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# Academic Regulations and Standards



## Section 5

### Academic Regulations and Standards

#### Academic Policies

##### Academic Renewal

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

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

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

##### Procedures

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

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

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

##### Annotation of Permanent Record

It is important to understand that the student's permanent record (transcript), will be annotated in such a manner that all course work will remain legible, insuring a true and complete academic history. Academic Renewal actions are irreversible.

#### Attendance

##### Student Responsibilities

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

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

##### Faculty Responsibilities

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

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

#### Auditing a Class

- Permission to audit a class is 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

Through the petition process, students may repeat courses under the following conditions:

- A. The course has been identified in the Catalog as repeatable, and the student has not attempted a course more times than allowed. State law will allow a student to repeat certain activity, performance, and skills courses. Refer to the course description for limitations.
  - Legally mandated training requirement: A condition of continued paid or volunteer employment
  - Repeatable courses: Content differs each time it is offered
  - Activity courses: Qualified courses include physical education courses, or visual or performing arts courses in music, fine arts, theatre, or dance
- B. The course is being repeated to alleviate substandard (D, F, FW, or NP/NC) academic work.
- C. The course is being repeated due to a significant lapse of time (at least 2 years) or to meet a recency requirement or prerequisite, by approved petition. Repetitions of courses completed with a passing (A,B,C,P/CR) grade are included in this category.
  - Lapse of time may include a student's acceptable level of knowledge in sequentially-based courses such as math, science, or foreign language
  - Recency may include course or program requirements, or another institution's requirements for transfer course work
- D. The course is being repeated due to extenuating circumstances, defined as verified cases of accident, illness, or other circumstance beyond the control of the student, by approved petition. Repetitions of courses completed with passing or substandard course work are included in this category.
- E. The course is being repeated as a disability-related accommodation as verified through the Palomar College Disability Resource Center (DRC).

Petitions for Course Repetition are available in the Evaluations Office, located in the Student Services Center. Petitions must be approved by the Director of Enrollment Services prior to enrolling in the course to be repeated.

A student, when appropriate, will be blocked from a repetition attempt at enrollment or administratively dropped from a repeated course.

### Annotations on the Student Record

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

#### A. Repeatable Course

A maximum of four enrollments are allowed within all levels of a course that involve a similar primary educational activity (may be multiple enrollments in a single course or multiple courses involving the same primary activity). Legally mandated courses have no enrollment limitation.

Course	Grade	Units	Grd Pts	Units/GPA
ART 135, 136, and 250 may be combined for a total of 4 attempts				

ART 135	B	3.0	9.0	Included
ART 136	B	3.0	9.0	Included
ART 136	A	3.0	12.0	Included
ART 250	A	3.0	12.0	Included

ART 135	F	3.0	0.0	Excluded
ART 135	D	3.0	3.0	Excluded
ART 135	C	3.0	6.0	Included
ART 135	A	3.0	12.0	Included
ART 135	Not allowed to enroll			
ART 136	Not allowed to enroll			
ART 250	Not allowed to enroll			

CSIT 131 may be attempted 2 times

CSIT 131	D	1.0	1.0	Excluded
CSIT 131	B	1.0	3.0	Included

PE 128 may be attempted 4 times

PE 128	NP/NC	1.0	0.0	Excluded
PE 128	NP/NC	1.5	0.0	Excluded
PE 128	P/CR	1.5	0.0	Included
PE 128	NP/NC	1.0	0.0	Included
PE 128	Not allowed to enroll			

PE 129 may be attempted 4 times

PE 129	F	1.0	0.0	Excluded
PE 129	P/CR	1.5	0.0	Included
PE 129	NP/NC	1.0	0.0	Excluded
PE 129	C	1.0	2.0	Included
PE 129	Not allowed to enroll			

PE 150	B	1.0	3.0	Included
PE 150	A	1.0	4.0	Included
PE 150	P/CR	1.0	0.0	Included
PE 151	A	1.0	4.0	Included
PE 151	Not allowed to enroll			

#### B. Alleviate Substandard Academic Work

A maximum of two repetitions are allowed for a total of three enrollments.

Course	Grade	Units	Grd Pts	Units/GPA
MATH 60	D	4.0	4.0	Excluded
MATH 60	B	4.0	12.0	Included



MATH 60	D	4.0	4.0	Excluded
MATH 60	FW	4.0	0.0	Excluded
MATH 60	F	4.0	0.0	Included
MATH 60	Not allowed to enroll			

**C. Significant Lapse of Time/Recency Requirement**

A maximum of one repetition is allowed for a total of two enrollments.

Course	Grd	Units	Grd Pts	Units/GPA
MATH 50	C	4.0	8.0	Excluded
MATH 50	B	4.0	12.0	Included
MATH 50	C	4.0	8.0	Excluded
MATH 50	D	4.0	4.0	Included
MATH 50	Not allowed to enroll			

**D. Extenuating Circumstances**

A maximum of two repetitions are allowed for a total of three enrollments.

Course	Grade	Units	Grd Pts	Units/GPA
MICR 200	D	5.0	5.0	Excluded
MICR 200	C	5.0	10.0	Excluded
MICR 200	B	5.0	15.0	Included
MICR 200	D	5.0	5.0	Excluded
MICR 200	C	5.0	10.0	Excluded
MICR 200	FW	0.0	0.0	Included
MICR 200	Not allowed to enroll			

**E. Disability-Related Accommodation**

No limitation on enrollment as long as it facilitates measurable progress in special education courses (the student's disability must be verified through the Palomar College DRC).

Once a course is repeated, a Grade Adjustment form should be submitted to the Records Office (located in the Student Services Center) to update the student's records and grade point average.

For student financial aid eligibility, any course repeated will be counted as "total units attempted."

When a student repeats a course to alleviate substandard academic work, the previous grade and credit shall be disregarded in the computation of the grade point average.

When a student with a disability repeats a course, the previous grade and credit shall be disregarded in the computation of the grade point average.

Courses that are repeated shall be recorded on the student's permanent academic record using an appropriate symbol.

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

**Credit by Examination**

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

require the demonstration of other skills or the completion of assignments in addition to an examination.

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

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

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

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

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

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

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

**Procedures:**

- The student obtains a Petition for Credit by Examination from the Records Office.
- The Records Office verifies eligibility and grade basis selection, calculates the enrollment and/or non-resident fees, and places the petition in the pick-up box for the student. This process may take from 2-5 business days depending upon the time of the year.
- The student meets with the Department Chair/Director to receive approval for the petition. If approved, an instructor is assigned to administer the exam and the student makes arrangements to take the exam.
- The student takes the approved petition to the Cashier's Office for payment of fees and receipt. Fees are non-refundable, regardless of the outcome of the exam. BOGW cannot be used for payment of credit by exam fees. Fees must be paid after department approval is granted and before the examination is administered.
- The student submits the approved petition to the instructor administering the exam. The instructor shall record the date of the exam and the grade received, attach the examination materials, and forward the completed petition to the Department Chair/Director.

- The Department Chair/Director shall review and sign the petition and forward it to Instructional Services. Completed examination materials must remain on file in the department/program for three years.
- Instructional Services shall assign a class number for the exam and forward the petition to the Records Office to be processed.
- The Records Office shall post the course and assigned grade to the student's record. The petition shall be retained in the Records Office.

### **Critical Thinking Statement**

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

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

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

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

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

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

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

A student may reverse his/her enrollment from Pass/No Pass status to receive an evaluative grade, provided the reversal is completed prior to the end of the fourth week of a full semester course, or prior to 30% of a short-term course.

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

## **Grading and Transcripts**

### **Student Responsibility**

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

### **Grading System**

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

#### **Evaluative Grades**

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

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

#### **Non-evaluative Grades**

##### **Symbol Definition**

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

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

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

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

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

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

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

Full Semester Courses: No notation (W or any other grade) is made on the student record for withdrawals during the first 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**

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**

**The Palomar College Governing Board is currently reviewing and revising Board Policy and Administrative Procedures. The Grade Change policy is subject to change through this process.**

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

The removal or change of an incorrect grade from a student's record shall only be done pursuant to Education Code 76232 or by an alternative method which ensures that each student shall be afforded an objective and reasonable review of the requested grade change.

Students who wish to dispute a final course grade under the criteria listed above must follow the Student Grade Dispute Policy and Procedures, available on the Instructional Services web page under Student Forms at [www.palomar.edu/instruction/forms2](http://www.palomar.edu/instruction/forms2).

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

### **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. Pass/No Pass classes are not considered as a part of the 12 units.

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

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

**Initial membership** is awarded to those students who have completed a minimum of twelve (12) semester units at Palomar College with a grade point average of 3.5 or better. To sustain membership each student must maintain standards described in the Phi Theta

Kappa Omega Rho Chapter Constitution and Bylaws, available in the Student Affairs Office, SU-201.

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

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

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

#### **Standards for Probation**

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

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

#### **Academic Warning**

Students will be placed on academic warning when they have:

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

#### **Academic Warning Continued**

Students will be continued on academic warning when:

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

#### **Progress Warning**

Students will be placed on progress warning when they have:

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

#### **Progress Warning Continued**

Students will be continued on progress warning when:

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

#### **Academic Probation**

Students will move to academic probation if:

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

#### **Academic Probation Continued**

Students will be continued on academic probation when:

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

#### **Progress Probation**

Students will move to progress probation if:

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

#### **Progress Probation Continued**

Students will be continued on progress probation when:

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

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

#### **Removal from Probation**

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

#### **Standards for Dismissal**

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

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

#### **Academic Dismissal**

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

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

#### **Progress Dismissal**

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

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

#### **Notification of Probation and Dismissal**

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



**Reinstatement after Dismissal**

Students who have been dismissed for academic and/or progress reasons are eligible to return after one semester by petition to the Academic Review Committee. For further information, please stop by the Evaluations Office in the Student Services Center. Students who are dismissed lose their continuing student status and must re-apply to the College.

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

**Financial Aid Disqualification/Ineligibility**

Current financial aid students will be disqualified from receiving financial aid if they fail to meet the Financial Aid Satisfactory Academic Progress Policy established by the Financial Aid, Veterans, and Scholarship Services Office in compliance with federal regulations. In addition, financial aid students will be disqualified automatically from receiving further financial aid when placed on Academic or Progress Probation 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, Veterans, and Scholarship Services Office. More detailed information on the Financial Aid Satisfactory Academic Progress Policy is also available on our web page, <http://www.palomar.edu/fa/>.

**Veteran 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, or see our web page at <http://www.palomar.edu/veterans/>.

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

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

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

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

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

**Transfer Credits from Other Sources**

Palomar College is not the custodian of transcripts/test scores from other institutions. If you have not attended Palomar for one year, any records sent from other institutions may be destroyed.

**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)**

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

Students may earn a minimum of 3 semester units of credit for each 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	Min. Score	AA GE Area	CSU GE Area	IGETC Area*
Art History	3	C	C1 or C2	3A or 3B
Biology	3	B	B2, B3	5B, 5C
Calculus AB	3	A2	B4	2A
Calculus BC	3	A2	B4	2A
Chemistry	3	B	B1, B3	5A, 5C
Chinese Lang/Culture	3	C	C2	3B & 6A



Computer Sci A	3	N/A	N/A	N/A
Computer Sci AB	3	N/A	N/A	N/A
Economics, Macro	3	D	D2	4B
Economics, Micro	3	D	D2	4B
English Lang/Comp	3	A1	A2	1A
English Lit/Comp	3	A1 or C	A2 & C2	1A or 3B
Environmental Sci	3	B	B1, B3	5A, 5C
French Language	3	C	C2	3B & 6A
French Literature %	3	C	C2	3B & 6A
Geography, Human	3	D	D5	4E
German Language	3	C	C2	3B & 6A
Gov't & Politics, Comp	3	D	D8	4H
Gov't & Politics, U.S. \$, +	3	D	D8+US-2	4H+US-2
History, European	3	C or D	C2 or D6	3B or 4F
History, U.S. \$, #	3	C or D	C2 or D6+US-1	3B or 4F+US-1
History, World	3	C or D	C2 or D6	3B or 4F
Italian Lang/Culture %	3	C	C2	3B & 6A
Japanese Lang/Culture	3	C	C2	3B & 6A
Latin Literature %	3	C	C2	3B & 6A
Latin: Vergil	3	C	C2	3B & 6A
Music Theory	3	N/A	N/A	N/A
Physics B	3	B	B1, B3	5A, 5C
Physics C (Mech)	3	B	B1, B3	5A, 5C
Physics C (Elec/Mag)	3	B	B1, B3	5A, 5C
Psychology	3	D	D9	4I
Spanish Language	3	C	C2	3B & 6A
Spanish Literature	3	C	C2	3B & 6A
Statistics	3	A2	B4	2A

NE No Equivalent

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

\$ American History & Institutions (AH&I) Components

US-1: American History

US-2: U.S. Constitution & Government

US-3: California Government

+ Must also satisfactorily complete HIST 102 in order to fulfill the American History and Institutions Requirement

# Must also satisfactorily complete POSC 102 in order to fulfill the American History and Institutions Requirement

% Exam no longer offered

**Note:** 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 degrees. The CSU System also will award credit for some CLEP examinations.

Students may earn a minimum of 3 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	Min. Score	Palomar Equivalent	AA GE Area	CSU GE Area
American Gov't @	50	NE	D	D8
American Literature	50	ENG 225 or 226	C	C2
Analyze/Interpret Lit	50	ENG 205	C	C2
Biology (without lab)	50	BIOL 101	B	B2
Calculus	50	MATH 140	A2	B4
Chemistry (without lab)	50	CHEM 110	B	B1
College Algebra	50	MATH 110	A2	B4
College Composition	50	NE	N/A	N/A
College Mathematics	50	NE	Math Comp	N/A
English Literature	50	ENG 210 or 211	C	C2
Financial Accounting +	50	ACCT 103	N/A	N/A
French Lang, Level 1	50	FREN 101	C	N/A
French Lang, Level 2	59	FREN 101, 102	C	C2
German Lang, Level 1	50	GERM 101	C	N/A
German Lang, Level 2	60	GERM 101, 102	C	C2
Human Growth/Dev	50	NE	E	E
Humanities	50	HUM 100 or 101	C	C2
Info Sys/Computer Appl	50	CSIT 105	A2 or E	N/A
Intro Business Law +	50	BUS 115	N/A	N/A
Intro Educational Psyc +	50	NE	N/A	N/A
Intro Psychology	50	PSYC 100	D	D9
Intro Sociology	50	SOC 100	D	D0
Natural Sciences	50	NE	B	B1 or B2
Precalculus	50	MATH 135	A2	B4
Prin Macroeconomics	50	ECON 101	D	D2
Prin Management +	50	BMGT 101	N/A	N/A
Prin Marketing +	50	BUS 155	N/A	N/A
Prin Microeconomics	50	ECON 102	D	D2
Social Sciences/History	50	NE	D	N/A
Spanish Lang, Level 1	50	SPAN 101	C	N/A
Spanish Lang, Level 2	63	SPAN 101, 102	C	C2
U.S. History I #, \$	50	HIST 101	D	D6+US-1
U.S. History II ^, \$	50	HIST 102	D	D6+US-1
Western Civilization I	50	HIST 105	C or D	C2 or D6
Western Civilization II	50	HIST 106	D	D6

NE No Equivalent

\$ American History & Institutions (AH&I) Components

US-1: American History

US-2: U.S. Constitution & Government

US-3: California Government

@ Combined with HIST 101 and POSC 120 or HIST 102 will meet the AH&I requirement (grades of 'C' or better)

# Combined with POSC 102 or POSC 101 and 120 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

**Note:** 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 DSST exams to students who attain satisfactory scores. Credit is applied only toward the Associate degrees.

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

DSST Exam	Min. Score*	Credit	AA GE Area
Art of the Western World	48	3	Area C
Astronomy	48	3	Area B
Business Mathematics	400/48	3	Area A2
Criminal Justice	400/49	3	N/A
Environment and Humanity:			
The Race to Save the Planet	46	3	Area B
Ethics in America	400/46	3	N/A
Foundations of Education	46	3	N/A
Fundamentals of College Algebra	400/47	3	Area A2
Fundamentals of Counseling	45	3	N/A
General Anthropology	47	3	Area D
Here's to Your Health	400/48	3	Area E
History of the Vietnam War	44	3	Area D
Human/Cultural Geography	48	3	Area D
Human Resource Management	46	3	N/A
Intro to Business	400/46	3	Area E
Intro to Computing	400/45	3	N/A
Intro to Law Enforcement	45	3	Area D
Intro to the Modern Middle East	47	3	Area D
Intro to World Religions	400/48	3	Area C
Lifespan Developmental Psyc	46	3	Area D
Organizational Behavior	48	3	N/A
Personal Finance	400/46	3	Area E
Physical Geology	46	3	Area B
Principles of Financial Accounting	47	3	N/A
Principles of Physical Science I	47	3	Area B
Principles of Public Speaking	47	3	N/A
Principles of Statistics	400/48	3	Area A2
Principles of Supervision	400/46	3	N/A
Substance Abuse	400/49	3	Area E
Technical Writing	46	3	N/A
Western Europe Since 1945	45	3	Area D

\*Beginning in 2008, new score scales were introduced with a minimum cut score set at 400 for all updated and new exams.

Any DSST exam listed as an elective may be used for major course work with department approval on a Course Substitution/Waiver Form.

**Note:** Please see a counselor for specific information regarding DSST exam placement and credit awarded.

### Foreign Course Work

Students who have satisfactorily completed course work from a foreign nation's appropriately accredited university may be able to apply those course credits toward an Associate degree at Palomar

College. Course work must first be evaluated by an approved credentials evaluation agency and then reviewed by Palomar's Evaluations Office. Some course work may also require approval by Department Chairs.

To have foreign course work credits evaluated, students should contact one of the approved credentials evaluation agencies. A list is available in the Evaluations Office. Request a detailed equivalency report that indicates - for each course - whether it is an upper- or lower-division course, it's U.S. semester equivalency, and the grade the student earned. The Evaluations Office will determine how course work will be applied to requirements.

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

### International Baccalaureate Examinations (IB)

Palomar College may award International Baccalaureate Examination (IB) credit toward the Associate degree, or for CSU GE or IGETC transfer certification, to high school students who attain an appropriate score on Higher Level exams. Students intending to transfer to a four-year institution should consult a counselor or the individual university regarding its IB credit policy for major course work.

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

IB Exam	Min. Score	AA GE Area	CSU GE Area	IGETC Area
Biology HL	5	B	B2	5B w/o lab
Chemistry HL	5	B	B1	5A w/o lab
Economics HL	5	D	D2	4B
Geography HL	5	D	D5	4E
History HL (any region)	5	C or D	C2 or D6	3B or 4F
Language A1 HL (any language except English)	5	C	N/A	3B or 6A
Language A2 HL (any language except English)	5	C	N/A	3B or 6A
Language A1 HL (any language)	4, 5*	C	C2	3B
Language A2 HL (any language)	4, 5*	C	C2	3B
Language B HL (any language)	4, 5*	C	N/A	6A
Mathematics HL	4, 5*	A2	B4	2A
Physics HL	5	B	B1	5A w/o lab
Psychology HL	5	D	D9	4I
Theatre HL	4, 5*	C	C1	3A

\* Both Palomar and UC require a minimum score of 5 in order for these examinations to be accepted for credit.

**Note:** 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 degree, usually as elective units. Completion of Basic/Recruit Training will meet the Health and Kinesiology requirement for the Associate degree. A minimum of three units of ACE-recommended credit for Basic/Recruit training will meet Area E requirements for CSU GE transfer certification.

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; Coast Guard Institute (CGI) transcript; official transcripts from DANTES/USAFI; or verified copies of DD214 or DD295 military records.

**Religious Course Work**

Palomar College will not accept any course, even from a regionally accredited institution, that promotes a specific religious doctrine. Courses with a broad philosophical perspective will be accepted. Examples of courses which may be appropriate for general education include The Bible, The New Testament, The Koran, and The Torah, as long as the treatment of these topics is academic and stresses these books as literary works in an historic or philosophic way. We will not accept courses such as Preparing for a Mission, The Baptist Ministry, and Living as a Christian as appropriate for general education or elective units.

**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 course work. 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-133.