

Section 3

Academic Policies and Requirements



ATTENDANCE AND ENROLLMENT

Attendance

Students are expected to attend all class meetings. It is the students' 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 he or she determines that he or she 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 tenth 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 establish 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

For 16-week classes, students who drop a class, withdraw from College, or are dropped from a class by the professor during the first three (3) 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 fourth week and the last day of the tenth 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 tenth week in a regular semester. All students enrolled after the tenth 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.

Student Unit Limits

Without petitioning, students may enroll in up to 18 units each semester and up to seven units each summer and winter session. Students who have completed a minimum of 15 college units in a given semester with a grade point average of at least 3.0 and have a minimum cumulative grade point average of at least 3.0 may petition for permission to enroll in units above the maximum.

Students may be required to see a counselor as part of the petition process. 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. In some cases, a group of courses may carry a collective limitation on the number of allowed repetitions for that entire group/cluster of courses (for example, when a similar educational activity is offered in beginning and advanced course levels.) 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. 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.

Petitions for Exceptional Action

Student *Petitions for Exceptional Action* forms are available from the Counseling Office and Admissions and Records Office in the Student Services Center. Students may complete these forms and submit them to Admissions and Records. Subsequent action on a petition will be taken either by the appropriate administrator or the Board of Appeals.

Limitations on Repeating Courses

Beginning with the Fall 1998 semester, students who have recorded either a substandard grade of either "D," "F" or "No Credit," will only be allowed to repeat the same course twice. On repetition, the latest grade will count toward the grade point average and the previous grade will be discounted or "forgiven." 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. Unit credit is only allowed once when repeating a D grade.

After the first three weeks for a 16-week class in a regular term or after the first 20 percent of a short-term course, students shall be allowed a maximum of two withdrawals for a given course where a mark of "W" is posted for both withdrawals. In cases in which the student's grade and/or withdrawal was the result of an extenuating circumstance, students may file a petition to repeat a class an additional time (whether the prior enrollment was due to a substandard grade or a withdrawal.) Extenuating circumstances are verified accidents, illnesses or other circumstances beyond the control of the student. When course repetition is approved pursuant to this provision, the previous grade and credit earned (if any) shall be disregarded in computing the student's grade point average each time the course is repeated. Participation in an intervention program may be required.

Definitions

Primary Term: A primary term is either the Fall or Spring semester. In contrast, both Winter and Summer intersessions are not considered to be primary terms

Continuing Student:

- A continuing student is one who enrolls in at least one credit course and receives a grade, including a W in any term during the academic year.
- A continuing student retains rights to follow graduation and/or certificate requirements for the year they entered or any catalog thereafter, as long as the student maintains continuous enrollment.

Catalog Rights

This term is used to define the specific set of general education and other graduation requirements, as established in the catalog for a specific year, which the student must satisfy to qualify for a degree, certificate, etc.

Students may choose to qualify for graduation (general education and major) under the requirements in effect at either:

1. the time they entered the college, or
2. they may use any catalog thereafter, as long as the student maintains continuous enrollment. Continuous enrollment is defined as attendance during every primary term (Fall and Spring) after initial enrollment at Mt. San Antonio College.

Continuous Residence

A student will retain rights to follow Catalog requirements for the year they entered Mt. San Antonio College if, during every primary term after initial enrollment at Mt. SAC, he/she:

1. is enrolled in any credit class at Mt. SAC beyond the first four weeks; or
2. completes any units in a credit class at another accredited post-secondary institution; or
3. receives a waiver in advance or approval of a petition for exceptional action because of extenuating circumstances.

GRADING SCALE		
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.)	

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 summer sessions, 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 fall or spring semester, or four or more units during a six-week summer or winter session.
- **Part-time** — enrolled in less than 12 units during the fall or spring semester or less than 4 units during a six-week session or less than nine units during a nine-week summer or winter 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 fourth week in a full semester course for any semester shall receive one of the marks listed below on his/her permanent records.

Incomplete

A student may file a petition for an incomplete or the instructor may initiate the petition on behalf of the student who is currently passing the class under the following circumstances: verifiable illness or emergency or verifiable work conflict. Incompletes may only be issued for requirements missed commencing the fourteenth (14) week of a regular semester class or after 85% of a short-term or summer session or winter intersession class. Re-enrollment in the same course for purposes of making up the incomplete is prohibited. The petition is subject to the approval of the instructor. If the petition is granted, the student must complete all outstanding course requirements (stipulated on the Petition to Request Incomplete form) within one year, or the incomplete will become a letter grade assigned by the instructor.

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 10th 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 three weeks of a regular semester-length class. Withdrawal between the first day of the 4th week and the last day of the 10th 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 course, and a mark of "W" shall be made on the student's academic record. Students are allowed no more than two "W" grades in a class. After earning two "W" grades in a class, to repeat a class, the student must petition using the process described under "Limitations on Repeating Courses." 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 any time 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. "In order to retain catalog rights, a student must re-apply for admission within one semester of completion of active duty." 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 administered in all classes in compliance with the Final Exam Schedule prepared each semester by the Admission and Records office. If a student is unable to attend a scheduled final examination, he/she must contact his/her instructor to make other arrangements. A student who does not take a final examination and who does not qualify for an "Incomplete" (see Grading-Incomplete), shall be assigned the grade "F" or "Zero" for the examination, and this grade shall be averaged in determining the final course grade. When a grade of "Incomplete" has been given, a copy of the final examination must be filed in the appropriate division office at the close of the semester.

Early Examinations

If a student must leave school prior to the scheduled final examinations week, he/she may take early examinations with the approval of his/her instructor. In no case may a student be released earlier than two weeks before the scheduled date of his/her final examination.

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 fourth week of instruction in a full 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 registered at 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).
 - c. The student has at least a 2.0 grade point average. This includes transfer/new students.
4. The student may obtain the petition for Credit by Examination from the Division Office.
5. The department will establish written guidelines by which the eligibility of a student to take such an examination is determined.
6. The Department will assign a grade depending on the results of the examination and submit the form "Petition for Credit by Examination" to Admissions and Records.

ADVANCED PLACEMENT EXAMINATIONS FOR CSU GENERAL EDUCATION — BREADTH REQUIREMENTS	
AP Subject	Number of Units Applicable to General Education—Breadth Requirements for Students Obtaining Full or Subject-Area Certification
Art: History of Art	3 semester units toward Area C1
Biology	3 semester units toward Area B2
Chemistry	6 semester units toward Areas B1 and B3
Economics: Macroeconomics	3 semester units toward Area D2
Economics: Microeconomics	3 semester units toward Area D2
English: English Language & Composition	3 semester units toward Area A2
English: English Literature & Composition	6 semester units toward Areas A2 and C2
French: French Language	6 semester units toward Area C2
French: French Literature	6 semester units toward Area C2
German Language	6 semester units toward Area C2
Government and Politics: United States	3 semester units toward Area D8
Government and Politics: Comparative	3 semester units toward Area D8
History: European History	3 semester units toward Area D6
History: United States History	3 semester units toward Area D6
Latin: Vergil	3 semester units toward Area C2
Latin: Latin Literature	3 semester units toward Area C2
Mathematics: Calculus AB	3 semester units toward Area B4
Mathematics: Calculus BC	3 semester units toward Area B4
Music Theory	3 semester units toward Area C1
Physics B	6 semester units toward Areas B1 and B3
Physics C (mechanics)	3 semester units toward Areas B1 and B3
Physics C (electricity and magnetism)	3 semester units toward Areas B1 and B3
Psychology	3 semester units toward Area D9
Spanish: Spanish Language	6 semester units toward Area C2
Spanish: Spanish Literature	6 semester units toward Area C2
Statistics	3 semester units toward Area B4

7. 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, the Instruction Office, or through Counseling and Advising Services.

Advanced Placement Examinations in CSU General Education – Breadth Certification

Advanced Placement examinations may be incorporated into certification of completion of CSU General Education—Breadth requirements by any participating institution. Students must have scored 3, 4, or 5 on an Advanced Placement examination listed below to receive the credit indicated. All CSU campuses will accept the minimum units shown below toward fulfillment of the designated General Education—Breadth area if the examination is included in a full or subject-area certification; individual CSU campuses may choose to

accept more units than those specified below towards completion of General Education—Breadth requirements. The CSU campus to which the student is transferring determines the total number of units awarded for successful completion of an Advanced Placement examination and the applicability of the examination to other graduation requirements. See the table above for specific AP Subjects.

International Baccalaureate Credit for Mt. SAC General Education Requirements for the Associate Degree

Students completing all or portions of the International Baccalaureate (IB) program at their high school may petition to utilize the results of their IB examinations to meet Mt SAC general education requirements in the areas identified below. Only IB certificate examinations with scores of 5, 6 or 7 on will be honored.

INTERNATIONAL BACCALAUREATE CREDIT FOR GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE DEGREE

IB Examination	Number of Units Awarded to Mt. SAC General Education
Biology	5 semester units toward Area B2
Business Management	NA
Chemistry	5 semester units toward Area B1
Classical Languages	5 semester units toward Area C2
Computer Science	NA
Dance	5 semester units toward Area C1
Design Technology	NA
Economics	5 semester units toward Area D2
Film	5 semester units toward Area C2
Geography	5 semester units toward Area D2
History	5 semester units toward Area C2 or D2
History of Islamic World	5 semester units toward Area C2 or D2
Language A1	
English	5 semester units toward Area A1
French	5 semester units toward Area C2
Language A2/B	5 semester units toward C2
Mathematics	5 semester units toward Math Proficiency
Music	5 semester units toward Area C1
Philosophy	5 semester units toward Area C2
Social and Cultural Anthropology	5 semester units toward Area D2
Theatre Arts	5 semester units toward Area C1
Visual Arts	5 semester units toward Area C1

Students who have both a qualifying Advanced Placement (AP) test score (3 or above) and a qualifying IB certificate exam score (5 or above) in the same examination area, or who have completed a college level course for credit, will only have the first completion counted for credit.

Both UC and CSU stipulate that IB students who complete an IB diploma are eligible to receive 30 units of credit towards graduation. These are unspecified units (electives) and do not meet specific general education requirements at the university. Mt. SAC will not honor such requests by diploma students. Only individual IB exams will be eligible to receive academic 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

Credit for extra-institutional learning will be awarded to those students who have attained competency of subject matter through experiences outside of the sponsorship of legally authorized and accredited post-

secondary institutions.

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

Policy Regulations

- Of the 60 units required for the Associate Degree, at least twenty-four (24) units must be earned in courses that contribute to the grade point average.
- Extra-institutional learning credit will normally not be evaluated unless the credit is necessary for graduation.
- Credit for non-collegiate courses will be awarded only for work applicable toward the Associate Degree. 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 insure that a true and complete history of extra-institutional learning credit has been granted.
- In cases where a student is seeking a degree/certificate from the College, all standard graduation and residency requirements apply and must be met by completing a minimum of 12 units earned from Mt. SAC courses.

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 honors 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 honors 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, 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; and an Honors Certificate and pin upon honors certification.

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 (*Waivers can be obtained through the Honors Program Office for highly motivated students with a competitive GPA and an in-progress grade report and professor recommendation.*)

Requirements for “Honors Scholar” Designation

- Complete six (6) honors courses (18 units) with a minimum 3.2 GPA for honors certification
- Maintain a 3.2 GPA

For additional information about Mt. SAC’s Honors Program, contact the Vice President of Instruction at Ext. 5414 or the Honors Program Office at Ext. 4665.

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 students must: 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 established for the following:

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 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 at the Honors Program office in 26A-102.

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 has:

1. attempted at least 12 units, and
2. earned a cumulative grade point average below 2.00.

Progress Probation

A student is placed on Progress Probation when the student has:

1. Enrolled in a total of at least 12 units, and
2. the cumulative percentage of all units in which the student has enrolled for which entries of “W”, “I” and “NP” are recorded reaches or exceeds fifty percent.

Upon recording of Academic or Progress Probation a student shall have their registration restricted, be required to participate in a prescribed counseling intervention and be limited to enroll in a maximum of 12 units in subsequent semesters, *and 4 units in a winter or spring term*, while on probation.

Clearing Probation

1. Academic Probation - The Student shall be cleared from Academic Probation when the student’s cumulative grade point average is 2.0 or higher.
2. Progress Probation - The student shall be cleared from Progress Probation when the student’s cumulative percentage of units with “W”, “I” and “NP” drops below fifty percent.

Probation and Dismissal Status

1. *First Semester* Probation
 - a. Academic - occurs at the end of that first semester in which the student has attempted at least 12 units and has earned a cumulative grade point average below 2.0, or
 - b. Progress - the cumulative percentage of all units in which the student has enrolled for which entries of “W”, “I” and “NP” are recorded reaches or exceeds fifty percent.
2. *Second semester* Probation
 - a. Academic - occurs when the student in their consecutive semester continues to have a cumulative grade point average below 2.0, or
 - b. Progress - continues to have a cumulative percentage of all units enrolled recorded as “W”, “I” and “NP” at fifty percent or higher.
3. Dismissal occurs after three consecutive semesters of Academic or Progress Probation. *The student shall be dismissed for at least one semester.* If the student has enrolled in the subsequent semester before the Dismissal status has been determined through the posting of the previous semester’s grades, the student may be dropped from all classes.

For the purposes of this section, semesters shall be considered consecutive on the basis of the student’s enrollment, so long as the break in the student’s enrollment does not equal two primary terms or more.

Appeal of Dismissal

A student who is subject to dismissal may request an appeal of dismissal through the Counseling Department. If approved the student shall be required to participate in a prescribed counseling intervention and complete a contract, which shall include the number of units in which the student shall enroll. If the student chooses not to make the request, or the request is denied, the student shall be dismissed for at least one semester.

Reinstatement after Dismissal

A dismissed student may request reinstatement *through the Counseling Center* after an interval of one semester. The reinstated student shall be required to participate in a prescribed counseling intervention and complete a contract for reinstatement, which shall include the number of units in which the student shall enroll.

A reinstated student shall remain on a probationary, reinstated status until clearance of probation. A reinstated student shall also remain on contract until clearance of probation. Failure to comply with the terms and conditions of the contracts may result in subsequent dismissal.

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 specific 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 under the provisions of academic renewal of said institution.

- A. A maximum of twenty-four units may be alleviated.
- B. Since completion of the work to be disregarded, the student's cumulative 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 units. The cumulative grade point average may include course- work completed at Mt. San Antonio College and/or other accredited colleges or universities. Courses used to qualify for Academic Renewal which were completed at another college or university must be verified by official college transcripts.

- C. A time period of at least two years must have elapsed since the end of the term of substandard work to be disregarded.
- D. Academic renewal will apply only to substandard grades: D, F, and NC.
- E. The permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.
- F. Mt. San Antonio College does not guarantee that academic renewal will be honored by institutions outside of the District. This determination will be made by the transfer institution.
- G. Students requesting academic renewal must file a petition in the Admissions and Records Office. Students should consult with a counselor prior to filing this petition.

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. The first two requests for transcripts are free, subsequent requests are \$2.00 each. 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 or online at <http://my.mtsac.edu>.

Challenge of Educational Records

- 1. Any student may file a written request with the Records Officer of the District (Dean, Enrollment Management) 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 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 Dean, Enrollment Management, the student may utilize the existing college student grievance process (p.259).