

ACADEMIC POLICIES and GRADING CRITERIA

Code of Student Rights and Responsibilities

The principle of personal honor is the basis for student conduct. The honor system rests on the sincere belief that the college student is mature and self-respecting and can be relied upon to act as a responsible and ethical member of society. Each student is obligated to observe the College Code of Student Rights and Responsibilities, both on campus and at college-sponsored events away from campus.

The California Education Code (Section 66300) requires that each public institution of higher education adopt specific rules and regulations governing student behavior. Such a document has been prepared and is made available to all students at the time of registration, in the Student Handbook, or may be obtained from the Counseling Center. Included in this document are the standards of student conduct, applicable penalties for violations and the guarantees of due process in any disciplinary proceedings. All matters pertaining to student conduct should be referred to the Vice President of Student Services.

Plagiarism and Cheating

The Academic Senate of Cerro Coso Community College enforces the District Policy 4F8G as the following:

Every instructor has the responsibility and authority for dealing with such instances of cheating and plagiarism as may occur in class. An instructor who determines that a student has cheated or plagiarized has a range of many options, which may be as severe as giving the student a failing grade for the course. Furthermore, the student may face other penalties as stated in the college's Student Conduct Policy. Finally, it must be understood that a student who knowingly aids in another student's cheating, e.g., permitting the other student to copy a paper or examination question, is as guilty as the other of the offense. A student charged with cheating or plagiarism is entitled to appeal that charge by means of the college's Student Conduct Policies and Procedures.

Academic Freedom

The district, the colleges, and unit members will adhere to the following in regard to academic freedom:

1. Education in a democracy depends upon earnest and unceasing pursuit of truth.
2. Faculty members shall be free to exercise academic freedom, including freedom of investigation, freedom of discussion in the classroom, freedom to select texts and other instructional materials, freedom of assignment of instructional exercises, and freedom of evaluation of student efforts.
3. Faculty members acknowledge that in the exercise of academic freedom they have a responsibility to be accurate and comprehensive in making reports, to be fair-minded in making interpretations and judgments, to respect the freedoms of other persons, to exclude irrelevant matters from classroom discussions and instructional exercises, and to make appropriate distinctions between statements of fact made as faculty subject matter specialists and opinions made as private citizens.
4. The college recognizes the fundamental right of the faculty member to be free from any censorship or restraint which might interfere with the faculty member's obligation to pursue truth and maintain his/her intellectual integrity in the performance of his/her teaching functions.

Student Complaint Procedures

This document is a summary of the student complaint procedures approved for the colleges of the Kern Community College District by the District Board of Trustees. For a complete copy of these procedures, please contact the Office of the Vice President of Student Services at the Indian Wells Valley campus (760) 384-6249.

The Student Complaint Procedures are established so that students can resolve difficulties or problems encountered in College-related activities. Student complaints are taken seriously. Therefore, they must be of a compelling, substantive, and verifiable nature.

Repeated filings of the same complaint, filings of a frivolous nature, or capricious complaints against school personnel will be considered abuse of the student complaint process and such filings will be referred to the College President.

The Student Complaint Procedures detailed below apply to:

- ◆ Course Content
- ◆ Access to classes
- ◆ Verbal or physical abuse by faculty, staff, or students
- ◆ Faculty Member's refusal to confer with student(s)
- ◆ Harassment, other than sexual harassment

These procedures do NOT apply to student complaints involving:

- ◆ Student code of conduct issues
- ◆ Assignment of grades
- ◆ Discrimination
- ◆ Sexual Harassment

This policy does NOT apply to allegations of discrimination based on race, color, national origin, gender (including sexual harassment), disability or age in any of its policies, procedures, or practices, in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color or national origin), Title IX of the Education Amendments of 1972 (pertaining to gender), Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (pertaining to disability) and the Age Discrimination Act of 1975 (pertaining to age). For complaints of this nature, please refer to the Notice of Non-Discrimination.

For complaints regarding assignment of grades students are to contact the Vice President of Academic Affairs. For all other issues use the following process.

Informal Complaint Process

Prior to filing a written complaint, and within ten (10) instructional days of the incident leading to the complaint, student(s) should attempt to resolve the issue by contacting the staff or faculty member involved. If the student(s) are hesitant to communicate directly with the staff or faculty member, they can enlist the assistance of the faculty chair** to facilitate and mediate the process. If the attempt is not feasible or does not resolve the problem, the student(s) may initiate Level I action. Complaints may not be filed after ninety (90) instructional days from the date of the incident leading to the complaint.

Level I

Student(s) choosing to file a formal complaint may do so by obtaining a Level I "Initial Student Complaint Form" from the Office of the Vice President of Student Services or the immediate supervisor.*** The form must be completed and submitted to both the immediate supervisor AND to the Office of the Vice President of Student Services. Within ten (10) instructional days of notice of the occurrence of the alleged incident, the immediate supervisor will make an appointment to meet with the student(s) to attempt to resolve the issue in a satisfactory manner. Subsequent to the meeting, the immediate supervisor shall meet and confer with the staff or faculty member(s) involved in an effort to resolve the complaint.

After meeting with the student(s) and staff member(s), the immediate supervisor shall notify the parties involved of the suggestion for resolution by documenting it on the Level I "Information /Disposition Form" and submitting copies to the complainant(s), the staff or faculty member, AND to the Office of the Vice President of Student Services, to be maintained on file. If the complaint is not resolved to the complainant's satisfaction, the complainant may, within ten (10) instructional days of the decision, file with the Office of the Vice President of Student Services a request to move the complaint to Level II.

- ◆ If the complainant fails to appear for the scheduled appointment, the Level I complaint process shall be terminated and the complainant shall have no further recourse.
- ◆ At the written request of the student(s), action on the complaint may be delayed until the term of the class is completed. In this event, the Vice President of Student Services may delay any further action on the complaint until the following semester.
- ◆ In the event of a group complaint, at most two (2) students shall be chosen to carry the complaint forward.

Level II

Under certain circumstances, and in the interest of fairness to all parties, the immediate supervisor may refer the complaint to Level II immediately. All parties shall be notified when the referral has been made.

If the complainant(s) choose(s) to move the complaint to Level II, a "Request to Appeal the Level I Recommendation" form* must be used. Within ten (10) instructional days of receiving the written request from either the immediate supervisor or the student(s), the appropriate administrator shall investigate the allegations and convene a conference of the student(s), the staff or faculty member(s), and the staff member(s) immediate supervisor.

The student(s) bringing the complaint and the staff or faculty member(s) against whom the complaint was made must be present at this conference. Under compelling circumstances, this meeting may employ teleconferencing. At this meeting, an attempt will be made to resolve the issue(s) and agree upon the remedy.

Following the Level II conference, the appropriate administrator shall, within five (5) instructional days, provide a written decision and the basis for the decision. Copies of the decision shall be sent to the student(s), the staff or faculty member(s), the immediate supervisor, and filed in the Office of the Vice President of Student Services. The student(s) bringing the complaint and/or the staff or faculty member(s) against whom the complaint was made may challenge the Level II decision by proceeding to Level III.

All Level II conferences shall be electronically recorded by the appropriate administrator. These recordings shall be the exclusive property of the College/District and shall become part of the complaint file.

If a complaint is filed within the last thirty (30) instructional days of the semester or the last ten (10) instructional days of summer school, the Vice President of Student Services may delay any further action until the next academic term.

If the complainant fails to appear at this conference, except for good cause, the Level II complaint shall be terminated, and the complainant shall have no further recourse.

Level III

If the student(s) and/or the staff or faculty member(s) challenge(s) the Level II decision, a written appeal must be filed on the "Request to Appeal the Level II Recommendation" form* within ten (10) instructional days of notification of the Level II decision. This Level III appeal shall be filed in the Office of the Vice President of Student Services.

The purpose of the Level III is to make one final attempt to resolve the issues to the satisfaction of the parties involved. To that end, the Vice President of Student Services shall, within ten (10) instructional days of receiving the

referral assemble the complainant(s), the staff or faculty member(s), and the appropriate administrator from Level II, and the immediate supervisor.

If the Vice President is able to resolve the difference(s)/complaint(s), such resolution shall be written down and signed by all parties involved. This resolution shall become part of the file and copies shall be made available to all parties. If, however, the Vice President is unable to resolve the difference(s)/complaint(s) a Hearing Panel shall be assembled within ten (10) instructional days for that determination. The Hearing Panel shall be provided with procedural guidelines and answers to frequently asked questions. The Hearing Panel shall make its recommendations(s) based on the "preponderance of evidence" available at the time of the hearing and relevant to the allegations filed at Levels I and II. The recommendation(s) shall be forwarded to the College President who shall render a decision. The decision shall be communicated in writing to all parties. The decision of the College President is final.

This hearing shall be electronically recorded by the Vice President. These recordings shall be the exclusive property of the College/District and shall become part of the complaint file.

COMPOSITION OF THE LEVEL III HEARING PANEL (The Standing Committee)

A Level III Standing Committee shall be composed of eight (8) members. Members shall be appointed each August as follows:

- ◆ Two (2) administrators—appointed by the college President
- ◆ Two (2) faculty members—appointed by the Academic Senate President
- ◆ Two (2) students appointed by the Associated Student Body President
- ◆ Two (2) classified staff members appointed by the CSEA or Classified Senate President.
- ◆ The non-voting Chair of the Hearing Panel, (not a Standing Committee member) shall be appointed by the College President.

Individual Level III Hearing Panels will be composed of selected members of the Standing Committee and an ad-hoc member as follows:

If the complaint is against a faculty member, the Hearing Panel shall be:

- ◆ Two (2) faculty members,
- ◆ One (1) student, one (1) administrator, and
- ◆ One (1) ad-hoc voting member appointed by the Academic Senate President.

If the complaint is against an administrator, the Hearing Panel shall be:

- ◆ Two (2) administrators
- ◆ One (1) student
- ◆ One (1) classified staff member
- ◆ One (1) ad-hoc voting member appointed by the College President

If the complaint is against a classified staff member, the Hearing Panel shall be:

- ◆ Two (2) classified staff member,
- ◆ One (1) administrator,
- ◆ One (1) student, and
- ◆ One (1) ad-hoc voting member appointed by the CSEA or Classified Senate President.

The Vice President of Student Services shall be responsible for the administration of the Student Complaint Policy. (KCCD 4F10)

* All forms can be obtained through the Office of the Vice President of Student Services unless otherwise noted.

**A list of faculty chairs can be provided through the Office of the Vice President of Academic Affairs.

***In the case of faculty complaints students contact the department's faculty chair for the Level I complaint. In the case of complaints against staff or administrators students contact the staff member's direct supervisor.

Attendance Requirements

Regular and prompt class attendance is expected of every student. A student's absence means that the student is not able to participate in the class.

Only approved college activities (e.g., field trips, college sponsored conferences, athletic events for the specific athletes) are deemed excused absences for which the student has the right to make up work. Instructors have the right to set their own make-up policy, if any, for missed work due to other types of absence.

While it is the final responsibility of the student to drop a class that she/he is no longer attending, instructors may at their discretion drop students without consultation with the student when unexcused absences accumulate to number the equivalent of two weeks or exceed 10% of the total hours of class sessions, up to the 10th week of the semester or the 60% date of the enrolled course. No student may be dropped from any class after the 10th week. Students will be assigned the appropriate letter grade.

Study Load

The usual academic load per semester for a full-time college student is a minimum of 12 units (6 units for Summer Session). Nineteen units constitute a maximum study load (7 units for Summer Session). Only students with proven academic ability should enroll for a maximum study program. Permission to exceed the maximum study load must be obtained from the Vice President of Student Services or designee.

Minimum Study Loads

Study Loads apply for full semester length classes only. For short-term classes, please consult with a counselor. The college does not specify a minimum load except when the student desires to meet certain requirements such as:

1. Financial Aid Unit Requirements/Veterans or Dependents of Veterans:

	<u>Regular Semester</u>	<u>Summer Session</u>
Full-time	12 units	Please see counselor
Three-fourths time	9-11 1/2 units	Please see counselor
One-half time	6-8 1/2 units	Please see counselor
*Less than half time	5 1/2 units or less	Please see counselor

*Less than one-half time and active duty is limited to tuition and fees only under Chapters 30 and 35.

2. "F-1" Visa - 12 units per semester is the full-time load to maintain visa status.
3. Intercollegiate Athletics - 12 units or more per semester is required to meet eligibility for intercollegiate athletic participation.
4. Occupation/Career Work Experience - Educational Credit is 7 units per semester, including work experience courses for enrollment in both Work Experience C101 and C102. There is no credit load requirement for enrollment in Work Experience C101 only.
5. Student government participation requires six (6) units.
6. Federal or College Work Study requires six (6) units for eligibility to participate.

Veteran Student Information

Cerro Coso Community College maintains a full-time program of Veterans' services to assist veteran students and their dependents. The staff of the Admissions and Records Office at the IWV campus and the counselors/educational advisors at the Centers work with the Veterans Administration to assist veterans and their dependents in claiming and receiving the educational benefits to which they are entitled.

WHAT YOU NEED TO KNOW:

CHAPTER 30- Montgomery GI Bill	CHAPTER 33- Post 9/11 GI Bill	CHAPTER 35- Dependents of Veterans
<ul style="list-style-type: none"> Must be enrolled in a minimum of 6 units to receive benefits beyond tuition reimbursement No restriction on location of class *All units can be taken online 	<ul style="list-style-type: none"> Students meeting eligibility requirements qualify for housing stipend, book stipend and tuition reimbursement Must be enrolled in a minimum of 7 units to receive housing allowance *still eligible for tuition reimbursement and book stipend if less than 7 units At least one class must be taken ON-CAMPUS 	<ul style="list-style-type: none"> Veteran parent of dependent student must be either deceased or 100% disabled for student to qualify Must be enrolled in a minimum of 6 units to receive benefits beyond tuition reimbursement No restriction on location of classes *All units can be taken online

6-8 units (half-time)

9-11 units (3/4 time)

12+ units (full-time)

NOTE: Short-term classes will impact funding-see a counselor/educational advisor for more information

California Department of Veterans Affairs fee waiver

- Parent of dependent student is a Veteran and has some level of disability
- No restrictions on type of class or length of class

WHAT YOU NEED TO DO:

- Meet or speak with Dave Cornell, our campus VA Representative, to discuss the best option for you
*Bring Certificate of Eligibility
- Meet with a counselor to discuss your career/educational goals and the best way to achieve those goals
*Bring a copy of any transcripts you have (both military and those from other colleges); required by the second meeting with a counselor/ed advisor
*Meet with a counselor/ed advisor EVERY SEMESTER to complete a VA Program Approval
**Notify Dave Cornell of ANY changes to schedule-VA must be notified of changes in schedule EVERY semester or student may owe money back

****This information is specifically designed to assist students in registration and is not in any way meant to advise students of which chapter is best for them.**

Important Contact Information:

<p>Dave Cornell CCCC VA Representative 760-384-6291 dcornell@cerrococo.</p>
<p>US Department of Veterans Affairs</p> <p>Website: www.gibill.va.gov</p> <p>-GI Bill Application -Change of information forms</p>
<p>Muskogee</p> <p>888-442-4551</p> <p>*Dial 1 then 0 to speak with a representative</p> <p>-Request Certificate of Eligibility -Determine processing standing/status of payment</p>
<p>Cerro Coso Counseling 760-384-6219 counsel@cerrococo</p>



***It is very important that you meet with a counselor/ed advisor EARLY in the semester/after you register for your program approval.**

Grading System

Evaluation of student achievement is made in relation to the attainment of specific course objectives. At the beginning of a course, the instructor will explain the course objectives and the basis upon which grades are determined.

Grades and grade points are earned in each course on a semester basis and the student's level of achievement is recorded on his/her permanent transcript of record by one of the following: (Title V, Sections 51301, 51302, 51306)

Grade	Interpretation	Grade Points
A	Excellent	4 per unit
B	Good	3 per unit
C	Satisfactory	2 per unit
D	Passing, less than satisfactory	1 per unit
F	Failing	0 per unit
P	Pass ("C" level work or above)- issued beginning Spring 2009	Not computed in GPA
NP	No Pass (less than satisfactory or failing)- issued beginning Spring 2009	Not computed in GPA
W	Withdrawal (Excessive "W"s shall be used as factors in academic probation and disqualification)	Not computed in GPA
I	Incomplete (See below)	Not computed in GPA
IP	In Progress (See below)	Not computed in GPA

I - A grade of "I" indicates the student has not completed the requirements of the course. A grade of "I" may be assigned for unforeseeable, emergency, and justifiable reasons at the end of the term. The instructor must submit a statement of the requirements for clearance of the incomplete and also indicate the grade to be assigned if the requirements are not completed. This contract needs to be signed by the instructor and the student. An "I" must be made up no later than one year following the end of the term in which it was assigned. An "I" may not be assigned as a withdrawal grade. If the work stipulated is not completed within the time limitation agreed upon by the student and the instructor (not to exceed 1 year), the grade assigned in lieu of the work being completed will be entered on the permanent record.

IP - The "IP" indicates the course extends beyond the normal end of an academic term and work is in progress, or the student has applied for in-progress status in those courses listed as open-entry/open-exit courses and has been approved by the instructor to register and complete course requirements in a succeeding semester in order to receive credit and a course grade. In open-entry/open-exit courses, the instructor must submit an evaluative grade which will be entered on the permanent record if the student does not re-enroll in that course during the subsequent attendance period. The "IP" cannot be given more than twice for any particular course.

Pass/No Pass Grading

Pass/No Pass (P/NP) is a grading system which allows students to take courses outside of their major field without the risk of jeopardizing their grade point average. Students who elect P/NP grading will only be granted credit in the course if they earn the equivalent of "C" or better; if they earn less than a "C" grade, no credit will be awarded. In either case, no letter grades are given and the results are not computed in determining a student's grade point average.

Regulations and procedures for Pass/No Pass (P/NP) Grading are: (Title V, Section 55752)

1. P/NP grading may not be used for courses in a student's major field.
2. Units earned shall not be used to calculate grade point averages. However, units attempted for which "NP" is recorded shall be considered in probation and dismissal procedures.

3. A student must file or rescind a petition in the Office of Admissions and Records to take a course under P/NP grading no later than the first 30% of the term (end of the fourth week or equivalent).
4. Students planning to transfer to a 4-year college or university should note the following:
 - a. "P" grades cannot be used in determining your GPA at the University of California or comparable institutions.
 - b. The four-year school one plans to attend should be consulted to determine whether or not it will accept "P" units.
 - c. Some state colleges and universities stipulate that courses used to satisfy General Education requirements may not be taken for this type of grading.

Grade Point Average (GPA)

GPA = total grade points earned divided by total semester units attempted. "Total grade points earned" is obtained by multiplying the grade point value of the specific letter grade (A = 4.0) by the unit value of the course. A student's work is considered satisfactory when an average grade of "C" (grade point value of 2.0) or better is maintained.

Grade Reports

Grades are available to students via the myBanWeb online. See the semester's schedule of classes for specific instructions on obtaining final grades via the web. Students needing a hard copy of their grades for employers, etc., may request a computer print out at the Office of Admissions and Records.

In the absence of error, fraud, incompetence or bad faith, the determination of the student's grades by the instructor shall be final once they have been filed in the Office of Admissions and Records.

Grade Changes

The instructor of each course shall determine the grade to be awarded to each student. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence. A judgment to change or expunge a grade for reasons of fraud, bad faith, or incompetence shall be made by the appropriate Vice President after consultation with the student, the instructor, and the Division/Department Chair. All parties noted above shall be notified in writing of any changes. Reasons for any grade change shall be documented.

Family Education Rights and Privacy Act

The Family Education and Privacy Act outlines certain rights students have concerning access to and release of their educational records. A college policy outlining these rights is available from the Admissions and Records Office. Students are encouraged to obtain a copy.

Briefly, the Act ensures that the students will have access to their educational records and that the college will not release their records to anyone who is not designated by the student to receive them, except as provided in the law itself.

The law authorizes the release of directory information in the absence of student objection. Directory information includes name, address, e-mail, date and place of birth, major field of study, current class schedule, participation in activities, dates of attendance, degrees and awards, and last institution attended. This information will be released to educational institutions, government agencies, and the media upon receipt of a written request, signed by an employee of the organization requesting the information. All requests for directory information should be forwarded to the Office of Admissions and Records for action.

If a student does not want this information released, the student must check the privacy requested boxes on the admissions form, on the update form, or by requesting the change at the Office of Admissions and Records.

College Transcripts

Each student who has an academic record on file at Cerro Coso Community College is entitled to two official transcripts of record without charge. After two free transcripts have been provided for the student, all additional copies are \$4.00 each. On demand transcripts are \$8.00.

Upon written application an official transcript of all work completed at Cerro Coso Community College will be prepared and forwarded in accordance with the wishes of the student. Under no circumstances can Cerro Coso Community College release or mail a transcript originally issued by another educational institution. Direct requests for transcripts to the Office of Admissions and Records, IWV campus.

Academic Honors

Special recognition is awarded students who maintain a 3.75 grade point average during a semester in which they accumulate at least 40 grade points. Student vocational nurses must maintain a 3.75 GPA and have successfully completed clinical components of the course(s). Students whose academic achievement is at this level are placed on the President's List and are given general recognition on campus and in the community.

Students who have earned academic distinction during their progress toward a degree are graduated with honors. Honors graduates must have earned a cumulative GPA of 3.75 at the time of degree completion.

Academic Progress

Students who maintain a minimum cumulative GPA of 2.0 and successfully complete at least one-half of all units attempted each term are considered to be making satisfactory progress.

Academic Probation and Disqualification

The purpose of academic probation at Cerro Coso Community College is to insure that students who are deficient in scholastic achievement receive special counseling and/or tutoring assistance.

Academic Probation: A student who has attempted at least twelve (12) cumulative semester units at Cerro Coso shall be placed on academic probation if the student has earned a cumulative grade point average below 2.0.

Progress Probation: A student who has attempted at least twelve (12) cumulative semester units at Cerro Coso shall be placed on progress probation when the percentage of all units for which entries of "W," "I," and "NP" reaches or exceeds fifty percent (50%).

Removal from Probation: A student on academic probation for a grade point deficiency shall be removed from probation when the student's cumulative grade point average is 2.0 or higher. A student on progress probation shall be removed from probation when the percentage of "W," "I," and "NP" units falls below fifty percent (50%).

Status While on Probation: Probationary students will be limited to a unit load in specified courses as recommended by a counselor. Students on probation will have a hold placed on registration. The student must see a counselor and complete a Registration Authorization form and Student Success Contract before the student will be permitted to register. Second semester probation students will be limited to 12 units.

Disqualification: A student who has been placed on academic probation for three (3) consecutive semesters shall be disqualified for admission to classes the following semester.

A student who has been placed on progress probation for any three (3) semesters shall be disqualified for admission to classes the following semester (unless during the last semester of enrollment, the percentage of units with entries of "W," "I," and "NP" was less than fifty percent (50%), in which case the student shall be placed on continued probation).

Semesters shall be considered consecutive on the basis of student enrollment (i.e., fall semester followed by a fall semester shall be considered consecutive regardless of the number of intervening semesters in which the student was not enrolled).

Reinstatement After Disqualification

A disqualified student may be conditionally reinstated as a result of a Petition for Readmission. The petition must be completed with the assistance and recommendation of a college counselor. Petition for Readmission can be requested through the student's local college counseling office.

A disqualified student with a grade point average of 1.0 or greater and unit completion of twenty-five percent (25%) or greater, may be readmitted without a lapse of a semester on the basis of an appeal.

A disqualified student with a grade point average of less than 1.0 and/or a unit completion of less than twenty-five percent (25%), must petition for readmittance to the Vice President of Student Services. Depending on the circumstances outlined in the appeal, the student may be required to be absent from the Kern Community College District for a semester.

Continued Probation or Disqualification

Students who are conditionally readmitted after disqualification are limited to enrollment in seven (7) units and must maintain at least a 2.0 grade point average and earn credit in more than one-half of the units attempted to remain eligible for a subsequent semester.

Such students must also obtain approval of their class programs during each subsequent semester until they are removed from disqualification status. Attendance in a Personal Development or Counseling class and/or regular counseling appointments are also required.

Academic Renewal Policy

A maximum of 20 units of substandard grades ("D" and "F" and "NP" grades) previously recorded may be alleviated and disregarded for the purpose of determining a satisfactory grade point average. This may be accomplished under the following conditions:

1. Five years must have elapsed since the substandard course work to be disregarded was completed.
2. The student must have successfully completed with a grade point average of 2.0 or higher at least 12 units of work at any regionally accredited institution **subsequent to the last substandard grade received**.
3. The student must complete a petition for Academic Renewal with the assistance of a Cerro Coso Community College counselor for submittal to the Academic Review Committee. The petition must certify in writing all of the following:
 - a. That the past course work he/she wishes to have disregarded is substandard and not representative of present scholastic ability and level of performance.
 - b. That the level of performance represented by the substandard course work was due to extenuating circumstances.

If the substandard course work has been taken at another college, the student should make every effort to determine whether that college has an academic renewal ("forgiveness") policy covering substandard course work.

The student's academic record will clearly indicate that some course work and a specified number of credits have been disregarded ("forgiven") for purposes of the degree program. However, students should be aware that all course work is subject to reevaluation by each subsequent college attended.

Remedial Course Work Limitation

Beginning fall semester 1990, no student shall receive more than thirty (30) semester units of credit for remedial course work within the Kern Community College District. Remedial coursework refers to pre-collegiate basic skills courses in reading, writing, computation, learning skills, and English as a Second Language, which are designated as non-degree credit courses. Exemptions to these limitations may be considered under the following circumstances:

1. Students currently enrolled in ENSL (English As a Second Language).
2. Students identified by the college as having a learning disability.

The Vice President of Student Services or designee may waive the 30-unit limitation for any student who meets the above criteria and who shows significant measurable progress toward the development of college-level skills. A student must make an appointment to meet with a counselor to submit a request to waive the 30-unit limitation.

Repeatability of Courses

Certain Cerro Coso College courses are identified in the course description sections of the catalog as repeatable, with the number of times they may be repeated indicated.

Other courses may be repeated once for credit if a grade lower than "C" or its equivalent has been earned. A student who has repeated a course under this condition may file a petition with the Office of Admissions and Records to have the previous grade and credit disregarded in the calculation of the GPA.

If a student earns any combination of "D," "F," or "W" on two attempts in a course, that student can only register for a third time with the approval of a counselor.

In Compliance with Title 5 California Code of Regulations, Section 56029, certain course repeats may be authorized for students with disabilities following DSPS policies and procedures.

Courses may also be repeated if the previous grade is at least in part a result of extenuating circumstances such as a verified case of illness, accidents, or other circumstances beyond the control of the student and if a significant lapse of time (three years) has occurred since the course was taken. Approval to repeat under these circumstances must be obtained through counseling. In these circumstances, the previous grade will not be disregarded in the calculation of the GPA.

A student may repeat a course to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. The course may be repeated for credit any number of times, regardless of whether or not substandard work was previously recorded, and the grade received each time shall be included for purposes of calculating the student's grade point average.

The college can provide no assurance that repeated courses will be treated in a similar manner by other educational institutions.

Transfer Credit and Non-Traditional College Credit

Cerro Coso Community College recognizes work taken at other accredited colleges and for experiences outside of the traditional classroom setting. Accordingly, college credit is awarded in the following areas:

1. **College:** Lower division college credits earned at any regionally accredited institution of higher education.

2. **Credit By Examination:** Students who have completed 12 units at Cerro Coso Community College with a 2.00 GPA or higher in all college units attempted are eligible to petition for "credit by examination." A maximum of 30 semester units can be earned toward graduation at Cerro Coso Community College through credit by examination, which may include approved institutional course equivalency examinations, the CLEP Tests, Advanced Placement and appropriate USAFI and DANTES Examinations.
3. **Military Service:** First aid is waived and two units of physical education credit will be awarded for the equivalent of basic training for military personnel now on active duty or veterans who have received a discharge other than dishonorable. Upon verification and evaluation of appropriate records, credit may be granted for military schools and experience in accordance with the recommendations of the American Council on Education. Elective credit granted will be designated on the student's permanent record as credit earned while in military service.
4. **Peace Corps or Other Public Service:** Two units of general elective credit may be awarded for the usual period of training or indoctrination.
5. **Upper Division Credit:** Cerro Coso Community College does not award nor normally accept upper division credit.

Note: All students are advised that evaluations made and credits allowed by Cerro Coso Community College are subject to review and reevaluation by any college or university to which they may later transfer.

Credit by Examination

Credit may be granted to any student who satisfactorily passes an examination approved and conducted by proper authorities of Cerro Coso Community College. The granting of such credit is subject to the following qualifications:

1. The student must be in good standing and concurrently enrolled at Cerro Coso Community College.
2. The student must have completed a minimum of 12 units at Cerro Coso Community College with a grade point average of 2.0 or higher. This requirement may be waived for active duty military personnel in accordance with the provisions of an SOC Contract.
3. The Cerro Coso Community College faculty will determine which courses are eligible for credit-by-examination. A list of eligible courses is available in Admissions and Records and at each Campus.
4. All courses challenged must be listed in the College Catalog.
5. The number of units granted for a course will equal the number of units listed for the course in the College Catalog.
6. The course challenged cannot be one in which the student has received academic recognition. A student cannot challenge a course for which he/she has received upper division college credit.
7. The student may attempt credit by examination only once in a particular course.
8. Courses successfully challenged by examination (grade of "C" or better) will be entered on the student's transcript and indicated as "Credit by Examination," with the appropriate earned letter grade.