
Section 3

Academic Policies and Requirements

Attendance and Enrollment

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.

Instructors may drop students from their class rolls through the last day of the eleventh week of instruction of a regular semester for excessive absence as defined by the instructor.

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.

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.

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 20% of the course will receive no notation on their permanent record. Students may drop short-term courses only through 61% of the course.

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.

Program Limits

Students are encouraged to enroll in no more than 18 units each semester and no more than seven (7) units each summer session. Without petitioning, students may enroll a maximum of 18 units each semester, and no more than more than seven units each summer session. 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 Counseling Office, located on the upper level of the Student Services Center.

Repeatable Courses

Certain courses may be taken more than once for credit. If the course is designated as repeatable, the course may be repeated only for the number of times allowable. To determine whether a course is repeatable, refer to Section 10—Course Descriptions in this Catalog.

Repeating Courses Previously Passed

State Regulations do not allow students to repeat non-repeatable courses previously passed with satisfactory grades of "A", "B", "C", or "Credit". Students with extenuating circumstances may file a Petition for Exceptional Action in the Admissions Office or the Counseling Office. Students who are allowed to repeat courses based on this provision will not earn additional units or grade points toward improving or changing the previous grade earned in the class or toward changing the overall grade point average.

Classroom Visitors

No person may be allowed to attend a regularly scheduled class unless officially registered for that class. Permission to visit a class must be secured from the professor. A visitor shall not attend class on a regular basis. Examples of visitors include: guest speakers, student friends, potential students, or minor children of officially registered students. Authorized visitors may be removed from the classroom by request of the Division Dean or designee, or other manager of the Student Learning or Student Services Team.

Limitations on Repeating Courses

Beginning with the Fall 1998 semester, students who have recorded either a withdrawal (“W”) or substandard grade of either “D”, “F” or “No Credit,” will only be allowed to repeat the same course one time. On repetition, the second or latest grade will count toward the grade point average and the previous grade will be discounted or “forgiven”. A maximum of 12 units may be retaken and forgiven under this provision. The student’s permanent academic record will be annotated such that all course work that has been taken and forgiven or repeated will remain legible, insuring a true and complete academic history.

Students should enroll in classes in which grades of “D” or “F” were earned, beyond the 12 units that may be “forgiven”, the grade points earned on the repetition will be averaged with the previous course. Unit credit is only allowed once when repeating a D grade.

Students who believe they have exceptional circumstances can seek a waiver to repeat a class an additional time through the division or department office pertaining to the specific course. Participation in an intervention program may be required.

Credits and Grades

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 in class hours per week is required for each unit of credit. In the summer, one unit of credit represents three hours of lecture per week.

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 completed 30 units of credit or more.

Grading System

Scholastic grades showing the academic achievement 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 less than satisfactory	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 course.

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 Grading System – 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.

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 (CR = 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.

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."
3. 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 (except for Advanced Placement Course Credit).
4. The student may obtain the petition for Credit by Examination from the Division Office.
5. 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.
6. The Department will establish written guidelines by which the eligibility of a student to take such an examination is determined. These guidelines, at 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.
7. 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.
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.

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 upon entrance to the College, once a student record has been established. A grade

of "credit" will be assigned to each student who obtains a score of 3, 4, or 5. A student's permanent record will be annotated. 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	ARTD 15A	3*
General Portfolio	ARTD 15A	3*
History of Art	ARTA 4 and	3
	ARTA 5	3
Science		
Biology	BIOL 4	4
Chemistry	CHEM 1A	5**
Physics B and	PHYS 2AG	4***
	PHYS 2BG	4***
Physics C	PHYS 4A	5***
Computer Science A	CSCI 130 and	3
	CSCI 130L	1
Computer Science AB	CSCI 130 and	3
	CSCI 130L	1
and	CSCI 220 and	3
	CSCI 220L	1
Business		
Economics	BUSC 1A and	3
	BUSC 1B	3
English		
Language & Composition	ENGL 1A	3
Literature & Composition	ENGL 1A and	3
	ENGL 1B	3
Languages		
French Language	FRCH 1 and	4
	FRCH 2	4
German Language	GERM 1 and	4
	GERM 2	4
Spanish Language	SPAN 1 and	4
	SPAN 2	4
Geography		
Human Geography	GEOG 2	3
Government		
Govern. & Political Sc.	POLI 1	3****

History				
U.S. History	HIST	7 and		3
	HIST	8		3
World History	HIST	3 and		3
	HIST	4		3
Social Science				
Psychology	PSYC	1A		3*****
Math				
Mathematics AB	MATH	180		4
Mathematics BC	MATH	180 and		4
	MATH	181		5
Music				
Theory	MUS	2 and		4
	MUS	3A		4

*The Mt. San Antonio College Art Department will review student portfolio to ensure that all the exit skills for ARTD 15A have been met.

**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.

***With an AP Score of 4 or 5 on the Physics B test, the Physics and Engineering Department will evaluate an individual student's laboratory work (notebook and lab reports) and make a decision regarding credit for PHYS 2AG and 2BG.

With an AP Score of 4 or 5 on the Physics C test, the Physics and Engineering Department will evaluate an individual student's laboratory work (notebook and lab reports) and make a decision regarding credit for PHYS 4A.

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

*****The Psychology Department will accept an AP Score of 4 or 5 for credit. With a score of 3, the Mt. San Antonio College Psychology Department will evaluate a student in an oral interview and make a decision regarding credit for PSYC 1A.

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 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.

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.

Honors

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 between a 3.0 to 3.49 grade point average in a minimum of twelve (12) letter-graded Associate Degree applicable units per semester.

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.

Honors Program

Mt. San Antonio College offers an Honors Program for students who have demonstrated academic excellence. Honors courses are specially designed sections of transferable general education courses and, with a few exceptions, are part of the IGETC requirement list.

Completion of the Honors Program makes a student eligible for guaranteed priority admission to the following universities: UCLA, UC Irvine, UC Riverside, UC Santa Cruz, Chapman University, USC, Pepperdine University, Pitzer College, Pomona College, and Occidental College. In addition to an enhanced curriculum for motivated students, Honors Program students receive library privileges at UC Irvine, UCLA, and UC Riverside; an Honors seal on the Mt. San Antonio College diploma; and Honors Program designation on their official transcript.

Entrance Requirements

- High School Students — Eligibility for ENGL 1A; 1,000 composite SAT2 score; 3.5 GPA

- Mt. San Antonio College Students — Nine transferable units; Eligibility for ENGL 1A; 3.5 GPA*

Requirements for "Honors Program Graduate" Designation

- Complete six [6] honors courses (18 units)
- Maintain a 3.2 GPA

For additional information about Mt. SAC's Honors Program, contact the Dean, Humanities and Social Sciences Division at Ext. 4570 or the Honors Program Office at Ext. 4665.

*Waivers can be obtained for highly motivated students with professor recommendations.

Alpha Gamma Sigma

Mt. San Antonio College sponsors the 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).

Applications are available in Student Life, Building 9C-1. For further information and review of 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 honorary lifetime AGS title for students who have

completed 60 degree appropriate units, a minimum of 30 of the total 60 units must have been completed at Mt. SAC. A permanent membership application must be submitted by the graduation petition deadline. To apply: a) have a cumulative G.P.A of 3.25 or higher for 60 completed degree appropriate units and, b) complete a minimum of two semesters as an active or inactive member. Only permanent members receive recognition at graduation.

Phi Theta Kappa

Mt. SAC sponsors the 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 and at Student Life, Bldg. 9C-1.

Academic Standards

Probation and Dismissal

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

Academic Probation

A student is placed on 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.

A student will be cleared from 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,".

Four Levels of Probation

Probation 1 (P-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 (P-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 (P-3) [Dismissal] occurs when the student has been placed on Academic or Progress Probation for any three semesters of enrollment 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 (P-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.

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".

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. Petitions are available in the offices of Admissions and Records, 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.

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 Disabled students.

Student Grievance Procedures can be obtained from the Student Life Office, Building 9C, Room 1. Separate procedures may be obtained and are designed for Student vs. Student; Student vs. Faculty; Student vs. Classified Staff; and Student vs. Manager.

Academic Honesty

Mt. San Antonio College recognizes that each student wants to gain the most possible from their academic experience. Honesty is the foundation of all intellectual pursuits in education. Believing in and maintaining a climate of honesty is the responsibility of each member of the college community. Violations of the standards of Academic Honesty compromises the integrity of the educational process. Academic dishonesty includes knowingly assisting any person in committing an act which is in violation of the College's standards. Student dishonesty hurts everyone, especially those who want to compete fairly.

Cheating and Plagiarism

Cheating

Instructors have the responsibility of planning and supervising all academic work 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 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.

Mt. SAC Mecha Club students prepare a feast of carne asada for their club's food sale fundraiser.



Records

Definition of Educational Records

Educational records consist of those files maintained by the following offices: Admissions and Records, Counseling, Assessment, Financial Aid, and those files maintained for individual students by departments.

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 is 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.

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 fee is charged for each official transcript copy. Free unofficial/student copies of transcripts may be obtained from campus kiosks or from The Advising Center located on the upper level of the Student Services Center.

Challenge of Educational Records

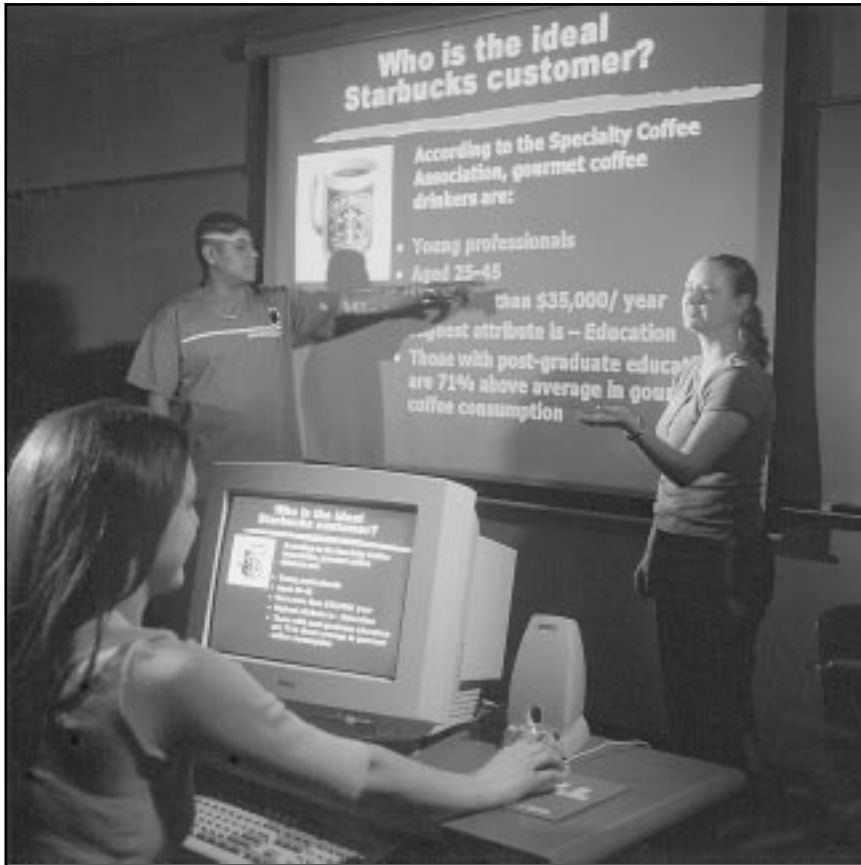
1. Any student may file a written request with the Records Officer of the District (Director, Admissions and Records) to remove information recorded in the student's records which is alleged to be: 1) inaccurate; 2) an unsubstantiated personal conclusion or inference; 3) a conclusion or inference outside of the observer's area of competence; or 4) not based on the personal observation of the named person with the time and place of the observation noted.
2. If the student is not satisfied with the determination made by the Director, Admissions and Records, the student may, within thirty (30) days, appeal the decision to the Board of Trustees.
3. Grades assigned by an instructor to indicate the student's performance in a course are not in contest, unless they were assigned by mistake, fraud, bad faith, and incompetency. (Education Code 76224)



In-N-Out Burgers provided lunches for participants at this years Juniors Day.



Mt. SAC Juniors Day also provided information for future students from different departments at Mt. SAC.



Business Management and Business Institute students Kristin Swing (at computer), Daniel Martinez, and Rebecca Lattimer make a PowerPoint presentation for a location analysis.