

# ACADEMIC REGULATIONS AND POLICIES

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## Catalog Rights

Students may graduate under the degree requirements in effect:

1. At the time of first enrollment at College of the Sequoias\*, as long as continuous enrollment is maintained; or
2. Any academic year while continuous enrollment is maintained at College of the Sequoias; or
3. At the time continuous enrollment is reestablished and maintained at College of the Sequoias; or
4. At the time of graduation

\* At the time of first enrollment at College of the Sequoias does not apply to students concurrently enrolled in high school. Continuous enrollment is defined as enrollment in at least one semester per calendar year or one semester per academic year excluding summer session and ends with a break of more than two consecutive semesters (continuous enrollment cannot be maintained with a break of more than two consecutive semesters excluding summer session). Any academic record symbol (A-F, CR, NC, P, NP, I, IP, W) shall constitute enrollment. Exception: COS enrolled high school students completing all degree requirements while in high school can be awarded the degree requirements using any catalog rights listed.

## Academic Freedom

Sequoias Community College District is committed to student learning and success. The District recognizes that protecting academic freedom is essential to achieve this mission. The District further recognizes that academic freedom is included within the freedom of expression and is necessary for the pursuit of knowledge within academic disciplines. These freedoms are essential elements of teaching and student learning.

As a form of freedom of expression, academic freedom exists within the general framework of the United States Constitution, the California State Constitution, requirements of the California Education Code, California Community College regulations, District policy, and official course descriptions. This freedom of expression shall be maintained in all media (printed, oral, visual, and electronic) and in all interactions among students, faculty, staff, and administration, subject to applicable law. All faculty members shall enjoy the protections offered by this policy. No faculty member shall be disciplined, reassigned, or have his assignment terminated for any reason that violates the protections of this policy.

All faculty members shall be free to pursue instruction, grading, scholarship, policy discussions, and public discourse in an environment free of intimidation and censorship. All faculty members shall exercise their academic freedom in a manner that promotes the District's mission and that abides by the Institutional Code of Ethics (AP 3050). The merit of academic ideas, theories, arguments, and views shall be measured against the established standards of relevant academic and professional organizations.

Academic freedom includes freedom of inquiry and instruction for every faculty member, including freedom in presenting and discussing subjects related to his academic discipline. Academic freedom also includes, but is not limited to, freedom to:

1. Inquire about, present, and explore difficult and controversial material that is relevant to the official course outline of record;
2. Express differences of opinion with and among students, faculty, staff, and administration on academic matters;
3. Demonstrate, teach, and defend critical thinking skills and intellectual honesty.

Every faculty member shall have the freedom to organize or participate in campus events, and the responsibility to do so in a manner consistent with the District's mission, the Institutional Code of Ethics, and the established standards of relevant academic and professional organizations. (AP 4030)

Every faculty member is a member of a learned profession and shall have the freedom to use his professional scholarship and present this scholarship in any academic discourse.

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## Remedial Coursework Limits

### Limitations

No student shall receive more than 30-semester units of credit for remedial coursework. Students having exhausted the unit limitation shall be referred for further remedial work to appropriate adult noncredit education services.

### Limitation Exemption

The following students are exempted from the limitation on remedial coursework:

1. Students enrolled in one or more courses of English as a Second Language (ESL):
2. Students identified by the District as having a learning disability as defined in Title 5 §56036.

### Waiver of Limitations

Students who demonstrate significant, measurable progress towards the development of skills appropriate to enrollment in college-level courses may be granted a waiver of the limitations of this procedure. These waivers shall be provided pursuant to standards that are reviewed and approved by the Board of Trustees (Title 5 §55035). The standards shall include provisions that ensure that waivers are only given for specified periods of time or for specified numbers of units.

A student who does not attain full eligibility status for degree-applicable credit courses within the limitation and who is not provided with a waiver will be restricted to taking only the following:

1. Noncredit courses;
2. Nondegree-applicable courses which do not involve remediation; and
3. Those degree applicable credit courses which do not have basic skills prerequisites or advisories on recommended preparation (AP 4222).

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## Distance Education

The mission of Distance Education at COS is to extend educational opportunities to a diverse population of students who prefer or have need of alternative methods of course delivery. These approaches to instruction outside the traditional classroom setting provide greater opportunities for students to obtain the education they need to achieve their goals while continuing with demanding personal and employment schedules.

Distance Education is defined as any part of a course's planned instruction occurring when students and instructors are separated by distance and involving interaction through the assistance of communication technology.

At COS, we offer two different types of distance education: Online/Hybrid and Interactive (Synchronous).

Online/Hybrid: A course where any portion of the instructional time is provided online in addition to, or instead of, face-to-face interaction between the instructor and student. Online or hybrid classes are taught via an online course management system. Your instructor will provide you with information about how to access the course management system used for your course.

For specific instructions about your class, click on the CRN in the online schedule and contact your instructor.

**NOTE:** You may be dropped from a DE class if you do not participate in a timely fashion.

We have three variations of online learning classes at COS:

1. Online with no face-to-face meetings
2. Online with one orientation meeting
3. Hybrid — with a combination of face-to-face meetings and online facilitation

Distance education courses transfer to four-year colleges and universities exactly like traditional classes held on campus. The coursework is equally rigorous. It is important to remember that success in distance learning classes will mean hard work on your part, plus good time management skills.

### Minimum Technological Requirements

- Any computer/tablet/device capable of running Google Chrome and installing Zoom with at least 1 GHz processing power and at least 1 GB RAM
  - Examples include devices running Windows 7/8/8.1/10/11, Mac OS X 10.10 and up, and Chromebooks
- Any mobile device that is currently receiving vendor updates (iOS and Android)
- Ability to access and run Microsoft Office documents and services (Word, Excel, PowerPoint, etc.)
- Webcam, microphone, and speakers/headphones may be required for some courses
- COS recommends:
  - Broadband connection
  - Hardware less than 5 years old
  - Webcam supporting at least 720p
  - Speakers or headphones

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## Institutional & General Education Learning Outcomes

1. **ILO & GELO Area A1: Written Communication**  
Students will be able to express ideas clearly in writing and intentionally engage with and analyze the audiences, genres, and purposes of written expression across multiple expressive modes and styles.
2. **ILO & GELO Area A2: Oral Communication/ Analytical Thinking**  
Students will demonstrate the ability to solve problems using analysis of data, interpretation, and critical thinking by applying qualitative and quantitative reasoning skills and be able to express the results to others in a variety of communication methods.
3. **ILO & GELO Area B: Natural Science**  
Students will demonstrate an understanding of the physical universe, its lifeforms, and natural phenomena, applying basic scientific

principles to their daily lives, and evaluating problems according to the scientific method.

#### 4. ILO & GELO Area C: Humanities

Students will demonstrate awareness of the ways in which people, in a variety of times and cultures, respond to each other and the world around them through artistic and cultural creation, including the ability to use critical and imaginative thinking to make informed value judgments about creative works and/or create works through diverse forms of expression.

#### 5. ILO & GELO Area D: Social/ Behavioral Sciences

Students will engage with diverse perspectives and use methods of inquiry in the social sciences to explore social issues and events and formulate an informed opinion or conclusion.

#### 6. ILO & GELO: Subject Requirements (Health and Wellness, Information Literacy, Lifelong Learning)

Students will demonstrate self-awareness and respect for diversity by setting goals for personal, professional, and academic success; responsibly and effectively locating and evaluating information; and reflecting on their prior learning with a deepened understanding of their own cultural knowledge and responsibility.

#### 7. ILO: Specialized Knowledge (Preparation for Transfer and Career)

Students will demonstrate preparation for transfer and/or careers through proficiency in the use of technology, specialized techniques, and methodologies appropriate to their discipline.

#### 8. ILO: Diverse Perspectives and Global Learning

Students will demonstrate ethical and cultural awareness through appropriate and effective modes of social interaction, understanding and interpreting events and issues with a diverse, culturally humble, and global perspective.

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## Course Policies

### Attendance

Course start times are printed on your Banner Web Student Schedule and are also posted on the COS website. Students are expected to be in class on time and to remain for the entire class period. Classes are not automatically dismissed in the absence of the instructor. Classes are canceled only by a representative of the administration. If a class is canceled, a cancellation notice is posted on the door of the room where the class meets. A notice is also posted near the top of the COS website ([www.cos.edu](http://www.cos.edu) (<http://www.cos.edu/>)) under "Cancelled Classes."

Students are expected to attend all class meetings of their courses. When a student is forced to be absent, the reason for the absence should be reported to the instructor as soon as possible. Contact information for each instructor is provided on the course syllabus. Students are expected to make up any coursework missed during their absence.

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### First Day Attendance for Credit Classes

To increase student success, each term no student may register late for a class unless the student is in attendance in the class the student wishes to add on the first day of the semester for full-term classes. Students can be added after the first day at the discretion of the instructor in accordance with the waitlist process (See AP 5073 for more details).

1. Open registration will end at 11:59 pm on the day before the first day of classes, including sections that are not filled.

2. Students who are absent from the first meeting of the class without notifying the instructor prior to the first class meeting will be reported as a "No Show" on the class roster and dropped from the class.
3. An instructor is not obligated to keep a student on the roster if the student does not attend the first class meeting even if the student has previously contacted the instructor of their absence.
4. Students who wish to add a class must be in attendance on the first day of instruction in order to obtain an add code from the instructor. Students wishing to enroll in online courses must contact the instructor via email on the first day of instruction.
5. All add codes are valid within the first 7 days of a full-term class and 20 percent of a short-term class.
6. If a student misses the 7-day deadline for full-term classes or the 20 percent deadline for short-term classes the student must obtain an add slip from the instructor.
7. Students must turn in the add slip by the end of the second week of the semester or register through the late add process. Late Add Petitions are good for the 3rd - 8th week for full-term courses or 20 percent of short-term courses. See AP 5075 for more details.
8. Waitlisted students must be in continuous attendance in order to have priority over walk-ins for adding a class.
9. Only the instructor of record or designated instructor may issue an add code.

Be aware: if a student puts themselves on a waitlist and any of these errors occur when the nightly processes move students into classes from the waitlist, the student will be dropped from the waitlist. Also, the student cannot be on a waitlist for another section of a course in which they are already registered.

If a student is moved into a class automatically from the waitlist, the student will be notified via email. Fees will be assessed when the student is "rolled" or registered into the class and must be paid within the 14-day payment limit. It is the student's responsibility to monitor her/his schedule and to watch for email notifications for any changes from the waitlist.

A student can add her/himself to the waitlist until the day before the first day of class. Once the class begins, waitlists will no longer be accessible.

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## Multiple and Overlapping Enrollments

Multiple enrollments (enrolling in two or more sections of the same credit course during the same term) will not be permitted unless the length of the course provides that the student is not enrolled in more than one section at any given time. This would apply to short-term courses taught within the same term.

Overlapping enrollments (enrolling in two or more courses where the meeting times for the courses overlap) will not be permitted unless a Time Conflict Petition form has been submitted and approved with all appropriate authorizations.

Sequoias Community College District discourages students from enrolling in classes where meeting times overlap. Therefore, no student may enroll in two or more courses where the meeting times for the courses overlap, unless the following conditions have been satisfied:

1. The student provides a valid justification, other than scheduling convenience, of the need for an overlapping schedule on the Time Conflict Petition form.
2. The student and Instructor agree in writing as to how the overlapping time will be made up under the supervision of the instructor of the course. The time must be made up during the same week as the time missed.
3. The appropriate instructor, Area Dean, and the Vice President of Academic Services approve and return the Time Conflict Petition form to the student. It is the student's responsibility to take the petition to the Admissions and Records Office to be given an override for the unregistered course. Once processed, Admissions and Records will notify the student by phone call or through COS email. It is the student's responsibility to go through the required steps to register for the course once the time conflict override has been processed.

The instructor will track hours of attendance of the student as agreed and submit this documentation to the Area Dean's Office for attachment to the Time Conflict Petition. The Petition and documentation describing the justification for the overlapping schedule and showing that the student made up the hours of overlap in the course will then be retained by the Area Dean's Office for any auditing purposes. See AP 4226 for more details.

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## Course Audit Option

The Governing Board of Sequoias Community College District has authorized the auditing of courses at the College. There is a \$15.00 fee charged for each unit unless the student is enrolled in classes to receive

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## Class Cancellations

Courses listed in the Schedule of Classes are subject to cancellation based on low enrollment or lack of staffing. If a class is canceled, fees will automatically be refunded and every effort will be made to reschedule students to meet their needs. Early registration and attendance at first class meetings will help ensure the continuance of scheduled classes. See AP/BP 4071 for more details.

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## Class Waitlists

During online registration, if a student tries to register for a class that is full, the student will be given the option to sign up on the waitlist for that class – as long as there are available spots on the waitlist. If seats become available, those on the waitlist will be registered for open seats in the order they are on the list. Being on the waitlist does not guarantee a seat in the class.

If a student tries to register for a class that is full, the student will have automatic access to the waitlist. The closed class will appear in the Registration Errors section of the Web registration screen. The system will display the message "CLOSED – Waitlisted – 00#." The number appearing after the word "Waitlisted" indicates the number of people already on the waitlist. Click the "Action" drop-down menu, choose "Waitlist," and click the "Submit Changes" button to be added to the waitlist. If the waitlist is full, the message will simply say "Closed. Waitlist full."

When there are waitlist openings, anyone can get on a waitlist. However, a student is eligible to remain on the waitlist only if:

- The student meets the class prerequisites;
- The class time does not conflict with another class in which the student is already registered or waitlisted;
- The student has no repeat errors or holds on her/his record, or
- The class units will not exceed the maximum allowed.

credit for ten (10) or more semester credit units. Students must also pay all health, materials, and parking fees, if applicable.

#### Steps to Apply for a Course Audit:

1. A student may request to audit a course only when all possible repetitions of the course are complete, if there is seat availability after all for-credit students have registered, if the instructor agrees to take on audit students, and with dean approval.
2. After Census Day, the student completes the STUDENT portion of the Application for Course Audit form (located in the Cashier's Office).
3. The student takes the form to the instructor to complete the INSTRUCTOR portion of the form.
4. The student takes the form and unofficial transcripts to the Area Dean's Office. The Dean will review the transcript to determine if the student has completed the course the maximum allowable number of times before approving the audit request. If that is the case, the Dean completes the AREA DEAN portion of the form.
5. The student takes the completed form with the appropriate signatures to the Cashier's Office for final processing and payment.
6. The student takes a copy of the receipt of payment and a copy of the completed Application for Course Audit form to the instructor before being allowed into the class. Under no circumstances are students allowed to remain in a class without either registering for the credit course or presenting the instructor with evidence that the student has enrolled as an auditor and paid for the class.

See AB/BP 4070 and Ed Code 76370

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## Credit by Examination

Students may qualify for credit by examination for courses in the current COS catalog for which they appear to be reasonably qualified by training or experience, and for which they have not received previous college credit, attempted credit by examination, or ever enrolled in the course. The course for which the student needs a credit by examination must be one in which the content can be tested by examination in the opinion of the Division and of the assigned instructor.

### Conditions and Requirements for Credit by Examination

1. Students must be currently registered and in good standing at COS. The student may not be currently enrolled in the course for which the student is applying for Credit by Examination. Good standing is defined as "not on probationary status." The student must have completed 12 units at COS prior to applying for Credit by Examination. Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veteran's, or Social Security benefits.
2. Students must file a petition for credit by examination to challenge a course with the Admissions and Records Office. Petitions are available from the Admissions and Records Office.
3. Credit by examination will not be allowed if the student has received college credit for the course the student is petitioning for credit by examination. Credit by exam will not be allowed for a course (i.e., Spanish 2) if the student has already completed or is currently enrolled in a more advanced course (i.e., Spanish 3) based on prerequisite sequencing.
4. Students must furnish strong proof to the satisfaction of the instructor, Division Chair, and the Area Dean that previous background experience or training would ensure a reasonable measure of success

in the challenge. The examination cannot begin until the petition is approved. Notice of approval will be sent by mail to the student.

5. If the petition is approved, the paper(s), project(s), and examination or series of tests will be administered by the appropriate instructor as designated by the Area Dean.
6. The course, with units and letter grade assigned, shall be clearly annotated to reflect that credit was earned by examination and will be reflected in the student's cumulative grade point average. In no case will credit be awarded for more than one course in a sequence of courses. A maximum of 12 units may be earned through credit by examination. This limitation is waived in the case of nursing courses.
7. Once the student receives approval for Credit by Examination, the examination must be completed within the same semester unless extenuating circumstances are shown to justify an extension of time. In the event the examination is not completed within the semester approval was obtained, an NP grade will be assigned. If an NP grade is assigned, the student will not be allowed to challenge the same course again.
8. When the examination, paper(s) or project(s) is completed, the instructor will submit a letter grade (A-D, NP) commensurate with the quality of work submitted. Fees must be paid after the petition has been approved and before the examination is administered.
9. A non-refundable processing fee of \$15.00 will be assessed for each credit by examination petition in addition to the appropriate enrollment and/or non-resident fees charged for each semester unit to be challenged.
10. The deadline to complete the petition process is as follows:
  - Fall Semester: First Monday in October
  - Spring Semester: First Monday in March

Credit by Exam will not be allowed after these dates. See AP 4235 for more details.

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## Course Repetition

Students may petition for approval to repeat 2-4 times in the following courses:

- Courses for which repetition is necessary to meet the major requirements of California State University (CSU) or University of California (UC) for completion of a bachelor's degree;
- Intercollegiate athletics courses; and
- Intercollegiate academic or vocational competition courses. Such courses may be taken no more than four times for semester courses.
  - AB may be taken 2 times for credit
  - AC may be taken 3 times for credit
  - AD may be taken 4 times for credit

Students may enroll in activity courses in physical education, visual arts, or performing arts. Such courses may not be repeated more than *four times*. This limit applies even if the student receives a substandard grade or W during one or more enrollment or if a student petitions for repetition due to extenuating circumstances.

When a student repeats a course designated as repeatable to alleviate substandard academic work (D, F, FW, or NP), the previous grade and

credit shall be disregarded in the computation of grade point averages. No more than two substandard grades may be alleviated.

When a student with a disability repeats a class, the previous grade and credit shall be disregarded in the computation of grade point averages

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

Annotating the permanent academic record shall be done in a manner that all work remains legible, ensuring a true and complete academic history.

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

### Course Repetition Guidelines

1. **Course Repetition to Alleviate Substandard Academic Work:** Board Policy 4225 authorizes two (2) repetitions of a course in which a student earns a substandard grade (D, F, NC, NP) or was assigned a withdrawal (W). Students do not need to submit a Petition to Repeat a Course when repeating a course for the first time after receiving a final course grade of D, F, NP, NC, or W. If the student again earns a substandard grade or withdraws from a class after the first repeat and wishes to repeat the course a second time, he/she/they must be granted prior approval of a Petition to Repeat a Course by the Dean, Student Services. The first two substandard grades will be excluded in computing the student's GPA. (Title 5, Section 55042). When permission to repeat is required, students may secure a Petition to Repeat a Course from the Admissions and Records Office or website and submit it for review to the Dean, of Student Services. The decision of the Dean of Student Services may be appealed to the Vice President of Student Services. Students not meeting the above criteria are blocked from repeating courses at the time of registration.
2. **Extenuating Circumstances:** Students may petition to repeat a course where a previous satisfactory or substandard grade was earned, one time, for extenuating circumstances based upon verified cases of accidents, illness, or other circumstances beyond the control of the student (Title 5, section 55045). The District may permit a third repetition of a course in an effort to alleviate prior substandard academic work, provided the District finds that there are extenuating circumstances which justify an additional repetition. Enrollment in the course must be requested and approved through the petition process (these petitions are reviewed on a case-by-case basis by the Dean, of Student Services).
3. **Significant Lapse of Time:** Students may repeat a course, one time, where a satisfactory grade was earned after a lapse of no less than 36 months if one of the following conditions is met:
  - a. The District has properly established a recency prerequisite for a course or program pursuant to Title 5, section 55003.
  - b. Another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course in question. Pursuant to petition, the District may allow repetition where less than 36 months have elapsed if the student documents the repetition is necessary for the student's transfer to the institution of higher education.
  - c. A student's course attempt where an evaluative grade (A, B, C, D, F, NP, and W) was earned at another college/district should not be counted towards their attempt at COS.
4. **Variable Unit Open-Entry/Open-Exit Courses:** Students may be permitted to enroll in variable unit open-entry/open-exit courses as many times as necessary to enable them to complete the entire curriculum of the course once. (Title 5, Section 55044). Student may not repeat variable unit open-entry/open-exit courses unless:
  - a. The course is required for legally mandated training; or
  - b. The course is a special class for students with disabilities which needs to be repeated; or
  - c. Repetition of the course is justified by extenuating circumstances; or
  - d. The student wishes to repeat the course to alleviate substandard work.
    - i. Whenever a student enrolls in a physical education activity course offered for open-entry/open-exit, the enrollment will count as a repetition of the course.
    - ii. When a course is repeated due to a significant lapse of time, the District may disregard the previous grade and credit when computing a student's grade point average.
5. **Work Experience/Internship Education Courses:** Students are allowed to repeat an occupational work experience/internship course if only one course in a given field is offered and that course is not offered as a variable unit open-entry/open-exit course. Where only one work experience course is offered, students are allowed to repeat a work experience/internship course as long as they do not exceed the limits on the number of units of work experience/internship set forth in Title 5 Section 55253(a).
6. **Legally Mandated Training:** Students are allowed to repeat a course without petition when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or paid employment. Students can repeat such courses any number of times, even if they received a grade of C or better; however, the grade and credit earned by the student each time will be included in calculations of the student's grade point average. Enrollment in the course must be requested and approved through the petition process. The student is required to certify or document that course repetition is legally mandated.
7. **Significant Change in Industry or Licensure Standards:** Students may petition the District to repeat a course as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for employment or licensure. Students can repeat such courses any number of times, even if they received a grade of C or better; however, the grade and credit earned by the student each time will be included in calculations of the student's grade point average. Enrollment in the course must be requested and approved through the petition process. The student is required
  - i. If the District determines that a student needs to repeat an active participatory course, as defined by Title 5, Section 55000, in physical education or visual or performing arts, or an active participatory course that is related in content, due to significant lapse of time, that repetition shall be counted in applying the limit on repetitions set forth in Title 5, Section 55040(c) except that, if the student has already exhausted the number of repetitions permitted, an additional repetition due to significant lapse of time may be permitted or required by the District.
  - ii. Enrollment in the course must be requested and approved through the petition process (these petitions are reviewed on a case-by-case basis by the Dean, Student Services). Substandard grades may be excluded in computing the student's GPA.

to certify or document that there has been a significant change in industry or licensure standards necessitating course repetition.

8. **Repetition for Disability Accommodation:** Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation. Repetition of a special class is permitted to provide an accommodation to a student's educational limitations under the following circumstances: (Title 5, Section 56029 [a], [b], [c])
  - a. When continuing success of the student in other general and/or special classes is dependent on additional repetitions of a specific special class;
  - b. When additional repetitions of a specific special class are essential to completing a student's preparation for enrollment into other regular or special classes; or
  - c. When the student has a student educational contract which involves a goal other than completion of the special class in question and repetition of the course will further achievement of that goal.

1. **Special Circumstances for Course Repetition for Disability Accommodation:** The District may, upon petition by the student, permit a third repetition of a course in an effort to alleviate prior substandard academic work when an individualized determination that such a repetition is required as a disability-related accommodation for a student with disabilities as specified in Title 5, Section 56029.

### Finality of Grades/Student Records

When a course is repeated to alleviate a substandard grade, the better grade is used for the calculation of the grade point average (GPA). Courses that are repeated shall be recorded on the student's permanent academic record using an appropriate symbol. Annotating the permanent academic record shall be done in a manner that all work remains legible, ensuring a true and complete academic history.

With regard to students with a disability (see I. above), the District will allow the previous grade and credit to be disregarded in computing the student's GPA each time the course is repeated. (Title 5, Section 56029)

### Course Withdrawals - Limitation on Repeats

See AP 4228 regarding limitations on the number of times a student may repeat, withdraw from a course and receive a W on their transcript.

## Repeatable Courses

### Activity Courses

Repeatable courses include courses where the student: meets course objectives by repeating a similar primary educational activity; builds on skills or proficiencies by supervised repetition and practice; and learns objectives via participatory experience in individual study or group assignments. As delineated in Title 5, §55041, the District will only designate the following types of courses as repeatable:

1. Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree. The District must retain supporting documentation that verifies that the repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree within four years.
2. Intercollegiate athletics, as defined in Title 5, §55000, where enrollment in the course and courses that are related in content, as defined in §55000, is limited to no more than four times for

semester courses. The District shall claim no more than 350 hours of attendance for each enrolled student in each fiscal year for each sport in which the student participates. Of the 350 hours of attendance, no more than 175 hours can be claimed for student enrollment in courses dedicated to the sport, and no more than 175 hours can be claimed for student enrollment in courses that focus on conditioning or skill development for the sport (Title 5, §58161(d), §58162).

3. Intercollegiate academic or vocational competition, as defined in Title 5, §55000, where enrollment in the course and courses that are related in content, as defined in §55000, is limited to no more than four times for semester courses. This enrollment limitation applies even if the student receives a substandard grade or "W" during one or more of the enrollments in such a course or petitions for repetition due to special circumstances as provided in Title 5, §55045.

The District will identify the courses which are to be repeatable and publish this list in the General Catalog and the Course Outline of Record. (Title 5, §55041).

Designation of repeatable courses and the number of times they may be taken for credit are as follows:

- "AB" may be taken 2 times for credit
- "AC" may be taken 3 times for credit
- "AD" may be taken 4 times for credit

These courses, however, may not be taken concurrently. Students will be blocked at the time of registration if they attempt to enroll in an unauthorized course.

All enrollments in repeatable courses will count toward total allowable repetitions. A student will be considered "enrolled" any time s/he receives an evaluative or non-evaluative symbol on his/her record. The grade received for each enrollment will be included when computing the student's GPA.

Students enrolled in courses the permitted number of times will receive credit. A Course Audit Option (See AP 4070 for more details) is available for course attendance in repeatable courses once the repetition limit has been reached. Also, see the Course Audit Option section above.

## Courses that are Related in Content (CRCs)

Active participatory courses not approved as repeatable, that share a similar primary educational objective in physical education, visual arts, and performing arts are grouped together. Students are allowed four enrollments within each group of courses related in content (CRC), but each course in the group may be taken only once. This limitation applies even if a student receives a substandard grade or is approved to repeat a course due to extenuating circumstances.

In addition, all evaluative and non-evaluative grades count toward the four enrollment limitation, and all grades and credits received count in computing the student's GPA. The one and only exception is when a course is repeated pursuant to a significant lapse of time, the District may allow the previous grade and credit to be disregarded in computing the student's GPA.

### Art Families of Courses

Code	Title	Units
<b>Design Family (6 Units)</b>		
ART 006	Color and Design	3

ART 032	Beginning 3-D Design	3
<b>Drawing Family (9 Units)</b>		
ART 008	Drawing Fundamentals	3
ART 009	Drawing Composition	3
ART 049	Beginning Figure Drawing	3
<b>Painting Family (6 Units)</b>		
ART 043	Beginning Studio Painting	3
ART 044	Intermediate Studio Painting	3
<b>Digital Family (9 Units)</b>		
ART 023	Introduction to Digital Art	3
ART 025	Digital Painting and Imaging	3
ART 130	Digital Printmaking	3
<b>Planographic/Offset Processes Family (12 Units)</b>		
ART 176	Beginning Stone Lithography	3
ART 177	Intermediate Stone Lithography	3
ART 178	Beginning Plate Lithography	3
ART 179	Intermediate Plate Lithography	3
<b>Printmaking Family (12 Units)</b>		
ART 015	Beginning Printmaking	3
ART 016	Intermediate Printmaking	3
ART 121	Beginning Screen Printing	3
ART 122	Intermediate Screen Printing	3
<b>Museum/Gallery Studies Family (6 Units)</b>		
ART 111	Beginning Gallery Exhibition	3
ART 112	Intermediate Gallery Exhibition	3
<b>Research Family (1-4 Units)</b>		
ART 151	Independent Study for Art	1-4
<b>Sculpture Family (9 Units)</b>		
ART 066	Beginning Sculpture	3
ART 067	Intermediate Sculpture	3
ART 141	Beginning Studio Arts	3
<b>Ceramics Family (12 Units)</b>		
ART 061	Beginning Handbuilding Ceramics	3
ART 062	Intermediate Handbuilding Ceramics	3
ART 063	Beginning Wheel Thrown Ceramics	3
ART 064	Intermediate Wheel-Thrown Ceramics	3
<b>Dance Families of Courses</b>		
<b>Code</b>	<b>Title</b>	<b>Units</b>
<b>Ballet Family (2 Units)</b>		
DANC 050	Ballet 1	1
DANC 051	Ballet 2	1
<b>Modern Family (3 Units)</b>		
DANC 054	Modern Dance 1	1
DANC 055	Modern Dance 2	1
DANC 056	Contemporary Dance	1
<b>Jazz Family (3 Units)</b>		
DANC 058	Jazz Dance 1	1
DANC 059	Jazz Dance 2	1
DANC 160	Jazz Dance Styles	1
<b>Tap Family (2 Units)</b>		
DANC 062	Tap Dancing 1	1
DANC 063	Tap Dancing 2	1

<b>Current Trends Family (2 Units)</b>		
DANC 070	Hip Hop	1
DANC 071	Dance Crew	1
<b>Choreography Family (4 Units)</b>		
DANC 080	Choreography	1
DANC 081	Studies in Choreography	1
DANC 082	Contemporary Dance 2	1
DANC 085	Dance Production 1	1
<b>Musical Family (2 Units)</b>		
DANC 041	Musical Theatre Performance - Dance	2

**Music Families of Courses**

<b>Code</b>	<b>Title</b>	<b>Units</b>
<b>Music Theatre (4 Units)</b>		
MUS 091	Music Theatre Orchestra	2
MUS 097	Music Theatre Voice	2
<b>Classroom Voice Family (4 Units)</b>		
MUS 030	Beginning Voice	2
MUS 031	Intermediate Voice	2
<b>Chamber Ensemble Family (8 Units)</b>		
MUS 036	Chamber Singers Renaissance	2
MUS 037	Chamber Singers Classical	2
MUS 038	Chamber Singers Romantic	2
MUS 039	Chamber Singers 20th Century	2
<b>Commercial Music Family (4 Units)</b>		
MUS 226	Computerized Audio 1: Pro Tools	2
MUS 227	Computerized Audio Production 2	2
<b>Jazz Orchestra (2 Units)</b>		
MUS 072AD	Jazz Orchestra	2
<b>Recording Arts Family (5 Units)</b>		
MUS 281	Recording Arts 1	2
MUS 282	Recording Arts 2	3

**Physical Education Families of Courses**

<b>Code</b>	<b>Title</b>	<b>Units</b>
<b>Aerobics Family (4 Units)</b>		
PEAC 001	Aerobic Conditioning	1
PEAC 002	Non-Impact Aerobics	1
PEAC 003	Step Aerobics	1
PEAC 004	Circuit Training	1
<b>Aquatics Family (4 Units)</b>		
PEAC 008	Beginning Swimming	1
PEAC 009	Intermediate Swimming	1
PEAC 010	Advanced Swimming	1
PEAC 011	Swimming for Fitness	1
<b>Baseball Family (3 Units)</b>		
PEAC 015	Fundamentals of Baseball	1
PEAC 016	Conditioning for Baseball	1
PEAC 017	Techniques of Baseball	1
<b>Basketball Family (2 Units)</b>		
PEAC 021	Beginning Basketball	1
PEAC 022	Intermediate Basketball	1
<b>Football Family (1 Unit)</b>		

PEAC 025	Fundamentals of Football	1
<b>Mind/Body Wellness Family (4 Units)</b>		
PEAC 036	Stretch and Tone	1
PEAC 037	Pilates Mat Class	1
PEAC 038	Introduction to Yoga	1
PEAC 039	Hatha Yoga Fundamentals	1
<b>Soccer Family (1 Unit)</b>		
PEAC 042	Soccer	1
<b>Softball Family (2 Units)</b>		
PEAC 046	Women's Softball-Beginning	1
PEAC 048	Women's Softball - Advanced	1
<b>Tennis Family (2 Units)</b>		
PEAC 052	Beginning Tennis	1
PEAC 053	Intermediate Tennis	1
<b>Track and Field Family (1 Unit)</b>		
PEAC 056	Beginning Track and Field	1
<b>Volleyball Family (2 Units)</b>		
PEAC 064	Beginning Volleyball	1
PEAC 065	Intermediate Volleyball	1
<b>Walk/Jog Fitness Family (4 Units)</b>		
PEAC 068	Beginning Fitness Walking	1
PEAC 069	Intermediate Fitness Walking	1
PEAC 070	Walk/Jog for Aerobic Fitness	1
PEAC 071	Cross Interval Training	1
<b>Weight Training Family (4 Units)</b>		
PEAC 074	Beginning Weight Training	1
PEAC 075	Intermediate Weight Training	1
PEAC 076	Advanced Strength and Body Building Principles	2
<b>Cheer Family (6 Units)</b>		
PEAC 060	Varsity Performance 1	2
PEAC 061	Varsity Performance 2	2
PEAC 262	Cheer Fitness 1	1
PEAC 263	Cheer Fitness 2	1

## Theatre Families of Courses

Code	Title	Units
<b>Acting Family (13 Units)</b>		
DRAM 002	Fundamentals of Acting 1	4
DRAM 003	Fundamentals of Acting 2	3
DRAM 004	Intermediate Acting - Classical	3
DRAM 005	Intermediate Acting 2: Styles	3
<b>Stagecraft Family (6 Units)</b>		
DRAM 013	Beginning Stagecraft	3
DRAM 014	Intermediate Stagecraft	3
<b>Stage Lighting Family (6 Units)</b>		
DRAM 015	Beginning Stage Lighting	3
DRAM 016	Intermediate Stage Lighting	3
<b>Makeup/Costuming Family (6 Units)</b>		
DRAM 012	Costuming	3
DRAM 017	Makeup	3
<b>Rehearsal and Performance Family (4 Units)</b>		
DRAM 019	Rehearsal and Performance - Classical	2

DRAM 021	Rehearsal and Performance - Contemporary	2
<b>Musical Theatre Family (2 Units)</b>		
DRAM 020	Music Theatre Rehearsal and Performance - Classical	2
<b>Student Production Family (2 Units)</b>		
DRAM 022	One Act Play Production	2
<b>Stage Movement Family (2 Units)</b>		
DRAM 030	Stage Movement/Stage Combat	2

## Dropping a Class/Withdrawals

### Course Withdrawals - Limitation on Repeats

See AP 4228 regarding limitations on the number of times a student may repeat, withdraw from a course and receive a "W" on his/her transcript.

- Students who cannot continue in a class have an obligation to officially drop the class. All drops are processed on students' Banner Web accounts.
- Drops processed prior to the end of the second week of the semester for full-term courses, or on the second day for a summer session, are not recorded on the student's transcript and students may petition for a refund through the COS Cashier's Office.
- Drops processed for full-term courses after the second week and through the tenth week of a spring or fall semester, or set date for each summer session will result in a "W" recorded on the transcript and no refund.
- It is the student's responsibility to drop a class in which s/he no longer wishes to be enrolled. Non-attendance does not release the student from this responsibility. Students can process all drops and complete withdrawals through their Banner Web accounts.

### Limitation on Withdrawals

Students may repeat courses two (2) times in which substandard grades (less than C) were earned or a withdrawal (W) is assigned (BP 4225). However, in support of the College's philosophy of quality collegiate education and following the guidelines of Title 5 §55024(a)(9), the Board of Trustees has also limited the number of times a student may withdraw and receive a "W" notation from any course to two (2) times.

This limitation will not apply to students who withdraw prior to the end of the second week of a full semester course (second day for summer session) and who do not receive a notation of "W" on their academic record.

Students who want to re-enroll in a course from which they previously withdrew and received a "W" notation in two prior semesters MUST submit a Petition to Repeat a Course, and have written approval from the Dean of Student Services, before they can again register in that course. The form is available from the Admissions and Records Office (Room 107) or the COS website.

A student who is a member of an active or reserve United States military service who has received orders may withdraw from a course. Upon verification of such orders, a withdrawal symbol (either "MW" or "W" may be assigned at any time after the second week (second day of Summer session).

Military withdrawals shall not be counted in progress probation and dismissal calculations (Title 5 §55024).

### Extenuating Circumstances

Students withdrawing after the final drop date must bring documentation of approved **Extenuating Circumstances** (verified cases of accidents,



illnesses, or other circumstances beyond the control of the student) to the Dean of Student Services. After consultation with the appropriate instructor or, in the event the instructor cannot be contacted, the department chair or appropriate administrator, a "W" (withdrawal) or "EW" (excused withdrawal) on the transcript may be authorized (Title 5 §55024).

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## Independent Study

The purpose of an independent study is to provide an opportunity for students, under the direction of an instructor, to participate in advanced individualized studies to supplement existing courses. The independent study requires a minimum of 52.5 hours of academic work per unit.

Before a student may enroll, the student must have completed ALL beginning-level courses offered at the District in the subject. Only in very unusual cases may students be enrolled in independent study without completing the beginning-level courses.

Credit for Independent Study is accepted at California State Universities. Independent Study courses are accepted for the granting of transfer credit at a University of California (UC) campus contingent upon an evaluation of the course outline by a UC campus (maximum credit allowed is 3-1/3 semester units per term).

## Application Procedure for Students

Students must follow the procedure below:

1. A student who has completed all beginning-level courses and wishes to pursue a subject of interest must complete an Independent Study Agreement form. A student must be currently registered at the College of the Sequoias District in one or more units before applying for independent study credit.
2. The student seeking independent study should outline his/her proposal and discuss it with an appropriate instructor. With the instructor's approval, the student should then complete the Independent Study Agreement Form. Once the form is completed, the student should return it to the supervising instructor. This approval process should be completed before the third week of the semester.
3. The form must then be signed by the instructor, Area Dean, and the Vice President of Academic Services, before the end of the third week of the semester.
4. If approved, the form is sent from the Office of Academic Services to the Admissions and Records Office and the course is entered into the student's schedule of classes. Registration is complete at this point. A copy of the approved form is then sent to the student along with information regarding appropriate fees.
5. If disapproved, the reason for the disapproval is written (stated) on the form and returned to the instructor who approved the independent study. The instructor then notifies the student as to the reason for the denial.
6. Roll sheets are printed by the instructor.
7. At the end of the semester, grade reports are due in the Admissions and Records Office at the same time as those for regularly scheduled classes.
8. If the independent study project must continue beyond the semester's end, a grade of "I" (incomplete) will be assigned to the student. An incomplete grade must be made up according to the stated procedure in AP 4233 and in the College Catalog.

9. A complete roster of all independent study students will be kept by semester for a given year and filed in the Admissions and Records Office. See AP 4101 for more details.

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## Prerequisites and Corequisites

Title 5 Matriculation Regulations (§55002(a)2D, §55003) state that students are entitled to enroll in any course for which they can meet necessary and valid prerequisites and corequisites.

A prerequisite means 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. Prerequisites shall be based on the successful completion of an appropriate course (e.g., BIOL 001 with a minimum grade of C prior to attempting BIOL 002) or the college's assessment process using multiple measures.

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 (e.g., ECT 280 in conjunction with ECT 281).

An advisory on recommended preparation means 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 (e.g., ACCT 001 with a minimum grade of C prior to attempting ACCT 210).

A limitation on enrollment is similar to a prerequisite because both are conditions of enrollment that a student is required to meet for enrollment in a course or educational program. A limitation on enrollment differs from a prerequisite because it is not based on the successful completion of a course or the College's placement procedures (e.g., public performance courses requiring an audition).

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## Prerequisite/Corequisite Challenge Process

Any student who does not meet a prerequisite, corequisite, or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may attempt to seek entry into the course via a prerequisite override.

**Grounds for challenge are as follows (per Title 5 §55003(p)):**

1. The prerequisite or corequisite has not been established in accordance with the district's process for establishing prerequisites and corequisites.
2. The prerequisite or corequisite is in violation of Title 5 §55003.
3. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
4. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite.
5. The student will be subject to undue delay in attaining the goal of his/her educational plan because the prerequisite or corequisite course has not been made reasonably available.

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## Student and Voluntary Field Trips

Throughout the school year, various classes will meet at off-campus locations. The College will not provide transportation to these sites and all transportation arrangements are the responsibility of each student enrolled in the class. Although district personnel may assist in coordinating this transportation and/or may recommend travel time, routes, caravans, etc., these recommendations are not mandatory. The

District is not responsible nor does the District assume liability for any injuries or losses resulting from non-district sponsored transportation. If a student rides with another student, that student is not an agent of, or driving on behalf of, the District.

Throughout the school year, the district may sponsor voluntary field trips and excursions in which students may want to participate. Be advised as stated in the California Code of Regulations, Sub Chapter 5, §55220(h), if students participate in a voluntary field trip or excursion, they are deemed to have held harmless the District, its officers, agents and employees from all liability or claims which may arise out of or in connection with students' participation in this activity. See AP/BP 4300 for more details.

## Grading Policies

### Grading Procedures

All college work is measured in terms of both quantity and quality. The measure of quantity is the unit and the measure of quality is the grade point. Grades from the following grade scale shall be averaged based on point equivalencies using the following evaluative symbols:

Symbol	Definition	Grade Point
A+		4.0
A	Excellent	4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Satisfactory	2.0
D+		1.3
D	Less than satisfactory	1.0
D-		0.7
F	Failing	0
P	Pass	N/A
NP	No Pass	N/A
SP	Satisfactory Progress	N/A
I	Incomplete	N/A
IP	In Progress	N/A
RD	Report Delayed	N/A
W	Withdrawal	N/A
MW	Military Withdrawal	N/A
EW	Excused Withdrawal	N/A

Current term and cumulative total grade point averages are recorded on the student's permanent academic records on file in Admissions and Records. Unofficial transcripts are available via COS Banner ([http://banweb.cos.edu/prod/twbkwbis.P\\_WWWLogin/](http://banweb.cos.edu/prod/twbkwbis.P_WWWLogin/)) Web.

### Why is COS Using Plus/Minus Grading?

Both the UC and CSU systems use plus/minus grading. Using plus/minus grading at COS reduces certain grade inequities that result with a grading policy that uses only base letter grades. Faculty also want to recognize student effort to improve a grade that falls short of the required whole letter grade.

### Why is an A+ Worth the Same as an A?

The California Education Code defines a grading scale with no grade greater than a 4.0 in the determination of a student's GPA. The A+ grade, however, will be notated on the transcript.

### Why is There no C-?

The California Education Code does not allow the reporting of a C- grade (Title 5 §55023, AP 4230, and AP 4220).

### Are all COS Professors Going to Use this System?

While the Academic Senate encourages faculty to adopt plus/minus grading, individual faculty members are free to assign grades that they believe best reflect the performance of their students. Professors determine how they grade at the start of each semester. Students who have questions should ask their professors about which grading scale they will be using.

Students may access their grades by logging into their Banner ([http://banweb.cos.edu/prod/twbkwbis.P\\_WWWLogin/](http://banweb.cos.edu/prod/twbkwbis.P_WWWLogin/)) Web account. A hard copy of grades may be obtained at no cost from the website (on any web-accessible computer or in the Student Services Lab). Semester grade reports are no longer mailed to students.

For purposes of grading and transfer to other collegiate institutions, the student must obtain a C average.

- A, B, and C grades are passing - corresponding to excellent, good, and satisfactory
- D grade earns credit but is insufficient to fulfill local general education, major, and certificate course requirements
- F grade is failure
- I grade (incomplete) will be given at the discretion of the instructor in cases of extenuating circumstances. See Extenuating Circumstances under Course Repetition in Course Policies (p. 2) for more information. The student is entitled to all grade points upon satisfactory completion of assignments within one year.

In any course of instruction for which grades are awarded, the instructor of the course will determine the grade to be awarded to each student. The determination of the student's grade will be final in the absence of mistake, fraud, bad faith, or incompetence. "Mistake" may include, but is not limited to, clerical errors and errors made by an instructor in calculating the student's grade (Title 5 §55025). "Fraud" may include, but is not limited to, inaccurate recording or changing a grade by any person who gains access to grade records without authorization. In the case of fraud, bad faith, or incompetence, the final determination concerning removal or change of grade will be made by the Vice President of Academic Services.

If the original instructor is not available; if the student has filed a discrimination complaint; or, if the District determines that there may have been gross misconduct by the original instructor, the District shall make provisions for another faculty member to substitute for the original instructor (Title 5 §55025c).

If a grade must be changed due to an error in assigning a grade, an error in withdrawing a student, inappropriate admission, etc., a "Petition for Modification of Student Records" must be completed. This form can be obtained from the Admissions and Records Office and must be completed by the instructor and approved by the Dean of Student Services. Procedures for modification of the student's records will include expunging the incorrect grade from the record (Title 5 §55025d).

This grade change procedure is intended to provide all parties with due process in the event of a disagreement or misunderstanding regarding

classroom policies or grades. Students are encouraged to discuss informally any concerns they may have about class policies and course grades with their instructors before requesting a more formal resolution of an issue.

If the concerns of the student cannot be resolved with the instructor, the student can ask for advice or assistance from the appropriate Division Chair and Area Dean. If still dissatisfied after meeting with the instructor and the Area Dean, the student may, within ten days following the meeting, file a grievance with the Vice President of Student Services. The detailed procedures for resolution at this level are found in AP 5530 - Student Rights and Grievance. If the grievance hearing is resolved in the student's favor, a "Petition for Modification of Student Records" is completed and processed.

Concerns about grades should be addressed as soon as possible to ensure the availability of student and instructor records and to permit time for a formal appeal should one be necessary. Any formal efforts to resolve a grade dispute must occur within one year after the student has received the grade.

See AP/BP 4231 for more details.

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## Final Examinations

Final examinations of at least two hours are held in all subjects according to the schedule that is published by the Office of Academic Services each semester. Students who have three final examinations scheduled on the same day are entitled to have one final exam moved to another day by contacting the instructors at least two weeks before the start of the final exam week.

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## In Progress (IP)

The "IP" symbol shall be used only in those courses that extend beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of an evaluative symbol (grade) must await its completion. The appropriate evaluative symbol (grade) and unit credit shall be assigned and replace the IP symbol once the course is completed. The "IP" shall not be used in calculating grade point averages. If a student enrolled in an "open-entry, open-exit" course is assigned an "IP" at the end of a term and does not re-enroll in that course during the subsequent term, the appropriate faculty will assign an evaluative symbol (grade) listed above to be recorded on the student's permanent record for the course.

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## Incompletes (I)

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. The condition for the removal of the "I" shall be stated by the instructor on the "Incomplete" Grade Report form. This form shall contain the conditions for the removal of the "I" and the grade assigned in lieu of its removal. A copy of this form must be given to the student with a copy on file with the Dean, Student Services until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

- The "I" may be made up no later than one year following the end of the semester in which it was assigned. The student should not re-enroll in the class.

- The "I" symbol shall not be used in calculating units attempted nor for grade points.
- Students may petition for a time extension due to extenuating circumstances by submitting documentation to the Dean of Student Services.

See AP 4233 for more details.

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## Pass/No Pass/Satisfactory Progress Grading (P/NP/SP)

Pass, No Pass, and Satisfactory Progress grades are not counted in GPA. Pass is equivalent to C or better. Satisfactory Progress counts towards the completion of a noncredit course and is not supplanted by any other grading symbol.

The following courses are graded on a **Pass/No Pass/Satisfactory Progress** basis:

- All courses in the 400 series

The following courses are graded on a **Pass/No Pass** basis:

- ENGL 123, ENGL 124, ENGL 125, ENGL 126, ENGL 301, LS 315, LS 320, PTA 150,

The following courses are graded on an **A/B/C/No Pass** basis:

- All courses in the 300 series except for the 300 series courses listed above.

### Alternative Grade Mode Petition: Pass/No Pass

The following courses are offered as standard letter grade by default\*. However, students may petition for an alternative Pass or No Pass grade by submitting a request through Student Services:

- PEAC 177, PM 202, PM 203, and PM 230

\* *These courses have been approved through the curriculum approval process to have an alternative grade mode of Pass/No Pass.*

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## Report Delayed (RD)

The RD symbol may be assigned by the registrar 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" shall not be used in calculating grade point averages.

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## Withdrawal (W)

The "W" symbol may be used to denote withdrawal from a class as follows: Withdrawals prior to the end of the second week of the semester (2nd day for Summer Semester) are not recorded on the student's transcript and the student may petition for a refund. However, students may officially drop a class or withdraw from the District through the 10th week of the semester, or the designated date for Summer Sessions, with a "W" recorded on the transcript and no refund. The appropriate instructor will be notified of the student's withdrawal (Title 5, Section 55024).

The "W" will not be used in calculating grade point averages but will be used in determining probation and dismissal (See AP 4250 for more details).

It is the student's responsibility to drop a class in which he/she/they no longer wishes to be enrolled. Nonattendance does not release the student from this responsibility. Students will process all drops and withdrawals

online. The printed Schedule of Classes and/or the Web will publicize the exact refund and final drop dates.

Students withdrawing after the final drop date must bring documentation of approved extenuating circumstances (verified cases of accidents, illnesses, or other circumstances beyond the control of the student) to the Dean, of Student Services. After consultation with the appropriate instructor or, in the event the instructor cannot be contacted, the department chair or appropriate administrator, a "W" on the transcript may be authorized (Title 5, Section 55024).

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## Military Withdrawal (MW)

The MW symbol may be used when a student who is a member of an active or reserve United States military service received orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol (either MW or W may be assigned at any time after the after the second week (2nd day for Summer Session).

Military withdrawals shall not be counted in progress probation and dismissal calculations. (Title 5, Section 55024)

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## Excused Withdrawal (EW)

Excused withdrawals shall be allowed to students in extenuating circumstances. An excused withdrawal shall not be counted in progress probation and dismissal calculations, or toward the permitted number of withdrawals or enrollment attempts. (Title 5, Sections 55024, 58509, 58146).

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## Academic Renewal

A student may petition the Dean of Student Services, to have substandard grades (D, F, NC, NP) disregarded from inclusion in the unit totals and grade points as listed on the permanent academic record. A maximum of 12 units may be renewed. Prior to petition for the renewal of a substandard grade, the following conditions must be met:

1. Fifteen (15) or more semester units of lower division college work with a 2.5 ("C") or better GPA at COS or other accredited institution of higher learning must be completed following the semester in which the substandard grade(s) were earned.
2. At least three (3) years must have elapsed since the substandard grades were received. Instructors who originally assigned the grades must give written approval for their forgiveness. In cases where the faculty members cannot be located, the final decision on forgiveness of substandard grades will reside with the Dean of Student Services.
3. Decisions of the Dean of Student Services may be appealed to the Vice President of Student Services.

Forms to petition for academic renewal are available in Admissions and Records Office. The substandard grade for which academic renewal is approved remains on the student's transcript per Title 5 regulations. Academic renewal procedures may not conflict with the District's obligation to retain and destroy records or with the instructor's ability to determine a student's final grade. (AP 4240)

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## Progress Probation, Dismissal and Readmission Academic Probation

A student who has attempted at least 12 cumulative semester units as shown by the College's official academic record shall be placed on

academic probation if the student has earned a grade point average (GPA) below 2.0 in all units which were graded on the basis of the grading scale outlined in AP 4230 (Title 5, Section 55031).

A student on academic probation:

1. Is limited to 13 units or to a maximum load recommended by the student's counselor.
2. Shall not be dismissed after his third semester of below satisfactory work (below 2.0 semester cumulative GPA) if during that third semester and every subsequent semester the student maintains a 2.0 semester GPA until his cumulative GPA is above the probationary level.

A student on academic probation for a grade point deficiency shall be removed from probation when the student's accumulated grade point average is 2.0 or higher (Title 5, Section 55032).

Computation process is: GPA equals total grade points earned divided by total units attempted with letter grade.

### Notification of Probation

Each student is entitled to be notified of his academic difficulty and the availability of College support services to respond to the academic difficulty before the student is dismissed. Notification will consist, at a minimum, of the following: At the end of the semester in which the student's grade point average falls below 2.0 in all units attempted, a notice that the student is on probation shall be sent informing the student s/he is on academic probation. "All units attempted" is defined as all units of credit for which the student is enrolled in at the community college that s/he attends.

At the end of the third semester on which the student is on academic or progress probation, a notice that the student is subject to dismissal will be sent to the student informing her/her is subject to dismissal.

The letter notifying the student of probation will cover, at a minimum, the significance of being on probation and description of the services available.

### Progress Probation

A student who has enrolled in a total of at least 12 semester units as shown by the College's official academic record shall be placed on progress probation when the percentage of all units in which a student has enrolled and for which entries of W, I, NC, and NP are recorded reaches or exceeds fifty (50) percent (Title 5, Section 55031). A student on progress probation is limited to 13 units or to a maximum load recommended by the student's counselor.

After the second progress probation, students who satisfactorily complete fifty (50) percent or more of units registered each semester will continue on progress probation rather than be dismissed (even if insufficient units have been completed to remove them from probation). If students complete forty-nine (49) percent or fewer of units enrolled in any semester after the second progress probation, they will be subject to progress dismissal.

A student on progress probation because of an excess of units for which entries of W, I, NC, and NP are recorded shall be removed from probation when the percentage of units in this category drops below fifty (50) percent. Computation process is: Progress Percentage equals total units with W, I, NC, and NP divided by total units enrolled.

### Removal from Probation

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

from probation when the percentage of "W", "I", "NC", and "NP" units falls below 50 percent.

A student has the right to appeal a placement on probation if he believes an error has been made. The student may obtain a Petition to Appeal Probation from the Admission and Records Office and file it with Dean, Student Services, within 30 days after being placed on probation. It is the student's responsibility to indicate on the Petition a clear statement of the error made and to provide evidence supporting the assertion. Petitions will be reviewed by the Dean, Student Services.

The student will be continued on probation until the Dean decides on the student's appeal. The decision of the Dean will be communicated to the student in writing within 10 days of receipt of the student's appeal. If the student fails to file a Petition to Appeal Probation with the 30 day time limit, the student waives all future rights to appeal the probation action.

The student may appeal the decision of the Dean in writing to the Vice President of Student Services within 10 working days of the date of notification of the decision of the Dean. The decision of the Vice President of Student Services is final.

See AP 4255 for Disqualification, Dismissal, and Readmission

#### Academic Dismissal

A student on academic probation shall be subject to dismissal if the student earned a cumulative GPA of less than 2.0 in all units attempted in each of the three consecutive semesters which were graded on the basis of the grading scale. Dismissals occur only after the spring semester.

#### Notification of Academic Probation/Dismissal

Each student is entitled to be notified of his academic difficulty and the availability of college support services to respond to the academic difficulty before the student is dismissed. At the end of the semester in which the student's grade point average falls below 2.0 in all units attempted, a letter that the student is on probation shall be sent to the student. This letter will explain the significance of being on probation and will inform the student of support services available to assist in removing probation. The letter will also contain information on a mandatory probation workshop which must be attended in order for the student to maintain priority enrollment (see AP 5055).

Students who are subject to dismissal shall be sent a letter notifying them of:

1. Procedures leading to academic dismissal.
2. Explanation of what dismissal means.
3. Procedures for readmission/reinstatement.
4. Procedures to appeal the dismissal.

Notice of their status will be entered on their permanent record and transcripts.

#### Academic Dismissal – Readmission

A student who has been dismissed shall not be eligible for reinstatement or readmission until one semester has elapsed after the dismissal (not including summer session). A Petition for Readmission is required prior to enrollment and is available from the Admissions and Records Office. Approval for readmission will specify conditions and requirements to be met as determined by the Dean of Student Services.

Any student readmitted after disqualification remains on probation until probation removal requirements have been fulfilled. Students dismissed for

the second time are not eligible to petition for readmission until another semester of nonattendance has elapsed (not including summer session).

#### Progress Dismissal

A student who has been placed on progress probation shall be subject to dismissal if the percentage of units in which the student has been enrolled with entries of "W," "I," "NC," and "NP" are recorded in at least three consecutive semesters reaches or exceeds 50 percent.

#### Notification of Progress Probation/Dismissal

At the end of the third semester on which the student is on progress probation, a student will be so informed by letter of:

1. Progress probation procedures
2. Explanation of what dismissal means
3. Procedure for readmission
4. Procedure to appeal the dismissal

Notice of this status will be entered on his permanent record and transcripts.

#### Progress Probation – Readmission

A student who has been dismissed shall not be eligible for reinstatement or readmission until one semester has elapsed after the dismissal (not including summer session). A Petition for Readmission is required prior to enrollment and is available from the Admissions and Records Office. Approval for readmission will specify conditions and requirements to be met as determined by the Dean of Student Services.

A student readmitted after disqualification remains on probation until probation removal requirements have been fulfilled. Students dismissed for the second time are not eligible to petition for readmission until another semester of nonattendance has elapsed (not including summer session).

#### Appeal of Dismissal

The student has the right to appeal a proposed dismissal action if the student feels that facts exist to warrant an exception to this action. The student may obtain a Petition of Appeal from the Admission and Records Office and file it with Dean of Student Services, within 30 days after the dismissal letter was mailed. If the student fails to file a Petition of Appeal with the 30 day time limit, the student waives all future rights to appeal the dismissal action. It is the student's responsibility to indicate on the Petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting the reasons. Petitions will be reviewed by the Dean of Student Services.

The student will be continued on probation until the Dean of Student Services decides on the student's appeal.

The Dean of Student Services will notify the student within 10 days of receipt of the student's appeal. The student may appeal the decision of the Dean of Student Services, in writing to the Superintendent/ President, within 10 working days of the date of notification of the decision. The decision of the Superintendent/President is final.

If the dismissal appeal is granted, the student will be continued on probation for an additional semester. At the end of the additional semester, the student's academic record will again be evaluated to determine whether the student may be removed from probation, should be dismissed, or should be continued on probation.

## Finality of Grades/Student Records

When a course is repeated to alleviate a substandard grade, the better grade is used for the calculation of the grade point average (GPA).

Courses that are repeated shall be recorded on the student's permanent academic record using an appropriate symbol. Annotating the permanent academic record shall be done in a manner that all work remains legible, insuring a true and complete academic history.

With regard to students with disabilities, the District will allow the previous grade and credit to be disregarded in computing the student's GPA each time the course is repeated. (Title 5 §56029)

## Transfer and External Exam Credit

### Acceptance of Credit from Other Institutions

Students may use coursework completed at other institutions to fulfill program, general education, and/or elective unit requirements for the Associate Degree or certificate programs at College of the Sequoias.

Colleges and universities must ensure the quality of their programs by adhering to specific evaluation criteria established and evaluated by private educational associations called accrediting agencies. College of the Sequoias accepts courses from institutions accredited by the following regional agencies:

- MSCHE - Middle States Commission on Higher Education
  - (Formerly MSA - Middle States Association of Colleges and Schools)
- NWCCU - Northwest Commission on Colleges and Universities
  - (Formerly NASC - Northwest Association of Schools and Colleges)
- HLC - Higher Learning Commission
  - (Formerly NCA - North Central Association of Colleges and Schools)
- NEASC-CIHE - New England Association of Schools and Colleges- Commission on Institutions of Higher Education
- SACS - Southern Association of Colleges and Schools
- WASC-ACCJC - Western Association of Schools and Colleges- Accrediting Commission for Community and Junior Colleges
- WSCUC - Western Association of Schools and Colleges - Senior Colleges and University Commission

College of the Sequoias recognizes those institutions that are either fully accredited or are listed as a candidate for accreditation as published in the Database of Accredited Postsecondary Institutions and Programs maintained by the U.S. Department of Education.

The elective-unit requirement may be met with courses from regionally accredited colleges and universities without further evaluation. Program and general education requirements may be met with courses from regionally accredited colleges and universities only after being evaluated through the course equivalency process or course substitution process.

**Course equivalency may be determined by any of the following methods:**

1. Direct articulation between COS and the sending institution.
2. Indirect articulation between COS and other California Community Colleges based on approval of courses for the California Identification Number System (C-ID).

3. Indirect articulation between COS and a sending institution determined by cross-referencing additional public colleges and universities included in the California statewide articulation repository (ASSIST.org (<http://www.assist.org>)). For example, if a course under review is not approved for C-ID and COS does not have direct articulation with the California Community College, a CSU that maintains articulation with both COS and the other California Community College could be used to establish indirect articulation.
4. A critical evaluation of the course to verify core elements of the course including topics, course objectives, lecture and/or lab hours, and pre-/co-requisites are sufficiently aligned with COS courses. This review will be conducted by the counseling and/or evaluations staff. Some courses will also require review by the College's Articulation Officer, appropriate faculty content experts, and the appropriate Division Chair.

**Course substitutions may be approved by any of the following methods:**

1. Courses completed at another California Community College that are approved for an associate degree general education category as outlined in Title 5 will be applied to the same associate degree general education category at COS regardless of whether COS has an equivalent course.
2. Courses completed at another California Community College or at a California State University that are approved for a CSU general education category as outlined in CSU E.O. 1100 will be applied to the parallel associate degree general education category at COS.
3. Courses completed at another California Community College that are approved for the Intersegmental General Education Transfer Curriculum (IGETC) as outlined in the Standards, Policies & Procedures for IGETC (version 1.9 or most current) will be applied to the parallel associate degree general education category at COS.

### Acceptance of Credit for Prior Learning Experience (CPL)

Credit may be awarded for prior experience or prior learning only for individually identified courses with subject matter similar to that of the individual's prior learning and only for a course listed in the college catalog. Award of credit may be approved towards electives for students who do not require additional general education or program credits to meet their educational goals. See AP/BP 4235. Grading shall be according to the COS grading policies approved by the governing board pursuant to section 55023.

Upon completion of the Student Education Plan (SEP), pursuant to Education Code 78212, a student who is a veteran or an active-duty member of the armed forces, holds industry-recognized credentials, or requests credit for a course based on their prior learning shall meet with a Counselor to complete the appropriate paperwork and then be referred to the appropriate department faculty member for assessment of prior learning. Students may accept, decline, or appeal decisions related to award of credit, and in the cases of credit by exam, pursuant to Title 5 Sections 55021 and 55025.

### CSU CPL POLICIES

All applicable approved CPL course credits will be incorporated into certification of CSU GE-Breadth requirements. Limitations on acceptance of units towards CSU lower division major requirements are determined by each CSU campus.

### UC CPL POLICIES

The University of California limits their acceptance of credit for prior learning methods towards admissions. Please meet with a Counselor to determine if your CPL method is admissible to the UC.

See the Counseling Office for more information and to obtain the required form(s).

**Student Understands:** If a student is using knowledge and skills acquired through experience alone and wants Credit for Prior Learning (CPL) through faculty with subject matter expertise via an evaluation, the student understands that:

1. CPL may not be offered for all courses, including where faculty with subject-matter expertise is unavailable
2. Only courses that are active and documented in the catalog may be used for the awarding of CPL
3. Credit Limitation: Credit awarded for CPL shall not exceed 30 units in total from one or more of the CPL methods: Standardized Exams (AP, CLEP, IB, DLPT), Military training, Examination administered by other agencies approved by the District, Evaluation of industry-recognized credential documentation, Evaluation of student-created portfolios, and Credit by Examination towards the Associate Degree/Certificate
4. CPL credit will not be awarded if a student has received college credit for the relevant course
5. There are limitations to what the CSU/UC will accept:
  - a. CLEP and DSST credit is not accepted towards UC admissions - CSU may accept credit
  - b. Industry credentials/portfolios – To be determined by CSU campuses, not accepted at UC
6. Please allow 1-2 weeks for processing

**Deadline to submit the form(s):**

- Fall semester is December 1<sup>st</sup>
- Spring semester is May 1<sup>st</sup>
- Summer semester is July 15<sup>th</sup>

### Advanced Placement Exams (AP)

College of the Sequoias recognizes high achievements by students who have successfully completed one or more Advanced Placement Examinations as authorized by the College Entrance Examination Board.

Students who have successfully completed exams in the Advanced Placement Program with a score of 3, 4, or 5 may be granted credit for purposes of course equivalency, COS general education, and/or elective credit according to the COS AP Chart below and catalog rights (<https://catalog.cos.edu/>).

In order to receive credit, students at College of the Sequoias need to fill out an External Credit Petition with the Counseling Department for Advanced Placement Examinations after scores are sent to the College. The College will confirm the credit granted. Refer to the following AP chart below for information on specific course credits awarded and general education areas cleared to meet College of the Sequoias' program requirements as well as the transfer general education areas cleared for CSUGE and/or IGETC certification.

Be aware that other institutions, particularly four-year colleges/universities, may evaluate your Advanced Placement credits differently. Check with an Academic Counselor or the institution to which you plan to transfer for an evaluation of your Advanced Placement credits. AP exams

with a minimum score of 3 can be used toward CSU admission and CSU GE certification, and UC admission and IGETC certification requirements.

If students change their minds and choose not to receive credit for AP exams, they should request to have the credit removed from their transcript by making this request in writing to the Dean of Student Services to petition to remove AP credit. (Administrative Procedure 4236).

AP Exam	Score	COS Course( ) GE Area	Score	COS Course( ) GE Area	CSU GE Area/ Semest Units**	CSU Admissi Semest Units**	IGETC Area/ Semest Units***	UC Minimum Admission Semester Units***
Art History	3, 4, 5	ART 002 (3) Area C			Area C2 or C1 3 units	6 units	Area 3A or 3B 3 units	5.3 units
Studio Art-Drawing	3, 4, 5	ART 004 (3) Area C			N/A	3 units	N/A	5.3 units maximum for all three studio art exams
Studio Art-2D Design	3, 4, 5	ART 006 (3) Area C			N/A	3 units	N/A	5.3 units maximum for all three studio art exams
Studio Art-3D Design	3, 4, 5	ART 007 (3) Area C			N/A	3 units	N/A	5.3 units maximum for all three studio art exams
Biology 3		BIOL 0204, 5 (4) Area B			BIOL 0202 + B3 4 Electives (2) Area B	6 units	Area 5B & 5C 4 units	5.3 units
Calculus AB or BC/AB Sub-score	3	Elective (3) Area A2			MATH 65 (4) B4 (3) units	3 units (only one AP exam applied to degree)	Area 2 (3 units) CALC AP exam	2.7 units (5.3 max credit for Calculus AP exams)

Calculus BC	MATH 0455 (4) Area A2	MATH 0455 (4) + MATH 0666 (4) Area A2	6 units (only one CALC AP exam applied to degree)	Area 2 3 units	5.3 units (max credit for Calculus AP exams)	Government & Politics: US****	POLS 005 (3) Area D	Area D 3 units & US-2 CSU AI requirement 3 units	Area 4 2.7 units	Area 4 2.7 units		
Chemistry	CHEM 05 (4) Area B	CHEM 05 (5) Area B	6 units B1 + B3 4 units	Area 5A & 5C 4 units	5.3 units			History: 3 Europe	HIST 004, 5 (3) Area D or C	HIST 003 (3) Area D or C	Area 6 units C2 or D 3 units	Area 5.3 units 3B or 4 3 units
Chinese Language & Culture	Electives (3) Area C		Area 6 units C2 3 units	Area 3B & 3 3 units	5.3 units			History: 3 US	HIST 017, 5 (3) Area D or C	HIST 018 (3) CSU AI requirement or C 3 units	Area 6 units C2 or D & US-1 CSU AI requirement 3 units	Area 5.3 units 3B or 4 & US-1 CSU AI requirement 3 units
Computer Science A	CSCI 00 (4)		3 units		5.3 units			History: 3 World	HIST 024, 5 (3) Area D or C	HIST 023 (3) Elective 3 units Area D or C	Area 6 units C2 or D 3 units	Area 5.3 units 3B or 4 3 units
Computer Science Principles			Area 6 units B4 3 units		5.3 units			Italian Language & Culture	3, 4, 5 Electives (3) Area C		Area 6 units C2 3 units	Area 5.3 units 3B & 6 3 units
English: Language & Composition	ENGL 01 (4) Area A1		Area 6 units A2 3 units	Area 1A 3 units	5.3 units (max credit for both English AP exams)			Japanese Language & Culture	3, 4, 5 Elective (3) Area C		Area 6 units C2 3 units	Area 5.3 units 3B & 6 3 units
English: Literature & Composition	ENGL 001 (4) + ENGL 04 (3) Area A1 and C		Area 6 units A2 & C2 6 units	Area 1A or 3B 3 units	5.3 units (max credit for both English AP exams)			Latin	3, 4, 5 Electives (3) Area C		Area 6 units C2 3 units	Area 5.3 units 3B & 6 3 units
Environmental Science	Elective (4) Area B		Area 4 units B1 & B3 4 units	Area 5A & 5C 3 units	2.7 units			Macro Economics	3, 4, 5 ECON 01 (3) Area D		Area D 3 units	Area 4 2.7 units
French Language & Culture	Electives (3) Area C		Area 6 units C2 3 units	Area 3B & 3 3 units	5.3 units			Micro Economics	3, 4, 5 ECON 040 (3) Area D		Area D 3 units	Area 4 2.7 units
German Language & Culture	Elective (3) Area C		Area 6 units C2 3 units	Area 3B & 3 3 units	5.3 units			Music Theory	3, 4, 5 Elective (3) Area C		N/A	5.3 units
Geography (Human)	Electives (3) Area D		Area D 3 units	Area 4 3 units	2.7 units			Physics 1*	3, 4, 5 Electives (4) Area B		Area 4 units B1 + B3 4 units	Area 5.3 units 5A & 5 4 units (max credit for all Physics AP exams)
Government & Politics: Compar	POLS 01 (3) Area D		Area D 3 units	Area 4 3 units	2.7 units			Physics 2*	3, 4, 5 Elective (4) Area B		Area 4 units B1 & B3 4 units	Area 5.3 units 5A & 5C 4 units (max credit for all Physics AP exams)



Physics 1 & 2	PHYS 01 (4) Area B		4 units	Area 5A & 5C	2.7 units (5.3 units max credit for Physics AP exams)
Physics C-Mechanics	PHYS 01 (4) Area B	Area B1 + B3 4 units	4 units (6 units max credit for all Physics AP exams)	Area 5A & 5C 3 units	2.7 units (5.3 units max credit for Physics AP exams)
Physics C-Electricity & Magnetism*	PHYS 056 (4) Area B	Area B1 + B3 4 units	4 units (6 units max credit for all Physics AP exams)	Area 5A & 5C 3 units	2.7 units (5.3 units max credit for Physics AP exams)
Precalculus	Elective (3) Area A2	Area B4 3 units	3 units	N/A	
Psychology	PSY 001 (3) Area D	Area D 3 units	3 units	Area 4 3 units	2.7 units
Spanish & Culture	SPAN 01 (4) Area C	Area C2 3 units	6 units	Area 3B & 6 3 units	5.3 units
Spanish Literature & Culture	SPAN 012 (3) + Electives (3) Area C	Area C2 3 units	6 units	Area 3B & 6 3 units	5.3 units
Statistics	MATH 0 (4) Area A2	Area B4 3 units	3 units	Area 2 3 units	2.7 units

- \* If a student passes both the AP Physics B (or AP Physics 1 & 2) and AP Physics C exams, credit will be granted for AP Physics C for COS program requirements.
- \*\* CSU Advanced Placement Policies: All CSU campuses will accept the minimum units shown if the exam is included in full or subject area certification; individual CSU campuses may choose to accept more units than those specified towards completion of general education breadth requirements. The CSU Minimum Admissions Semester Units column reflects the number of units all CSU campuses will accept toward CSU admission.
- \*\*\* UC Advanced Placement Policies: Each AP exam may be applied to one IGETC area satisfying one course requirement, with the exception of Language Other Than English (LOTE). The UC Minimum Admission Semester Units column reflects the minimum

number of units all University of California campuses will accept toward UC admission.

\*\*\*\* AP Government & Politics: US Exam may be used to clear CSU GE AREA D8; however, to clear the CSU American Institutions graduation requirement for Federal, State, and Local Government, students must also complete POLS 010.

### College Level Examination Program (CLEP)

College of the Sequoias awards general education credit for the subject-specific CLEP Exams as specified in the following chart. The college also grants elective credit for the five General CLEP Examinations as specified in the following chart.

In order to receive credit, students must meet with a Counselor and complete an External Credit Petition after official CLEP test results are sent to the College. Refer to the following CLEP chart below for information on general education areas cleared to meet College of the Sequoias' program requirements as well as the transfer general education areas cleared for CSU GE certification.

CLEP Exam - COS GE	Passing Score	COS GE Area / Semester Units	COS Associate Degree Semester Elective Units
American Government	50	Area D / 3 units	N/A
American Literature	50	Area C / 3 units	N/A
Analyzing and Interpreting Literature	50	Area C / 3 units	N/A
Biology	50	Area B / 3 units	N/A
Calculus	50	Area A2 / 3 units	N/A
Chemistry	50	Area B / 3 units	N/A
College Algebra	50	Area A2 / 3 units	N/A
College Algebra-Trigonometry	50	Area A2 / 3 units	N/A
College Mathematics	50	N/A	6 units
English Composition-no essay	50	N/A	6 units
English Composition-with essay	50	N/A	6 units
English Literature	50	Area C / 3 units	N/A
French Level II	59	Area C / 3 units	N/A
German Level II	60	Area C / 3 units	N/A
History, U.S. I	50	Area C / 3 units	N/A
History, U.S. II	50	Area C / 3 units	N/A
Human Growth & Development	50	Area D / 3 units	N/A
Humanities	50	Area C / 3 units	6 units
Introduction to Psychology	50	Area D / 3 units	N/A
Introduction to Sociology	50	Area D / 3 units	N/A
Natural Science	50	Area B / 3 units	6 units

Pre-Calculus	50	Area A2 / 3 units	N/A
Principals of Macroeconomics	50	Area D / 3 units	N/A
Principals of Microeconomics	50	Area D / 3 units	N/A
Social Sciences & History	50	N/A	6 units
Spanish Level II	63	Area C / 3 units	N/A
Trigonometry	50	Area A2 / 3 units	N/A
Western Civilization I	50	Area C / 3 units	N/A
Western Civilization II	50	Area C / 3 units	N/A
<b>CLEP Exam - CSU Passing Score GE</b>		<b>CSU GE Certification Area Semester Units</b>	<b>CSU Minimum Admission Semester Units</b>
American Government	50	Area D / 3 units	3 units
American Literature	50	Area C2 / 3 units	3 units
Analyzing and Interpreting Literature	50	Area C2 / 3 units	3 units
Biology	50	Area B2 / 3 units	3 units
Calculus ##	50	Area B4 / 3 units	3 units
Chemistry ##	50	Area B1 / 3 units	3 units
College Algebra	50	Area B4 / 3 units	3 units
College Algebra - Trigonometry	50	Area B4 / 3 units	3 units
English Literature +	50	Area C2 / 3 units	3 units
Financial Accounting	50	N/A	3 units
French Level I	50	N/A	6 units
French Level II *	59	Area C2 / 3 units	12 units
French Level II **	59	Area C2 / 3 units	9 units
German Level I	50	N/A	6 units
German Level II *	60	Area C2 / 3 units	12 units
German Level II **	60	Area C2 / 3 units	9 units
History, U.S. I **	50	Area D & US-1 CSU AI requirement / 3 units	3 units
History, U.S. II **	50	Area D & US-1 CSU AI requirement / 3 units	3 units
Human Growth & Development	50	Area E / 3 units	3 units
Humanities	50	Area C2 / 3 units	3 units
Information Systems and Computer Applications	50	N/A	3 units

Introduction to Educational Psychology	50	N/A	3 units
Introduction to Business Law	50	N/A	3 units
Introduction to Psychology	50	Area D / 3 units	3 units
Introduction to Sociology	50	Area D / 3 units	3 units
Natural Science	50	Area B1 or B2 / 3 units	3 units
Pre-Calculus	50	Area B4 / 3 units	3 units
Principals of Accounting	50	N/A	3 units
Principals of Macroeconomics	50	Area D / 3 units	3 units
Principals of Management	50	N/A	3 units
Principals of Marketing	50	N/A	3 units
Principals of Microeconomics	50	Area D / 3 units	3 units
Spanish Level I	50	N/A	6 units
Spanish Level II *	63	Area C2 / 3 units	12 units
Spanish Level II **	63	Area C2 / 3 units	9 units
Trigonometry #	50	Area B4 / 3 units	3 units
Western Civilization I	50	Area C2 or D / 3 units	3 units
Western Civilization II	50	Area D / 3 units	3 units

+ Exam must have been passed before Fall 2011 for CSU GE Area C2 credit.

\* Exam must have been passed before Fall 2015 for CSU GE Area C2 credit.

\*\* Exam must have been passed Spring 2017 or later for CSU GE Area C2 credit.

# Exam must have been passed before Fall 2006 for CSU GE Area B4 credit.

## Exam must have been passed Spring 2010 or later for CSU GE Area B4 credit.

### CSU CLEP Policies

All approved CLEP exams may be incorporated into the certification of CSU GE-breadth requirements. All CSU campuses will accept the minimum units shown if the examination is included in full or subject-area certification; individual CSU campuses may choose to accept more units than those specified toward completion of general education breadth requirements. The CSU Minimum Admission Semester Units column reflects the minimum number of units all CSU campuses will accept toward CSU admission. The CSU has grandfathered in this policy to guide CLEP submissions for any year the CLEP exam was taken.

### UC CLEP Policies

The University of California currently does not accept CLEP Examinations.

## International Baccalaureate (IB)

College of the Sequoias recognizes high achievements by students who have successfully completed one or more International Baccalaureate Placement Examinations as authorized by the Associations of IB World Schools (AIBWS).

Refer to the following IB chart below for information on general education areas cleared to meet College of the Sequoias' program requirements as well as the transfer general education areas cleared for CSU GE certification and IGETC Certification.

Be aware that other institutions, particularly four-year colleges/universities, may evaluate your International Baccalaureate credits differently. Check with an Academic Counselor or the institution to which you plan to transfer for an evaluation of your IB credits.

International Baccalaureate (IB) COS GE	Passing Score	Minimum Semester Credits Earned	Semester Credits Toward COS GE Breadth Certification
IB Biology HL	5	3 units	Area B
IB Chemistry HL	5	3 units	Area B
IB Economics HL	5	3 units	Area D
IB Geography HL	5	3 units	Area D
IB History (any region) HL	5	3 units	Area D
IB Language A Literature HL	4	3 units	Area C
IB Language A Language and Literature HL	4	3 units	Area C
IB Language A2 (any language) HL	4	3 units	Area C
IB Language B (any language) HL	4	3 units	Area C
IB Mathematics HL	4	3 units	Area A2
IB Physics HL	5	3 units	Area B
IB Psychology HL	5	3 units	Area D
IB Theatre HL	4	3 units	Area C

International Baccalaureate (IB) CSU GE	Passing Score	Minimum Semester Credits Earned	Semester Credits Toward CSU GE Breadth Certification	American Institutions and/or GE Breadth Area
IB Biology HL	5	6 units	3 units	Area B2
IB Chemistry HL	5	6 units	3 units	Area B1
IB Economics HL	5	6 units	3 units	Area D
IB Geography HL	5	6 units	3 units	Area D
IB History (any region) HL	5	6 units	3 units	Area C2 or D

IB Language A Literature HL	4	6 units	3 units	Area C2
IB Language A Language and Literature HL	4	6 units	3 units	Area C2
IB Language A1 (any language) HL *	4	6 units	3 units	Area C2
IB Language A2 (any language) HL *	4	6 units	3 units	Area C2
IB Language B (any language) HL	4	6 units	0 units	N/A
IB Mathematics HL	4	6 units	3 units	Area B4
IB Physics HL	5	6 units	3 units	Area B1
IB Psychology HL	5	3 units	3 units	Area D
IB Theatre HL	4	6 units	3 units	Area C1

\* Exam must have been passed before Fall 2013 for CSU GE Area C2 credit.

International Baccalaureate (IB) IGETC	Passing Score	Minimum Semester Credits Earned	Semester Credits Toward IGETC GE Breadth Certification	American Institutions and/or GE Breadth Area
IB Biology HL	5, 6, 7	3 units	3 units	Area 5B
IB Chemistry HL	5, 6, 7	3 units	3 units	Area 5A
IB Economics HL	5, 6, 7	3 units	3 units	Area 4
IB Geography HL	5, 6, 7	3 units	3 units	Area 4
IB History (any region) HL	5, 6, 7	3 units	3 units	Area 3B or 4
IB Language A: Literature (any language, except English)	5, 6, 7	3 units	3 units	Areas 3B and 6A
IB Language A: Language and Literature (any language except English)	5, 6, 7	3 units	3 units	Areas 3B and 6A

IB Language A: Literature (any language) HL	5, 6, 7	3 units	3 units	Area 3B
IB Language A: Language and Literature (any language)	5, 6, 7	3 units	3 units	Area 3B
IB Language B (any language) HL	5, 6, 7	3 units	3 units	Area 6A
IB Mathematics HL	5, 6, 7	3 units	3 units	Area 2A
IB Physics	5, 6, 7	3 units	3 units	Area 5A
IB Psychology	5, 6, 7	3 units	3 units	Area 4
IB Theatre	5, 6, 7	3 units	3 units	Area 3A

## Foreign Coursework

Foreign coursework must first be evaluated by an accredited and approved evaluation service, and then reviewed by the COS Evaluations Office. Some courses may also require approval by the appropriate Division Chair. Courses may be used to fulfill prerequisite, program, general education, and elective unit requirements only if course syllabi, in English, are submitted for review along with the evaluated foreign transcript. Course syllabi for English courses will be considered only if the language of instruction was English. College of the Sequoias will not determine course transferability to other colleges and universities.

If you are planning to transfer to a 4-year college or university after completing your studies at COS, you must be aware that your next institution will do its own evaluation of your foreign transcript and may or may not award the same credit as COS.

To have foreign coursework evaluated, students need to contact one of the approved evaluation members and request a detailed equivalency report that includes — for each course — a course syllabus in English, whether it is an upper or lower division course, its U.S. semester equivalency, and the grade the student earned:

- **AICE** (Association of International Credential Evaluators) | Approved members: <https://aice-eval.org/endorsed-members/> ([https://aice-eval.org/](https://nam11.safelinks.protection.outlook.com?url=https%3A%2F%2Faice-eval.org%2Fendorsed-members%2F&data=05%7C01%7Cdanielal%40cos.edu%7C8ddcdf0461b84f8c6d2a08dbf681a924%7Ca1ac1160f96f4e1abad8aa9c4be537ae%7C0%7C0%7C638374809000169582%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQJjoiV2luMzliLCJBTiI6IklhaWwILCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=WWpFkr4T2bzvtMHXhODwQOBSCzaspSFw3nAG1YcfwnM%3D&reserved=0) ([https://www.aerc-eval.com](https://nam11.safelinks.protection.outlook.com?url=https%3A%2F%2Faice-eval.org%2F&data=05%7C01%7Cdanielal%40cos.edu%7C8ddcdf0461b84f8c6d2a08dbf681a924%7Ca1ac1160f96f4e1abad8aa9c4be537ae%7C0%7C0%7C638374809000169582%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQJjoiV2luMzliLCJBTiI6IklhaWwILCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=6wpXdX3FkSWl4nmjfBYQL92XFyGYHpGBTELWzEBQTZE%3D&reserved=0) (<http://www.aerc-eval.com/>))
- **APIE** (Academic & Professional International Evaluations, Inc.) | (562) 594-6498 | [www.apie.org](http://www.apie.org) (<http://www.apie.org/>)
- **IERF** (International Education Research Foundation | (310) 258-9451 | [www.ierf.org](http://www.ierf.org) (<http://www.ierf.org/>)
- **NACES** (The National Association of Credential Evaluation Services) | Approved members: <https://www.naces.org/members> ([https://www.naces.org](https://nam11.safelinks.protection.outlook.com?url=https%3A%2F%2Fwww.naces.org%2Fmembers&data=05%7C01%7Cdanielal%40cos.edu%7C8ddcdf0461b84f8c6d2a08dbf681a924%7Ca1ac1160f96f4e1abad8aa9c4be537ae%7C0%7C0%7C638374809000169582%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQJjoiV2luMzliLCJBTiI6IklhaWwILCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=Jzj0qyTLcLlJNwzbasD1NjnTleAcfvQLk1eCYpNleMY%3D&reserved=0) (<http://www.naces.org>) | Email: [info@naces.org](mailto:info@naces.org) | [www.naces.org](http://www.naces.org) (<http://www.naces.org/>)
- **WES** (World Education Service) | [www.wes.org](http://www.wes.org) (<http://www.wes.org/>)

[www.aerc-eval.com](http://www.aerc-eval.com) (<http://www.aerc-eval.com/>)

- **AERC** (American Education Research Corporation) | (626) 339-4404 | [www.aerc-eval.com](http://www.aerc-eval.com) (<http://www.aerc-eval.com/>)
- **APIE** (Academic & Professional International Evaluations, Inc.) | (562) 594-6498 | [www.apie.org](http://www.apie.org) (<http://www.apie.org/>)
- **IERF** (International Education Research Foundation | (310) 258-9451 | [www.ierf.org](http://www.ierf.org) (<http://www.ierf.org/>)
- **NACES** (The National Association of Credential Evaluation Services) | Approved members: <https://www.naces.org/members> ([https://www.naces.org](https://nam11.safelinks.protection.outlook.com?url=https%3A%2F%2Fwww.naces.org%2Fmembers&data=05%7C01%7Cdanielal%40cos.edu%7C8ddcdf0461b84f8c6d2a08dbf681a924%7Ca1ac1160f96f4e1abad8aa9c4be537ae%7C0%7C0%7C638374809000169582%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQJjoiV2luMzliLCJBTiI6IklhaWwILCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=Jzj0qyTLcLlJNwzbasD1NjnTleAcfvQLk1eCYpNleMY%3D&reserved=0) (<http://www.naces.org>) | Email: [info@naces.org](mailto:info@naces.org) | [www.naces.org](http://www.naces.org) (<http://www.naces.org/>)
- **WES** (World Education Service) | [www.wes.org](http://www.wes.org) (<http://www.wes.org/>)

## Upper Division Units

College of the Sequoias will accept coursework completed at the upper-division level at a regionally accredited college or university under the following conditions:

1. The course must be deemed comparable to a College of the Sequoias course by the appropriate Division Chair, a designee, or an articulation agreement.
2. Courses may be used to meet a program requirement, an associate degree general education requirement, or a prerequisite.
3. Maximum subject credit for 12 upper-division units will be allowed.
4. Courses may be used to certify CSU GE or IGETC requirements.

## Military Service Credit

Students interested in Credit for Prior Learning based on their military service/training shall receive credit as recommended by the American Council on Education (ACE) Directory and approved by the appropriate discipline faculty of the college under the following circumstances: The student shall complete the External credit petition available by meeting with a Counselor. Official transcripts must be on file in the Admissions & Records Office; these may include Joint Services Transcript (JST), Sailor/ Marine American Council on Education Registry Transcript (SMART), Army and American Council on Education Registry Transcript Service (AARTS), Coast Guard Institute (CGI), DANTES/USAFI, DLIELC (Lackland Defense Manpower Data Center (DMDC), verified copies of DD214 (member 2 or 4) or any approved transcripts issued by the Armed Forces of the United States. Course credit shall be determined by the faculty of the appropriate discipline.

Community College of the Airforce, Air University, Air Force Institute of Technology, The Defense Language Institute Foreign Language (DLIFLC), and all other regionally accredited schools associated with the Armed Services will be evaluated per the guidance outlined in the catalog on Acceptance of Credit from other Institutions.

Veterans with an approved DD-214 or military transcript showing completion of basic training are exempt from the two units of Physical Activity courses and three units of Health and Wellness Subject Requirement for the Associate Degree.

An Approved DD-214 may also be used to fulfill the California State University 3-unit Area E General Education Breadth Requirement.