, housing needs when possible, and a variety of academic and personal issues that may arise during their stay at Palomar.

The office maintains information on TOEFL exams, medical insurance requirements, and foreign credentials evaluation services. For detailed information on international student admission, please refer to Section 2, Admissions and Registration, call the Office of International Education at (760) 744-1150, ext. 2167, or visit our web site at <http://www.palomar.edu/internationalstudents>.

In addition to services provided to international students, the office is responsible for the membership in the Southern California Foothills Consortium, which offers semester-length study abroad programs in London and Salamanca, Spain. For detailed information on these programs, call the Office of International Education, (760) 744-1150, ext. 2167 or visit our web site at <http://www.palomar.edu/studyabroad>.

## **Library Services**

### **LL Bldg., Ext. 2612**

The Palomar College Library collection houses over 130,000 items including books, periodicals, videos, CDs, DVDs and audiocassettes. Patrons have access to a variety of reference material in different formats including microfilm, Internet databases, and printed material. In the Academic Research Lab, located on the second floor in the reference area, state-of-the-art media provide access to online full-text journal articles which augment the library's extensive print magazine, newspaper, and journal holdings. This information is available over the internet, in-house as well as off-campus once the user has obtained the necessary password from the circulation desk.

Research assistance is available at the Reference Desk for individuals as well as entire classes. Librarians offer bibliographic instruction classes tailored to a variety of topics. The Library's online catalog can be searched in-house or off-campus over the internet. The Library web site can be found at <http://www.palomar.edu/library/>.

At the Circulation Desk, services include checkout of library material, missing book searches, and renewals. Information about instructor reserves, nursing reserves, legal reserves, and Interlibrary Loan items are available at this desk. Material from the media collection is also circulated at the Circulation Desk. Patrons can also check out videos or DVDs for class assignments to watch in-house. Equipment is also available to listen to audiocassettes, CDs, and view DVDs.

Audio Visual Services provides portable media and computer equipment for the entire campus as well as sound equipment for special events. A-V staff also offers training and assistance with equipment needs.

Also housed in the library building on the first floor are:

Academic Technology	ext. 2657
DRC Adaptive Computer	
Training Center	ext. 3081
Tutoring Center	ext. 2448

The Ernest J. Allen Library in the Escondido Center offers a full range of academic library service. This branch of the Palomar College Library provides an area for students to read, browse, use computers for research, check out library material and ETV video class tapes, and to photocopy material. Class orientations and instructor reserve services are available. Intra-library loan provides access to material from the San Marcos campus library.

The Library also supports a shared-use facility on the Pauma Reservation, the AA'Alvikat Library, (760) 742-1289.

## **School Relations**

### **SU-1, Ext. 2182**

School Relations is coordinated through the Counseling Department. Activities with local high schools and middle schools are planned and conducted on an individual basis to initiate and maintain positive relations. For more information please contact: the Assessment Coordinator/School Relations, (760) 744-1150, ext. 2182 or e-mail [Assessment@palomar.edu](mailto:Assessment@palomar.edu).

## **Office of Student Affairs**

### **SU-201, Ext. 2594**

The Office of Student Affairs is a very valuable resource for students. The Director of Student Affairs is responsible for student co-curricular activities, the Associated Student Government, clubs, student discipline, administration of the District's free speech policy, and Student Union usage. Students and members of the community can access and post on the Office e-classified ads and the Office of Student Affairs also administers the Gene Jackson Emergency Loan Program for students. All vendors desiring access to the college community must have approval from this office. The Director of Student Affairs also oversees the operation of the college food services and bookstore. This office also handles student initiated grievances and enforces the College smoking policy.

## **Associated Student Government**

### **SU-102**

The Associated Student Government (ASG) is elected by students taking credit courses. Members of student government represent all students in the shared governance process of the college. Academic credit is available to all students participating in ASG and is the official means of communication between the students and other organizations of the college.

## **Comet Center**

### **SU-104**

The Comet Center provides many valuable services to the students of Palomar College. This is an excellent source of information about the college and student life and student activities. The Center produces and renews the student identification card which is used throughout the campus. The ID card is necessary when using the services of admissions, bookstore, Counseling, English Lab, Math Center, Library, Tutoring, Health Services and other student service areas. The ID card is also used to track student hours in lab-type classes, and to monitor access to college services. The ID card is a worthwhile card to have, not only for easy access to Palomar services, but also for great student discounts offered by many of our local businesses. The Comet Center also rents lockers and sells parking permits, discount movie tickets, monthly bus passes, and tickets to various amusement parks. The Comet Center also assists with information related to alcohol and drug abuse prevention programs and referral services.

## **Inter-Club Council**

The Inter-Club Council is comprised of club representatives from all campus clubs and organizations. Students interested in starting their own club should contact the Office of Student Affairs located in the Student Union building.

### **Student Participation in Governance**

The Palomar College governance structure provides for representation of students. Students are appointed to college committees by the Associated Student Government. For further information call (760) 744-1150, ext. 2594.

### **Transfer Center** **SSC Bldg., Ext. 2552**

The Transfer Center coordinates all aspects of the admission guarantee programs to the University of California system, as well as provides updated information regarding successful transfer to all four-year universities. Cross-enrollment processing, application assistance, and the opportunity to schedule appointments with visiting four-year university representatives are but a few of the services that are offered.

Students interested in transferring should plan in advance to understand critical application filing periods and procedures. For more detailed transfer information link to the Transfer Center web page at <http://www.palomar.edu/counseling/transfercenter>.

### **TRIO Programs**

Since 1965, America's federally funded TRIO programs have been helping students from low-income families and first generation backgrounds to finish high school, succeed in college, and successfully graduate and/or transfer. These programs help assure that students from disadvantaged backgrounds have the support necessary to enter college and graduate and/or transfer to a four-year postsecondary institution.

There are eight federally-funded TRIO programs nationally, and three are hosted at Palomar College under Grant Funded Student Programs. These are Upward Bound, Student Support Services, and NCEOC (North County Educational Opportunity Center). Visit our web site at [www.palomar.edu/grants](http://www.palomar.edu/grants)

### **TRIO/Student Support Services** **TCB #4, Ext. 2761**

TRIO/Student Support Services at Palomar College is designed to provide support services to potential transfer college students and enhance their chances for successful completion as they pursue their baccalaureate degree.

In order to receive assistance through TRIO/Student Support Services, students must be enrolled at Palomar College, need the services of the program, and meet eligibility requirements. Program services include academic advising, tutoring, priority registration, personal, career and transfer counseling, direct grant assistance (per eligibility), college/university visits, student success workshops, financial aid information, and cultural events. All participants must be either low-income, first generation college, and/or disabled.

For further information call TRIO/SSS at (760) 744-1150, ext. 2761, or visit our web site at [www.palomar.edu/TRIOSSS](http://www.palomar.edu/TRIOSSS).

### **TRIO/North County Educational Opportunity Center** **ST 26, Ext. 2364 or** **Escondido Center, Ext. 8110**

The Palomar College North County Educational Opportunity Center (NCEOC) is a program funded by the U.S. Department of Education. NCEOC staff provides information and advising

to qualified adults (low-income and or first generation college) who want to enter or continue attending an adult school (GED program), community college (including ESL, vocational, certificate and degree programs), or other educational institutions (after high school).

The program staff provide academic advisement, career advisement, financial aid information, access to postsecondary tutoring, test preparation and workshops designed to support student success.

For more information about NCEOC eligibility or to volunteer or do an internship with the program, call (760) 744-1150, ext. 8110, or visit us at [www.palomar.edu/nceoc](http://www.palomar.edu/nceoc).

### **TRIO/Upward Bound** **Escondido Center, Ext. 8158**

TRIO/Upward Bound at Palomar College helps 55 local area high school students be more academically successful in school, while preparing for higher education choices. Participants receive supplemental instruction and tutoring/mentoring in literature, composition, foreign language, mathematics, and science at Palomar College and after school, on Saturdays, and during the summer.

In order to participate in TRIO/Upward Bound, students must be enrolled in the following high schools: San Marcos, Oceanside, El Camino, Escondido, Orange Glen, or San Pasqual. Program services include academic/career advising, tutorial program, college admission assistance, financial aid information, study skills workshops, PSAT/SAT/ACT preparation, college campus visitations, educational/cultural trips, parent workshops, and a summer residential program.

The Upward Bound program hires Palomar College students and staff/faculty to serve as tutors, mentors, and Saturday instructors. Anyone interested should contact the UB office, (760) 744-1150, ext. 8258, or visit us at [www.palomar.edu/upwardbound](http://www.palomar.edu/upwardbound).

### **Tutorial Services** **LL Bldg., Ext. 2448**

The Tutorial Center, located in the Library, first floor, provides help in many academic subjects offered by Palomar College. Students are served on a walk-in basis and must be registered in the course(s) for which they are seeking assistance. Tutors hired to work for the Center are trained in tutoring methods and learning strategies. For more information about this service, contact the Tutorial Center. Refer to the class schedule for office hours or call (760) 744-1150, ext. 2448 or at [pctutoring@hotmail.com](mailto:pctutoring@hotmail.com).

### **Veterans' Services** **SSC #48, Ext. 2173**

The Veterans' Services Office, located in the Student Services Center, provides information on veterans' education benefits and services; helps veterans, dependents and active duty military with applications and forms needed to collect their G.I. Bill benefits. Students are served on a walk-in basis.

New students are required to:

1. Complete the Palomar College Application for Admissions.
2. Select a major and make a counseling appointment through the Counseling Office to obtain an educational plan.
3. Register for classes. Students are responsible for paying

their registration fees.

4. Pick up a Veterans' Services benefit package from the Veterans' Office.

New students will submit the completed package to the Veterans' Services office after they have registered in their classes.

Continuing students should contact the Veterans' Office prior to the end of each semester to keep their VA payment coming for the next semester. It takes about eight to twelve (8 to 12) weeks for processing of VA Educational claims.

Students are paid VA benefits based on their attendance in classes, and must reapply to Veterans' Services each semester if they wish to receive benefits. Students are required to choose a major and enroll in classes required for that major. Official transcripts from all previous schools, colleges, military training and CLEP tests must be submitted to the college for evaluation before the end of the students first semester of attendance.

Because not all courses are VA approved or payable, students should, prior to registering, contact the Veterans' Advisor for review of their classes. Students cannot repeat courses for VA pay, and must report all changes in their classes and units, including adds and drops both to the Admissions and Veterans' Office.

### **California Veteran Dependent Exemption**

The children and spouses of U.S. veterans with service connected disabilities or veterans who have died in service or from service connected disabilities may be eligible for waiver of college fees. For more information see the Veterans' Services office.

### **Servicemembers Opportunity Program**

As a Servicemember Opportunity College, Palomar College provides academic assistance to active-duty personnel which includes program planning and guidance in understanding educational options, acceptance of traditional and nontraditional learning experiences, tutoring or similar learning opportunities. Courses are offered in the evening, on weekends or other nontraditional time frames, and at the Camp Pendleton Marine Corps base.

### **ConAP Program**

ConAP, a joint program between the Army and Palomar College, admits new soldiers to the college at the same time they enlist in the Army or Army Reserve. Army recruiters refer new soldiers to the college. Eligible soldiers are admitted, either on a full or provisional basis with enrollment deferred until completion of active military services. For more information contact the VSO or your local Army recruiter.

### **SOCNAV/SOCMAR Programs**

SOCNAV/SOCMAR programs are open to Navy and Marine personnel and their families and were established to enhance the quality of college programs. They provide them opportunities to complete college programs without suffering credit loss because of frequent changes of duty station. SOCNAV/SOCMAR schools accept credit for rates and ratings as recommended by the ACE Guide and guarantee transfer of courses among each other in numerous degree programs.

For more information, contact the Palomar College Camp Pendleton Center at (760) 725-6626; or contact the VSO at (760) 744-1150, ext. 2173.





## STUDENT RIGHTS & RESPONSIBILITIES . . . . .

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## Section 4 – Student Rights and Responsibilities

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

### Academic Integrity

The Center for Academic Integrity at Duke University\* defines academic integrity as a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action.

Palomar College is wholly committed to the idea and ideals of academic integrity. We embrace and adopt the definition and related principles of academic integrity provided by the Center for Academic Integrity stated in the paragraph above. Following are the explanations of the five principles as provided by the Center for Academic Integrity and adopted by Palomar College.

1. **Honesty:** Begins with oneself and extends to others. In the quest for knowledge, we must be honest with ourselves and with each other, whether in the classroom, laboratory, meeting, library, or on the playing field.
2. **Trust:** Only with trust can we believe in the research and efforts of others and move forward with new work. Only with trust can we collaborate with individuals, sharing information and ideas without concern that our work will be misappropriated or misused, our reputations diminished, or our academic careers harmed. Only with trust can our communities believe in the social and economic value and meaning of an institution's scholarship and degrees.
3. **Fairness:** Important components of fairness are predictability, clear expectations, and a consistent and just response to dishonesty. All campus constituencies have a role in ensuring fairness and a lapse by one member of the community does not excuse misconduct by another.
4. **Respect:** Demonstrated by attending class, being on time, paying attention, following instructions, listening to other points of view, being prepared and contributing to discussions, meeting academic deadlines, and performing to the best of our ability. Being rude, demeaning, or disruptive is the antithesis of respectful conduct. We show respect for the work of others by acknowledging our intellectual debts through proper identification of sources.
5. **Responsibility:** Shared responsibility distributes the power to effect change, helps overcome apathy, and stimulates personal investment in upholding academic integrity standards. Being responsible means taking action against wrongdoing, despite peer pressure, fear, loyalty, or compassion. At a minimum, individuals should take responsibility for their own honesty and should discourage and seek to prevent misconduct by others. Whatever the circumstances, members of an academic community must not tolerate or ignore dishonesty on the part of others.

\* The Center for Academic Integrity is affiliated with the Kenan Ethics Program at Duke University in Durham, North Carolina.

### Debts Owed to the College

Debts occur when a student fails to repay money borrowed from the College, violates a student financial aid contract, fails to pay tuition and/or enrollment fees, library fines, or

bookstore charges. Debts also occur when the student fails to reimburse the College for a returned check, does not return or account for athletic equipment/uniforms, or fails to pay scheduled fees for other services provided by the college. This list of debts is not all inclusive and may include others not specifically listed. If a delinquent debt is sent to the Chancellor's Office Tax Offset Program or another collection agency, a 33% penalty charge will be added to the balance owed.

Palomar College reserves the right to withhold all further services until the debt is paid in full. Grades and transcripts may be withheld until all financial obligations are cleared.

### Drugs and Alcohol Policy

It is the policy of the Palomar Community College District to provide, maintain, encourage, and support a drug-free and alcohol-free campus. The commitment of this policy is to education, prevention, rehabilitation, and recovery. An alcohol-free and drug-free campus will promote the safety and health of students, employees, and the public.

All employees and students are clearly and expressly prohibited from the possession, being under the influence, or consumption of alcohol, illegal drugs, or controlled substances on campus, at any school-sponsored event, or while acting within the scope of employment.

The complete policy is included in the Student Guidebook, and is also available in the Office of Student Affairs.

### Smoking Policy

It is the policy of Palomar Community College District that there shall be no smoking permitted in buildings or within 20 feet of buildings at Palomar College. Any questions or concerns related to this policy or enforcement should be directed to The Director of Student Affairs in Room SU 201.

### Parking and Traffic Regulations

#### Parking Permits

A valid permit from the college is required for the parking of every motor vehicle on District property. The permit must be placed on the rearview mirror when parked; or, if you have a convertible, a decal may be affixed to the right rear bumper or right rear window and on the left front fork of motorcycles.

Permits may be purchased at the Cashier's Office and PIC Center on the San Marcos campus and at the Palomar College Escondido Center. Semester permits are only valid during dates on permits. One-day parking permits may be purchased for \$2.00 from machines located in student lots #3, #5, #9, #12 and the Escondido campus. Permits are transferable to another vehicle.

Student permits are valid only in designated student parking lots or on the roadway where parking is authorized. Overnight parking is not allowed without prior approval from the College Police Department. Violators will be towed at owner's expense and/or cited.

#### Citations

Vehicles receiving Palomar College citations have the same legal status as parking citations issued by any other law enforcement agency in California. Citations may be satisfied by paying the fine (bail) within 21 days at the San Marcos campus Cashier's Office, open Monday through Thursday from 8:00 a.m. to 7:00 p.m., and on Friday from 8:00 a.m. to 4:30 p.m. Bail will also be accepted by check or money order via U.S. mail (the citation must accompany the bail deposit). Credit

card payments may also be made at PayMyCite.com. All registered owners are responsible for the citations issued to their vehicle.

For further information regarding the regulations and citations, contact the College Police Department at (760) 744-1150, ext. 2289.

### **Palomar College Police Department**

The Palomar Community College District Police Department was established by the Governing Board of the District effective August 28, 1998. The Police Department is a fully accredited and California POST certified police agency. The Police Department employs trained police officers whose authority is the same as all sworn peace officers in California. The Police Department will exercise the power to issue official citations for violations of the law, and in situations requiring it, may arrest violators, taking them into custody and booking them into the San Diego County Jail located in Vista. Students and staff are advised to give all members of the Police Department their full cooperation and respect as they carry out their important duties to protect students, faculty, and staff while seeking to provide a safe environment on and near District property.

### **Crime Awareness**

Information (reports) concerning occurrences of criminal and non-criminal acts are required to be kept under the Crime Awareness and Campus Security Act of 1990 (as amended) and California Education Code Section 67380. A written request for a copy of any reported incident must be filed at the Palomar College Police Department located at the Mission Road entrance to the San Marcos campus. This written request should be filed 7-10 business days after the date of the incident's occurrence.

All written requests shall be addressed to the Palomar College Police Department, Palomar Community College District, 1140 W. Mission Road, San Marcos, CA 92069-1487. Processing these requests requires a minimum of 3-5 business days.

### **Sexual Harassment Policy**

It is the policy of Palomar Community College in keeping with efforts to establish and maintain an environment in which the dignity and worth of all members of the college community are respected, that sexual harassment of students and employees is unacceptable conduct and will not be tolerated.

This policy applies to the unlawful harassment of any student on the basis of sex by any employee of the District including, but not limited to, classroom conditions, grades, academic standing, scholarships, recommendations, employment opportunities, disciplinary action, or any other aspect of college life within the control of the District or its employees.

This policy also applies to the unlawful sexual harassment of any employee with respect to all terms and conditions of employment with the District, including but not limited to hiring, placement, evaluation, promotion, disciplinary action, layoff, recall, transfer, leaves of absence, training opportunities, compensation, work assignments, and hours of work, shifts, or workload.

Employees who violate this policy may be subject to corrective measures and to disciplinary action up to and including termination of employment. Students who violate this policy may be subject to corrective measure, including discipline, up to and including expulsion.

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Act Amendments of 1972, and California Education Code Sections 210 through 214, inclusive.

The Assistant Superintendent/Vice President for Human Resource Services is responsible for administering this policy. All questions, concerns, and complaints regarding sexual harassment should be addressed to this position.

### **Student Behavior Rules and Regulations**

Students at Palomar College are responsible for regulating their own conduct and for respecting the rights and privileges of others. Palomar students are expected to conduct themselves in a manner compatible with the function of the College as an educational institution, and respect and obey all civil and criminal laws. Failure to abide by the standards as set forth by Palomar College is cause for disciplinary action.

Guidelines for student conduct are set forth in the California Education Code, California Administrative Code Title 5, policies of the Board of Trustees, and all civil and criminal codes.

In compliance with California Education Code Section 66300, 72282, and 72292, and in keeping with the above, regulations have been established to effectively and efficiently provide for the approved educational programs, approved student activities, and community services. For further information, contact the Office of Student Affairs, room SU-202.

### **Student Conduct Code**

The complete Student Conduct Code is available in the Office of Student Affairs, room SU-201.

#### **I. Standards of Conduct**

Students enrolled at Palomar College are responsible for their conduct and for respecting the rights and privileges of others. Palomar College will conduct themselves in a manner compatible with the good order and function of the College. We invite and encourage all students to familiarize themselves with the Palomar College Statement on Academic Integrity and to strive to act in a manner consistent with the principles addressed within the statement. Students are also expected to obey all civil and criminal laws. Whenever it has been determined that "good cause" exists for student discipline, the appropriate official of the College shall notify the student of action to be taken. Examples of "good cause" include, but are not limited to the following:

- A. Students are expected to avoid any type of dishonesty, including, but not limited to cheating, plagiarism, forgery, fabrication or counterfeiting documents, furnishing false information to the College, alteration or misuse of college documents or records, duplication of assignments, or aiding another in an act of dishonesty.

As noted in the Statement of Academic Integrity, honesty is of utmost importance in all endeavors related to the College. A detailed discussion of academic dishonesty and related consequences are addressed in Section III.

- B. Disturbance of the peace, which includes, but is not limited to, behavior which contributes to the obstruction or disruption of teaching, athletic events, meetings, or other college activities on or at any District property or facility, including but not limited to, classrooms, library, athletic field, locker room, bookstore, food service facility, student union, game room, any college office, parking lot, or roadway.
- C. Assault, battery, or any threat of force or violence, physical or verbal, upon a student, college personnel, or visitor.

- D. Theft of, or damage to, or threat of damage to, property of the District or an employee, student, or visitor to a District facility.
- E. Unauthorized entry into, or unauthorized use of District facilities, supplies, or equipment.
- F. Violations of District policies and regulations, including, but not limited to, regulations and policies related to parking, computer, telecommunications, campus vehicles, and any and all other District equipment, and policies and regulations related to student organizations and student and visitor symbolic expression.
- G. Unlawful use, possession, sale, or distribution of a "controlled substance" as the term is defined by the California Health and Safety Code, Section 11007, and that which is listed in any schedule in Sections 11054, 11056, 11057, or 11058; while on District premises or at any District sponsored activity. Attendance at any College function or event, or activity sponsored by the College while under the influence of a controlled substance.
- H. Disorderly conduct, including, but not limited to, inappropriate, disrespectful, insulting, and/or obscene language, alcoholic intoxication, lewd, indecent, or obscene conduct.
- I. Possession and/or consumption of any alcoholic beverage on any District property or in any District vehicle.
- J. Disruptive behavior, profanity or vulgarity, or defiance at faculty or staff, including but not limited to, cafeteria and bookstore employees, counselors and financial aid staff, campus police employees, other students or visitors to the college.
- K. Defiance or abuse of personnel, including but not limited to, faculty, administrators, counselors, librarians, office staff, athletic coaches, club advisors, or campus police.
- L. Possession of any type of object that can be reasonably assumed to be a weapon or used as a weapon (as defined by the California Penal Code), on or at any District facility, or District sponsored event or activity.
- M. Willful or persistent smoking or use of tobacco products on College premises where smoking and use of tobacco products has been prohibited by regulations of the Governing Board of the College.
- N. Misuse of District computers, telephone, or telecommunications devices.

It is the expectation of Palomar College that minor children will be under the constant supervision of parents or guardians (notwithstanding those minor children enrolled in Palomar College classes and programs) and that said parents or guardians are responsible for assuring appropriate behavior of minor children. Parents or guardians will be held responsible when the behavior of minor children constitutes a violation of the Palomar College Code of Conduct and these parents or guardians will be directed to remove the minor children from District facilities (classrooms, libraries, food services, operations, athletic events, public areas, etc.) should violations occur.

At the discretion of the professor, minor children shall be allowed to accompany parents or guardians to a class in which the parent or guardian is enrolled.

## II. Consequences for Violations of the Student Code of Conduct

This section provides information regarding the possible consequences for violations of the Palomar College Student Code of Conduct beyond incidents of academic dishonest.

- A. **WARNING:** Oral or written notice that a student's conduct is a specific instance does not meet College standards and that continued misconduct may result in further and more severe disciplinary action.
  - B. **REPRIMAND:** A censure for violation of specific rules of conduct.
  - C. **REMOVAL BY THE INSTRUCTOR:** Denial of the right to attend a particular class for a specific period of time not to exceed two (2) class meetings (regardless of the length of class meeting). This consequence is available to all instructors of record and can be utilized whenever, in the judgment of the instructor, good cause exists for its use. All suspensions of this type are at the discretion of the instructor and cannot be appealed.
- Instructors must notify the Office of the District of Student Affairs when this sanction is utilized so that accurate records can be maintained and repeat offenders will be identified. (Ca. Ed. Code Sec. 76032)
- D. **PROBATION:** Notice to the student found in violation of the Code of Conduct may continue to be enrolled and participate in extra or co-curricular activities under stated conditions. Further incidents of inappropriate behavior shall be cause for further and more severe disciplinary action.
  - E. **SUSPENSION:** A revocation of student status for a fixed period of time. May be limited to a specific program, course of study, or activity, or applied to all student programs and activities. A suspension may include a prohibition from visiting any College facility for the duration of the suspension. Generally, a suspended student must meet with the Director of Student Affairs following the period of suspension and prior to re-enrolling in courses.
  - F. **EXPULSION:** A determination that a student should be removed from the College and not allowed to return may also include a prohibition from visiting any District facility.

## III. Academic Honesty Guidelines

Honesty in all aspects of academic endeavor is imperative. Accordingly, students are expected to avoid dishonesty in all of their behavior related to their experience at Palomar College. Following are examples of behavior deemed to be dishonest:

- A. **Plagiarism**, the representation of the ideas or words of another as your own. Below are some examples of plagiarism:
  1. Copying someone else's sentences or phrases (whether published or not), either verbatim or paraphrases, and presenting them as your original work.
  2. Using another author's ideas, outline of information, or method of presentation without acknowledgement of the source.
  3. Re-writing a research paper that incorporates material from a paper written by another person.
  4. Submitting a research paper as your own work that was borrowed, purchased, or obtained in any other manner from another student or any other source.

- B. **Cheating**, offering or receiving unauthorized assistance on an assignment or examination. The following are examples of cheating:
1. Notes taken into an examination without the permission of the instructor.
  2. Examination questions recorded and passed on by one person to another.
  3. Any type of assistance, oral or written, given by one student to another during a project or examination without the approval of the instructor.
  4. Alteration of a graded paper or examination resubmitted for reconsideration of grade or additional credit.
  5. Use of any electronic device (calculator, tape recorder, or computer) during an examination unless permitted by the instructor.
  6. Alteration of laboratory experience or results.
  7. Submission of any work written or created by someone other than yourself as though it was your own work product.
  8. Obtaining, or assisting another person to obtain, or being in possession of a test, assignment, exam, without the approval of the instructor.
- C. **Fabrication**—includes presentation to a class or the inclusion in an assignment or examination of any data or other information manufactured by the student or gathered in a fraudulent manner.
- D. **Duplication of Assignments**—Students may not use a research paper, speech, or other project from one course to satisfy the requirements of a second course without obtaining permission of the instructor of the most recent course for which the assignment is going to be used.
- E. **Aiding in Dishonesty**—A student is aiding in dishonesty when he or she makes material, information, or opportunity available for another student to utilize in a dishonest manner.

#### IV. Consequence of Academic Dishonesty

All incidents of academic dishonesty should be reported to the office of the Director of Student Affairs. This office maintains a record of these incidents and attempts to track for repeat offenders. Additionally, the Director of Student Affairs should be considered a resource person for students and staff desiring additional information or assistance with this policy.

#### V. Consequences for Violations of the Student Code of Conduct

This section provides information regarding the possible consequences for violations of the Palomar College Student Code of Conduct beyond incidents of academic dishonesty.

- A. **WARNING**: Oral or written notice that a student's conduct in a specific instance does not meet College standards and that continued misconduct may result in further and more severe disciplinary action.
- B. **REPRIMAND**: A censure for violation of specific rules of conduct.
- C. **REMOVAL BY THE INSTRUCTOR**: Denial of the right to attend a particular class for a specific period of time not to exceed two (2) class meetings (regardless of the length of a class meeting). This consequence is available to all instructors of record and can be utilized whenever, in the judgment of the instructor, good cause exists for its use. All suspensions of this type are at the discretion of the instructor and cannot be appealed.

Instructors must notify the Office of the Director of Student Affairs when this sanction is utilized so that accurate records can be maintained and repeat offenders will be identified. (Ca. Ed. Code Sec. 76032).

- D. **PROBATION**: Notice the student found in violation of the Code of Conduct may continue to be enrolled and participate in extra or co-curricular activities under stated conditions. Further incidents of inappropriate behavior shall be cause for further and more severe disciplinary action.
- E. **RESTITUTION**: Reimbursement for, or service and repair of, District property that has been damaged, misused, or misappropriated. Restitution may be imposed in combination with any other disciplinary action.
- F. **COMMUNITY SERVICE**: May be performed by a student as a consequence for violations of the Code of Conduct or may be assigned in combination with any other consequence enumerated within this section. Community service may be assigned in lieu of reimbursement articulated in subsection "E" above.
- G. **SUSPENSION**: Denial of College privileges, including one or more of the following:
1. The right to be on the premises of any District facility.
  2. Exclusion from one or more classes or activities (sports, student government, cheerleading, field trips, drama, forensics, etc.) for a period up to ten (10) days of instruction.
  3. Exclusion from one or more classes or activities for the remainder of the semester.
  4. Exclusion from all classes and activities of the College for one or more terms/semesters.
- H. **EXPULSION**: Expulsion from the College by the Governing Board for a definite period of time and loss of all College privileges, including District employment and the privilege of entering any of the District's facilities except by written authorization from the Office of the Superintendent/President. Readmission is contingent upon the student's application to, and approval of, the Governing Board.

#### VI. Suspension

Suspension by a college instructor for good cause from class for the day of suspension, and the following class meeting. Instructor's decision is final, and may not be appealed.

#### VII. Appeals

Only Long-Term Suspension and Expulsion are subject to the hearing and appeal procedures. These procedures are on file in the Office of Student Affairs, SU-21.

#### Student Grievance Policy

It is the policy of the Palomar Community College District to authorize students to start grievance procedures when the student believes that he/she has been subject to unjust action, or the denial of rights as published in District regulations, state law, or federal laws. Copies of the Student Grievance Policy and Procedures are available in the Office of Student Affairs, SU-201.

#### Students' Rights and Privacy of Student Records

Pursuant to CAC Title 5, Section 54606 and subsequent sections, you may request an opportunity to inspect any and all official school records, files, and data related to the student. If information in the file is inaccurate, misleading, or

inappropriate, the student may request removal of the information, or include a statement disputing the material that he/she challenges.

Other provisions of the law restrict the people who have access to the information in student records. School personnel with legitimate educational interests, schools of intended enrollment, specified federal and state educational administrators, or those who provide financial aid are entitled to access without the student's consent. Access may also be obtained without your consent pursuant to court order. Parents of minors do have access. Parents of non-minor students do not have access, except when written permission is received from the student.

De conformidad con las leyes federales, cualquier estudiante puede pedir toda copia de su informacion personal (records). Si hay errores en esta informacion, el estudiante puede pedir que estos errores sean corregidos o que la informacion sea removida. El estudiante tambien puede incluir una explicacion disputando la informacion incorrecta.

Otras provisiones de la ley ponen limites a personas que tengan acceso a esta informacion personal del estudiante. En ciertos casos, hay personas en instituciones educativas (colegios, universidades, escuelas, etc.) que tienen el derecho legal de inspeccionar esta informacion personal del estudiante. Cuando hay una orden legal de la corte, esta informacion personal del estudiante puede ser inspeccionada. Los padres de personas menores de edad tambien pueden inspeccionar esta informacion. Los padres de personas mayores de edad necesitan tener permiso escrito del estudiante para poder inspeccionar esta informacion confidencial.

Directory information is maintained which includes name, address, telephone number, date of birth, email address, and class schedule information. The College will provide information to:

1. The National Student Clearinghouse for purposes of enrollment verification, degree verifications, and data matching services (for transfer follow-up research)
2. Colleges, universities, or government agencies to promote outreach to students and to enhance transfer
3. The California Student Aid Commission to facilitate the award of financial aid
4. The California Community College Chancellor's Office for research and analysis purposes
5. Prospective employers upon your request. Dates of attendance, program of study, and the degree granted will be provided to an employer only upon request.
6. For law enforcement purposes.

Directory information will not be sold, used for commercial purposes, disclosed to the public, or given to government agencies for the purpose of making benefits determinations (other than for financial aid). If you do not want the College to provide any directory information without your written consent, please notify the Records Office, in writing within thirty (30) days of the start of each semester. If you activate your student email account, it will be displayed in a public electronic address book.

Students who are applying for or receiving student financial aid must disclose their social security number. Also, any student who wants a tuition tax credit form - 1098T to claim income tax credit for tuition and fees on their federal income tax return must provide the social security number.

Todo estudiante que someta una solicitud para recibir ayuda financiera del gobierno federal tiene que usar su numero de seguro social. Tambien, cada estudiante que quiera credito por los gastos de ensenanza en sus impuestos federales tiene que

someter al colegio su numero de seguro social.

All health information is confidential, and is not revealed to any person or persons, except those persons in Health Services directly connected with treatment of the student. Instructors, however, will be notified if a student has a health condition that may result in losing consciousness. Regulations and procedures regarding student records are available in the Records Office, room SSC-54.

### **Student Right To Know**

As a consumer, you have a right to know about your chances of college success. "Student Right-To-Know" (SRTK) refers to a Federally-mandated public disclosure of a college's Completion Rate and Transfer Rate. The intent of SRTK is to provide to the consumer, a statistic of comparable effectiveness that they can use in the determination of college choice.

SRTK is a "cohort" study; that is, a group of students who are first-time freshmen who are enrolled full-time and are degree-seeking is identified in a fall term and their outcomes are measured over a period of time. The outcomes that the two SRTK rates measure are Completion (the total number of students in the cohort who earn either a degree, a certificate, or who successfully completed a two-year-equivalent transfer-preparatory program) and Transfer (the total number of cohort non-completers who were identified as having enrolled in another institution). The tracking period of the cohorts is three (3) years, at which time the SRTK rates are calculated and made public. See <http://srtk.cccco.edu/index.asp/> for further information, as well as for specific college data.





## Section 5 – Academic Regulations and Standards

### Academic Policies

#### Academic Renewal Regulations

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 request that thirty (30) units of previous course work attempted at Palomar College or any other institution be excluded when computing the grade point average (GPA). Course work to be disregarded must include the entire semester. Subject, but not unit, credit will be allowed for work completed satisfactorily (A, B, C or CR) during disregarded terms for A.A. degree Competency and Certificate requirements only. 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.

#### **Procedure**

If the following conditions are met, Palomar College may disregard from all consideration associated with requirements for the Associate in Arts degree, Certificate of Achievement and General Education certification up to a maximum of thirty (30) semester units of course work taken at any college. These conditions are:

1. The student completes a Petition for Academic Renewal with a counselor. Forms are available from the Counseling or Records Offices. The student submits the Petition to the Records Office.
2. The majority of course work in the term(s) under consideration must be substandard (FW, F, D, NC) and not representative of present scholastic ability and level of performance, the total GPA of which is less than 2.0.
3. Three years must have passed since attempting the course work to be excluded from GPA calculation.
4. The student must have completed 24 semester units since the term(s) to be disregarded, of which at least 15 must have been earned at Palomar. The remaining 9 units may be completed at another regionally accredited postsecondary institution.
5. The student must have a 2.0 GPA since the time of attempting the course work to be excluded.
6. The petition will be reviewed by the Records Office for compliance with policy. The student will be notified by mail of approval or denial of request.
7. The student agrees that ALL units attempted during the semester to be excluded, even satisfactory units, are to be disregarded.
8. Academic renewal granted by Palomar College does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institution.

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

#### **Annotation of Record/Academic Renewal**

It is important to understand that all course work will remain legible on the student's permanent record (transcript), ensuring a true and complete academic history. However, the student's permanent record will be annotated so that it is readily evident to all users of the record that the units, even if satisfactory, are to be disregarded and may not apply to certificate, degree or general education requirements.

#### 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 to the Admissions Office 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.

Failure to attend classes can result in an F or FW grade unless the student submits a drop to the Admissions Office by the appropriate deadline. The withdrawal dates and deadlines are listed in the class schedule each semester.

##### **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 granted at the discretion of the instructor and with the instructor's and Dean's signed permission.
- An audit student shall not be permitted to change his/her enrollment in the course to receive credit.
- With the instructor's and Dean's signed permission, a credit student may switch his/her enrollment to audit status provided the change is completed prior to the end of the fourth week of class for a full semester course or prior to 30% of a short-term course.
- With the instructor's and Dean's signed permission, a student may enroll in a course for audit at any time during a semester if he/she has not enrolled in that course for credit during the same semester.
- No student will be allowed to register in audit status prior to the first day of class. The first day of class refers to the actual first class meeting.
- 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.



- If a student taking 10 or more units for credit is auditing a class and drops below the 10 unit level, the \$15.00 per unit audit fee will be assessed.

### **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 is a list of basic skills courses that are excluded from the established unit limit for financial aid eligibility: English 10; Mathematics 10, 15; Reading 5, 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.

### **Course Repetition**

**Students may repeat a course under the following conditions:**

- The course has been identified in the Catalog as repeatable, and the student has not attempted a course more times than allowed.
- The course is being repeated to alleviate a D, F, FW, or NC grade (one repeat only allowed).
- The student is repeating a course after a lapse of three years by approved petition of the Director of Enrollment Services.
- The student is repeating a course after a lapse of less than three years by approved petition of the Director of Enrollment Services based on the previous grade being, 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.
- To meet legally mandated training requirements as a condition of continued employment. No limitation on repetitions; however credit limitations may apply.
- Special classes for students with disabilities may be repeated beyond the stipulated number if appropriate as a reasonable accommodation for a disability.

Current and potential financial aid students are advised that financial aid will not fund a repeat course. However, any course repeated, whether or not financial aid funds were received, will be counted in the total units attempted limit for financial aid eligibility.

Petitions for Course Repetition are available in the Evaluations Office. Petitions must be approved before enrolling in the class(es) to be repeated. The Credit/No Credit grading option is not available to students who received a D, F, or FW grade on the first attempt. Once the course is repeated, a Grade Adjustment form should be submitted to the Records Office to update the student's records and grade point average.

Students who do not comply with the above regulations will be administratively withdrawn from the repeated class(es). The student will be notified by mail and should arrange to register for alternative classes immediately.

### **Annotation of Record/Course Repetition**

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 ensuring a true and complete academic history. Transcripts will be annotated as follows:

1. Courses with substandard grades may be repeated only once in order to raise the grade and grade points. The units attempted, grade, and grade points of the first attempt will be subtracted from the totals for that semester and will be listed on the record with a code which denotes repetition. In no case will duplicate units be allowed.
2. For students repeating a course in which a standard grade was received, the first attempt will be the one used in the calculation of the grade point average. The second attempt (even if better) will be subtracted from the totals and will be listed on the record with a code which denotes repetition. In no case will duplicate units be allowed.
3. For students attempting a course for the third or more time in which they have received substandard grades, the first attempt will be subtracted from the totals. All subsequent attempts will count in the calculation of the grade point average. In no case will duplicate units be allowed.

### **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.

**The following rules apply to earning Credit by Examination:**

- The examination must be reviewed and approved by the Department Chair/Director prior to its administration. Completed examinations must remain on file in the department/program for three years.
- A maximum of fifteen (15) units earned at Palomar College or elsewhere through Credit by Examination may be applied towards completing an Associate in Arts degree, general education transfer certification or vocational certificate program at Palomar College. (The Department of Nursing Education's Credit by Examination Policy may be obtained from the Nursing Education Department Office. A maximum of 20 units may be obtained through credit by examination.)
- The student's transcript will clearly identify all courses attempted through Credit by Examination. Courses are graded on a Credit/No Credit basis. The student must earn the equivalent of a C or better to earn a grade of Credit.
- Credit by Examination may not be attempted for a course more than once.

- Attempting Credit by Examination for a lower-level course when a student has previously passed a more advanced course requires approval from the Department Chair/Director.
- Courses in Nursing Education may be attempted through Credit by Exam only under the rules of the Board of Registered Nursing.
- A student must be currently enrolled in at least one credit course at Palomar, excluding the attempted Credit by Exam, and may not be on probation or dismissal status.
- If no units are completed with a grade other than W, the Credit by Exam petition will not be processed. No fees will be refunded.
- The student must pay the same fees or non-resident tuition required of a regularly scheduled course to take Credit by Examination.
- The process of Credit by Exam must be completed prior to the end of the current semester or session. Failure to complete the process within that time period will result in a grade of No Credit for the course.
- Credit by Examination will only be recorded on the student's permanent record if departmental and institutional procedure has been followed.

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

**The process for receiving Credit by Examination is as follows:**

- The student obtains a petition from the Admissions and Records Office and completes the required information.
- The Records Office performs the eligibility and residence clearances (3-5 business day turn-around time required).
- The student meets with the Department Chair/Director who reviews the petition, checking to ensure that the eligibility clearance has been completed and that the course is appropriate for Credit by Examination.
- If the Department Chair/Director finds the request appropriate, he/she signs the petition and assigns an instructor to administer the examination.
- The student makes arrangements with that instructor to take the examination and obtains the instructor's signature on the petition. The examination must be reviewed and approved by the Department Chair/Director prior to its administration.
- The student is directed to the Cashier's Office for payment of fees and clearance. Tuition and/or enrollment fees must be paid after department approval is granted and before the examination is administered.
- The instructor administers the examination and evaluates any other required assignments.
- The instructor records the grade on the Credit by Examination petition, attaches the completed examination materials to the petition and forwards these to the Department Chair/Director.
- The Department Chair/Director reviews and signs the petition, and forwards the petition to the Instruction Office for class number assignment. The Instruction Office then forwards the petition to the Records Office for posting. Completed examination materials must remain on file in the department/program for three years.

The process of Credit by Exam must be completed prior to the end of the current semester or session. Failure to complete the process within that time period will result in a grade of No Credit for the course.

### **Credit/No-Credit Grading**

The decision to change to credit/no-credit 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 grade of CR is earned for coursework equal to a grade of "C" or better. A grade of NC is earned for coursework equal to a grade of "D" or "F". Neither CR nor NC is used in computing the grade point average; however, CR/NC units appear on the transcript of record.

A student may reverse his/her enrollment from credit/no credit 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.

Units attempted for which NC is recorded shall be considered in probation and dismissal procedures. Students may not repeat on a CR/NC basis a course previously taken for a letter grade. English 100, 202, and 203 may not be taken on a CR/NC basis. Students are advised that four-year institutions may limit the number of CR units acceptable for transfer.

### **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.

## **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	Passing, less than satisfactory	1
F	Failing	0
FW	*Failing for unofficial withdrawal	0
CR	Credit (At least satisfactory - A, B, C grades. Units passed not counted in GPA.)	
NC	No credit (Less than satisfactory - 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	<b>Incomplete:</b> 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 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 and dismissal procedures.

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

Withdrawal between the fourth 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 30% of the course.

Withdrawal between 30% 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**

Effective with Fall 2002, only students who have received an FW grade are eligible to petition for a withdrawal. 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.
- Proof 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**

All grades are final in the absence of mistake, fraud, bad faith, or incompetency (Title 5, 51308). No grade that has been placed in a student's 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 one year from the semester in question. Registration records are maintained for a three-year period only.

**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 two 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. Credit/no-credit 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.

Summer session grades will count toward earning probation, removal from probation, or possible dismissal.

### **Probation**

#### **Academic Probation**

A student who has attempted at least 12 semester units at Palomar College is placed on Academic Probation if the student has earned a grade point average below 2.0 in all graded units attempted at Palomar College.

Any student on academic probation whose semester grade point average equals or exceeds 2.0, but whose overall grade point average falls below 2.0, shall be continued on academic probation.

#### **Progress Probation**

A student who has attempted at least 12 semester units is placed on Progress Probation when the percentage of all units in which a student has enrolled, and for which entries of W, I, or NC are recorded, reaches or exceeds fifty (50) percent.

Any student on progress probation whose semester work indicates fewer than fifty (50) percent units of W, I, or NC, but whose overall records show fifty (50) percent or more units of W, I, or NC shall be continued on progress probation.

A student on probation is encouraged to meet with a Counselor to set up an Educational Plan, and is expected to participate in prescribed strategies and/or support services. The student will not be allowed to participate on any Palomar College team, in student government, in the Inter-Club Council, or serve as an officer in any campus organization. Probation status will be recorded on the student's permanent record.

#### **Removal from Probation**

A student on Academic Probation shall be removed from probation when the student's overall grade point average at Palomar College has improved to 2.0 or higher.

A student on Progress Probation shall be removed from probation when the percentage of units with entries of W, I, or NC drops below fifty (50) percent.

### **Dismissal**

#### **Academic Dismissal**

A student on Academic Probation shall be subject to dismissal when the student earns an overall grade point average of less than 2.0 in all units attempted in three semesters/sessions.

#### **Progress Dismissal**

A student on Progress Probation shall be subject to dismissal when the overall percentage of units with entries of W, I, or NC reaches or exceeds fifty (50) percent in three semesters/sessions.

sessions.

A student on dismissal status is ineligible to participate in any Palomar College classes or student activities until the requirements for reinstatement are fulfilled. Dismissal status will be recorded on the student's permanent record.

### **Reinstatement**

A student who has been dismissed may be reinstated when the student (a) does not attend for one semester, and (b) meets with a Palomar College counselor to determine whether the reasons that led to dismissal have been corrected sufficiently to enable improved performance.

Students who believe their dismissal status should be put aside must immediately petition the Academic Review Committee. Meet with a counselor to initiate the petition process.

### **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 & Scholarships 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 by the college.

Potential financial aid students who are placed on Academic or Progress Probation 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 & Scholarships Office. More detailed information on the Financial Aid Satisfactory Academic Progress Policy is also available.

### **Veterans Disqualification**

For a veteran student, if the cause for probation has not been removed at the end of two consecutive semesters on academic or lack-of-progress probation, the Veterans' Services Office is required to notify the Department of Veterans Affairs (DVA). Please check with the Veterans' Services Office for details.

### **Official Transcript and Verifications 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, which is forwarded directly to another institution designated by the student.

The first two transcripts and/or verifications of past semester enrollment ever issued to/for the student are furnished free of charge upon request. Additional transcripts and/or verifications may be obtained for a fee of three dollars (\$3.00) each, payable in advance to Palomar College. Rush service for transcripts and/or verifications of enrollment is available for an additional fee of \$5.00 each. Rush requests are processed within two (2) business days of 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.

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. Five to seven (5-7) 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

### 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. 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 requirements, elective requirements, 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 Examinations (AP)

Palomar College grants Advanced Placement (AP) credit toward its Associate in Arts degree, and CSU and IGETC certification patterns to high school students who attain scores of 3, 4, or 5 on the Advanced Placement Examinations of the College Entrance Examination Board.

Students may earn 3 to 10 semester units of credit for each exam satisfactorily passed. See a counselor for specific information regarding the awarding of credit. 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>.

AP Exam	Score	Palomar Equivalent	CSUGE Area	IGETC Area*
Art History	3, 4, 5	ART 165, 166	C1	3A
Biology	3, 4, 5	BIOL 100	B2, B3	5 (BS)
Chemistry	3, 4, 5	CHEM 110/110L	B1, B3	5 (PS)
Computer Sci A	3, 4, 5	CSIS 220	N/A	N/A
Computer Sci AB	3, 4, 5	CSIS 221	N/A	N/A
Economics, Macro	3, 4, 5	ECON 101	D2	4B
Economics, Micro	3, 4, 5	ECON 102	D2	4B
English Lang/Comp	3, 4, 5	ENG 100	A2	1A
English Lit/Comp	3, 4, 5	ENG 100, 205	A2, C2	1A or 3B
French Language	3, 4, 5	FREN 201	C2	3B
French Literature@	5	FREN 210	C2	3B
Geography, Human	3, 4, 5	GEOG 105	D5	4E
German Language	3, 4, 5	GERM 201	C2	3B
Government, Comp	3, 4, 5	POSC 110	D8	4H
Government, U.S.	3, 4, 5	Elective, Area D	D8	N/A
History, European	3, 4, 5	HIST 105, 106	D6	3B
History, U.S.	3, 4, 5	HIST 101, 102#	D6	4F
History, World	3, 4, 5	HIST 107, 108	D6	4F
Math, Calculus AB	3, 4, 5	MATH 140	B4	2
Math, Calculus BC	3, 4, 5	MATH 140, 141	B4	2
Music Theory	3, 4, 5	MUS 105	C1	N/A
Physics B	3, 4, 5	PHYS 110	B1, B3	5 (PS)
Physics C (Mech)	3, 4, 5	PHYS 120	B1, B3	5 (PS)
Physics C (Elec/Mag)	3, 4, 5	PHYS 121	B1, B3	5 (PS)
Psychology	3, 4, 5	PSYC 100	D9	4I
Spanish Language	3, 4, 5	SPAN 201	C2	3B
Spanish Literature@	5	SPAN 210	C2	3B
Statistics	3, 4, 5	MATH 120	B4	2

\* A maximum of one course may be used for each AP exam on the IGETC

@ CSU awards 6 units of credit in Area C2 for a score of 3, 4, or 5;

IGETC awards 5 units of credit in Area 3B for a score of 3, 4, or 5

# Must also satisfactorily complete POSC 120 in order to fulfill the American History and Institutions Requirement

Please see a counselor for specific information regarding AP exam placement and credit awarded.

### College Level Examination Program (CLEP)

Palomar College grants credit for successful completion of certain College Level Examination Program (CLEP) examinations to students who attain satisfactory scores. Credit is applied only toward the Associate in Arts degree.

Students may earn from 3 to 10 semester units of credit for each exam satisfactorily passed. See a counselor for specific information regarding the awarding of credit. 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>.

CLEP Exam	Score	Palomar AA Credit
Accounting, Principles of +	50	Elective
Algebra, College	50	Math Comp, Area A-2
Algebra-Trigonometry, College	50	Math Comp, Area A-2
American Government @	50	Area D
American Literature	50	Area C
Analyzing/Interpreting Literature	50	Area C
Biology (without lab)	50	Area B
Business Law, Introductory +	50	Elective
Calculus	50	Math Comp, Area A-2
Chemistry (without lab)	50	Area B
Educational Psychology, Intro to +	50	Area D
English Composition, w/Essay	50	Area A-1
English Literature	50	Area C
French Lang, Level I	50	Area C
French Lang, Level II	62*	Area C
German Lang, Level I	50	Area C
German Lang, Level II	63	Area C
History of the U.S. I #	50	Area D
History of the U.S. II +	50	Area D
Human Growth/Development	50	Area D
Humanities	50	Area C
Info Systems/Computer Appl	50	Area A-2 or Area E
Macroeconomics, Principles of	50	Area D
Management, Principles of +	50	Elective
Marketing, Principles of +	50	Elective
Mathematics, College	50	Math Comp, Area A-2
Microeconomics, Principles of	50	Area D
Natural Science	50	Area B
Psychology, Introductory	50	Area D
Social Sciences/History	50	Area D
Sociology, Introductory	50	Area D
Spanish Lang, Level I	50	Area C
Spanish Lang, Level II	66*	Area C
Trigonometry	50	Math Comp, Area A-2
Western Civilization I	50	Area C
Western Civilization II	50	Area C

\* The recommended credit-granting score for French and Spanish Language Level II changed in February 2003. Students should refer to the transcript for the recommended credit-granting score.

@ Combined with HIST 101 and POSC 120 will meet the AH&I requirement (grades of 'C' or better)

# Combined with HIST 102 or POSC 102 will meet the AH&I requirement

^ Combined with POSC 102 will meet the AH&I requirement

+ Elective credit articulated with Palomar course work may be used for Palomar majors

Please see a counselor for specific information regarding CLEP test placement and credit awarded.

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

Palomar College may award credit for successful completion of certain DANTES Subject Standardized Tests (DSST) to students who attain satisfactory scores. Credit is applied only toward the Associate in Arts degree.

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, contact The Chauncey Group International. Information may be found at <http://www.dantes.doded.mil> under Examination Programs.

DSST Exam	Score	Palomar AA Credit
Algebra, Fundamental College	47	Math Comp, Area A-2
Anthropology, General	47	Area D
Art of the Western World	48	Area C
Astronomy	48	Area B
Business, Intro to	46	Area E
Business Mathematics	48	Area A-2
Computing, Intro to	45	Elective
Counseling, Fundamentals of	45	Elective
Criminal Justice	49	Area D
Education, Foundations of	46	Elective
Environment and Humanity:		
The Race to Save the Planet	46	Area B
Ethics in America	46	Area C
Financial Accounting, Principles of	47	Elective
Geography, Human/Cultural	48	Area D
Geology, Physical	46	Area B
Health, Here's to Your	48	Area E
Human Resource Management	46	Elective
Law Enforcement, Intro to	45	Area D
Lifespan Developmental Psyc	46	Area D
Modern Middle East, Intro to	47	Area D
Organizational Behavior	48	Elective
Personal Finance	46	Area E
Physical Science I, Principles of	47	Area B
Public Speaking, Principles of	47	Area A-2
Statistics, Principles of	48	Math Comp, Area A-2
Supervision, Principles of	46	Elective
Vietnam War, A History of the	44	Area D
Western Europe Since 1945	45	Area D
World Religions, Intro to	48	Area C
Writing, Technical	46	Elective

Please see a counselor for specific information regarding DANTES/DSST exam placement and credit awarded.

### International Baccalaureate Examinations (IB)

Palomar College may award International Baccalaureate Examination (IB) credit toward the Associate in Arts degree to high school students who attain a minimum score of 4 for some higher level exams. However, individual departments have the right to set scoring standards higher than the minimum and to determine course equivalency. Students intending to transfer to a four-year institution should consult a counselor or the individual university regarding its IB credit policy.

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

IB Exam	Score	Palomar AA Credit
(Higher Level Exams only)		
Biology	5 – 7	Area B
Chemistry	4 – 7	Area B
Economics	4 – 7	Area D
English A1	5 – 7	Area A-1
French	5 – 7	Area C
German	5 – 7	Area C
History/Culture of the World	4 – 7	Area D
Latin	5 – 7	Area C
Spanish	5 – 7	Area C

Please see a counselor for specific information regarding IB exam placement and credit awarded.

### Military Service Schools

Palomar College may award credit for schools and training completed while in the military. Upon completion of 6 units at Palomar College, students may submit a "Request for Evaluation of Military Service Schools" form to the Evaluations Office in SSC-40. Credit awarded is applied only toward the Associate in Arts degree, usually as elective units. Completion of Basic Training (with a minimum of 181 days of continuous active duty) will meet the Health and Physical Education requirement for the AA degree.

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: 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; official transcripts from DANTES/USAFI; or verified copies of DD214 or DD295 military records.

### Tech Prep

The Tech Prep program awards college credit to high school students who earn an A or B in career-related, "articulated" high school courses. 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.

A Tech Prep student may earn a certificate or associate degree. Tech Prep programs also prepare students for further education leading to baccalaureate and advanced degrees, as well as for direct entry into the workplace as technically skilled employees.

For more information about Tech Prep and 2 + 2 high school course articulation programs contact the Palomar College Tech Prep Coordinator at (760) 744-1150, extension 3047, or in the Career and Technical Education Office in Room AA-134.