

Academics

Transcripts and Grades

A transcript is your official record of all work completed and attempted. Students must supply copies of their high school and previous college transcripts to West Hills College Coalinga upon admission. These transcripts become the property of WHCC and cannot be forwarded to other institutions.

Request A Transcript

Two transcripts are furnished free upon request via MyWestHills. Select Academic Profile, Transcript Request. Additional transcripts can be ordered online for \$2 each.

In a hurry? Rush transcripts are available for \$10 each at student services as a walk up service.

Classification of Students

Freshmen — Students who have completed fewer than 30 semester units.

Sophomores — Students who have completed 30 or more semester units, but who have not yet been awarded an associate degree or higher degree.

Full-time — Students enrolled for 12 or more semester units of college credit.

Part-time — Students enrolled for fewer than 12 semester units of college credit.

Special admit — Student currently attending a K-12 school or under 18 years of age and who desires to enroll for college credit. Information is available from student services at 934.2300

Honors

President's Citation — A student will receive the President's Citation when twelve units or more are completed with a G.P.A. of 4.0 in one semester.

Dean's List — A student's name will be placed on the Dean's List for the semester when the student completes twelve units or more achieves a G.P.A. of 3.0 or above receives no grade below C

Note: PE activity classes and P/NP classes are not considered in computing G.P.A. for eligibility for the Dean's List and President's Citation. Incomplete grades or credit-by-examination classes are not computed for eligibility.

Grading Standards

Pursuant to Section 51306 of Title 5, the grading practices of West Hills College Coalinga shall be as follows:

Grade

Symbol	Definition	Points
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0

P-Pass At least satisfactory-units awarded; not counted in grade point average

NP-No Pass Less than satisfactory or failing-units not counted in grade point averages

I-Incomplete Shall not be used in calculating units attempted nor for grade point averages

IP-In Progress A student may receive an IP grade when the class extends beyond the normal end of the semester. An appropriate evaluation grade shall be assigned when all course work has been completed within the following college semester

RD-Report Delayed Shall be assigned only by the Associate Vice Chancellor of Information and Academic Services/Registrar and will not be used in calculating grade point averages

W-Withdrawal Shall not be used in calculating grade point averages

MW-Military Withdrawal requires copy of military orders for processing

Guide to Grades

Pass/No Pass (P/NP) Option

1. P indicates grade of C or better.
2. P is not included in computing the student's GPA.
3. P/NP grading must be declared during the first 22% of the class (by the end of week 4 in an 18 week class)
4. Maximum of 15 units allowed as P/NP for an AA or AS degree. Only 12 units allowed for CIS/BUS majors. In Progress (IP) Grades
5. P/NP is an option on select courses only as noted in the catalog.
6. Students must select the P/NP option by week four of a semester length class, this is prorated for short term classes.
7. P/NP grades are not eligible for change to a letter grade.
8. P/NP is not recommended for students planning to transfer to a university.

In Progress (IP)

Instructors assign an In Progress (IP) grade in the rare instance that a course occurs over more than one semester. The final course grade will be recorded in the term the course ends.

Incomplete Grade (I)

In the case of unforeseeable emergency and justifiable reasons discussed with the instructor prior to the end of the term an incomplete (I) grade may be entered in the student's record.

Requirements for removal of the I grade are provided by the instructor on the Notice of Incomplete Grade which is mailed to the student. This includes any projects, assignments, papers, or exams the student must complete.

Students may be granted no more than 12 months time in which to complete the coursework.

To be eligible for an I, a student must have completed at least 75% of the coursework required.

A final grade is assigned when the conditions have been completed and evaluated by the instructor, or when the time limit for completing the work has passed.

Students are not allowed to re-enroll in the class the in which I grade was issued.

A student may petition in writing to the Curriculum Academic Review Committee for a time extension up to one semester, due to unusual circumstances.

Withdrawal Grade (W)

A student may withdraw from a class or classes prior to the end of the thirteenth week or prior to attending 70% of the class sessions of a short term course and receive a grade of withdrawal (W). If a student remains enrolled in a class through the beginning of the fourteenth week, then a grade other than a W must be assigned.

Military Withdrawal (MW)

Military withdrawal occurs when a student who is a member of an active or reserve United States military service receives orders requiring a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the period established by the Governing Board of West Hills Community College District during which no notation is made for withdrawals. The withdrawal symbol so assigned will be MW. Military withdrawals are not counted in progress probation and dismissal calculations. In all cases, verification of orders compelling a student to withdraw from courses must be filed in the Office of Admissions and Records before the MW symbol will be assigned.

Grade Point Average (GPA)

To graduate from West Hills College Coalinga a student must attain a 2.0, or C grade point average. GPA is determined by dividing grade points by the number of units attempted. A GPA of 2.0 must be maintained within the major.

Grade Changes

The grade issued by the instructor is final in absence of mistake, fraud, bad faith, or incompetence. (Section 55025 of the California Administrative Code, Title 5) The following policies apply to changes of grades except for changes of Incomplete (I) and Withdrawal (W) grades.

1. All course grades are final when filed by the instructor at the end of the term and they become part of the student's transcript or permanent record.
2. A change of grade may not be based on acceptance of additional work or re-examination beyond the specified course requirements.
3. A request for a grade change may be initiated by the student affected through an appeal or by the instructor within the next regular semester following the award of the original grade. If the instructor determines that there is a valid basis for the grade change, a grade change form shall be completed and sent to the Office of Instruction. If the instructor determines that there is not a valid basis for the change and denies the student's request, the instructor's decision, subject to the Student Grievance Procedure, is final.
4. The change of grade form must be completed by the instructor, signed by the VP of Educational Services, then supplied to the Registrar for posting. Once the change of grade is processed, students may view the grade via MyWestHills.

Course Information

Open Enrollment

It is the policy of West Hills College Coalinga, unless specifically exempted by statute, every course section or class, the average daily attendance of which is to be reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the College and who meets such prerequisites as may be established pursuant to Chapter 11, Division 2, Part VI, Title 5 of the California Administrative Code, commencing with Section 41820.

Unit or Credit Value

Each course carries a certain credit or unit value. The amount is indicated in parentheses at the right of the title in the course description section of the catalog. A lecture class requires 18 academic hours, (50 minutes = academic hour) for each unit conferred. Laboratory classes require 54 academic hours for each unit conferred.

Prerequisites — are prescribed courses covering skills and or knowledge that are normally expected to be acquired prior to enrolling in another course. The intent of prerequisites is to ensure that any student enrolling in a course in which specific information is required will have the necessary background so that every opportunity exists to experience success. Therefore, any course with a prerequisite presumes that subject matter will be acquired in a sequential way.

Corequisites — are courses that a student is required to take simultaneously in order to enroll in another course.

Successful Completion — is defined as a grade C or better for the minimum prerequisite/corequisite requirement.

Students enrolling in courses without the appropriate prerequisite may find that they are ill-prepared to continue their studies in that course. Prerequisites are designed to enhance success. Please refer to the West Hills College Coalinga prerequisite policy in the Academic Regulations portion of this catalog.

Class Hours

The number of class hours required is indicated in the course description. The schedule of classes will indicate which periods of the day and which days of the week the class is scheduled to meet.

Tip - Expect to spend two hours outside of class as preparation for each hour of lecture.

Course Classification

Courses are classified by subjects as they exist at West Hills College Coalinga. All courses within an area usually count toward a major in that area. Other institutions may classify their courses differently. Transfer students should consult the catalog of the four-year college to which they intend to transfer for its classification of identical or comparable courses.

Courses numbered 1-49 — are baccalaureate level (transfer) courses. Courses thus numbered are transferable to four-year institutions. Agriculture courses are designed to parallel the work taught in similar courses at California Polytechnic State University or at California State University, Fresno but may not carry the same number.

Courses numbered 50-99 — are associate degree level courses. Courses thus numbered are primarily for the student who does not plan to continue his/her education beyond the community college level; however, occupational education courses may transfer according to articulation agreements. Complete information on articulation is available through the Counseling Center.

Courses Numbered 100-199 — are non-transfer and are non-degree applicable; they are skill building or remedial.

Abbreviations for Degree, Non-Degree, and Transfer Courses

The following abbreviations designate degree applicable, transfer, and non-degree applicable courses:

AA	Associate Degree
CSU	Transferable to California State University System
UC	Transferable to University of California System
NDA	Non-Degree Applicable

Distance Learning

West Hills College Coalinga is committed to meeting the student needs of the five counties that it serves. An emphasis has been placed on distance learning courses in order to make a college education available to students who live in the remote areas of the district or are otherwise unable to attend traditional classes. West Hills College Coalinga offers online courses that can be completed from any location with an internet connection. We also offer video conference courses that allow students on multiple campuses to participate in class together.

Online

Online courses at West Hills College Coalinga do not have a campus attendance requirement; instead, students and faculty communicate using West Hills College email, discussion boards, group chats and the online classroom. These classes are fully asynchronous and serve students worldwide. A pioneer in online education, WHCC began offering online instruction in 1998. There are currently six AA degrees available online:

- Administration of Justice - Law Enforcement
- Administration of Justice - Correctional Science
- Liberal Arts - Math & Science
- Liberal Arts - Arts & Humanities
- Psychology
- Social Science.

The Certificate of Achievement in Child Development is also available in a fully online format. The district physical education requirement can be waived for students over 21.

Online courses are available in the following subject areas: Administration of Justice, Biology, Business, Computer Information Systems, Economics, English, Geography, Health Education, History, Mathematics, Music, Physical Science, Political Science, Psychology and Sociology. We expect to add more subjects to our offerings in the future.

Videoconference

Videoconference courses allow the full breadth of academic curricula to be available to each campus. The technology of multi-conferencing brings together students and instructors throughout the district to optimize the interaction and learning experience of students at each site.