
Section 7

Academic Information

Academic Information

Attendance

Students are expected to attend all class meetings. It is the student's responsibility to know the attendance and absence policies of their professors.

Professors will take attendance at all class meetings. It is the responsibility of each professor to inform his/her classes of the attendance and absence policies at the beginning of each semester.

IT IS THE STUDENT'S RESPONSIBILITY TO OFFICIALLY DROP A CLASS WHENEVER YOU DETERMINE THAT YOU CAN NO LONGER ATTEND THE CLASS. FAILURE TO DROP A CLASS OFFICIALLY MAY RESULT IN A FAILING GRADE AND/OR A FINANCIAL OBLIGATION TO THE COLLEGE.

Through the last day of the eleventh week of instruction of a regular semester unless otherwise stated in the syllabus, professors may drop students from their class rolls when the students have absences, other than College-excused absences, which exceed the maximum number of times the class normally meets in three weeks of a semester or in one week of a summer session. Professors may drop students with a fewer number of absences for reasonable cause. Professors may drop students from their class rolls immediately upon determining that the student is no longer actively enrolled.

Students will be granted College-authorized absences for participation in the following activities:

1. Player participation in inter-collegiate athletics and activities.
2. Class-planned field trips.
3. Area and state student government conferences.
4. Class planned and sponsored speech, art, drama, and music programs.

NOTE: To have an official College-authorized absence, the professor must submit the students' names to the Student Life Office.

Dropping Courses and Withdrawing from the College

Students who drop a class, withdraw from College, or are dropped from a class by the professor during the first four (4) weeks of a regular semester will receive no mark(s) or notation(s) on their permanent record.

Students who drop a class, withdraw from College, or are dropped by the professor between the first day of the fifth week and the last day of the eleventh week of instruction during a regular semester will receive a mark of "W," withdrawal, on their permanent record.

Professors may not drop students from class, and students may not drop class(es) or withdraw from College after the last day of the eleventh week in a regular semester. All students enrolled after the eleventh week shall receive an academic grade (A, B, C, D, F, CR, NC) or an incomplete mark for the course.

In short-term courses, students who withdraw or are dropped from class during the first 30% of the term will receive no notation on their permanent record. Students may drop short-term courses only through 61% of the term.

A "W," withdrawal mark shall not be assigned to any student enrolled after the last day to drop except in the case of an approved petition because of extenuating circumstances. A "W," withdrawal remains a permanent part of a student's academic record.

Auditing Courses

Students may not audit courses at Mt. San Antonio College. All students must be officially enrolled in a course in order to attend that course.

Classification of Students

Students at Mt. San Antonio College are classified as follows:

- **Full time** – enrolled in 12 or more units in a regular semester or four or more units during a six week session.
- **Part time** – enrolled in less than 12 units during a regular semester or less than four units during a six week session.
- **Freshman** – a student who has completed less than 30 units of credit.
- **Sophomore** – a student who has complete 30 units of credit or more.

Definition of a Unit of Credit

The standard "unit" represents one hour in class recitation and two hours of outside preparation per week or its equivalent for one semester. By this definition, "unit" is synonymous with "semester lecture hour." In laboratory work and certain activity courses such as physical education, choir, drafting, etc., a greater number of hours of class work per week is required for each unit of credit. In the summer, one unit of credit represents three hours of lecture per week.

Credit by Examination

The general philosophy of Mt. San Antonio College is that the interaction which takes place between the student and professor is of critical importance to the learning process. However, quality instruction places a premium on meeting individual student needs. Therefore, Mt. San Antonio College provides for Credit by Examination enabling the student to accelerate his/her educational program by providing opportunity to obtain credit in those fields in which he/she has already achieved proficiency independently or by informal means.

Pursuant to Section 55753 of Title 5 of the California Administrative Code, students at Mt. San Antonio College may apply for **Credit by Examination** and such unit credit may be granted subject to the following rules and regulations:

Rules and Regulations

1. Credit by Examination will be granted only for those courses which have been so designated by the departments.
2. Any grade received for Credit by Examination will be entered on the student's permanent record with a notation of "Credit by Comprehensive Exam," includes a "No Pass" or "F" grade.
3. Credit for Examination will be placed on the transcript when 12 units have been earned at Mt. San Antonio College and provided the student is in good standing.
4. The Department will establish written guidelines by which the eligibility of a student to take such an examination is determined. These guidelines, as a minimum, shall include the practice of giving the student a copy of the course outline and the grading criteria by which the examination will be evaluated.
5. The Department will assign a grade of CR/NC depending on the results of the examination and submit the form "Petition for Credit by Examination" to Admissions and Records.
6. A student may petition for Credit by Examination provided:
 - a. The student has been accepted for admission to Mt. San Antonio College.
 - b. The student has not already received credit nor is currently enrolled beyond six weeks in the same course or in a more advanced course.
7. The student may obtain the petition for Credit by Examination from the Division Office.
8. The student may not use Credit by Examination to satisfy the residency requirement for the degree.

A list of courses for Credit by Examination is available at each Division Office or from an Educational Advisor.

Credit for Extra Institutional Learning

Philosophical Basis

This policy of granting credit for extra-institutional learning is provided for students under special conditions in recognition of learning that has been attained outside the sponsorship of legally authorized and accredited post-secondary institutions.

General Policy Statement

Mt. San Antonio College will award credit for quality extra-institutional learning which is appropriate to the student's stated educational goal or to meet specific graduation requirements.

The College will accept the recommendations of the American Council on Education in reference to the guide to the Evaluation of Educational Experiences in the Armed Forces and the National Guide to Credit Recommendations for Non-Collegiate Courses; the College Entrance Examination Board in reference to its recommendation of Advanced Placement Examinations; and the College Level Examination Program, and credit recommendations from other similar nationally recognized academic institutions, including Mt. San Antonio College's policy for comprehensive examinations.

Students who present qualifying scores in Advanced Placement Examinations may be awarded up to 30 units of college credit. Those receiving 30 units will be awarded sophomore standing.

Policy Regulations

Of the 60 units required for the Associate Degree, at least 30 units must be earned in courses which contribute to the grade point average. Of the permissive 30 units of extra-institutional learning credits and/or courses which do not contribute to the grade point average, a maximum of 16 units may be earned in college courses taken on a Pass/No Pass, Credit/No Credit basis.

Extra-institutional learning credit will normally not be evaluated unless the credit is necessary for graduation or until the student has accumulated approximately 30 units.

Credit for non-collegiate courses will be awarded only for work applicable toward the Associate Degree or toward lower division baccalaureate requirements. Credit may be granted for upper division courses provided the student has earned less than 60 units at the time the upper division work is attempted.

To petition for extra-institutional learning credit, a student must have at least a 2.0 grade point average, not be on probation, and be in good standing.

The permanent academic record shall be annotated in such a manner to ensure a true and complete history of extra-institutional learning credit that has been granted.

Advanced Placement Policy

Students who have completed Advanced Placement Examinations of the College Entrance Examination Board shall receive credit for Mt. San Antonio College courses as listed below. A grade of "credit" will be assigned to each student who obtains a score of 3, 4, or 5. An asterisk (*) will be placed with this grade on a student's permanent record referring to the footnote "Score of 3, 4, or 5 on CEEB-AP Exam." Credit earned by Advanced Placement may be counted towards Associate Degree requirements, IGETC, and CSU General Education-Breadth requirements if the equivalent Mt. San Antonio College course meets the requirement. The units earned from Advanced Placement do not meet any Mt. San Antonio College residency requirements nor are they subject to the credit-by-examination unit limit policy. Students may submit official copies of Advanced Placement Examination test scores to the Admissions Office for evaluation. The following list has been approved by departments with restrictions listed below:

Advanced Placement Examination	Equivalent Mt. SAC Course	Semester Units
Art		
Drawing Portfolio	ART 15A	3
General Portfolio	ART 15A	3
History of Art	ART 4 + ART 5	3, 3
Science		
Biology	BIOL 1	4
Chemistry	CHEM 1A	5*
Physics B	PHYS 2AG <i>or</i> PHYS 2BG	4
<i>and</i>	PHYS 2BG <i>or</i> PHYS 2BM	4
Physics C	no Mt. SAC equivalent	
Computer Science A	CSCI 130 + CSCI 130L	3, 1
Computer Science AB	CSCI 130 +	

	CSCI 130L	3, 1
<i>and</i>	CSCI 220 + CSCI 220L	3, 1

Business

Economics	BUSC 1A + BUSC 1B	3, 3
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English

Language & Composition	ENGL 1A	3
Literature & Composition	ENGL 1A + ENGL 1B	3, 3

Languages

French	FRCH 1 + FRCH 2	4, 4
Literature	no Mt. SAC equivalent	
German	GERM 1 + GERM 2	4, 4
Spanish		
Spanish Language	SPAN 1 + SPAN 2	4, 4
Spanish Literature	no Mt. SAC equivalent	

Government

Govern. & Political Sc.	POLI 1	3**
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History

U.S. History	HIST 7 + HIST 8	3, 3
European History	no Mt. SAC equivalent	
Latin	no Mt. SAC equivalent	

Social Science

Psychology	no Mt. SAC equivalent	
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Math

Mathematics AB	MATH 180	4
Mathematics BC	MATH 180 + MATH 181	4, 5

Music

Theory	MUS 2 + MUS 3A	4, 4
Listening/Literature	MUS 13	3

*With an AP Score of 4 or 5, the Mt. San Antonio College Chemistry Department will evaluate an individual student's laboratory work (notebook and lab reports) and make a decision regarding credit.

**Does not meet CSU California state and local government requirement.

NOTE: Advanced Placement Examinations are re-evaluated by the universities. Although the Advanced Placement Examinations will meet equivalent Mt. SAC course requirements for general education purposes, the transfer university may not grant equivalent course credit.

Credit/No Credit Grades

Some courses offered at Mt. San Antonio College are available to students on two different grading options: letter grade (A, B, C, D, F) or Credit/No Credit (C = A, B, or C; NC = D, F). A few classes are offered for Credit/No Credit only. These courses are designed to encourage students to explore areas outside their major field of study in order to broaden and enrich their collegiate experience, and to afford an opportunity for departments to offer courses in which there is diminished emphasis on grades. **The Credit/No Credit grading option is no longer available for General Education courses.**

In courses offering the grading option, students are automatically registered on a letter grade basis at the time of registration. If a change is desired, the student must declare his/her intent to be graded on a Credit/No Credit basis at the Admissions and Records Office no later than the last day of the fifth week of instruction in a regular semester class. The grading option may not be changed at a later date. Students enrolled in short-term courses of less than semester length, but greater than six weeks, must determine their grading option no later than the end of the first 30% of the course or 30% of the required hours of instruction listed in the description for an open-entry/open-exit course. In any short-term course of less than six weeks, students must determine their grading option at the time of registration.

Credit toward graduation by using Credit/No Credit classes is limited to a maximum of 16 units. Courses taken for Credit/No Credit are not counted in calculating grade point average, nor in determining eligibility for the Dean's List, but such courses are considered in probation and dismissal procedures.

Students are cautioned that upon transfer to baccalaureate institutions, "NC" grades typically are considered to be "F" grades.

Academic Renewal

The Academic Renewal Policy is provided for students in special circumstances where previously recorded, substandard academic performance is not reflective of the student's present demonstrated ability. Academic renewal applies only to substandard coursework completed at Mt. SAC. Students with substandard coursework at other colleges/universities need to contact those institutions to see if they are eligible for academic renewal as per the policy of said institution.

1. Academic renewal would be applicable for a maximum time period of two semesters and a summer session which need not be consecutive.
2. A time period of at least two years must have elapsed since the end of the term of substandard work to be disregarded.

3. Since completion of the work to be disregarded, Mt. San Antonio College grade point average for all units completed at the time of adjustment must be at least 3.0 for 18 semester units, 2.5 for 24 semester units, or 2.0 for 30 or more semester units.
4. The student must be in good academic standing to petition to remove previous substandard work.
5. Academic renewal will apply only to substandard grades: D, F, and NC.
6. If another college has acted to remove a term or terms of previous work from degree consideration, such action shall be honored under this policy. However, elimination of any term(s) shall reduce by comparable term(s) the application of this policy.
7. A student must include all work, including academic renewal semesters, in computation of the cumulative grade point average toward honors at graduation.
8. The permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.
9. Students who request and are granted academic renewal and later decide they want the action reversed will have to apply for exceptional action based on an extenuating circumstance.

Program Limits

Students are encouraged to enroll in no more than 16 units each semester and no more than six (6) units each summer semester. Without petitioning, students may enroll in no more than 18 units each semester, nor in more than seven units each Summer Semester. Students who have completed a minimum of 12 college units in a given semester with a grade point average of at least 3.0 may petition for permission to enroll in units above the maximum. Petitions are available in the Career Counseling office, located on the upper level of the Student Services Center.

Transcripts

Official transcripts of work completed at Mt. San Antonio College may be obtained by submitting a written request to Admissions and Records located on the lower level of the Student Services Center. A \$2.00 fee is charged for each official transcript copy. Free unofficial/student copies of transcripts may be obtained from campus KIOSKS or from School and College Relations located on the upper level of the Student Services Center.

Grading System

Scholastic grades showing the standings of students are issued at the end of each semester. Any student enrolled as of the first day of the fifth week in a full semester course for any semester shall receive one of the marks listed below on his/her permanent records.

Evaluative Symbol	Definition	Grade Point Value
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing <i>less than satisfactory</i>	1
F	Failing	0
CR	Credit (at least equivalent to a "C" grade. Units awarded are not counted in determining the student's grade point average).	
NC	No-Credit (Equivalent to a "D" or "F" grade. No units awarded, and units are not counted in determining grade point average. No-Credit grades will be considered in probation and dismissal procedures.)	

Non-evaluative

I—Incomplete: A professor may assign the symbol "I" after the 15th week of the semester to a student who has been attending class regularly if the student's assigned work, including the final examination, is deficient for one or more of the following reasons:

1. verifiable illness or emergency,
2. withdrawal and reinstatement, or
3. verifiable work conflict.

The condition for removal of the "I" shall be stated by the instructor on the Student Petition to Request Incomplete Grade form. The "I" may be made up no later than one year following the end of the term in which it was assigned. The "I" symbol shall not be used in calculating units attempted nor for grade points. The "I" will be a factor in probation and dismissal procedures. Students may not re-enroll in courses for which they have received an "I" during the year that the "I" is in effect.

IP—In Progress: The "IP" symbol shall be used to denote that the class extends beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of a substantive grade must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student's record for the term in which the course is completed.

RD—Report Delayed: The "RD" symbol may be assigned only by the Admissions and Records Office. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.

W—Withdrawal: Withdrawal from a class or classes shall be authorized through the last day of the 11th week of instruction of a regular semester-length class. No notation ("W" or other) shall be made on the academic record of the student who withdraws during the first four weeks of a regular semester-length class. Withdrawal between the end of the fourth week and the last day of the 11th week of instruction shall be recorded as a "W" on the student's record. The "W" shall not be used in calculating grade point averages, but excessive "W's" shall be used as factors in probation and dismissal procedures. Withdrawal from short term classes of less than semester length, but greater than six weeks, is authorized for a period of time through 61% of the term, and a mark of "W" shall be made on the student's academic record. No notation shall be made on the academic record of a student who withdraws from a short term class of less than semester length, but greater than six weeks, provided the student withdraws no later than the end of the first 30% of the term.

MW—Military Withdrawal: The "MW," military withdrawal, mark shall be assigned only for students who are members of an active or reserve military unit, and who receive orders compelling a withdrawal from courses. Upon verification of such order, this symbol may be assigned at anytime after the period established by the governing board during which no notation is made for withdrawals. The "MW" shall not be counted in determining registration priority, progress probation, and dismissal calculations. A "W" previously incurred commencing January 1, 1990, and which meets the definition of "MW" may be changed to "MW."

Final Examinations

A final examination shall be given in all classes in accordance with the final examination schedule prepared each semester. A student who is unable to attend a scheduled final examination should contact the professor. A student who does not take a final examination and does not qualify for an "Incomplete" (refer to Grades – Incomplete) shall be assigned the grade of "F" or "Zero" for the exam, and this grade shall be averaged in to determine a final course grade.

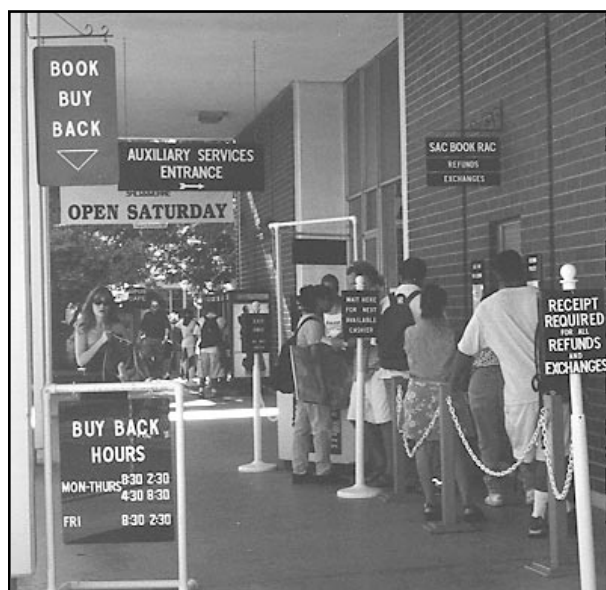
Repetition of Courses and Forgiveness of Grades

Courses which are indicated as being repeatable in Section VII of this Catalog may be retaken for credit for the number of times indicated.

The following section applies only to substandard courses completed and repeated at Mt. San Antonio College:

Courses for which "D" or "F" grades were earned may be repeated. On repetition, the second or latest grade will count toward grade point average and the previous grade(s) will be discounted. This Forgiveness of "D" or "F" grade policy is applicable for a maximum of 12 units. Grade points earned on additional repetitions will be averaged in with the previous course(s). Unit credit is only allowed once in the repeat of a "D" grade. A student's permanent academic record will be annotated such that all course work that has been forgiven or repeated will remain legible insuring a true and complete academic history.

A course for which a semester grade of "C" or better was received may only be repeated upon approval of a Petition for Exceptional Action, available at Admissions and Records, prior to registration. If extenuating circumstances exist, a petition for permission to repeat a course may be submitted for consideration prior to registration. Students are advised that even with an approved petition which authorizes a repeat of a course in which a "C" grade or better was previously received, the student does not earn additional units nor does an improved grade result in an improved grade point average. Information regarding the petitioning process is available at Admissions and Records.



Probation

There are two forms of probation, Academic Probation and Progress Probation.

Academic Probation

A student is placed in Academic Probation when the student, while enrolled at Mt. San Antonio College has:

1. attempted at least 12 units, and
2. earned a cumulative grade point average below 2.00, and/or
3. earned a grade point average below 2.00 in the most recent semester of enrollment.

A student will be cleared from Academic Probation when the student's cumulative grade point average at Mt. San Antonio College is 2.00 or higher.

Progress Probation

A student is placed on Progress Probation when the student, while enrolled at Mt. San Antonio College has:

1. attempted at least 12 units, and
2. cumulatively received more units of "withdrawal" ("W"), "incomplete" ("I"), and "no credit" ("NC") than the number of units of "A," "B," "C," "D," or "CR" and
3. earned more units of withdrawal ("W"), "incomplete" ("I") and "no credit" ("NC") in the most recent regular semester of enrollment than the number of units of "A," "B," "C," "D," or "CR" in that same semester.

Four Levels of Probation

Probation 1 occurs at the end of the first semester of Academic or Progress Probation. The student should meet with a counselor to discuss concerns and options.

Probation 2 occurs when the student has a second semester of either Academic or Progress Probation. The student will be required to meet with a counselor and develop a "Contract for Success" to be able to register for the following semester. A limitation of units may be imposed.

Probation 3 (Dismissal) occurs when the student has been placed on Academic or Progress Probation for any three semesters of enrollment since September, 1983, and is thereby dismissed from the college for at least one regular semester. If the student has enrolled in the subsequent semester before the Probation 3 status has been determined through the posting of the previous semester's grades, the student will be dropped from all courses.

Probation 4 (*Subsequent Dismissal*) occurs when the student has been reinstated after having been dismissed, and fails to meet the conditions of reinstatement after dismissal, and is thereby dismissed from the college for at least two continuous years (four regular semesters). If the student has enrolled in the subsequent semester before the Probation 4 status has been determined through the posting of the previous semester's grades, the student will be dropped from all courses.

Clearing Probation

1. **Academic Probation** – When the student's cumulative grade point average at Mt. San Antonio College is 2.00 or higher, the student shall be cleared from Academic Probation.
2. **Progress Probation** – When the student's cumulative number of units of "A," "B," "C," "D," or "CR" reaches or exceeds the cumulative number of units of "W," "I," and "NC," the student shall be cleared from Progress Probation.

Reinstatement After Dismissal

1. **Probation Level 3 (*Dismissal*)** – a dismissed student may apply for reinstatement after an interval of one regular semester of absence from Mt. San Antonio College. The student must meet with a counselor to be reinstated and to determine the number of units in which the student will be permitted to enroll.
2. **Probation Level 4 (*Subsequent Dismissal*)** – a subsequently dismissed student may apply for reinstatement after an absence from Mt. San Antonio College of two years or four regular semesters. Petitions shall be submitted to a counselor with verification of remedial work, or evidence of readiness to do successful college work. The counselor determines the number of units in which the student may enroll.

A reinstated student (from Probation 3 or Probation 4) must earn a semester grade point average of at least 2.00 and complete at least one-half of all units attempted in each semester after reinstatement at Mt. San Antonio College. The reinstated student remains on a probationary, reinstated status until the student has achieved a cumulative grade point average of at least 2.00 and has earned at least as many cumulative units of "A," "B," "C," "D," or "CR" as units of "W," "I," or "NC".

Grievance Procedures

Students are protected against capricious, arbitrary, unreasonable, unlawful, false, malicious or professionally inappropriate evaluations or behavior by a faculty member. Every student has the right to due process. Grievances fall into two categories: Academic and Non-Academic. Academic involves grades. To grieve a grade a student must prove that the professor issued a grade by mistake, fraud, bad faith, or incompetency (Education Code 76224). Non-Academic grievances include acts or threats of intimidation, discrimination or harassment, violation of College policies, any violation of Title IX or Section 504 related to Handicapped student.

A student who can substantiate that their rights have been violated may obtain copies of the Student Grievance Procedures from the Student Life Office, Building 9C Room 1. Separate procedures are designed for Student vs. Student; Student vs. Faculty; Student vs. Classified Staff; and Student vs. Manager.

Appeals Process

Students with unique and extenuating circumstances which they believe warrant an exception to Mt. San Antonio College regulations and policies may file a Petition for Exceptional Action. These petitions are generally restricted to issues such as probation, dismissal, unit enrollment, and course petitions. Petitions are available in the offices of Admissions and Records, Career Counseling, Student Life, and Vice President of Student Services.

Students who have clearly documented extenuating circumstances may appeal decisions made at the department level by requesting a review by the College's Board of Appeals.

Academic Honesty

The faculty and staff of Mt. San Antonio College are committed to providing all students with a quality educational experience. Student dishonesty hurts everyone, especially those who want to compete fairly. Academic integrity is valued by employers in industry, government and business arenas and research has shown that those who cheat in the educational environment continue to do so upon entering the work force.

Cheating and Plagiarism

Cheating

Instructors have the responsibility of planning and supervising all academic work in order to encourage honest and individual effort, and of taking appropriate action if instances of academic dishonesty are discovered. However, honesty is primarily the responsibility of each student. The College considers cheating to be a voluntary act for which there may be reasons, but for which there is no acceptable excuse. It is important to understand that collaborative learning is considered cheating unless specifically allowed for by the professor. The term "cheating" includes but is not limited to:

- Plagiarism;
- Receiving or knowingly supplying unauthorized information;
- Using unauthorized material or sources;
- Changing an answer after work has been graded and presenting it as improperly graded;
- Illegally accessing confidential information through a computer;
- Taking an examination for another student or having another student take an examination for you; and
- Forging or altering registration or grade documents.

The instructor who determines that a student has cheated may give the student a failing grade for the assignment, for the course, or drop the student from the course. Since the student has failed to abide by the standards of academic honesty, the instructor has a right to give an F for the assignment or the course even though the student may have successfully and, presumably, honestly passed the remaining portion of the assignment or course. If the instructor issues a failing grade for the course or drops the student, the actions shall be reported to the Director, Student Life and to the Director, Admissions and Records. An instructor may also recommend that appropriate action be taken under provisions of the Administrative Regulations and Procedures on Student Discipline.

Plagiarism

"Plagiarism is a direct violation of intellectual and academic honesty. Although it exists in many forms, all plagiarism refers to the same act: representing somebody else's words or ideas as one's own. The most extreme forms of plagiarism are the use of material authored by another person or obtained from a commercial source, or the use of passages copied word for word without acknowledgment. Paraphrasing an author's idea or quoting even limited portions of his or her text without proper citation is also an act of plagiarism. Even putting someone

else's ideas into one's own words without acknowledgment may be plagiarism. In none of its forms can plagiarism be tolerated in an academic community. It may constitute grounds for a failing grade, probation, suspension, or expulsion.

"One distinctive mark of an educated person is the ability to use language correctly and effectively to express ideas. Faculty assign written work for the purpose of helping students achieve that mark. Each instructor will outline specific criteria but all expect students to present work that represents the student's understanding of the subject in the student's own words. It is seldom expected that student papers will be based entirely or even primarily on original ideas or original research.

"Therefore, to incorporate the concepts of others may be appropriate with proper acknowledgment of sources, and to quote others directly by means of quotation marks and acknowledgments, is proper. However, if a paper consists entirely of quotations and citations, the paper should be rewritten to show the student's own understanding and expressive ability. The purpose of the written assignment (i.e., development of communication and analytic skills) should be kept in mind as each paper is prepared. It should not be evaded through plagiarism."*

**Adopted, with permission of California State University, Los Angeles, from their policy printed in the 1987-88 General Catalog.*

Credit for Military Training

Mt. San Antonio College will grant four units of Baccalaureate level elective credits for military experience without regard to the field of service. Additional credit may be allowed for specific programs of training and credits earned through the United States Armed Forces Institute. The College will follow the recommendations made by the American Council on Education.

Academic Honors

President's List

The President's List is an honor list comprised of those students who have achieved a 3.50 or better grade point average in a minimum of twelve (12) letter-graded Associate Degree applicable units per semester.

Dean's List

The Dean's List is an honor list comprised of those students who have achieved a 3.0 up to 3.49 grade point average in a minimum of twelve (12) letter-grade units per semester. Such minimum units shall consist of Associate Degree applicable units.

Graduation Honors

Graduation honors are awarded as follows:

Academic Distinction

The "Academic Distinction Honor" designation is placed on the transcript and degree of the graduate who has achieved an overall grade point average (GPA) of 4.00.

Scholastic Honor

The "Scholastic Honor" designation is placed on the transcript of the graduate who has achieved an overall grade point average (GPA) of 3.90 through 3.99.

With Honors

The "With Honors" designation is placed on the transcripts and degree of the graduate who has achieved an overall grade point average (GPA) of 3.75 through 3.89.

Alpha Gamma Sigma

Mt. San Antonio College sponsors Zeta Chapter of Alpha Gamma Sigma, the statewide scholastic honorary organization for California Community Colleges. There are three categories of membership eligibility. Only degree appropriate courses/units (those that grant credit for an Associate or Bachelor's degree) may be used to establish eligibility for membership (Exception: Temporary Membership).

1. Temporary: (First college semester only) Must hold a California Scholastic Federation (CSF) Life Membership OR be a high school graduate with a cumulative grade point average of 3.5 or higher. This membership is intended as an introduction to Alpha Gamma Sigma and is not to be considered as an initial membership.
2. Initial: (First time membership) Must have completed 12 degree-appropriate units in a maximum of three (3) semesters with a degree appropriate cumulative grade point average of 3.0 or higher.
3. Continuing: (Previous membership) Must have achieved for the previous semester a degree appropriate grade point average of 3.0 or higher OR have maintained a degree appropriate cumulative grade point average of 3.0 or higher.

Part-time Students are Eligible for Membership. Membership requires campus and community involvement (service hours).

For further information and review of your academic eligibility, students should consult an Alpha Gamma Sigma Officer or an Alpha Gamma Sigma Advisor. Scholarships provided by Zeta Chapter and the State Alpha Gamma Sigma Organization are available to actively involved members. Some baccalaureate granting institutions provide scholarship assistance which is limited to Alpha Gamma Sigma members. For details, consult with an Alpha Gamma Sigma Advisor.

Permanent Membership in Alpha Gamma Sigma is an honor for students who have completed 60 degree appropriate units and have one semester of membership with a cumulative grade point average of at least 3.5 or two semesters of membership with a cumulative grade point average of at least 3.25. Only permanent members receive recognition at graduation. A special application is necessary to become a permanent member.

Phi Theta Kappa

Mt. San Antonio College sponsors Alpha Omega Alpha Chapter of Phi Theta Kappa, an international scholastic honorary organization for America's two-year colleges, including Canada, Germany, Puerto Rico, Panama and American Samoa. Eligibility for membership is as follows:

1. Full and part-time students who have completed 12 appropriate degree units with a 3.5 grade point average at an accredited institution.
2. Students who have maintained a 3.5 grade point average while a member.

For further information and review of your academic eligibility, students should consult a Counselor or a Phi Theta Kappa advisor. Currently, some 70 U.S. colleges and universities offer scholarships to members. There are several advantages which accompany this honor, including recognition at graduation. Applications are available through the Humanities and Social Sciences Division for Spring 1998.

