

## Fees

Resident and non-resident enrollment fees are subject to change each year. Consult the Schedule of Classes for current information. Payment of all fees are required upon registration.

## Resident Enrollment Fees for Non-Immigrant Students (AB540)

On Jan. 1, 2002, Gavilan College implemented AB540 as required by California law. This bill provides an exemption from payment of non-resident tuition for nonimmigrant students who have attended high school in California for a minimum of three years and have received a high school diploma or its equivalent in California. To be eligible, a student must have attended a California high school for three full years and have graduated from a California high school or have received the equivalent of a California diploma (GED, CHESPE). The exemption does not grant residency status and the qualifying student may not be eligible for state aid programs such as BOG or EOPS or federal financial aid. The student must sign an affidavit affirming that he or she has filed or will file an application with INS to legalize his or her immigration status as soon as he or she is eligible to do so. Contact the Admissions and Records Office for more information.

## Refund Policy and Procedure

Gavilan College shall not issue refunds for courses dropped past the second week of instruction in the regular terms, not beyond the first week of instruction during the summer session and, for short term courses, not beyond 10% of the course meetings.

	Fall/Spring Semester Refund	Summer Session Refund
During first week	100%	100%
During second week	100%	None
During third week	None	None

**Refund Date for short-term courses:** Short-term courses must be dropped before 10% of the course meeting times have passed. For one- or two-day courses, this date will occur before the start of the course.

Refunds of less than \$10 will remain on the student's account as a credit unless the Admissions and Records Office receives a Request for Refund form from the student. Refund checks are mailed.

### REFUNDS OF STUDENT BODY CARDS

Students may select to "opt out" of purchasing an ASB Card when registering for classes in person or online using Self-Service Banner. Anyone requesting an ASB card fee refund must obtain the written approval of the ASB advisor within ten days of registering. Please see the Student Activities Director in SC 161 if you have any questions.

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## Student Classification

Students at Gavilan College are classified by the following definitions:

**FRESHMAN** - Student who has completed 29-1/2 semester units or less of college credit

**SOPHOMORE** - Student who has completed 30 or more semester units of college credit.

**FULL-TIME** - Student enrolled in 12 or more semester units. (4 units for summer session)

**PART-TIME** - Student enrolled in less than 12 semester units.

## Definition of a Semester

An academic year at Gavilan is comprised of two sixteen-week semesters, fall and spring. Classes are also offered during summer and winter intersessions.

## Course Availability

Every course, course section or class, the average daily attendance of which is to be reported for State aid, wherever offered and maintained by the district, shall be fully open to enrollment by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to Chapter II, Division 2, Part VI, Title V of the California Administrative Code, unless specifically exempted by statute.

Gavilan College provides special registration assistance to students with disabilities in compliance with Title V of the California Administrative Code, Section 504 of the Federal Rehabilitation Act and the Americans with Disabilities Act.

## Attendance Standards

Students at Gavilan College are expected to attend all classes for which they are enrolled.

Students missing one more class hour than the unit value for a particular course without making prior arrangements may, at the instructor's option, be dropped without possibility of credit.

Students who do not attend the first class session may be dropped from class in order to admit other students desiring to enroll. If it is necessary for a student to miss more than three consecutive class periods, a Leave of Absence Petition Form should be obtained from the Admissions and Records Office.

The petition must be approved by all the student's instructors and returned to the Admissions and Records Office. Ordinarily, a petition for leave of absence will not be granted for more than two weeks. Prolonged absence, even when excused, may result in grade penalties, since the student is still responsible for course requirements.

## Catalog Rights

Students who maintain continuous attendance status may, for purposes of meeting graduation requirements, elect to meet the requirements in effect at:

1. The time of entrance to Gavilan College, or
2. The most recent catalog

Developing new course curricula is an ongoing process. After the catalog has been printed, new and revised courses and majors may be available. These changes will be available on the web version of the catalog, as it is a "living document." Consult with a counselor if your area of study has changed.

Continuous attendance is defined as enrollment in at least one credit course per academic year. An academic year begins during the summer term (Summer-Fall-Spring)

Attendance at another accredited institution of higher learning is not considered an interruption, providing the absence from Gavilan College does not exceed four (4) years.

A student who is absent for at least three (3) consecutive terms, including the summer term, is considered to be a returning student for purposes of "catalog rights" and must follow the graduation requirements in effect at the time he or she returns.

## Course Prerequisite

A prerequisite is a measure of readiness for a course or program that a student is required to meet as a condition of enrolling in a course or program. Successful completion (a grade of "C" or better) of the prerequisite is required.

### HOW COURSE PREREQUISITES ARE ESTABLISHED

Course prerequisites are developed by faculty members and accepted by the Gavilan College Curriculum Committee with the intent of promoting student success. Courses are individually reviewed to assure that prerequisites are a valid measure of readiness for student success. Criteria used to establish prerequisites include, but are not limited to the following:

1. Most prerequisites are in degree programs within sequential content areas. A course may be established as a prerequisite for another course provided that skills, concepts and/or information taught in the first course are presupposed in the second course;
2. The course for which the prerequisite is required is one in which the student might endanger his or her own health and safety or the health and safety of others if the prerequisite is not met; or
3. A course may be established as a prerequisite for another course because appropriate faculty and the Curriculum Committee have established it as equivalent to the prerequisite established by at least three campuses of the University of California and/or the California State University.
4. Other prerequisite criteria may be developed and utilized by Gavilan College. These are available through the Office of the Vice President of Instruction.

## CHALLENGE OF PREREQUISITE

Students who have reason to believe that they have already fulfilled a prerequisite, or that a prerequisite has been improperly established or implemented, may challenge the prerequisite. The student is responsible to provide compelling evidence to substantiate the challenge claim. Challenge forms are available at the Admissions and Records Office and must be completed and returned to the Vice President of Instruction prior to the first day of classes.

The college must respond to a completed challenge submitted by a student within a period of five (5) school days or the challenge is valid. Although the student may register in the class for which the prerequisite is being challenged, if the challenge is denied, the student will be dropped from the class. Academic credit will not be awarded for successfully challenged prerequisites. For further information regarding the prerequisite challenge, contact a counselor.

## Course Advisory

An advisory is a measure of readiness for a course or program that is recommended a student meet in order to enroll in a course or program. Successful completion with a "C" or better is strongly recommended.

## HOW COURSE ADVISORIES ARE ESTABLISHED

Course advisories are developed by faculty members and accepted by the Gavilan College Curriculum Committee. Courses are individually reviewed to assure that the advisories assist a student to efficiently and successfully complete the course. The departments and the Curriculum Committee have concluded, after review of content, that the advisory or its equivalent is strongly recommended.

## Course Repetition

*BP 4225, Title 5, Sections 55040-55045, 58161*

Students may repeat courses in which substandard grades (less than "C") were earned in accordance with Title 5, sections 55040-55045. The limitations on course repetition and the processes for repeating courses are enumerated in administrative procedures.

When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

Under certain circumstances, students may repeat courses in which a "C" or better grade was earned. The special circumstances are defined in administrative procedures.

- Students may repeat courses in which substandard grades (D, F, NC or NP) were awarded.
- Students may repeat twice any course for which a substandard grade (D, F, NC or NP) has been received with the following limitations:

**First Repeat:** For the first repeat, student may self-select to repeat a course with a substandard grade without counselor approval.



Career Day

**Second Repeat Request:** Upon the second request to repeat a course, the student must meet with a counselor to review the reasons for the previous failures to complete the course with a satisfactory grade (A, B, C, CR or P). The counselor may require that the student receive special services (such as tutoring or assistance in one of the specialized skill labs) as a requirement of repeating the course again. Alternatively, the counselor may recommend enrollment in an earlier course in the course sequence as a condition of repeating the course again. When appropriate, the counselor may recommend that the student attempt an alternate course to satisfy the same educational objective (such as a different course that will satisfy the same general education requirement).

If, in the opinion of the counselor, continued attempts to improve the substandard grade seem warranted, the student will be allowed to repeat the course.

The counselor will sign a "Request to Repeat a Course Under Special Circumstances" form. The student must then file the signed form with the Admissions and Records Office

- **Third Repeat Request:** Students may petition to repeat a course a third time for which a substandard grade (D, F, NC, NP) has been received if extenuating circumstances exist. Extenuating circumstances include verified cases of accidents, illness or other events beyond the student's control. Grades and grade points for courses repeated under this provision shall not be counted in calculating a student's grade point average although course content of the most recent attempt will be applied to graduation requirements if applicable.
- Upon completion of a repeated course, the most recent grade earned will be computed in the cumulative grade point average and the student's academic record so annotated.

The process is the same as for the second repeat request. The student must meet with a counselor and obtain his/her signature on a "Request to Repeat a Course Under Special Circumstances" form. Then the student must file the signed form with the Admissions and Records Office.

- Students may repeat courses for which a passing grade (A, B, C, CR or P) has been received under the following special circumstances:
  1. Repetition is necessary in order to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. The grade and grade points received each time shall be included for purposes of calculating the student's grade point average.
  2. The course is a repeatable course, as described in Administrative Procedure, AP 4227.
  3. The previous grade is the result of extenuating circumstances such as verified cases of accidents, illness or other events beyond the control of the student. A Request to Repeat a Course Under Special Circumstances, signed by a Gavilan counselor, is required. The grade and grade points received shall be included for purposes of calculating the student's grade point average.
  4. A significant lapse of time has occurred since the course was taken. A Request to Repeat a Course Under Special Circumstances, signed by a Gavilan counselor, is required. Grades and grade points for courses repeated under this provision shall not be counted in calculating a student's grade point average.
  5. The college has established a recency prerequisite. A Request to Repeat a Course Under Special Circumstances, signed by a Gavilan counselor, is required. Grades and grade points for courses repeated under this provision shall not be counted in calculating a student's grade point average.
- When a course has been repeated under any of the above circumstances, the student's permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.
- The specific courses or categories of courses, if any which are exempt from course repetition shall be made available to students upon request.
- Students may repeat a course taken at another accredited college or university for which substandard academic performance is recorded.
- Gavilan will accept for course repetition the passing grade and units of a course subsequently repeated at another accredited college or university. A Petition for Academic Renewal, signed by a Gavilan College counselor, and an official transcript from the other college is required.
- Nothing can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or district procedures relating to retention and destruction of records.

## RECENCY POLICY

The college has established a recency prerequisite. A Request to Repeat a Course Under Special Circumstances, signed by a Gavilan counselor, is required. Grades and grade points for courses repeated under this provision shall not be counted in calculating a student's grade point average.

When a course has been repeated under any of the above circumstances, the student's permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

The specific courses or categories of courses, if any which are exempt from course repetition shall be made available to students upon request.

## Withdrawal Policy

Students may withdraw from a course by notifying Admissions & Records either online or in person. The following grading practices apply when withdrawing from a course:

- A student who withdraws from a course prior to 30% of the class meetings being held will receive no grade of record.
- A student may withdraw from a course and receive a grade of "W" prior to completion of 75% of the class meetings for the course; thereafter, the student will receive whatever grade they would have earned, based upon the entire semester's work.
- A student may withdraw from a course up to four times and receive a grade of "W"; after a fourth "W", the student will receive the grade they would have earned, based upon the entire semester's work.
- A withdrawal may be excluded from the four-time maximum limit in the case of extenuating circumstances such as natural disasters or other circumstances beyond the control of the student including verified cases of accident or illness.

## Units

### DEFINITION OF A UNIT

Units of credit are based upon the Carnegie Unit, which requires a minimum of 3 hours of course-related work per unit of credit each week throughout a 16-week semester.

During a 16-week semester at Gavilan College, a typical 3 unit lecture class will meet an average of 3.3 hours per week for classroom instruction and require an additional 6.7 hours per week of outside work (reading, library research, problem-solving, projects, term papers, etc.) for a total of approximately 10 hours of course-related work per week (or 160 total hours for the course). This time requirement increases to 27 hours per week during a 6-week summer session.

Units of credit earned in laboratory/activity classes are also based upon the 3 hours per week per unit ratio.

A typical full-time load is approximately 15 units per semester, requiring a minimum of 720 hours of course-related work when class lectures, labs and outside

homework are combined. This will vary somewhat, based upon assignments, individual goals and academic ability, but each student is encouraged to budget adequate time for required study.

### DEGREE VERSUS NON-DEGREE UNITS

Gavilan College has designated certain courses “non-degree appropriate.” This means that units earned in selected courses will not count toward an associate’s degree. This information is contained in the course descriptions in this catalog.

#### Full-term Semester Unit Loads:

1-5 units	Less than half-time student
6-8 units	Half-time student
9-11 units	Three-quarter time student
12+ units	Full-time student (12 units is the minimum number of units to be eligible for full veteran’s benefits, Dean’s List and intercollegiate athletic competition)
15 units	Full-time student (President’s Honor Roll eligibility).
18 units	Must have minimum GPA of 2.5 and counselor’s approval.
19 units	Counselor’s approval required. Appeals by students will be directed to the Vice President of Student Services or designee.

#### Summer and Intersession Unit Loads:

4-5.99 units	Full-time student
6 units	Must have a 2.5 GPA and counselor’s approval
more than 6 units	Counselor’s approval required. Appeals by students will be directed to the Vice President of Student Services or designee.

### Semester to Quarter Conversion Formula

Some colleges and universities operate on a “quarter” calendar of three twelve-week terms; fall, winter and spring. The following formula shall be used when converting quarter hours to semester hours or semester hours to quarter hours in order to compute graduation requirements, grade points for the required standards of scholarships, non-resident student regulations, and the college calendar.

Semester credit hours (or semester units of credit) are converted to quarter credit hours (or quarter units of credit) by multiplying the number of semester credit hours by one and a half. Example: 15 Semester credits  $\times 1\text{-}1/2 = 22.5$  quarter credits.

Quarter credit hours are converted to semester credit hours by multiplying the number of quarter hours by two-thirds. Example: 22.5 quarter credits  $\times 2/3 = 15$  semester credits

### Computing Grade Point Average (GPA)

To determine current or cumulative grade point average, divide the total number of grade points earned by the total number of units attempted.

Grade point values:

A = 4 points
A- = 3.7 points
B+ = 3.3 points
B = 3 points
B- = 2.7 points
C+ = 2.3 points
C = 2 points
D = 1 point
F = 0 point

Example:

CLASS	UNITS		GRADE/VALUE	=	GRADE POINTS
ACCT	4	X	(A) 4	=	16 points
ENGL	3	X	(B) 3	=	9 points
					25 points
7 units attempted					

Placing values into formula above:

$$25 \text{ points} \div 7 \text{ units attempted} = 3.57 \text{ GPA}$$

Pass/No Pass units are not computed in the grade point average.

### Grading Options

Courses offered under the pass/no pass (P/NP) grade option are determined by the Gavilan College Board of Trustees and cited in this catalog.

Students receiving the pass (P) grade must have achieved the course objectives equivalent to at least a “C” grade in order to receive the units of credit assigned to the course. The grade point average of a student receiving a pass (P) or no pass (NP) grade will not be influenced. A pass/no pass course is not included in consideration for honors such as Dean’s List or President’s Honor Roll. See page 42 for additional information.

For some courses, students have the option of selecting a final grade of pass/no pass or a traditional letter grade of “A”, “B”, “C”, etc. Review the course description in this Catalog to determine which courses are designated as having this option.

Before selecting a grading option, students should consider the following:

- Once the option has been selected, the student’s decision is final and irreversible.
- To select one option over another, a student must complete the Grading Option form and file it with the Admissions & Records Office prior to the NRS (No Record Shown) date for the course. This date is 30% of the course length. Short-term classes are calculated differently (See Admissions and Records).

- If the student opts for a P/NP final grade, the units are not included in the semester GPA but are considered for the purposes of probation and dismissal.
- A P/NP grade is not used in consideration of honors.
- A total of 20 units of P/NP graded units (not including those courses required by the major which are designated P/NP only) may be applied to an associate's degree or certificate.
- The student should carefully consider the transferability of P/NP units to other institutions. Some universities may not accept any P/NP courses and others limit the amount of P/NP units that will be accepted. Please consult a counselor before selecting the Pass/No Pass option.

## Academic Record Symbols

Symbol	Definition	Grade Points
A	Excellent	4
A-	Excellent	3.7
B+	Good	3.3
B	Good	3
B-	Good	2.7
C+	Satisfactory	2.3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
P	Pass (at least satisfactory; units awarded not counted in Grade Point Average)	0
NP	No Pass (less than satisfactory or failing; units not counted in Grade Point Average)	0
I	Incomplete (incomplete academic work for unforeseeable, emergency and justifiable reasons). The requirements necessary to complete the course must be fulfilled the next term of attendance (excluding summer) within the next year. If the "I" grade is not removed in this fashion, it will be converted to an "F".	0
IP	In Progress (In Progress shall be used to denote that the class extends beyond the normal end of the academic term).	0
W	Withdrawal (Student Withdrawal from class will be designated a "W" only between the Monday of the fourth week and the Friday of the twelfth week). Withdrawal at other times follows this pattern:	
	Weeks*	Symbol
	1 through 3	No Record Shown (NRS)
	4 through 12	W
	13 to end of term	F
MW	Military Withdrawal (called to active duty)	0

\*Approximate times indicated. Specific dates are printed in the Schedule of Classes. These times are applicable only to semester-long courses.

## Non-Traditional Credit

Students may be granted nontraditional academic credit (e.g., military service, credit by examination, USAFI, CLEP, AP, etc.) upon proper application and, with the exception of Advanced Placement, the successful completion of 12 credit units at Gavilan College with a cumulative grade point average of no less than 2.0.

University of California does not grant credit for College Level Examination Program (CLEP) exams. CLEP credit WILL NOT be used to certify the Intersegmental General Education Transfer Curriculum. Some California State Universities will grant credit for certain areas and some will not grant credit at all. Transfer students are advised to contact the university they will be attending for specific information regarding CLEP credit.

## PROPOSED CALIFORNIA COMMUNITY COLLEGE GENERAL EDUCATION CLEP LIST

CLEP Examination	CCC GE Areas	Passing Score	Minimum Units
American Government	Social/Behavioral Sciences	50	3
American Literature	Humanities	50	3
Analyzing and Interpreting Literature	Humanities	50	3
Biology	Natural Sciences	50	3
Calculus	Language and Rationality	50	3
Chemistry	Natural Sciences	50	3
College Algebra	Language and Rationality		50
College Algebra – Trigonometry	Language and Rationality	50	3
English Literature	Humanities	50	3
French Level II	Humanities	59	3
German Level II	Humanities	60	3
History, United States I	Social/Behavioral Sciences	50	3
History, United States II	Social/Behavioral Sciences	50	3
Human Growth and Development	Social/Behavioral Sciences	50	3
Humanities	Humanities	50	3
Introductory Psychology	Social/Behavioral Sciences	50	3
Introductory Sociology	Social/Behavioral Sciences	50	3
Natural Sciences	Natural Sciences	50	
Pre-Calculus	Language and Rationality	50	3
Principles of Macroeconomics	Social/Behavioral Sciences	50	3
Principles of Microeconomics	Social/Behavioral Sciences	50	3
Spanish Level II	Humanities	63	3
Trigonometry	Language and Rationality	50	3
Western Civilization I	Humanities or S/B. Sciences	50	3
Western Civilization II	Social/Behavioral Sciences	50	3

### CREDIT BY EXAMINATION (“TEST OUT”)

Students who have a cumulative GPA of 2.0 or higher in at least 12 units of college work completed at Gavilan College may petition for credit by examination during any term in which they are enrolled.

- Students who may qualify for credit by examination are:
  - Students who have never taken the class for credit.
  - Students of exceptional ability who have studied on their own.
  - Students with experiential background who can meet the objectives of the course.
- Students will pay enrollment fees for the challenged class. An additional fee may be incurred if a specialized location and/or materials are required to conduct the examination. The exact fee will be based upon the actual costs of providing the exam.
- Applications for Credit by Examination are available from the Admissions and Records Office and require the signature of the appropriate instructor, department chairperson, and appropriate dean.
- A copy of the graded challenge examination will be submitted to the appropriate dean's office. The type of examination is to be determined by the instructor and the department chairperson in concert with the appropriate dean.
- The final grade will be submitted to the Admissions and Records Office for posting on the student's transcript.
- Students desiring to take the Challenge Examination who, due to extenuating circumstances, do not meet the above qualifications may submit a written appeal for waiver to the appropriate dean.

### PROCEDURES FOR CREDIT BY EXAMINATION - NURSING PROGRAM

Students will receive the following orientation regarding Credit by Examination:

- All nursing program students will sign a statement that they have been made aware of the college policies on Credit by Examination.
- Students challenging a nursing course must be eligible for the course and must have met all program entry prerequisites, including admission procedures for the nursing program.
- The college reserves the right to deny challenge to any specific course.

### INTERNATIONAL BACCALAUREATE (IB)

A score of 5, 6, or 7 on Higher Level exams is required to grant credit for IGETC certification. An acceptable IB score for IGETC equates to either 3 semester or 4 quarter units for certification purposes.

Students who have earned credit from an IB exam should not take a comparable college course because transfer credit will not be granted for both.

International Baccalaureate (IB)	IGETC Area
IB Biology HL	5B (without lab)
IB Chemistry HL	5A (without lab)
IB Economics HL	Economics HL 4B
IB Geography HL	4E
IB History (any region) HL	3B or 4F*
IB Language A1 (any language, except English) HL	3B and 6A
IB Language A2 (any language, except English) HL	3B and 6A
IB Language A1 (any language) HL	3B
IB Language A2 (any language) HL	3B
IB Language B (any language) HL	6A
IB Mathematics HL	2A
IB Physics HL	5A (without lab)
IB Psychology HL	4I
IB Theatre HL	3A

\* IB exam may be used in either area regardless of where the certifying CCC's discipline is located.

### ADVANCED PLACEMENT (AP)

Gavilan College grants up to six semester units of transfer credit for each College Board Advanced Placement (AP) Test on which a student receives a score of 3 or higher. The AP results must be submitted to the Office of Admissions and Records with a request for evaluation. Students receiving a score of 3, 4 or 5 on the Math and English AP exams will be exempt from the placement assessment test. AP units will not apply toward financial aid, nor can they be used to satisfy the residency unit requirement.

Advanced Placement credit will be awarded as follows:

AA: Students should be aware that AP test credit is evaluated by corresponding it to an equivalent Gavilan College course, e.g. History 1. A student who receives AP credit and then takes the equivalent Gavilan College course will have the unit credit for such duplication deducted prior to being awarded the A.A. degree. Credit by Advanced Placement exam is noted and listed first on a student's transcript, with units assigned and no grade.

Course credit and units granted at Gavilan College may differ from course credit and units granted by a transfer institution. See chart on page 40.

The previously used CR and NC grades have been replaced by the P and NP grades of record.

## COLLEGE CREDIT FOR ADVANCED PLACEMENT (AP) TESTS

Students may earn credit for College Entrance Examination Board (CEEB) Advanced Placement (AP) Tests with scores of 3, 4, or 5. AP credit can be used to meet IGETC, CSU GE and A.A. general education (GE) and/or major requirements. Students must have the College Board send AP exam results to the Admissions Office (hand carried copies will not be accepted) for use on the A.A. or GE patterns.

Course credit and units granted at Gavilan College may differ from course credit and units granted by a transfer institution.

EXAM	AA (MAJOR AND/OR GE) FOR Gavilan College	CSU GE	CSU - UNITS EARNED TOWARD TRANSFER	IGETC	UC - UNITS EARNED TOWARD TRANSFER
Art History	ART 1A	Area C1 or C2 3 semester units	6 semester units	Area 3A or 3B 3 semester units	8 quarter/ 5.3 semester units
Art (Studio)	No course equivalency 3 units elective credit	N/A	3 semester units	N/A	8 quarter/ 5.3 semester units
Biology	BIO 10	Area B2 and B3 4 semester units	6 semester units	Area 5B (with lab) 4 semester units	8 quarter/ 5.3 semester units
Calculus AB	Score of 3 – MATH 8B Score of 4 or 5 – MATH 1A 4 Semester units	Area B4 3 semester units	3 semester units*	Area 2A 3 semester units	4 quarter/ 2.7 semester units**
Calculus BC	Score of 3 – MATH 1A Score of 4 or 5 – MATH 1B 4 Semester units	Area B4 3 semester units	6 semester units*	Area 2A 3 semester units	8 quarter/ 5.3 semester units**
AP CALCULUS EXAM LIMITATIONS:			*Only one exam may be used toward transfer		**Maximum credit 8 quarter/5.3 semester units for both
Chemistry	CHEM 30A 4 semester units	Areas B1 and B3 4 semester units	6 semester units	Area 5A (with lab) 4 semester units	8 quarter/ 5.3 semester units
Chinese Language & Culture	No course equivalency GE Humanities 3 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/ 5.3 semester units
Computer Science A	CSIS 45 3 Semester units	N/A	3 semester units**	N/A	2 quarter/ 1.3 semester units***
Computer Science AB	CSIS 45 & 46 6 semester units	N/A	6 semester units**	N/A	4 quarter/ 2.7 semester units***
AP CS EXAM LIMITATIONS:			**Maximum one exam toward transfer		***Maximum 4 quarter/2.7 semester units for both
Economics - Macroeconomics	ECON 1 3 semester units	Area D2 3 semester units	3 semester units	Area 4B 3 semester units	4 quarter/ 2.7 semester units
Economics - Microeconomics	ECON 2 3 semester units	Area D2 3 semester units	3 semester units	Area 4B 3 semester units	4 quarter/ 2.7 semester units
English - Language & Composition	ENGL 1A 3 semester units	Area A2 3 semester units	6 semester units	Area 1A 3 semester units	8 quarter/ 5.3 semester units*
English - Literature & Composition	ENGL 1A & ENGL 1B 6 semester units	Area A2 and C2 6 semester units	6 semester units	Area 1A or 3B 3 semester units	8 quarter units/ 5.3 semester units*
AP ENGLISH EXAM LIMITATIONS:					*8 quarter/5.3 semester units maximum for both
Environmental Science	ECOL 1 4 semester units	Area B2 and B3 (if taken prior to Fall 2009) Or Area B1 and B3 (regardless of when taken). 4 semester units	4 semester units	Area 5A (with lab) 3 semester units	4 quarter/ 2.7 semester units
French Language	FRNH 2A 5 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/ 5.3 semester units
French Literature	No course equivalency GE Humanities 3 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/ 5.3 semester units
German Language	No course equivalency GE Humanities 3 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/ 5.3 semester units
Government & Politics - Comparative	POLS 3 3 semester units	Area D8 3 semester units	3 semester units	Area 4H 3 semester units	4 quarter/2.7 semester units
Government and Politics - U.S.	POLS 1 3 semester units	Area D8 and US 2* 3 semester units	3 semester units	Area 4H 3 semester units	4 quarter/2.7 semester units



EXAM	AA (MAJOR AND/OR GE) FOR Gavilan College	CSU GE	CSU - UNITS EARNED TOWARD TRANSFER	IGETC	UC - UNITS EARNED TOWARD TRANSFER
History - European	HIST 7A 3 semester units	Area C2 or D6 3 semester units	6 semester units	Area 3B or 4F 3 semester units	8 quarter/5.3 semester units
History - U.S.	HIST 1 3 semester units	Area C2 or D6 3 semester units	6 semester units	Area 3B or 4F 3 semester units	8 quarter/5.3 semester units
History - World	HIST 4A 3 semester units	Area C2 or D6 3 semester units	6 semester units	Area 3B or 4F 3 semester units	8 quarter/5.3 semester units
Human Geography	GEOG 2 3 semester units	Area D5 3 semester units	3 semester units	Area 4E 3 semester units	4 quarter/2.7 semester units
Italian Language & Culture	No course equivalency GE Humanities				
3 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/ 5.3 semester units	
Japanese Language & Culture	No course equivalency GE Humanities				
3 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/ 5.3 semester units	
Latin - Vergil	No course equivalency GE Humanities				
3 semester units	Area C2 3 semester units	3 semester units	Area 3B and 6A 3 semester units	4 quarter/ 2.7 semester units	
Latin - Literature	No course equivalency GE Humanities				
3 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	4 quarter/ 2.7 semester units	
Music Theory	MUS 3A 3 semester units	Area C1 (if taken prior to Fall 2009) 3 semester units	6 semester units	N/A	8 quarter/5.3 semester units
Physics B	PHYS 2A 4 semester units	B1 and B3 4 semester units*	6 semester units*	Area 5A (with lab) 4 semester units	8 quarter/5.3 semester units**
Physics C - Mechanics	PHYS 4A 4 semester units	Area B1 and B3 semester units*	4 4 semester units*	Area 5A (with lab) 3 semester units	4 quarter/2.7 semester units**
Physics C - Magnetism	PHYS 4B 4 semester units	Area B1 and B3 semester units*	4 4 semester units*	Area 5A (with lab) 3 semester units	4 quarter/2.7 semester units**
AP PHYSICS EXAM LIMITATIONS:			*Maximum 4 semester units toward GE and 6 semester units toward transfer		**Maximum 8 quarter/ 5.3 semester units for both
Psychology	PSYC 1A 3 semester units	Area D9 semester units	3 3 semester units	Area 4I 3 semester units	4 quarter/2.7 semester units
Spanish Language	SPAN 2A 5 semester units	Area C2 semester units	3 6 semester units	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
Spanish Literature	No course equivalent GE Humanities 3 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units

\* AP exams may be used in either area regardless of where the certifying CCC's discipline is located. Example: US History at a CCC is approved for Area 3B. The US History AP may be used in either Area 3B or 4F.

\*\* Scores of "3" may not be accepted for all courses by some 4 year colleges and universities.

CSU GE: The Advanced Placement examinations may be incorporated into the certification of CSU General Education-Breath requirements by any certifying institution. All CSU campuses will accept the minimum units shown and apply them toward fulfillment of the designated General Education-Breath area if the examination is included as part of a full or subject-area certification. Please note that individual CSU campuses may choose to grant more units than those specified toward completion of General Education-Breath requirements.

IGETC: AP exams must be used in area indicated regardless of where the certifying CCC's discipline is located.

Advanced Placement exams in Biology, Chemistry or Physics B allow California Community College campuses to apply 4 semester or quarter units. For Environmental Science, Physics C: Mechanics and Physics C: Electricity/Magnetism, 3 semester or 4 quarter units are applied for IGETC certification. Therefore, students who complete these exams will be required to complete at least 4 semester or 5 quarter units to satisfy the minimum required units for area 5.

## Academic Standards

### DEAN'S LIST

Special recognition is accorded students who maintain a 3.0 (B) grade point average during any semester in which they accumulate at least 12 graded (A, B, C, D, F) units at Gavilan College. Dean's List achievement shall be noted on the student's transcript.

### PRESIDENT'S HONOR ROLL

Special recognition is accorded to students who earn a 3.5 or higher grade point average during any semester in which they accumulate at least 15 graded units (A, B, C, D, F) at Gavilan College. President's Honor Roll achievement shall be noted on the student's transcript, and additional special recognition shall be given.

### STANDARDS FOR PROBATION

**Academic Probation:** A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on academic probation if the student has earned an accumulated grade point average below 2.0.

**Progress Probation:** A student who has enrolled in a total of at least 12 semester units as shown by the official academic records shall be placed on progress probation when "W," "I," "NC" and "NP" recorded entries reach or exceed fifty percent (50%) of all units in which a student has enrolled.

**Removal from Probation:** A student who is on academic probation for a grade point deficiency shall be removed from probation when the student's accumulated grade point average is 2.0 or higher.

A student on progress probation because of an excess of units for which entries of "W," "I," "NC" and "NP" are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).

### STANDARDS FOR DISMISSAL

A student who is on academic probation shall be subject to dismissal from the college if the student earned a cumulative grade point average of less than 2.0 in all units attempted in each of three consecutive semesters.

A student who has been placed on progress probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of "W," "I," "NC" and "NP" are recorded in at least three consecutive semesters reaches or exceeds fifty percent (50%).

A student who has been dismissed may petition for reinstatement with a written petition. The petition will be reviewed by a counselor. A decision can include continued enrollment, continued enrollment with a reduced unit load for a predetermined period or dismissal from the college for a predetermined period of time. Petitions are available from the counselors and the Admissions and Records Office.

A student deficient in grade points who transfers to Gavilan College from another college will be admitted on probationary status and allowed to remain as long as a 2.0 or higher grade point average is maintained.

### ACADEMIC RENEWAL

In accordance with state guidelines, academic renewal may be accomplished in one of two ways:

1. Repeat a course graded "D", "F", "NC" or "NP". The grade and units of the first attempt will remain on the student's permanent record but will be annotated to show that they are no longer computed in the grade point average.
2. Petition for renewal of a maximum of three terms of substandard course work which is not reflective of the student's demonstrated ability. To be eligible for renewal, the following criteria must be met:
  - a. A period of two years has elapsed between the time of the petition and the date of the course work to be renewed.
  - b. Subsequent to the semester being renewed, the student must complete either:
    - 30 or more units with a grade point average of 2.0 or
    - 24 units with a grade point average of 2.5 or
    - 18 units with a grade point average of 3.0

No grade or course will be removed from the student's permanent record. However, the record will be annotated to show that the coursework for that term is not computed in the grade point average. Subject completion, but not unit value, will be allowed for any course completed satisfactorily in the term(s) to be renewed for the purpose of satisfying requirements for a certificate or degree. (All work, including the semester(s) for which academic renewal has been granted, will be computed in determining honors (3.50) at graduation.)

## Cooperative Work Experience

The Cooperative Work Experience Program provides an opportunity for the application and integration of specific knowledge and skills to current work place practices.

Cooperative internships emphasize the development of individualized performance objectives. Insights obtained in an actual occupational internship and the experience obtained from business and industry result in skills that are essential to fast track career futures.

A student may earn from 1 to 16 units which may be accepted in certain vocational programs as electives and as elective transfer credit by four-year colleges and universities. Students should consult with counselors for specific transferability guidelines. Students must have a volunteer or paid job and a "C" grade point average to enroll.

## Distance Learning Program

Distance learning refers to instruction delivered through technology to students at a distance from their instructors. All distance learning courses are academically equivalent to traditional classroom instruction. They are not easier, as some students think. In fact, they may be more difficult, if we consider the amount of technical ability needed, plus the self-discipline needed to keep current.

Methods of instruction include:

- Online classes, using a computer with an individual email account and access to the internet. Class meetings and the majority of coursework are done primarily online. However, one or more optional on-campus meetings may be held. Online courses require students to have an email account. Please go to [www.gavilan.edu/disted](http://www.gavilan.edu/disted) for instructions on how to obtain an email account prior to registering for an online course.
- Telecourses, using a set of videos which can be checked out from the Gavilan Library or either the Hollister or Morgan Hill branch campuses. Videos are also cablecast on GavTV (channel 18 in Gilroy, Hollister and San Juan Bautista). There may be 3 or fewer required meetings for classes.
- Hybrid courses are a mix of online meetings plus face-to-face meetings, usually in a 50/50 ratio.

Supplemental resources and assignments, varies per instructor, not offered in every course.

In-person orientations to online learning are held at the beginning of every semester. An online version of the Orientation to online learning is also available as a non-credit course, listed as LIB 732. For general help with online classes, go to <http://www.gavilan.edu/disted>.

For a list of courses currently offered through the Distance Learning Program, visit the website at <http://www.gavilan.edu/disted>. If you would like more information, contact the Distance Education Coordinator via email at [disted@gavilan.edu](mailto:disted@gavilan.edu).

## Evening Program

The evening program at Gavilan College is an extension of the day program. Courses meeting the requirements for the Associate of Arts and Associate of Science degrees and for transfer in most majors to four-year institutions and a variety of occupational/technical courses are available at all three locations. A student may choose to attend only at night, or combine day and evening courses.

Many college facilities are available on the main campus to students enrolled in the evening program. These include the college library, counseling services, the science, arts, business and occupational laboratories, the student bookstore, cafeteria and the Student Center. The satellite sites in Hollister and Morgan Hill are also open in the evening.



MESA Center - Photo courtesy of the Gav Press

## Study Abroad Programs

Gavilan College will be offering students the opportunity for world-wide learning experiences through various travel and study programs. These programs may be offered during summer sessions or the regular fall or spring semesters.

Gavilan has previously offered programs that have included travel and study in Mexico, England, Spain and other countries.

For a current list of course opportunities, see the class schedule or the college website at [www.gavilan.edu](http://www.gavilan.edu) or contact the Office of the Vice President of Instruction at (408) 848-4761.

## South Bay Regional Public Safety Training Consortium

As a member of the South Bay Regional Public Safety Training Consortium, Gavilan College offers courses for students who are interested in Correctional Officer, Law Enforcement, Reserve Police Officer, Dispatcher, Fire Technology, Probation Officer, or Juvenile Hall Counselor careers. The Consortium is funded by all colleges regionally to provide vocational specific training which may require special facilities, special training conditions or is presented outside of the regular schedule of college classes.

The application and registration process is completed at the South Bay Regional Public Safety Training Consortium Center located in south San Jose. Although open to the public, the majority of these courses are intended to serve the "already employed". If you have questions about these courses, or if you would like information about a career in any of these programs, please call (408) 270-6458 or visit the webpage at [www.theacademy.ca.gov](http://www.theacademy.ca.gov).