

# Academic Regulations and Standards

5 • five



## Section 5

### Academic Regulations and Standards

#### ACADEMIC POLICIES

##### Academic Renewal Regulations

Palomar College is committed to meeting the educational needs of all its District citizens. Open entry encourages students of varied educational backgrounds to pursue their individual goals. Palomar's commitment to all students increases the likelihood of enrolling those who have failed in the past but who have shown their readiness to try again. To reduce the negative impact of past academic failure and to facilitate fair and equitable treatment of all students in pursuit of their academic goals, Palomar College supports Academic Renewal.

A student may petition for up to thirty (30) units of previous course work attempted at Palomar College or any other institution to be disregarded when computing the grade point average (GPA). Academic Renewal is not allowed if course work to be disregarded has previously been used to fulfill degree, certificate, or transfer certification requirements.

Current and potential financial aid students are advised that all units attempted will count in the total units attempted limit for financial aid eligibility. Academic renewal does not eliminate units for financial aid purposes.

##### Procedure

If the following conditions are met, Palomar College may disregard from all consideration associated with requirements for the Associate in Arts degree, Certificate of Achievement and General Education certification up to a maximum of thirty (30) semester units of course work taken at any college. These conditions are:

1. The student completes a Petition for Academic Renewal with a counselor. Forms are available from the Counseling or Records Offices. The student submits the Petition to the Records Office.
2. The majority (50% or more) of course work in the term(s) under consideration must be substandard (FW, F, D, NC/NP), the total GPA of which is less than 2.0; and must no longer reflect the student's current level of performance and capabilities.
3. Three years must have passed since attempting the course work to be excluded from GPA calculation.
4. The student must have completed 24 semester units since the term(s) to be disregarded, of which at least 15 must have been earned at Palomar. The remaining 9 units may be completed at another regionally accredited college or university.
5. The student must have a 2.0 GPA since the time of attempting the course work to be disregarded.
6. The petition will be reviewed by the Records Office for compliance with policy. The student will be notified by mail of approval or denial of request.
7. Academic renewal granted by Palomar College does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institution.

**NOTE:** Students who have attempted more than thirty (30) units in the terms to be disregarded may submit a Student Petition to the Academic Review Committee for consideration.

##### Annotation of Record/Academic Renewal

It is important to understand that all course work will remain legible on the student's permanent record (transcript), insuring a true and complete academic history. However, the student's permanent record will be annotated so that it is readily evident to all users of the record that the units are to be disregarded and may not apply to certificate, degree or general education requirements.

##### Attendance

##### Student Responsibilities

The primary responsibility for class attendance and maintaining an accurate registration record rests with the student. Consequently, each student must process all adds or drops to their class schedule and is held responsible for the updating of their Official Study Schedule. To be officially recorded, adds and drops must be submitted to the Admissions Office by the appropriate deadlines (check deadline dates in the Class Schedule).

Students are expected to attend all sessions of a class in which they are enrolled. Anticipated absences should be reported to instructors in advance in order to complete assigned work by due dates. All other absences should be reported to instructors immediately upon returning to class and any missed course work should be made up. If an emergency requires a long absence and the instructor cannot be reached, students should contact the instructor's department/office.

##### Faculty Responsibilities

Each faculty member is responsible for informing students in writing of the course content and grading system for each class within the first two class meetings. The instructor has the responsibility for maintaining accurate attendance records in accordance with established procedures.

Prior to the first census, instructors must drop any student identified as a no show (students who registered, but never attended class). An instructor may elect to drop a student for the following reasons: 1) excessive absences, normally defined as more than the number of times the class meets per week; 2) failure to take examinations; 3) failure to complete class assignments.

##### Auditing a Class

- Permission to audit a class is granted at the discretion of the instructor and with the instructor's and Dean's signed permission.
- An audit student shall not be permitted to change his/her enrollment in the course to receive credit.
- With the instructor's and Dean's signed permission, a credit student may switch his/her enrollment to audit status provided the change is completed prior to the end of the fourth week of class for a full semester course or prior to 30% of a short-term course.
- With the instructor's and Dean's signed permission, a student may enroll in a course for audit at any time during a semester if he/she has not enrolled in that course for credit during the same semester.
- No student will be allowed to register in audit status prior to the first day of class. The first day of class refers to the actual first class meeting.
- Credit students have priority over auditors. If a class closes after an auditor has been admitted, the auditor may be asked to leave to make room for the credit student. Instructor discretion is strongly recommended.
- If a student taking 10 or more units for credit is auditing a class and drops below the 10 unit level, the \$15.00 per unit audit fee will be assessed.

##### Basic Skills Course Limitations

Basic skills or pre-collegiate courses are designed to prepare students for college-level work. Students may be required to enroll in certain basic skills courses if the assessment process indicates they will benefit by this special preparation for college-level courses. A total of 30 units of courses numbered from 1 - 49 are allowed.

Any student who completes a total of 30 units in any combination will be notified and referred to a counselor for educational planning or exceptions

to the limits. Basic skills courses may not be used to satisfy general education requirements for an associate degree.

Students who are financial aid recipients are reminded that only 30 units of remedial course work are excluded from the established unit limit for financial aid eligibility.

The following is a list of basic skills courses that are excluded from the established unit limit for financial aid eligibility: English 10; Mathematics 10, 15; Reading 5, 10, 11.

### **Correct Use of English**

Clear and correct use of English, both on tests and on written assignments, is expected of all students.

All students, especially those planning to transfer to a four-year institution, are urged to take a course in English composition as soon as possible.

### **Course Repetition**

The California Community College System Office is currently reviewing and revising Title 5 curriculum provisions. Palomar's Course Repetition policy is subject to change through this review process.

**Students may repeat a course under the following conditions (Title 5, 55040):**

- A. The course has been identified in the Catalog as repeatable, and the student has not attempted a course more times than allowed.
- B. The course is being repeated to alleviate a D, F, FW, or NC/NP grade (maximum of two repeats allowed for a total of three attempts).
- C. The student is repeating a course after a lapse of three years by approved petition of the Director of Enrollment Services.
- D. The student is repeating a course after a lapse of less than three years by approved petition of the Director of Enrollment Services based on the previous grade being, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.
- E. The course is being repeated to meet legally mandated training requirements as a condition of continued employment. No limitation on repetitions; however credit limitations may apply.
- F. Special classes for students with disabilities may be repeated beyond the stipulated number if determined to be an appropriate disability-related accommodation.
- G. Activity, performance, and skills courses defined as repeatable may be assigned to groups, with a maximum number of four enrollments allowed within that group. These are identified in the Catalog either at the beginning of the discipline or within the Note area of the course description.

Current and potential financial aid students are advised that financial aid will not fund a repeat course. However, any course repeated, whether or not financial aid funds were received, will be counted in the total units attempted limit for financial aid eligibility.

Petitions for Course Repetition are available in the Evaluations Office. Petitions must be approved before enrolling in the class(es) to be repeated. The Credit/No Credit (Pass/No Pass) grading option is not available to students who received a D, F, or FW grade on the first attempt. Once the course is repeated, a Grade Adjustment form should be submitted to the Records Office to update the student's records and grade point average.

Students who do not comply with the above regulations will be administratively withdrawn from the repeated class(es). The student will be notified by mail and should arrange to register for alternative classes immediately.

### **Annotation of Record/Course Repetition**

It is important to understand that the student's permanent record (transcript) will be annotated in such a manner that all course work will remain legible ensuring a true and complete academic history. Transcripts will be annotated as follows:

1. Courses with substandard grades may be repeated twice in order to raise the grade and grade points. The units attempted, grade, and grade points of the first attempt will be subtracted from the totals for that semester and will be listed on the record with a code which denotes repetition. In no case will duplicate units be allowed.
2. For students repeating a course in which a standard grade was received, the first attempt will be the one used in the calculation of the grade point average. The second attempt (even if better) will be subtracted from the totals and will be listed on the record with a code which denotes repetition. In no case will duplicate units be allowed.
3. For students attempting a course for the third or more time in which a substandard grade was received, the first attempt will be subtracted from the totals. All subsequent attempts will count in the calculation of the grade point average. In no case will duplicate units be allowed.

### **Credit by Examination**

In order to permit students to demonstrate that they have met the objectives of a course through experience in the work place, foreign language proficiency, or some other process outside the conventional academic setting, students may earn credit by receiving a passing grade on an examination administered by the appropriate instructional department/program. The completion of Credit by Examination may require the demonstration of other skills or the completion of assignments in addition to an examination.

Not all courses listed in the catalog may be eligible for Credit by Examination. The determination of which courses in a discipline may be taken by examination is made by that department/program. The Department Chair/Director will determine whether or not a student requesting Credit by Examination is sufficiently well prepared to warrant being given this opportunity. This determination is based upon a review of previous course work or experience.

#### **The following rules apply to earning Credit by Examination:**

- The examination must be reviewed and approved by the Department Chair/Director prior to its administration. Completed examinations must remain on file in the department/program for three years.
- A maximum of fifteen (15) units earned at Palomar College or elsewhere through Credit by Examination may be applied towards completing an Associate in Arts degree, general education transfer certification or vocational certificate program at Palomar College. (The Department of Nursing Education's Credit by Examination Policy may be obtained from the Nursing Education Department Office. A maximum of 20 units may be obtained through credit by examination.)
- The student's transcript will clearly identify all courses attempted through Credit by Examination.
- Credit by Examination may not be attempted for a course more than once.
- Attempting Credit by Examination for a lower-level course when a student has previously passed a more advanced course requires approval from the Department Chair/Director.
- Courses in Nursing Education may be attempted through Credit by Exam only under the rules of the Board of Registered Nursing.
- A student must be currently enrolled in at least one credit course at Palomar, excluding the attempted Credit by Exam, and may not be on probation or dismissal status.

- If no units are completed with a grade other than W, the Credit by Exam petition will not be processed. No fees will be refunded.
- The student must pay the same fees or non-resident tuition required of a regularly scheduled course to take Credit by Examination.
- The process of Credit by Exam must be completed prior to the end of the current semester or session. Failure to complete the process within that time period will result in a grade of No Credit for the course.
- Credit by Examination will only be recorded on the student's permanent record if departmental and institutional procedure has been followed.

Students wishing to attempt a course via Credit by Examination are encouraged to informally discuss the matter with the Department Chair/Director and instructor prior to initiating the formal process.

#### The process for receiving Credit by Examination is as follows:

- The student obtains a petition from the Admissions and Records Office and completes the required information.
- The Records Office performs the eligibility and residence clearances (3-5 business day turn-around time required).
- The student meets with the Department Chair/Director who reviews the petition, checking to ensure that the eligibility clearance has been completed and that the course is appropriate for Credit by Examination.
- If the Department Chair/Director finds the request appropriate, he/she signs the petition and assigns an instructor to administer the examination.
- The student makes arrangements with that instructor to take the examination and obtains the instructor's signature on the petition. The examination must be reviewed and approved by the Department Chair/Director prior to its administration.
- The student is directed to the Cashier's Office for payment of fees and clearance. Tuition and/or enrollment fees must be paid after department approval is granted and before the examination is administered. The BOGW Enrollment Fee Waiver will not cover this fee. In addition, the units will not be considered for federal financial aid eligibility.
- The instructor administers the examination and evaluates any other required assignments.
- The instructor records the grade on the Credit by Examination petition, attaches the completed examination materials to the petition and forwards these to the Department Chair/Director.
- The Department Chair/Director reviews and signs the petition, and forwards the petition to the Office of Instructional Services for class number assignment. The Office of Instructional Services then forwards the petition to the Records Office for posting. Completed examination materials must remain on file in the department/program for three years.

The process of Credit by Exam must be completed prior to the end of the current semester or session. Failure to complete the process within that time period will result in a grade of No Credit for the course.

#### **Credit/No-Credit (Pass/No Pass) Grading**

The decision to change to Credit/No-Credit (Pass/No Pass) grading must be made by the end of the fourth week of a full semester course or by the first 30% of a short-term course, after which no other evaluative grade may be given. Application forms are available online or in the Admissions Office. The student must submit the form to the Admissions Office.

A grade of CR/P is earned for coursework equal to a grade of "C" or better. A grade of NC/NP is earned for coursework equal to a grade of "D" or "F". Neither CR/P nor NC/NP is used in computing the grade point average; however, CR/NC (P/NP) units appear on the transcript of record.

A student may reverse his/her enrollment from Credit/No Credit (Pass/No Pass) status to receive an evaluative grade, provided the reversal is completed prior to the end of the fourth week of a full semester course, or prior to 30% of a short-term course.

Units attempted for which NC/NP is recorded shall be considered in probation and dismissal procedures. Students may not repeat on a CR/NC (P/NP) basis a course previously taken for a letter grade. English 100, 202, and 203 may not be taken on a CR/NC (P/NP) basis. Students are advised that four-year institutions may limit the number of CR/P units acceptable for transfer.

#### **Critical Thinking Statement**

The major role of education in America is to produce an individual who can contribute to society as a well-informed member of a democracy. Competence in critical thinking empowers the college student with the ability to distinguish opinion from fact and belief from knowledge. Evaluative skills learned through elementary inductive and deductive reasoning have applications in problem solving in all aspects of everyday existence. Therefore, all examinations, assignments and activities at Palomar College should reflect academic rigor by requiring critical thinking on the part of the student.

#### **GRADING AND TRANSCRIPTS**

##### **Student Responsibility**

Each student is responsible for his/her registration of classes and for attending classes. Furthermore, each student is responsible for following the rules and regulations in this catalog. The College is not liable if the student fails to read and understand the rules.

##### **Grading System**

Grades are assigned by instructors based on class work and tests. The grades assigned are as follows:

##### **Evaluative Grades**

Symbol	Definition	Grade Point Value
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Less than satisfactory	1
F	Failing	0
FW	*Failing for unofficial withdrawal	0
CR	Credit (At least satisfactory - A, B, C grades. Units awarded not counted in GPA.)	
NC	No Credit (Less than satisfactory, or failing - D or F grades. Units not counted in GPA.)	
P	Passing (At least satisfactory - A, B, C grades. Units awarded not counted in GPA)	
NP	No Pass (Less than satisfactory, or failing - D or F grades. Units not counted in GPA.)	

\*For a student who has ceased to participate in a course after the last day to officially drop or withdraw without having achieved a passing grade. The FW grade shall be used in determining academic standing.

##### **Non-evaluative Grades**

##### **Symbol Definition**

**I Incomplete:** Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term.

The condition for the removal of the "I" is stated on the Record of Incomplete ("I") Grade form. The "I" is not used in calculating units at-

tempted or for grade points. A final grade shall be assigned when the stipulated work has been completed and evaluated, or when the time limit for completing the work has expired.

The "I" must be made up no later than one year following the end of the term in which it was assigned.

**IP In Progress:** The IP is used only in those courses which extend beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of an evaluative grade must await its completion.

The IP symbol remains on the student record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and will appear in the student's record for the term in which the course is completed. If a student receives an IP in an open-entry, open-exit course and does not re-enroll in the course, or fails to complete the course in the subsequent term, an evaluative grade must be assigned.

**RD Report Delayed:** The RD symbol may be assigned only by the Records Office. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of either the student or the Records Office. It is a temporary notation which will be replaced by a permanent symbol as soon as possible. An RD is not used in calculating the grade point average.

**W Withdrawal:** The W will not be used in calculating grade point averages, but excessive W's will be used as factors in probation, dismissal, and re-enrollment. Students may not re-enroll in a course in which four W symbols have been recorded on their transcript. Withdrawals during the "no notation" period (see below) will not appear on a transcript.

Full Semester Courses: No notation (W or any other grade) is made on the student record for withdrawals during the first four weeks of a course.

Withdrawal between the fourth and eighth weeks is at the student's discretion, and will result in a W grade recorded on the student's permanent record.

Withdrawal after the eighth week is not permitted. An evaluative (A, B, C, D, F, FW) or Incomplete (I) grade will be assigned. Students who have verifiable extenuating circumstances may petition to withdraw.

Short Term (less than 17 weeks) Courses:

No notation (W or any other grade) is made on the student record for withdrawals during the first 30% of the course.

Withdrawal between 30% and 50% of a course is at the student's discretion, and will result in a W grade recorded on the student's permanent record.

Withdrawal after 50% of a course is not permitted. An evaluative (A, B, C, D, F, FW) or Incomplete (I) grade will be assigned. Students who have extenuating circumstances may petition to withdraw.

**MW Military Withdrawal:** Members of an active or reserve military service who receive orders compelling a withdrawal from courses will be permitted withdrawal at any time during the semester. Upon verification of such orders, the grade symbol MW will be assigned after the "no notation" period. The MW will not be counted in progress probation or dismissal calculations and will not have any adverse effect on the student academic record or enrollment status. Upon petition, the student will also receive a refund of the entire enrollment fee.

### Conditions for Petition to Withdraw

Effective with Fall 2002, only students who have received an FW grade are eligible to petition for a withdrawal. Students who have verifiable extenuating circumstances may petition for an exception to withdraw from a class after the eighth week of a full semester course, or 50% of a short-term course. The student may petition the Director of Enrollment Services for authorization to receive a withdrawal (W) in the following manner:

- A formal petition must be submitted to the Director of Enrollment Services by the student, or the student's representative.
- Proof of the extenuating circumstances being cited as reasons for withdrawal, or unsuccessful course completion, must be submitted.
- The instructor of each course in question must be consulted. In the event the instructor of record cannot be contacted, or is unavailable, the department chair will act on his/her behalf.

Palomar College defines extenuating circumstances as serious and compelling reasons which are limited to the following:

- Illness, hospitalization, or medical reasons
- Employment
- Relocation
- Illness or death of a family member or loved one
- Incarceration

### Grade Changes

All grades are final in the absence of mistake, fraud, bad faith, or incompetency (Title 5, 55025). No grade that has been placed in a student's record may be changed unless the instructor submits a Grade Change form to the Records Office stating the reason for the change as listed above.

All changes or modifications to a student's record must be requested no later than one year from the semester in question. Registration records are maintained for a three-year period only.

### Grades

Final grades are recorded on the student's permanent record at the end of each academic term. Grades are available as soon as the instructor submits the roster and the Records Office posts it, usually about two weeks after the end of the class. Grades may be accessed online through Student eServices. The College web address is <http://www.palomar.edu>.

### Academic Achievement

#### Dean's List

A student's name may be placed on the Dean's List if the student completes in one semester at Palomar College a total of twelve (12) units with a GPA of at least 3.5 with no grade of D, F, or FW. Credit/No Credit (Pass/No Pass) classes are not considered as a part of the 12 units.

#### Phi Theta Kappa Honor Society

Phi Theta Kappa is an international honor society for two-year institutions, and the sister to the four-year institution's Phi Beta Kappa. The goal of Phi Theta Kappa is to recognize individual talents, needs, and goals.

**Initial membership** is awarded to those students who have completed a minimum of twelve (12) semester units at Palomar College with a grade point average of 3.5 or better. To sustain membership each student must maintain standards described in the Phi Theta Kappa Omega Rho Chapter Constitution and Bylaws, available in the Student Affairs Office, SU-201.

Students interested in becoming a member of Phi Theta Kappa should contact the Student Affairs Office, SU-201.

**Probation, Dismissal, and Reinstatement**

It is the intention of the Palomar Community College District to encourage matriculating students to make satisfactory academic progress toward their individual educational goals. Students taking courses for credit should do so with the intention of completing the course or courses with a passing grade. Students who do not make satisfactory progress are subject to probation or dismissal in accordance with established District procedures.

**Probation****Academic Probation**

A student who has attempted at least 12 semester units at Palomar College is placed on Academic Probation if the student has earned a grade point average below 2.0 in all graded units attempted at Palomar College.

Any student on academic probation whose semester grade point average equals or exceeds 2.0, but whose overall grade point average falls below 2.0, shall be continued on academic probation.

**Progress Probation**

A student who has attempted at least 12 semester units is placed on Progress Probation when the percentage of all units in which a student has enrolled, and for which entries of W, I, or NC/NP are recorded, reaches or exceeds fifty (50) percent.

Any student on progress probation whose semester work indicates fewer than fifty (50) percent units of W, I, or NC/NP, but whose overall records show fifty (50) percent or more units of W, I, or NC/NP shall be continued on progress probation.

A student on probation may be required to meet with a counselor to set up an Educational Plan, and is expected to participate in prescribed strategies and/or support services. The student will not be allowed to participate on any Palomar College team, in student government, in the Inter-Club Council, or serve as an officer in any campus organization. Probation status will be recorded on the student's permanent record.

**Removal from Probation**

A student on Academic Probation shall be removed from probation when the student's overall grade point average at Palomar College has improved to 2.0 or higher.

A student on Progress Probation shall be removed from probation when the percentage of units with entries of W, I, or NC/NP drops below fifty (50) percent.

**Dismissal****Academic Dismissal**

A student on Academic Probation shall be subject to dismissal if his/her overall and semester grade point average is less than 2.0 in all units attempted for three semesters.

**Progress Dismissal**

A student on Progress Probation shall be subject to dismissal if his/her overall and semester percentage of units with entries of W, I, or NC/NP reaches or exceeds fifty (50) percent for three semesters.

A student on dismissal status is ineligible to participate in any Palomar College classes or student activities until the requirements for reinstatement are fulfilled. Dismissal status will be recorded on the student's permanent record.

**Notification of Probation and Dismissal**

The Admissions and Records Office shall make every reasonable effort to notify a student of probation or dismissal at or near the beginning of the semester in

which it will take effect, but in any case, no later than the start of the next fall semester.

Upon notification of probation, the student will be required to meet with a counselor prior to the next registration period to set up an Educational Plan.

**Reinstatement Following Dismissal**

A student who has been dismissed may be reinstated when the student (a) does not attend for one semester; and (b) meets with a Palomar College counselor to determine whether the reasons that led to dismissal have been corrected sufficiently to enable improved performance.

Students who believe their dismissal status should be put aside must immediately petition the Academic Review Committee. Meet with a counselor to initiate the petition process.

**Financial Aid Disqualification/Ineligibility**

Current financial aid students will be disqualified from receiving financial aid if they fail to meet the Financial Aid Satisfactory Academic Progress Policy established by the Financial Aid & Scholarships Office in compliance with federal regulations. In addition, financial aid students will be disqualified automatically from receiving further financial aid when placed on Academic or Progress Probation by the College.

Potential financial aid students who are placed on Academic or Progress Probation by the College will be automatically ineligible for financial aid.

Students are advised that they may submit a Petition for Financial Aid to the Financial Aid & Scholarships Office. More detailed information on the Financial Aid Satisfactory Academic Progress Policy is also available.

**Veteran Disqualification**

For a veteran student, if the cause for probation has not been removed at the end of two consecutive semesters on academic or lack-of-progress probation, the Veterans' Services Office is required to notify the Department of Veterans Affairs (DVA). Please check with the Veterans' Services Office for details.

**Official Transcript and Verifications of Enrollment**

In the interest of the student who desires to continue studies elsewhere, upon request the College issues an official transcript. The transcript is a duly certified record of all work completed or undertaken by the student at Palomar College, which is forwarded directly to another institution designated by the student.

The first two transcripts and/or verifications of past semester enrollment ever issued to/for the student are furnished free of charge upon request. Additional transcripts and/or verifications may be obtained for a fee of three dollars (\$3.00) each, payable in advance to Palomar College. Rush service for transcripts and/or verifications of enrollment is available for an additional fee of \$5.00 each. Rush requests are processed within two (2) business days of receipt of written request for both pick-up and mail service. If requesting rush transcripts and/or verifications by mail, please write "Rush" on the outside of the envelope.

High school and college transcripts which are submitted by other institutions to the Records Office become the property of Palomar College and are not forwarded to other institutions.

Transcripts are sent only upon the written request of the student. Five to seven (5-7) business days are generally required for normal processing of transcripts. We cannot insure delivery of transcripts to the recipient. You will be charged for each transcript processed according to our records.

**Transfer Credits from Other Sources**

Palomar College is not the custodian of transcripts/test scores from other institutions. If you have not attended Palomar for one year, any records sent from other institutions will be destroyed.

**Credit from Other Colleges**

It is the policy of Palomar College to grant credit for most courses taken at regionally accredited (Associations of Colleges and Schools) institutions of higher learning. Credit earned at a time when an institution was a candidate for accreditation may be accepted. Official transcripts must be on file with the Records Office. Hand-carried official copies of transcripts are accepted provided they are received in sealed envelopes.

Transfer credits from institutions using the quarter system shall be evaluated as follows: each unit of work at a quarter system is equivalent to two-thirds of a semester unit (i.e. 3 quarter units equals 2 semester units).

**Non-Traditional Credit**

Non-traditional credit may be used to satisfy general education requirements, elective requirements, or major course requirements. A maximum combined total of 48 non-traditional units will be granted. Palomar College will not grant non-traditional credit for non-degree applicable course work.

**Advanced Placement Examinations (AP)**

Palomar College grants Advanced Placement (AP) credit toward its Associate in Arts degree, and CSU and IGETC certification patterns to high school students who attain scores of 3, 4, or 5 on the Advanced Placement Examinations of the College Board.

Students may earn 3 to 10 semester units of credit for each exam satisfactorily passed. See a counselor for specific information regarding the awarding of credit. Students intending to transfer to a four-year institution should consult a counselor or the individual university regarding its AP credit policy.

To receive credit, students must submit an official AP transcript to the Records Office. For information on obtaining a transcript, contact the College Board. Information is available on the web at <http://www.collegeboard.com>.

AP Exam	Score	Palomar Equivalent	CSUGE Area	IGETC Area*
Art History	3, 4, 5	ART 165, 166	C1	3A
Biology	3, 4, 5	BIOL 100	B2, B3	5B
Calculus AB	3, 4, 5	MATH 140	B4	2
Calculus BC	3, 4, 5	MATH 140, 141	B4	2
Chemistry	3, 4, 5	CHEM 110/110L	B1, B3	5A
Chinese Lang/Culture	3, 4, 5	+	C2	3B
Computer Sci A	3, 4, 5	CSIS 220	N/A	N/A
Computer Sci AB	3, 4, 5	CSIS 221	N/A	N/A
Economics, Macro	3, 4, 5	ECON 101	D2	4B
Economics, Micro	3, 4, 5	ECON 102	D2	4B
English Lang/Comp	3, 4, 5	ENG 100	A2	1A
English Lit/Comp	3, 4, 5	ENG 100, 205	A2, C2	1A or 3B
Environmental Sci	3, 4, 5	+	B1, B3	5A
French Language	3, 4, 5	FREN 201	C2	3B
French Literature@	5	FREN 210	C2	3B
Geography, Human	3, 4, 5	GEOG 105	D5	4E
German Language	3, 4, 5	GERM 201	C2	3B

Gov't & Politics, Comp	3, 4, 5	POSC 110	D8	4H
Gov't & Politics, U.S.	3, 4, 5	NE, Area D	D8	N/A
History, European	3, 4, 5	HIST 105, 106	D6	3B
History, U.S.	3, 4, 5	HIST 101, 102#	D6	4F
History, World	3, 4, 5	HIST 107, 108	D6	4F
Italian Lang/Culture	3, 4, 5	+	C2	3B
Japanese Lang/Culture	3, 4, 5	+	C2	3B
Latin Literature	3, 4, 5	NE, Area C	C2	N/A
Latin: Vergil	3, 4, 5	NE, Area C	C2	N/A
Music Theory	3, 4, 5	MUS 105	C1	N/A
Physics B	3, 4, 5	PHYS 110	B1, B3	5A
Physics C (Mech)	3, 4, 5	PHYS 120	B1, B3	5A
Physics C (Elec/Mag)	3, 4, 5	PHYS 121	B1, B3	5A
Psychology	3, 4, 5	PSYC 100	D9	4I
Spanish Language	3, 4, 5	SPAN 201	C2	3B
Spanish Literature@	5	SPAN 210	C2	3B
Statistics	3, 4, 5	MATH 120	B4	2

NE No Equivalent

\* A maximum of one course may be used for each AP exam on the IGETC

@ CSU awards 6 units of credit in Area C2 for a score of 3, 4, or 5; IGETC awards 5 units of credit in Area 3B for a score of 3, 4, or 5

# Must also satisfactorily complete POSC 120 in order to fulfill the American History and Institutions Requirement

+ AP Exam under review by the respective department. Please see a counselor for more information.

Please see a counselor for specific information regarding AP exam placement and credit awarded.

**College Level Examination Program (CLEP)**

Palomar College grants credit for successful completion of certain College Level Examination Program (CLEP) examinations to students who attain satisfactory scores. Credit is applied only toward the Associate in Arts degree.

Students may earn from 3 to 10 semester units of credit for each exam satisfactorily passed. See a counselor for specific information regarding the awarding of credit. Students intending to transfer to a four-year institution should consult a counselor or the individual university regarding its CLEP credit policy.

To receive credit, students must submit an official CLEP transcript to the Records Office. For information on obtaining a transcript, contact the College Board. Information is available at <http://www.collegeboard.com>.

CLEP Exam	Score	Palomar AA Credit
Accounting, Financial +	50	Elective
Algebra, College	50	Math Comp, Area A-2
American Government @	50	Area D
American Literature	50	Area C
Analyzing/Interpreting Literature	50	Area C
Biology (without lab)	50	Area B
Business Law, Introductory +	50	Elective
Calculus	50	Math Comp, Area A-2

CLEP Exam	Score	Palomar AA Credit	DSST Exam	Score	Palomar AA Credit
Chemistry (without lab)	50	Area B	Algebra, Fundamentals of College	47	Math Comp, Area A-2
Educational Psychology, Intro to +	50	Area D	Anthropology, General	47	Area D
English Composition, w/Essay	50	Area A-1	Art of the Western World	48	Area C
English Literature	50	Area C	Astronomy	48	Area B
French Lang, Level I	50	Area C	Business, Intro to	46	Area E
French Lang, Level II	62	Area C	Business Mathematics	48	Area A-2
German Lang, Level I	50	Area C	Computing, Intro to	45	Elective
German Lang, Level II	63	Area C	Counseling, Fundamentals of	45	Elective
Human Growth/Development	50	Area D	Criminal Justice	49	Area D
Humanities	50	Area C	Education, Foundations of	46	Elective
Info Systems/Computer Appl	50	Area A-2 or Area E	Environment and Humanity: The Race to Save the Planet	46	Area B
Macroeconomics, Principles of	50	Area D	Ethics in America	46	Area C
Management, Principles of +	50	Elective	Financial Accounting, Principles of	47	Elective
Marketing, Principles of +	50	Elective	Geography, Human/Cultural	48	Area D
Mathematics, College	50	Math Comp, Area A-2	Geology, Physical	46	Area B
Microeconomics, Principles of	50	Area D	Health, Here's to Your	48	Area E
Natural Sciences	50	Area B	Human Resource Management	46	Elective
Precalculus	50	Area A-2	Law Enforcement, Intro to	45	Area D
Psychology, Introductory	50	Area D	Lifespan Developmental Psyc	46	Area D
Social Sciences/History	50	Area D	Modern Middle East, Intro to	47	Area D
Sociology, Introductory	50	Area D	Organizational Behavior	48	Elective
Spanish Lang, Level I	50	Area C	Personal Finance	46	Area E
Spanish Lang, Level II	63	Area C	Physical Science I, Principles of	47	Area B
U.S. History I #	50	Area D	Public Speaking, Principles of	47	Area A-2
U.S. History II +	50	Area D	Statistics, Principles of	48	Math Comp, Area A-2
Western Civilization I	50	Area C	Supervision, Principles of	46	Elective
Western Civilization II	50	Area C	Vietnam War, A History of the	44	Area D
			Western Europe Since 1945	45	Area D
			World Religions, Intro to	48	Area C
			Writing, Technical	46	Elective

@ Combined with HIST 101 and POSC 120 will meet the AH&I requirement (grades of 'C' or better)

# Combined with HIST 102 or POSC 102 will meet the AH&I requirement

^ Combined with POSC 102 will meet the AH&I requirement

+ Elective credit articulated with Palomar course work may be used for Palomar majors

Please see a counselor for specific information regarding CLEP test placement and credit awarded.

### Defense Activity for Non-Traditional Education Support (DANTES)

Palomar College may award credit for successful completion of certain DANTES Subject Standardized Tests (DSST) to students who attain satisfactory scores. Credit is applied only toward the Associate in Arts degree.

The College is guided by the credit recommendations of the American Council on Education (ACE). To receive credit, students must submit an official DANTES transcript to the Records Office. For information on obtaining a transcript, visit the DANTES website. Information may be found at <http://www.dantes.doded.mil> under Examination Programs.

Please see a counselor for specific information regarding DANTES/DSST exam placement and credit awarded.

### International Baccalaureate Examinations (IB)

Palomar College may award International Baccalaureate Examination (IB) credit toward the Associate in Arts degree to high school students who attain a minimum score of 4 for some higher level exams. However, individual departments have the right to set scoring standards higher than the minimum and to determine course equivalency. Students intending to transfer to a four-year institution should consult a counselor or the individual university regarding its IB credit policy.

To receive credit, students must submit an official IB transcript to the Records Office.

IB Exam	Score	Palomar AA Credit
(Higher Level Exams only)		
Biology	5 – 7	Area B
Chemistry	4 – 7	Area B
Economics	4 – 7	Area D
English A I	5 – 7	Area A-I
French	5 – 7	Area C
German	5 – 7	Area C
History/Culture of the World	4 – 7	Area D
Latin	5 – 7	Area C
Spanish	5 – 7	Area C

Please see a counselor for specific information regarding IB exam placement and credit awarded.

### Military Service Schools

Palomar College may award credit for schools and training completed while in the military. Upon completion of 6 units at Palomar College, students may submit a "Request for Evaluation of Military Service Schools" form to the Evaluations Office in SSC-40. Credit awarded is applied only toward the Associate in Arts degree, usually as elective units. Completion of Basic Training (with a minimum of 181 days of continuous active duty) will meet the Health and Physical Education requirement for the AA degree.

Students may earn up to 48 semester units for military schooling and training. Credit is awarded for work satisfactorily completed at the lower-division baccalaureate and associate degree levels only. Students intending to transfer to a four-year institution should consult with the individual university regarding its military credit policy.

To receive credit, students must submit an official transcript to the Records Office. These may include the following: Sailor/Marine American Council on Education Registry Transcript (SMART); Army and American Council on Education Registry Transcript Service (AARTS); Community College of the Air Force (CCAF) transcript; official transcripts from DANTES/USAFI; or verified copies of DD214 or DD295 military records.

### Tech Prep

The Tech Prep program awards college credit to high school students who earn an A or B in career-related, "articulated" high school courses. An articulated course is one in which the high school teacher and Palomar College faculty have formally agreed that the high school's course outline, syllabus, textbook, and final exam are comparable to those in a course of the same major at Palomar College.

A Tech Prep student may earn a certificate or associate degree. Tech Prep programs also prepare students for further education leading to baccalaureate and advanced degrees, as well as for direct entry into the workplace as technically skilled employees.

For more information about Tech Prep and 2 + 2 high school course articulation programs contact the Palomar College Tech Prep Coordinator at (760) 744-1150, extension 3047, or in the Career and Technical Education Office in room AA-134.