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CHAPTER 5 ACADEMIC REGULATIONS

ACADEMIC STANDING

A student's status may fall within several categories ranging from the acknowledgment of highest honors to dismissal, the latter resulting in separation from the College. The categories are as follows: Honors (President's List, With Honors, and With Highest Honors), Clear Standing, Probation (Academic and Progress), and Dismissal (Academic and Progress).

Honors

A student who achieves outstanding scholarship in any semester (3.20 or above in six or more units and whose cumulative GPA is 2.00 or above) will receive the distinction of being placed on the President's List.

A student with a cumulative grade point average in all college work applied toward the degree between 3.20 and 3.49 inclusive will graduate "With Honors." A student with a cumulative GPA between 3.50 and 4.00 inclusive will graduate "With Highest Honors." These notations will be included on the diploma and the transcript.

Clear Standing

A student whose last completed semester GPA and cumulative GPA are 2.00 or above and whose accumulated units of W, NC, and/or I do not reach or exceed 50% shall be in Clear Standing.

Academic Probation

A student who has attempted 12 or more semester units and who then earns a cumulative GPA of less than 2.00 during the regular semester shall be placed on academic probation the following semester. A student shall be removed from probationary status when the cumulative GPA reaches 2.00 or above. Any student whose cumulative GPA remains below 2.00 will continue to be on Academic Probation as long as the GPA is 1.75 or above.

Progress Probation

A student who has attempted 12 or more units shall be placed on Progress Probation when the percentage of all units attempted for which entries of W, I, and/or NC are recorded reaches or exceeds 50 percent.

A student shall be removed from probationary status when the percentage of all of the units in which the student has enrolled for which entries of W, I, and/or NC are recorded is below 50 percent.

Subject to Dismissal: Academic

A student will be subject to dismissal when:

- the student has attempted 12 or more units and earns a cumulative grade point average at Ohlone College of less than 1.75 for two consecutive semesters.
- the student is in the first semester of attendance after having been reinstated subsequent to dismissal from Ohlone or any other college.

Subject to Dismissal: Progress

A student who has attempted 12 or more units shall be placed on Progress Subject to Dismissal when the percentage of all units attempted for which entries of W, I, and/or NC are recorded reach or exceed 50 percent for two consecutive semesters.

Academic Dismissal

A student who has attempted 12 or more units and has earned a cumulative GPA of less than 1.75 for three consecutive semesters shall be dismissed.

Progress Dismissal

A student who has attempted 12 or more semester units shall be dismissed when the percentage of all units attempted and for which entries of W, I, and/or NC are recorded reach or exceed 50 percent for three consecutive semesters.

Any student who has been dismissed after having been placed on Probation may petition for reinstatement under certain conditions; refer to the Reinstatement section in this catalog for details.

Notification of Academic/Progress Status

Students shall be notified of academic/progress status by a notation on their grade reports for each regular semester. Students who are on Probation (Academic or Progress), Subject to Dismissal (Academic or Progress), or dismissed for academic/progress reasons shall have such statuses printed on their academic records (transcripts).

Counseling/Academic Advising for Probationary Students

Each student who is on probation and/or subject to dismissal should have an appointment with a counselor to determine the cause of the below-average performance and to take steps to ensure the below-average performance does not continue. Steps to prevent recurrence of below-average work might include group counseling, a workshop, a Personal Development course, further aptitude and/or interest assessment, a change of objective, or greater diligence on the part of the student.

Disciplinary Dismissal from Class or the College

Ohlone College, guided by the Education Code of the State of California, regards the following as causes for disciplinary measures which may lead to dismissal from class or from the College: excessive absences; serious lack of academic effort; unsatisfactory conduct; violation of any state law or municipal ordinance on the College campus; and action detrimental to the best interests of the College. Readmission of a student dismissed for disciplinary reasons is dependent upon favorable administrative action. The Standards of Student Conduct and Discipline and Due Process Procedures are available from the rack located in Building 1 outside the Office of the Associate Vice President, Student Services.

Academic Renewal

Ohlone College is committed to the provision of educational opportunities for all people of the community of post-high school age relative to their present needs and regardless of previous performance. An enrolled student may peti-

*“[Counselors and faculty] have motivated me to choose
a path and to see it through to the end.”*

*- Jonathan Kong
ASOC Senator
Electrical Engineering major*

Reinstatement

Any student who has been dismissed after having been placed on Probation may petition for reinstatement under the following conditions.

A student who is dismissed because of a cumulative GPA of less than 1.75 for three consecutive semesters may petition for reinstatement if the student's semester grade point average during the last three semesters is 2.00 or above. A returning or transfer student on Academic Dismissal who has maintained a 2.00 GPA for three consecutive semesters may petition for reinstatement even if the student's cumulative grade point average is still below 2.00.

Students also may petition for reinstatement in cases of extreme extenuating circumstances not reflected in the above conditions. Petitions are available from and submitted to the Counseling Department. All reinstatement petitions must be received within one week of the date on which the student received the dismissal notice by e-mail or letter. Approval of this petition may require one or more of the following stipulations:

- Attending a Student Success Workshop
- Completing a Student Education Plan approved by a counselor
- Limiting the number of units in which the student may enroll
- Completing successfully a Personal Development course
- Submitting midterm progress reports from instructors in all currently enrolled courses
- Achieving a grade point average of 2.0 or higher at the end of each semester

Students readmitted by petition will continue to be on dismissal status for their readmitted semester of enrollment. Students must continue to follow the procedures for readmission each semester that they are on dismissal status.

tion to have previous substandard (D and F) Ohlone college work (grades and credits) excluded from GPA and units completed calculations, if that work is not reflective of the student's present ability and/or level of performance. Students considering academic renewal should also note the procedures for repeating a course described on page 29. The permanent academic record shall be annotated in such a way that all work remains legible. Within this commitment and in accordance with its encouragement and support of lifelong learning, the College has developed the following regulations and procedures for academic renewal.

1. The maximum number of terms of work excluded shall be two semesters or three quarters.
2. Such exclusion shall be for substandard coursework (classes in which grades of D or F were assigned); a student may petition to have some or all of the substandard coursework in a term excluded.
3. A student must complete 15 units of Ohlone College coursework after the most recent term for which academic renewal is sought and prior to petitioning for academic renewal. All Ohlone College coursework taken after the most recent term for which academic renewal is sought must be completed with a grade of C or higher.
4. A student who receives a substandard grade in a class or classes after the term(s) for which renewal is sought may repeat the class(es) for a higher grade in order to meet this requirement. Students are responsible for proving that past substandard grades do not reflect their present ability and/or level of performance.
5. A minimum of three years must have elapsed since completion of the most recent term for which academic renewal is sought and the petition for academic renewal. The 15 units mentioned above may be completed within the three years.
6. The opportunity for academic renewal through the exclusion of the previous college work refers to previous work at Ohlone College and/or other colleges. Ohlone College recognizes that this policy is an internal policy and in no way binds any institution that may receive a student who has had academic work excluded by this policy.

Applications for academic renewal may be obtained from the Office of Admissions and Records and submitted to that office for consideration by the Director, Admissions and Records. Transcripts of the previous work for which exclusion is requested must be on file in the Office of Admissions and Records prior to petitioning.

Grades

The awarding of a grade to a student is the responsibility of the instructor of the course in which the student is registered. The earned grade as assigned by the instructor shall be final and shall become a part of the student's permanent record. Grades are available to students on WebAdvisor or TeleReg within four weeks after the semester ends.

Grading System (per California Code of Regulations, Title 5, 55758)

Ohlone College uses the following letter grade system for evaluating the quality of students' work:

Evaluative Grades

SYMBOL	DEFINITION	GRADE POINTS
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
CR	Credit (at least satisfactory)	0
NC	No Credit (less than satisfactory or failing)	0

Non-Evaluative Grades

SYMBOL	DEFINITION	COMMENTS
I	Incomplete	0
IP	In-Progress	0
MW	Military Withdrawal	0
RD	Report Delayed	0
W	Withdrawal	0

Grade Point Average (GPA)

The grade point average is computer using the following formula: divide the number of grade points earned in classes where grades were awarded, by the number of units attempted in those classes. Units earned in credit/no-credit classes nor any units earned in non-evaluative graded classes should not be included.

Credit/No-Credit Option

Many courses offer a student the option of a letter grade or credit/no-credit. This option allows students the opportunity to explore courses outside the current major interest without undue concern for the grade point average. A maximum

of 15 units of credit/no-credit may be applied toward the associate degree. Courses taken on a credit/no-credit basis cannot be used to satisfy the major field requirements for an associate degree or Certificate of Achievement and may not be accepted for transfer by transfer institutions. The only exception is within the five general degrees (Natural Science, Liberal Arts, Social Science, Fine Arts, and Business) toward which only six units of credit/no-credit courses may be used to satisfy the major field requirements.

Under this policy, the College offers:

1. Some courses solely for credit/no-credit (CR).
These courses are identified by the code CR following course descriptions in this catalog. The credit grade is awarded to indicate the completion of such a course with a C or better grade. A credit grade will apply toward the 60 units required for graduation, but will not affect the student's grade point average. Courses in which a no-credit grade is earned will receive no units, will not apply toward graduation, and will not affect the student's grade point average.
2. Some courses solely for a standard letter grade (GR).
These are identified by the code GR following the course descriptions in this catalog.
3. Some courses in which the student may choose to complete the course for either credit/no-credit or for a standard letter grade (GC). These courses are identified by the code GC following the course descriptions in this catalog.

In those courses with a credit/no-credit or evaluative grade option, a student is required to choose a grading method by the end of the fifth week of a course offered in a regular semester and no later than the 30% point of courses other than semester length or in the summer session. Once the deadline has passed, students may not change their choice of grading methods. The same provisions described under (1) above apply to GC courses. If the student does not apply for credit/no-credit in the Office of Admissions and Records within the specified period of time, a standard letter grade is awarded.

A student is limited to one credit/no-credit course per semester in addition to remedial, guidance, and physical education courses and/or to courses offered only for credit/no-credit. A maximum of 15 units of credit/no-credit courses may be attempted. The decision to take a class credit/no-credit is irreversible after the deadlines described above.

Incomplete Grades

An incomplete grade may be assigned only when a student has failed to complete the final examination, a final class project, or a term paper because of illness or an unforeseen personal emergency. It is the student's responsibility to contact the instructor in such cases.

When such conditions exist, the instructor and student must complete an "Incomplete Grade Contract" which outlines the work to be completed within one academic year. When the work has been completed as outlined on the contract, the instructor will forward a Change of Grade form to the Office of Admissions and Records. Students who do not complete the contract will be assigned a grade of F after the end of the term in which the incomplete was given.

Students may not reenroll in a course in which they have an Incomplete Grade. Students may present evidence of extenuating circumstances to support a request for an extension of the incomplete time limit. Petitions must be received before or by the end of the term in which the one-year time limit expires.

Auditing

Students wishing to audit a graded credit course may do so under the following conditions:

- Course attendance as an auditor shall be permitted only after students desiring to enroll in the course for credit toward a certificate or degree have had an opportunity to enroll.
- Course attendance as an auditor shall be permitted only after approval has been obtained from the instructor of the course.
- No student auditing a course shall be permitted to change his/her enrollment in that course to receive credit for the course.
- The student has paid the appropriate enrollment and/or audit fees at the Office of Admissions and Records.

The audit fee shall be \$15.00 per unit per term and is not refundable. Students enrolled in credit classes for 10 or more units per semester shall not be charged a fee to audit 3 or fewer units per term.

Change of Grade

In any course offered at Ohlone College, the instructor of the course shall determine the grade earned by each student in accordance with grading symbols authorized for use by the Education Code of California and adopted by the Board of Trustees of Ohlone College. The determination of the student's grade by the instructor shall be final in the absence of clerical or evaluative error.

A change in the student's letter grade to CR or NC will be made in the Office of Admissions and Records if the student elected to take the class under the Credit/No Credit option. These grades cannot be changed back to a letter grade after the credit/nocredit deadline has passed

REPETITION OF COURSES

For Credit

Generally, courses are not repeatable for credit. Some specified courses may be repeated for credit. These courses are designated by the word "Repeatable" in the catalog course listing. The number after the word "Repeatable" indicates the number of times the course may be repeated for credit. All repeat policies are enforced through WebAdvisor and TeleReg and students will be blocked from registering for courses where the maximum number of repetitions has already been attained.

Physical Education activity courses are linked by activity, and each activity—regardless of skill level—may be repeated only three times. For example, students may take "tennis" four times (the original course and three repeats); they cannot take beginning, intermediate, and advanced tennis four times each.

To Improve a Grade

To raise a substandard grade (D, F, or NC) any course may be repeated one time. When a course is repeated to raise a substandard grade only the most recent grade, whether or not it is higher than the previous grade, will be computed in the grade point average. All grades, including substandard grades, whether counted in the grade point average or not, must by California Education Code remain legible on the student's permanent record

Under special circumstances repetition of courses in which other than a substandard grade has been earned may be permitted with the prior approval of the President of the College or designee.

A course in which a substandard grade was earned at another accredited college or university may be repeated as specified above. Grades earned as a result of course repetition at other accredited colleges or universities are acceptable at Ohlone College.

FINAL EXAMINATIONS

Final examinations are given at the end of each semester. Students are required to take the examinations for the courses in which they are enrolled. No examinations are administered prior to the regular schedule except under extraordinary circumstances. Student requests for exception to the final examination schedule shall be submitted to the Vice President, Instruction and Student Services/Deputy Superintendent.

CREDIT BY EXAMINATION

A student who has achieved knowledge elsewhere or who has an understanding equivalent to that required by one or more Ohlone College courses may receive academic credit by successfully completing a comprehensive course examination. Courses for which such credit may be obtained are identified by the code letters CE, GE, and OE following the course description in this catalog.

To apply for credit by examination a student must be registered, have completed 6 or more units at Ohlone College, and be in good academic standing. A student must be enrolled in at least one other class during the semester in which credit by examination is requested. Petitions for credit by examination are available in the Office of Admissions and Records and may be submitted during the first three weeks of any semester.

Units awarded through credit by exam are so annotated on the student's transcript and assigned a grade of CR. Credit is not given for any class which the student has previously attempted and failed or for which he/she has previously sought credit by examination. A maximum of ten units may be earned through credit by examination. Credit by examination shall not be used to establish the 12-unit residency requirement for graduation.

Students seeking advanced standing in Nursing or Respiratory Therapy, based on certificates or licenses already held in those fields, are exempt from the requirement of six completed units and concurrent enrollment, and such students may challenge a maximum of 19 units (first year major courses in each program). Applications to qualify for credit by examination in Nursing or Respiratory Therapy are made directly to division offices.

R.N.'s seeking credit by exam for transfer to a four-year college or university may challenge first and second-year major courses in nursing after completing six or more units at Ohlone College. Contact the Health and Exercise Sciences Division Office for further information.



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Credit for Military and Non-collegiate Courses/Training

Students seeking credit for military and/or non-college courses should meet with a counselor to determine procedure for verification of credit and applicability of such credit to their educational goals. Veterans who have completed a minimum of one full year active duty and have completed basic training are eligible, upon submission of a DD214 form to the Office of Admissions and Records, for two units of credit for health science, two units for military science, and two units for physical education. Veterans with service school training also may be eligible for credit after Admissions and Records evaluation. Other non-collegiate courses as recommended by the American Council on Education may be accepted for credit. Credit limitations for non-collegiate courses are as follows:

Military Basic Training	6 semester units
Military Service School Equivalencies as recommended by the American Council on Education's Committee for Evaluation of Military Services Experiences	16 semester units
Non-collegiate courses as recommended by the American Council on Education as printed in the "National Guide to Credit Recommendations for Noncollegiate Courses."	16 semester units

Any combination of the above cannot exceed a total of 22 semester units.

Advanced Placement (AP) Credit

Ohlone College recognizes the Advanced Placement program of the College Entrance Examination Board. Course credit is granted for Advanced Placement examinations with a score of 3 or higher, if the division concerned has determined that the material covered in the Advanced Placement course is comparable to a specific course offering within that division. Advanced Placement credit may be granted for fulfillment of Ohlone College's degree requirements, General Education Breadth certification for the CSU, and IGETC. However, when a student transfers to another college or university, that institution routinely re-evaluates Advanced Placement units in accordance with its own internal policies. Thus, Advanced Placement units remain intact and do not appear on an Ohlone College transcript.

Please refer to the following chart to determine which Advanced Placement exams may be counted toward Plan A and major requirements and which Advanced Placement exams may be counted toward Plan B (CSU Breadth) or C (IGETC) General Education requirements. While some Advanced Placement exams may receive credit for either Plan A, B, or C General Education Plans, there are some Advanced Placement exams that will only apply towards Plans B and C General Education requirements. Students should consult a counselor for specific questions and concerns regarding Advanced Placement credit.

Advanced Placement (AP) Credit Chart

APEXAM	SCORE	CREDIT GRANTED	MINIMUM UNITS AWARDED
Art History	4, 5 3, 4, 5	Plan A GE and major (ART-103A and ART-103B) Plan B or C GE	3 units
Biology	3, 4, 5	Plan A GE and major (BIOL-130); Plan B or C GE	3 units
Chemistry	3, 4, 5	Plan A GE and major (CHEM-106A*); Plan B or C GE	6 units
Economics: Macroeconomics	3, 4, 5	Plan B or C GE	3 units
Economics: Microeconomics	3, 4, 5	Plan B or C GE	3 units
English: English Language and Composition	4, 5 3, 4, 5	Plan A GE and major (ENGL-101A); Plan B or C GE	3 units
English: English Literature and Composition	3, 4, 5	Plan B or C GE	6 units
French Language	3, 4, 5	Plan A GE and major (FREN-101A); Plan B or C GE	6 units
Government and Politics: Comparative	3, 4, 5	Plan B or C GE	3 units
Government and Politics: United States	3, 4, 5	Plan A GE and major (PS-102); Plan B or C GE	3 units
History: European	3, 4, 5	Plan B or C GE	3 units
History: United States	3, 4, 5	Plan B or C GE	3 units
Mathematics: Calculus AB	3, 4, 5	Plan A GE and major (MATH-101A); Plan B or C GE	3 units
Mathematics: Calculus BC	3, 4, 5	Plan A GE and major (MATH-101A and MATH-101B); Plan B or C GE	3 units
Music Theory	3, 4, 5	Plan B or C GE	3 units
Physics B	3, 4, 5	Plan A GE and major (PHYS-108); Plan B or C GE	6 units
Physics C (Mechanics)	3, 4, 5	Plan B or C GE	3 units
Physics C (Electricity and Magnetism)	3, 4, 5	Plan B or C GE	3 units
Psychology	3, 4, 5	Plan A GE and major (PSY-101); Plan B or C GE	3 units
Spanish Language	3, 4, 5	Plan A GE and major (SPAN-101A); Plan B or C GE	6 units
Statistics	3, 4, 5	Plan A GE and major (MATH-159); Plan B or C GE	3 units

*Requires additional submission of high school lab notebook to receive credit.

Students must submit an official copy of their Advanced Placement scores to the Office of Admissions and Records in order to receive Advanced Placement credit. Units for which credit is given for Advanced Placement examinations shall not be counted in determining the residence requirement for certificates and/or degrees.

BASIC SKILLS CLASSES

Basic Skills classes include classes that are non-transferable and are not associate degree applicable. Starting in Fall 1989 the units attempted, units completed, and grade points for these classes will not be included in a student's cumulative totals nor will they be used in calculation of the grade point average. All units, grades, and grade points will still appear on the student's permanent record; however, these courses will be identified by an ND printed under the heading CSU/GE and a "#" sign printed after the grade.

CATALOG RIGHTS POLICY

A student pursuing an associate degree, a Certificate of Achievement, or a Certificate of Completion may follow the general education and major requirements which are published in the catalog in effect at the time in which the student first completed a course at Ohlone College, or regulations current at the time the student files for and receives a degree and/or certificate. Exceptions to this policy are by the petition process. Students pursuing academic programs that require a separate application process are assigned to the catalog year that the student was accepted into the program.

A course in which a student receives a W is not considered to have been completed. The preceding catalog rights are subject to the following limitation: students who do not complete an Ohlone College course(s) during a period of nine consecutive terms, including summer sessions, forfeit the right to follow the degree or certificate requirements set forth in any catalog prior to their resumption of studies. For the purpose of this section, the effective period of a catalog extends from the beginning of a Fall semester to the close of the subsequent Summer session. Please note that Ohlone may require substitutions for required courses that have been discontinued.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Students at Ohlone College are guaranteed certain rights regarding their school records and information that they provide to the College, as granted by the Family Educational Rights and Privacy Act of 1974, Section 438, Public Law 93380. These rights include:

1. The right to inspect and review official college records directly related to the student;
2. The right to challenge the correctness of these records.

These rights are designed to protect the privacy of all students. The Director, Admissions and Records has been designated as "Records Officer," as required by the Act.

It is the policy of the College that—except as permitted by state or federal law—no record, file, document, or other materials, or personally identifiable information contained therein, shall be released to any individual, agency, or organization without the express written consent of the student.

Release of Student Information

Ohlone College may be required under the Solomon Amendment to release to the United States Department of Defense the following information concerning its students: name, address, telephone number, date of birth, level of education, major, degrees received, and other educational institutions in which a student was previously enrolled.

Any student who does not wish such information to be released about his or her status or participation must notify the Director, Admissions and Records in writing at the beginning of each semester or session of attendance.

This statement of policy is based upon:

- The Family Educational Rights and Privacy Act of 1974 as amended,
- California Education Code 76200ff, and
- Solomon Amendment (32 CFR Part 216).

This policy may be reviewed in the Office of the Associate Vice President, Student Services or the Office of Admissions and Records.



Photo courtesy of Cheryl Lambert

STUDENT CLASSIFICATIONS

Students are classified in terms of the number of units they have completed and the number of units in which they are currently enrolled.

- Freshman: A student who has earned from 0 to 29.5 semester units of college work credit
- Sophomore: A student who has earned from 30 to 60 semester units of college work credit.
- Full-time: A student enrolled in 12 or more semester units
- Part-time: A student enrolled in 11.5 or fewer units
- Half-time: A student enrolled in 6 units or less

STUDENT LOAD/OVERLOAD GUIDELINES

A student's load is defined as the total number of units carried in any one semester. Fifteen units constitute the normal semester load. Permission to carry a load of more than 17.5 units may be granted by a counselor if a student has the recommended minimum GPA.

	PART-TIME	FULL-TIME	OVERLOAD
Fall/Spring	6-11.5	12-17.5	18+
Summer	3-5.5	6-8.5	9+

UNIT OF CREDIT DEFINITIONS

Credit is assigned to courses based on the “Carnegie unit,” which expects a student to complete three hours of work a week for one unit of credit. Usually this equates to one hour of lecture or discussion led by the instructor and appropriate assignments that would compel the student to complete two hours of outside preparation. Courses that require a laboratory component will require three or more hours of work in the laboratory each week for one unit of credit.

Ohlone College is on a semester system, requiring the completion of eighteen weeks of class time (including final exams). Therefore, a one-unit course would require three hours of work each week for eighteen weeks. To convert semester units to quarter units, multiply the number of units by 1.5; to convert from quarter to semester units, multiply by 0.66.

STUDENT RESPONSIBILITIES

Academic Progress: Financial Aid Recipients

There are specific academic progress regulations for students who receive financial aid. These are listed in the Financial Aid Handbook available in the Financial Aid Office.

Academic Progress: Veterans’ Benefits Recipients

There are specific academic progress regulations for students who receive veterans’ benefits. Veterans should consult the Veterans’ Office regarding such regulations.

Academic Progress: International Students

There are specific academic progress regulations for F1 visa students in the International Student Program. Students should consult with the Associate Vice President, Student Services or the International Student Advisor regarding those regulations.

Attendance

Students should attend the first meeting of their classes to assure maintenance of their enrollment. Students who fail to attend the first or second sessions of their classes may be dropped from class by the instructor.

Regular attendance and participation is required of all students enrolled in courses at Ohlone College. This includes regular attendance, completion of examinations, assignments, and participation in class activities and discussions. Instructors shall provide students with written statements describing course requirements, grading standards, and course prerequisites.

Regular attendance is an obligation assumed by every student at the time of registration. Students may be dropped from class by the instructor (up to the withdrawal deadline) for excessive absences, frequently defined as cumulative absences that equal twice the weekly hours of a given class. Students have the responsibility for verifying their enrollment status. If students choose to withdraw from classes, it is their responsibility to do so by submitting drop cards by the term deadline to the Office of Admissions and Records.

Withdrawal from Class

See Dropping Classes

Photo courtesy of Jyoti Chalpe

