



## 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 Ohlone 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 higher 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 higher and whose accumulated units of W (Withdrawal), NP (No Pass), and/or I (Incomplete) do not reach or exceed 50 percent 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 Fall or Spring 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 higher. 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 higher.

#### 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 (Withdrawal), I (Incomplete), and/or NP (No Pass) are recorded reaches or exceeds 50%. 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 NP are recorded is below 50%.

#### 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 NP are recorded reach or exceed 50% 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 NP are recorded reach or exceed 50% for three consecutive semesters. Any student who has been dismissed after having been placed on Probation may petition for reinstatement under certain conditions; students should refer to the Reinstatement section in this catalog for details.

## Notification of Academic/Progress Status

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 meet 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 (PD) course, further aptitude and/or interest assessment, a change of objective, or greater diligence on the part of the student.

## 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 higher. 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 (PD) 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 re-admitted by petition will continue to be on dismissal status for their re-admitted semester of enrollment. Students must continue to follow the procedures for re-admission each semester that they are on dismissal status.

## Disciplinary Dismissal from Class or the College

Ohlone College, guided by the California Education Code, 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 Office of the Vice President, Student Services located in Building 7, first floor on the Fremont campus and online at <http://www.ohlone.edu/org/student-services/docs/standards-of-student-conduct.pdf>.

## 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 petition 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 40. 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 on the Fremont campus and are available online at <http://www.ohlone.edu/org/admissions/forms/student-petition-for-academic-action.pdf>. Completed petitions need to be submitted to the Office of Admissions and Records on the Fremont campus. Transcripts of the previous work for which exclusion is requested must be on file in the Office of Admissions and Records prior to petitioning.

### Did you know???

In the past three years, Ohlone transfers to CSU's have increased over 10%.



## 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 during Fall or Spring Semesters 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+

## GRADES

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 California Education Code and adopted by the Board of Trustees of Ohlone College. 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. The determination of the student's grade by the instructor shall be final in the absence of clerical or evaluative error. Grades are available to students online via WebAdvisor (<https://webadvisor.ohlone.edu>) 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
P	Pass (at least satisfactory)	0
NP	No Pass (less than satisfactory or failing)	0

### Non Evaluative Grades

Symbol	Definition	Grade Points
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 computed 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 Pass/No Pass classes or any units earned in non-evaluative graded classes should not be included.

### Pass/No Pass Option

Many courses offer a student the option of a letter grade or Pass/No Pass. 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 Pass/No Pass may be applied toward the associate degree. Courses taken on a Pass/No Pass 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 (Business, Fine Arts, Liberal Arts, Natural Science, and Social Science) toward which only six units of Pass/No Pass courses may be used to satisfy the major field requirements.

Under this policy, the College offers:

1. Some courses solely for Pass/No Pass. These courses are identified by the code CR in the course description in this catalog and in the Class Schedule. 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 Pass 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. These courses are identified by the code GR in the course description in this catalog and in the Class Schedule.
3. Some courses in which the student may choose to complete the course for either Pass/No Pass or for a standard letter grade. These courses are identified by the code GC in the course description in this catalog and in the Class Schedule.

*(continued on next page)*

In those courses with a Pass/No Pass option, a student is required to choose a grading method by the deadline posted on the Academic Calendar in the Class Schedule. Once the deadline has passed, students may not change their choice of grading method. The same provisions described under (1) above apply to GC courses. If the student does not submit the Pass/No Pass Authorization Form to the Office of Admissions and Records on the Fremont campus or the Student Services Center on the Newark campus by the deadline posted on the Academic Calendar in the Class Schedule, a standard letter grade will be awarded.

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

### 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 and then the completed contract must be submitted to the Office of Admissions and Records on the Fremont campus. When the work has been completed as outlined on the contract, the instructor will submit a Change of Grade form to the Office of Admissions and Records on the Fremont campus. 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 re-enroll 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 and the division dean.
- 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 Cashier's Office on the Fremont campus.

The audit fee shall be \$15 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.

## 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 students will be blocked from registering for courses when 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

Any course may be repeated one time to raise a substandard grade (D, F, or NP). If a student earns a substandard grade twice at Ohlone and wants to repeat the course at Ohlone, the student will need to get permission from the Division Dean in order to repeat the class again at Ohlone. The student will need to submit a Student Petition for Academic Action with the dean's signature to the Office of Admissions and Records on the Fremont campus. Admissions and Records will then take care of registering the student into the class if the Division Dean has approved the petition.

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. However, all grades, including substandard grades, whether counted in the grade point average or not, must remain legible on the student's permanent record, per California Education Code.

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.

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.

## 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 during an 18 week semester 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 16 week semester system. Therefore, a one-unit course would require 3.4 hours of work each week for sixteen weeks.

Semester units carry a different value than quarter units. For the student who comes to Ohlone with units earned at a college or university on a quarter system, or for the student who intends to go to a college or university on a quarter system, the number of units earned will have to be converted. To convert semester units to quarter units, multiply the number of semester units by 1.5 to obtain the comparable number of quarter units; to convert from quarter to semester units, multiply the number of quarter units by 0.66 to get comparable semester units.



Photo courtesy of Don Jedlovec.

## Advanced Placement (AP) Credit Chart

AP Examination	Ohlone AA/AS (Plan A) Applicability				CSU/GE (Plan B) Applicability			IGETC (Plan C) Applicability		
	Minimum Score	Total Semester Units Awarded	Units/GE Area	Ohlone Equivalent	Minimum Score	Total Semester Units Awarded	Units/GE Area	Minimum Score	Total Semester Units Awarded	Units/GE Area
Art, History	3,4 <sup>5</sup>	6	3 units/ Area IIIA	ART-103A and ART-103B	3	6	3 units/Area C	3	5.3	3 units/ Area 3
Art, Studio	3	3	3 units/ Area IIIB		3	3	N/A	3	5.3	N/A
Biology	3	6	3 units/ Area I	BIOL-130	3	6	4 units/ Area B2 and B3	3	5.3	3 units/Area 5B and lab
Calculus AB <sup>2</sup>	3	3	3 units/Area IVB and Area IVC	MATH-101A	3	3	3 units/Area B4	3	2.7 <sup>4</sup>	3 units/Area 2
Calculus BC <sup>2</sup>	3	6	3 units/Area IVB and Area IVC	MATH-101A and MATH-101B	3	6	3 units/ Area B4	3	5.3	3 units/Area 2
Chemistry	3	6	3 units/Area I	CHEM-106A <sup>1</sup>	3	6	4 units/ Area B1 and B3	3	5.3	3 units/Area 5A and lab
Chinese Language and Culture	3	6	3 units/ Area IIIIB		3	6	3 units/Area C	3	5.3	3 units/Area 3 and Area 6
Comparative Government and Politics	3	3	3 units/Area II		3	3	3 units/Area D	3	2.7 <sup>4</sup>	3 units/Area 4
Computer Science A <sup>2</sup>	3	3	3 units/Area IVB		3	3	N/A	3	1.3	N/A
Computer Science AB <sup>2</sup>	3	6	3 units/Area IVB		3	6	N/A	3	2.7	N/A
English Language	3,4 <sup>5</sup>	6	3 units/Area IVA	ENGL-101A	3	6	3 units/Area A2	3	5.3	3 units/Area 1
English Literature	3	6	3 units/Area IIIIB or Area IVA		3	6	6 units/ Area A2 and C2	3	5.3	3 units/Area 1 or Area 3
Environmental Science	3	4	3 units/Area I		3	4	4 units/ Area B1 and B3	3	2.7 <sup>4</sup>	3 units/Area 5A and lab
European History	3	6	3 units/Area II or Area IIIIB		3	6	3 units/ Area C or Area D	3	5.3	3 units/Area 3 or Area 4
French Language	3	6	3 units/ Area IIIIB	FREN-101A	3	6	3 units/Area C	3	5.3	3 units/Area 3 and Area 6
French Literature	3	6	3 units/ Area IIIIB		3	6	3 units/Area C	3	5.3	3 units/Area 3 and Area 6
German Language	3	6	3 units/ Area IIIIB		3	6	3 units/Area C	3	5.3	3 units/Area 3 and Area 6
Human Geography	3	3	3 units/Area II		3	3	3 units/Area D	3	2.7 <sup>4</sup>	3 units/Area 4
Italian Language and Culture	3	6	3 units/ Area IIIIB		3	6	3 units/Area C	3	5.3	3 units/Area 3 and Area 6
Japanese Language and Culture	3	6	3 units/ Area IIIIB		3	6	3 units/Area C	3	5.3	3 units/Area 3 and Area 6
Latin Literature	3	6	3 units/ Area IIIIB		3	6	3 units/Area C	3	2.7 <sup>4</sup>	3 units/Area 3 and Area 6
Latin: Vergil	3	3	3 units/ Area IIIIB		3	3	3 units/Area C	3	2.7 <sup>4</sup>	3 units/Area 3 and Area 6
Macroeconomics	3	3	3 units/Area II		3	3	3 units/Area D	3	2.7 <sup>4</sup>	3 units/Area 4
Microeconomics	3	3	3 units/Area II		3	3	3 units/Area D	3	2.7 <sup>4</sup>	3 units/Area 4
Music Theory	3	6	3 units/Area IIIA or Area IIIIB		3	6	3 units/Area C	3	5.3	N/A
Physics B <sup>3</sup>	3	6	3 units/Area I	PHYS-108	3	6	4 units/ Area B1 and B3	3	5.3	3 units/Area 5A and lab
Physics C (electricity/magnetism) <sup>3</sup>	3	4	3 units/Area I		3	4	4 units/ Area B1 and B3	3	2.7 <sup>4</sup>	3 units/Area 5A and lab
Physics C (mechanics) <sup>3</sup>	3	4	3 units/Area I		3	4	4 units/ Area B1 and B3	3	2.7 <sup>4</sup>	3 units/Area 5A and lab
Psychology	3	3	3 units/Area II	PSY-101	3	3	3 units/Area D	3	2.7 <sup>4</sup>	3 units/Area 4
Spanish Language	3	6	3 units/ Area IIIIB	SPAN-101A	3	6	3 units/Area C	3	5.3	3 units/Area 3 and Area 6
Spanish Literature	3	6	3 units/ Area IIIIB		3	6	3 units/Area C	3	5.3	3 units/Area 3 and Area 6
Statistics	3	3	3 units/Area IVB and Area IVC	MATH-159	3	3	3 units/Area B4	3	2.7 <sup>4</sup>	3 units/Area 2
US Government and Politics	3,4 <sup>5</sup>	3	3 units/Area II	PS-102	3	3	3 units/Area D and US-2	3	2.7 <sup>4</sup>	3 units/Area 4
US History	3	6	3 units/Area II or Area IIIIB	HIST-117A and HIST-117B	3	6	3 units/Area C or Area D, and US-1	3	5.3	3 units/Area 3 or Area 4
World History	3	6	3 units/Area II or Area IIIIB		3	6	3 units/ Area C or Area D	3	5.3	3 units/Area 3 or Area 4

<sup>1</sup> Requires submission of high school lab notebook to receive credit

<sup>2</sup> If a student passes more than one exam in calculus or computer science, only one exam may be applied to a degree

<sup>3</sup> If a student passes more than one exam in physics, only 6 units may be applied to the degree and only 4 units applied to CSU/GE certification and only 3 units applied to IGETC certification

<sup>4</sup> Only 2.7 units are awarded toward the degree, but the successful completion of the exam will meet the 3-unit requirement of the IGETC area

<sup>5</sup> A score of 3 or higher is required to meet Plan A GE requirements; to meet major requirements requires a score of 4 or higher

## CREDIT BY EXAMINATION

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A student who has achieved knowledge elsewhere or who has an understanding equivalent to that required by one or more college courses may receive academic credit by successfully completing a comprehensive course examination. To apply for Credit by Examination a student must be registered at Ohlone and be in good academic standing. Not all Ohlone College courses are offered for Credit by Examination. Final determination of which courses are available for credit by examination will be made by the faculty member(s) who teaches the course and the appropriate division dean. Credit may only be granted for a course listed in the Ohlone College catalog.

Petitions for Credit by Examination are available in the Office of Admissions and Records on the Fremont campus and may be submitted during the first three weeks of any semester. Credit by Examination shall not be used to establish the 12 unit residency requirement for graduation, nor be considered Ohlone College credit for the purpose of meeting the 6 unit requirement for a Certificate of Achievement and the 50% requirement for a Certificate of Accomplishment.

Units awarded through Credit by Examination are so annotated on the student's transcript and assigned a grade of Pass (P). Credit is not given for any class which the student has previously attempted and failed or for which the student has previously sought Credit by Examination.

Students seeking advanced standing in Registered Nursing or Respiratory Therapy based on certificates or licenses already held in those fields may challenge a maximum of 19 units (first year major courses in each program). Applications to qualify for Credit by Examination in Registered Nursing or Respiratory Therapy are made directly to the Health Sciences and Environmental Studies Division Office on the Newark campus. 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. Please contact the Health Sciences and Environmental Studies Division Office for further information.

### 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 DD 214 form to the Office of Admissions and Records on the Fremont campus – 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 evaluation by the Office of Admissions and Records. 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 Non-collegiate 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 for general education requirements, including certification for CSU and IGETC, is granted for Advanced Placement examinations with a score of 3 or higher, if the appropriate Ohlone Division Office has determined that the material covered in the Advanced Placement course is comparable to a specific Ohlone course offering within that division. Advanced Placement credit may be granted for fulfillment of Ohlone College's degree requirements. 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 chart on page 41 to determine which Advanced Placement exams may be counted toward General Education Plan A and major requirements and which Advanced Placement exams may be counted toward General Education Plan B (CSU Breadth) or General Education Plan C (IGETC) requirements. Students should consult a counselor for specific questions and concerns regarding Advanced Placement credit.

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

## BASIC SKILLS CLASSES

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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.

## FINAL EXAMINATIONS

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Final examinations are given at the end of each semester. Students are required to take the final 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, Academic Affairs/Deputy Superintendent.

## CATALOG RIGHTS POLICY

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Pursuant to California Education Code §40401, a student pursuing an associate degree, a Certificate of Achievement, or a Certificate of Accomplishment may follow the general education and major requirements which are published in the catalog in effect at the time in which the student first began attendance 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 six 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 Term. Please note that Ohlone may require substitutions for required courses that have been discontinued.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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 (FERPA), Section 438, Public Law 93 380. 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;
3. The right to have some control over the disclosure of personally identifiable information from the education records.

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

### K-12 Parent/Guardian Information

According to the Family Educational Rights and Privacy Act (FERPA) of 1974, when a student turns 18 years old or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student. Students who are enrolled at Ohlone College are covered by the Family Educational Rights and Privacy Act of 1974. According to this legislation, College personnel cannot release a student's records or speak with parents and/or guardians about any student's academic records without the student completing the "Release of Information" form. The exception to this policy is if the student is claimed as a dependent by either parent for tax purposes. Ohlone College reserves the right to require documents verifying a student's status as a dependent. The "Release of Information" form is available online at <http://www.ohlone.edu/org/admissions/forms/waiverreleaseofinfo.pdf>.

### Directory Information

Directory information as defined by law includes one or more of the following: student's name, address, telephone number, date and place of birth, major field of study, class schedule, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student. Under federal law, the College may release directory information to the public. However, the College will still make available to the public names of students who are graduating, the names of students who are placed on the President's List or who receive honors, participants in athletic events, and students who receive scholarships and other awards, unless the student requests in writing to the Director of Admissions and Records that his or her name be withheld from any such list.

## STUDENT RESPONSIBILITIES

### Academic Progress: Financial Aid Recipients

There are specific academic progress regulations for students who receive financial aid. These regulations are listed in the Financial Aid Handbook available in the Financial Aid Office and at <http://www.ohlone.edu/org/finaid/sap.html>.

### Academic Progress: Veterans' Benefits Recipients

There are specific academic progress regulations for students who receive veterans' benefits. Veterans should consult the Veterans' Office regarding these regulations, as well as <http://www.ohlone.edu/org/veterans>.



### Academic Progress: International Students

United States Citizenship and Immigration Services (USCIS) regulations require that F-1 Student Visa-holding international students make normal progress toward completing their academic course of study. For more information please inquire with the Ohlone College International Programs and Services Office or visit <http://www.ohlone.edu/org/international/docs/academicregulationsforinternationalstudents.pdf>.

### Attendance

Students should attend the first meeting of their classes to assure maintenance of their enrollment. Students who neglect to attend the first or second sessions of their classes may be dropped from class by the instructor. However, it is the student's responsibility to drop classes that the student does not plan on attending. Students who do not drop classes they do not plan on attending will be required to pay the fees for those classes and may receive a failing grade.

Regular attendance and participation is required of all students enrolled in courses at Ohlone College. This includes regular attendance; completion of examinations and 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 online via WebAdvisor (<https://webadvisor.ohlone.edu>) or by submitting an Add/Drop card to the Office of Admissions and Records on the Fremont campus or the Student Services Center on the Newark campus by the deadline posted in the Academic Calendar.

### Withdrawal from Class

See Dropping Classes.