

ACADEMIC POLICIES

Academic Integrity

The faculty, administration, and staff of Grossmont College, in creating a culture of academic excellence, value honesty and integrity in all aspects of learning, working, and participating in the college community. Moreover, we believe that those who value learning would never view cheating (copying or otherwise presenting work that is not one's own) and plagiarism (presenting another writer's ideas, materials, images, or words as one's own without proper citation) as viable choices within an academic environment. It is incumbent on faculty, in particular, to communicate expectations to students with regard to academic honesty in each class, and it is the responsibility of each student to understand the actions and behaviors that constitute cheating or academic dishonesty within each class as well as in other venues on campus. Students are encouraged to ask questions of their instructors and are expected to read the college's statement on Academic Fraud (located in the class schedule). Penalties for actions inconsistent with classroom, library, and college expectations for academic integrity range from a failing grade on an assignment, exam, or project (which may lead to a failing grade in the course) to, under certain conditions, suspension, or expulsion from a class, program, or the college. For more information, please consult with your instructor or contact the office of the Dean of Student Affairs.

Computer Software Copyrights

Computer software is protected by the Federal Copyright Act of 1976. Software protected by copyright may not be copied except as expressly permitted by the owner of the copyright or otherwise permitted by copyright law. Protected software may not be copied into, from, or by any district facility or system, except pursuant to a valid license or as otherwise permitted by copyright law.

The following guidelines apply to the use of College acquired software:

1. The user is responsible for complying with whatever terms and conditions are specified in the license agreement or copyright statement which accompanies individual software acquisition.
2. No copies of software may be made except in the following cases:
 - a. Normally an archive copy of software is allowed for protection against accidental loss or damage. Archive copies of software should be securely stored and not used except to be recopied if the operational copy becomes damaged.
 - b. Some software, when site licensed may permit multiple use within the college. Such copies must be made only by the person or persons authorized to make copies by the terms of the site license.
 - c. The number of simultaneous users and distribution of copies must be handled in such a way that the number of simultaneous users in a department does not exceed the number of licenses purchased by that department, unless otherwise stipulated in the purchase contract.
 - d. Some software, in particular programming languages, allows code to be copied and incorporated within user written software. Such use is generally permitted as long as the software is for personal use and not sold, rented, or leased. If distribution of commercial use is intended for software so produced, clearance must be secured from the copyright owner for the use of the incorporated code, and with the college for use of the equipment during production.

3. The intended or unintended piracy, damage, alteration or removal of any college acquired software may be treated as an act of theft or malicious destruction. Grossmont College may choose to withhold computer services to persons who have been identified as engaging in these acts.

Academic Renewal

When previously recorded Grossmont-Cuyamaca Community College District coursework is substandard and not reflective of a student's present level of demonstrated ability this policy may allow alleviation of substandard work. **(Grades D or F only)**

Students may petition to have their academic record reviewed by their respective college's General Petitions Committee. Forms & instructions can be obtained from the Admissions & Records Office.

In compliance with Title 5 Regulations, a student's petition for academic renewal of substandard academic performance will be considered under the following conditions:

- At least one year has elapsed since the most recent substandard grade(s) to be alleviated, and the student has completed at least 15 units of coursework with at least a 2.0 Grade Point Average (GPA) at a regionally accredited post-secondary institution. All courses taken during the semester/session in which the student reaches or exceeds the 15 unit minimum will be used in computing the GPA. Units completed with "P" (Pass) grades will be excluded and not counted toward fulfillment of this requirement

Academic renewal cannot be used to set aside coursework which has been used to meet degree, certificate or certification requirements.

Academic Renewal does not provide an exception to the course repetition policy.

Prior Academic Renewals from Grossmont-Cuyamaca Community College District and other institutions will be taken into account when determining eligibility.

The student may select Option I or Option II.

The student may not apply for both.

- Option I: A maximum of any 24 units of substandard coursework (grades D or F only) may be alleviated. This option may be approved twice subject to a total of 24 units.
- Option II: Two complete semesters in which the Grossmont-Cuyamaca Community College District semester GPA is below 2.0 may be alleviated. Courses taken at Grossmont-Cuyamaca Community College District during the same semester shall be combined and counted as one semester.

Procedure

1. The student must formally request a review of substandard work to be alleviated. The Petitions Committee shall review all requests for academic renewal. The committee will determine if all criteria have been met and determination by the committee shall be final.
2. When such action is taken, the student's permanent academic records shall be annotated so that it is readily evident to all users of the record that no work taken during the alleviated semester(s), even if satisfactory, may apply toward degree requirements. However, all work will remain on the record insuring a true and complete academic history. Academically renewed courses will still be counted as attempted units and some restrictions will apply for Financial

Aid and Veteran students who are receiving benefits through these services.

Access to Educational Programs

It is the policy of the Grossmont-Cuyamaca Community College District Governing Board that, unless specifically exempted by statute or regulation, every course, course section, or class, 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 Section 55003 of Division 6, of Title 5 Code of Regulations.

Adding Courses

Students may add courses only during the official "Add" period. Students may add online once a session has begun using an "add authorization" issued by the instructor or submit the completed "Change of Program Card (add card)" to the Admissions and Records Office.

Students may enroll in more than 18 units per semester or 8 units in summer session after the start of the semester session with an overload petition. Overload petitions must be approved by a counselor. Excessive unit overloads will require an appointment with the Dean of Counseling Services.

Explanation - Courses of Instruction

The courses of study offered at Grossmont College are presented alphabetically in this section. Courses are designated as either associate degree credit courses or nondegree credit courses. Associate degree credit courses may be used as required or elective courses in a degree or certificate program. Nondegree credit courses are designed to assist the student in preparation for college level course work. Units earned in nondegree credit courses may not be applied toward a degree or certificate. Above each course description is information, including course title, designation of associate degree credit or nondegree credit status, unit value granted for the course, indication of the hours of lecture and/or laboratory, and any required prerequisite(s) and/or corequisite(s).

If no designation is indicated, the hours are lecture (exceptions are 199, 298, 299As and 299Bs). Courses listed in sequence punctuated by hyphens, unless otherwise indicated, must be taken in order of listing.

Every course at Grossmont College is designed to be of collegiate value and created to contribute to the fulfillment of objectives of the college and its students. Thus, each student will discover opportunities to explore general education curricula, developmental programs and courses equivalent to those of lower division curricula at four-year colleges and universities. In addition, Grossmont offers career programs which provide technical skills for immediate employment, retraining and advancement.

Transferability should be determined through consultation with the counseling staff. Articulation agreements with transfer institutions are available in the Counseling Center. Although course numbers in the 100 series are usually taken prior to those in the 200 series, prerequisites determine when they can be taken. Therefore, certain courses in the 200 series with no prerequisites may be taken in the freshman year. The student may wish to consult with a counselor as to the advisability of such programming.

Attendance Requirements

Instructors are obligated, at the beginning of the semester, to announce to their students their policy regarding excessive absence. When absences exceed the number of hours that a class meets in a week the instructor may drop the student from the class. Failure to attend the first

class meeting (no show) may result in the student being dropped from the class.

It is the student's responsibility to discuss anticipated extensive absences with the instructor. Make-up work for an absence of any kind must be completed to the satisfaction of the instructor. No absence relieves the student of the responsibility of completing all work assigned.

Auditing Courses

It shall be the policy of the Board to permit audit of courses as follows:

1. Audit enrollment will not be permitted until students have completed the allowable number of repeats in practice or performance courses. Courses are determined through agreement between the department and the appropriate administrator. Priority class enrollments are given to students desiring to take the course for credit. No student will be permitted to enroll for audit purposes until Monday of the third week of instruction.
2. A nonrefundable audit fee of \$15 per unit plus any required student or instructional materials fee (e.g., health fee of \$20, materials fee) shall be payable at the time of enrollment as an auditor.
3. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged a fee to audit three or fewer units per semester. If the student drops below the 10-unit level, the \$15 per unit audit fee will be assessed.
4. Audit enrollment will be based on "seats available" and will not be used to count toward minimum enrollment requirements. If a class closes after an auditor has been admitted, the auditor may be asked to leave to make room for the credit students. Instructor discretion is strongly recommended. Audit enrollments which allow faculty to be eligible for large class bonus will not be counted.
5. No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for that course.
6. Permission to audit a class is done at the discretion of the instructor and with the instructor's signed permission.
7. No credit will be received for auditing a course. The College will not maintain any attendance or academic records for MIS reporting.

Courses Taken Out of Sequence

Successful completion of courses (i.e., biology, English, mathematics, foreign languages, etc.) implies competency in the prerequisite courses; therefore, the college does not grant credit toward graduation for courses taken out of sequence.

Credit for Prior Learning (CPL)

Credit for prior learning may be earned for District approved courses for students who satisfactorily pass an authorized assessment. Authorized assessments may include the evaluation of approved external standardized examinations, military service/training, the evaluation of industry recognized credentials, student-created portfolios, and credit by examination. Details may be found in Administrative Procedure (AP) 4235. Students may demonstrate proficiency in a course eligible for Credit for Prior Learning and receive college credit through the approved alternative methods for awarding credit listed below:

- Achievement of a satisfactory score on an Advanced Placement (AP) examination
- Achievement of a satisfactory score on a high level International Baccalaureate (IB) examination
- Achievement of a satisfactory score on the College Level Examination Program (CLEP)

- Evaluation of military service Joint Service Transcripts (JST)
- Evaluation of industry recognized credential documentation
- Evaluation of student-created portfolios
- Satisfactory completion of an institutional examination, known as Credit by Examination, administered by the college in lieu of completion of an active course. See list below:

COURSES FOR WHICH CREDIT BY EXAMINATION MAY BE GIVEN - FALL 2023

Allied Health and Nursing

*Nursing 120, 132

Arts, Languages and Communication

Music 105, 106, 132 (for qualified music majors).

Career and Technical Education/Workforce Development

*Business, all courses except BUS 110, 120, 121, 125 and 128

Mathematics, Natural Sciences, and Exercise Science and Wellness

Chemistry 120

**This department has special requirements. Contact the division dean or the department chairperson.*

Note: See AP/IB/CLEP charts for satisfactory scores.

Determination of Eligibility for Credit for Prior Learning:
(with the exception of AP/IB/CLEP – See information under External Exams):

- The student must not be on academic probation or have financial holds
- The student must have previously earned credit from the District or be currently registered in the District
- Current students must have an education plan on file
- The student must consult with the academic department to determine if credit is appropriate
- The course is listed in the current Grossmont and/or Cuyamaca College Catalog
- The student is not currently enrolled in nor received credit for a more advanced course in the same subject

Students wishing to receive CPL credit should consult with a Counselor. Credits acquired by examination are not applicable to meeting unit load requirements such as Selective Service deferment, Veterans, or Social Security benefits. Additionally, credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree. Applicable fees must be paid to the Cashier/Business Office.

Credit for Military Service Schools

Credit may be granted for military service schools as recommended in the publication, A Guide to Evaluation of Educational Experiences in the Armed Forces, published by the American Council on Education. Credit will be granted for those training courses substantially similar to coursework offered by Grossmont College. Military credit granted by Grossmont College can be used to satisfy elective credit when awarding a CSU transfer degree.

Military credit will be counted toward graduation as general education or elective credit only, unless specifically accepted by a department for use within a student's major. A maximum of 20 units of military credit will be allowed.

To request evaluation of military credit, students must be currently enrolled, have all official transcripts on file in the Admissions and Records Office and submit a request for military credit in the Veteran's Office.

Deficiency Notes

It is assumed at Grossmont College that students are aware of their academic progress in any course at any time; however, when in the instructor's opinion, a student is deficient in a course, the instructor may require a conference with the student to discuss his/her progress. Notice that course work is deficient may be conveyed to the student either in writing or by oral communication. The college does not require official notification by the instructor when a student's work is unsatisfactory in a course.

Removal from Class and/or College

Excessive absences, disruptive behavior, or deliberate falsification of information are bases for dismissal from class and/or from the college for the duration of the semester or longer.

Dropping Courses

A student may drop courses online or submit a "Change of Program (green add/drop card) card" to the Admissions and Records Office. Classes dropped up until the 20% point in the course do not appear on the student's transcript. Courses dropped after the 20% point and before the 75% point in the course will result in a "W" and does not include a refund. All withdrawals must be initiated prior to the 75% point of that particular course. Students should be aware that the "W" will be taken into consideration in determination of progress alert or disqualification status. Students must clear all obligations to the college prior to withdrawal.

Withdrawal from a class after the 75% point (final drop deadline) may be authorized in the event of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student. Should a verified condition require a complete withdrawal after the final drop deadline, a student may file a petition at the Admissions and Records Office. If the circumstances require a medical withdrawal, a medical withdrawal includes an "EW" (excused Withdrawal), does not include a refund and can only be granted for all courses in a particular session at Grossmont College. A partial medical withdrawal can apply only to ES/DANC activity courses or to courses completed prior to the medical incident. The student must file a petition with documentation to the Admissions and Records Office for these types of withdrawals. Documentation must address how the medical issue impacts your studies or enrollment.

Military withdrawals shall not be counted in progress alert and dismissal calculations. No refunds will be given for military withdrawals.

It is the student's responsibility to clear all obligations to the college prior to withdrawal. Additionally, it is the student's responsibility to officially drop courses they are no longer attending. If a course is not officially dropped, the student may receive an "F" for the course.

Examinations

Final Examinations

Formal written and/or performance examinations will be given at the end of each course and as frequently during the semester as sound evaluation practice dictates. Final examinations are required in all courses and must be given according to the schedule provided in the class schedule. No student may be excused from final examinations. Instructors will not ordinarily give final examinations at any time other than those regularly scheduled times.

Early Finals

If, in the opinion of the instructor, an extreme emergency justifies the giving of a final examination prior to the regularly scheduled date, the instructor shall obtain approval from the appropriate dean in writing that an early examination is being given. This request shall include the title of the course, the reason why the early examination is authorized and the name of the student.

Late Finals

In the event severe illness or other emergency prevents the student from taking a final examination during the regularly scheduled date, the instructor must be notified at the time and, as soon as possible, the student must make up the examination missed. In all cases the illness or emergency must be verified.

External Exams Credit

Grossmont College grants credit toward its associate degrees for successfully passing external examinations including Advanced Placement (AP), International Baccalaureate (IB) and College Level Examination Program (CLEP). Such examinations may also be used for CSU GE-Breadth and IGETC certification and for placement purposes in Mathematics and English courses. In order to receive credit, students must send official score reports to the Admissions and Records Office. The student's academic transcript will be annotated to designate unit credit awarded by external examinations. The following charts show the examinations, the total units awarded at GCCCD, CSU and UC, the specific area of general education requirements that may be cleared and the equivalent Grossmont course(s), if any. If a student receives External Exam credit and then takes the equivalent Grossmont College course, the unit credit will be deducted prior to being awarded the AA/AS degree. For exams not on this list, see the Articulation Officer. (mariadenise.aceves@gcccd.edu)

Advanced Placement (AP)

As indicated in the chart on the next page, credit is awarded for AP examinations passed with a score of 3 or above. Credit may be applied to specific general education areas and in some cases fulfill major requirements. Elective units are granted for examinations that do not fit into general education areas and/or fulfill major requirements. In the Grossmont-Cuyamaca Community College District, the manner in which credit is awarded mirrors the California State University General Education (CSU GE) Breadth certification. **Transfer students should check the catalog of the four-year institution to see how AP credits are awarded outside of general education (how credits are applied toward major coursework).** To obtain AP score reports visit <https://www.collegeboard.org/>.

College Level Examination Program (CLEP)

Grossmont College awards general education and/or elective credit for CLEP examinations. Passing scores range from 50 and above (see chart). At the discretion of the appropriate instructional department faculty, CLEP may be used to clear major requirements. A student may earn

up to a maximum of 18 units of CLEP at Grossmont College. **Students intending to transfer should check with the transferring institution to determine their policy.** Students are cautioned that CLEP policies vary among colleges. The CSU has approved the application of CLEP on GE certifications and has a 30-unit overall cap on the acceptance of CLEP credit. To obtain CLEP transcripts, visit <https://www.collegeboard.org/>.

International Baccalaureate (IB)

Grossmont College grants 3-6 units for each International Baccalaureate Higher Level (HL) Subject Examination passed with an appropriate score (see chart). Examinations may be evaluated for specific course credit to satisfy a major requirement or to clear a prerequisite by the appropriate instructional department faculty. **Students planning to transfer without a CSU or IGETC certification should check the catalog of the four-year institution to see how IB credits are awarded.** To request IB transcripts, students may contact International Baccalaureate at <https://www.ibo.org/>.

For the AP, CLEP, and IB charts, the following definitions apply:

GCCCD = Grossmont-Cuyamaca Community College District

GC = Grossmont College

CC = Cuyamaca College

CSU = California State University General Education Breadth Certification

UC = University of California

IGETC = Intersegmental General Education Transfer Curriculum

CCC = California Community College General Education Advanced Placement (minimum units)

Advanced Placement (AP)

AP Exam	Total Units Awarded	General Education	GCCCD Major Courses Fulfilled
Art History	GCCCD: 6 CSU: 6 UC: 5.3 CCC: 3	GC: 3, Area C CSU GE: 3, Area C1 or C2 IGETC: 3, Area 3A or 3B CCC: 3, Humanities	ART 140, 141
Biology	GCCCD: 6 CSU: 6 UC: 5.3 CCC: 4	GC: 4, Area B - w/ lab CSU GE: 4, Area B2, B3 IGETC: 4, Area 5B, 5C CCC: 4, Natural Sciences	CC: BIO 130, 131 GC: BIO 120
Calculus AB	GCCCD: 3 CSU: 3 UC: 2.6 CCC: 3	GC: 3, Area A2 CSU GE: 3, Area B4 IGETC: 3, Area 2A CCC: 3, Language and Rationality	MATH 180 (Score of 3)

Calculus BC	GCCCD: 6 CSU: 6 UC: 5.3 CCC: 3	GC: 3, Area A2 CSU GE: 3, Area B4 IGETC: 3, Area 2A CCC: 3, Language and Rationality	MATH 180 (Score of 3) MATH 180 and 280 (Score of 4 or 5)	English Literature & Composition	GCCCD: 6 CSU: 6 UC: 5.3 CCC: 3	GC: 6, Area A1, C CSU GE: 6, Area A2, C2 IGETC: 3, Area 1A or 3B CCC: 3, Language and Rationality or Humanities	ENGL 120, 122
Calculus BC/AB Subscore	GCCCD: 3 CSU: 3 UC: 2.6 CCC: 3	GC: 3, Area A2 CSU GE: 3, Area B4 IGETC: 3, Area 2A CCC: 3, Language and Rationality	MATH 180	Environmental Science	GCCCD: 4 CSU: 4 UC: 2.6 CCC: 4	GC: 4, Area B - w/ lab CSU GE: 4, Area B1, B3 IGETC: 3, Area 5A, 5C CCC: 4, Natural Sciences	N/A
Chemistry	GCCCD: 6 CSU: 6 UC: 5.3 CCC: 4	GC: 4, Area B - w/ lab OSU GE: 4, Area B1, B3 IGETC: 4, Area 5A, 5C CCC: 4, Natural Sciences	CHEM 120 (Score of 3) CHEM 141 (Score of 4 or 5)	European History	GCCCD: 6 CSU: 6 UC: 5.3 CCC: 3	GC: 3, Area C CSU GE: 3, Area C2 or D IGETC: 3, Area 3B or 4 CCC: 3, Social/Behavioral Sciences or Humanities	HIST 105, 106
Chinese Language & Culture	GCCCD: 6 CSU: 6 UC: 5.3 CCC: 3	GC: 3, Area C CSU GE: 3, Area C2 IGETC: 3, Area 3B, 6A CCC: 3, Humanities	GC: CHIN 120, 121	French Language & Culture	GCCCD: 6 CSU: 6 UC: 5.3 CCC: 3	GC: 3, Area C CSU GE: 3, Area C2 IGETC: 3, Area 3B, 6A CCC: 3, Humanities	GC: FREN 120, 121
Comparative Government & Politics	GCCCD: 3 CSU: 3 UC: 2.6 CCC: 3	GC: 3, Area D CSU GE: 3, Area D IGETC: 3, Area 4 CCC: 3, Social/Behavioral Sciences	POSC 124	German Language and Culture	GCCCD: 6 CSU: 6 UC: 5.3 CCC: 3	GC: 3, Area C CSU GE: 3, Area C2 IGETC: 3, Area 3B, 6A CCC: 3, Humanities	GC: GERM 120, 121
Computer Science A	GCCCD: 3 CSU: 3 UC: 1.3 CCC: 0	N/A	CC: CS 182 GC: CSIS 293	Human Geography	GCCCD: 3 CSU: 3 UC: 2.6 CCC: 3	GC: 3, Area D CSU GE: 3, Area D IGETC: 3, Area 4 CCC: 3, Social/Behavioral Sciences	GEOG 130
Computer Science AB	GCCCD: 6 CSU: 6 UC: 2.6 CCC: 3	N/A	N/A	Italian Language & Culture	GCCCD: 6 CSU: 6 UC: 5.3 CCC: 3	GC: 3, Area C CSU GE: 3, Area C2 IGETC: 3, Area 3B, 6A CCC: 3, Humanities	GC: ITAL 120, 121
Computer Science Principles	GCCCD: 6 CSU: 6 UC: 5.3 CCC: 3	GC: 3, Area A2 CSU: 3, Area B4 IGETC: N/A CCC: Language and Rationality	N/A				
English Language & Composition	GCCCD: 6 CSU: 6 UC: 5.3 CCC: 3	GC: 3, Area A1 CSU GE: 3, Area A2 IGETC: 3, Area 1A CCC: 3, Language and Rationality	ENGL 120				

Japanese Language & Culture	GCCCD: 6 CSU: 6 UC: 5.3 CCC: 3	GC: 3, Area C CSU GE: 3, Area C2 IGETC: 3, Area 3B, 6A CCC: 3, Humanities	GC: JAPN 120, 121	Physics C: Electricity & Magnetism	GCCCD: 4 CSU: 4 UC: 2.6 CCC: 4	GC: 4, Area B – w/lab CSU GE: 4, Area B1, B3 IGETC: 3, Area 5A, 5C CCC: 4, Natural Sciences	CC: Area B – w/lab GC: PHYC 202 or PHYC 240
Latin	GCCCD: 6 CSU: 6 UC: 5.3 CCC: 3	GC: 3, Area C CSU: 3, Area C2 IGETC: 3, Area 3B, 6A CCC: 3, Humanities	N/A	Physics C: Mechanics	GCCCD: 4 CSU: 4 UC: 2.6 CCC: 4	GC: 4, Area B – w/lab CSU GE: 4, Area B1, B3 IGETC: 3, Area 5A, 5C CCC: 4, Natural Sciences	CC: Area B – w/lab GC: PHYC 201 or PHYC 140
Macroeconomics	GCCCD: 3 CSU: 3 UC: 2.6 CCC: 3	GC: 3, Area D CSU GE: 3, Area D IGETC: 3, Area 4 CCC: 3, Social/Behavioral Sciences	ECON 120	Psychology	GCCCD: 3 CSU: 3 UC: 2.6 CCC: 3	GC: 3, Area D CSU GE: 3, Area D IGETC: 3, Area 4 CCC: 3, Social/Behavioral Sciences	PSY 120
Microeconomics	GCCCD:3 CSU: 3 UC: 2.6 CCC: 3	GC: 3, Area D CSU GE: 3, Area D IGETC: 3, Area 4 CCC: 3, Social/Behavioral Sciences	Econ 121	Seminar	GCCCD: 3 CSU: 3 UC: 1.3 CCC: 0	N/A	N/A
Music Theory	GCCCD: 6 CSU: 6 UC: 5.3 CCC: 3	GC: 3, Area C CSU GE: N/A IGETC: N/A CCC: 3, Humanities	MUS 105, 106	Spanish Language & Culture	GCCCD: 6 CSU: 6 UC: 5.3 CCC: 3	GC: 3, Area C CSU GE: 3, Area C2 IGETC: 3, Area 3B, 6A CCC: 3, Humanities	SPAN 120, 121
PreCalculus	GCCCD: 3 CSU: 3 UC: 0 CCC: 3	GC/CC: 3, A3 CSU: 3, B4 IGETC: N/A CCC: 3, Language and Rationality	Math 170+175 or Math 176	Spanish Literature & Culture	GCCCD: 6 CSU: 6 UC: 5.3 CCC: 3	GC: 3, Area C CSU GE: 3, Area C2 IGETC: 3, Area 3B, 6A CCC: 3, Humanities	N/A
Physics 1: Algebra-based	GCCCD: 4 CSU: 4 UC: 5.3 CCC: 4	GC: 4, Area B - w/ lab CSU GE: 4, Area B1, B3 IGETC: 4, Area 5A, 5C CCC: 4, Natural Sciences	PHYC 110	Statistics	GCCCD: 3 CSU: 3 UC: 2.6 CCC: 3	GC: 3, Area A CSU GD: 3, Area B4 IGETC: 3, Area 2A CCC: 3, Language and Rationality	MATH 160
Physics 2: Algebra-Based	GCCCD: 4 CSU: 4 UC: 5.3 CCC: 4	GC: 4, Area B - w/ lab CSU GE: 4, Area B1, B3 IGETC: 4, Area 5A, 5C CCC: 4, Natural Sciences	PHYC 110	Studio Art - 2D Design	GCCCD: 3 CSU: 3 UC: 5.3 CCC: 0	GC: 3, Area C CSU GE: N/A IGETC: N/A CCC: N/A	ART 120
				Studio Art - 3D Design	GCCCD: 3 CSU: 3 UC: 5.3 CCC: 0	GC: 3, Area C CSU GE: N/A IGETC: N/A CCC: N/A	ART 129

Studio Art - Drawing	GCCCD: 3 CSU: 3 UC: 5.3 CCC: 0	GC: 3, Area C CSU GE: N/A IGETC: N/A CCC: N/A	ART 124
US Government & Politics	GCCCD: 3 CSU: 3 UC: 2.6 CCC: 3	GC: 3, Area D CSU GE: 3, Area D, AI US#2 IGETC: 3, Area 4 CCC: 3, Social/Behavioral Sciences	POSC 121
US History	GCCCD: 6 CSU: 6 UC: 5.3 CCC: 3	GC: 3, Area C or D CSU GE: 3, Area C2 or D, AI US#1 IGETC: 3, Area 3B or 4 CCC: 3, Social/Behavioral Sciences or Humanities	HIST 108, 109
World History Modern	GCCCD: 3 CSU: 3 UC: 5.3 CCC: 3	GC: 3, Area C or D CSU GE: 3, Area C2 or D IGETC: 3, Area 3B or 4 CCC: 3, Social/Behavioral Sciences or Humanities	HIST 100 or 101

Questions regarding the Advancement Placement (AP) examination chart can be directed to Counselors. Please note that information identified by "GC" is specific to Grossmont College. For examinations not on this list see the Articulation Officer.

- If a student passes more than one AP examination in Calculus or Computer Science, only one examination may be applied to the baccalaureate.
- If a student passes more than one AP examination in Physics, only six units of credit may be applied to the baccalaureate and only four units of credit may be applied to a certification in General Education Breadth.
- Transfer students should check the catalog of the four-year institution to see how AP credits are awarded outside of general education (how credits are applied toward major coursework).

Reference: CSU Chancellor's Office Memo Code: ASA-2019-03; Systemwide Credit for External Examinations, January 28, 2019; Memorandum ESS 22-200-003, March 21st, 2022.

College Level Examination Program (CLEP) Examinations

(Note: CLEP is currently not accepted for IGETC or by the UC System)

CLEP Examination	Approved Score	Total Units Awarded	General Education
American Government	50	GCCCD: 3 CSU: 3 UC: N/A CCC: 3	GC: 3, Area D CSU GE: 3, Area D IGETC: N/A CCC: 3, Social/Behavioral Sciences
American Literature	50	GCCCD: 3 CSU: 3 UC: N/A CCC: 3	GC: 3, Area C CSU GE: 3, Area C2 IGETC: N/A CCC: 3, Humanities
Analyzing and Interpreting Literature	50	GCCCD: 3 CSU: 3 UC: N/A CCC: 3	GC: 3, Area C CSU GE: 3, Area C2 IGETC: N/A CCC: 3, Humanities
Biology	50	GCCCD: 3 CSU: 3 UC: N/A CCC: 3	GC: 3, Area B # no lab CSU GE: 3, Area B2 # no lab IGETC: N/A CCC: 3, Natural Sciences
Calculus	50	GCCCD: 3 CSU: 3 UC: N/A CCC: 3	GC: 3, Area A3 CSU GE: 3, Area B4 IGETC: N/A CCC: 3, Language and Rationality
Chemistry	50	GCCCD: 3 CSU: 3 UC: N/A CCC: 3	GC: 3, Area B2 # no lab CSU GE: 3, Area B1 # no lab IGETC: N/A CCC: 3, Natural Sciences
College Algebra	50	GCCCD: 3 CSU: 3 UC: N/A CCC: 3	GC: 3, Area A3 CSU GE: 3, Area B4 IGETC: N/A CCC: 3, Language and Rationality
College Algebra-Trigonometry	50	GCCCD: 3 CSU: 3 UC: N/A CCC: 3	GC: 3, Area A3 CSU GE: 3, Area B4 IGETC: N/A CCC: 3, Language and Rationality

College Composition	50	GCCCD: 0 CSU: 0 UC: N/A CCC: 0	GC: N/A CSU GE: N/A IGETC: N/A CCC: N/A	History: US II	50	GCCCD: 3 CSU: 3 UC: N/A CCC: 3	GC: 3, Area D CSU GE: 3, Area D, US-1 IGETC: N/A CCC: 3, Social/ Behavioral Sciences
College Composition - Modular	50	GCCCD: 0 CSU: 0 UC: N/A CCC: 0	GC: N/A CSU GE: N/A IGETC: N/A CCC: N/A	Human Growth and Development	50	GCCCD: 3 CSU: 3 UC: N/A CCC: 3	GC: 3, Area D CSU GE: 3, Area E IGETC: N/A CCC: 3, Social/ Behavioral Sciences
College Mathematics	50	GCCCD: 0 CSU: 0 UC: N/A CCC: 0	GC: N/A CSU GE: N/A IGETC: N/A CCC: N/A	Humanities	50	GCCCD: 3 CSU: 3 UC: N/A CCC: 3	GC: 3, Area C CSU GE: 3, Area C2 IGETC: N/A CCC: 3, Humanities
English Composition (without essay)	50	GCCCD: 0 CSU: 0 UC: N/A CCC: 0	GC: N/A CSU GE: N/A IGETC: N/A CCC: N/A	Information Systems and Computer Applications	50	GCCCD: 3 CSU: 3 UC: N/A CCC: 0	GC: 3, Elective Credit CSU GE: N/A IGETC: N/A CCC: N/A
English Composition (with essay)	50	GCCCD: 0 CSU: 0 UC: N/A CCC: 0	GC: N/A CSU GE: N/A IGETC: N/A CCC: N/A	Introduction to Educational Psychology	50	GCCCD: 3 CSU: 3 UC: N/A CCC: 0	GC: 3, Elective Credit CSU GE: N/A IGETC: N/A CCC: N/A
Financial Accounting	50	GCCCD: 3 CSU: 3 UC: N/A CCC: 0	GC: 0 CSU GE: N/A IGETC: N/A CCC: N/A	Introductory Business Law	50	GCCCD: 3 CSU: 3 UC: N/A CCC: 0	GC: 3, Elective Credit CSU GE: N/A IGETC: N/A CCC: N/A
French Level I	50	GCCCD: 6 CSU: 6 UC: N/A CCC: 6	GC: N/A CSU GE: N/A IGETC: N/A CCC: N/A	Introductory Psychology	50	GCCCD: 3 CSU: 3 UC: N/A CCC: 3	GC: 3, Area D CSU GE: 3, Area D IGETC: N/A CCC: 3, Social/ Behavioral Sciences
French Level II	50	GCCCD: 9 CSU: 9 UC: N/A CCC: 3	GC: 5, Area C CSU GE: 3, Area C2 IGETC: N/A CCC: 3, Humanities	Introductory Sociology	50	GCCCD: 3 CSU: 3 UC: N/A CCC: 3	GC: 3, Area D CSU GE: 3, Area D IGETC: N/A CCC: 3, Social/ Behavioral Sciences
Freshman College Composition	50	GCCCD: 0 CSU: 0 UC: N/A CCC: 0	GC: N/A CSU GE: N/A IGETC: N/A CCC: N/A	Natural Sciences	50	GCCCD: 3 CSU: 3 UC: N/A CCC: 3	GC: 3, Area B1 or B2 - no lab CSU GE: 3, Area B1 or B2 - no lab IGETC: N/A CCC: 3, Natural Sciences
German Level I	50	GCCCD: 6 CSU: 6 UC: N/A CCC: 3	GC: N/A CSU GE: N/A IGETC: N/A CCC: N/A				
German Level II	60	GCCCD: 9 CSU: 9 UC: N/A CCC: 3	GC: 5, Area C CSU GE: 3, Area C2 IGETC: N/A CCC: 3, Humanities				
History: US I	50	GCCCD: 3 CSU: 3 UC: N/A CCC: 3	GC: 3, Area D CSU GE: 3, Area D, US-1 IGETC: N/A CCC: 3, Social/ Behavioral Sciences				

Precalculus	50	GCCCD: 3 CSU: 3 UC: N/A CCC: 3	GC: 3, Area A3 CSU GE: 3, Area B4 IGETC: N/A CCC: 3, Language and Rationality
Principles of Accounting	50	GCCCD: 3 CSU: 3 UC: N/A CCC: 0	GC: 3, Elective Credit CSU GE: N/A IGETC: N/A CCC: N/A
Principles of Macroeconomics	50	GCCCD: 3 CSU: 3 UC: N/A CCC: 3	GC: 3, Area D CSU GE: 3, Area D IGETC: N/A CCC: 3, Social/ Behavioral Sciences
Principles of Management	50	GCCCD: 3 CSU: 3 UC: N/A CCC: 0	GC: 3, Elective Credit CSU GE: N/A IGETC: N/A CCC: N/A
Principles of Marketing	50	GCCCD: 3 CSU: 3 UC: N/A CCC: 0	GC: 3, Elective Credit CSU GE: N/A IGETC: N/A CCC: N/A
Principles of Microeconomics	50	GCCCD: 3 CSU: 3 UC: N/A CCC: 3	GC: 3, Area D CSU GE: 3, Area D IGETC: N/A CCC: Social/ Behavioral Sciences
Social Sciences and History	50	GCCCD: 0 CSU: 0 UC: N/A CCC: 0	GC: N/A CSU GE: N/A IGETC: N/A CCC: N/A
Spanish Level I	50	GCCCD: 6 CSU: 6 UC: N/A CCC: 0	GC: N/A CSU GE: N/A IGETC: N/A CCC: N/A
Spanish Level II	63	GCCCD: 9 CSU: 9 UC: N/A CCC: 3	GC: 5, Area C CSU GE: 3, Area C2 IGETC: N/A CCC: 3, Humanities
Spanish with Writing I	50	GCCCD: 6 CSU: 6 UC: N/A CCC: 0	GC: N/A CSU GE: N/A IGETC: N/A CCC: N/A
Spanish with Writing II	50	GCCCD: 9 CSU: 9 UC: N/A CCC: 0	GC: 3, Area C CSU GE: 3, Area C2 IGETC: N/A CCC: 3, Humanities

Western Civilization I	50	GCCCD: 3 CSU: 3 UC: N/A CCC: 3	GC: 3, Area C or D CSU GE: 3, Area C2 or D IGETC: N/A CCC: 3, Humanities or Social/Behavioral Sciences
Western Civilization II	50	GCCCD: 3 CSU: 3 UC: N/A CCC: 3	GC: 3, Area C or D CSU GE: 3, Area D IGETC: N/A CCC: 3, Social/ Behavioral Sciences

Questions regarding the CLEP chart can be directed to Counselors. Please note that information identified as "GC" is specific to Grossmont College. For examinations not on this list see the Articulation Officer.

Students seeking certification in GE Breadth prior to transfer must have passed the test before this date.

If a student passes more than one CLEP test in the same language other than English, then only one examination may be applied to the baccalaureate.

At the discretion of discipline faculty, CLEP may be used to clear major requirements. A Modification of Major form must be submitted to the appropriate department chair for approval.

References: CSU Chancellor's Office Memo Code: ASA-2019-03; Systemwide Credit for External Examinations, January 28, 2019; Memorandum ESS 22-200-003, March 21st, 2022.

International Baccalaureate (IB) Examinations

IB Exam	Approved Score	Total Units Awarded	General Education
Biology HL	GCCCD: 5 CSU: 5 UC: 5	GCCCD: 6 CSU: 6 UC: 5.3	GC: 3, Area B1 - no lab CSU GE: 3, Area B2 - no lab IGETC: 3, 5B - no lab
Chemistry HL	GCCCD: 5 CSU: 5 UC: 5	GCCCD: 6 CSU: 6 UC: 5.3	GC: 3, Area B2 - no lab CSU GE: 3, Area B1 - no lab IGETC: 3, Area 5A - no lab
Economics HL	GCCCD: 5 CSU: 5 UC: 5	GCCCD: 6 CSU: 6 UC: 5.3	GC: 3, Area D CSU GE: 3, Area D IGETC: 3, Area 4
Geography HL	GCCCD: 5 CSU: 5 UC: 5	GCCCD: 6 CSU: 6 UC: 5.3	GC: 3, Area D CSU GE: 3, Area D IGETC: 3, Area 4

History HL (any region)	GCCCD: 5 CSU: 5 UC: 5	GCCCD: 6 CSU: 6 UC: 5.3	GC: 3, Area C or D CSU GE: 3, Area C2 or D IGETC: 3, Area 3B or 4
Language A Literature HL ¹	GCCCD: 4 CSU: 4 UC: 5	GCCCD: 6 CSU: 6 UC: 5.3	GC: 3, Area C CSU GE: 3, Area C2 IGETC: 3, Area 3B & 6A ²
Language A Language and Literature HL ¹	GCCCD: 4 CSU: 4 UC: 5	GCCCD: 6 CSU: 6 UC: 5.3	GC: 3, Area C CSU GE: 3, Area C2 IGETC: 3, Area 3B & 6A ²
Language A1 Literature HL (any language)	GCCCD: 4 CSU: 4 UC: 5	GCCCD: 6 CSU: 6 UC: 5.3	GC: 3, Area C CSU GE: 3, Area C2 IGETC: 3, Area 3B
Language A2 Language and Literature (any language)	GCCCD: 4 CSU: 4 UC: 5	GCCCD: 6 CSU: 6 UC: 5.3	GC: 3, Area C CSU GE: 3, Area C2 IGETC: 3, Area 3B
Language B HL (any language)	GCCCD: 4 CSU: 4 UC: 5	GCCCD: 6 CSU: 6 UC: 5.3	GC: N/A CSU GE: N/A IGETC: 3, Area 6A
Mathematics HL: Analysis and Approaches	GCCCD: 4 CSU: 4 UC: 5	GCCCD: 6 CSU: 6 UC: 5.3	GC: 3, Area A3 CSU GE: 3, Area B4 IGETC: 3, Area 2A
Mathematics HL: Applications and Interpretation	GCCCD: 4 CSU: 4 UC: N/A	GCCCD: 6 CSU: 6 UC: N/A	GC: 3, Area A3 CSU GE: 3, Area B4 IGETC: 3, Area N/A
Physics HL	GCCCD: 5 CSU: 5 UC: 5	GCCCD: 6 CSU: 6 UC: 5.3	GC: 3, Area B2 - no lab CSU GE: 3, Area B1 - no lab IGETC: 3, Area 5A - no lab
Psychology HL	GCCCD: 5 CSU: 5 UC: 5	GCCCD: 3 CSU: 3 UC: 5.3	GC: 3, Area D CSU GE: 3, Area D IGETC: 3, Area 4
Theater HL	GCCCD: 4 CSU: 4 UC: 5	GCCCD: 6 CSU: 6 UC: 5.3	GC: 3, Area C CSU GE: 3, Area C1 IGETC: 3, Area 3A

Questions regarding the International Baccalaureate (IB) examination chart can be directed to Counselors. Please note that information

identified by "GC" is specific to Grossmont College. For examinations not on this list see the Articulation Officer.

¹ Please note that SDSU uses Language A HL (English) to satisfy RWS 100 and ENGL 220, see SDSU catalog "Academic Credit Through Examination" policies for more information.

² Score must be 5. All Languages including English receive IGETC 3B credit. All languages except English receive IGETC 6A credit.

References: CSU Chancellor's Office Memo Code: ASA-2019-03; Systemwide Credit for External Examinations, January 28, 2019; Memorandum ESS 22-200-003, March 21st, 2022.

Family Educational Rights and Privacy Act

Grossmont College accords to students all rights under the Family Educational Rights and Privacy Act. No one outside the institution shall have access to nor will the institution disclose any information from the students' education records without the written consent of students except to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. At Grossmont College, only those employees acting in the students' educational interest are allowed access to student education records within the limitations of their need to know.

The Act provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decisions of the hearing panels are unacceptable. The Dean of Admission and Records and Financial Aid has been designated by the institution to coordinate the inspection and review procedures for student education records.

For more information, please visit: <https://www.grossmont.edu/admissions/student-privacy-ferpa/>

Final Grades

California Education Code section 76224(a) states the following:

When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.

Questions regarding a final grade must be brought to the attention of the appropriate divisional dean within one year of the issuance of the grade.

Grade Forgiveness

Forgiveness as defined by Grossmont College is the intentional omission of courses in which D or F grades are earned when computing Grade Point Average (GPA) for granting of degrees.

Under the Grossmont College forgiveness policy, degree candidates must meet all the requirements as stated in the College catalog with the following exception:

Any course in which a D or F grade is earned may be forgiven without repeating if that particular course is not being used to meet a degree requirement.

The Grossmont College forgiveness policy is used only when a student has less than a 2.0 grade point average and will automatically be applied upon completion of the student’s last semester. This policy does not affect grade point averages used by other colleges or universities.

Grade Forgiveness cannot be applied for students earning AA-T/AS-T degrees.

Grading System and Notations

Grades are earned in each course and recorded on a semester basis on the student’s permanent record. A copy of the permanent record is the transcript. Grades should be interpreted as follows:

Grade	Meaning
A+	Excellent
A	
A-	
B+	
B	Good
B-	
C+	
C	Satisfactory
D	Passing, less than satisfactory
F	Failing
W	Withdrawal (issued to students who withdraw before the final drop deadline). Students who are enrolled after the final drop date must receive a letter grade (A-F).
EW	Excused Withdrawal: The “EW” symbol may be used as described in, and in accordance with Title 5, section 55024.

(1) “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 as described in (a)(2), 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.

MW Military Withdrawal awarded to active or reserve military personnel upon receipt of military orders compelling a withdrawal from courses.

P Pass is equal to a “C” grade or higher and units are not calculated in GPA. (formerly Credit)

NP No Pass is equal to less than a “C” grade. Units are not calculated in GPA. Pass or No Pass may be assigned only if the course is indicated as pass/ no pass or if the student has elected this option. (formerly No Credit)

I Incomplete - Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term, may result in an “I” symbol being entered in the student’s record. An incomplete grade may be given only after the student has contacted the instructor; awarding of an “I” is at the discretion of the instructor.

The “I” may be made up no later than one semester 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 student may petition for extension of the time limit for removal of the incomplete. The petition must include evidence of approval from the instructor.

Both the instructor and the student must complete and sign the Incomplete Grade Contract form. Procedural details are printed on the back of that form and under the catalog section titled Incomplete Grades.

IP In progress - The IP symbol indicates that work is “in progress,” but that assignment of a grade must wait 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 will appear on the student’s permanent 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 Admissions and Records Office 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 a temporary notation to be replaced by a permanent symbol as soon as possible. “RD” is not used in calculating GPA.

P, NP, W, EW, MW, I, IP and RD grades are not used in computation of grade point average but the W, NP and I are used for purposes of progress alert and disqualification status.

Grade Point Average

Academic achievement is reported in terms of grade point average (GPA). This is derived from the following weighting system:

Grade	Grade Points per Unit Earned
A+	4.0 grade points per unit earned
A	4.0 grade points per unit earned
A-	3.7 grade points per unit earned
B+	3.3 grade points per unit earned
B	3.0 grade points per unit earned
B-	2.7 grade points per unit earned
C+	2.3 grade points per unit earned
C	2.0 grade points per unit earned
D	1.0 grade points per unit earned
F	0.0 grade points per unit earned

Grade point average is computed by dividing total units attempted into total grade points earned. Decisions on probation and dismissal, scholarship, eligibility for graduation, and transfer are all influenced or determined by grade point average; hence, students should pay constant attention to their own grade point standing.

Honors

Vice President’s List and President’s List

Students carrying 12 or more units at Grossmont College in which letter grades are earned (P not included) and maintaining a 3.5 or higher grade point average are placed on the **Vice President’s List**. Students maintaining a 4.0 grade point average are placed on the **President’s List**.

Students carrying less than 12 units at either Grossmont College or Cuyamaca College, but carrying 12 or more total units in which letter grades are earned (P not included) at Grossmont and Cuyamaca combined and maintaining a combined grade point average of 3.5 are placed on the **District Vice President’s List**. Students maintaining a 4.0 grade point average are placed on the **District President’s List**.

Part-time students are eligible for the **Vice President’s List** if they:

1. complete 12 units in one academic year (fall and spring semesters) with a grade point average of 3.5 or higher and
2. are enrolled in fewer than 12 units per semester.

Graduation With Honors

Students who have earned a 3.5 or higher GPA on all degree applicable work attempted graduate with honors.

Official transcripts from all colleges attended must be on file in the Admissions and Records Office. However, if you are below a 3.5 overall GPA and if no course work on a transcript from another college is used to meet any degree requirement, students may exclude that entire transcript from being used to compute their overall GPA for graduation. Students electing this option need to make this request at the time they file the Request for Associate Degree form in the Admissions and Records Office. This option only applies to the GPA used to determine graduation with honors from Grossmont College and is not used to determine eligibility for honors for commencement. It will not affect transfer GPA and other

colleges and universities may not calculate GPA for honors status the same way.

Honors Program

The Grossmont College Honors Program is intended to promote academic excellence in students who are intellectually gifted, academically well-prepared, highly motivated, unusually creative, or especially talented.

In the program, students who desire additional challenge will take part in a spirited learning process that is designed to provide greater breadth and depth than is generally available in the regular program. In addition, participation in the program may increase students' ability to transfer to four-year universities of their choice or to obtain employment in the occupational fields for which they are preparing.

Students interested in pursuing honors study at Grossmont College should consult the appropriate faculty member, department chairperson or coordinator and/or the division dean of the area in which they desire to study.

Incomplete Grades

An Incomplete (I) grade may be awarded at the discretion of the instructor when all the following conditions exist:

1. The student has contacted the instructor of his/her course and both have agreed to the provisions established in the Incomplete Grade Contract.
2. The student has had an unforeseen emergency that prevents him/her from completing the remaining course work. Evidence to verify the emergency may be required.
3. The student has completed a minimum of 50% of the required course work, as specified in the course syllabus, with regular attendance, and there is still the possibility of earning a passing grade.

The student is responsible for acknowledging the following:

1. Completing the coursework as outlined in the Incomplete Grade Contract. Upon satisfactory completion, the instructor will replace the "I" with a grade.
2. The "I" is not used in calculating GPA or units.
3. The "I" cannot be cleared by re-enrolling in the course.
4. The grade earned on the portion of work completed for the course (as specified in the course syllabus) must be used to calculate the final grade for the course.
5. A signed Incomplete Grade Contract in which the student agrees to complete remaining coursework, must be filed by the instructor. In the case of an extreme emergency where the student is unable to meet with the instructor, the instructor may initiate and file the Incomplete Grade Contract, sending a copy to the student for signature. The contract is invalid without both instructor and student signatures. Without the student's signature, the I will revert to the default grade at the end of the following semester.
6. Class time and/or assignments outlined in the Incomplete Grade Contract must be completed by the end of the 16-week semester following the date on the contract. If not, the "I" will revert to the default grade assigned on the Incomplete Grade Contract.
7. An extension of time for removal of the "I" must be petitioned by the student. The petition must include evidence of approval from the instructor.

8. In the event that the original instructor of record on the Incomplete Grade Contract is unavailable, the student must see the appropriate department chair or dean for alternate arrangements.

Limitations on Enrollment

(Courses Related in Content)

As required by Title 5, California Code of Regulations, Section 55040 (c), student enrollment in active participatory courses in physical education, visual arts or performing arts that are related in content is limited to no more than four times for semester-length courses. This limitation 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 circumstances. Both Grossmont and Cuyamaca Colleges have created "course families" to address this limitation. These families include courses that have been determined by the individual departments in the district to have related or similar content. Students can have a maximum of four (4) enrollments total amongst courses that are in a family. A student who has reached the maximum number of enrollments in a family cannot enroll in any course within that same family again in the Grossmont-Cuyamaca Community College District.

Studio Arts / Digital Art / Photography Families Courses Related in Content

Maximum four (4) attempts for any family group.

An attempt includes:

- Completion
- Final grade resulting in a "W" or "NP" or "F"
- Incomplete

Studio Arts Foundations

Course	Grossmont College	Cuyamaca College
ART 120	ART-120	ART-120
ART 129	ART-129	ART-129
ART 148		ART-148

Ceramics Foundations

Course	Grossmont College	Cuyamaca College
ART 126	ART-126	
ART 127	ART-127	
ART 128	ART-127	

Ceramics: Concepts and Practices

Course	Grossmont College	Cuyamaca College
ART 136	ART-136	
ART 226	ART-226	
ART 227	ART-227	

Digital Arts Foundations

Course	Grossmont College	Cuyamaca College
ART 171	ART-171	
ART 172	ART-172	
ART 175	ART-175	
GD 105		GD-105
GD 126		GD-126

Digital Art: Drawing and Illustration

Course	Grossmont College	Cuyamaca College
ART 177	ART-177	
ART 184	ART-184	
ART 240	ART-240	
GD 225		GD-225

Drawing Foundations

Course	Grossmont College	Cuyamaca College
ART 124	ART-124	ART-124
ART 125	ART-125	ART-125
ART 224		ART-224
ART 225		ART-225
ART 241		ART-241
ART 242		ART-242

Human Figure Drawing

Course	Grossmont College	Cuyamaca College
ART 230	ART-230	ART-230
ART 231	ART-231	ART-231
ART 232		ART-232
ART 233		ART-233
ART 240	ART-240	

Printmaking

Course	Grossmont College	Cuyamaca College
ART 210	ART-210	
ART 211	ART-211	

Painting Foundations

Course	Grossmont College	Cuyamaca College
ART 121	ART-121	ART-121
ART 220	ART-220	ART-220
ART 221	ART-221	ART-221
ART 222	ART-222	ART-222

Watercolor Painting

Course	Grossmont College	Cuyamaca College
ART 135		ART-135
ART 235		ART-235
ART 236		ART-236

Photography Foundations

Course	Grossmont College	Cuyamaca College
PHOT 150	PHOT-150	
PHOT 151	PHOT-151	
GD 210		GD-210
GD 211		GD-211
GD 212		GD-212

Photography Concepts & Contemporary Practices

Course	Grossmont College	Cuyamaca College
PHOT 152	PHOT-152	
PHOT 252	PHOT-252	

Sculpture Foundations

Course	Grossmont College	Cuyamaca College
ART 130	ART-130	
ART 229	ART-229	
ART 280	ART-280	

Sculpture Fabrication and Practices

Course	Grossmont College	Cuyamaca College
ART 281	ART-281	
ART 282	ART-282	

Jewelry Design

Course	Grossmont College	Cuyamaca College
ART 131	ART-131	
ART 132	ART-132	
ART 133	ART-133	

Dance Families**Courses Related in Content**

Maximum four (4) attempts for any family group.

An attempt includes:

- Completion
- Final grade resulting in a "W" or "NP" or "F"
- Incomplete

Ballet

Course	Grossmont College	Cuyamaca College
DANC 088A	DANC-088A	
DANC 088B	DANC-088B	
DANC 088C	DANC-088C	
DANC 088D	DANC-088D	

Jazz Dance

Course	Grossmont College	Cuyamaca College
DANC 084A	DANC-084A	
DANC 084B	DANC-084B	
DANC 084C	DANC-084C	
DANC 084D	DANC-084D	

Modern Dance

Course	Grossmont College	Cuyamaca College
DANC 080A	DANC-080A	
DANC 080B	DANC-080B	
DANC 080C	DANC-080C	
DANC 080D	DANC-080D	

Tap Dance

Course	Grossmont College	Cuyamaca College
DANC 081A	DANC-081A	
DANC 081B	DANC-081B	
DANC 081C	DANC-081C	
DANC 081D	DANC-081D	

Hip Hop

Course	Grossmont College	Cuyamaca College
DANC 094A	DANC-094A	
DANC 094B	DANC-094B	
DANC 094C	DANC-094C	
DANC 094D	DANC-094D	

Studio Workshop in Dance - Modern/Tap/Jazz

Course	Grossmont College	Cuyamaca College
DANC 071A	DANC-071A	
DANC 071B	DANC-071B	
DANC 072A	DANC-072A	
DANC 072B	DANC-072B	
DANC 074A	DANC-074A	
DANC 074B	DANC-074B	

Studio Workshop in Dance - Ballet/Pointe

Course	Grossmont College	Cuyamaca College
DANC 078A	DANC-078A	
DANC 078B	DANC-078B	
DANC 099A	DANC-099A	
DANC 099B	DANC-099B	
DANC 099C	DANC-099C	

Choreography/Student Choreography

Course	Grossmont College	Cuyamaca College
DANC 223	DANC-223	
DANC 224	DANC-224	
DANC 225	DANC-225	

Ballroom/Ethnic Dance

Course	Grossmont College	Cuyamaca College
DANC 082A	DANC-082A	
DANC 082B	DANC-082B	

Conditioning/Stretch

Course	Grossmont College	Cuyamaca College
DANC 118A	DANC-118A	
DANC 118B	DANC-118B	
DANC 118C	DANC-118C	
DANC 118D	DANC-118D	

Teaching Practicum

Course	Grossmont College	Cuyamaca College
DANC 121	DANC-121	
DANC 122	DANC-122	
DANC 123	DANC-123	

Production/Performance - Mentored Student Choreography

Course	Grossmont College	Cuyamaca College
DANC 201	DANC-201	
DANC 202	DANC-202	
DANC 203	DANC-203	

Production/Performance - Faculty Choreography

Course	Grossmont College	Cuyamaca College
DANC 227	DANC-227	
DANC 228	DANC-228	
DANC 229	DANC-229	
DANC 230	DANC-230	

Exercise Science and Wellness Families**Courses Related in Content**

Maximum four (4) attempts for any family group.

An attempt includes:

- Completion
- Final grade resulting in a "W" or "NP" or "F"
- Incomplete

Total Body Fitness

Course	Grossmont College	Cuyamaca College
ES 004ABC	ES-004A, ES-004B, ES-004C	
ES 006ABC	ES-006A, ES-006B, ES-006C	
ES 011		ES-011
ES 019ABC		ES-019A, ES-019B, ES-019C
ES 021ABC	ES-021A, ES-021B, ES-021C	
ES 022	ES-022	
ES 024ABC	ES-024A, ES-024B, ES-024C	

Mind/Body & Flexibility Fitness

Course	Grossmont College	Cuyamaca College
ES 013		ES-013
ES 026	ES-026	
ES 027ABC	ES-027A, ES-027B, ES-027C	
ES 028ABC	ES-028A, ES-028B, ES-028C	ES-028A, ES-028B, ES-028C

Muscle Development

Course	Grossmont College	Cuyamaca College
ES 005ABC	ES-005A, ES-005B, ES-005C	
ES 014ABC		ES-014A, ES-014B, ES-014C
ES 023ABC	ES-023A, ES-023B, ES-023C	

Cardiovascular Fitness

Course	Grossmont College	Cuyamaca College
ES 007ABC	ES-007A, ES-007B, ES-007C	
ES 008ABC	ES-008A, ES-008B, ES-008C	
ES 009ABC		ES-009A, ES-009B, ES-009C

ES 010	ES-010
ES 016ABC	ES-016A, ES-016B, ES-016C
ES 017ABC	ES-017A, ES-017B, ES-017C

Combative Sports

Course	Grossmont College	Cuyamaca College
ES 180	ES-180	ES-180
ES 185ABC	ES-185A, ES-185B, ES-185C	

Racquet Sports

Course	Grossmont College	Cuyamaca College
ES 060ABC	ES-060A, ES-060B, ES-060C	ES-060A, ES-060B, ES-060C
ES 061ABC	ES-061A, ES-061B, ES-061C	
ES 076ABC	ES-076A, ES-076B, ES-076C	ES-076A, ES-076B, ES-076C

Individual Sports

Course	Grossmont College	Cuyamaca College
ES 012		ES-012
ES 037	ES-037A, ES-037B, ES-037C	
ES 125ABC	ES-125A, ES-125B, ES-125C	ES-125A, ES-125B, ES-125C
ES 130ABC	ES-130A, ES-130B, ES-130C	

Team Sports/Gym

Course	Grossmont College	Cuyamaca College
ES 155ABC	ES-155A, ES-155B, ES-155C	ES-155A, ES-155B, ES-155C
ES 175ABC	ES-175A, ES-175B, ES-175C	ES-175A, ES-175B, ES-175C

Team Sports/Field

Course	Grossmont College	Cuyamaca College
ES 170ABC	ES-170A, ES-170B, ES-170C	ES-170A, ES-170B, ES-170C
ES 171ABC	ES-171A, ES-171B, ES-171C	ES-171A, ES-171B, ES-171C
ES 172ABC	ES-172A, ES-172B, ES-172C	
ES 176ABC	ES-176A, ES-176B, ES-176C	

Aquatic Cardiovascular Fitness

Course	Grossmont College	Cuyamaca College
ES 040ABC	ES-040A, ES-040B, ES-040C	
ES 044ABC	ES-044A, ES-044B, ES-044C	

Aquatics

Course	Grossmont College	Cuyamaca College
ES 039	ES-039	
ES 043ABC	ES-043A, ES-043B, ES-043C	

Music Families**Courses Related in Content**

Maximum four (4) attempts for any family group.

An attempt includes:

- Completion
- Final grade resulting in a "W" or "NP" or "F"
- Incomplete

Vocal Ensembles

Course	Grossmont College	Cuyamaca College
MUS 136		MUS-136
MUS 137		MUS-137
MUS 236		MUS-236
MUS 237		MUS-237
MUS 138	MUS-138	
MUS 139	MUS-139	
MUS 238	MUS-238	
MUS 239	MUS-239	
MUS 158		MUS-158
MUS 159		MUS-159
MUS 258		MUS-258
MUS 259		MUS-259

Jazz/Popular Ensembles

Course	Grossmont College	Cuyamaca College
MUS 108		MUS-108
MUS 109		MUS-109
MUS 208		MUS-208
MUS 209		MUS-209
MUS 156	MUS-156	MUS-156
MUS 157	MUS-157	MUS-157
MUS 256	MUS-256	MUS-256
MUS 257	MUS-257	MUS-257
MUS 166	MUS-166	
MUS 167	MUS-167	
MUS 266	MUS-266	
MUS 267	MUS-267	

Non-Western Ensembles

Course	Grossmont College	Cuyamaca College
MUS 154	MUS-154	
MUS 155	MUS-155	
MUS 254	MUS-254	
MUS 255	MUS-255	
MUS 142	MUS-142	
MUS 143	MUS-143	

MUS 242	MUS-242
MUS 243	MUS-243

Large Instrumental Ensembles

Course	Grossmont College	Cuyamaca College
MUS 148	MUS-148	
MUS 149	MUS-149	
MUS 248	MUS-248	
MUS 249	MUS-249	
MUS 150	MUS-150	
MUS 151	MUS-151	
MUS 250	MUS-250	
MUS 251	MUS-251	
MUS 152	MUS-152	MUS-152
MUS 153	MUS-153	MUS-153
MUS 252	MUS-252	MUS-252
MUS 253	MUS-253	MUS-253

Musical Theatre Ensembles

Course	Grossmont College	Cuyamaca College
MUS 164	MUS-164	
MUS 165	MUS-165	
MUS 264	MUS-264	
MUS 265	MUS-265	

Theatre Arts Families

Courses Related in Content

Maximum four (4) attempts for any family group.

An attempt includes:

- Completion
- Final grade resulting in a "W" or "NP" or "F"
- Incomplete

Course	Grossmont College	Cuyamaca College
THTR 102 A, B, C, D	THTR-102A, THTR-102B, THTR-102C, THTR-102D	
THTR 103 A, B, C, D	THTR-103A, THTR-103B, THTR-103C, THTR-103D	
THTR 104 A, B, C, D	THTR-104A, THTR-104B, THTR-104C, THTR-104D	
THTR 111 A, B, C, D	THTR-111A, THTR-111B, THTR-111C, THTR-111D	
THTR 112 A, B, C, D	THTR-112A, THTR-112B, THTR-112C, THTR-112D	
THTR 113 A, B, C, D	THTR-113A, THTR-113B, THTR-113C, THTR-113D	
THTR 122 A, B, C, D	THTR-122A, THTR-122B, THTR-122C, THTR-122D	

THTR 123 A, B, C, D	THTR-123A, THTR-123B, THTR-123C, THTR-123D
THTR 124 A, B, C, D	THTR-124A, THTR-124B, THTR-124C, THTR-124D
THTR 145	THTR-145
THTR 146	THTR-146
THTR 147	THTR-147
THTR 148	THTR-148

Pass/No Pass

(Formerly Credit/ No Credit)

Pass/No Pass (P/NP) is a grading system where such units earned will be counted in satisfaction of curricular requirements but will be disregarded in determining a student's grade point average.

A "P" grade shall represent at least a satisfactory completion ("C" grade) of course requirements. A "NP" grade shall represent unsatisfactory completion of course requirements. Course work that would have received a "D" or "F" will be graded "No Pass" (NP). "NP" grades will be taken into consideration in the determination of lack-of-progress probation and disqualification status.

Students intending to transfer to four-year colleges or universities should check the specific policies of those institutions pertaining to the transferability of "P" grades. Similarly, it is highly recommended that students complete their major or area of emphasis coursework with a letter grade ("A," "B," or "C"). For more information and to review the options, students are encouraged to meet with a counselor.

Pass No Pass Grading Policy

A maximum of 12 credit units earned at Grossmont College with "P" grades may be counted toward satisfaction of curriculum requirements for Associate Degrees and Certificates. Pass grades received from other accredited institutions, as well as credits authorized for military courses and Advanced Placement examinations, may be applied as well.

There are courses in which "P/NP" grades are used exclusively; these are designated in the catalog course description by the statement "P/ NP Only." In addition, there are courses that cannot be taken on a "P/NP" basis. Some courses may be taken for either "P/NP" or "Letter Grade." Credit units earned in "P/NP Only" courses are exempt from the 12-unit restriction.

Students electing to be graded on a "P/NP" basis shall establish that option in writing by completing a "Pass/No Pass Request form" and submitting to Admissions and Records. The form may be submitted for term length and short-term courses up to the last day of instruction of the requested course. A student may elect to reverse their action up until the last day of instruction of the requested course. Once the last day of instruction has passed, the decision is irrevocable.

Prerequisites

A *prerequisite* is a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.

A **corequisite** is a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course.

An **advisory on recommended preparation** is a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

All courses shall be open for enrollment to any student who has been admitted to the college, except that students may be required to meet necessary and valid prerequisites. In addition, the District may also limit enrollment in a course based on health and safety considerations, facility limitations, or legal requirements imposed by statute or regulations.

A student who does not meet a prerequisite or corequisite or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the course as follows:

1. If space is available in a course when a student files a challenge to the prerequisite, corequisite, or advisory on recommended preparation, the College shall reserve a seat for the student and resolve the challenge within five (5) working days. If the challenge is upheld or the College fails to resolve the challenge within the five (5) working day period, the student shall be allowed to enroll in the course.
If no space is available in the course when the 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 registers for that subsequent term.
2. Grounds for challenge are:
 - a. The prerequisite or corequisite has not been established in accordance with the College's process for establishing prerequisites and corequisites;
 - b. The prerequisite or corequisite is in violation of Title 5 regulations (Section 55201);
 - c. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
 - d. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite;
 - e. The student will be subject to undue delay in attaining the goal of his or her Student Educational Plan because the prerequisite or corequisite course has not been made reasonably available. If other courses are available which meet the same requirement, the student is not being delayed. There is no obligation to honor the student's preference.
 - f. The student has not been allowed to enroll in a course due to a limitation on enrollment established for (a) a course that involves intercollegiate competition or public performance, or (b) a course limited to a cohort of students. The student shall be allowed to enroll if otherwise he or she would be delayed by a semester in attaining the degree or certificate specified in his or her Student Educational Plan.
 - g. The student seeks to enroll in a course which has a prerequisite established to protect health and safety, and the student demonstrates that he or she does not pose a threat to himself or herself or others.
3. The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to the determination of whether the student's challenge should be upheld

or ought to be in the College's own records, then the College has the obligation to produce that information.

Challenges to a prerequisite should be filed with the Vice President of Academic Affairs. All challenges will be resolved by a committee consisting of the Vice President of Academic Affairs, the Dean of Counseling and the Department Chair or Coordinator of the course with the prerequisite in question.

Students wishing to challenge prerequisites for any other reason should do so using the Student Due Process Procedures listed in this publication.

Probation and Dismissal

Grades earned at other schools prior to admission to District colleges shall not be considered in determining probationary status. Students should be aware that Financial Aid Satisfactory Academic Progress (SAP) standards may differ from these policies. Priority registration is lost when a student has been on academic and/or progress probation for two consecutive semesters.

California College Promise Grant (formerly known as the BOG Fee Waiver) eligibility may also be lost when a student has been on academic or progress probation for two consecutive primary terms. For more information on the Loss of California College Promise Grant eligibility, how the regulations relate to the following academic standards and possible exemptions, please go to: <https://www.grossmont.edu/financial-aid/grants/california-college-promise-grant.php>.

Probation

1. Academic Probation

Any student who has attempted a minimum of 12 semester units and whose cumulative college grade point average falls below 2.0 in courses receiving letter grades for work attempted at a college within the district shall be placed on academic probation at the college where the units were attempted.

2. Lack-of-Progress Probation

Any student who has enrolled in a cumulative total of at least 12 semester units at a college in the district shall be placed on probation when the student's cumulative units indicate 50 percent or more units of W, I, and/or NP at the college where the units were attempted.

3. Removal from Probation

- a. Any student placed on academic probation shall be removed from probation when the cumulative grade point average at the college where the student has been on probation has improved to 2.0.
- b. Any student placed on lack-of-progress probation shall be removed from probation when the cumulative units of W, I, or NP recorded at the college where the student has been on probation are less than 50 percent of the total units attempted.

Dismissal

Any student dismissed from a college within the Grossmont-Cuyamaca Community College District may not attend any college within the district during the next consecutive semester. The student may, however, attend the next consecutive summer term or spring intersession.

Special circumstances exist for dismissals after the fall semester due to the fact that students traditionally enroll before fall grades are available. Dismissal letters will be sent no later than late January informing them that:

If they are enrolled for spring semester, their spring registration will be revoked.

If they are not enrolled in the spring semester, they have the right to petition for readmission.

1. **Academic Dismissal**

Any student on academic probation whose semester grade point average falls below 2.0 shall be academically dismissed. Any student on academic probation whose semester grade point average equals or exceeds 2.0 but whose cumulative grade point average for all units attempted remains below 2.0 shall be continued on probation.

2. **Lack-of-Progress Dismissal**

Any student who is on lack-of-progress probation and whose semester work indicates 50 percent or more units of W, I, or NP will be dismissed. Any student on lack-of-progress whose semester work indicates fewer than 50 percent units of W, I, or NP but whose cumulative records show 50 percent or more units of W, I, or NP will be continued on lack-of-progress probation.

Readmission

Any student dismissed may petition for readmission. The petition must be initiated at the college in which the dismissal occurred. A student who has not attended for one semester after dismissal will receive a registration appointment for the subsequent semester and be readmitted without petition.

Repetition of Courses

A student is not obligated to repeat a course which he/she has failed unless it is a course required for graduation, or for transfer, or is a prerequisite to another required course.

Substandard Work

A student may repeat any course in which a substandard final grade (D, F or NP) was earned. If the course is offered at both colleges in the district, the student may repeat the course at either college. Students will only be allowed to enroll in a course three times if they have received a substandard grade (D, F, NP, NC) or withdrew from the class with a "W" in the Grossmont District.

1. Students must submit a petition to the Admissions and Records Office to enroll in a course for the fourth time. Petitions will only be approved based on extenuating circumstances. Holds will be placed to ensure students complete the 4th attempt for a grade. Military withdrawals do not count in terms of repetition restrictions, nor do withdrawals that occur due to fire, flood or natural disaster (Title 5 Sections 55024 and 58509).
 - a. If the student elects to repeat the course at either college within the district, the original grade will be annotated. If a student repeats the course a second time, the first two grades will be annotated, and the last grade will be counted in the grade point average.
 - b. If the student elects to repeat the course in which the substandard grade was earned at another college outside the district, a petition will need to be filed with the appropriate college's Petition Committee for action.
2. Upon completion of a repeated course, the original grade will be annotated and removed from the cumulative totals on the transcript in such a manner that all work remains legible, insuring a true and complete academic history. Only the last grade will be included in determining GPA and academic standing, and only those units will

be counted toward graduation. No assurance can be provided that repeated course(s) will be treated in this manner by other institutions.

Special Circumstances

A student may not repeat a course in which a "C" or "Pass" grade or higher was earned except by petition under extenuating circumstances and the repeat must be needed to meet an educational objective. If such circumstances do exist, and the petition is approved, the grade earned in the repeated course shall be calculated in the student's GPA.

1. Students may submit a petition in the Admissions and Records office with supporting documentation of extenuating circumstances.
2. If the student attempts to repeat the course at the other college in the district, the student should file a petition with the Petitions Committee for action, at the appropriate campus where the repeated course will be taken.
3. A student with a disability may repeat a special class any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation.
4. A student may repeat a course in occupational work experience as long as he/she does not exceed the limits on the number of units of cooperative work experience. The grade received each time shall be included for purposes of calculating the student's GPA.
5. A student may repeat a course any number of times if it is determined to be legally mandated. Only the last grade will be included in determining GPA.
6. A student may repeat a course as a result of a significant change in industry or licensure standards such that repetition of the courses is necessary for employment or licensure. Only the last grade will be included in determining GPA.
7. A course may be repeated due to a significant lapse of time of no less than 36 months if there is an approved recency prerequisite for the course or program, or another institution of higher education to which the student seeks to transfer has established a recency requirement. Only the last grade will be included in determining GPA.

Precollegiate Basic Skills Coursework Limitations

Students may not receive credit for more than 30 units of precollegiate basic skills coursework. This limit shall not apply to the following students:

1. Students enrolled in one or more courses of English as a Second Language.
2. Students identified by a college in the District as having a disability.

As a result of placement research a student may be required to enroll in a concurrent support class during the semester in which they take a transfer level English or math course. Students may be granted a waiver to the limitation upon petition to a college in the District. (Petitions are available at Admission and Records) Waivers will be granted only when the student shows significant and measurable progress toward the development of skills necessary for college-level courses. Such waivers will be given only for a specified period of time or for a specified number of units.

Revision of Regulations

Any regulation adopted by the Governing Board of the Grossmont-Cuyamaca Community College District shall have the same force as a printed regulation in the catalog and shall supersede any ruling on the same subject which may appear in the printed catalog or official bulletin of the college.

Student Rights and Responsibilities

Student Code of Conduct

To ensure a safe campus community and provide a prompt and equitable means to address violations of the Grossmont-Cuyamaca Community College District Standards of Student Conduct, the Dean of Student Affairs, in conjunction with the President and Vice President of Student Services, administratively facilitate the Grossmont-Cuyamaca Community College District's Student Conduct Procedures for Grossmont College.

Grounds for Student Conduct Action

(These procedures also apply to distance education.)

Student conduct must conform to District and College rules and regulations. If a Student Code of Conduct violation occurs while a student is enrolled in any program of instruction or co-curricular offering within the District, to include distance education programs, he or she may be subject to Student Conduct Action for one or more of the following causes that must be District related. Except in response to conduct specified in subdivisions (g) and (h) of Section 76033, no student shall be removed, suspended, or expelled unless the conduct for which the student is disciplined is related to college activity or college attendance. This section is not intended to limit provisions of federal law, or limit the ability of community college districts to take appropriate action under federal law.

These categories of behavior are not intended to be an exhaustive list, but are examples of causes and are good and sufficient causes for Conduct, including but not limited to the removal, suspension, or expulsion of a student. Other misconduct not listed may also result in Conduct if good cause exists (Education Code Section 76033, 76034).

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from the Vice President of Student Services or designee.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in California Health and Safety Code Sections 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to District property or to private property on campus.
6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
8. Committing sexual harassment as defined by law or by District policies and procedures.
9. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation or any other status protected by law.

10. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
11. Willful misconduct that results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
12. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
13. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty as defined by the College's academic integrity standards.
14. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
15. Unauthorized entry upon or use of District facilities.
16. Lewd, indecent or obscene conduct or expression on District-owned or controlled property, or at District sponsored or supervised functions.
17. Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises, or the violation of lawful District regulations, or the substantial disruption of the orderly operation of the District.
18. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
19. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative procedure.
20. Engaging in physical or verbal intimidation or harassment of such severity or pervasiveness as to have the purpose or effect of unreasonably interfering with a student's academic performance, or District employee's work performance, or of creating an intimidating, hostile or offensive educational or work environment.
21. Engaging in physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions, authorized curricular or co-curricular activities or prevention of authorized guests from carrying out the purpose for which they are on District property.
22. Sexual assault and sexual exploitation as defined in Education Code section 76033(g), (h).
23. Misconduct where good cause exists (Education Code Section 76033).

District students who engage in any of the above are subject to the procedures outlined herein as authorized by AP 5520 Student Conduct Procedures.

Types of Student Conduct Action

Student Conduct actions that may be imposed for violations of the Student Code of Conduct include the following:

Warning: Written or oral notice to the student that continuation or repetition of misconduct may be cause for further Student Conduct action.

Student Conduct Probation: Specific period of conditional participation in campus and academic affairs that may involve exclusion from designated privileges or extracurricular activities. If a student violates any condition of probation, or is charged a second time with a violation of the Standards of Student Conduct during the probationary period, it shall be grounds for revocation of the student's probationary status and for further Student Conduct action to be taken in accordance with these procedures.

Sexual Assault

For sexual assault emergencies, contact 911.

If you are a victim of sexual assault (rape, sexual violence or stalking), please contact the Office of Student Affairs at 619-644-7600 or visit Griffin Center (building 60), room 204. Student Affairs will provide students with the resources and support needed during this time. In addition, students will be provided guidance on reporting options. For all emergencies, please contact 911.

Any sexual assault or physical abuse, including, but not limited to, rape, as defined by California law, whether committed by an employee, student, or member of the public, occurring on Grossmont-Cuyamaca Community College District property, in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities or at another location, or on an off-campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization, is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal procedures and employee or student conduct procedures (AP3540).

Student Grievance and Due Process

The Student Grievance and Due Process procedures are designed to provide a prompt and equitable process for addressing student allegations of an unjustified action or decision by a member of the campus community. It is the responsibility of the student to provide proof of the alleged unfair or improper action which affected his or her status, right or privileges.

For additional information including applicable timelines, and/or a copy of the Student Grievance and Due Process Procedure publication, please contact the Student Affairs office at (619) 644-7600. Information can be found online at: <https://www.grossmont.edu/student-support/student-affairs/student-rights-and-responsibilities.php>

Process Summary

Step 1: The student contacts the individual he/she believes has committed an unfair or improper action in order to convey his/her concern and seek a solution.

Step 2: If the issue is not resolved by an informal discussion, the student contacts the individual's immediate supervisor, chair, or coordinator for possible resolution of the matter.

Step 3: If the matter is still not resolved the student contacts the appropriate administrative dean's office for possible resolution of the issue.

Step 4: If the student and dean are unable to resolve the issue, the student can contact the Dean of Student Affairs to discuss student due process rights and the grievance procedures.

The student should maintain a record of all correspondence, meetings and discussions in each step of the resolution process.

If the issue in question is a grade for a course see Final Grades section.

Complaint Process

Grossmont College takes pride in providing quality service. Whenever possible, complaints are handled locally/departmentally and are routed through the next review level as necessary. The desired outcome of this process is that the complaint be resolved at the most local level with an opportunity for the complainant to pursue the matter at the next highest level if the proposed solution is not satisfactory or if no resolution is possible. More information about the college-wide complaint process is available online (<https://www.grossmont.edu/>; keyword: complaint) or via the Student Affairs Office.

Although it is our goal to resolve complaints at the campus level, there may be times when a complainant is not satisfied with the outcome. In these situations, the complainant is encouraged to contact the California Community College Chancellor's Office at [https://www.cccco.edu/Complaint-Process-Notice/](https://www.cccco.edu/Complaint-Process-Notice).

To submit a complaint pertaining to the institution's compliance with academic program quality and accrediting standards, please submit the information to the Accrediting Commission for Community and Junior Colleges (ACCJC), which accredits the academic programs of the California Community Colleges. The link to submit your complaint may be found at: <https://www.accjc.org/complaint-process> (<https://www.accjc.org/complaint-process/>).

Student Right-to-Know Rates for Fall 2018 Cohort

Completion Rate: 29.60 %

Transfer Rate: 11.87 %

In compliance with the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of our college district to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2018, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three year period. Their completion and transfer rates are listed above. These rates do not represent the success rates of the entire student population at the College nor do they account for student outcomes occurring after this three year tracking period.

Based upon the cohort defined above, a Completer is a student who attained a certificate or degree or became 'transfer prepared' during a three year period, from Fall 2018 to Spring 2021. Students who have completed 60 transferable units with a GPA of 2.0 or better are considered 'transfer prepared'. Students who transferred to another post-secondary institution, prior to attaining a degree, certificate, or becoming 'transfer prepared' during a five semester period, from Spring 2019 to Spring 2021, are transfer students.

Unit Value and Student Load

A conventional college unit of credit represents three hours of the student's time each week for one semester: one hour in scheduled classroom lecture or discussion and two hours in outside preparation. For laboratory, the college unit represents three hours of work in a laboratory or in a comparable experience under classroom supervision. Unit value may differ in certain courses where work experience is involved.

The maximum number of units in which a student may enroll is 18. Overloads (no more than two additional units) must be approved by a counselor. Requests for excessive unit overloads (21 or more units) will

require an appointment with the Dean of Counseling Services. A copy of all college transcripts will be reviewed prior to the appointment.

students must enroll in an official work experience course and follow all regulations as specified in Title 5, Section 55254.

Minimum Load

The college does not specify a minimum load except when the student desires to meet certain requirements such as:

1. Certification to the Department of Health, Education and Welfare that the student is attending full-time. Requirement: 12 or more units per semester, but a student should average 30 units per year.
2. The load requirements for Chapters 31, 32 and 34 (Veterans) and for Chapter 35 (War Orphans and Widows) are:

Time	Units
Fall/Spring Semester	
Full-time	12
Three-fourths time	9-11.5
One-half time	6-8.5
Summer Session	8

Calculated on an individual class basis. Contact the Veterans Office on campus for detailed information.

3. The load requirements for Financial Aid students are:

Time	Units
Fall/Spring/Summer Semester	
Full-time	12
Three-fourths time	9-11.5
One-half time	6-8.5
Less than one-half time	5-5.5

4. Full-time load to maintain status as an "F-1" visa international student. Requirement: 12 or more units per semester.
5. Eligibility to participate in Pacific Coast Conference intercollegiate athletics. Requirement: 12 or more units in courses for which **new** units of credit may be earned. Students should see Pacific Coast Conference and Grossmont College regulations for additional requirements.
6. Eligibility to participate in student government as an office holder or in intercollegiate activities other than athletics. Requirement: seven or more units during the semester of participation. Students should consult the student handbook or the Dean of Student Affairs for additional requirements.

Withdrawal from College

You may withdraw from college by using Self-Service (<https://selfservice.gcccd.edu/Student/>) or by filing a drop card in the Admissions and Records Office. This must be done before the deadline to drop each of your classes.

You may file a petition in the Admissions and Records Office after the final drop deadline, should a verified medical condition require a complete withdrawal. A medical withdrawal includes a W grade.

Work Experience Requirements

The unit value for work experience or field experience is one unit for each five hours of work experience per week completed during the course. The maximum work experience units allowable in one semester are four. In order to participate in Cooperative Work Experience Education,