



The new Parking Structure, which opened for Fall 2015 on the Fremont campus.

## 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), Subject to Dismissal (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.

### Probation

#### Academic

A student who has attempted 12 or more semester units shall be placed on Probation the following semester when a cumulative GPA of less than 2.00 is earned during the Fall or Spring 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

A student who has attempted 12 or more semester units shall be placed on 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 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 12 or more semester units have been attempted and a cumulative grade point average at Ohlone College of less than 1.75 has been earned for two consecutive semesters.

#### Progress

A student will be 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.

## Dismissal

Any student who has been dismissed after having been placed on Dismissal status may petition for reinstatement under certain conditions; students should refer to the Reinstatement section below for details.

### ▪ Academic

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

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.

## Notification of Academic/Progress Status

Students who are on Probation, Subject to Dismissal, or Dismissal 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. The Student Success Program was created to assist students with this process. Steps to prevent recurrence of further below average work will include a probation workshop, and may include a Personal Development (PD) course, further aptitude and/or interest assessment, a change of objective, and/or greater diligence on the part of the student.

## Reinstatement

Any student who has been dismissed after having been placed on Dismissal status 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 semester is 2.00 or higher.
- A returning or transfer student on Academic Dismissal who has not attended college for one or more 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. Approval of this petition may require one or more of the following stipulations:

- attending a Student Success Workshop;
- completing a comprehensive 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 of all currently enrolled courses;
- achieving a grade point average of 2.00 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.

## Disciplinary Dismissal from Class or the College

Ohlone College, guided by the California Code of Regulations, 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 campuses; 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 Student Code of Conduct can be viewed at [www.ohlone.edu/org/student-services/student-code-of-conduct.html](http://www.ohlone.edu/org/student-services/student-code-of-conduct.html).

## 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 coursework (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 35. 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 is submitted. 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 [www.ohlone.edu/org/admissions/forms/studentpetitionform.pdf](http://www.ohlone.edu/org/admissions/forms/studentpetitionform.pdf). Completed petitions need to be submitted to the Office of Admissions and Records on the Fremont campus (Building 7, second floor). Transcripts of the previous work for which exclusion is requested must be on file in the Office of Admissions and Records prior to petitioning.



Photo courtesy of Shelby Foster

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

## 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. Students requesting an overload must have a cumulative grade point average of 3.20 or higher and must have completed at least 15 units of college or university coursework after graduation from high school. Student enrollment history will also be considered. For example, students who have withdrawn from several classes, especially during terms in which previous overloads have been granted, may be denied permission to enroll in an overload for the following term.

	Part-Time Load	Full-Time Load	Overload
Fall and Spring Semesters	6-11.5 units	12-17.5 units	18+ units
Summer Term	3-5.5 units	6-8.5 units	9+ units

## 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 Code of Regulations 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. Per §55025 of the California Code of Regulations, "The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency." Grades are available to students online via WebAdvisor (<https://webadvisor.ohlone.edu>) within approximately 10 days after the semester ends.

### Grading System (per California Code of Regulations, Title 5, §55023)

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	Less than satisfactory	1
F	Failing	0
P	Pass (At least satisfactory; units awarded not counted in GPA. Has the same meaning as CR as that symbol was defined prior to June 30, 2007.)	0
NP	No Pass (Less than satisfactory, or failing; units not counted in GPA. NP has the same meaning as NC as that symbol was defined prior to June 30, 2007.)	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 towards General Education for 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 baccalaureate institutions.

(continued on next page)



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, the Class Schedule, and WebAdvisor. The Pass grade is awarded to indicate the completion of a course with a C or better grade. A Pass 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, the Class Schedule, and WebAdvisor.
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, the Class Schedule, and WebAdvisor. The Pass grade is awarded to indicate the completion of a course with a C or better grade.

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 and on the Admissions and Records Web page ([www.ohlone.edu/org/admissions/academiccalendar.html](http://www.ohlone.edu/org/admissions/academiccalendar.html)). Students may not change their choice of grading method once the deadline has passed. 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 and on the Admissions and Records Web page ([www.ohlone.edu/org/admissions/academiccalendar.html](http://www.ohlone.edu/org/admissions/academiccalendar.html)), then a standard letter grade will be awarded.

A student is limited to one Pass/No Pass course per semester in addition to Basic Skills, 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 course Pass/No Pass is irreversible after the deadlines listed on the Academic Calendar in the Class Schedule and on the Admissions and Records Web page (<http://www.ohlone.edu/org/admissions/academiccalendar.html>).

### Incomplete Grades

An Incomplete grade may be assigned by the instructor 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. The completed contract must then 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.

- 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 Ohlone College Catalog, Class Schedule, and WebAdvisor (<https://web.advisor.ohlone.edu>). The number after the word Repeatable indicates the number of times the course may be repeated for credit.

Enrollment will not be allowed in a non-repeatable course that was previously completed with a grade of C or better. Enrollments will also not be allowed in a course that has already been repeated the maximum times allowed, per Title 5 of the California Code of Regulations. All repeat policies are enforced through WebAdvisor and students will be blocked from registering for courses when the maximum number of enrollments has already been attained. A course with a letter grade, including a W, counts as an enrollment.

Per California Code of Regulations §58161, effective Summer 2012 a course with a letter grade, including a W, counts as an enrollment. If a student receives a substandard grade (D, F, or NP) at Ohlone the student will be allowed to enroll in that same course again in order to successfully complete the course. A student will be allowed three attempts, including W's, to complete the course. The third enrollment in the course at Ohlone will become the final enrollment at Ohlone, regardless of the grade earned by the student. Once the course is completed with a satisfactory grade (A, B, C, or P) the course cannot be taken again at Ohlone. For example: During Fall 2015 a student received a W in ENGL-101A. During Spring 2016 the same student received an F in ENGL-101A. The next time that the student takes ENGL-101A, regardless of the grade (A, B, C, D, F, P, NP, or W), is the last time that ENGL-101A can be taken at Ohlone College.

### To Improve a Grade

Any course may be repeated one time to improve a substandard grade (D, F, or NP), provided that the student has not already reached the maximum enrollments for the course. If a student earns a substandard grade twice at Ohlone and wants to repeat the course at Ohlone then the student will need to get permission from the academic dean in order to repeat the course again at Ohlone. The student will need to submit a Student Petition Form with the academic dean's signature to the Office of Admissions and Records on the Fremont campus. If the academic dean approves the petition then Admissions and Records staff will register the student into the course.

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 the California Code of Regulations.

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. Therefore, a three-unit lecture course requires a minimum of 3.40 clock hours of classroom work each week for sixteen weeks, in addition to any homework assigned by the instructor.

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 need to be converted. To convert semester units to quarter units, multiply the number of semester units by 1.50 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.

## CREDIT BY EXAMINATION

---

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 academic 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 six 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 course 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 Therapist 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 Therapist 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 baccalaureate college or university may challenge first-year 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 service 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 basic training, have been honorably discharged, and submit a DD-214 form to the Office of Admissions and Records on the Fremont campus are eligible for six elective credits and will satisfy the Physical Education/Wellness requirement (Area V) for the associate degree using the Ohlone College General Education (Plan A) option. Veterans who have completed service school training beyond basic training may be eligible for additional credit after the Office of Admissions and Records evaluates an official AARTS or SMART transcript. In addition to basic training credit, a maximum of 16 semester credits may be granted for military service and training.

Other non-collegiate courses as recommended by the American Council on Education (ACE) may be accepted for credit. A maximum of 16 semester units may be granted in this category.

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 GE and IGETC, is granted for Advanced Placement examinations with a score of three or higher, if the appropriate Ohlone College Division Office has determined that the material covered in the Advanced Placement course is comparable to a specific Ohlone course offered 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 will routinely re-evaluate Advanced Placement units in accordance with its own internal policies.

Please refer to the chart on page 37 to determine which Advanced Placement exams may be counted toward Ohlone General Education (Plan A) and major requirements and which Advanced Placement exams may be counted toward CSU General Education (Plan B) or IGETC (Plan C) 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 associate degrees.

## BASIC SKILLS COURSES

---

Basic Skills courses include courses that are non-transferable and are not associate degree applicable. Units attempted, units completed, and grade points for these courses are not included in a student's cumulative totals nor are they used in calculation of the grade point average. All units, grades, and grade points still appear on the student's permanent record; however, these courses are identified by an asterisk in the note code column.

Per §55035 of the California Code of Regulations, students may not receive more than 30 semester units of credit for basic skills coursework.

## FINAL EXAMINATIONS

---

Final examinations are given at the end of each semester. Students are required to take the final examinations for the classes in which they are enrolled. No examinations are administered prior to the regular schedule except under extraordinary circumstances. The Final Exams Schedule appears in the printed Class Schedule and on the Admissions and Records Web page ([www.ohlone.edu/org/admissions/academiccalendar.html#final exams](http://www.ohlone.edu/org/admissions/academiccalendar.html#final exams)). Student requests for transfer to the final examination schedule shall be submitted to the Vice President, Academic Affairs/Deputy Superintendent.

### Did you know?

Every year about 850 Ohlone students transfer to baccalaureate colleges and universities!

## Advanced Placement (AP) Credit Chart

AP Examination	Ohlone GE (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>4</sup>	6	3 units/Area IIIA	ART-103A and ART-103B	3	6	3 units/Area C1 or C2	3	5.3	3 units/Area 3
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>1</sup>	3	3	3 units/Area IVB and Area IVC	MATH-101A	3	3	3 units/Area B4	3	2.7 <sup>3</sup>	3 units/Area 2
Calculus BC <sup>1</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-102	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 IIIB		3	6	3 units/Area C2	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>3</sup>	3 units/Area 4
Computer Science A <sup>1</sup>	3	3	3 units/Area IVB		3	3	0; N/A	3	1.3	N/A
Computer Science AB <sup>1</sup>	3	6	3 units/Area IVB		3	6	0; N/A	3	2.7	N/A
English Language and Composition	3,4 <sup>4</sup>	6	3 units/Area IVA	ENGL-101A	3	6	3 units/Area A2	3	5.3	3 units/Area 1
English Literature and Composition	3	6	3 units/Area IIIB 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>3</sup>	3 units/Area 5A and lab
European History	3	6	3 units/Area II or Area IIIB		3	6	3 units/Area C2 or Area D	3	5.3	3 units/Area 3 or Area 4
French Language and Culture	3	6	3 units/Area IIIB	FREN-101A	3	6	3 units/Area C2	3	5.3	3 units/Area 3 and Area 6
German Language and Culture	3	6	3 units/Area IIIB		3	6	3 units/Area C2	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>3</sup>	3 units/Area 4
Italian Language and Culture	3	6	3 units/Area IIIB		3	6	3 units/Area C2	3	5.3	3 units/Area 3 and Area 6
Japanese Language and Culture	3	6	3 units/Area IIIB		3	6	3 units/Area C2	3	5.3	3 units/Area 3 and Area 6
Latin	3	6	3 units/Area IIIB		3	6	3 units/Area C2	3	2.7 <sup>3</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>3</sup>	3 units/Area 4
Microeconomics	3	3	3 units/Area II		3	3	3 units/Area D	3	2.7 <sup>3</sup>	3 units/Area 4
Physics C (electricity/magnetism) <sup>2</sup>	3	4	3 units/Area I		3	4	4 units/Area B1 and B3	3	2.7 <sup>3</sup>	3 units/Area 5A and lab
Physics C (mechanics) <sup>2</sup>	3	4	3 units/Area I		3	4	4 units/Area B1 and B3	3	2.7 <sup>3</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>3</sup>	3 units/Area 4
Spanish Language and Culture	3	6	3 units/Area IIIB	SPAN-101A	3	6	3 units/Area C2	3	5.3	3 units/Area 3 and Area 6
Spanish Literature and Culture	3	6	3 units/Area IIIB		3	6	3 units/Area C2	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>3</sup>	3 units/Area 2
Studio Art	3	3	3 units/Area IIIB		3	3	0; N/A	3	5.3	N/A
US Government and Politics	3,4 <sup>4</sup>	3	3 units/Area II	PS-102	3	3	3 units/Area D and US-2	3	2.7 <sup>3</sup>	3 units/Area 4
US History	3	6	3 units/Area II or Area IIIB	HIST-117A and HIST-117B	3	6	3 units/Area C2 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 IIIB		3	6	3 units/Area C2 or Area D	3	5.3	3 units/Area 3 or Area 4

<sup>1</sup> If a student passes more than one exam in calculus or computer science, only one exam may be applied to a degree.

<sup>2</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>3</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>4</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.



## CATALOG RIGHTS POLICY

Pursuant to California Code of Regulations §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 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 course(s) during a period of six consecutive terms, including Summer Term, forfeit the right to follow the degree or certificate requirements set forth in any catalog prior to their resumption of studies. For the purposes 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 Dean, Enrollment Services has been designated as Records Officer, as required by the Family Educational Rights and Privacy Act.

### Kindergarten-12th grade 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, Ohlone 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 Waiver. 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 Waiver is available online at [www.ohlone.edu/org/admissions/forms/waiverreleaseofinfo.pdf](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, 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 educational agency or institution attended by the student. Under federal law, Ohlone College may release directory information to the public. However, Ohlone 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 Dean, Enrollment Services 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 on the Financial Aid Web site at [www.ohlone.edu/org/finaid/sap.html](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 Affairs Office regarding these regulations, as well as [www.ohlone.edu/org/veterans](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 satisfactory progress toward completing their academic course of study. For more information please contact the Ohlone College International Programs and Services Office or visit [www.ohlone.edu/org/international/docs/academicregulationsforinternationalstudents.pdf](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 classes at Ohlone College. This requirement includes regular attendance; completion of examinations and assignments; and participation in class activities and discussions. Instructors shall provide students with written statements describing class 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>) by the deadline posted in the Academic Calendar ([www.ohlone.edu/org/admissions/academiccalendar.html](http://www.ohlone.edu/org/admissions/academiccalendar.html)).