

Academic Regulations, Policies and Standards

Scholastic Standards

Each instructor assigns grades to students based on standards established as appropriate for each class. Written papers, participation in class discussions, midterm and final examinations, and class attendance may be used by an instructor to determine grades. It is the student's responsibility to comply with the criteria used in grading by instructors. Students should consult with instructors during office hours for assistance.

Class Start and End Times

Students are expected to be in class, prepared for instruction, at the designated class starting time.

Grading Policy

The Peralta Community College District has adopted a uniform grading policy in accordance with state regulations.

Evaluation through grading is the sole responsibility of each instructor. The instructor's grades are permanent. Once submitted, they are not subject to change by reason of revision of judgment by the instructor, or on the basis of a second examination or additional work.

A grade can be changed only where evidence is presented that a clerical error or other mistake, fraud, bad faith or incompetence was involved. No grade will be changed later than two (2) years after the semester in which the grade was assigned.

Grades

The grades, grade points awarded and symbols used by College of Alameda are: (*see opposite for chart*)

Pass/No Pass Policy

In designated courses, students may elect to take the course on a pass/no pass basis, rather than receive a letter grade. This decision must be made prior to the fourth week of instruction (30% for short-term courses). Upon successful completion of a pass/no pass course, the student earns the specified number of units and the record will show "P" (which indicates a "C" grade or better). If the student's work is unsatisfactory, the record will show "NP" (which indicates a "D" grade or below). All units of "P" will be counted in satisfaction of community college curriculum requirements, but will not be used in computation of GPA.

All courses listed in the Description of Courses section of the Catalog which may be taken for pass/no pass, or for grade only, are identified by the following symbols which appear in parentheses directly after the name of the course:

GR: Course may be taken for letter grade only.

P/NP: May be taken for credit/no credit only.

GR or P/NP: May be taken either for a letter grade or on credit/no credit basis.

A student may not repeat a course in which a grade of "P" was earned. A student may repeat a course in which a grade of "NP" was earned.

Students planning to transfer to four-year institutions are cautioned that, in most cases, courses in which a grade of "P" was earned will not be counted toward courses required in a major. Also, limitations are imposed on the number of units of "P" that will be counted toward a Bachelor's degree. The student should consult the catalog of the transfer institution for more specific information on this point. The designation pass/no pass ("P" or "NP") may not be changed to a letter grade.

Pass/No Pass Option: Each Peralta College shall determine which courses can be offered on a pass/no basis and shall specify in the college catalog which courses have this option. (In absence of such a determination, a course will be presumed to be offered on a letter-grade basis.)

The student's decision to take a course for Pass/No Pass must be made prior to the fourth week of instruction (30% of instruction for summer session and short-term classes). The student must go into the Passport Student Center to choose P/NP.

All units earned on a pass/ no pass basis in California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements, but such courses shall not be included in determining a student's grade point average.

Students planning to transfer to a four-year institution are cautioned that in most cases courses in which a grade of "P" was earned will not be counted toward their major. Furthermore, limitations are imposed on the number of units of "P" that will be counted toward a Bachelor's degree. The student should consult the catalog of the transfer institution for more specific information on regarding the use of courses in which a "P" grade was received.

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Academic Record Symbols and Grade Point Average

The College of Alameda uses the following evaluative and non-evaluative symbols in the grading of a student in conformance with those related provisions of the California Administrative Code, Title 5:

Symbol	Points	Definition
A	4	Excellent
B	3	Good
C	2	Satisfactory
D	1	Passing, less than satisfactory
F	0	Failing
FW	0	Failing The FW grade indicates a failing grade because the student has ceased to participate in the class sometime after the withdrawal deadline. The FW grade is treated in the same manner as an F grade for the purposes of calculating grade point average, course repetition, and academic standings for probation/dismissal.
I		Incomplete The grade of I is only appropriate when the student has completed a minimum of two-thirds of the work for the course with a passing grade. Conditions for removal of the "I" and the grade assigned shall be filed with the Office of Admissions and Records and a copy given to the student. A final grade shall be assigned when the stipulation has been completed, or when the time limit for completing the work has passed. The "I" symbol must be made up no later than one year following the end of the term in which it was assigned. The "I" symbol shall not be used in calculating units attempted nor for grade points. A time extension beyond one year but not to exceed one semester or quarter may be granted by petition. If the stipulation has not been met by the allotted time the incomplete symbol will revert to an assigned incomplete grade. Incomplete defaults: I-B: The I-B grade defaults to an assigned grade of a B I-C: The I-C grade defaults to an assigned grade of a C I-D: The I-D grade defaults to an assigned grade of a D I-F: The I-F grade defaults to an assigned grade of a F
P		Pass (at least satisfactory; units awarded not counted in GPA)
NP		No Pass (less than satisfactory, or failing; units not counted in GPA)
SP		Satisfactory Progress towards completion of the course (Used for noncredit courses only and is not supplanted by any other symbol)
IP		In Progress The "IP" symbol shall be used to indicate that the course extends beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of a grade must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate grade and unit credit shall be assigned and appear on the student's record for the term in which the course is completed. The "IP" shall not be used in calculating grade point averages.
RD		Report Delayed The "RD" symbol may be assigned by the Office of Admissions and Records only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the students. It is temporary. This temporary symbol shall not be used in calculating grade point averages and shall be replaced by a permanent symbol as soon as possible.

Symbol	Points	Definition
W		<p>Withdrawal A withdrawal reported to the Office of Admissions and Records during the first four weeks of instruction (or thirty percent [30%] of instruction under the semester system, summer session, intersession and short-term courses) shall not be noted on the student's academic record.</p> <p>A "W" symbol can be awarded any student between the end of the fourth week of instruction and the end of the fourteenth week of instruction (or between 30-75% of instruction under the semester system, summer session, intersession, and short-term courses).</p> <p>The academic record of a student who has not withdrawn from class or has not been dropped by an instructor within the time allowed by this policy must reflect a grade other than "W" as awarded by the instructor. The "W" symbol shall not be used for academic probation but only for progress probation.</p> <p>A "W" shall not be assigned "if a determination is made pursuant to (Title 5) sections 5900 et seq. that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment or that the student withdrew because he or she reasonably believed that remaining in the course would subject him or her to discriminatory treatment or retaliation for alleging discriminatory treatment." In such instances, no symbol will be assigned.</p>
EW		<p>Excused Withdrawal "Excused Withdrawal" (EW) occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting his or her ability to complete a course(s) and may include a job transfer outside the geographical region, an illness in the family where the student is the primary caregiver, when the student who is incarcerated in a California state prison or county jail is released from custody or involuntarily transferred before the end of the term, when the student is the subject of an immigration action, or other extenuating circumstances making course completion impracticable. In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer. Upon verification of these conditions and consistent with the District's required documentation substantiating the condition, an excused withdrawal symbol may be assigned at any time after the period established by the Governing Board during which no notation is made for withdrawals. The withdrawal symbol so assigned shall be an "EW." (2) Excused withdrawal shall not be counted in progress probation and dismissal calculations. (3) Excused withdrawal shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt. (4) In no case may an excused withdrawal result in a student being assigned an "FW" grade. (f) Notwithstanding the limits set forth above, apportionment will be limited as set forth in Title 5. section 58161</p>
MW		<p>Military Withdrawal The "MW" shall be assigned only for students who are members of an active or reserve military unit and who receive orders compelling a withdrawal from courses. Upon verification of orders, the "MW" symbol may be given in lieu of a grade at any time after the last day to withdraw without receiving a letter grade (14 weeks for semester colleges). The "MW" shall not be counted in determining "progress probation" and in calculating grade points for dismissal.</p>

Dropping Classes/Withdrawal

Students are responsible for dropping classes through the Passport System via the Internet or at the college Office of Admissions and Records.

Students should refer to the academic calendar in the catalogs or the class schedule to determine the deadline dates for dropping a class with a refund, with no grade, or with a "W". A withdrawal reported to the District Admissions and Records Office prior to the Census date shall not be noted on the student's academic record.

A "W" symbol will be recorded on the student's transcript up on withdrawal during the period after the Census date and the end of the fourteenth week of instruction (or between 21% to 75% of instruction for the summer session and short-term courses). The "W" symbol shall not be used to determine academic probation but only to determine progress probation. The academic record of a student who has not withdrawn from class nor has been dropped by an instructor within the time allowed must reflect a grade other than "W" as awarded by the instructor.

Students will not be permitted to withdraw and receive a "W" in a class more than three times (substandard grades are also included in determining the ability to repeat courses).

Enrollment Fee Refund Information can be obtained at the following Web link: web.peralta.edu/admissions/fees/refund-procedures/.

Academic Renewal Policy

A maximum of two semesters or a maximum of 24 semester units of coursework at all Peralta Colleges which has been legally petitioned may be alleviated and disregarded in the computation of cumulative grade-point averages under the following conditions:

- a. A period of one year must have elapsed since the work to be alleviated was completed;

- b. The student has requested the action formally and has presented evidence that work completed in the term (s) under consideration is (are) substandard and not representative of present scholastic ability and level of performance;
- c. Since the most recent work to be disregarded was completed, the student must have completed 15 lower-division semester units with at least a 2.5 GPA, at either any of the Peralta Colleges or another regionally accredited institution.

PLEASE NOTE: *When coursework is forgiven, the permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history. Forms for filing under this policy may be obtained from the Admissions and Records web page at www.peralta.edu.*

Forms for filing under this policy may be obtained from the Admissions and Records Office.

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

Academic Recognition**Honor Roll**

Students who have completed 12 or more units with a semester grade point average of 3.25 or better are honored by being placed on the Vice-President's list.

The honor status GPA is computed on the basis of units attempted and completed District-wide. The student's honor status is assigned to the college where the majority of units were completed.

Associate Degree Honors

Students who receive the Associate Degree are graduated "With Honors" if they have an overall cumulative grade point average of 3.25 to 3.49. Those with an overall cumulative grade-point average of 3.50 to 3.74 are graduated "With High Honors" and those with 3.75 to 4.0 are graduated "With Highest Honors." (All lower division units from regionally accredited degree granting institutions outside of Peralta District Colleges are included in the GPA calculation.)

The honor status GPA is computed on the basis of units attempted and completed District-wide, excluding non-Associate degree courses numbered 250-299, 348, and noncredit courses numbered 400-699. The student's honor status is assigned to the college awarding the Associate Degree.

Grade Point Average

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

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

Example:

A student who earns 3 semester units of "A", 5 units of "B", 3 units of "C", 3 units of "D", 1 unit of "F" and 1 unit of "P" would compute the GPA as follows:

Attempted	Completed	Grade	(Points)	Multiply Grade	Points
3 units	3 units	A	(4 points)	3 x 4 =	12
5 units	5 units	B	(3 points)	5 x 3 =	15
3 units	3 units	C	(2 points)	3 x 2 =	6
3 units	3 units	D	(1 point)	3 x 1 =	3
1 unit	0 unit	F	(0 point)	1 x 0 =	0
<u>0 unit</u>	<u>1 unit</u>	P	(0 point)	0 x 0 =	<u>0</u>
15 units	15 units				36 grade points
36 grade points earned					= 2.40 GPA
15 semester units attempted					

Units for which a symbol of "W", "MW", "P", "NP", "I", "IP" or "RD" is assigned are not counted in units attempted.

Definition of Unit Value

One semester unit of credit is defined as one hour of recitation or lecture (together with the required two hours of preparation for each class hour) or three hours of laboratory work a week for a semester of 18 weeks.

Two (2) semester units are equivalent to three (3) quarter units. To convert semester units to quarter units, multiply semester units by 1.5. To convert quarter units to semester units, divide the quarter units by 1.5.

For assistance in determining quarter/semester unit equivalency, contact the Office of Admissions & Records.

Advanced Placement Policy

The Peralta Community College District participates in the Advanced Placement Program of the College Entrance Examination Board. The Peralta Community College District grants Advanced Placement credit according to the following policies:

College Credit for Advanced Placement (AP) Tests, International Baccalaureate (IB), and the College-Level Examination Program (CLEP)

General Guidelines

In order to receive credit for either AP, IB, or CLEP

- You must be enrolled in the Peralta Community College District to apply for such credit
- You are not required to have completed any specific number of units in the Peralta Community College District prior to applying for such credit
- You may use units earned through any of these exams to meet Certificate and Associate Degree requirements (please see the charts which follow)
- You may not use units from these exams to satisfy financial aid, veterans, or EOPS eligibility criteria
- You may not use units from these exams to satisfy the 12-unit residency requirement at any of the Peralta Community College District's four colleges
- If you have earned credit from an AP, IB, or CLEP exam, you should not enroll in a comparable college course because credit will not be granted for both the exam and the course.

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Advanced Placement Procedures

If you wish to apply for AP credit having received a **score of 3, 4, 5** on any of the exams listed below, you should:

1. Obtain a "Petition for Advanced Placement Examination Credit" from the Admissions and Records Office;
2. Attach official copies of AP score reports from the College Board or an official copy of your high school transcript (if it reports Advanced Placement Examinations); and;
3. Take the completed petition and supporting documentation to a counselor for review.
4. If you wish to receive credit for an AP examination not on this list, you should obtain a petition from the Admissions and Records Office and submit it to the Vice President of Instruction, who will evaluate requests on a case-by-case basis.

AP Exam	PCCD Course ¹	PCCD GE Area	PCCD Units	CSU GE Area and/or A.I.	CSU GE Units	IGETC Area	IGETC Units
Art History	ART 1 or 4	3	3	C1 or C2	3	3A or 3B	3
Biology	BIOL 10	1	4	B2 + B3	4	5B and 5C	4
Chemistry	CHEM 30A	1	4	B1 + B3	4	5A and 5C	4
Chinese Language and Culture	CHIN 1 or 10A	3	5	C2	3	3B and 6A	3
Computer Science A ²	n/a	4c	1*	n/a	0	n/a	n/a
Computer Science AB ²	n/a	4c	1*	n/a	0	n/a	n/a
Economics: Macro	ECON 1	2	3	D2	3	4B	3
Economics: Micro	ECON 2	2	3	D2	3	4B	3
English Language/Composition	ENGL 1A	4a or 4d	4	A2	3	1A	3
English Literature/Composition	ENGL 1A and 1B	3 and 4d	8	A2 + C2	6	1A or 3B	3
Environmental Science ³	n/a	1	3	B1 + B3	4	5A and 5C	3
French Language	FREN 1A	3	5	C2 (if completed prior to Fall 2011)	3	3B and 6A (if completed prior to Fall 2011)	3
French Language and Culture	FREN 1A	3	5	C2	3	3B and 6A	3
German Language	GERM 1A	3	5	C2 (if completed prior to Fall 2011)	3	3B and 6A (if completed prior to Fall 2011)	3
German Language and Culture	GERM 1A	3	5	C2	3	3B and 6A	3
Government/Politics: Comparative	POSCI 2	2	3	D8	3	4H	3
Government/Politics: U.S.	POSCI 1	2	3	D8 + US 2	3	4H + (US 2)	3
History: European	HIST 2A or 2B	2	3	C2 or D6	3	3B or 4F	3
History: U.S.	HIST 7A or 7B	2	3	(C2 or D6) + US 1	3	3B or 4F + (US 1)	3
History: World History	HIST 3A or 3B	2	3	C2 or D6	3	3B or 4F	3
Human Geography	GEOG 2	2	3	D5	3	4E	3
Italian Language and Culture	n/a	3	5	C2	3	3B and 6A	3
Japanese Language and Culture	JAPAN 1A	3	5	C2	3	3B and 6A	3
Latin	n/a	3	5	C2	3	3B and 6A	3
Latin Literature	n/a	3	3	C2 (if completed prior to Fall 2009)	3	3B and 6A	3

¹ The Peralta Community College District (PCCD) course associated with the Advanced Placement examination. These courses will only be used to establish PCCD pre-requisites and/or course equivalencies. Please see a Counselor for specific information.

² If a student passes more than one AP exam in Calculus or more than one AP exam in Computer Science, only one examination may be used.

* Unit awarded based on the minimum required for PCCD General Education Area 4c.

Advanced Placement Procedures, Continued

AP Exam	PCCD Course ¹	PCCD GE Area	PCCD Units	CSU GE Area and/or A.I.	CSU GE Units	IGETC Area	IGETC Units
Latin: Vergil	n/a	3	3	C2 (if completed prior to Fall 2012)	3	3B and 6A	3
Mathematics: Calculus AB ²	MATH 3A	4b	5	B4	3	2A	3
Mathematics: Calculus BC ²	MATH 3A or 3B	4b	5	B4	3	2A	3
Mathematics: Calculus BC/AB Subscore ²	MATH 3A	4b	5	B4	3	2A	3
Mathematics: Statistics	MATH 13	4b	4	B4	3	2A	3
Music Theory	MUSIC 101	3	3	C1 (if completed prior to Fall 2009)	3	n/a	n/a
Physics 1 ⁴	n/a	1	5	B1 + B3	4	n/a	n/a
Physics 2 ⁴	n/a	1	5	B1 + B3	4	n/a	n/a
Physics B ⁴	PHYS 2A or PHYS 3A	1	5	B1 + B3 (if completed prior to Fall 2013)	4	5A and 5C	4
Physics C: Electricity/Magnetism ⁴	PHYS 4B	1	5	B1 + B3	4	5A and 5C	3
Physics C: Mechanics ⁴	PHYS 4A	1	5	B1 + B3	4	5A and 5C	3
Psychology	PSYCH 1A	2	3	D9	3	4I	3
Spanish Language	SPAN 1A	3	5	C2 (if completed prior to Fall 2009)	3	3B and 6A (if completed prior to Fall 2009)	3
Spanish Language and Culture	SPAN 1A	3	5	C2	3	3B and 6A	3
Spanish Literature	N/A	3	3	C2 (if completed prior to Fall 2009)	3	3B and 6A (if completed prior to Fall 2009)	3
Spanish Literature and Culture	SPAN 2A	3	5	C2	3	3B and 6A	3

¹ The Peralta Community College District (PCCD) course associated with the Advanced Placement examination. These courses will only be used to establish PCCD pre-requisites and/or course equivalencies. Please see a Counselor for specific information.

² If a student passes more than one AP exam in Calculus or more than one AP exam in Computer Science, only one examination may be used.

* Unit awarded based on the minimum required for PCCD General Education Area 4c.

International Baccalaureate Procedures

If you wish to apply for IB credit, you should:

1. Obtain a "Petition for International Baccalaureate Examination Credit" from the Admissions and Records Office;
2. Attach an official IB transcript;
3. Take the completed petition and supporting documentation to a counselor for review.

IB Exam	PCCD GE Area	PCCD GE Units	CSU GE Area	CSU GE Units	IGETC Area	IGETC Units
Biology HL	1	3	B2	3	5B w/o lab	3
Chemistry HL	1	3	B1	3	5A w/o lab	3
Economics HL	2	3	D2	3	4B	3
Geography HL	2	3	D5	3	4E	3
History HL (any region)	2	3	C2 or D6	3	3B or 4F	3
Language A1 (any language, except English) HL	3	3	C2	3	3B and 6A	3
Language A2 (any language, except English) HL	3	3	C2	3	3B and 6A	3
Language A1 (any language) HL	3	3	C2 (if completed prior to Fall 2013)	3	3B	3
Language A2 (any language) HL	3	3	C2 (if completed prior to Fall 2013)	3	3B	3
Language B HL (any language) ¹	3	3	n/a	0	6A	3
Mathematics HL	4b	3	B4	3	2A	3
Physics HL	1	3	B1	3	5A w/o lab	3
Psychology HL	2	3	D9	3	4I	3
Theatre HL	3	3	C1	3	3A	3

¹ The IB curriculum offers language at various levels for native and non-native speakers. Language B courses are offered at the intermediate level for non-native speakers. Language A1 and A2 are advanced courses in literature for native and non-native speakers respectively.

College-Level Examination Program Procedures

If you wish to apply for CLEP credit, you should:

1. Obtain a “Petition for College-Level Examination Program Credit” from the Admissions and Records Office;
2. Attach official copies of CLEP score reports from the College Board;
3. Take the completed petition and supporting documentation to a counselor for review.

CLEP Exam	PCCD GE Area	PCCD GE Units	Units for CSU GE	CSU GE Area and/or American Institutions
American Government	2	3	3	D8
American Literature	3	3	3	C2
Analyzing and Interpreting Literature	3	3	3	C2
Biology	1	3	3	B2
Calculus	4b	5	3	B4
Chemistry	1	3	3	B1
College Algebra	4b	3	3	B4
College Algebra - Trigonometry	4b	3	3	B4
English Literature	3	3	3	C2
French Level II	3	3	3	C2
German Level II	3	3	3	C2
History, United States I	2	3	3	D6+US-1
History, United States II	2	3	3	D6+US-1
Human Growth and Development	2	3	3	E
Humanities	3	3	3	C2
Information Systems and Computer Applications	4c	1*	0	n/a
Introductory Psychology	2	3	3	D9
Introductory Sociology	2	3	3	D0
Natural Sciences	1	3	3	B1 or B2
Pre-Calculus	4b	4	3	B4
Principles of Macroeconomics	2	3	3	D2
Principles of Microeconomics	2	3	3	D2
Spanish Level II	3	3	3	C2
Trigonometry	4b	3	3	B4
Western Civilization I	2	3	3	C2 or D6
Western Civilization II	2	3	3	D6

*Unit awarded based on the minimum required for PCCD General Education Area 4c.

*Continued from page 251...***Advanced Placement Tests**

You will be granted credit for College Entrance Examination Board (CEEB) Advanced Placement (AP) tests with scores of 3, 4, 5 (see the AP chart which follows) in specific subject areas for certificates, Associate Degrees, CSU General Education Breadth certification and IGETC certification.

The unit/credit value granted for a college certificate or Associate Degree may vary from the unit/credit value given by a UC or a CSU.

You may use units earned by AP examinations toward CSU, General Education Breadth Certification, (partial or full), according to the CSU approved list below and you may use units earned by AP examinations to meet Intersegmental General Education Transfer Curriculum (IGETC) as per the approved list below. Each AP exam may be applied to one IGETC area as satisfying one course requirement, with the exception of Language Other Than English (LOTE).

There is no equivalent AP exam for IGETC Area 1B or CSU GE Breadth Area A3, Critical Thinking/Composition. There is no equivalent AP exam for IGETC Area 1C or CSU GE Breadth Area A1, Oral Communication.

If you have passed more than one AP exam in Calculus, only one exam may be used for credit/unit purposes for a certificate, Associate Degree, CSU GE certification, and IGETC certification.

Some four-year institutions (e.g., out-of-state, independent) may not accept AP credit.

Actual transfer credit awarded for admission is determined by the CSU and UC.

Individual CSU and UC campuses continue to determine the applicability and quantity of AP credits granted toward major or baccalaureate degree requirements.

In some areas, CSU grants additional units for elective credit toward eligibility for admission. The CSU campus to which you transfer determines the total number of units to be awarded for successful completion of Advanced Placement examination(s) and how the exam scores may apply to other graduation requirements.

For IGETC certification, AP exams in Biology, Chemistry, or Physics B allow a community college to apply 4 semester or 5 quarter units to IGETC certification (as noted in the chart below). For Environmental Science, Physics C: Mechanics and Physics C: Electricity. Magnetism, 3 semester or 4 quarter units are applied for IGETC certification (as noted below); therefore, students who have completed these exams will be required to complete at least 4 semester or 5 quarter units to satisfy the minimum required units for Area 5.

For CSU GE certification, if you pass more than one AP exam in Physics, only four units of credit may be applied to the certification.

The University of California Advanced Placement Policy can be found at their website:

<http://admission.universityofcalifornia.edu/counselors/exam-credit/ap-credits/index.html>.

The California State University Advanced Placement Policy can be found at their website:

<https://www2.calstate.edu/apply/transfer/Pages/advanced-placement-ap.aspx>.

International Baccalaureate Examination Program

The Peralta Community College District may award International Baccalaureate Examination (IB) credit toward a Certificate or Associate Degree, or for CSU GE or IGETC transfer certification to those who attain an appropriate score on Higher Level (HL) Exams. If you are intending to transfer to a four-year institution, you should consult with a counselor or the individual institution regarding its IB credit policy for major course work.

A score of 5, 6, or 7 on Higher Level exams is required to grant credit for IGETC and CSU GE Breadth certification (exception: a score of 4 on the following IB subjects is considered a passing score for CSU GE Breadth certification: Language A1 HL, Language A2 HL, Language B HL, Mathematics HL, and Theatre HL). An acceptable IB score for IGETC or CSU GE Breadth equates to either 3 semester or 4 quarter units for certification purposes.

If you have earned credit from an IB exam, you should not enroll in a comparable college course because credit will not be granted for both. (CSU may grant additional units for eligibility for admission.)

College-Level Examination Program (CLEP)

The following CLEP examinations can be used for credit toward a Certificate, Associate Degree, or CSU GE Breadth certification. CLEP exams cannot be used for IGETC certification.

You must have achieved **at least a score of 50** on any of the following exams with the exception of a score of **59 on French Level II, 60 on German level II, and 63 on Spanish level II.**

If you have earned credit from a CLEP exam, you should not enroll in a comparable college course because credit will not be granted for both.

CSU may grant additional units for elective credit toward eligibility for admission. Also, there are some CLEP exams not listed below for which CSU may grant elective credit. Please check with the CSU to which you plan to transfer.

Good Academic Standing

To remain in good academic standing, a student must maintain a cumulative grade point average of 2.0 or higher. Students who have a cumulative grade point average of less than 2.0 will be considered scholastically deficient.

Academic Probation

A student who has attempted at least 12 semester units as shown by the academic record shall be placed on academic probation if the student has earned a grade point average below 2.0 in all units which were awarded.

A student on academic probation for a grade point deficiency shall be removed from probation when the student's cumulative grade point average is 2.0 or higher.

Progress Probation

A student who has enrolled in a total of at least 12 semester units as indicated on the academic record shall be placed on progress probation when the percentage of all units in which a student has enrolled and for which entries of "W", "I" and "NP" are recorded reaches at least 50 percent of the grades.

A student on progress probation shall be removed from probation when the percent of units in this category drops below 50 percent.

Standards for Dismissal

For purposes of probation and dismissal, a semester shall be considered consecutive on the basis of the Peralta student's enrollment. Summer sessions (regular intersessions) shall be considered a semester.

Academic Dismissal: A student on academic probation shall be subject to dismissal after three (3) consecutive semesters in which the student earned a cumulative grade point average of less than 1.75 in all units attempted.

Progress Dismissal: A student who is on progress probation is subject to dismissal after the third consecutive semester on progress probation, unless the current semester percentage of completed units exceeds 50 percent of enrolled units.

Reinstatement from Dismissal: A student may appeal for reinstatement if unusual circumstances prevailed. Such circumstances will be evaluated by petition and could be, but are not limited to, health or financial strain. Readmission will be conditioned on a semester review basis with the student subject to the continued probation dismissal policy.

Units Attempted

For purposes of standards for academic probation and dismissal (1) "all units attempted" means all units of credit for which a student earns a symbol of "A", "B", "C", "D", or "F"; (2) "enrolled units" means all units attempted as defined above, and all units for which the student earns a symbol of "W", "I", "CR", "NC", "P", or "NP".

Notification of Probation or Dismissal

The Vice President of Student Services shall make every reasonable effort to notify a student of academic/progress probation or dismissal at or near the beginning of the semester in which the status is in effect. Students on probation must meet with a counselor and complete the "Academic Success Contract." Students on dismissal shall complete the "Student Petition for Reinstatement from Dismissal" and follow the steps as stated on the petition.

Course Repetition and Repeatable Courses

(AP 4225)

This procedure addresses all options per Title 5 regarding course repetition and repeatable courses including

- student repetition when a satisfactory grade was received,
- student repetition when a satisfactory grade was not received,
- courses per Title 5 which are determined to be repeatable, and
- active participatory credit courses in physical education and visual or performing arts that are related in content.

A. Alleviate substandard academic work [55040(b)(2), 55042]

- (1) A student may petition for approval to repeat a course when a student was awarded a substandard grade (less than "C", and including "FW") or received a "W". Per Title 5 regulations, the student can only repeat the course twice (thus can only take the course three times).
- (2) When a student repeats a course to alleviate substandard academic work, the previous grade and credit will be disregarded in the computation of the grade point average.
- (3) Courses that are repeated shall be recorded on the student's permanent academic record using the appropriate symbol.
- (4) Annotating the permanent academic record shall be done in a manner that all work remains legible, insuring a true and complete academic history.
- (5) 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.

B. Withdrawal (55024)

- (1) As noted above in section A, when a student withdrew from a course and received a "W" the student may petition to enroll again in the credit course. The maximum a student can repeat a course when a "W" or when a substandard grade was received is twice (thus a student can only take the course three times)
- (2) The "W" shall not be used in calculating GPA, but must be used in determining probation and dismissal
- (3) Military withdrawal, withdrawals due to extraordinary conditions (58509), and withdrawals where the district determines discriminatory treatment has occurred do not count toward these enrollment limits.

C. Significant lapse of time [55040(b)(3), 55043]

- (1) A student may petition to repeat a course when the student received a satisfactory grade the last time the student took the course but where there has been a "significant lapse of time" of no less than 36 months.
- (2) However, repetition of a course for "significant lapse of time" can occur only if there is a properly established recency prerequisite for the course or program pursuant to Title 5 section 55003, or

- (3) Another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating a specific course. Repetition is allowed even where less than 36 months has elapsed, if the student provides documentation that repetition is necessary for the student to transfer to the institution of higher education.
- (4) The previous grade and credit will be disregarded in computing the student's GPA.

D. Recency requirement at an institution of higher education [55040(b)(3), 55043]

- (1) As noted above in section C, a student may petition to repeat a course when "another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course in question."
- (2) The student must provide documentation that repetition is necessary for the student to transfer to the institution of higher education.
- (3) The previous grade and credit will be disregarded in computing the student's GPA.

E. Legally mandated [55040(b)(8)]

- (1) A student may petition to repeat a course not marked as repeatable "in instances when such repetition is necessary for the student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment."
- (2) Such courses may be repeated for credit any number of times as legally required.
- (3) Students must certify or provide documentation that course repetition is legally mandated.
- (4) The grade received each time shall be included for purposes of calculating the student's grade point average.

F. Significant change in industry or licensure standards [55040(b)(9)]

- (1) A student may petition to repeat a course "as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for the student's employment or licensure."
- (2) The student must certify or provide documentation that there has been a significant change in industry or licensure necessitating course repetition.
- (3) The grade received each time shall be included for purposes of calculating the student's grade point average.

G. Extenuating circumstances [55040(b)(5), 55045]

- (1) A student who has earned a satisfactory or substandard grade may petition to repeat a course due to an extenuating circumstance – verified cases of accidents, illness, or other circumstances beyond the student's control.

- (2) The previous grade and credit will be disregarded in the computing of the student's grade point average.
- (3) This does not apply to courses designated as repeatable.
- H. Occupational Work Experience [55040(b)(6), 55253]
- (1) Students may repeat all types of Cooperative Work Experience Education, but shall not exceed 16 semester units, subject to the following limitations:
- General Work Experience Education: a maximum of 6 semester credit hours may be earned during one enrollment period in general work experience education.
 - Occupational Work Experience Education: a maximum of 8 semester credit hours during one enrollment period in occupational work experience education.
- (2) The grade each time shall be included for the purpose of calculating the student's grade point average.
- I. Variable unit open-entry/open-exit courses [55040(b)(4), 55044]
- A student is permitted to enroll in a variable unit open-entry/open-exit course as many times as necessary to complete the entire curriculum of the course once.
 - A student may petition to repeat a portion of such a course if the student has received a substandard grade. See section A above.
 - Under no circumstances may a portion of a physical education course be repeated.
- J. Special classes for students with disabilities [55040(b)(7)]
- A student with a disability may repeat a special class for students with disabilities any number of times based on an individualized determination that such repetition is required as a disability-related accommodation for that particular student for one of the reasons specified in Title 5 section 56029.
 - The previous grade and credit may be disregarded in computing the student's grade point average each time the course is repeated. All prior work must remain legible on the student's academic record to ensure a true and complete academic history.
- K. Courses required by CSU or UC for completion of a bachelor's degree [55040(b)(1), 55041(a)(1)]
- A course may be designated as repeatable if repetition of that course is required by CSU and/or UC for completion of a bachelor's degree
 - The district must retain supporting documentation that verifies that the repetition is necessary to meet the major requirements of CSU or UC for completion of the bachelor's degree. The supporting documentation must be retained by the district as a Class 3 record basic to audit as required by Title 5, 59020 et sq.
 - In most cases, the limit will be four (4) semesters.
 - The grade received each time shall be included for calculating the student's grade point average.

- L. Intercollegiate athletics [55040(b)(1), 55041(a)(2)]
- A student may repeat a course in which student athletes enroll to participate in an organized competitive sport sponsored by the district or a conditioning course which supports the organized competitive sport.
 - There is a limit of 350 contact hours per year per sport (of the 350 hours, up to 175 contact hours in courses dedicated to the sport and 175 contact hours in courses that focus on conditioning or skill development for the sport) OR the participation of a student for up to four
 - Semester enrollments in the course [58161(d), 58162].
 - The grade received each time shall be included for calculating the student's grade point average.

- M. Intercollegiate academic or vocational competition [55040(b)(1), 55041(a)(3)]
- A student may repeat courses that are designed specifically for participation in non-athletic competitive events between students from different colleges.
 - The outcomes of the course must be tied to the student's participation in the competition.
 - The event must be sanctioned by a formal collegiate or industry governing board.
 - A student is permitted four (4) semesters of enrollment in one single course or a combination of courses that are related in content.
 - The enrollment limits apply even if the student receives a substandard grade or a "W" during one of the enrollments or petitions due to extenuating circumstances as provide in Title 5, 55045.
 - The grade each time shall be included for calculating the student's grade point average.

- N. Active participatory courses in physical education, and visual or performing arts that are related in content [55040(c)]
- A student is not permitted to enroll in active participatory courses (those courses where individual study or group assignments are the basic means by which learning objectives are obtained) in physical education, visual or performing arts that are related in content more than four (4) times [four courses].
 - A course related in content includes any course with similar primary educational activities in which skill levels or variation are separated into distinct courses with different student learning outcomes for each level or variation.
 - The limitation on enrollment applies even if a student receives a substandard grade or "W" during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstance.
 - All grades and credits received count in calculating the student's grade point average.

Remedial Course Limit

Per Title 5, section 55035, no student shall receive more than 30 semester units (or 45 quarter units) for remedial coursework. Remedial course work is defined as “pre-collegiate basic skill instruction delivered in non-degree applicable credit mode.”

Students enrolled in one or more courses of English for Speakers of Other Languages (ESOL) and students identified by the district/colleges as having a learning disability (defined in section 56036) are exempted from the limitation on remedial coursework.

A student who has exhausted the unit limitation on remedial coursework may apply for a waiver for a specified period of time or for a specified number of units. Waivers will be granted to students who show significant, measureable progress toward the development of skills appropriate to his/her enrollment in college-level courses.

Credit by Examination

A registered student who is attending classes, is in good-standing (not on probation), and has completed at least 6 units at College of Alameda may request by petition to take an equivalency examination in certain designated courses. (Confer with a counselor regarding these specific courses.) The petition, which may be obtained in the Admissions and Records Office, should be accompanied by evidence of knowledge or experience in the content of the course. Final determination of eligibility to challenge a course by examination is made by the Department Chairperson for the course involved.

Credit by examination may be accrued by a student up to a maximum of 15 units. Units earned will be recorded on a student’s record as a letter grade or P as determined by each department and grading policy. Students are not permitted to challenge by examination any course of lower level than a course previously completed.

Credit by examination is not part of a student’s current work load and cannot be counted toward the 12 unit residency, veteran’s benefits, financial aid, athletic eligibility, or similar purposes.

Since the approved course list is updated annually, confer with a counselor regarding any changes. The following courses may be challenged as Credit by Examination:

- Apparel Design and Merchandising 235
- Apprenticeship 451, 452, 453, 454, 471, 473A, 482, 484
- Automotive Technology 10, 11, 12, 14, 15, 21, 22, 23, 24A, 24B, 25, 26, 27, 234
- Aviation Maintenance Technology 58L, 62, 64, 64L, 70, 70L, 78, 78L
- Biology 102
- Computer Information Systems 1, 5, 205, 238A
- Geology 10
- Health Professions and Occupations 202, 203, 204
- History 53A
- Kinesiology 150
- Learning Resources 265, 266, 268
- Mathematics 15, 16A, 50, 201, 202, 203, 225, 250
- Music 1A

For more detail regarding Credit by Examination, please see AP 4235: Credit by Examination. The “Petition for Credit by Examination” is available online at: <http://web.peralta.edu/admissions/files/2011/06/Petition-for-credit-by-examination-02-16-2016-rev.pdf>.

Selected Topics in Subject (48/248) Courses

Maximum credit for Selected Topics 48AA-FZ, Liberal Arts courses, is 0.5 to 3 units; prerequisites are determined by the department according to the nature of the course offered. Transferability of Selected Topics 48AA-FZ courses should be confirmed with a counselor prior to enrollment. Liberal Arts 248AA-FZ are open to all students without prerequisites for non-transfer credit. Maximum credit allowed is 0.5 to 6 units.

In occupational courses 48AA-FZ, there is transfer credit to certain designated colleges; 248AA-FZ, non-transfer credit. Maximum credit allowed is 0.5 to 6 units.

Selected Topics 348 series courses are non-degree applicable; 448 series are apprenticeship courses; 548 courses are noncredit; 648 are special courses for handicapped; 748 are not-for-credit contract education courses; and 848/948 are fee-based courses.

Independent Study (49) Courses

Supervised independent study courses are designed to permit study of an area or problem of the student's choice not covered by regular Catalog offerings. To be eligible for independent study, students must have completed a minimum of 12 units of work at College of Alameda. Students in good standing may enroll in one (1) independent study course per semester, provided the division dean approves the study project and a full-time contract faculty member is willing to accept the student and the project. Students are limited to a total of ten (10) units of independent study in any one discipline. These courses may count as electives and generally do not fulfill specific Associate Degree requirements. The transferability of independent study courses is contingent upon review of the transfer institution. Students transferring to a campus of the University of California must submit a course outline to the appropriate U.C. division office for transfer approval. Independent study applicants shall demonstrate that their background is adequate for the proposed course of study, and must have prior successful academic experience in the particular discipline. Independent study (49) contract forms are available in the instructional division office



Transcript of Record

The Peralta Community College District has retained Credentials, Inc. to accept transcript orders online through their secured site. You must pay transcript fees at the time you submit your request. The first two transcripts ever requested are free; thereafter, \$6.00 per copy for regular service, mailed within 7 to 10 business days and \$12.00 for rush service mailed within 3 to 5 business days. See the website for other expedited delivery options:

<http://web.peralta.edu/admissions/official-transcript-request/>

Your official transcripts will include all coursework completed at Berkeley City College, College of Alameda, Laney College, and Merritt College. (Note: The \$2.00 handling charge applies to all free transcripts.)

Graduation

It is the student's responsibility to file a petition for an Associate degree and/or Certificate of Proficiency and/or Certificate of Achievement by the deadline shown in the Academic Calendar for the semester in which he/she plans to complete degree or certificate requirements. Petition forms are available in the Admissions & Records Office.

College of Alameda traditionally holds formal Commencement Exercises in May, with a reception immediately following for family and friends. Commencement Exercises recognize students who have completed degree and certificate requirements during the Summer, Fall or Spring terms of the current academic year. All students are encouraged to participate.

