

## Statement on Academic Freedom

The San Mateo County Community College District is dedicated to maintaining a climate of academic freedom encouraging the sharing and cultivation of a wide variety of viewpoints. Academic freedom expresses our belief in inquiry, informed debate and the search for truth; academic freedom is necessary in order to provide students with a variety of ideas, to encourage them to engage in critical thinking and to help them understand conflicting opinions.

Academic freedom encompasses the freedom to study, teach, and express ideas, including unpopular or controversial ones, without censorship or political restraint. Academic freedom, rather than being a license to do or say whatever one wishes, requires professional competence, open inquiry and rigorous attention to the pursuit of truth.

The District's faculty have the right to express their informed opinions which relate, directly or indirectly, to their professional activities, whether these opinions are expressed in the classroom, elsewhere on campus or at college-related functions. In a search for truth and in a context of reasoned academic debate, students also have the right to express their opinions and to question those presented by others.

Employment by the District does not in any way restrict or limit the First Amendment rights enjoyed by faculty as members of their communities. Faculty members are free to speak and write publicly on any issue, as long as they do not indicate they are speaking for the institution.

Protecting academic freedom is the responsibility of the college community. Therefore, in a climate of openness and mutual respect, free from distortion and doctrinal obligation, the District protects and encourages the exchange of ideas, including unpopular ones, which are presented in a spirit of free and open dialogue and constructive debate.

## Eligibility Requirements for Admission

Individuals interested in attending Cañada College must be admitted to the College before enrolling in any classes. In accordance with our open enrollment policy, anyone who is a high school graduate or 18 years of age or older, and is able to benefit from the instruction offered, is eligible to attend Cañada College. Individuals who are not high school graduates and are under the age of 18 may also attend Cañada if they have passed the High School Proficiency Examination or the General Education Development (GED) test.

## Residency Requirements

### 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 Dean of Counseling and Enrollment Services at Cañada.

### California Residency

It is not necessary to be a legal resident of California (as defined in the Education Code) in order to attend Cañada College. Students who have not been California residents for a full year before the opening day of a given term must pay a nonresident tuition fee in addition to the fees paid by California residents.

### 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)
- Filed or will file an application with the INS to legalize status.

The "California Nonresident Tuition Exemption Request" form which is filed to make this evaluation can be accessed in the Admissions and Records 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:

- Complete the International Student Application, available to download from the College web site (cannot apply on-line)
- Have completed the equivalent of an American High School education with satisfactory grades (Average of a "C" or 2.0 Grade Point Average). A copy of secondary/high school academic records or mark sheets 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, based on placement test results

- Submit a one page essay.
- Present evidence of necessary funds to pay tuition, fees, and all living expenses while attending Cañada. (See pages 10-11 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 (full-time) each semester in order to maintain F-1 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, except tourist (B2) visa, may also attend Cañada College.

Cañada College catalog and schedule of classes are available at the college website, [www.canadacollege.edu](http://www.canadacollege.edu).

## High School Students

Students attending high school as juniors or seniors may register concurrently for Cañada College classes with the approval of the Concurrent Enrollment Counselor. Interested students must submit an application and high school transcript.

Applications are available on the College website, from the Admissions and Records Office, or at local high schools.

Requirements for admission are as follows:

1. Enrolled as a junior or senior in high school.
2. High school grade point average of 2.0, a C.
3. Parent's permission to enroll.
4. Principal or designee's permission to enroll.

Cost for concurrent enrollment:

1. No enrollment, Student Representation, or health fee is charged for students taking less than 12 units.
2. Parking fees must be paid if parking a vehicle on campus.

Because of enrollment limitations, high school students may not be permitted to enroll in classes in certain impacted programs.

In special cases, with a high school principal's recommendation, high school freshmen and sophomores may be considered for admission under the procedure outlined above.

High school students will be admitted only into courses that have space available. The final decision for admission of any student to any class rests with Cañada College. Courses available to high school students under this program are not to supplant or eliminate any courses scheduled by a particular high school. The student will be required to fulfill necessary prerequisites for courses.

Students participating in the Concurrent Enrollment Program will receive college credit for all coursework successfully completed. Students may request that a transcript of all college coursework completed be sent to their high school registrar to be considered for credit toward high school graduation.

## Procedures for Admission

Prospective students must complete an Application for Admission available on the web at [www.canadacollege.edu](http://www.canadacollege.edu), in the Class Schedule, or on paper from the Admissions and Records Office. When the application has been submitted to the Admissions and Records Office, the next step(s) is/are below.

**New Students:** Unless exempt from Matriculation requirements (see Matriculation section for more information), complete the following tasks:

1. Take the College Placement Test. Contact the Counseling Office at (650) 306-3245, the Class Schedule, or the web for dates, times and locations for testing.
2. Attend an orientation or complete the orientation on the web.
3. Meet with a counselor for program planning. Bring a high school and/or college transcript for your counselor to review.

**Veterans:** Submit Form DD-214 to the Admissions and Records Office to receive educational benefits.

**Transfer students:** Meet with a counselor and provide prior transcripts to determine completion of prerequisite and/or graduation requirements.

For additional information contact the Admissions and Records Office at (650) 306-3226 or TDD/TTY (650) 306-3181.

## Revision of Regulations

Any regulation adopted by the administration of Cañada College or the San Mateo County Community College District will be considered an official ruling and will supersede regulations on the same subject which appears in this catalog and other official publications, provided that the new regulation has been officially announced and posted.

## Registration

### Steps to Enroll in Classes for New Students, Former Students, and New Transfer Students

*Si necesita ayuda en Español para entender el proceso de matriculation, presentese en la oficina de admission en el edificio #5 y pregunte por alguien que hable español. Sera nuestro placer servirle.*

## Matriculation

Matriculation is a state mandated process that describes a partnership that you, the student, and Cañada College agree to form for the purpose of realizing your individual educational goals. This partnership acknowledges responsibilities of both the College and YOU, the student, to reach those goals through established programs, policies and requirements currently in place.

Complete the matriculation steps prior to registration if you have one or more of the following educational goals:

- obtain a vocational certificate,
- obtain an Associate degree,
- transfer to a four-year college or university, or
- are undecided about your specific educational goals but are considering the above options.

You are exempt from matriculation if on your application you have indicated one of the following:

- have completed an Associate or higher degree, or
- have enrolled in classes for personal enrichment only and do not intend to earn a degree or certificate, or
- are primarily a student at another educational institution and taking courses at Cañada College to meet requirements of that institution.

If you are EXEMPT from matriculation, after your application is processed, you will receive in the mail an assigned date to register via WebSMART.

## Matriculation Steps

### Step #1 - Admissions:

Complete the Application for Admission located in the center insert of the schedule or apply online at <https://websmart.smccd.edu>.

After your Application for Admission has been processed, you will receive a Permit to Register to guide you through the remaining matriculation steps.

### Step #2 – Placement Tests/Assessment:

From the Placement Test Schedule, select a date to complete the testing requirement.

- Placement test results are valid for up to two years.
- Placement tests in English or English for Non-Native Speakers (ESL) and Mathematics are given to all new matriculating students.
- Placement tests are required for enrollment in English, English for Non-Native Speakers, and/or mathematics courses and any course that has an English, reading, or mathematics prerequisite.
- Placement tests are required for most of the Associate degree and university level courses.

You are automatically EXEMPT from taking the Placement Tests and may move directly to Step #3 if you fall into one of the following categories:

- Have taken the Placement Tests at Cañada College or CSM or Skyline College within the last two years and the test results are available.
- Are a former student or new transfer student from another accredited college in the United States and have completed course work

in Mathematics and/or English with a grade of “C” or better. (Bring unofficial transcripts or other evidence of grades to your counseling appointment to verify this exemption.)

- Can show evidence of completing the College Board Advanced Placement Test (AP) in English Language or in English Literature with a score of 3, 4, or 5.
- Can show evidence of completing the College Board Advanced Placement Test (AP) in Mathematics with a score of 3, 4, or 5.

Bring evidence of test scores or course completion to your counseling appointment described in Step #4.

### Step #3 – College Orientation

The College Orientation Program is REQUIRED and provides information about registration procedures, college policies, academic expectations, educational goals, and student services. Sign-up for an orientation session at the Counseling Center or call (650) 306-3452 OR complete the Online College Orientation: <http://canadacollege.edu/admissions/orientation.html>.

### Step #4 - Counseling

Meet with a Counselor to discuss your assessment results and select courses appropriate to your academic readiness and educational and career goals.

### Step #5 – Register for Classes

Return your completed Permit to Register to the Admissions and Records Office to receive an assigned registration date for your classes. Use WebSMART to register for your classes. Complete information regarding registration dates and procedures is published in the College Schedule of Classes.

After you have registered and paid for classes, you are officially enrolled at Cañada College. Be sure to attend the first class meeting. Work with your professors to meet the challenges and demands of each class. Use Counseling services regularly. At least once a semester, schedule an appointment to meet with a Counselor to 1) discuss progress toward your academic goals, 2) develop or update your Student Educational Plan (SEP), and 3) learn about important student services that enhance student success.

Matriculation waivers/exemptions: If you wish to request an exemption of any matriculation requirement, petitions are available in the Office of Admissions and Records. The Dean of Counseling and Enrollment Services reviews petitions, and applicants are notified of the status of the petition within five business days.

Students with a disability needing assistance with any part of the matriculation process should contact the Disabled Student Program at (650) 306-3490, TDD: (650) 306-3161.

## Program Changes

Once you have completed registration, you may change your program via WebSMART. Once a class has started, an authorization code is required and can be obtained from the instructor. 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 Admissions and Records Office.

## 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 Academic Standards Committee. Approval forms are available in the Admissions and Records Office. 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.

## Auditing of Courses

In compliance with State regulations, Cañada College has identified certain courses that may be audited. 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 \$15.00 per unit fee, the Health Services fee, and the Student Representative fee will be charged at the time of enrollment.

Students enrolling as auditors in variable unit classes must enroll in the maximum number of units available for a course.

## Fees

The fees listed in this Catalog are those in effect at the time of publication. Fees are subject to change at any time by action of Federal or State statute, the Board of Governors of the California Community Colleges, or the San Mateo County Community College District Board of Trustees. A list of fees is published in each semester's Class Schedule and is available on WebSMART and in this Catalog under Fees.

### Enrollment Fee

A state-mandated enrollment fee of \$26 per unit is payable by all students. The enrollment fee is calculated each semester based upon the student's combined enrollments at Cañada College, Skyline College, and/or the College of San Mateo.

The Board of Governors of the California Community Colleges has established a fee waiver program to help students pay the enrollment fee. Information on eligibility requirements, application deadlines, and application forms are available in the Financial Aid Office, in the Class Schedule, and on WebSMART under "Financial Aid Forms."

Students classified as nonresidents of the State of California must pay an additional Nonresident fee. (See details under "Nonresident Tuition Fee.")

### Health Services Fee

All students, except high school students or those registering exclusively for Saturday, Sunday, or off-campus courses, are required to pay a \$13 Health Services Fee each semester for day or evening classes, or \$10 for each summer session. This fee provides campus health services and medical coverage for injuries incurred while the student is on campus or attending an off-campus, College-sponsored event.

Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization may be exempted from paying the Health Services Fee. A petition for a Health Services Fee exemption may be obtained from the Admissions and Records Office, Building 8, Room 215, or by calling (650) 306-3226.

### Student Representation Fee

The Student Representation Fee of \$1 per student per semester was established by an election of the student body of Cañada College. Under applicable provisions of the California Education Code, the students established the fee by a two-thirds majority of the students who voted in the election. The money collected through the Student Representation Fee will be expended to provide support for students or their representatives who may be stating their positions and viewpoints before city, county and district government, as well as before offices and agencies of local, State, and Federal governments. A student has the right to refuse to pay the Student Representation Fee for religious, political, moral or financial reasons. The fee is not covered by the California Community Colleges Board of Governors Waiver (BOGW) via financial aid and is not refundable unless an action of the College prevents the student from attending. A petition for a Student Representative Fee exemption may be obtained from the Cashier's Office, Building 8, Room 215, or by calling (650) 306-3226.

**Nonresident Tuition Fee**

Students who do not qualify as California residents as determined by the California Education Code must pay Nonresident Tuition fees. Refer to the Class Schedule or the Fees link on the Cañada College homepage for the current fee rate. The Office of Admissions and Records determines residency status at the time of admission. Refer to the "Residency Requirements" section of this Catalog for more information.

International (F-1 Visa) students pay the Nonresident Tuition plus a nominal capital outlay fee (in addition to the Enrollment fee).

**International Student (F-1 Visa) Health Insurance**

Required of international students that do not have the required level of private health insurance.

**Student Body Fee (optional)**

The voluntary Student Body Fee is \$8 per semester (Fall and Spring only) payable at the time of registration on WebSMART or at the Cashier's Office. Students who pay the fee receive an Associated Student Body ID Card which entitles them to special discounts at local businesses, movie theaters, shops, restaurants, and on-campus athletic events. Funds collected also help support student activities, services and scholarships. Students must contact the Student Activities Office for removal or reimbursement of charge if they choose not to pay.

**Parking Fee**

All persons driving an automobile, truck or van who utilize campus parking facilities during scheduled class hours and final examination periods are required to pay a parking permit fee (motorcycles are excluded if parked in designated motorcycle parking). Students enrolled exclusively in weekend or off-campus classes are exempt. The parking fee is \$30.00 for fall and spring semesters and \$20.00 for the summer session. These fees are nonrefundable except by action of the College. Parking permits may be transferred from one vehicle to another. One replacement permit may be purchased for \$20.00 if the initial permit is lost or stolen.

One-day parking permits are available for \$1.00 per day (in quarters only) from coin operated parking permit dispensers.

Students may pay for their parking permits at the time of WebSMART registration, or in person at the Cashier's Office, Bldg. 8, Administration. The permit, once purchased, may be obtained at the Cashier's Office.

Students must park in Student lots only. All Staff lots are reserved for staff only. Please refer to the campus map for parking lot locations. While parking in Cañada College campus parking lots, students must obey all campus, local and state regulations.

At the beginning of each term, a grace period of two weeks (one week for summer session) will be in effect in student parking lots only. The grace period does not apply to staff and metered lots and other restricted areas.

Parking spaces are available on a first-come, first-served basis. Therefore, a parking permit is not a guarantee of a parking space. Cañada College and the San Mateo County Community College District do not accept liability for vandalism, theft or accidents. Use of campus parking facilities is at the user's risk. However, any such incidents should be reported to the Campus Security Office, Bldg. 13, Room 28, (650) 306-3420.

**Disabled Student Parking**

Physically disabled students who drive vehicles to campus must have a state-issued DMV placard. This placard allows parking in designated disabled parking spaces on campus. Students must purchase a student parking permit issued through Cañada College Cashier's Office. Students with temporary ambulatory disabilities who do not have a placard may receive special parking consideration by contacting DSPS, Bldg. 5, Room 207 or by calling (650) 306-3259, TDD: (650) 306-3161.

**Audit Fee**

An appropriate per unit audit fee will be assessed at time of registration. See "Auditing of Courses" section in this Catalog for further information.

**Transcript Fee**

An official transcript summarizing a student's complete academic record of course work taken at Cañada College, College of San Mateo, and Skyline College will be sent directly to colleges, employers, and other agencies upon written request by the student. Transcripts from high schools and other colleges will not be forwarded. There is no fee for the first two transcripts requested. There is a \$5 fee for each additional transcript requested. Express Service, usually within twenty-four hours or less, is available for an additional \$10. Contact the Admissions and Records Office for additional information.

**Returned Check Fee**

\$10 per returned check.

**Materials Fee**

Required in certain classes in which required materials are provided to students. Fees typically range from \$2-8 per class.

**Payment of Fees**

Fees may be paid in any of the following ways:

- By credit card (using Visa, MasterCard, American Express or Discover) via WebSMART at <http://WebSMART.smccd.net>
- By mailing a check or money order to the Cashier's Office, Building 8, Administration
- In person at the Cashier's Office, Building 8, Administration

**Holds on Student Records**

A hold will be placed on a student's record by the Business Office for fees and any other financial obligations owed to Cañada College, College of San Mateo, and/or Skyline College. Educational records will not be released, including transcripts, certificates, and degrees, while an outstanding balance remains on their account.

**Fines**

Fines are assessed for failure to comply promptly with library and other campus regulations, and students are required to pay for careless or unnecessary damage to College property. Students delinquent in their financial obligations to the College may not receive grade reports or other records of their work until such delinquencies have been adjusted to the satisfaction of the college authorities.

**Refund Policies**

Enrollment fees shall be refunded in accordance with the following guidelines:

**Prior to the First Day of Instruction**

- Students dropping all classes will receive full credit toward future registration fees for the amount of all fees paid. A \$10 processing fee (plus an addition \$50 processing fee for non-resident students and F-1 Visa international students) will be retained by the College if a refund is issued to the student.
- If a parking permit has been issued, it must be returned to the Business Office before a credit or refund of the Parking Fee will be processed.

**On or After the First Day of Instruction**

- **Enrollment Fee/ Nonresident Tuition**  
Students will receive full enrollment fee and non-resident tuition credit toward future registration fees if they reduce their program or officially drop from all courses within the first 10% of the period of instruction of their courses. Students who officially drop from all courses and request a refund will be subject to a \$10 processing fee. An additional \$50 processing fee will be retained by the College for non-resident and F-1 Visa international students who request a refund. (Example: If a course has 12 meetings, 10% of 12 = 1.2. The College will round up to 2.0. Therefore, to be eligible for a credit or refund, the student must drop no later than the end of the day of the second class meeting.)
- **Variable Unit Courses**  
No Enrollment Fee or Nonresident Tuition refund or credit will be available to students enrolled in variable unit courses who earn fewer units of credit than the number for which they originally registered. Students earning additional units will be charged accordingly.
- **Health Services and Parking Fees**  
Students will receive a full refund through the second week of instruction for semester-length classes and through the first 10% of the instructional period for students enrolled in less than semester-length classes.
- **Student Body Fee**  
Students will receive a full refund upon request and within the published deadlines listed in the Schedule of Classes.
- **Student Representation Fee**  
The Student Representation Fee will be waived for students who refuse to pay for religious, political, moral, or financial reasons. This waiver must be submitted in writing within the first 10% of the period of instruction of the course(s).

Credit balances remain on student accounts for a maximum of five (5) years. A student may either choose to maintain a credit balance on account or contact the Business Office to arrange for a refund. Refunds are NOT issued automatically. Fees paid by personal check will require 30 days for bank clearance before refunds can be processed. To be eligible for a refund/credit, a student must officially drop from a course. Student records are automatically held until all debts to the District colleges have been cleared.

## Grades & Academic Standing

### Academic Record Symbols (Grades) 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:

Symbol	Definition	Grade Point
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 Admissions and Records Office. 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 Admissions and Records Office 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 as the grade 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. Any student not following the established withdrawal procedures may be assigned an “F” or “NC” grade by the instructor.

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 a 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 Admissions and Records Office 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 at the Admissions and Records Office.

## **Grade Reports**

After the end of the semester, the final grade report is available to students through Cañada’s web site: [www.canadacollege.edu](http://www.canadacollege.edu). Students may also make a request at the Admissions and Records Office 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 have designated 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 Admissions and Records Office. 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 Admissions and Records Office.

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 Vice President of Instruction. Petitions are available at the Admissions and Records Office.

## **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.

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.

### 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 satisfactory completion of the repeated course (grade A, B, or C) the Admissions and Records Office 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 Admissions and Records Office. 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 Academic Standards Committee 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 Academic Standards Committee 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.

### Academic Renewal Policy

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, and
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, and
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 Admissions and Records Office 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.

### 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 12).

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.

The student is required to complete a Petition for Reinstatement each semester until GPA reaches 2.0, or successful completion of classes reaches over 50%, or both of the above.

### Dismissal

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

- a. The student’s cumulative grade point average is less than 1.75 in all units attempted.
- b. 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.

A student in dismissal status must meet with a counselor in the Student Success Program in order to be reinstated to the College and allowed to enroll in classes. The Student Success Program consists of a workshop and meeting with a counselor during the semester. Normally, students in dismissal status are restricted to a certain number of units. The student must demonstrate academic progress during the semester after reinstatement in order to enroll in subsequent semesters. Students who wish to waive the Student Success Program requirements must receive approval from a counselor or the Dean of Counseling and Enrollment Services.

### Credit by Examination

A student who wishes to earn credit by examination must first receive written certification from the Admissions and Records Office 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.
- 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 Admissions and Records Office.

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.

### Prerequisites, Corequisites, and Recommended Preparation

The Board of Trustees of the San Mateo County Community College District allows colleges to establish prerequisites, corequisites, and recommended preparation for courses and educational programs. Prerequisites and corequisites must be determined to be necessary and appropriate and must be established in line with Title 5 regulations in the California Administrative Code.

A prerequisite is a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course

or program. Prerequisites are so designated in course descriptions in this Catalog.

A corequisite is a course that a student is required to take simultaneously in order to enroll in another course. Corequisites are so designated in course descriptions in this Catalog.

Advisories or recommended preparation for a course or program is a condition that a student is advised, but not required, to meet before or in conjunction with enrollment. Advisories are designated as "recommended" in course descriptions in this Catalog.

Students who wish to challenge a prerequisite or corequisite must complete a Petition to Challenge a Prerequisite form. Petitions are available from Admissions and Records, Building 8; or the Cañada College website at [www.canadacollege.edu](http://www.canadacollege.edu).

### Prerequisite Checking and Enrollment blocks

The San Mateo County Community College District enforces all prerequisite and corequisite requirements. Some prerequisites are subject to computerized prerequisite checking and student who have not met the prerequisites are blocked from enrolling in the course. Students may be dropped from a course for not meeting the prerequisite requirements.

### 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. Students should send an official copy of AP results to the Admissions and Records Office and consult with a College Counselor. See pages 36-37 for more information.

### 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 \$5.00. 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 Admissions and Records Office 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 Admissions and Records Office. 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 Admissions and Records Office 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 also 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 from 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.



## Student Rights, Responsibilities and Records

### Privacy Rights of Students

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. These rights include the following:

1. The right to inspect and review the Student's education records within 45 days of the day the College receives a request for access. Students should submit to the Dean of Counseling and Enrollment Services, a written request that identifies the record(s) they wish to inspect. The Dean will make arrangements for access and notify the student of the time and place where the record(s) may be inspected.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the Dean of Counseling and Enrollment Services for the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right of a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

The Act provides that the College may release certain types of "Directory Information" unless the student submits a request in writing to the Admissions and Records Office that certain or all such information not be released without his/her consent. Currently enrolled students may request that "Directory Information" be withheld by notifying the Admissions and Records Office in writing each term or semester. Such requests must be submitted within two weeks after the first day of instruction.

"Directory Information" at the College includes: (1) student's name and city of residence, (2) participation in recognized activities and sports, (3) dates of enrollment, (4) degrees and awards received, (5) the most recent previous educational agency or institution attended, and (6) height and weight of members of athletic teams.