

# STEPS TO YOUR SUCCESS AT CAÑADA

Admission -----	28
Assessment/Placement -----	29
Counseling -----	30
Registration -----	31
Grades and Academic Standing -----	32
Credit by Exam -----	34
Transcripts -----	35

## ADMISSION

*(Información en español está en la página 15.)*

The Enrollment Services staff assists students with the following services: application for admissions, registration in classes, transcript requests, readmission from dismissed status, evaluation for graduation with Associate of Arts (AA) or Associate in Science (AS) degree, evaluation for certificate programs, General Education certification for California State University, Intersegmental General Education Transfer Certification (IGETC), processing transfer credits from other colleges, enrollment verifications, veterans benefits, International Student (F-1) admissions, high school concurrent enrollment, and cross registration with CSU and UC Berkeley Concurrent Enrollment Programs.

### Eligibility Requirements

#### Residency Determination

A California resident, for purposes of attendance at a community college, is a person who is eligible to establish residence and who has maintained physical presence in the state for at least one year and one day immediately preceding the first day of classes with the intention of making California his or her home. The burden of proof to establish residence is on the student.

#### California Residents

Any California resident applying for admission to Cañada College must meet one of the following qualifications:

- Be a graduate of a high school.
- Be a non-high school graduate, 16 or 17 years of age, who has in his/her possession at the time of registration one of the following:
  - Formal certificate from California State Office of Education which indicates the student has passed the High School Proficiency Examination.
  - G.E.D., California High School Equivalency Certificate, with an average of 55 or above on all tests and a score of at least 50 on each test.
  - A formal, written document from the student's high school district indicating he/she is exempted from any further high school attendance.
- Be 18 years of age or older and, in the opinion of the President of Cañada College, be capable of profiting from the instruction offered.
- Be a 10th, 11th or 12th grade high school student whose admission is recommended by his/her high school principal and approved by the Director of Matriculation at Cañada.

#### Non-Residents

Out-of-state residents may qualify for admission to Cañada College by meeting the following requirements:

- Be a graduate of a high school.
- Be 18 years of age or older and, in the opinion of the President of Cañada, capable of profiting from the instruction offered.
- Have an academic record or test scores which indicate a potential for success in a college credit program.
- Be a non-high school graduate, 16 or 17 years of age, who has passed the California High School Proficiency Examination or completed the G.E.D. examination series with an average of 55 or more on all tests and a score of at least 50 on each test.

AB540 Law: Effective with the Spring 2002 term, certain non-residents may be exempted from paying non-resident tuition if they meet the following conditions:

- Attended California High School(s) for three years or more
- Graduated from a California High School or attained equivalency (ie. GED)
- File or will file an application with the INS to legalize status if an alien without lawful immigration status.

The "California Nonresident Tuition Exemption Request" form which is filed to make this evaluation can be accessed in the Enrollment Services Office or at the College website: [www.canadacollege.edu](http://www.canadacollege.edu).

#### International Student Program (F-1 Visa holders only)

This section pertains to residents of other countries who either possess or are seeking an F-1 student visa. Such individuals may qualify for admission to Cañada College by meeting the following requirements:

- Have completed the equivalent of an American High School education with satisfactory grades (normally a "C" or 2.0 average). Proof of equivalency is required at the time of application.
- Demonstrate sufficient command of English to profit from instruction at Cañada. A minimum T.O.E.F.L. score requirement is 480 on the paper based exam and 157 on the computer based exam. Individuals admitted as international students may be required to enroll in intensive English courses.
- Present evidence of necessary funds to pay tuition, fees, and all living expenses while attending Cañada. See pages 12-13 for information on enrollment and other required fees.
- Provide evidence prior to registration of medical and hospitalization insurance coverage or enroll in the plan provided for international students by the insurance carrier approved by the San Mateo County Community College District (SMCCCD). If a student carries his/her own insurance, the coverage must be equivalent to or greater than the amount provided by the SMCCCD plan.

International students are required to complete 12 units of coursework each semester in order to maintain full-time status.

Application for admission as an F-1 visa student must be made through the International Student Office. Special application deadlines apply. Call (650) 306-3494 for information. (Fax: 650-306-3113.)

Students who are legal residents of another country and who are in the United States temporarily on F-1 visas to study at another institution may be admitted as part-time students at Cañada College with the approval of their primary college. These students must present a letter of approval from a counselor or official of the other institution in order to attend Cañada College.

Residents of other countries holding types of temporary visas other than F-1 may also attend Cañada College provided the visa expiration date is not prior to the end of the semester of attendance. Some limitations to enrollment may apply.

Visit Cañada College's website, [www.canadacollege.edu](http://www.canadacollege.edu), to see the Schedule of Classes.

### Procedures to Enroll in Classes

Students applying to Cañada College who wish to enroll are required to:

1. Submit a completed Application for Admission to the Office of Enrollment Services. Application forms are available in the Schedule of Classes, supplied by Office of Enrollment Services, or available online at the college website.
2. Have official high school and college transcripts from all institutions they have attended mailed to the Cañada College Admis-

sions and Records Office. Students should bring copies of these transcripts with them when they meet with College Counselors.

3. Students who plan on completing a certificate program, an Associate degree, transfer to a university, or are undecided about specific educational goals are required to go through the College Matriculation Program to enroll in classes. This includes the following enrollment/matriculation steps after submitting the Application for Admission.
  - Complete Cañada College Placement Test/Assessment in English or ESL and Mathematics. The Placement Test schedule is listed in the Schedule of Classes.
  - Complete a College Orientation Program. Orientation options are listed in the Schedule of Classes.
  - Meet with a College Counselor/Advisor to discuss assessment results, educational goals, and select coursework.
  - Register for classes.
4. Students who indicate on the Application for Admissions that they are taking classes for personal enrichment and/or to acquire or enhance current job skills are exempt from the matriculation process listed above. Students exempt from matriculation receive in the mail appointments to register for classes.

Students planning to enroll in the Radiologic Technology program must file a separate application by April 1st for admissions to the program that starts the following fall term. This is in addition to the general “Application for Admission” required of all applicants to the College.

## ASSESSMENT/PLACEMENT TEST INFORMATION

The Assessment /Placement Test process is designed to assess students’ current academic skills and used to determine course placement in the areas of English, English as a Second Language, Reading, Writing, Mathematics and some computer and science courses. Assessment results are valid for two years. If students do not accept the course placement results they may retake the same placement test once within a two-year period.

Placement test scores and multiple measures information are used to place students in courses that are commensurate with current academic skills. Appropriate course placement and selection is essential to a successful college experience and important for academic development. The Cañada College English Placement Test calculates multiple measures criteria in the final scores and the results are used to verify English, Reading and Writing course prerequisites and subsequent placement. For placement into Mathematics courses, the score on the math placement test is reviewed with other measures as appropriate.

Students who are not currently enrolled should submit a completed College Application prior to taking the placement tests. Specific dates, times, and locations for testing are published in the Schedule of Classes and located on the College website. Pre-registration for placement tests is not required. Students must bring to testing sessions photo identification, the student identification number (or social security number), and #2 pencils. Placement tests begin promptly at the scheduled times and latecomers are not admitted. The English/Reading and ESL placement tests take approximately 2 hours to complete. The Mathematics test takes 1.5 hours to complete and calculators are not allowed.

### English/Reading Assessment Information

The English Placement Test is required for enrollment in English, Reading and Writing courses and it may be required to verify prerequisites

for other courses as well. Cañada College administers the Companion Reading Comprehension and the Companion Sentence Structure tests for English placement. A student may be exempt from the English Placement Test/Assessment if :

- A placement test in English/Reading was completed at Cañada College or CSM or Skyline College within the last two years and the results are available; or
- Transcripts from an accredited college or university in the United States are provided and indicate course work in English and Reading has been successfully completed with a grade of “C” or better (it is often necessary for students to provide catalog descriptions or course outlines of the coursework completed to verify the skill level of the course completed); or
- A copy of the College Board Advanced Placement (AP) test scores indicating completion of the English Language or English Literature test with a score of 3, 4, or 5 is provided.

To view example questions of the English Placement Test go to the College website and select the Online College Orientation.

### Math Assessment Information

The Math Placement Test is required for enrollment in Mathematics courses and many Computer Information and Science courses. Cañada College administers the Mathematics Diagnostic Testing Project (MDTP) instrument that includes four math level tests: Test #1 Algebra Readiness, Test #2 Elementary Algebra, Test #3 Intermediate Algebra, and Test #4 Precalculus. At the testing site, students select to complete the test which is commensurate with their math experience and knowledge. It is recommended that students review mathematics materials prior to taking the Math Placement Test. Local libraries or bookstores have math review books and materials or computer software to use for this purpose. To assist with the review process, Test #1 Algebra Readiness includes questions related to: integers, fractions, decimals, exponents, measurement of geometrical objects, percents, and geometry. Test #2 Elementary Algebra includes questions related to: arithmetic operations, polynomials, linear equations and inequalities, quadratic equations, graphing, rational expressions, exponents, square roots, and geometry. Test #3 Intermediate Algebra includes questions related to: elementary operations, rational expressions, exponents and radicals, linear equations and inequalities, quadratic polynomials, equations, and inequalities, graphing and coordinate geometry, logarithms and functions. Test #4 Precalculus includes questions related to: polynomial, trigonometric, logarithmic and exponential functions, rational expressions, exponents and radicals, linear equations and absolute values.

Students may be exempt from Mathematics Assessment if:

- A placement test in Mathematics was completed at Cañada College or CSM or Skyline College within the last two years and the results are available; or
- Transcripts from an accredited college or university in the United States are provided and indicate course work in Mathematics has been successfully completed with a grade of “C” or better (it is often necessary for students to provide catalog descriptions or course outlines of the coursework completed to verify the skills level of the course completed); or
- A copy of College Board Advanced Placement (AP) test scores indicating completion of the Calculus AB or BC test with a score of 3, 4, or 5 is provided.

## English as a Second Language (ESL) Assessment Information

The English as a Second Language (ESL) placement test is required for enrollment in English as a Second Language courses. Cañada College administers the Secondary Level English Proficiency Test for Reading Comprehension (SLEP Section II) and writing assessment.

## College Board Advanced Placement Test (AP) Policy

Cañada College grants credit toward the Associate Degree for all College Board Advanced Placement Tests on which a student scores 3 or higher. The credit may be subject credit, elective credit or credit toward general education requirements as determined by college evaluators. Students should send an official copy of AP results to the Office of Enrollment Services and consult with a College Counselor.

## THE COUNSELING CENTER: EDUCATIONAL, CAREER, AND TRANSFER SERVICES

*(Información en español está en la página 16.)*

All students who plan to complete a vocational certificate, an Associate degree, or to transfer to a university should meet regularly (at least once a semester) with a counselor. The Counseling Center, located in Building 5, Room 204, 306-3452, offers integrated services in the areas of educational counseling, career, and transfer information. Open Mondays through Fridays during the day and evening, the Center's hours of operation are posted on the door.

### Centralized Counseling Appointment System

Go to the Counseling Center to schedule an appointment to meet with a Cañada College counselor or call the Counseling Center appointment desk at 306-3452. All counseling appointments are scheduled at this location.

### Educational Counseling Services

Available to all Cañada College students, Educational Counseling Services are designed to: 1) help students make decisions and set educational and career goals; 2) provide academic program planning to complete certificate, associate degree, and/or university transfer programs; 3) help students evaluate current academic readiness and plan coursework to build skills; 4) assist students to connect with campus services and resources; 5) evaluate transcripts from other American colleges and universities for credit applied to certificates and degrees at Cañada College; 6) teach students about important skills, strategies, and techniques to enhance classroom and academic success; and 7) work with students to resolve personal concerns that may interfere with the ability to succeed.

Educational planning is an important part of the work that counselors and students do together. In this regard, counselors assist students to develop Student Educational Plans (SEPs). The SEPs map out, semester by semester, courses necessary to complete specific educational goals and objectives. Once the SEP is developed, students are expected to meet with a counselor at least once a semester to review the SEP, evaluate ongoing educational progress, and make any modifications necessary to stay on the path and successfully complete educational goals.

### Career Services

The primary goal of Career Services is to assist students to develop and carry out both short- and long-term employment and career goals. Services include: 1) a resource library of career exploration and job hunting books, videos, publications detailing preparatory education and training and labor market trends for career areas; 2) EUREKA, a computer based California career information system; and 3) students looking for employment can use binders, access career related websites, and use the computerized MONSTERTRAK services, a college targeted internet job site.

Career Services also offers students an opportunity to use assessment tools to enhance career exploration and study skill awareness. Students may use the following assessments for a nominal cost: The Myers-Briggs Type Indicator (MBTI), The Strong Interest Inventory (SII), and Study Behavior Inventory (SBI).

Career Services hosts career and job hunting workshops, employer recruiting, and other activities throughout the year. Drop by the Counseling Center for more information.

### Transfer Services

University transfer is the goal of many students who attend Cañada College. Students interested in transferring to a four-year college or university can use Transfer Services to research universities, majors, academic requirements, college costs, and other transfer issues. Resources include college catalogs, college directories and guides, videos, applications, articulation information, and access to PROJECT ASSIST, a self-guided site that provides general education, major, and course equivalency information.

Each semester Transfer Services invites representatives from colleges and universities to our campus to meet with students and discuss and evaluate transfer preparation. A variety of workshops take place in the Counseling Center on topics such as: Transfer Planning for the Freshman Student, How to Transfer to a CSU or UC Campus, How to Transfer to a Private/Independent College or University, How to Complete University Applications, Writing a Personal Essay for Transfer, Transfer and Financial Aid Opportunities, Guaranteed Admission Transfer Agreements, and more. Each fall semester Transfer Services hosts Transfer Day, an activity that provides the opportunity for students to gather information from different colleges and universities. The ultimate goal of Transfer Services is to assist community college students to meet their transfer goals! Located in the Counseling Center, the direct phone line to Transfer Services is 306-3372.

### Guaranteed Transfer Admission Programs

Colleges and universities offer programs in support of transfer admission. Some programs provide guaranteed admissions to students. Below view a list of Guaranteed Transfer Admission programs available at Cañada College and visit Transfer Services for more information!

- UC Davis—Transfer Admission Agreement (TAA Program)
- UC Santa Cruz—Guaranteed Admission for Transfer Entry (GATE)
- UC Riverside—Transfer Admission Guarantee (TAG Program)
- San Jose State University—Transfer Admission Agreement
- California State University, Monterey Bay—Transfer Admission Agreement
- University of Santa Clara—Transfer Admission Program
- Notre Dame de Namur University—Transfer Guarantee and Concurrent Enrollment Program

Cañada College participates in On-the-spot Admissions Programs with CSU Hayward, CSU Monterey Bay, San Francisco State University, CSU San Jose, Notre Dame de Namur University, and Menlo College.

### **Career and Life Planning Classes (CRER)**

Counseling faculty teach courses in career and life planning and personal development. These courses provide a framework for college success, and career and educational exploration and decision-making. First-time college students are strongly encouraged to take one or more of these classes.

### **Cooperative Admissions Program (CAP)**

The University of California, Berkeley's College of Letters and Science and Cañada College offer a Cooperative Admissions Program for students not admitted to UCB because of space limitation but who met the eligibility requirements for admission.

Provided they meet specified criteria, CAP students are guaranteed admission to UCB as juniors. Students are required to spend the first two years at Cañada College completing specific requirements for both their major at UC Berkeley and breadth requirements of the College of Letters and Science. For more information, students may call the Counseling Center at 306-3452.

### **Academic Planning**

Students are encouraged to meet with a College Counselor/Advisor on a regular basis (at least once a semester) to participate in academic planning. Counselors/Advisors are available throughout the academic year to 1) assist students to make decisions and set educational and career goals, 2) provide academic program planning to complete certificate, associate degree, and/or university transfer programs, 3) help students evaluate current academic readiness and plan coursework to build skills, 4) assist students to connect with campus services and resources, 5) evaluate transcripts from other American colleges and universities for credit applied to certificates and degrees at Cañada College, and 6) teach students about important skills and strategies to enhance classroom and academic success. Cañada College Counselors/Advisors are generalists and, as such, equipped to assist students with all Associate degree majors and certificates, and university transfer information and guidance.

A good relationship between a student and a counselor is essential. To this end, students may select the counselor/advisor with which they wish to work. Counseling/Advising services are available during day and evening hours. For more information or to schedule an appointment to meet with a counselor/advisor go to the Counseling Center, Building 5, Room 204, or phone (650) 306-3452.

Please note, the final responsibility for knowing college policy and procedures, college deadlines, program requirements and enrolling in appropriate courses rests with the student.

## **REGISTRATION**

*(Información en español está en la pagina 16.)*

### **Open Enrollment**

Every course offered at Cañada College (unless specifically exempted by legal statute) is open for enrollment and participation by any person who has been admitted to Cañada and who meets the prerequisites of the course, provided space is available.

### **Schedule of Classes**

Complete information regarding registration dates and procedures is published in the College Schedule of Classes for each semester. The schedules are available on the Cañada campus, in local high schools and Public Libraries, and on our web site: [www.canadacollege.edu](http://www.canadacollege.edu).

### **Online (WebSMART) and Touchtone phone (SMART)**

Computerized registration online or by telephone takes place prior to each semester. Students should refer to the printed Schedule of Classes or the Cañada website ([www.canadacollege.edu](http://www.canadacollege.edu)) for detailed procedures.

### **Program Changes**

Once registration has been completed, the student's program may be changed by the student via SMART or WebSMART through the second week of class. After the second week of classes, changes must be submitted to the Office of Enrollment Services by the student on an Add/Drop form. Students may use WebSMART the entire semester to register for short-term classes that begin after the start of the semester and to drop classes.

### **Courses With Overlapping Times**

Students may not register in two courses which meet at the same time or have overlapping times. Exceptions to this rule may be approved under circumstances of academic necessity (not scheduling convenience). In addition, approval requires submission of a documented plan describing how the student will make up missed class time under the instructor's supervision. Overlap exception forms are available in the Office of Enrollment Services.

### **Unit Load Limitations**

A normal load for a full-time student is 15 units. No student is permitted to take more than 9 units during the Summer Session or 19 units during the Fall and Spring semesters without special approval of the Director of Matriculation, Transfer and Articulation. Approval forms are available in Admissions and Records. Students working full time should limit their program to six or fewer units. Combinations of work and college study should be carefully discussed with the counselor.

A program of 12 or more units during Fall and Spring semesters, and 6 units during Summer session is considered full-time for athletic eligibility, financial aid, international students (F-1 visa), veterans benefits, Social Security benefits, and most other benefits which are dependent upon student enrollment status.

### **Course Repetition**

The Board of Trustees of the San Mateo County Community College District has adopted a policy (District Rules and Regulations, Section 6.12) which permits a student to repeat certain courses for credit a maximum of three times (total of four class enrollments) within the SMCCCD.

These courses require increasing levels of student performance or provide significantly different course content each subsequent semester. Such courses will be designated as "may be repeated for credit" in the course description. Courses which are not so designated may not be repeated under this policy. Further information about this policy is available from Cañada College counselors and Division Offices.

## Repetition of Courses for Legally Mandated Training

Student will be permitted to repeat courses indefinitely where repetition is needed for the student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. The grade received each time shall be included for purposes of calculating the student's grade point average. Students wishing to repeat courses must present documentation that course repetition is necessary to complete legally mandated training requirements.

## Audit Courses

In compliance with State regulations, Cañada has identified the following courses as audit courses: Art 207, 232; Danc 215, 350; Dram 300; Fitt 204, 215; Fren 803; Indv 164, 254; Mus. 304, 464; Team 115, 175. To register in a course as an auditor, the student must have taken the course on a credit basis for the maximum times allowable.

An auditor may register only after the Late Registration period has concluded, with the professor's signature on an Add/Drop form and on a space available basis. A \$15 per unit fee, the Health Services fee, and the Student Representation fee will be charged at the time of enrollment. Students enrolled in 10 units or more for credit can audit up to 3 units free. Students enrolling as auditors in variable unit classes must enroll in the maximum number of units available for a course.

# GRADES & ACADEMIC STANDING

## Grades

### Academic Record Symbols and Grade Point Average

Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student's grade point average. The highest grade shall receive four points, and the lowest grade shall receive zero points, using only the following evaluative symbols:

<i>Symbol</i>	<i>Definition</i>	<i>Grade Point</i>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
CR	Credit (satisfactory: C or better; units not counted in GPA)	
NC	No credit (less than satisfactory or failing; units not counted in GPA)	

The GPA (grade point average) is determined by dividing the total number of grade points earned by the total number of units attempted.

The following non-evaluative symbols are used at Cañada College:

### I-Incomplete

This symbol is used if academic work is not completed by end of term, unusual circumstances were a factor for the student not completing the coursework, and the instructor agrees to provide an extension for when that work can be submitted. The work to be completed and the time allowed for its completion shall be set forth by the instructor in a written record which the student agrees to and signs. The record indicates the grade to be assigned in lieu of removal. The student will receive a copy of the record. A copy of the record will also be filed with the Office

of Enrollment Services. A final grade will be assigned by the instructor when the outstanding academic work has been completed within the required period. The grade determined by the instructor will be entered in the permanent record.

An "Incomplete" must be made up within one year following the end of the term in which it was assigned. Established college procedures may be utilized to request a time extension in cases involving unusual circumstances. The "I" shall not be used in the computation of grade point average.

### IP-In Progress

This symbol is used in the permanent record of the student to confirm current enrollment and/or to indicate that the course extends beyond the normal end of the term. It indicates that work is in progress and that unit credit and a grade will be assigned when the course is completed. The "IP" shall not be used in the computation of grade point average.

### RD-Report Delayed

This symbol is used by the Office of Enrollment Services to indicate a delay in reporting the grade due to circumstances beyond the control of the student. It is replaced by a permanent symbol as soon that is made available. The "RD" shall not be used in the computation of grade point average.

### W-Withdrawal

Note: It is the responsibility of the student to withdraw from a class. The term "drop" is used to refer to a specific period at the beginning of a term whereby removing one-self from enrollment will result in no record of enrollment in the class for transcript purposes.

A student may drop from a semester length course during the first four weeks of instruction and no notation will be made on the academic record of the student. In courses of less than a regular semester duration, a student may drop prior to the completion of 30% of the period of instruction and no notation will be made on the academic record of the student.

A student may withdraw from a semester length course, whether passing or failing, at any time after the fourth week of instruction through the last day of the fourteenth week of instruction. A "W" symbol shall be noted on the student record. In courses of less than a regular semester duration, a student may withdraw from the 30% period of completion on instruction to the completion of 75% of the period of instruction. A "W" grade shall be noted on the student record.

### Late Withdrawal

The academic record of a student who remains in class beyond the time periods set forth above must reflect an authorized symbol other than "W". However, after the end of the fourteenth week (or after the 75% period of instruction for course less than semester length) withdrawal may be authorized in the case of extenuating circumstances. These are defined as verified cases of accident, illness or other circumstances beyond the control of the student. An approved withdrawal, under these conditions, shall be recorded as a "W". Petitions for late withdrawal may be obtained from the Office of Enrollment Services or at the college website: [www.canadacollege.edu](http://www.canadacollege.edu).

### MW-Military Withdrawal

Military withdrawal will be authorized when a student who is a member of an active or reserve U.S. Military Service unit receives orders compelling a withdrawal from courses. Upon verification of such orders, a notation of "MW" may be made on the student record. Military withdrawals are not counted in probation or dismissal calculations. Further information may be obtained by the Office of Enrollment Services.

Any student not following the established withdrawal procedures may be assigned an “F” or “NC” grade by the instructor.

#### Student Notification

If the student is on probation or in dismissed status, he/she will receive notification in writing at the end of the semester.

#### Grade Reports

Progress reports are available from the faculty at mid-semester. The mid-term deficiency notice is not made a part of a student’s permanent record; it is for information purposes only. After the end of the semester, the final grade report is available to the student through the SMART telephone system (see Schedule of Classes for SMART dates), and on Cañada’s web site: [www.canadacollege.edu](http://www.canadacollege.edu). A student may also make a request at the Office of Enrollment Services to have a copy mailed to them. The official final grade report becomes a part of the student’s permanent record.

#### Grade Option

Each division of the College may designate letter grade courses in which a student may elect to receive Credit/No Credit (i.e., Pass/Fail). Grade option courses allow students to explore various fields of study and to broaden their knowledge, particularly in fields outside their major, without jeopardizing their grade point average. Both methods of grading require the student to complete all assignments, exams, and/or class projects.

Students who elect the credit/no credit option are required to sign appropriate forms in the Office of Enrollment Services. This decision must be made within the first 30% of the class length and is irreversible.

Courses taken on a credit/no credit basis may or may not be applicable toward fulfillment of the major, the certificate or general education requirements. In addition, four-year colleges and universities vary widely in the number of units of “Credit” grades they will accept. Students should consult the catalog of the college to which they plan to transfer to determine what limitations apply.

The use of courses graded “Credit” to satisfy major or certificate requirements must be approved by the Division Dean, in consultation with members of the division faculty. A maximum of 12 units toward an associate degree or 6 units toward a certificate may be in grade-option courses in which a student has elected to receive a grade of “Credit.”

Each division of the College may also designate courses in which all students are evaluated on a credit/no credit basis only. “Credit” grades earned in these courses are exempt from the 12/6 unit maximum described in the paragraph above.

#### Final Grades and Grade Challenges

In the absence of mistake, fraud, bad faith, or incompetency, the determination of the student’s grade by the instructor shall be final once it has been filed and recorded by the Office of Enrollment Services.

An earned grade of A, B, C, D, F, W, CR, NC may be changed by the instructor within one year if a clerical error is determined to have been made in calculating the grade. Grades cannot be changed on the basis of a student completing course work after the assignment of the final grade.

Students who believe a grade was assigned incorrectly should first attempt to resolve the matter with the instructor; if unsuccessful, they should contact the Division Dean; and, finally, submit a petition to the Academic Standards Committee. Petitions are available at the Office of Enrollment Services.

#### Academic Standing

*Academic standing is based upon all coursework completed in the San Mateo County Community College District (includes Cañada, CSM, and Skyline).*

#### Scholastic Honors

A Dean’s List of Students who achieve academic honors is posted at the end of each semester containing the name of each student who has completed 12 units or more of work for a letter grade during that semester with a grade point average of 3.3 or higher. A Part-Time Students Dean’s List is for part-time students who have completed at least 12 units, completing at least 6 units and not more than 11.5 units within a term, and have earned a 3.3 GPA.

Academic honors are awarded at graduation to students who have attained a 3.3 cumulative grade point average in all coursework. High honors are awarded to students who have attained a 3.5 average or above.

#### Grade Point Deficiency

The Academic Standards Policy is based on a cumulative grade point average of “C”, the minimum standard of progress toward graduation or transfer.

All units and grade points are on a cumulative basis. At all times, a student must maintain a cumulative grade point total that is double the total units attempted (“C” average). If a student undertakes 12.5 units in one semester and 15.5 in a second semester, his or her cumulative units are 28, requiring a grade point level of 56. (Example:  $56/28=2.00$  GPA.)

Any grade point total less than twice the attempted units is regarded as deficient. (Example:  $55/28=1.96$  GPA)

Credit/No Credit courses will not affect a student’s grade point deficiency.

#### Academic Renewal

Up to 36 semester units of substandard course work (i.e., D, F, and NC) within a maximum of two semesters and one summer session which are not reflective of the student’s current demonstrated scholastic ability may be alleviated and disregarded in the computation of the grade point average under the following conditions:

1. A period of at least three years must have elapsed since the course work to be alleviated was completed.
2. A student seeking the alleviation must have since completed 9 units of course work with a 3.5 cumulative grade point average, **or** 15 units of course work with a 3.0 cumulative grade point average, **or** 21 units of course work with a 2.5 cumulative grade point average, **or** 24 units of course work with a 2.0 cumulative grade point average.
3. The substandard coursework to be alleviated must have been taken at Cañada College, College of San Mateo, or Skyline College. However, the course work upon which the application for alleviation is based may be completed at any college or university accredited by the Western Association of Schools and Colleges or an equivalent accrediting agency.

The academic renewal policy may be applied when alleviation of prior course work is necessary to qualify a student for financial aid or admission to a program or transfer to another institution or for completion of a certificate or degree program. To request Academic Renewal, a student must file a formal petition to the Office of Enrollment Services located in on the bottom floor of Building 8.

When academic course work is alleviated from the computation of the grade point average, the student’s permanent academic record shall be properly annotated in a manner to ensure that all entries are legible, providing a true and complete academic history.

#### Grade Alleviation

A student who has received a grade of D, F, or NC in a course may repeat the course once for purposes of grade alleviation. Upon satisfac-

tory completion of the repeated course (grade A, B, or C) the Office of Enrollment Services will use the grade of the repeated course in computation of the grade-point average. The original grade will remain on the transcript, but will no longer be computed in the grade-point average. Course repetition completed at the other two colleges of the San Mateo County Community College District will be honored; course repetition involving work completed at a non-district institution may be honored upon request. Students may apply for such consideration to the Office of Enrollment Services. Courses in which the student has received grades of A, B, C or CR are not subject to the provisions of this policy. Under unusual circumstances, a student may petition the Office of Matriculation for permission to repeat a course more than once.

Under special, educationally justifiable circumstances, repetition of credit courses other than those for which substandard work has been recorded may be permitted. The student must obtain prior written permission from the Office of Matriculation before such course repetition will be authorized. Grades awarded for courses repeated under this provision shall not be considered in calculating the student's grade point average and in no case will the unit value of the repeated course be counted more than once.

### Probation

A student is placed on academic probation using the following criteria:

*Academic probation based on grade point average:* A student who has attempted at least 12 semester units, as shown by the official cumulative record, shall be placed on academic probation if the student has earned a grade point average below 2.0 in all units which were graded on the basis of the grading scale (see page 32).

*Academic probation based on failure to maintain satisfactory progress:* A student who has enrolled in a total of at least 12 semester units, as shown by the official cumulative record, shall be placed on academic probation when the percentage of all enrolled units for which entries of W, I, and NC are recorded reaches or exceeds 50 percent.

The two probationary criteria described above will be applied in such a manner that a student may be placed on probation under either or both systems, and subsequently may be dismissed under either or both systems.

A semester in which a student completes an official "Leave of Absence" will not be included in the tabulation used to determine satisfactory academic progress as outlined above.

### Removal from Probation

A student placed on academic probation on the basis of grade point average shall be removed from probation when his/her cumulative grade point average is 2.0 or higher.

A student placed on academic probation on the basis of failure to maintain satisfactory progress shall be removed from probation when the percentage of units completed is at or above 50 percent.

### Dismissal

A student on probationary status shall be subject to dismissal if in any two subsequent semesters either or both of the following criteria are applicable:

- The student's cumulative grade point average is less than 1.75 in all units attempted.
- The cumulative total of units in which the student has been enrolled for which entries of "W," "I," and "NC" have been recorded reaches or exceeds 50 percent.

Normally, a dismissed student must remain out of day and evening classes for one semester before petitioning the Office of Enrollment Services for reinstatement.

A dismissed student may present a written appeal to the Academic Standards Committee requesting immediate reinstatement if dismissal has resulted from unusual circumstances. A registered student making such an appeal should remain in classes until the decision regarding reinstatement is made.

Students in **dismissed, probationary or reinstated** status must meet with a counselor for appropriate intervention.

### Attendance Regulations

Regular attendance in class and laboratory sessions is an obligation assumed by each student at the time of his/her registration. When a student fails to attend class, he/she misses the content of the session, and course continuity is lessened. When failure to attend class places a student's success in jeopardy, the instructor may drop the student from the class.

Total hours of absence which exceed twice the number of hours a class meets in a week define "excessive absence" as used by many instructors in dropping students for nonattendance. Instructors may, however, utilize stricter attendance requirements.

Absence due to participation in college-sponsored activities may be considered excused when the student informs the instructor in advance of the absence and makes up all work missed.

A student dropped from any class for nonattendance may appeal in writing to the Division Dean within five college calendar days of such a drop if the student thinks the absences should be excused, and reinstatement in class can be justified. Students may, with the permission of the instructor, remain in class while their appeal is being reviewed. A recommendation regarding the appeal will be forwarded to the instructor whose decision is final.

### Emergency Leave of Absence

A student who finds it necessary to withdraw from all enrolled courses at any time after registration must obtain a petition for semester leave of absence. This petition may be obtained from the Health Center if the emergency is of a medical nature. A petition for non-medical emergency leave of absence may be obtained from the Office of Enrollment Services. It is the student's responsibility to complete the petition process. The leave of absence shall only be used when verified circumstances beyond the student's control force a complete withdrawal from all courses. Withdrawals resulting from an approved leave will not be included in the determination of the student's academic progress.

A student absent 5 days or more with a medical problem should notify his/her instructor(s).

### Credit by Examination

A student who wishes to earn credit by examination must first receive written certification from the Office of Enrollment Services indicating that the following criteria have been met:

- The student is registered at Cañada and in good standing, with a GPA of 2.0 or better.
- The student can demonstrate that he/she is qualified, through previous training or instruction, to successfully complete such examination.
- The Division Dean, in consultation with faculty, will make the decision to offer or not offer the exam based upon: a) the availability of a faculty member to administer the exam, and b) an assessment of the student's readiness to take the exam.

- Only courses which transfer to four-year baccalaureate granting institutions are available for credit by exam (this excludes all 800 level courses and certain other courses), except for certain occupational program courses. Laboratory-based science courses and Cooperative Education courses are not available for credit by exam.
- Credit by examination is available only for courses listed in the Cañada College catalog.

Credit may be earned by examination provided that the examination has been approved or prepared, administered and graded by faculty and other designated authorities of Cañada College.

A maximum of 12 units toward an Associate Degree or 6 units toward a Certificate may be earned for courses for which credit has been earned by examination. Credits earned by examination cannot be used to satisfy the 12 unit residence requirement for the Associate Degree or Certificate of Completion.

A Letter grade or Credit/No Credit grade will be assigned upon successful completion of credit by examination, and the student's academic record shall be clearly annotated to reflect that credit has been earned by examination. A student may challenge a course for credit by examination only one time. Petitions for credit by exam may be obtained from the Office of Enrollment Services.

## Transcripts

Official transcripts will be sent to employers, colleges and other institutions upon a student's written request. Requests are generally processed within 3–5 working days from date received. Only courses taken at Cañada College, CSM, and/or Skyline appear on the transcript; transcripts from high schools and other colleges will not be forwarded. The first two transcripts are free. Each additional transcript costs \$3.00. Official transcripts given directly to the student may be opened only by the receiving institution.

Currently enrolled students who wish to have their academic records from other accredited institutions within the United States evaluated by the Office of Enrollment Services and have those units placed on their permanent record at Cañada College may do so by requesting their official transcript to be sent directly to the Office of Enrollment Services. Upper-division credits completed at a four-year college or university will not be accepted or counted toward an AA/AS Degree or Certificate at Cañada College. Lower division coursework completed at a college or university outside the United States will be considered for inclusion on a transfer student's record at Cañada College only after the transcript from the foreign institution has been evaluated by an approved agency which is able to provide a translation of the transcript, and a detailed report which includes subject breakdown, grades, upper or lower division, semester or quarter and number of units completed. Students should contact the Office of Enrollment Services for the names of approved agencies.

## Transferring within the District

Students may take classes at more than one of the San Mateo Community College District. Students may transfer from one College within the San Mateo County Community College District to another without penalty, although differences in curriculum offerings among the three colleges may exist. District students who transfer to one District College to another receive full credit for instruction completed at any of the SMCCD Colleges. Individual courses taken at a particular College within the District

that satisfy an area in the associate degree general education pattern, statutory, and/or specific area requirements shall be accepted by the other two District colleges as satisfying those same requirements.

Students who have completed the entire General Education pattern, basic competency, and statutory and specific area requirements at one District College shall be determined to have completely fulfilled all of those same areas for graduation at any of the District Colleges. Upon transferring to another District College, students shall be required to complete only those courses applicable toward the major for the Associate Degree or Certificate program. Students are expected to meet the major course requirements established by the College to which they have transferred that will issue the Associate degree or Certificate.

Students who have taken course work at more than one of the District's Colleges shall ordinarily be recommended for graduation from the College in which they have taken the majority of their course work.

## Units of Work and Credit

A "unit" of college credit usually represents one hour per week of lecture and approximately two hours per week of homework, or 3 hours per week of laboratory for semester-length courses.