ACADEMIC INFORMATION

Student Classification

4UVEFOUT BU (BWJMBO $PMMFHF BSF DMBTTJGJFE BDDPSEJOH UP UIFJS QSPHSFTT UPXBSE UIF BXBSE PG B EFHSFF PS DFSUJGJDBUF PG BDIJFWFNFOU

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.

'6-- 5*.& 4UVEFOU FOSPMMFE JO PS NPSF TFNFTUFS VOJUT (4 units for summer session)

PART-TIME - Student enrolled in fewer than 12 semester units.

/&8 456%&/5 " TUVEFOU XIP IBT OFWFS FOSPMMFE BU BOZ DPMMFHF PS attended only as a 6th-12th grade student and has now graduated from high school.

/&8 53"/4'&3 456%&/5 A TUVEFOU XIP IBT BUUFOEFE B DPMMFHF other than Gavilan

$0/5*/6*/(456%&/5 A TUVEFOU XIP XBT FOSPMMFE BU (BWJMBO College the preceding semester/session.

3&563/*/(456%&/5 A TUVEFOU XIP IBT BUUFOEFE (BWJMBO $PMlege in the past, but was not enrolled during the previous semester/session.

/0/3&4*%&/5 456%&/5 A TUVEFOU XIP IBT OPU NFU $BMJGPSOJB educational resident requirements and must pay nonresident tuition.

*/5&3/"5*0/"- 456%&/5 A TUVEFOU GSPN BOPUIFS DPVOUSZ XIP has applied to Gavilan College and has been accepted on an F-1 or M-1 (student) visa.

$0/$633&/5 &/30--&/5 456%&/5 A student currently enrolled in grades 6 through 12 in addition to college classes.

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 TQFDJmDBMMZ FYFNQUFE CZ TUBUVUF

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 JOTUSVDUPS T PQUJPO CF ESPQQFE XJUIPVU 4UVEFOUT XIP EP OPU BUUFOE UIF mSTU DMB 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 UIF "ENJTTJPOT BOE 3FDPSET 0GmDF

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 SFRVJSFNFOUT JO FGGFDU BU

1. The time of entrance to Gavilan College, or

2. The most recent catalog

Developing new course curricula is an ongoing process. After the

Students may repeat twice any course for which a substandard grade (D, F, NC or NP) has been received with the following MJNJUBUJPOT

repeat a course with a substandard grade without counselor approval.

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 “Final Attempt - Course Repetition” GPSN5IFTVDEFONVTUGOmMFUFTJHOFEGPSNXJUIFE - NJTTJPOBOE3FDPSET0GmDF

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. &YBNPVBUJOHDJSDVNTUBODFTJODMVEFWFSJmFEBTFTPGBDDJEFOUT JMMOFTTPSPUIFSFWFOUTCFZPOEUFTUEFOUDPOUSPM5IFEFDJ - sion to grant these exemptions will be made by the college's DQQFBMT$PNNJUUF6QPODPNQMFUJPOPGBSFQFBEDPVSTF the most recent grade earned will be computed in the cumula-UJWFHSBEFQPJOUBWFSBHFBOEUFTUEFOUBDBEFNJDSFDPSETP annotated. (BP4225)

earned will be computed in the cumulative grade point aver-BHFBOEUFTUEFOUBDBEFNJDSFDPSETPBOOPUBUFE

If the student believes that s/he has extenuating circumstances that were beyond his or her control on the third attempt of the course and wishes to appeal the repeat limit, s/he must submit a Petition to Appeal Repeat Limit with appropriate EPDVNFOUBUPOBOESFWJTFEPUFENJTTJPOT3FDPSETPGmDF $PNBDBUFENJTTJPOT3FDPSETPGmDFGPSCQQFBM$PNNJU - tee meeting dates.

Students may repeat courses for which a passing grade (A, B, C, CR or P) has been received under the following special DJSDVNTBODFT

t 1. Repetition is necessary in order to meet a

the other college is required.

BJOJOHHPUmOBMJDGHSBEFTBTTJHOFECZOTVDDSTPSXJU Title 5 or district procedures relating to retention and destruction of records.

Withdrawal Policy

Students may withdraw from a course by logging into Self-Service #BOOFSPSJOQFSTPOBUFENJTTJPO3FDPSET0mDFPSUF)PM - lister or Morgan Hill sites. The following grading practices apply XIFOXJUEBXJOHGSPNBDPVSTF

- A student who withdraws from a course prior to the end of the seventh day of instruction for a Fall or Spring course, the second day of instruction during a summer course, or the mSTEBZGJOTVDUPOGPSBOJOEFSTFTTJPOPSTIPSEFSNDMBTT XJMMSFDFJWFOHSBEFPGSFDPSEBMTPLOPXOBTý3FDPSE 4IPXOýPSý34ý
- A student who withdraws from a course prior to completion of 75% of the class meetings for the course will receve a grade PGýýFSFBGEFSUFHSBEFXJMMCFCBTFEVQPOUFFOUSF semester's work.
- A student may attempt and withdraw from the same course two UNFTBOESFDFJWFBHSBEFPGýýGEFSUFTFDPOEýýF grade will be based upon the entire semester's work.
- A withdrawal may be excluded from the two-time maximum limit in the case of extenuating circumstances such as natural disasters or other circumstances beyond the control of the TVEFOUDDMVEJOHWFSJmFEBTFTPGBDDJEFOPSJMMOFTT5IF TVEFONVTUmMFBQFUIPOJOXSJUOHPUFPGmDFPGENJT - sions & Records when seeking an extenuating circumstances waiver. Decision to approve a waiver will be made by the Academic and Enrollment Appeals Committee.

Units

minimum of 3 hours of course-related work per unit of credit each week throughout a 16-week semester.

During a 16-week semester, 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 IPVSTQFSXFFLEVSJOHBXFFLTVNNFSTFTTJPO6OJUPGDSFEJU 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.

Gavilan College has designated certain courses “non-degree appropriate.” This means that units earned in selected courses will OPUPVOBXBSEBOBTTPDJBUFTEFHSFF

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 VOJUTQFSCFMJHJCMFGPSGVMMWFFSBOTCFOFmUT%FBOT-JTU and intercollegiate athletic competition)
VOJUT	'VMMUNFTVEFOUSFTJEFOU)POPS3PMMFMJHJCJMJUZ
VOJUT	.VTUBWFNJOJNVN(1PGBOEDMVOTFMPSTBQ - proval.
19 units	Counselor's approval required. Appeals by students will be directed to the Vice President of Student Services or designee.

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. To compute total units for graduation requirements, grade points for the required standards of scholarships, non-resident student regulations, and UFDPMMFHFDBMFOEBSVTFUFGPMMPXJOHGPSNVMBT

Semester credits x 1-1/2 = 22.5 quarter credits.

multiply the num-
CFSPGRVBSEESIPVSTCXPLJSET&YBNQMFRVBSEESDSFEJUY
2/3 = 15 semester credits

Grading Options

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

Students receiving the pass (P) grade must have achieved the course objectives equivalent to at least a “C” grade or master the course objectives where mastery is determined by the department 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 /1HSBEFXJMMOPUFJOnVFODFQBTTOPQBTTDPVSTFJTOPU JODMVEFEJODPOTJEFSBUPOGPSIPOPSTTVDIBT%FBOT-JTUS1SFTJ EFOUJPOPS3PMM

'PSTPNFDPVSTFTTVEFOUIBWFUFPQUPOPGTFMFDUOHBmOBM grade of pass/no pass or a traditional letter grade of “A”, “B”, “C”, etc. Review the course description to determine which courses are designated as having this option.

#FGPSFTFMFDUOHBHSBEJOHPQUPODPOTJEFSUFGPMMPXJOH

- t 0ODFUFPQUPOIBTCFFOTFMFDEEUFEJTJPOJTmOBMBOE irreversible.
- t 4VEFOUNBZFMFDUF1/1PQUPOJO4FMG4FSWJDF#BOOFS prior to the NRS (No Record Shown) date for the course, as published in the Schedule of Classes for that semester.
- t *GUFTVEFOUQUGPSB1/1mOBMHSBEFUFVOJUTBSFOU included in the semester GPA but are considered for the purposes of probation and dismissal.
- t '1/1HSBEFJTOPUTFEJODPOTJEFSBUPOGIPOPST
- t PBMPGVOJUTPG1/1HSBEEVOJUTOPUODMVEJOHUPTF courses required by the major which are designated P/NP only) NBZCFBQQMJFEPBOBTTPDJBEETTEFHSFFPSDFSUmDBEE
- t 4VEFOUTIPVMEDBSFGVMMZPOTJEFSUFSBOTGFSBCJMJUZG1/1 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

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 VOGPSFTFFBCMFFNFSHFODZBOEKVTUmBCMFSFBTPOT The requirements necessary to complete the course must CFGVMmMMFEUFOFYUSNPGBEOEBODFFYDMVEJOHTVN mer) 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	0
MW	Military Withdrawal (called to active duty).	0

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.

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ACCT	4	X	(A) 4	=	16 points
ENGL	3	X	(B) 3	=	9 points
	7 units attempted				25 points

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25 points ÷ 7 units attempted = 3.57 GPA

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

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Students will receive the following orientation regarding Credit by &Y B N J O B U J P O

1. All nursing program students will sign a statement that they have been made aware of the college policies on Credit by Examination.
2. Students challenging a nursing course must be eligible for the course and must have met all program entry pre - requisites, including admission procedures for the nursing program.
3. The college reserves the right to deny challenge to any T Q F D J m D D P V S T F

, Q W H U Q D W L R Q D O % D F F D O D X U H D W H , %

A score of 5, 6, or 7 on Higher Level exams is required to grant D S F E J U G P S *(&5$ D F S U J m D B U J P O "O B D D F Q U B C M F *# T D P S F G P S *(&5$ F R V B U F T U P F J U I F S T F N F T U F S P S R V B S U F S V O J U T G P S D F S U J m D B U J P O purposes. Students who have earned credit from an IB exam should not take a comparable college course because credit will not be granted for both.

International Baccalaureate (IB)	IGETC Area	CSU GE
IB Biology HL	5B (without lab)	B2
IB Chemistry HL	5A (without lab)	B1
IB Economics HL	Economics HL 4B	D
IB Geography HL	4E	D
IB History (any region) HL	3B or 4F*	C2, D
IB Language A1 (any language, except English) HL	3B and 6A	C2 **
IB Language A2 (any language, except English) HL	3B and 6A	C2 **
IB Language A1 (any language) HL	3B	C2
IB Language B (any language) HL	6A	N/A
IB Mathematics HL	2A	B4
IB Physics HL	5A (without lab)	B1
IB Psychology HL	4I	D
IB Theatre HL	3A	C1