

# ACADEMIC POLICIES & REQUIREMENTS

## Academic Freedom

It is the policy of Mt. San Antonio College to maintain and encourage freedom for its faculty, within the law, of inquiry, teaching and research, and the pursuit of knowledge. In the exercise of this right, the professor may discuss their subject or area of competence in the classroom, as well as other relevant matters, including controversial materials, so long as they distinguish between personal opinions and what is contemporarily regarded as factual information by leading academicians in the discipline being discussed.

The professor shall use no material in any teaching assignment nor make any speech in order to incite students or others to unlawful acts or to create a clear and present danger to the students and/or the College and/or the community. Professors may not use the classroom to promote a particular religious belief. (BP 4030, AP 4030)

## Academic Standards

### Probation and Dismissal

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

Column 1	Column 2
Academic Probation	A student is placed on Academic Probation when the student has attempted at least 12 units and earned a cumulative grade point average (GPA) below 2.00
Progress Probation	A student is placed on Progress Probation when the student has enrolled in a total of at least 12 units, and 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 summer intersession, while on probation. (BP 4250, AP 4250)

### Clearing Probation

Column 1	Column 2
Academic Probation	The student shall be cleared from Academic Probation when the student's cumulative grade point average is 2.0 or higher
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 (BP 4250)

## Probation and Dismissal Status

- Probation**
  - Academic Probation - 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
  - Progress Probation - occurs at the end of that first semester in which the student has attempted at least 12 units and 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.
- Continued Probation**
  - Continued Academic Probation - occurs when the student in a second consecutive semester continues to have a cumulative grade point average below 2.0, or
  - Continued Progress Probation - occurs when the student in a second consecutive semester continues to have a cumulative percentage of all units enrolled recorded as "W", "I" and "NP" at fifty percent or higher.
- Dismissal** occurs after three consecutive semesters of Academic or Progress Probation. The student shall be dismissed for at least two semesters. If the student has enrolled in the subsequent semester or intersession before the Dismissal status has been determined through the posting of the previous semester's grades, the student shall 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 one primary semester or more.

### Appeal of Dismissal

A student who is subject to dismissal may request an appeal of dismissal through the Counseling Department by the stated deadline prior to the beginning of the following semester. 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 two consecutive semesters. Students will be dismissed for a minimum of one year.

### Reinstatement after Dismissal

A dismissed student may request reinstatement through the Counseling Department after an interval of two semesters. Requests must be made **no later than two weeks before** the beginning of the Fall or Spring semesters only. Requests for reinstatement will not be allowed after the above stated deadline or for Winter and Summer intersessions. If approved, 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 and must schedule a counseling appointment with an academic progress report for unit clearance prior to every registration period. A reinstated student shall also remain on contract until clearance of probation. Failure to comply with the terms and conditions of the contract may result in subsequent dismissal. (BP 4250, AP 4255)

### 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 may take attendance at all class meetings. It is the responsibility of each professor to inform their classes of the attendance and absence policies at the beginning of each term.

**It is the student's responsibility to officially drop a class whenever they determine that they can no longer attend the class. Failure to officially drop a class may result in a failing grade and/or a financial obligation to the college.**

Professors 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 professor or at an earlier date for intersession or short-term classes.

Students on college-authorized field trips will not be penalized for absences incurred in other classes during the field trips (AP 4300).

### 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.

### Student Unit Limits

Students may enroll in a maximum of 18 units each semester and up to seven units each summer and winter intersession. 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 are required to see a counselor as part of the petition process. Students can access the Over-Unit Petition form from the Counseling website, Counseling Department Forms (<https://www.mtsac.edu/counseling/forms.html>).

### 100 Unit Appeal

Effective Summer 2014, new state regulations impact the registration date of students who have earned more than 100 degree applicable units at Mt. SAC. Students who have already surpassed or will have earned 100 or more Mt. SAC degree applicable units when registration begins for any term will be assigned a later registration date.

Students who have completed 100 or more Mt. SAC degree applicable units may file an appeal with the Counseling Department to keep their original registration date for the following term. The Over 100 Unit Appeal form can be accessed from the Counseling website, Counseling Department Forms (<http://www.mtsac.edu/counseling/forms.html>). There is a deadline for submitting the appeal for every term. **The deadline date is noted on the appeal form.**

Students who wish to appeal have to schedule an appointment with a counselor to create a Mountie Educational Plan (MAP) which must be included with the appeal, and to clarify other requirements. Appointments can be scheduled online through the Counseling website (<http://www.mtsac.edu/counseling/>), in person, or by calling (909) 274-4380.

### Petition for Exceptional Action

The Petition for Exceptional Action form is online at Admissions Forms (<https://www.mtsac.edu/admissions/forms-and-publications.html>) and is also available at the Admissions and Records Office in the Student Services Center. Please note: Extenuating circumstances are situations beyond the control of the student. Documentation is required. Students may complete the form and submit it to Admissions and Records. Subsequent action on a petition will be taken either by the appropriate

administrator or the Board of Appeals. Be advised that any subsequent action by the appropriate administrator or Board of Appeals is final.

### 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 in continuous enrollment.

### Catalog Rights

- Catalog rights are based on the academic year in which a student begins enrollment, with each catalog year starting in the fall. If a student first enrolls in the winter, spring, or summer term, their catalog rights align with the catalog for the preceding fall semester.
- A student may use that initial catalog year or any subsequent catalog until the student petitions for graduation, if the student has remained in continuous attendance.
- Continuous attendance is enrollment and attendance in any credit course (past the census date) during the last academic year.
- In order to maintain catalog rights at Mt. SAC, based on the initial term of enrollment, a student may:
  - Attend another regionally accredited post-secondary institution.
  - Maintain "continuous attendance" at a regionally accredited post-secondary institution while away from Mt. SAC.
- A student who meets the requirements noted above but who has not been enrolled in any course at Mt. San Antonio College at the time of the class census date during any session of the previous two years, may not use requirements more than two academic years prior to the current requirements, except as required by law.

### Dropping Courses and Withdrawing from the College

It is the students' responsibility to drop or withdraw from courses they no longer attend. Students should check their schedule/receipt, available on the "My Mt SAC (<http://catalog.mtsac.edu/registration-policies/academic-policies-requirements/www.mtsac.edu/portal/>)" portal Link #11 for information regarding key dates. Dates vary and are often course specific. Failure to drop may result in a failing grade and/or fees owed.

### Full 16-week courses

For 16 week courses, students who drop a class, withdraw from the college, or are dropped from a class by the professor by the Sunday at the end of the second week of classes will not receive any mark or notation on their permanent academic record.

Students who drop a class, withdraw from the college, or are dropped by the professor beginning Monday of the third week of a 16 week class will receive a mark of "W" (Withdrawal) on their permanent record.

Professors may not drop students from a class and students may not drop themselves from any class or withdraw from the college after 60% of the class has elapsed. All students who are registered for a class after 60% of the class has elapsed shall receive an academic grade (A, B, C, D, F, P, NP) or an Incomplete mark for the class.

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

### Intersessions and other short term classes

For short term classes, students who drop a class, withdraw from college or are dropped from a class by the professor prior to the conclusion of the first 20% of the class will not receive any mark or notation on their permanent record.

Students who drop a class, withdraw from the college, or are dropped by the professor after 20% of the class has elapsed will receive a mark of "W" (Withdrawal) on their permanent record.

Professors may not drop students from a class and students may not drop themselves from any class or withdraw from the college after 60% of the class has elapsed. All students who are registered for a class after 60% of the class has elapsed shall receive an academic grade (A, B, C, D, F, P, NP) or an Incomplete mark for the class.

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

### Repeatable Courses

Certain courses may be taken more than once for credit if the course is designated as repeatable. The course may be repeated for the number of times allowable. The following types of courses may be repeatable:

1. Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a Bachelor's degree.
2. Intercollegiate athletics courses in which student athletes are enrolled to participate in an organized competitive sport.
3. Intercollegiate academic or vocational competition courses that are designed specifically for non-athletic competitive events. Enrollment in a course or series of courses related in content is limited to four times, whether or not a passing grade is earned.

There may be financial aid implications for students who are recipients of Title IV and/or state funding. Federal and state law limits financial aid funding to two enrollments in a course, unless multiple enrollment of the same course is stipulated as required for academic program completion. Please seek guidance from the Financial Aid office for further clarification.

### Families of Courses

The college has grouped Families of Courses that are closely related active participatory courses in physical education, visual arts, or performing arts. Within any given course family, students are only permitted four experiences while attending Mt. San Antonio College. An experience is defined as enrolling in a course and receiving any letter grade (including D, F, NP or W). A Family of Courses may consist of more than four courses, but students are limited to enrolling in a maximum of four courses in any family. All grades, including W, will count toward the enrollment limitation of four courses.

Students can repeat courses that are included in Families of Courses in which a grade of NP, D, or F was earned or a W was assigned. However, all enrollments count toward the four enrollment maximum for each family of courses. Once a student has received four experiences in a given family, they will not be permitted to enroll in any other class within that family, even to alleviate a sub-standard grade.

These Families of Courses are listed below in the disciplines in which they apply.

## Dance Families

Course Prefix	Course Name	Units
<b>Ballet</b>		
DNCE 1	Ballet Fundamentals	0.5-2
DNCE 2A	Ballet I	0.5-1
DNCE 2B	Ballet II	0.5-1
DNCE 31	Classical Dance	0.5-1
<b>Modern Dance</b>		
DNCE 10	Modern Fundamentals	0.5-1
DNCE 12A	Modern I	0.5-1
DNCE 12B	Modern II	0.5-1
DNCE 30	Contemporary Dance	0.5-1
<b>Jazz Dance</b>		
DNCE 14A	Jazz I	0.5-1
DNCE 14B	Jazz II	0.5-1
DNCE 17	Jazz Fundamentals	0.5-2
<b>Tap and Musical Theater</b>		
DNCE 18A	Tap I	0.5-1
DNCE 18B	Tap II	0.5-1
DNCE 28	Theater Dance I	0.5-1
DNCE 29	Theater Dance II	0.5-1
<b>Social Dance</b>		
DNCE 8	Latin Dance I	0.5-1
DNCE 11A	Social Dance Forms I	0.5-1
DNCE 11B	Social Dance Forms II	0.5-1
<b>Performance Technique</b>		
DNCE 3	Ballet Performance	0.5-1
DNCE 13	Modern Performance	0.5-1
DNCE 15	Jazz Performance	0.5-1
DNCE 19	Tap Performance	0.5-1
<b>Choreography and Career</b>		
DNCE 4	Choreography	0.5-2
DNCE 33	Improvisation	0.5-1
DNCE 34	Dance Directives	0.5-1
<b>Stage Performance</b>		
DNCE 22	Dance Rehearsal	0.5-1
DNCE 24	Dance Production	1-2
<b>Pilates</b>		
DNCE 39	Pilates Fundamentals	0.5-1
DNCE 41	Pilates I	0.5-1
DNCE 42	Pilates II	0.5-1
DNCE 43	Pilates III	0.5-1
<b>Dance Conditioning</b>		
DNCE 32	Commercial Dance	0.5-1
DNCE 36	Commercial Dance II	0.5-1
DNCE 40	Conditioning Through Dance	0.5-1

## Fine Arts Families

Course Prefix	Course Name	Units
<b>Foundational Courses</b>		
ARTD 20	Design: Two-Dimensional	3
ARTS 22	Design: Three-Dimensional	3
ARTS 33	Ceramics: Hand Construction	3
<b>Color Concepts</b>		

ARTD 15B	Drawing: Intermediate	3
ARTD 21	Design: Color and Composition	3
ARTD 25A	Beginning Painting I	3
ARTD 27	Painting: Watercolor	3
<b>Drawing</b>		
ANIM 104	Drawing Fundamentals	3
ARTD 15A	Drawing: Beginning	3
ARTD 16	Drawing: Perspective	3
ARTD 43A	Introduction to Printmaking	3
<b>Gesture</b>		
ANIM 101A	Drawing - Gesture and Figure	3
ANIM 101B	Figure Gesture - Design	3
ANIM 101C	Figure Gesture Expressive Design	3
ANIM 107	Figure in Motion	3
<b>Anatomical Study</b>		
ARTD 17A	Drawing: Life	3
ARTD 17B	Drawing: Life-Intermediate	3
ARTD 19A	Figure Painting	3
ARTD 23B	Drawing: Intermediate Heads and Hands	3
<b>Figure Concepts</b>		
ARTD 23A	Drawing: Heads and Hands	3
<b>Painting</b>		
ARTD 25B	Beginning Painting II	3
ARTD 26A	Intermediate Painting I	3
ARTD 26B	Intermediate Painting II	3
<b>Ceramics</b>		
ARTS 30A	Ceramics: Beginning I	3
ARTS 30B	Ceramics: Beginning II	3
ARTS 31	Ceramics: Intermediate Studio	2
<b>Sculpture</b>		
ARTS 40A	Sculpture: Beginning	3
ARTS 40B	Sculpture: Intermediate	3
ARTS 40C	Sculpture: Carving	3
ARTS 41A	Sculpture: Life	3
<b>Molding</b>		
ARTS 41B	Sculpture: Intermediate Life	3
ARTS 42	Sculpture: Mold Making	3
ARTS 46A	Sculpture: Special Effects Makeup	3
ARTS 46B	Sculpture: Special Effects Makeup	3
<b>Planography</b>		
ARTD 44A	Printmaking: Introduction to Lithography I	3
ARTD 45A	Printmaking: Introduction to Screenprinting	3
ARTD 45B	Printmaking: Intermediate Screenprinting	3
<b>Intaglio Printmaking</b>		
ARTD 43B	Intermediate Printmaking in Intaglio and Relief	3
ARTD 46A	Printmaking: Introduction to Monotype	3
ARTD 47A	Printmaking: Photo and Alternative Processes	3
<b>Art Survey and Exhibition</b>		
ARTB 14	Basic Studio Arts	3
ARTG 20	Art, Artists, and Society	3
ARTG 21A	Introduction to Exhibition Production	3
ARTG 21B	Intermediate Exhibition Production	3

## Kinesiology Families

Course Prefix	Course Name	Units
<b>Aquatics</b>		
KINA 8A	Swimming - Beginning	0.5-1

KINA 8B	Swimming - Intermediate	0.5-1
KINA 8C	Swimming - Advanced	0.5-1
KINA 14	Water Polo	0.5-1
KINA 20	Aquatic Fitness	0.5-1
<b>Cardiorespiratory and Body Composition</b>		
KINF 4	Cardiovascular Conditioning	0.5-1
KINF 34A	Cardiorespiratory Training Beginning	0.5-2
KINF 34B	Cardiorespiratory Training Intermediate	0.5-2
KINF 38A	Group Exercise Training - Beginner	0.5-1
KINF 38B	Group Exercise Training - Intermediate	0.5-1
<b>Combatives</b>		
KINI 25	Mixed Martial Arts	0.5-1
KINI 27A	Jeet Kune Do - Beginning	0.5-1
KINI 27B	Jeet Kune Do - Intermediate	0.5-1
KINI 29	Self Defense and Martial Arts	0.5-1
KINI 30A	Filipino Martial Arts - Beginning	0.5-1
KINI 30B	Filipino Martial Arts - Intermediate	0.5-1
KINI 31A	JiuJitsu - Beginning	0.5-1
KINI 31B	JiuJitsu - Intermediate	0.5-1
KINI 33A	Kickboxing Beginning	0.5-1
KINI 33B	Kickboxing Intermediate	0.5-1
KINI 34	Women's Self Defense	0.5-1
<b>Muscular Strength and Endurance</b>		
KINF 10A	Weight Training - Beginning	0.5-2
KINF 10B	Weight Training - Intermediate	0.5-2
KINF 19	Strength Training	0.5-2
KINF 25	Core Performance and Foundation Movement	1-2
KINF 36A	Circuit Training Beginning	0.5-2
KINF 36B	Circuit Training Intermediate	0.5-2
<b>Individual Sports</b>		
KINI 4A	Badminton - Beginning	0.5-1
KINI 4B	Badminton - Intermediate	0.5-1
KINI 4C	Badminton - Advanced	0.5-1
KINI 18A	Golf - Beginning	0.5-1
KINI 18B	Golf - Intermediate	0.5-1
KINI 18C	Golf - Advanced	0.5-1
KINI 40A	Tennis - Beginning	0.5-1
KINI 40B	Tennis - Intermediate	0.5-1
KINI 40C	Tennis - Advanced	0.5-1
<b>Flexibility and Balance</b>		
KINI 37A	Tai Chi Chuan - Beginning	0.5-1
KINI 37B	Tai Chi Chuan - Intermediate	0.5-1
KINI 37C	Tai Chi Chuan - Advanced	0.5-1
KINI 50A	Yoga	0.5-1
<b>Team Sports</b>		
KINS 2A	Basketball Beginning	0.5-1
KINS 2B	Basketball Intermediate	0.5-1
KINS 10A	Beginning Soccer	0.5-1
KINS 10B	Soccer Intermediate	0.5-1
KINS 16A	Co-Ed Slow Pitch Softball	0.5-1
KINS 24A	Volleyball - Beginning	0.5-1
KINS 24B	Volleyball - Intermediate	0.5-1
KINS 24C	Volleyball - Advanced	0.5-1
<b>Fire Technology/Administration of Justice</b>		
KINF 51A	Agility Test Preparation Law and Fire - Beginning	1
KINF 51B	Agility Test Preparation Law and Fire - Intermediate	1

KINF 52A	Fitness and Conditioning for Law and Fire - Beginning	1
KINF 52B	Fitness and Conditioning for Law and Fire - Intermediate	1
KINF 53	Physical Training for the Basic Fire Academy	2.5

## Music Families

Course Prefix	Course Name	Units
<b>Class Piano</b>		
Intended for students with emphasis on learning basic piano skills and piano literature.		
MUS 17B	Intermediate Piano	1
MUS 18	Advanced Piano	1
MUS 170	Piano I	1
<b>Keyboard Skills</b>		
Intended for music majors with emphasis on developing keyboard skills for the music educator.		
MUS 171	Piano II	1
MUS 172	Piano III	1
<b>Class Vocal Study</b>		
Intended for all students.		
MUS 20A	Elementary Voice	1
MUS 20B	Intermediate Voice	1
MUS 21	Advanced Voice	1
<b>Class Guitar</b>		
Intended for all students		
MUS 23A	Elementary Guitar	1
MUS 23B	Intermediate Guitar	1
MUS 24	Advanced Guitar	1
<b>Techniques</b>		
For the development of technical skills		
MUS 25A	Jazz Improvisation	1
MUS 25B	Advanced Jazz Improvisation	1

## 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 at Mt. San Antonio College.
- **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 at Mt. San Antonio College.

## Graduation Honors

- **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

Building 26A-1680, (909) 274-4665

Mt. San Antonio College offers an Honors Program for students who have demonstrated academic excellence. Honors courses are specially

designed sections of transferable courses and, with a few exceptions, are part of the IGETC requirement list.

Completion of the Honors Program makes a student eligible for priority admission consideration from many universities and/or their honors programs. In addition to an enhanced curriculum for motivated students, Honors Program students receive library privileges at UC Irvine and UCLA and an Honors Certificate upon completion of honors certification.

## Entrance Requirements

- **High School Students** – Eligibility for ENGL 1A; 3.2 unweighted GPA; letter of recommendation; short essay
- **College Students** – Nine transferable units; Eligibility for ENGL 1A; 3.2 transferable GPA, short essay, letter of recommendation (may be waived if transferable GPA is 3.5 or higher)

## Requirements for "Honors Scholar" Designation

- Completion of 15 units of honors courses with a minimum 3.2 transferable GPA in those courses
- Overall 3.2 transferable GPA

## Alpha Gamma Sigma

Mt. San Antonio College sponsors the Zeta Chapter of Alpha Gamma Sigma, the scholastic honorary organization for California Community Colleges. Full-time and part-time students are eligible for membership. Membership requires campus and community involvement (service hours).

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.

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. Scholarships provided by the Zeta Chapter and the State Alpha Gamma Sigma Organization are available to actively involved members. Some baccalaureate granting institutions provide scholarships limited to Alpha Gamma Sigma members. For further information and review of academic eligibility and applications, students should consult an Alpha Gamma Sigma Officer or an Alpha Gamma Sigma Adviser. Contact information can be found here: <https://agszetamtsac.weebly.com/>

## Phi Theta Kappa

Mt. SAC sponsors the Alpha Omega Alpha Chapter of Phi Theta Kappa, an international honor society for two-year colleges. To be eligible for membership, students must have completed a minimum of 12 transferable units with a 3.4 GPA.

Several advantages accompany this honor including recognition at graduation and access to scholarships offered to members by hundreds of U.S. colleges and universities. For further information and an application for membership, students should consult the Honors Program in Building 26A, Room 1680 as well as Phi Theta Kappa Honor Society (<https://www.mtsac.edu/honors/ptk.html>). (<https://www.mtsac.edu/honors/ptk.html>)

## Definition of Educational Records

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

## 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 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. (AP 5045)

## 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 or universities need to contact those institutions to find out if they are eligible for academic renewal under the provisions of academic renewal of said institution.

1. A maximum of 30 units may be alleviated.
2. 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 coursework completed at Mt. San Antonio College and 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.
3. Renewed coursework cannot be used in awarding of a certificate, degree, or transfer certification.
4. Academic renewal will apply only to substandard grades: D, DV, F, FV, NC, NP, and NPV.
5. The permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history. Grades alleviated via Academic Renewal will be annotated and excluded from the grade point average (GPA). 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.

6. 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.
7. Students requesting academic renewal must meet with a counselor first to file a Petition for Academic Renewal without Course Repetition. (BP 4240, AP 4240) The counselor will review the student's academic record, determine eligibility, complete and submit the form to the Admissions and Records Office. Once the Admissions and Records Office processes the form, the transcript will be updated, and the student will be notified of such action.

## Transcripts

Official transcripts of work completed at Mt. San Antonio College may be ordered online through MyPortal (<http://my.mtsac.edu/>) student portal. The first two requests for transcripts are free; subsequent standard transcript requests are \$5.00 each. Unofficial/student copies of transcripts may be obtained at MyPortal (<http://my.mtsac.edu/>) (AP 5040)

Further information regarding transcript services is available at Records and Graduation (<http://www.mtsac.edu/records/student-records/transcripts.html>)

## 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 kinesiology, choir, drafting, etc., a greater number of in class hours per week is required for each unit of credit. During summer and winter intersessions, one unit of credit represents three hours of lecture per week.

## Classification of Students

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

Classification of Students	Definition
Full-time	enrolled in 12 or more units in a fall or spring semester, or 4 or more units during a six-week summer or winter intersession
Part-time	enrolled in less than 12 units during the fall or spring semester or less than 4 units during a six-week summer or winter intersession
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 term. Any student enrolled as of the first day of the fourth week in a full semester course for any term shall receive one of the designated grading scale marks on their permanent records.

## Grading Scale

Evaluative Symbol	Definition	Grade Point Value
A	Excellent	4
B	Good	3
C	Satisfactory	2

D	Passing ( <b>less than satisfactory</b> )	1
F	Failing	0
Pass	Passing (at least equivalent to a "C" grade. Units awarded are not counted in determining the student's grade point average.)	
NP	Not Passing (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.)	

### Incomplete

A student may request an Incomplete or the professor 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 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 professor. If granted, the student must complete all outstanding course requirements stipulated by the professor within one year, or the Incomplete will become a letter grade assigned by the professor.

Grading System	Definition
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 regular semester length, but greater than six weeks, is authorized for a period of time through 60% of the course, 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 regular semester length, but greater than six weeks, provided the student withdraws no later than the end of the first 20% 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. A "W" previously incurred commencing January 1, 1990, and which meets the definition of "MW" may be changed to "MW" (AP 5013). A student may petition for the MW by submitting a Petition for Exceptional Action along with documentation to the Admissions and Records Office.

**EW - Excused Withdrawal**

The “EW,” excused withdrawal (effective Fall 2018) , mark shall be assigned only when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting their ability to complete a course(s) and may include a job transfer outside the geographical region, an illness in the family where the student is the primary caregiver when the student is incarcerated in a California State Prison or county jail when the student is the subject of an immigration action or other extenuating circumstances. Upon verification of these conditions and consistent with the district’s required documentation substantiating the condition, an excused withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. The “EW” shall not be counted in progress probation and dismissal calculations or toward the number of permitted withdrawals or counted as an enrollment attempt. A student may petition for the EW by submitting a Petition for Exceptional Action along with documentation to the Admissions and Records Office. Effective Spring 2024, students can request an EW without added documentation (i.e. rationale/justification for the request). Students have until the last day of instruction to request an EW. EWs are not available for prior terms.

**Final Examinations**

A final examination shall be administered in all classes in compliance with the Final Exam Schedule prepared each term. If a student is unable to attend a scheduled final examination, they must contact their instructor to make other arrangements. A student who does not take a final examination and who does not qualify for an “Incomplete” (refer to Grading System-Incomplete), shall be assigned the grade “F” or “Zero” for the examination, and this grade shall be averaged in determining the final course grade.

**Pass/No Pass Grades**

The Pass or No Pass (P or NP) grading option was designed to encourage students to explore subject areas of interest outside of their major areas of competence or known abilities without being overly concerned with a grade or with jeopardizing their grade point average and to afford an opportunity for departments to offer courses in which there is a diminished emphasis on grades.

Courses may be offered for Pass or No Pass in either of the following categories and will be specified in the catalog and schedule of classes:

- **Pass/No Pass Only Grade**

Courses wherein all students are evaluated on a Pass or No Pass basis only.

- **Option of Letter Grade or Pass/ No Pass Grade**

Courses in which each student has the option to individually elect Pass or No Pass or letter grade.

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 can make the change on their student portal within the first 20% of the course or in person with a picture ID at the Admissions and Records Office located in the Student Services Center (Bldg 9B) within the first 30% of the course. Effective Spring 2024, students can change their F grade to “NP up until the last day of instruction for classes that allow the P/NP option. Students can make the request, up until the last day of instruction. The grading option is not reversible.

The student is held responsible for all assignments and examinations required in the course. The standards of evaluation are identical for all students in the course. A grade of “P” is earned for coursework equal to a grade of “C” or better. A grade of “NP” is earned for coursework equal to a grade of “D” or “F”. Neither “P” nor “NP” grades are used in computation of grade point average; however, P or NP units will appear on the transcript of record.

**Students are advised that four-year institutions may limit the number of units acceptable for transfer completed with a P or NP notation. Students should investigate the policies of the institutions to which they may wish to transfer to determine the acceptability of P (Pass) grades in courses in the student’s major. Before selecting the pass or no pass option, students should consult with a counselor.**

**Historical View of Temporary Changes to Academic Marks due to COVID-19**

Column 1	Column 2
Spring 2020 Term (EW, P/NP)	Implementation was mid-semester, just prior to the start of the 2nd 8 week of instruction after the college had shifted to 100% online/ virtual instruction and services. Some students had already dropped without a “W”. The remaining students who had dropped with a “W” were changed to “EW”s. Refunds were made for EWs and drops with a “W” as well as Spring parking.
Summer 2020 (EW)	EW withdrawal option was made available. Refunds for EWs were processed.



Fall 2020 (EW, P/NP) EW with refunds was implemented (same as Spring 2020). Refunds of Spring parking continued through Fall. However, only classes approved for the P/NP option were eligible for Fall 2020. New option of changing “F” grades to “NP” to be implemented after grades are submitted only for classes that allow the P/NP option.

Winter 2021 (EW, P/NP) EW with refunds was implemented (same as Spring 2020). Refunds of Spring parking continued through Fall. However, only classes approved for the P/NP option were eligible for Fall 2020. New option of changing “F” grades to “NP” to be implemented after grades are submitted only for classes that allow the P/NP option.

Spring 2021 EW with refunds was implemented (same as Spring 2020). Refunds of Spring parking continued through Fall. However, only classes approved for the P/NP option were eligible for Fall 2020. New option of changing “F” grades to “NP” to be implemented after grades are submitted only for classes that allow the P/NP option.

## 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. (AP 4285)

### 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 Experiences in the Armed Services* and the *National Guide to College Credit for Workforce Training*; The College 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 ensure 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 Current License Holders

Mt. San Antonio College may grant units of credit toward an associate’s degree to current license holders in the following areas: Emergency Medical Technology (Paramedics), Psychiatric Technology, and Radiologic Technology. The total number of units granted will be equal to the current total unit requirement for the equivalent program certificate. License holders must meet the college’s residency requirements and complete an application to the college before the request for extra-institutional learning credit may be made. The application date will determine the catalog year.

The Department Chair from the appropriate program will validate the license and its currency. Admissions and Records will certify that the requirements have been met, grant the appropriate number of units, and apply extra-institutional learning credit toward the degree. (AP 4285)

## 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. (AP 4285)

## 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 their educational program by providing opportunity to obtain credit in those fields in which they have already achieved proficiency independently or by informal means. (BP 4235, AP 4235)

The following list of courses are available for Credit by Exam. For the list of courses with current high school or adult education articulation agreements, refer to the Office of Instruction Credit by Exam (<https://www.mtsac.edu/instruction/officeofinstruction/creditybyexam/>) page.

Course Prefix	Course Name	Units
<b>Arts Division</b>		
<b>Commercial and Entertainment Arts</b>		
ANIM 108	Principles of Animation	3
PHOT 9	Digital Image Editing for Photographers	3
PHOT 10	Basic Digital and Film Photography	3
PHOT 20	Color Photography	3
R-TV 19A	Beginning Video Production	3
<b>Music</b>		
MUS 17B	Intermediate Piano	1
MUS 110	Music Fundamentals	3

MUS 110A	Music Fundamentals for Musicians	4	SIGN 101	American Sign Language 1	4
MUS 170	Piano I	1	SIGN 102	American Sign Language 2	4
MUSA 100	Fundamentals of Audio Technology	3	SIGN 103	American Sign Language 3	4
MUSA 120	Introduction to Music Production	3	SIGN 104	American Sign Language 4	4
MUSA 130	Business of Audio Production	3	SIGN 105	American Sign Language 5	4
<b>Theater</b>			<b>Kinesiology, Athletics and Dance Division</b>		
THTR 9	Introduction to Theater Arts	3	<b>Kinesiology</b>		
<b>Business Division</b>			KIN 19	Introduction to Care/Prevention of Activity/Sports-Related Injuries	3
<b>Accounting and Management</b>			<b>Natural Sciences Division</b>		
BUSA 11	Fundamentals of Accounting	3	<b>Agricultural Sciences</b>		
BUSA 68	Business Mathematics	3	AGAG 1	Food Production, Land Use, and Politics - A Global Perspective	3
BUSA 71	Personal Financial Planning	3	AGOR 1	Horticultural Science	3
BUSA 72	Bookkeeping - Accounting	5	AGOR 13	Landscape Design	3
BUSO 5	Business English	3	AGOR 71	Construction Fundamentals	3
<b>Child Development</b>			ASCI 1	Animal Science	3
CHLD 5	Principles and Practices in Child Development Programs	3	ASCI 16	Horse Production and Management	4
CHLD 61	Language Arts and Art Media for Young Children	3	<b>Biological Sciences</b>		
CHLD 64	Health, Safety, and Nutrition of Children	3	BIOL 1	General Biology	4
<b>Computer Information Systems</b>			<b>Physics and Engineering</b>		
CISB 11	Computer Information Systems	3.5	ENGR 1	Introduction to Engineering	2
CISB 15	Microcomputer Applications	3.5	ENGR 18	Introduction to Engineering Graphics	3
CISB 31	Microsoft Word	3	<b>Technology and Health Division</b>		
CISW 15	Web Site Development	3.5	<b>Aeronautics, Transportation</b>		
CISW 17	HTML, CSS, and JavaScript Programming	3	AERO 100	Primary Pilot Ground School	4
<b>Consumer Science and Design Technologies</b>			AERO 102	Aviation Weather	3
CUL 101	Professional Cooking Foundations	3	AERO 104	Federal Aviation Regulations	3
CUL 102	Professional Cooking I	3	AERO 150	Commercial Pilot Ground School	3
CUL 104	Garde Manger	3	AERO 252	Instrument Ground School	3
CUL 105	Baking and Pastry I	3	<b>Air Conditioning and Building Automation</b>		
FASH 10	Clothing Construction I	3	AIRC 10	Technical Mathematics in Air Conditioning and Refrigeration	2
FCS 41	Life Management	3	AIRC 11	Welding for Air Conditioning and Refrigeration	2
FCS 80	Personal Financial Planning	3	AIRC 20	Refrigeration Fundamentals	4
HRM 51	Introduction to Hospitality	3	AIRC 25	Electrical Fundamentals for Air Conditioning and Refrigeration	5
HRM 52	Food Safety and Sanitation	2	AIRC 31	Commercial Electrical for Air Conditioning and Refrigeration	4
HRM 56	Hospitality Supervision	3	AIRC 95	Work Experience in Air Conditioning and Refrigeration	1-4
HRM 57	Hospitality Cost Control	3	WELD 30	Metal Sculpture	2
HRM 61	Menu Planning	3	<b>Architecture and Engineering Design Technology</b>		
HRM 62	Event Planning and Catering	3	ARCH 101	Design I - Elements of Design	4
HRM 64	Hospitality Financial Accounting	3	ARCH 102	Design II - Architectural Design	4
HRM 66	Hospitality Law	3	ARCH 121	CADD and Digital Design Media Level I	4
HRM 70	Introduction to Lodging	3	ARCH 122	Architectural Presentations	4
HRM 91	Hospitality Work Experience	1-4	ARCH 141	Design Drawing and Communication	4
ID 10	Introduction to Interior Design	2	ARCH 146	Architectural Drawings and Fabrications	3
ID 10L	Introduction to Interior Design Laboratory	1	ARCH 147	Architectural CAD and BIM	3
ID 14	History of Furniture and Decorative Arts	3	ECT 17	Legal Aspects of Construction	3
<b>Continuing Education</b>			ECT 67	Reading Construction Drawings	3
<b>Adult Basic Education</b>			ECT 70	Elements of Construction Management	3
BSHS ALG1	High School Algebra 1	0	ECT 71	Construction Estimating	3
BSHS BIO	High School Biology	0	IDE 120	Introduction to CAD	3
BSHS USH	High School U.S. History	0	IDE 130	Introduction to Shop Processes	3
BSHS WHS	High School World History	0	IDE 220	Advanced CAD	3
<b>Humanities and Social Sciences Division</b>			IDE 230	Introduction to Mechanical Principles	3
<b>Art History</b>					
LATN 1	Elementary Latin	4			
LATN 2	Continuing Elementary Latin	4			
<b>Sign Language</b>					

MFG 110	Introduction to CAD	4	ADJU 3	Concepts of Criminal Law	3
MFG 120	CAD for Manufacturing	4	ADJU 4	Legal Aspects of Evidence	3
MFG 130	Manufacturing Processes and Materials	3	ADJU 5	Community Relations	3
MFG 140	Print Reading and Shop Practice	3	ADJU 6	Police Patrol Tactics and Strategy	3
MFG 150	Manual Machining I	3	ADJU 9	Introduction to Homeland Security	3
MFG 155	Manual Machining II	2	ADJU 10	Introduction to Correctional Sciences	3
MFG 160	Introduction to Mechanical Principles	3	ADJU 20	Principles of Investigation	3
MFG 180	Introduction to MasterCAM	3	ADJU 38	Narcotics Investigation	3
MFG 210	Advanced CAD	3	ADJU 50	Introduction to Forensics for Criminal Justice	3
MFG 220	Computer Aided Manufacturing II	3	ADJU 59	Gangs and Corrections	3
MFG 250	Introduction to CNC Programming	3	ADJU 68	Administration of Justice Report Writing	3
MFG 260	CNC Operation	3	FIRE 1	Fire Protection Organization	3
<b>Electronics &amp; Computer Technology</b>			FIRE 2	Fire Prevention Technology	3
CNET 50	Personal Computer (PC) Servicing	4	FIRE 3	Fire Protection Equipment and Systems	3
CNET 52	PC Operating Systems	4	FIRE 4	Building Construction for Fire Protection	3
CNET 54	PC Troubleshooting	4	FIRE 5	Fire Behavior and Combustion	3
CNET 56	Computer Networks	4	FIRE 6	Hazardous Materials/ICS	3
CNET 58	Server Systems	4	FIRE 7	Fire Fighting Tactics and Strategy	3
CNET 60	A+ Certification Preparation	2	FIRE 8	Fire Company Organization and Management	3
CNET 62	Network+ Certification Preparation	2	FIRE 9	Fire Hydraulics	3
CNET 64	Server+ Certification Preparation	2	FIRE 10	Arson and Fire Investigation	3
CNET 66	Security+ Certification Preparation	2	FIRE 11	Fire Apparatus and Equipment	3
ELEC 10	Introduction to Mechatronics	2	<b>Respiratory Therapy</b>		
ELEC 11	Technical Applications in Microcomputers	3	MEDI 90	Medical Terminology	3
ELEC 12	Computer Simulation and Troubleshooting	2	RESD 102	Theory and Principles of Respiratory Therapy	2
ELEC 50A	Electronic Circuits - Direct Current (DC)	4	CUL 107	World Cuisines	2.5
ELEC 50B	Electronic Circuits (AC)	4	<sup>1</sup> Individuals who present relevant military education and experience equal but not limited to: Basic Medical Technician Corpsman (Navy HM or Air Force BMTCP), Army Health Care Specialist (68W Army Medic), or Air Force Independent Duty Medical Technician (IMDT 4NOX1C) may be eligible for advanced placement in the nursing program. Check admission procedures (Military Personnel Placement) on the Nursing website ( <a href="https://www.mtsac.edu/nursing/">https://www.mtsac.edu/nursing/</a> ) for more information.		
ELEC 51	Semiconductor Devices and Circuits	4			
ELEC 53	Communications Systems	4			
ELEC 54A	Industrial Electronics	4			
ELEC 54B	Industrial Electronic Systems	3			
ELEC 55	Microwave Communications	4			
ELEC 56	Digital Electronics	4			
ELEC 61	Electronic Assembly and Fabrication	3			
ELEC 62	Advanced Surface Mount Assembly and Rework	2			
ELEC 74	Microcontroller Systems	4			
ELEC 76	FCC General Radiotelephone Operator License Preparation	2			
TECH 60	Customer Relations for the Technician	2	Pursuant to Section 55050 of Title 5 of the California Code of Regulations, 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:		
<b>Nursing <sup>1</sup></b>			<b>Rules and Regulations</b>		
NURS 1A	The Nursing Process I	3.5	1. Credit by Examination will be granted only for those courses which have been so designated by the departments.		
NURS 1B	The Nursing Process II	4.5	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."		
NURS 2	Pharmacology	2	3. A student may petition for Credit by Examination provided:		
NURS 3	Medical-Surgical Nursing: Locomotion/Sensory/Integument/Oncology/Immunology	3.5	a. The student has been registered at Mt. San Antonio College.		
NURS 4	Maternity Nursing	3	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).		
NURS 5	Psychiatric Nursing	2.5	c. The student has at least a 2.0 grade point average. This includes transfer/new students.		
NURS 6	Pediatric Nursing	3	4. The student may obtain the petition for Credit by Examination from the Division Office.		
NURS 7	Medical-Surgical Nursing: Nutrition/Elimination/Surgical Asepsis	6	5. The department will establish written guidelines by which the eligibility of a student to take such an examination is determined.		
NURS 8	Medical-Surgical Nursing: Circulation and Oxygenation	4			
NURS 10	Medical-Surgical Nursing: Integration/Regulation	3			
NURS 11	Preceptorship in Nursing	2			
<b>Public Safety Programs</b>					
ADJU 1	The Administration of Justice System	3			
ADJU 2	Principles and Procedures of the Justice System	3			

- 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.
- 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, and the Counseling Department.

### Advanced Placement Credit for Mt. SAC General Education Requirements for the Associate Degree

Students who have a qualifying Advanced Placement (AP) test score (3 or above) may petition to utilize the results of their AP examinations to meet Mt SAC general education requirements in the areas identified in the Credit by Examination tab above.

#### Advanced Placement Examinations

AP Examination	Score Needed/GE/Equivalency	Mt.SAC GE Area	GE Units	Equivalent Mt.SAC Course	Degree Units
Art History	3	C1 or C2	3	AHIS 4 & AHIS 5	6
Biology	3	B2	3	BIOL 1	6
Calculus AB <sup>1</sup>	3/4 <sup>1</sup>	B4	3	MATH 180	3
Calculus BC	3/3/4 <sup>2</sup>	B4	3	MATH 180 or MATH 181	6
Chemistry	3	B1	3	CHEM 40	6
Chinese Language and Culture	3	C2	3	CHIN 1 & CHIN 2	6
Comparative Government and Politics	3	D2	3	None	3
Computer Science A	3	N/A	N/A	CSCI 145	3
Computer Science AB	3	N/A	N/A	None	6
Computer Science Principles	3	N/A	N/A	CSCI 110	6
English Language and Composition	3	A2	3	ENGL 1A	6
English Literature and Composition	3	A2 & C2	6	ENGL 1A & ENGL 1B	6
Environmental Science	3	B1	3	None	4
European History	3	C2 or D2	3	None	6
French Language and Culture	3	C2	3	FRCH 1 & FRCH 2	6

French Literature	3	C2	3	FRCH 3	6
German Language and Culture	3	C2	3	GERM 1 & GERM 2	6
Human Geography	3	D2	3	GEOG 2	3
Italian Language and Culture	3	C2	3	ITAL 1 & ITAL 2	6
Japanese Language and Culture	3	C2	3	JAPN 1 & JAPN 2	6
Latin	3	C2		None	3
Latin: Literature	3	C2	3	None	6
Latin: Vergil	3	C2	3	None	3
Macroeconomics	3/4	D2	3	BUSC 1A	3
Microeconomics	3/4	D2	3	BUSC 1B	3
Music Theory	3	C1	3	MUS 7	6
Physics 1	3	B1		Refer to note <sup>3</sup>	4
Physics 2	3	B1		None	4
Physics B	3	B1	3	None	6
Physics C: Electricity and Magnetism	3	B1	3	None	4
Physics C: Mechanics	3	B1	3	Refer to note <sup>4</sup>	4
Psychology	3	D2	3	PSYC 1A	3
Spanish Language and Culture	3	C2	3	SPAN 1 & SPAN 2	6
Spanish Literature and Culture	3	C2	3	SPAN 3	6
Statistics	3	B4	3	MATH 110	3
Studio Art - 2D	3			General education and course equivalency credit based on portfolio review	3
Studio Art - 3D	3			General education and course equivalency credit based on portfolio review	3

Studio Art - 3 Drawing	3	General education and course equivalency credit based on portfolio review	3		
United States Government and Politics	3	D1	3	POLI 1	3
United States History	3	C2 or D1 or D2	3	HIST 1	6
World History Modern	3	C2 or D2	3	None	6

<sup>1</sup> A score of 3 on the Calculus AB Advanced Placement Exam will earn a student three (3) degree applicable units, and Eligibility for MATH 180. A score of 4 on the Calculus AB Advanced Placement exam will earn a student three (3) degree applicable units, and MATH 180 equivalence.

<sup>2</sup> A score of 3 on the Calculus BC Advanced Placement Exam will earn a student three (6) degree applicable units and MATH 180 equivalence. A score of 4 on the Calculus BC Advanced Placement exam will earn a student three (6) degree applicable units, and MATH 181 equivalence.

<sup>3</sup> A score of 4 or higher on the AP Physics 1 will allow a student to meet the PHYS 2AG prerequisite requirement for PHYS 4A. Student will not earn equivalency for PHYS 2AG or units.

<sup>4</sup> A score of 3 or higher on the AP Physics C: Mechanics will allow a student to meet PHYS 2AG prerequisite requirement for PHYS 2AG. Student will not earn equivalency for PHYS 2AG or units.

## 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 in the table. Only IB Higher Level (HL) certificate examinations with scores of 5, 6, or 7 will be honored.

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.

IB Higher Level Exam	Score Needed for Equivalency	Mt.SAC GE Area	Units of GE	Equivalent Mt.SAC Course	Degree Units
IB Biology	5	B2	3	BIOL 1	6
IB Chemistry	5	B1	3	None	6
IB Economics	5	D2	3	BUSC 1A	6

IB Geography	5	D2	3	GEOG 2	6
IB History (any region)	5	C2 or D2	3	None	6
IB Language A1 (English)	4	C2	3	None	6
IB Language A2	4	C2	3	None	6
IB Language A2 (Classical Languages)	4 <sup>1</sup>	C2	3	LATN 1	6
IB Mathematics	4 <sup>2</sup>	B4	3	MATH 180	6
IB Physics	5	B1	3	None	6
IB Psychology	5	D2	3	PSYC 1A	3
IB Theatre Arts	4 <sup>3</sup>	C1	3	THTR 9	6

<sup>1</sup> A minimum score of 4 is needed for General Education Humanities and degree units. A score of 5 is needed for LATN 1 credit.

<sup>2</sup> A minimum score of 4 is needed for General Education Math and Quantitative Reasoning and degree units. A score of 5 is needed for MATH 180 credit.

<sup>3</sup> A minimum score of 4 is needed for General Education Arts and degree units. A score of 5 is needed for THTR 9 credit.

## College Level Examination Program (CLEP)

Students may receive credit for College Level Examination Program. Students are limited to 6 units of credit for an examination score of fifty or above in a General Examination of the College Level Examination Program of the College Entrance Examination Board. To determine "subject" credit, the course must be evaluated by a representative from the respective academic department in which the course subject resides. Students must submit a request for variance form to the department representative who will verify the acceptance as a substitution for a general education or major degree requirement.

CLEP Examination	Score Needed	Mt.Sac GE Area	Degree Units
American Government	50	D2	3
American Literature	50	C2	3
Analyzing and Interpreting Literature	50	C2	3
Biology	50	B2	3
Calculus	50	B4	3
Chemistry	50	B1	3
College Algebra	50	B4	3

College Algebra - Trigonometry	50	B4	3
College Composition	50	Not Applicable	0
College Composition - Modular	50	Not Applicable	0
College Mathematics	50	Not Applicable	0
English Composition (no essay)	50	Not Applicable	0
English Composition (with essay)	50	Not Applicable	0
Financial Accounting	50	Not Applicable	0
French Level I	50	Not Applicable	0
French Level II	59	C2	3
Freshman College Composition	50	Not Applicable	0
German Level I	50	Not Applicable	0
German Level II	60	C2	3
History, United States I	50	D2	3
History, United States II	50	D2	3
Human Growth and Development	50	D2	3
Humanities	50	C2	3
Information Systems and Computer Apps	50	Not Applicable	0
Introduction to Educational Psychology	50	Not Applicable	0
Introduction to Business Law	59	Not Applicable	0
Introduction to Psychology	50	D2	3
Introduction to Sociology	50	D2	3
Natural Sciences	50	B1 or B2	3
Pre-Calculus	50	B4	3
Principles of Accounting	50	Not Applicable	0
Principles of Management	50	Not Applicable	0
Principles of Marketing	50	Not Applicable	0
Principles of Macroeconomics	50	D2	3
Principles of Microeconomics	50	D2	3
Social Sciences and History	50	Not Applicable	0

Spanish Level I	50	Not Applicable	0
Spanish Level II	63	C2	3
Spanish with Writing I	50	Not Applicable	0
Spanish with Writing II	63	C2	3
Western Civilization I	50	D2	3
Western Civilization II	50	D2	3