Glossary of Terms

**Academic Renewal:** A policy which allows a student to petition to exclude prior substandard course work from their transcript which is not reflective of their current demonstrated ability. Obtain petition from the Counseling Center.

**Academic Review Committee:** A process by which students can petition to deviate from the College’s policies and procedures. Obtain petition from the Counseling Center.

**Articulation Agreements:** A list of courses offered at Palomar College which are acceptable at transfer universities as equivalent in content (or as acceptable substitutes) to those courses offered by the universities. These lists are available in the Counseling Center and online at http://www.assist.org.

**ASSIST:** The official Internet site (www.assist.org) that contains all articulation agreements between California Community Colleges, the California State University, and the University of California.

**Associate in Arts (AA) Degree:** Awarded upon completion of course work totaling not fewer than 60 degree-applicable units in areas of: a) General Education, b) Major, c) Electives. Must apply by appropriate deadlines.

**Associate in Arts Degree for Transfer (AA-T) Degree:** Intended for students who plan to complete a Bachelor’s Degree in a similar major at a CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus or major. See a counselor for specific information regarding this major.

**Associate in Science (AS) Degree:** Awarded upon completion of course work totaling not fewer than 60 degree-applicable units in areas of: a) General Education, b) Major, c) Electives. Must apply by appropriate deadlines.

**Associate in Science Degree for Transfer (AS-T) Degree:** Intended for students who plan to complete a Bachelor’s Degree in a similar major at a CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus or major. See a counselor for specific information regarding this major.

**Auditing:** To take a course without being graded or receiving credit, available to students by petition only.

**Career Technical Education (CTE) Transitions:** Formerly known as Tech Prep, CTE Transitions is a technical and academic program that enables high school students to prepare for a career and college at the same time.

**Catalog:** A book published once a year that governs students’ progress toward degrees and certificates and contains course descriptions, programs, requirements, policies and procedures.

**Certificate of Achievement (CA):** Awarded upon completion of specified course work in a vocational/occupational program.

**Certificate of Proficiency (CP):** Designed to certify basic workplace competencies and job readiness. Awarded upon completion of specified course work.

**Class Schedule:** A booklet of class offerings, times, and locations published each term. The class schedule also contains enrollment information, add and drop deadlines, testing dates and times, and other general information.

**College-Prep Classes (non-degree appropriate):** These courses, principally in the basic skills areas, prepare students to perform satisfactorily in associate and baccalaureate appropriate courses. Students can take no more than 30 units of these courses; they do not apply to the degree.

**Continuing Student:** One who has attended classes during the previous regular term beyond the drop deadline.

**Continuous Enrollment:** For enrollment purposes, it is defined as attendance at Palomar College beyond the drop period of each regular term, where letter grades or W’s appear on the transcript. For graduation purposes, it is defined as attendance in one semester or two quarters (excluding Summer Session) within a calendar year (January through December) in the CSU, UC, or California CC Systems following initial enrollment at Palomar.

**Directed Study:** Individual study for advanced students which may include class work, research, or projects that do not fit into the context of regularly scheduled classes. Department chairperson approval required for enrollment.

**Educational Plan:** A document generated by a student and a Palomar College Counselor that allows the student and institution to get together to identify the student’s educational objectives, and to formulate a method for reaching them.

**Full-Time:** A study load of 12 or more units per semester. The normal full-time load in Summer is 6 units. Nursing students are considered full-time with 9 units in nursing courses.

**General Education (GE) Requirements:** Also known as breadth or core requirements, these patterns of courses are designed to expose students to broad areas of knowledge.

**Grade Point Average (GPA):** Determined by dividing total grade points earned by total academic (A-FW) units attempted.

**Grade Points:** Points given for academic (evaluative) grades.
- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point
- F = 0 points
- FW = 0 points per unit of credit

**Half-Time:** A study load of 6 – 8 1/2 units per semester.

**IGETC (Intersegmental General Education Transfer Curriculum):** A general education program that California community college transfer students can use to fulfill all lower-division G.E. requirements at most CSU or UC campuses (see a counselor for exceptions).

**Lower Division/Upper Division:** In colleges and universities, lower division means freshman and sophomore years and upper division means junior and senior years. Community colleges provide lower division course work for transfer to four-year colleges and universities.

**Major:** A major is a group of courses related to a defined area of study. All colleges and universities require students to declare and pursue a major.
**Noncredit Certificate of Completion (NC):** Designed to lead to improved employability or job opportunities. Awarded upon completion of specified course work.

**Noncredit Courses:** A variety of courses offered with no unit credit. The courses are taught by credentialed instructors and provide remedial, developmental, occupational, and other general educational opportunities to citizens of the community.

**Pass/No Pass (P/NP) Grading:** Pass/No Pass units are not counted in the GPA. A Pass is earned for coursework equal to a “C” grade or better. A No Pass is earned for coursework equal to a “D” or “F” grade. Pass/No Pass units are used in calculating Progress Probation and Dismissal.

**Probation:** A warning status that scholastic standards are not being met.

**Semester:** A 17-week period of class work.

**TAG (Transfer Admission Guarantee):** Palomar College has TAG programs with seven UC campuses. All of these agreements guarantee admission into the University and some guarantee admission into the major.

**Three-Quarter Time:** A study load of 9 – 11 1/2 units per semester.

**Tuition (Enrollment Fees):** A charge for instruction.

**Tutor:** A person, recommended by faculty as knowledgeable in specified subjects, who is available through Tutoring Services free of charge to work with an enrolled individual in need of special assistance with course work.

**Unit of Credit:** A credit or semester unit represents one hour of class work per week for one semester. It is expected that most students will spend two hours outside class in preparation for each hour of lecture. Slightly less outside preparation time is expected in laboratory. Three hours of laboratory per week are approximately the equivalent of one unit.

**Units Attempted:** Credit units in which the student was enrolled beyond the 20% point of any course whether or not a passing grade was earned or the student withdrew from the course before its completion.

**Work Experience:** A program that combines classroom studies with on-the-job experiences.
A

Art Design courses and programs ........................................... 114
Art Illustration courses and program ...................................... 115
Articulation Agreements, Definition of ................................. 306
Articulation Services .............................................................. 24
Assessment, Advisement and Orientation ............................... 16
ASSIST, Definition of ............................................................ 306
Associate Degree, General Studies ......................................... 199
Associate in Arts Definition of .............................................. 306
Associate Degree Requirements ............................................ 54
Associate Degree, Second ..................................................... 58
Associate Degree for Transfer ............................................... 62
Associate in Science for Transfer, Definition of ...................... 306
Associate in Science Definition of ........................................ 306
Associate in Science for Transfer, Definition of ...................... 306
Associated Student Government ............................................ 28
Astronomy courses and program ............................................ 24
Astronomy, Planetarium ........................................................ 24
Athletics/Intercollegiate Programs ......................................... 24, 217
Athletics ................................................................................. 24
Athletics and Competitive Sports courses ................................ 117
Attendance ............................................................................. 42
Auditing a Class .................................................................... 42, 306
Auditing Fee ............................................................................. 20
Auto Body courses ............................................................... 118
Automotive Technology courses and programs ...................... 118
Aviation Sciences courses and programs ................................ 121

B

Basic Education courses, noncredit ........................................ 284
Basic Skills Course Limitations .............................................. 43
Behavior Rules and Regulations, Student ............................... 37
Biology courses and programs .............................................. 122
Board of Governors Waiver (BOGW) ................................... 25
Bookstore Services ............................................................... 24
Botany courses ................................................................. 124
Business courses and programs ........................................... 125
Business Management courses and program ....................... 131
C

Cabinet and Furniture Technology courses and programs ..... 132
Cal Grant ................................................................................. 25
Calendar, College ................................................................... 8
California Residence Requirements ....................................... 14
California State University General Education Breadth, Certificate .................................................. 273
California State University General Education (CSUGE) Requirements ........................................ 63
California State University (CSU) System ................................ 68
Camp Pendleton Site, Palomar College ................................... 6
Career and Technical Education courses, noncredit ............... 284
Career Center .......................................................................... 24
Career Technical Education (CTE) Transitions ..................... 50
Carpentry Apprenticeship Training courses and program ...... 96
Cashier Services ....................................................................... 24
Catalog, Definition of ............................................................ 306
Certificate of Achievement ..................................................... 58, 306
Certificate of Proficiency ....................................................... 59, 306
Certificates and Associate Degrees ....................................... 72, 76
Challenging Prerequisites ........................................... 17
Chemistry courses and program .................................. 139
Chicano Studies courses ............................................. 140
Child Development courses and programs ................. 141
Chinese courses ......................................................... 148
Cinema courses and program .................................... 149
Citations, Parking ....................................................... 35
Citizenship courses, noncredit .................................. 284
Class Cancellations/Changes ...................................... 19
Class Schedule .......................................................... 19, 306
Classification, Student .............................................. 17
Classroom expenses .................................................. 20
CLEP ........................................................................... 51
Clery Act ...................................................................... 35
College Centers .......................................................... 6
College Governing Board .......................................... 9, 12
College Level Examination Program (CLEP) ............... 51
College Organization .................................................. 9
College-Prep Classes (non-degree appropriate), Definition of 306
Communications courses and program ....................... 150
Community Development Seminars ......................... 18
Community Education Classes .................................. 18
Competition Requirements .......................................... 55
Computer Science and Information Technology - Computer Science courses and programs 150
Computer Science and Information Technology - Information Technology courses and programs 152
Computer Science and Information Technology - Networking courses and programs 154
Computer Science and Information Technology - Web Technology courses and programs 156
ConAp Program ......................................................... 30
Conduct Code, Student .............................................. 37
Conferring of Degrees and Certificates of Achievement 58
Construction Inspection courses and program ............ 158
Continuing Education for Nurses ............................... 243
Continuing Student, Definition of ............................... 306
Continuous Enrollment, Definition of ........................ 306
Cooperative Education courses .................................. 159
Corequisite ................................................................. 16
Correct Use of English .............................................. 43
Counseling courses .................................................... 159
Counseling Services .................................................... 24
Course Information ..................................................... 78
Course Numbering System ......................................... 78
Course Repetition ....................................................... 44
Credit by Examination ............................................... 43
Critical Thinking Statement ....................................... 44
D
Dance courses ............................................................ 160
Dates and Penalties, Adding and Dropping Classes .... 19
Dean’s List ................................................................. 48
Deans, Division .......................................................... 9
Debts Owed to the College ......................................... 34
Defense Activity for Non-Traditional Education
Support (DANTES) ..................................................... 51
Degree Requirements, Palomar College ....................... 54
Dental Assisting courses and program ....................... 167
Department/Division Organization ................................ 9
Diesel Mechanics Technology courses and program .. 169
Digital Broadcast Arts ................................................ 170
Directed Study, Definition of ..................................... 306
Disability Resource courses ..................................... 174
Disability Resource Center (DRC) ............................. 25
Discipline and Program Offerings .............................. 72, 76, 80
Dismissal ................................................................. 48
Distinguished Faculty Award ..................................... 287
District Governing Board .......................................... 9, 12
District Map ............................................................... 7
District Policy ............................................................ 12
Diversity Policy .......................................................... 12
Division Deans .......................................................... 9
Drafting Technology courses and programs ............... 174
Dropping Classes, Procedures for .............................. 19
Dropping Classes, Dates and Penalties ....................... 19
Dropping Classes, Petition Appeal ............................. 19
Drugs and Alcohol Policy .......................................... 34
Drywall/Lather Apprenticeship Training courses and program ......................................................... 99

E
Early Childhood Education Lab School ...................... 25
Earth Sciences courses .............................................. 178
Economics courses and program .............................. 178
Educational Philosophy ............................................. 11
Educational Plan, Definition of ................................. 306
Electrician Apprenticeship Training courses and program ... 100
Emergency Loans ..................................................... 26
Emergency Medical Education courses and programs 179
Emerit, Administrative and Faculty ............................ 298
Engineering courses and program ............................ 182
English courses and program .................................... 184
English as a Second Language courses ..................... 188, 285
English as a Second Language Noncredit Certificate 285
English, Correct Use of .............................................. 43
Enrollment Conditions .............................................. 16
Enrollment Options .................................................... 18
Enrollment Procedures .............................................. 18
Enrollment Fee ........................................................ 19
Entertainment Technology courses and program 189
Entrance Requirements .............................................. 68
Equal Opportunity (Title IX) ...................................... 12
Escondido Center, Palomar College ........................... 6
Evaluative Grades ..................................................... 47
Extended Opportunity Programs and Services (EOP&S)/CARE ......................................................... 25

F
Faculty ................................................................. 288
Faculty Emeriti .......................................................... 298
Faculty Responsibilities ............................................ 42
Fall Semester 2015 .................................................... 8
Fallbrook Site, Palomar College .................................. 6
Family and Consumer Sciences courses and program 191
Fashion courses and programs ................................ 192
Fast Track ............................................................... 18
Federal and State Grants .......................................... 25
Fees and Expenses .......................................................... 19
Financial Aid and Scholarship Services ................................ 25
Financial Aid, Veterans and Scholarship Services .................. 25
Financial Aid Application and Enrollment Fee Wavier ............. 17
Financial Aid Disqualification/Ineligibility ............................ 49
**Fire Technology** courses and programs .......................... 195
Food Services .................................................................... 26
Foreign Course Work ....................................................... 63
**Foreign Languages** courses ........................................... 198
Foundation, Palomar College ............................................. 12
French courses and program .............................................. 199
Freshman Classification ..................................................... 17
Full Term Classes ............................................................ 18
Full time Student, Definition of ......................................... 306

G
GEAR UP Program .......................................................... 26
General Education Requirements ........................................ 54, 57, 306
Associate Degree ........................................................... 54
CSU ................................................................................. 63
UC .................................................................................. 65
Palomar College .............................................................. 54
General Education/Institutional Student Learning Outcomes .... 54
General Studies, Associate Degree ...................................... 200
**Geography** courses and programs .................................. 200
Geology courses and program ............................................ 203
German courses ............................................................. 205
Glossary of Terms .......................................................... 306
Governing Board, District .................................................. 9, 12
GPA Requirements .......................................................... 62
Grade Changes ............................................................... 48
Grade Disputes ................................................................ 38
Grade Point Average (GPA), Definition of ............................ 306
Grade Points, Definition of ................................................. 306
Grading and Transcripts .................................................... 47
Grading System ............................................................... 47
Grades .............................................................................. 48
Graduation and Transfer Information ................................... 54
Grants, Federal and State ................................................... 25
**Graphic Communications** courses .................................. 205
**Graphic Communications - Imaging & Publishing**
courses and programs ....................................................... 206
**Graphic Communications - Multimedia & Web**
courses and programs ....................................................... 210
Grievance Policy ............................................................. 38

H
Half-time, Definition of ................................................... 306
**Health and Safety Education** courses, noncredit ................. 285
Health courses .............................................................. 215
Health Fee, Student ......................................................... 20
Health Services .............................................................. 27
**History** courses .......................................................... 216
History of the College ...................................................... 11
Honesty Guidelines, Academic ........................................... 34
Honor Society ............................................................... 48

Humanities courses ......................................................... 217

I
Identification Card ............................................................ 28
IGETC .............................................................................. 65, 306
Independent California Colleges and Universities .................. 70
**Industrial Technology** courses ........................................ 217
**Inside Wireman Apprenticeship Training**
courses and program ......................................................... 101
Institutional/General Education Student Learning Outcomes .... 54
Insurance courses and programs .......................................... 217
Inter-Club Council .......................................................... 28
Intercollegiate Athletic courses .......................................... 117
**Interior Design** courses ................................................ 218
International Baccalaureate Examinations (IB) ......................... 51
**International Business** courses and program ..................... 220
International Education ..................................................... 27
International Students ..................................................... 15
International Student Capital Outlay Fee ............................... 20
International (Non-Resident) Student Tuition ......................... 20
Internet, A.S. Degree/Certificate ......................................... 221
Intersegmental General Education Transfer Curriculum, Certificate .................................................. 65, 273
InterSession Classes ......................................................... 18
**Italian** courses ............................................................ 221

J
Japanese courses ............................................................. 221
Journalism courses and programs ........................................ 222
Judaic Studies courses ....................................................... 224

K
Kinesiology courses and programs ....................................... 224

L
Late Start Classes ............................................................ 18
Learning Communities ...................................................... 18
Learning Outcomes .......................................................... 78
**Legal Studies** courses and program .................................. 231
Library Services ............................................................. 27
**Library Technology** courses and program ......................... 232
Loans, Grants (see EOP&S and Financial Aid & Scholarships) ...... 25
Lower Division, Definition of ............................................. 306

M
Major, Definition of ........................................................ 306
Map of District .............................................................. 7
Materials Fee .................................................................... 20
**Mathematics** courses and program .................................. 233
Matriculation .................................................................... 15
Medical Assisting, see Business ......................................... 236
**Microbiology** courses ................................................... 236
Military Service Schools .................................................... 51
Military Withdrawal .......................................................... 47
<table>
<thead>
<tr>
<th>Section</th>
<th>Index Entry</th>
<th>Page References</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sociology courses</td>
<td>..................................................</td>
<td>263</td>
</tr>
<tr>
<td>SOCNAV/SOCMAR Programs</td>
<td>..................................................</td>
<td>31</td>
</tr>
<tr>
<td>Sophomore Classification</td>
<td>..................................................</td>
<td>17</td>
</tr>
<tr>
<td>Sound and Communications Systems Installer Apprenticeship courses and program</td>
<td>..................................................</td>
<td>104</td>
</tr>
<tr>
<td>Sound Technician Apprenticeship Training courses and program</td>
<td>..................................................</td>
<td>104</td>
</tr>
<tr>
<td>Spanish courses</td>
<td>..................................................</td>
<td>265</td>
</tr>
<tr>
<td>Special Admission for Accelerated Students</td>
<td>..................................................</td>
<td>14</td>
</tr>
<tr>
<td>Special Programs, Admission to</td>
<td>..................................................</td>
<td>14</td>
</tr>
<tr>
<td>Speech courses and program</td>
<td>..................................................</td>
<td>267</td>
</tr>
<tr>
<td>Sports (see Athletics and Kinesiology)</td>
<td>..................................................</td>
<td>117, 224</td>
</tr>
<tr>
<td>Spring Semester 2016</td>
<td>..................................................</td>
<td>8</td>
</tr>
<tr>
<td>State Universities, General Education Requirements</td>
<td>..................................................</td>
<td>62</td>
</tr>
<tr>
<td>Student Activities Office</td>
<td>..................................................</td>
<td>28</td>
</tr>
<tr>
<td>Student Activity Card</td>
<td>..................................................</td>
<td>28</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>..................................................</td>
<td>27</td>
</tr>
<tr>
<td>Student Behavior Rules and Regulations</td>
<td>..................................................</td>
<td>37</td>
</tr>
<tr>
<td>Student Center Fee</td>
<td>..................................................</td>
<td>20</td>
</tr>
<tr>
<td>Student Classification</td>
<td>..................................................</td>
<td>17</td>
</tr>
<tr>
<td>Student Conduct Code</td>
<td>..................................................</td>
<td>37</td>
</tr>
<tr>
<td>Student Government</td>
<td>..................................................</td>
<td>28</td>
</tr>
<tr>
<td>Student Grade Disputes</td>
<td>..................................................</td>
<td>38</td>
</tr>
<tr>
<td>Student Grievance Policy</td>
<td>..................................................</td>
<td>38</td>
</tr>
<tr>
<td>Student Health Fee</td>
<td>..................................................</td>
<td>20</td>
</tr>
<tr>
<td>Student Learning Outcomes</td>
<td>..................................................</td>
<td>78</td>
</tr>
<tr>
<td>Student Records, Privacy of</td>
<td>..................................................</td>
<td>38</td>
</tr>
<tr>
<td>Student Representation Fee</td>
<td>..................................................</td>
<td>20</td>
</tr>
<tr>
<td>Student Responsibilities</td>
<td>..................................................</td>
<td>42</td>
</tr>
<tr>
<td>Student Right To Know</td>
<td>..................................................</td>
<td>39</td>
</tr>
<tr>
<td>Student Rights and Privacy of Student Records</td>
<td>..................................................</td>
<td>38</td>
</tr>
<tr>
<td>Student Rights and Responsibilities</td>
<td>..................................................</td>
<td>34</td>
</tr>
<tr>
<td>Student Services</td>
<td>..................................................</td>
<td>24</td>
</tr>
<tr>
<td>Summer Session</td>
<td>..................................................</td>
<td>8, 18</td>
</tr>
</tbody>
</table>

**T**

| Teaching and Learning Center (TLC) | .................................................. | 28               |
| Terms, Glossary of | .................................................. | 306              |
| Theatre Arts courses and programs | .................................................. | 268              |
| Three-Quarter Time, Definition of | .................................................. | 307              |
| Title IX and Violence Against Women Act (VAWA) | .................................................. | 35               |
| Title IX Coordinator | .................................................. | 12               |
| Total Units Requirement | .................................................. | 54               |
| Transcript (of Record), Definition of | .................................................. | 307              |
| Transcripts/Advanced Standing | .................................................. | 17               |
| Transcript Fee | .................................................. | 20               |
| Transfer Admission Guarantee (TAG) Programs | .................................................. | 70, 307          |
| Transfer Center | .................................................. | 28               |
| Transfer Credits | .................................................. | 50               |
| Transfer Identification | .................................................. | 78               |
| Transfer Planning, ······ | .................................................. | 62               |
| Transfer Requirements – UC | .................................................. | 65               |
| Transfer Requirements – CSU | .................................................. | 63               |
| TRIO Programs | .................................................. | 28               |
| Tuition and Fees | .................................................. | 19, 307          |
| Tuition and Fees, Refunds | .................................................. | 21               |
| Tuition, Non-Resident and International Students | .................................................. | 20               |
| Tutor, Definition of | .................................................. | 307              |
| Tutorial Services, ······ | .................................................. | 29               |
| Tutoring, Noncredit Classes | .................................................. | 285              |

**U**

| Unclassified Classification | .................................................. | 31               |
| University of California System | .................................................. | 68               |
| University Studies programs | .................................................. | 272              |
| California State University General Education Breadth, Certificate | .................................................. | 273              |
| Intersegmental General Education Transfer Curriculum, Certificate | .................................................. | 273              |
| University Studies - Emphasis in Business, A.S. Degree | .................................................. | 273              |
| University Studies - Emphasis in Culture and Society, A.A. Degree | .................................................. | 273              |
| University Studies - Emphasis in Education, A.A. Degree | .................................................. | 274              |
| University Studies - Emphasis in Fine and Performing Arts, A.A. Degree | .................................................. | 274              |
| University Studies - Emphasis in Health and Fitness, A.S. Degree | .................................................. | 274              |
| University Studies - Emphasis in Humanities, A.A. Degree | .................................................. | 274              |
| University Studies - Emphasis in Mathematics and Science, A.S. Degree | .................................................. | 274              |
| University Studies - Emphasis in Media and Communication, A.S. Degree | .................................................. | 274              |
| University Studies - Emphasis in Social Sciences, A.A. Degree | .................................................. | 275              |
| University Studies - Emphasis in World Languages, A.A. Degree | .................................................. | 275              |
| Unofficial Withdrawal | .................................................. | 19               |
| Unit of Credit, Definition of | .................................................. | 307              |
| Units Attempted, Definition of | .................................................. | 307              |
| Upholstery courses and program | .................................................. | 275              |
| Upper Division, Definition of | .................................................. | 306              |

**V**

| Values | .................................................. | 11               |
| Verification of Enrollment | .................................................. | 50               |
| Verification of Enrollment Fee | .................................................. | 20               |
| Veteran Dependent Exemption | .................................................. | 30               |
| Veteran Disqualification | .................................................. | 49               |
| Veterans’ Services Office | .................................................. | 30               |
| Video Classes | .................................................. | 18               |
| Vision | .................................................. | 11               |

**W**

| Wastewater Technology Education courses and program | .................................................. | 276              |
| Water Technology Education courses and program | .................................................. | 277              |
| Web, see Computer Science | .................................................. | 152              |
| Weekend College | .................................................. | 18               |
| Welding courses and programs | .................................................. | 278              |
| Western Association of Schools and Colleges | .................................................. | 1               |
| Withdrawal | .................................................. | 19               |
| Withdrawal, Conditions for Petition | .................................................. | 47               |
| Women’s Studies program | .................................................. | 281              |
| Work Experience, Cooperative Ed | .................................................. | 159              |
| Work Experience, Definition of | .................................................. | 307              |

**X, Y**

| Zoology courses | .................................................. | 281              |