

# 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 his/her subject or area of competence in the classroom, as well as other relevant matters, including controversial materials, so long as he/she distinguishes 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.

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 (GPA) 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 summer term, while on probation. (BP 4250, AP 4250)

### Clearing Probation

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

1. **Probation**
  - a. 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
  - b. 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.
2. **Continued Probation**
  - a. Continued Academic Probation - occurs when the student in a second consecutive semester continues to have a cumulative grade point average below 2.0, or
  - b. 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.
3. **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 term 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 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 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 semesters.

### Reinstatement after Dismissal

A dismissed student may request reinstatement through the Counseling Center 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 terms. 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 see a counselor 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 contracts 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 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 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 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 are 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.

### **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 degree applicable units when registration begins for any term will be assigned a later registration date.

Students who have completed 100 or more degree applicable units may file an appeal with the Counseling Center to keep their original registration date for the following term. The 100 Unit Appeal form can be downloaded from the Counseling website, Counseling Center 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.** Forms are also available at the Counseling Center, Bldg. 9B, 2<sup>nd</sup> floor.

Students who wish to appeal have to schedule an appointment with a counselor or advisor to create an 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.

### **Basic Skills Limitations**

Students are limited to completing no more than 30 units of courses identified as "Pre-collegiate Basic Skills" while enrolled at Mt. SAC. Courses in this category include pre-collegiate basic skills courses in Math, English, Reading, and Learning Skills. Students enrolled in the American Language program and students with learning disabilities are exempted from this policy. Waivers to exceed the 30 unit limit are available to students who show significant progress and will be limited to a specified period of time and/or number of units. Students requesting

this waiver must submit a Petition for Exceptional Action to the Board of Appeals. Petitions are available in the Counseling Center and in Admissions & Records. Students who reach 30 units of pre-collegiate basic skills courses and who are not ready to pursue degree applicable courses are subject to remedial dismissal. (BP 4220, AP 4222)

### **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.

### **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**

- 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 a class (past the census date) in one of the immediate prior two semesters.
- In order to maintain catalog rights at Mt. SAC, based on the initial semester 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.
- Not be absent from Mt. SAC for four or more primary terms (two years).

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

## Fine Arts Families

Course Prefix	Course Name	Units
<b>Foundational Courses</b>		
ARTD 20	Design: Two-Dimensional	
ARTS 22	Design: Three-Dimensional	
ARTS 33	Ceramics: Hand Construction	
<b>Color Concepts</b>		
ARTD 15B	Drawing: Intermediate	
ARTD 21	Design: Color and Composition	
ARTD 25A	Beginning Painting I	
ARTD 27	Painting: Watercolor	
<b>Drawing</b>		
ANIM 104	Drawing Fundamentals	
ARTD 15A	Drawing: Beginning	
ARTD 16	Drawing: Perspective	
ARTD 43A	Introduction to Printmaking	
<b>Gesture</b>		
ANIM 101A	Drawing - Gesture and Figure	
ANIM 101B	Figure Gesture - Design	
ANIM 101C	Figure Gesture Expressive Design	
ANIM 107	Figure in Motion	
<b>Anatomical Study</b>		
ARTD 17A	Drawing: Life	
ARTD 17B	Drawing: Life-Intermediate	
ARTD 19A	Figure Painting	
ARTD 23B	Drawing: Intermediate Heads and Hands	
<b>Figure Concepts</b>		
ARTD 23A	Drawing: Heads and Hands	
<b>Painting</b>		
ARTD 25B	Beginning Painting II	
ARTD 26A	Intermediate Painting I	
ARTD 26B	Intermediate Painting II	
<b>Ceramics</b>		
ARTS 30A	Ceramics: Beginning I	
ARTS 30B	Ceramics: Beginning II	
ARTS 31	Ceramics: Intermediate Studio	
<b>Sculpture</b>		
ARTS 40A	Sculpture: Beginning	
ARTS 40B	Sculpture: Intermediate	
ARTS 40C	Sculpture: Carving	
ARTS 41A	Sculpture: Life	
<b>Molding</b>		
ARTS 42	Sculpture: Mold Making	
ARTS 46A	Sculpture: Special Effects Makeup	
ARTS 46B	Sculpture: Special Effects Makeup	
ARTS 41B	Sculpture: Intermediate Life	
<b>Planography</b>		
ARTD 44A	Printmaking: Introduction to Lithography I	
ARTD 45A	Printmaking: Introduction to Screenprinting	
ARTD 45B	Printmaking: Intermediate Screenprinting	
<b>Intaglio Printmaking</b>		

ARTD 43B	Intermediate Printmaking in Intaglio and Relief
ARTD 46A	Printmaking: Introduction to Monotype
ARTD 47A	Printmaking: Photo and Alternative Processes

### Art Survey and Exhibition

ARTB 14	Basic Studio Arts
ARTG 20	Art, Artists, and Society
ARTG 21A	Introduction to Exhibition Production
ARTG 21B	Intermediate Exhibition Production

## Kinesiology Families

Course Prefix	Course Name	Units
<b>Aquatics</b>		
KINA 8A	Swimming - Beginning	
KINA 8B	Swimming - Intermediate	
KINA 8C	Swimming - Advanced	
KINA 14	Water Polo	
KINA 20	Aquatic Fitness	
<b>Cardiorespiratory and Body Composition</b>		
KINF 4	Cardiovascular Conditioning	
KINF 34A	Cardiorespiratory Training Beginning	
KINF 34B	Cardiorespiratory Training Intermediate	
KINF 38A	Aerobics-Beginning	
KINF 38B	Aerobics	
<b>Combatives</b>		
KINI 25	Mixed Martial Arts	
KINI 27A	Jeet Kune Do - Beginning	
KINI 27B	Jeet Kune Do - Intermediate	
KINI 29	Self Defense and Martial Arts	
KINI 30A	Filipino Martial Arts - Beginning	
KINI 30B	Filipino Martial Arts - Intermediate	
KINI 31A	Jiu-jitsu - Beginning	
KINI 31B	Jiu-jitsu - Intermediate	
KINI 33A	Kickboxing Beginning	
KINI 33B	Kickboxing Intermediate	
KINI 34	Women's Self Defense	
<b>Muscular Strength and Endurance</b>		
KINF 10A	Weight Training - Beginning	
KINF 10B	Weight Training - Intermediate	
KINF 19	Strength Training	
KINF 25	Core Performance and Foundation Movement	
KINF 36A	Circuit Training Beginning	
KINF 36B	Circuit Training Intermediate	
<b>Individual Sports</b>		
KINI 4A	Badminton - Beginning	
KINI 4B	Badminton - Intermediate	
KINI 4C	Badminton - Advanced	
KINI 18A	Golf - Beginning	
KINI 18B	Golf - Intermediate	
KINI 18C	Golf - Advanced	
KINI 40A	Tennis - Beginning	

KINI 40B	Tennis - Intermediate
KINI 40C	Tennis - Advanced

#### Flexibility and Balance

KINI 37A	Tai Chi Chuan - Beginning
KINI 37B	Tai Chi Chuan - Intermediate
KINI 37C	Tai Chi Chuan - Advanced
KINI 50A	Yoga

#### Team Sports

KINS 2A	Basketball Beginning
KINS 2B	Basketball Intermediate
KINS 10A	Beginning Soccer
KINS 10B	Soccer Intermediate
KINS 16	Softball
KINS 24A	Volleyball - Beginning
KINS 24B	Volleyball - Intermediate
KINS 24C	Volleyball - Advanced

#### Fire Technology/Administration of Justice

KINF 51A	Agility Test Preparation Law and Fire - Beginning
KINF 51B	Agility Test Preparation Law and Fire - Intermediate
KINF 52A	Fitness and Conditioning for Law and Fire - Beginning
KINF 52B	Fitness and Conditioning for Law and Fire - Intermediate
KINF 53	Physical Training for the Basic Fire Academy

## Music Families

Course Prefix	Course Name	Units
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#### Class Piano

Intended for students with emphasis on learning basic piano skills and piano literature.

MUS 17A	Elementary Piano
MUS 17B	Intermediate Piano
MUS 18	Advanced Piano

#### Key Board Skills

Intended for music majors with emphasis on developing keyboard skills for the music educator.

MUS 10B	Keyboard Skills
MUS 10A	Keyboard Skills

#### Class Vocal Study

Intended for all students.

MUS 20A	Elementary Voice
MUS 20B	Intermediate Voice
MUS 21	Advanced Voice

#### Class Guitar

Intended for all students

MUS 23A	Elementary Guitar
MUS 23B	Intermediate Guitar
MUS 24	Advanced Guitar

#### Techniques

For the development of technical skills

MUS 25A	Jazz Improvisation
MUS 25B	Advanced Jazz Improvisation

## 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) 274-4528**

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 the following universities: UCLA, UC Irvine, Chapman University, Pitzer College and Pomona College. In addition to an enhanced curriculum for motivated students, Honors Program students receive library privileges at UC Irvine and UCLA and an Honors Certificate and medal upon honors certification.

## Entrance Requirements

- **High School Students** – Eligibility for ENGL 1A; 3.2 GPA (unweighted); letter of recommendation; short essay
- **Mt. San Antonio College Students** – Nine transferable units; Eligibility for ENGL 1A; 3.2 GPA, short essay, letter of recommendation (Waivers can be obtained through the Honors Program Office for highly motivated students with a competitive GPA, an in-progress grade report and professor recommendation.)

## Requirements for "Honors Scholar" Designation

- Complete 15 units of honors courses with a minimum 3.2 GPA for honors certification
- Maintain a 3.2 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 scholastic honorary organization for two-year colleges. 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.

There are several advantages which accompany this honor, including recognition at graduation and access to scholarships offered to members by more than 700 U.S. colleges and universities. For further information and review of academic eligibility, students should consult a Counselor or a Phi Theta Kappa advisor. Applications are available in the Honors Program office in Building 26A-1680.

### 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.

### 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. (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/universities need to contact those institutions to see if they are eligible for academic renewal under the provisions of academic renewal of said institution.

1. A maximum of twenty-four 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/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.
3. A time period of at least two years must have elapsed since the end of the term of substandard work to be disregarded.
4. Academic renewal will apply only to substandard grades: D, F, and NP.
5. The permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.
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 should meet with a counselor to file a petition. (BP 4240, AP 4240)

### 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 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:

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 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
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 designated grading scale marks on his/her 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.

### 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 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 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)

**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, 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 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. The grading option is not reversible after the deadline to request a grade change has passed.

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.**

**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 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 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)

### 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 Examiner	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>	Math Competency	N/A	MATH 180	3
Calculus BC	3/3/4	Math Competency	N/A	MATH 180 or MATH 181	6
Chemistry	3	B1	3	None	6
Chinese Language and Culture	3	C2	3	CHIN 1 & CHIN 2	6
Computer Science A	3	N/A	N/A	CSCI 145	3
Computer Science AB	3	N/A	N/A	None	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
Government and Politics: Comparative	3	D2	3	None	3
Government and Politics: US	3	D1	3	None	3
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: Literature	3	C2	3	None	6
Latin: Vergil	3	C2	3	None	3
Macroeconomics	3	D2	3	BUSC 1A	3
Microeconomics	3/4	D2	3	BUSC 1B	3
Music Theory	3	C1	3	MUS 7	6
Physics B	3	B1	3	None	6
Physics C: Electricity and Magnetism	3	B1	3	None	4
Physics C: Mechanics	3	B1	3	None	4
Psychology	3	D2	3	PSYC 1A	3
Spanish Language	3	C2	3	SPAN 1 & SPAN 2	6
Spanish Literature	3	C2	3	SPAN 3	6
Statistics	3	Math Competency	N/A	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		General education and course equivalency credit based on portfolio review			3
United States History	3	C2 or D1	3	HIST 1	6
World History	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, Math Competency and Eligibility for MATH 180.

### 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. (BP 4235, AP 4235)

Course Prefix	Course Name	Units
<b>Arts Division</b>		
<b>Commercial &amp; Entertainment Arts</b>		
ARTC 100	Fundamentals of Graphic Design	
ARTC 200	Web Design	
PHOT 9	Digital Image Editing for Photographers	
PHOT 10	Basic Digital and Film Photography	
PHOT 20	Color Photography	
<b>Fine Arts</b>		
ANIM 108	Principles of Animation	
<b>Music</b>		
MUS 2	Music Theory	
MUS 5A	Musicianship - Ear Training and Sight Singing	
MUS 7	Fundamentals of Music	
MUS 17A	Elementary Piano	
MUS 17B	Intermediate Piano	
<b>Business Division</b>		
<b>Accounting and Management</b>		
BUSA 11	Fundamentals of Accounting	
BUSA 68	Business Mathematics	
BUSA 71	Personal Financial Planning	
BUSA 72	Bookkeeping - Accounting	
BUSM 20	Principles of Business	
BUSM 60	Human Relations in Business	
BUSM 61	Business Organization and Management	
BUSM 66	Small Business Management	
<b>Business Administration</b>		
BUSR 50	Real Estate Principles	

<b>Child Development</b>	
CHLD 5	Principles and Practices in Child Development Programs
CHLD 61	Language Arts and Art Media for Young Children
CHLD 64	Health, Safety, and Nutrition of Children
<b>Computer Information Systems</b>	
CISB 11	Computer Information Systems
CISB 15	Microcomputer Applications
CISB 31	Microsoft Word
CISW 15	Web Site Development
<b>Consumer Science &amp; Design Technologies</b>	
CUL 102	Professional Cooking I
CUL 104	Garde Manger
CUL 105	Baking & Pastry I
CUL 107	International Cuisines
FASH 10	Clothing Construction I
FCS 41	Life Management
FCS 80	Personal Financial Planning
HRM 51	Introduction to Hospitality
HRM 52	Food Safety and Sanitation
HRM 53	Dining Room Service Management
HRM 56	Hospitality Supervision
HRM 57	Hospitality Cost Control
HRM 61	Menu Planning
HRM 62	Event Planning and Catering
HRM 64	Hospitality Financial Accounting
HRM 66	Hospitality Law
HRM 70	Introduction to Lodging
HRM 91	Hospitality Work Experience
ID 10	Introduction to Interior Design
ID 10L	Introduction to Interior Design Laboratory
<b>Office Technology</b>	
BUSO 5	Business English
<b>Continuing Education</b>	
<b>Adult Basic Education</b>	
BSHS ALG1	High School Algebra 1
BSHS BIO	High School Biology
BSHS USH	High School U.S. History
BSHS WHS	High School World History
<b>Humanities &amp; Social Sciences Division</b>	
<b>Sign Language/Interpreting</b>	
SIGN 101	American Sign Language 1
SIGN 102	American Sign Language 2
SIGN 103	American Sign Language 3
SIGN 104	American Sign Language 4
SIGN 105	American Sign Language 5
<b>Kinesiology, Athletics &amp; Dance Division</b>	
<b>Physical Education &amp; Wellness Programs</b>	
KIN 19	Introduction to Care/Prevention of Activity/Sports -Related Injuries
<b>Natural Sciences Division</b>	
<b>Agricultural Sciences</b>	

AGAN 1	Animal Science
AGLI 16	Horse Production and Management
AGOR 1	Horticultural Science
AGOR 13	Landscape Design
AGOR 71	Construction Fundamentals
Biological Sciences	
BIOL 1	General Biology
<b>Technology and Health Division</b>	
Aeronautics, Transportation	
AERO 100	Primary Pilot Ground School
AERO 102	Aviation Weather
AERO 104	Federal Aviation Regulations
AERO 150	Commercial Pilot Ground School
AERO 152	Air Transportation
AERO 252	Instrument Ground School
Air Conditioning, Welding, and Water Technology	
AIRC 10	Technical Mathematics in Air Conditioning and Refrigeration
AIRC 11	Welding for Air Conditioning and Refrigeration
AIRC 20	Refrigeration Fundamentals
AIRC 25	Electrical Fundamentals for Air Conditioning and Refrigeration
WELD 40	Introduction to Welding
WELD 50	Oxyacetylene Welding
WELD 51	Basic Electric Arc Welding
WELD 53A	Welding Metallurgy
WELD 70A	Beginning Arc Welding
WELD 70B	Intermediate Arc Welding
WELD 70C	Certification for Welders
Aircraft Maintenance Technician and Manufacturing Technology	
MFG 110	Introduction to CAD
MFG 120	CAD for Manufacturing
MFG 130	Manufacturing Processes and Materials
MFG 140	Shop Practices
MFG 150	Manual Machining I
MFG 155	Manual Machining II
MFG 160	Introduction to Mechanical Principles
MFG 180	Introduction to MasterCAM
MFG 210	Advanced CAD
MFG 220	Computer Aided Manufacturing II
MFG 250	Introduction to CNC Programming
MFG 260	Intermediate CNC
Architecture & Engineering Design Technology	
ARCH 101	Design I - Elements of Design
ARCH 121	CADD and Digital Design Media Level I
ARCH 141	Design Drawing and Communication
ARCH 146	Architectural Drawings and Fabrications
ARCH 147	Architectural CAD and BIM
ECT 17	Legal Aspects of Construction
ECT 67	Reading Construction Drawings
ECT 70	Elements of Construction Management

ECT 71	Construction Estimating
Electronics & Computer Technology	
CNET 50	PC Servicing
CNET 52	PC Operating Systems
CNET 54	PC Troubleshooting
CNET 56	Computer Networks
CNET 58	Server Systems
CNET 60	A+ Certification Preparation
CNET 62	Network+ Certification Preparation
CNET 64	Server+ Certification Preparation
CNET 66	Security+ Certification Preparation
ELEC 10	Introduction to Mechatronics
ELEC 11	Technical Applications in Microcomputers
ELEC 12	Computer Simulation and Troubleshooting
ELEC 50A & ELEC 50B	Electronic Circuits - Direct Current (DC) and Electronic Circuits (AC)
ELEC 50B	Electronic Circuits (AC)
ELEC 51	Semiconductor Devices and Circuits
ELEC 53	Communications Systems
ELEC 54A	Industrial Electronics
ELEC 54B	Industrial Electronic Systems
ELEC 55	Microwave Communications
ELEC 56	Digital Electronics
ELEC 61	Electronic Assembly and Fabrication
ELEC 74	Microcontroller Systems
ELEC 76	FCC General Radiotelephone Operator License Preparation
TECH 60	Customer Relations for the Technician
Fire Technology	
FIRE 1	Fire Protection Organization
FIRE 2	Fire Prevention Technology
FIRE 3	Fire Protection Equipment and Systems
FIRE 4	Building Construction for Fire Protection
FIRE 5	Fire Behavior and Combustion
FIRE 6	Hazardous Materials/ICS
FIRE 7	Fire Fighting Tactics and Strategy
FIRE 8	Fire Company Organization and Management
FIRE 9	Fire Hydraulics
FIRE 10	Arson and Fire Investigation
FIRE 11	Fire Apparatus and Equipment
Industrial Design Engineering	
IDE 120	Introduction to CAD
IDE 130	Shop Processes
IDE 220	Advanced CAD
IDE 230	Introduction to Mechanical Principles
Public Services	
AD 1	Alcohol and Drug Dependency
ADJU 1	The Administration of Justice System
ADJU 2	Principles and Procedures of the Justice System
ADJU 3	Concepts of Criminal Law
ADJU 4	Legal Aspects of Evidence

ADJU 5	Community Relations
ADJU 6	Concepts of Enforcement Services
ADJU 13	Concepts of Traffic Services
ADJU 20	Principles of Investigation
ADJU 38	Narcotics Investigation
ADJU 59	Gangs and Corrections
ADJU 68	Administration of Justice Report Writing
ADJU 74	Vice Control
Radiologic Technology	
RAD 50	Introduction to Radiologic Science and Health Care
RAD 61A	Theory of Radiologic Technology
RAD 61B	Radiographic Procedures I
RAD 61C	Radiographic Procedures I Laboratory
RAD 91	Patient Care in Radiologic Sciences
Respiratory Therapy	
RESD 50	Theory and Principles of Respiratory Therapy
MEDI 90	Medical Terminology

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:

### Rules and Regulations

- Credit by Examination will be granted only for those courses which have been so designated by the departments.
- Any grade received for Credit by Examination will be entered on the student's permanent record with a notation of "Credit by Comprehensive Exam."
- A student may petition for Credit by Examination provided:
  - The student has been registered at Mt. San Antonio College.
  - 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).
  - The student has at least a 2.0 grade point average. This includes transfer/new students.
- The student may obtain the petition for Credit by Examination from the Division Office.
- The department will establish written guidelines by which the eligibility of a student to take such an examination is determined.
- 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 Center.

### 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)	5	C2	3	None	6
IB Language A2	5	C2	3	None	6
IB Language A2 (Classical Languages)	5	C2	3	LATN 1	6
IB Mathematics	4/5	Math Competency	N/A	MATH 160/ MATH 180	6
IB Physics	5	B1	3	None	6
IB Psychology	5	D2	3	PSYC 1A	3
IB Theatre Arts	5	C1	3	THTR 9	6