



# Academic Policies and Procedures

As a Berkeley City College student, you should be familiar with college policies and regulations. This section includes information about a variety of academic policies, including attendance regulations, grades and grading options, course repetition, study load limits, and transcripts.

Take a few moments to read through this important material. If you have questions, contact your counselor or instructor.

## Academic Policies and Procedures

### Academic Recognition—Honor Roll

You are placed on the Honor Roll if you complete 12 or more units with a semester grade point average of 3.25 or better. Your honor status GPA (grade point average) is computed on the basis of units attempted and completed District-wide, and your Honor Roll status is assigned to the college where you complete the majority of your units for a particular semester.

(Units awarded in "P" graded classes are not counted in the GPA calculation.)

### Graduation with Honors— Associate Degree Honors

If you maintain an overall GPA of 3.25 or better and complete all the required coursework for an Associate degree, you can graduate with honors. You can earn one of three levels of honors at graduation: "With Honors," "With High Honors," and "With Highest Honors."

- To earn the Associate degree "With Honors" (Cum Laude), you must have an overall cumulative grade point average of 3.25 to 3.49.
- To earn the Associate degree "With High Honors" (Magna Cum Laude), you must have an overall cumulative grade point average of 3.50 to 3.74.
- To earn the Associate degree "With Highest Honors" (Summa Cum Laude), you must have an overall cumulative grade point average of 3.75 to 4.0.

Your 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. Also, all lower-division units that you have earned from regionally accredited degree-granting institutions outside of the Peralta District colleges are included in the GPA calculation. Finally, your honor status is assigned to the college awarding the Associate degree.

### Academic Renewal Policy

It is possible for you to have two semesters or 24 total units of poor grades ("D", "F", "FW", or "NP") earned within the Peralta District colleges forgiven when computing your cumulative grade point average. To do this, you must formally/legally petition to have your poor grades (substandard grades) alleviated and disregarded in the calculation of your cumulative grade point average. You petition by obtaining and submitting the form "Alleviation of Substandard Academic Performance" at the Office of Admissions and Records. The form is available online at: <https://fs.hubspotusercontent00.net/hubfs/6398505/Academic-Renewal-Alleviation-11-01-20171.pdf>

A minimum 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. You must meet the following conditions to be eligible for academic renewal:

- a. A period of one year must have elapsed since you received the poor grades that you want to petition to be alleviated;
- b. You must have completed at least 15 units of coursework, either in the Peralta Community College District or another regionally accredited college or university, with a GPA of 2.5 since receiving the grades you are petitioning to be disregarded; and
- c. You must formally petition and present evidence that the poor grades earned are not representative of your present scholastic ability and level of performance.

Coursework completed at an institution outside the Peralta District cannot be used to satisfy this requirement.

**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. Veterans who request alleviation of substandard academic performance may be required to reimburse the VA for changes in these benefits.

### Academic Standing

#### Good Standing

To remain in good academic standing, you must maintain a cumulative grade point average of 2.0 or higher.

If your cumulative grade point average is less than 2.0 at the end of any term, you will be placed on academic probation and considered scholastically deficient. There are two types of scholastic deficiency: probation and dismissal. There are two types of probation: academic and progress. Similarly, there are two types of dismissal: academic and progress.

### Academic and Progress Probation

#### • Academic Probation

If you have attempted at least 12 semester units and have a cumulative GPA of less than 2.0 in the Peralta Community College District, you will be placed on academic probation. You will receive special counseling, including consideration of possible reduction of your study load. If you have a cumulative grade point average of less than 2.0 at the end of any term, either semester or summer session, you will be placed on academic probation during the following term of attendance and shall remain on academic probation until your cumulative grade point average is 2.0 or higher. You will also lose priority registration.

#### • Progress Probation

If you have enrolled in a total of at least 12 semester units as indicated on your total academic record in the Peralta Community College District, you shall be placed on progress probation when the percentage of "W", "I", and "NP" grades recorded reaches at least 50% of all grades recorded. You will remain on progress probation until your percentage of "W", "I", and "NP" grades falls below 50% of all grades recorded. You will also lose priority registration.

#### • Probation Procedures

Once you are placed on probation, you must then meet with a Counselor to gain clearance for registration and to discuss strategies for improving your academic performance, including possible reduction of your study load. You are removed from Academic Probation and acquire good standing when your cumulative grade-point average is 2.0 or higher. You are removed from Progress Probation and acquire good standing when the percentage of units with entries of "W", "I", and "NP" drops below 50 percent.

# Academic and Progress Dismissal

- **Academic Dismissal**

If you have been placed on academic probation and you earn a cumulative grade point average of less than 1.75 in all units attempted in each of three (3) consecutive semesters, you become subject to dismissal. Summer session and regular intercessions are considered a semester.

- **Progress Dismissal**

If you have been placed on progress probation, you are subject to dismissal if the percentage of units in which you have been enrolled reaches or exceeds 50% in at least three (3) consecutive semesters for which entries of "W", "I", and "NP" grades are recorded.

- **Dismissal Procedures**

Once you are placed on dismissal, you must either make an appointment to see a Counselor or attend a workshop to address the reasons you are on probation and petition for readmission. A Counselor will make a recommendation to the Vice President of Student Services or the Dean of Student Services regarding the possibility of continued registration. You will be notified within a specified time regarding whether or not your petition for readmission is approved or denied.

# Course Repetition Administrative Procedure

The Peralta Community College District Administrative Procedure 4225 provides detail regarding course repetition and course repeatability and should be referenced. This procedure follows state regulations in Title 5. Following is a summary and is not intended to replace or change Administrative Procedure 4225:

A. Students may petition to repeat a course for one of the following reasons:

1. To alleviate substandard academic work ("D," "F," "FW," "NP," or "NC") or because a "W" was earned. (Two repeats permitted; thus you can only take the course three times).
2. To meet a "legally mandated training requirement as a condition of continued paid or volunteer employment" (documentation required).
3. To address a "significant change in industry or licensure standards which is necessary for a student's employment or licensure" (documentation required).
4. Because of "extenuating circumstances" including verified cases of accidents, illness, or other circumstances beyond the student's control.
5. Because "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" (documentation required).
6. Because of a "significant lapse of time" (no less than 36 months) and "there is a properly established recency prerequisite for the course or program pursuant to Title 5 section 55003."

B. Students can repeat courses for one of the following reasons and a petition is not required.

1. 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.
2. A student may repeat Cooperative Work Experience for a total of 16 semester units, with a maximum of six (6) semester credit hours during one enrollment period in general work experience and a maximum of 8 semester credit hours during one enrollment period in occupational work experience.
3. A student may repeat a course which is designated as repeatable because repetition of that course is required by CSU and/or UC for completion of a bachelor's degree.
4. A student may repeat a course for purposes of Intercollegiate Athletics (350 contact hours per year per sport and 175 contact hours in courses that focus on conditioning and skill development) or participation for up to four (4) semester enrollments in that course.
5. A student may repeat courses that are designed specifically for participation in non-athletic competitive events between students from different colleges and the event is sanctioned by a formal collegiate or industry governing board.
6. A student may enroll in active participatory courses in physical education, visual or performing arts that are related in content for no more than four (4) courses in each content area (even if a "W" is received).

C. 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.

As noted above, in many instances, course repetition requires completion of the "Course Repetition Form." Speak with a counselor for this form.

# Independent Study

Independent Study allows a student to explore an area of study or project of his/her choice not covered by regular catalog offerings. Such study may include directed field experience, research, or development of skills and competence.

## Conditions for Independent Study

- A. You must have completed 12 semester units at the college.
- B. You must be concurrently enrolled in at least one other class at the college.
- C. You can enroll in one (1) Independent Study course in any given semester which cannot exceed five (5) units.
- D. You can earn a maximum of five (5) units in any one discipline, regardless of the number of repeats.

## Approval Process for Independent Study

- A. You must demonstrate that your background is adequate for the proposed course of study and you must have prior successful academic experience in the particular discipline of study.
- B. You must submit the required Independent Study form, with a written request, including an outline of the project to the instructor (contract full-time instructor) and obtain written approval prior to the end of the second week of the semester.
- C. You must have approval of the department chair.
- D. You must have the approval of the Office of Instruction.

## Independent Study Course Characteristics

- A. Independent Study courses are conducted by full-time instructional faculty; are graded in a manner consistent to other course offerings; and you have access to the instructor during the instructor's office hours or at other times with the instructor's consent.
- B. These courses may count as electives and generally do not fulfill specific Associate degree requirements.
- C. Transfer credit for Independent Study (49's) is contingent upon an evaluation of the course by the receiving University of California. Independent Study (49's) transfers as elective credit to the CSU system.

# Credit by Examination

Berkeley City College presently offers a credit by examination option for the following courses:

- Mathematics 201, Elementary Algebra;
- Mathematics 203, Intermediate Algebra, to meet the Associate degree general education requirement (see "Associate Degree Requirements (cont'd)" on page 55, Plan II);
- American Sign Language 52, 52A, 52B, 53, 53A, 53B;
- CIS 200, Computer Concepts and Applications, to meet the Associate degree general education requirement (see "Associate Degree Requirements (cont'd)" on page 55, Plan II)
- MM/AN 1B, 3A, 10, 20A, MMART 3

As other courses are established with a credit-by-examination option, the college will publish them in the Berkeley City College Catalog and Catalog Supplement.

If you are a registered student who is attending classes, are in good standing (not on probation), and have completed at least 12 semester units at Berkeley City College, you may petition to take an equivalency examination in the courses listed above. You may obtain a "Petition for Credit by Examination" from the Office of Admissions and Records, a Counselor, or online at: <https://fs.hubspotusercontent00.net/hubfs/6398505/Petition-for-credit-by-examination-2020-need.pdf>. You should accompany the petition form with evidence of knowledge or experience in the content of the course. The department chairperson for the course involved makes the final determination of eligibility to challenge a course by examination.

You may accrue a maximum of 15 semester units using credit by examination. The District will record units earned on your record as a letter grade or "P" as determined by each department and grading policy. You are not permitted to challenge by examination any course of a lower level than a course you have previously completed.

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

## 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 (AP only) and Associate Degree requirements (to see the unit values awarded by the Peralta District for any of these exams, please see the charts that follow each section);
- 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; and
- If you have earned credit from an AP exam, you should not enroll in a comparable college course because credit will not be granted for both the exam and the course.
- You must be enrolled in the Peralta Community College District to apply for such credit.

## 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 Inter-segmental 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.

The University of California Advanced Placement Policy can be found at its website: <http://admission.universityofcalifornia.edu/counselors/exam-credit/ap-credits/index.html>

The California State University Advanced Placement Policy can be found at its website: <https://www2.calstate.edu/apply/transfer/Pages/advanced-placement-ap.aspx>

## Advanced Placement Exam 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)
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.

## College Credit for Advanced Placement (AP) Tests

| AP Exam               |  | PCCD Course                     | PCCD GE Area   | PCCD Units | CSU GE Area/ Units   | CSU Admissions Credit | IGETC GE Area/ Units | UC Admissions Credit                      | UC Admissions Limitations toward Credit                                  |
|-----------------------|--|---------------------------------|----------------|------------|--|-----------------------|----------------------|---|--|
| Art History           |  | ART 1 or 4                      | 3              | 3          | C1 or C2   | 6                     | 3A or 3B             | 5.3                                       |  |
|                       |  |                                 |                |            | 3 units  |                       | 3 units              |   |  |
| Art, Studio           | 2-D Design                               | ART 46                          | No GE Area     | 3          | No GE Area   | 3                     | No GE Area           | 5.3                                       | 5.3 semester units max for all exams                                     |
|                       | 3-D Design                               | ART 47                          | No GE Area     | 3          | No GE Area   | 3                     | No GE Area           | 5.3                                       |  |
|                       | Drawing                                  | ART 20                          | No GE Area     | 3          | No GE Area   | 3                     | No GE Area           | 5.3                                       |  |
| Biology               |  | BIOL 10                         | 1              | 4          | B2 and B3  | 6                     | 5B and 5C            | 5.3                                       |  |
|                       |  |                                 |                |            | 4 units  |                       | 4 units              |   |  |
| Chemistry             |  | CHEM 30A                        | 1              | 4          | B1 and B3  | 6                     | 5A and 5C            | 5.3                                       |  |
|                       |  |                                 |                |            | 4 units (6 units if taken prior to Fall 2009)                              |                       | 4 units              |   |  |
| Computer Science      | Computer Science <sup>1</sup> A          | Clears GE Area 4C               | 4C             | 3          | No GE Area   | 3                     | No GE Area           | 5.3 (2 semesters unit prior to Fall 2018) |  |
|                       | Computer Science <sup>1</sup> AB         | Clears GE Area 4C               | 4C             | 3          | No GE Area   | 6                     | No GE Area           | 2.6                                       |  |
|                       | Computer Science <sup>1</sup> Principles | Clears GE Area 4C or GE Area 4B | 4C or 4B       | 3          | B4 (effective Fall 2019)<br>3 units (no units if taken prior to Fall 2019) | 6                     | No GE Area           | 5.3                                       |  |
| Economics             | Macroeconomics                           | ECON 1                          | 2              | 3          | D  | 3                     | 4                    | 2.6                                       |  |
|                       |  |                                 |                |            | 3 units  |                       | 3 units              |   |  |
|                       | Microeconomics                           | ECON 2                          | 2              | 3          | D  | 3                     | 4                    | 2.6                                       |  |
|                       |  |                                 |                |            | 3 units  |                       | 3 units              |   |  |
| English               | English Language and Composition         | ENGL 1A                         | 4A or 4D       | 4          | A2   | 6                     | 1A                   | 5.3                                       | 5.3 semester units max for both English Lang/ Comp and English Lit/ Comp |
|                       |  |                                 |                |            | 3 units  |                       | 3 units              |   |  |
|                       | English Literature and Composition       | ENGL 1A and ENGL 1B             | 3 and 4A or 4D | 8          | A2 and C2  | 6                     | 1A or 3B             | 5.3                                       |  |
|                       |  |                                 |                |            | 6 units  |                       | 3 units              |   |  |
| Environmental Science |  | Clears GE Area 1                | 1              | 3          | B1 and B3  | 4                     | 5A and 5C            | 2.6                                       |  |
|                       |  |                                 |                |            | 4 units (May apply to either B1+B3 or                                      |                       | 3 units              |   |  |

| AP Exam | PCCD Course | PCCD GE Area | PCCD Units | CSU GE Area/ Units            | CSU Admissions Credit | IGETC GE Area/ Units | UC Admissions Credit | UC Admissions Limitations toward Credit |
|---------|-------------|--------------|------------|-------------------------------|-----------------------|----------------------|----------------------|---|
|         |             |              |            | B2+B3 if taken prior to F09.) |                       |                      |                      |   |

## College Credit for Advanced Placement (AP) Tests (cont'd)

| AP Exam                 | PCCD Course           | PCCD GE Area       | PCCD Units | CSU GE Area/ Units | CSU Admissions Credit                     | IGETC GE Area/ Units | UC Admissions Credit | UC Admissions Limitations toward Credit |
|-------------------------|-----------------------|--------------------|------------|--------------------|---|----------------------|----------------------|---|
| Government and Politics | Comparative           | POSCI 2            | 2          | 3                  | 3   | 4                    | 2.6                  |   |
|                         |                       |                    |            |                    |   | 3 units              |                      |   |
|                         | United States         | POSCI 1            | 2          | 3                  | 3   | 4 and US-2           | 2.6                  |   |
|                         |                       |                    |            |                    |   | 3 units              |                      |   |
| History                 | European History      | HIST 2A or HIST 2B | 2          | 3                  | 3   | 3B or 4              | 5.3                  |   |
|                         |                       |                    |            |                    |   | 3 units              |                      |   |
|                         | United States History | HIST 7A or HIST 7B | 2          | 3                  | 3   | 3B or 4 and US-1     | 5.3                  |   |
|                         |                       |                    |            |                    |   | 3 units              |                      |   |
|                         | World History         | HIST 3A or HIST 3B | 2          | 3                  | 3 (6 units if taken prior to Spring 2019) | 3B or 4              | 5.3                  |   |
|                         |                       |                    |            |                    |   | 3 units              |                      |   |
|                         | World Modern History  | HIST 3B            | 2          | 3                  | 3   | n/a                  | n/a                  |   |
|                         |                       |                    |            |                    |   | n/a                  |                      |   |
| Human Geography         | GEOG 2                | 2                  | 3          | D                  | 3   | 4                    | 2.6                  |   |
|                         |                       |                    |            | 3 units            |   | 3 units              |                      |   |

## College Credit for Advanced Placement (AP) Tests (cont'd)

| AP Exam                              |   | PCCD Course      | PCCD GE Area | PCCD Units | CSU GE Area/Units                             | CSU Admissions Credit | IGETC GE Area/Units                       | UC Admissions Credit                    | UC Admissions Limitations toward Credit |
|--------------------------------------|---|------------------|--------------|------------|---|-----------------------|---|---|---|
| Language Other than English          | Chinese Language and Culture                            | CHIN 1 or 10A    | 3            | 5          | C2  | 6                     | 3B and 6A                                 | 5.3                                     |   |
|                                      |   |                  |              |            | 3 units                                       |                       | 3 units                                   |   |   |
|                                      | French Language (Only if taken prior to F11)            | FRENCH 1A        | 3            | 5          | C2  | 6                     | 3B and 6A                                 | 5.3                                     |   |
|                                      |   |                  |              |            | 3 units (6 units if taken prior to Fall 2009) |                       | 3 units (if completed prior to Fall 2014) |   |   |
|                                      | French Language and Culture                             | FRENCH 1A        | 3            | 5          | C2  | 6                     | 3B and 6A                                 | 5.3                                     |   |
|                                      |   |                  |              |            | 3 units                                       |                       | 3 units                                   |   |   |
|                                      | French Literature (Only if taken prior to Fall 2009)    | Clears GE Area 3 | 3            | 3          | C2  | 6                     | 3B and 6A                                 | 5.3                                     |   |
|                                      |   |                  |              |            | 3 units                                       |                       | 3 units                                   |   |   |
|                                      | German Language (Only if taken prior to Fall 2011)      | GERM 1A          | 3            | 5          | C2  | 6                     | 3B and 6A                                 | 5.3                                     |   |
|                                      |   |                  |              |            | 3 units (6 units if taken prior to Fall 2009) |                       | 3 units                                   |   |   |
|                                      | German Language and Culture                             | GERM 1A          | 3            | 5          | C2  | 6                     | 3B and 6A                                 | 5.3                                     |   |
|                                      |   |                  |              |            | 3 units                                       |                       | 3 units                                   |   |   |
| Language Other than English (cont'd) | Italian Language and Culture                            | N/A              | 3            | 5          | C2  | 6                     | 3B and 6A                                 | 5.3                                     |   |
|                                      |   |                  |              |            | 3 units                                       |                       | 3 units                                   |   |   |
|                                      | Japanese Language and Culture                           | JAPAN 1A         | 3            | 5          | C2  | 6                     | 3B and 6A                                 | 5.3                                     |   |
|                                      |   |                  |              |            | 3 units                                       |                       | 3 units                                   |   |   |
|                                      | Latin   | Clears GE Area 3 | 3            | 5          | C2  | 6                     | 3B and 6A                                 | 5.3                                     |   |
|                                      |   |                  |              |            | 3 units                                       |                       | 3 units                                   | (2.6 units if taken prior to Fall 2013) |   |
|                                      | Latin: Virgil (Only if taken prior to Fall 2012)        | Clears GE Area 3 | 3            | 5          | C2  | 6                     | 3B and 6A                                 | 2.6                                     |   |
|                                      |   |                  |              |            | 3 units                                       |                       | 3 units                                   |   |   |
|                                      | Latin Literature (Only if taken prior to Fall 2009)     | Clears GE Area 3 | 3            | 5          | C2  | 6                     | 3B and 6A                                 | 2.6                                     |   |
|                                      |   |                  |              |            | 3 units                                       |                       | 3 units                                   |   |   |
|                                      | Spanish Language (Only if taken prior to Spring 2014)   | SPAN 1A          | 3            | 5          | C2  | 6                     | 3B and 6A                                 | 5.3                                     |   |
|                                      |   |                  |              |            | 6 units                                       |                       | 3 units (if completed prior to Fall 2014) |   |   |
|                                      | Spanish Language and Culture                            | SPAN 1A          | 3            | 5          | C2  | 6                     | 3B and 6A                                 | 5.3                                     |   |
|                                      |   |                  |              |            | 3 units                                       |                       | 3 units                                   |   |   |
|                                      | Spanish Literature (Only if taken prior to Spring 2013) | SPAN 38          | 3            | 5          | C2  | 6                     | 3B and 6A                                 | 5.3                                     |   |
|                                      |   |                  |              |            | 6 units                                       |                       | 3 units (if completed prior to Fall 2014) |   |   |

| AP Exam                                   |   | PCCD Course        | PCCD GE Area | PCCD Units | CSU GE Area/ Units                            | CSU Admissions Credit | IGETC GE Area/ Units | UC Admissions Credit | UC Admissions Limitations toward Credit   |
|---|---|--------------------|--------------|------------|---|-----------------------|----------------------|----------------------|---|
|   | Spanish Literature and Culture                      | SPAN 2A            | 3            | 5          | C2  | 6                     | 3B and 6A            | 5.3                  |   |
|   |   |                    |              |            | 3 units                                       |                       | 3 units              |                      |   |
| Mathematics                               | Calculus AB <sup>1</sup>                            | MATH 3A            | 4B           | 5          | B4  | 6                     | 2A                   | 2.6                  | 5.3 semester units max for both Math AB and the Math BC exams; 2.6 units for both Math AB and the Math AB subscore. |
|   |   |                    |              |            | 3 units                                       |                       | 3 units              |                      |   |
|   | Calculus BC <sup>1</sup>                            | MATH 3A or MATH 3B | 4B           | 5          | B4  | 6                     | 2A                   | 2.6                  |   |
|   |   |                    |              |            | 3 units                                       |                       | 3 units              |                      |   |
|   | Calculus BC/ AB <sup>1</sup> Subscore               | MATH 3A            | 4B           | 5          | B4  | 6                     | 2A                   | 2.6                  |   |
|   |   |                    |              |            | 3 units                                       |                       | 3 units              |                      |   |
| Music Theory (Only if taken prior to F09) |   | MUSIC 101          | 3            | 3          | C1  | 6                     | No GE Area           | 5.3                  | Credit for full Music Theory exam. Students who earn only a subscore will not 3 units receive exam credit.          |
|   |   |                    |              |            | 3 Units                                       |                       |                      |                      |   |
| Physics                                   | Physics 1 <sup>2</sup>                              | Clears GE Area 1   | 3            | 5          | B1 and B3 <sup>2</sup>                        | 4                     | 5A and 5C            | 5.3                  | 5.3 semester units max for all Physics exams  |
|   |   |                    |              |            | 4 units                                       |                       | 4 units              |                      |   |
|   | Physics 2 <sup>2</sup>                              | Clears GE Area 1   | 3            | 5          | B1 and B3 <sup>2</sup>                        | 4                     | 5A and 5C            | 5.3                  |   |
|   |   |                    |              |            | 4 units                                       |                       | 4 units              |                      |   |
|   | Physics B <sup>2</sup> (Only if taken prior to F13) | PHYS 2A or PHYS 3A | 3            | 5          | B1 and B3 <sup>2</sup>                        | 6                     | 5A and 5C            | 5.3                  |   |
|   |   |                    |              |            | 4 units (6 units if taken prior to Fall 2009) |                       | 4 units              |                      |   |
|   | Physics C: Electricity and Magnetism                | PHYS 4B            | 3            | 5          | B1 and B3 <sup>2</sup>                        | 6                     | 5A and 5C            | 5.3                  |   |
|   |   |                    |              |            | 4 units                                       |                       | 4 units              |                      |   |
|   | Physics C: Mechanics                                | PHYS 4A            | 3            | 5          | B1 and B3 <sup>2</sup>                        | 4                     | 5A and 5C            | 2.6                  |   |
|   |   |                    |              |            | 4 units                                       |                       | 3 units              |                      |   |
| Psychology                                |   | PSYCH 1A           | 2            | 3          | D   | 3                     | 4                    | 2.6                  |   |
|   |   |                    |              |            | 3 units                                       |                       | 3 units              |                      |   |
| Statistics                                |   | MATH 13            | 4B           | 4          | B4  | 3                     | 2A                   | 2.6                  |   |
|   |   |                    |              |            | 3 units                                       |                       | 3 units              |                      |   |

<sup>1</sup>If a student passes more than one AP exam in calculus or computer science, only one examination maybe applied to the baccalaureate.

<sup>2</sup> If a student passes more than one AP exam in physics, only six units of credit maybe applied to the baccalaureate, and only four units of credit maybe applied to a certification in GE Breadth.

## International Baccalaureate (IB) Examination Program

The Peralta Community College District may award International Baccalaureate Examination (IB) credit towards an Associate Degree General Education Requirement, 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. The exception for CSU GE Breadth certification: a score of 4 on the following IB subjects is considered a passing score, Language A1 (any language) HL, Language A2 (any language) HL, Language B (any language) 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.

If you wish to apply for IB credit, please follow the steps below:

1. Obtain a "Petition for International Baccalaureate Examination Credit" form 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

# International Baccalaureate (IB) Examination Program

| PCCDArea                                      | IB Exam | PCCD Units | CSU GE Area/Units                               | CSU Admissions Credit | IGETC GE Area/Units   | UC Admissions Credit | UC Limitations toward Credit  |
|---|---------|------------|---|-----------------------|-----------------------|----------------------|---|
| Biology HL                                    | 1       | 3          | B2<br>3 units                                   | 6                     | 5B w/o Lab<br>3 units | 5.3                  | The units granted for IB exams are not counted toward the maximum number of credits required for a major or the maximum number of units a student may accumulate prior to graduation. Students who enter the UC with IB credit do not have to declare a major earlier than other students, nor are they required to graduate earlier. |
| Chemistry HL                                  | 1       | 3          | B1<br>3 units                                   | 6                     | 5a w/o Lab<br>3 units | 5.3                  |   |
| Economics HL                                  | 2       | 3          | D<br>3 units                                    | 6                     | 4<br>3 units          | 5.3                  |   |
| Geography HL                                  | 2       | 3          | D<br>3 units                                    | 6                     | 4<br>3 units          | 5.3                  |   |
| History HL (any region)                       | 2 or 3  | 3          | C2 or D<br>3 units                              | 6                     | 3B or 4<br>3 units    | 5.3                  |   |
| Language A1 HL (any language, except English) | 3       | 3          | C2<br>3 units                                   | 6                     | 3B or 6A<br>3 units   | 5.3                  |   |
| Language A2 HL (any language, except English) | 3       | 3          | C2<br>3 units                                   | 6                     | 3B or 6A<br>3 units   | 5.3                  |   |
| Language A1 HL (any language)                 | 3       | 3          | C2 (if completed prior to Fall 2013)<br>3 units | 6                     | 3B<br>3 units         | 5.3                  |   |
| Language A2 HL (any language)                 | 3       | 3          | C2 (if completed prior to Fall 2013)<br>3 units | 6                     | 3B<br>3 units         | 5.3                  |   |
| Language B HL (any language) <sup>1</sup>     | 3       | 3          | n/a<br>0 units                                  | 6                     | 6A<br>3 units         | 5.3                  |   |
| Mathematics HL                                | 4b      | 3          | B4<br>3 units                                   | 6                     | 2A<br>3 units         | 5.3                  |   |
| Physics HL                                    | 1       | 3          | B1<br>3 units                                   | 6                     | 5A w/o Lab<br>3 units | 5.3                  |   |

| PCCDArea      | IB Exam | PCCD Units | CSU GE Area/Units | CSU Admissions Credit | IGETC GE Area/Units | UC Admissions Credit | UC Limitations toward Credit |
|---------------|---------|------------|-------------------|-----------------------|---------------------|----------------------|------------------------------|
| Psychology HL | 2       | 3          | D<br>3 units      | 3                     | 4<br>3 units        | 5.3                  |                              |
| Theatre HL    | 3       | 3          | C1<br>3 units     | 6                     | 4<br>3 units        | 5.3                  |                              |
|               |         |            |                   |                       |                     |                      |                              |
|               |         |            |                   |                       |                     |                      |                              |

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

## 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. The California State University CLEP Policy can be found at their website: <http://Castlereagh/acadAff/codedmemos/AA2015-02.pdf>

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

1. Obtain a "Petition for CLEP Credit" from the Admissions and Records Office;
2. Attach official copies of CLEP score reports from the College Board; and
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 (If completed prior to Fall 2011)     |
| 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 Business Law                     | N/A          | 0             | 0                | N/A                                      |
| Introductory Psychology                       | 2            | 3             | 3                | D9                                       |
| Introductory Sociology                        | 2            | 3             | 3                | D0                                       |
| Natural Sciences                              | 1            | 3             | 3                | B1 or B2                                 |

| CLEP Exam                    | PCCD GE Area | PCCD GE Units | Units for CSU GE | CSU GE Area and/or American Institutions |
|------------------------------|--------------|---------------|------------------|--|
| Pre-Calculus                 | 4b           | 4             | 3                | B4 (If completed prior to Fall 2006)     |
| 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                                 |

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

## Grading Policies and Grade Symbol Definitions

Each Peralta college 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.

## Evaluative Symbols/Grading Scale

| Symbol | Definition                      | Grade Point |
|--------|---------------------------------|-------------|
| A      | Excellent                       | 4           |
| B      | Good                            | 3           |
| C      | Satisfactory                    | 2           |
| D      | Passing, less than satisfactory | 1           |
| F      | Failing                         | 0           |
| FW     | Failing                         | 0           |
| I      | Incomplete                      | 0           |
| P      | Pass                            | 0           |
| NP     | No Pass                         | 0           |
| SP     | Satisfactory Progress           | 0           |
| IP     | In Progress                     | 0           |
| RD     | Report Delayed                  | 0           |
| W      | Withdrawal                      | 0           |
| MW     | Military Withdrawal             | 0           |
| EW     | Excused Withdrawal              | 0           |

## FW 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

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 student. 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.

## W 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.

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).

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.

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.

## MW 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.

For students who are members of an active or reserve military unit and who receive orders compelling a withdrawal from courses, the Peralta Community College District shall, upon petition of the affected student, refund the entire enrollment fee unless academic credit is awarded.

## EW 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

## Pass/No Pass Option

Each Peralta College shall determine which courses can be offered on a Pass/No Pass 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.

## 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.

The grade-point average is determined by the following formula: Total grade points earned, divided by total semester units attempted = GPA.

Example: A student who earns 5 units of "A," 4 units of "B," 3 units of "C," 2 units of "D," and 2 units of "P" would compute the GPA as follows:

| Attempted      | Completed      | Grade Points      |
|----------------|----------------|-------------------|
| <b>5 Units</b> | <b>5 Units</b> | <b>A x 5 = 20</b> |
| 4 Units        | 4 Units        | B x 4 = 12        |

40 grade points earned divided by 14 units attempted = 2.85 GPA

| Attempted | Completed | Grade Points |
|-----------|-----------|--------------|
| 3 Units   | 3 Units   | C x 3 = 6    |
| 2 Units   | 2 Units   | D x 2 = 2    |
| 0 Units   | 2 Units   | P x 2 = 0    |
| 14 Units  | 16 Units  | 40 earned    |

Units for which a W, MW, P, NP, or I were assigned are not counted in units attempted.

Conversion of quarter units to semester units used by all colleges and universities who are on the semester system is as follows:

Divide quarter units by 1.5 to determine the equivalent unit value in terms of semester units. For example, three quarter units of work equals two A

## Enrollment in Conflicting Classes

You may not enroll in classes that conflict or overlap in time schedules.

## Excess Units

You may not carry more than 18 units at the Peralta Colleges without prior approval. You must obtain counselor approval for enrollment in 18.5–21.5 units. Enrollment in 22–25 units requires approval from the Vice President of Student Services. Under no circumstances will the college grant approval above 25 units for all Peralta Colleges.

The maximum number of units for the Summer Session is 10.

## Prerequisites, Corequisites and Recommended Preparation

The Peralta Community College District has established certain prerequisites, corequisites, and recommended preparation (advisory) for courses and programs in a manner consistent with law and good practice. The District and college believe that these requirements are necessary for your academic success. Students who do not meet these requirements are highly unlikely to receive a satisfactory grade in the course. You may not officially enroll in a course without the appropriate prerequisite, corequisite, or equivalent preparation. You may enroll in a course without the recommended preparation, but are advised you might not derive as much benefit from instruction as you would if you satisfy the recommended preparation.

For details, visit:

<https://6398505.fs1.hubspotusercontent-na1.net/hubfs/6398505/AP-4225-Course-Repetition-and-Repeatable-Courses1.pdf>

- **Prerequisite** means a condition of enrollment that the college requires you to meet to demonstrate current readiness for enrollment in a course or educational program. A prerequisite represents a set of skills or a body of knowledge that you must possess prior to enrollment and without which you are highly unlikely to succeed in the course or program. You will not be permitted to enroll in such courses and programs without the appropriate prerequisite. You must complete a prerequisite course with a satisfactory grade ("A", "B", "C", "P"). The prerequisites for each course are listed in the class schedule and in the "course announcements/descriptions" section of this catalog.  
When you attempt to enroll in a course with a prerequisite online through the PASSPORT Student Center, the system checks your academic records for evidence that you have taken or are taking the prerequisites at one of the Peralta Colleges. If you are currently taking the prerequisite course, you will be allowed to enroll provisionally until the course grade is received. If the grade in the prerequisite course is below a "C", you will be automatically dropped from the higher level course. You will be informed of this by e-mail. In all other cases, you will have to take some extra step before you can enroll.
- **Corequisite** means a condition of enrollment consisting of a course that a student must take concurrently to enroll in another course. A corequisite represents a set of skills or a body of knowledge that a student must acquire through concurrent enrollment in another course and without which a student is highly unlikely to succeed. Students must concurrently enroll in the corequisite course. The corequisites for each course are listed in the class schedule and in the "Course Announcements" section of this catalog.  
If you enroll in a course with a corequisite, make sure to enroll in the corequisite course as well. (If you have previously taken the corequisite course and obtained a grade of "C" or better, you don't need to enroll in it again).
- **Recommended Preparation (Advisory)** means a condition of enrollment that the college advises, but does not require you to meet before or in conjunction with enrollment in a course or educational program. Recommended preparation represents a set of skills or a body of knowledge that enables you to achieve a greater depth or breadth of knowledge of course material but without which you are still likely to succeed in a course or program.  
If a student has not shown evidence of the prerequisite or corequisite, the student will be temporarily enrolled in the course until the last day to add the class. The student will be given ample time to provide proof of prerequisite or corequisite or complete the waiver process for the prerequisite or corequisite at which time he/she will be officially enrolled. There are three options:
  - Petition for Prerequisite/ Corequisite Equivalency
  - Petition for Prerequisite/ Corequisite Substitution
  - Prerequisite/Corequisite Challenge
- **Petition for Prerequisite/Corequisite Equivalency or Substitution**  
After you have completed the English, Mathematics, or ESOL assessment test, you should meet with a Counselor regarding course placement and for removal of any prerequisite holds.  
If you have completed a comparable or equivalent prerequisite or corequisite course outside the Peralta Community College District, you should meet with a Counselor and provide a transcript showing the comparable or equivalent course. If upon review, the Counselor determines that the prerequisite or corequisite course has been taken at another college, the Counselor will remove the prerequisite hold and the student will be able to enroll in the course.
- **Petition for Prerequisite/Corequisite Equivalency** The District will maintain a list of courses offered at other colleges or universities that satisfy the District's prerequisites. A student who has taken one of these equivalent courses at another college or university may bring a transcript showing successful completion of the course to the Counseling Office, Admissions and Records Office or Dean's Office and complete a Prerequisite/ Corequisite Equivalency form. Upon verification, the student will be officially enrolled in the course.
- **Petition for Prerequisite/Corequisite Substitution** If the course does not appear on the pre-approved list, the student will have to complete a Petition for Prerequisite/ Corequisite Substitution with the appropriate written documentation attached (course outline and transcript). If, upon review by the Department Chair, Dean, and/or Vice President of Instruction, the course is determined to be an equivalent prerequisite, the student will be officially enrolled in the course.
- **Petition for Prerequisite/Corequisite Challenge** If a student desires to challenge the prerequisite or corequisite, he/she must file a petition for Prerequisite/ Corequisite Challenge with written documentation to the Office of Admissions and Records. A challenge will be resolved by the appropriate staff within five (5) working days. If the challenge is upheld, the student will be officially enrolled in the course. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term; and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the student enrolls for the subsequent term. If the challenge is not upheld, the student will be notified that he/she has been dropped from the course. The student shall bear the initial burden of showing that grounds exist for the challenge.

Grounds for challenge shall include at least one of the following:

1. You have acquired through work or life experiences the skills and knowledge that is presupposed in terms of the course or program for which it is established.

2. You have not yet been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students and would be delayed by a semester or more in attaining the degree or certificate specified in your Student Educational Plan.
3. You demonstrate that you do not pose a threat to yourself or others in a course which has a prerequisite established to protect health and safety.
4. The prerequisite is not necessary and appropriate for success in the course and has not been established in accordance with the District's process for establishing prerequisites and corequisites.
5. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
6. You will be subject to undue delay in attaining the goal in your educational plan because the prerequisite or corequisite course has not been made reasonably available.

Upon submission of the "Petition for Prerequisite/Corequisite Challenge" you will be able to enroll in the class. The challenge will be resolved by the appropriate faculty member within five (5) working days. If the challenge is upheld, you will be officially enrolled in the course.

If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term, and if the challenge is upheld, you shall be permitted to enroll if space is available when you enroll for the subsequent term. If the challenge is not upheld, you will be notified in writing that they have been dropped.

## Scholastic Standards

Each instructor assigns grades to students based on standards established as appropriate for each class. An instructor may use written papers, participation in class discussions, oral presentations, projects, laboratory experiments, midterm and final examinations, and other methods to demonstrate learning as well as class attendance/participation to determine grades. You are responsible for complying with the criteria the instructor uses in grading; consult your course syllabus for details. You should consult with instructors during office hours for assistance.

## Grade Corrections

The District will change no grade without the consent, in writing, by the instructor who assigned the grade except under the conditions of clerical errors, bad faith, fraud, and incompetency.

No grade changes will be made if two years have passed since the end of the semester for which the instructor assigned the grade. Grades are not subject to change by reason of a revision of judgment on the instructor's part. An instructor may revise an Incomplete ("I") only on the basis of a new examination or additional work undertaken as agreed upon when the ("I") grade was originally submitted.

The Request for Record Correction form is available online at: [www.peralta.edu/Projects/322/A\\_R\\_Forms/Request\\_for\\_Record\\_Correction.doc](http://www.peralta.edu/Projects/322/A_R_Forms/Request_for_Record_Correction.doc)

## 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: <https://www.peralta.edu/admissions/transcripts>. Students can order official transcripts even if they owe for fees and tuition (AB 13)

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.)**

## Transfer Credit from Other Colleges

Students transferring from another accredited institution may request to use some of this credit to meet Peralta District degree or certificate requirements. Official transcripts should be sent directly from the transfer institution to the District Admissions and Records office. The review of transfer units occur when the graduation petition is submitted to the college Admissions and Records office. External transcripts become the property of the Peralta Community College District. Transcripts submitted to Peralta District will not be released to students, other colleges or other agencies.

## Classroom Recording

Students must have permission from the instructor(s) to make audio or video recordings or take photographs in the classroom.

Students with disabilities who need to use classroom recording as an accommodation should contact the Disabled Students Programs and Services (DSPS) Office to make the necessary arrangements and do so in a timely manner.