Academic Information

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 fewer than 12 semester units.

NEW STUDENT: A student who has never enrolled at any college or attended only as a 6th-12th grade student and has now graduated from high school.

NEW TRANSFER STUDENT: A student who has attended a college other than Gavilan

CONTINUING STUDENT: A student who was enrolled at Gavilan College the preceding semester/session.

RETURNING STUDENT: A student who has attended Gavilan College in the past, but was not enrolled during the previous semester/session.

NONRESIDENT STUDENT: A student who has not met California educational resident requirements and must pay nonresident tuition.

INTERNATIONAL STUDENt: A student from another country who has applied to Gavilan College and has been accepted on an F-1 or M-1 (student) visa.

CONCURRENT ENROLLMENT STUDENT: 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 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.

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 Academic Affairs.

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 online, and must be completed and returned to the Admissions and Records Office no later than 5 business days prior to the lastday to add a class.

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.

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.

  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 "Final Attempt - Course Repetition" 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. The decision to grant these exemptions will be made by the college's Appeals Committee. 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. (BP4225)
- 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.

  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 documentation and return to the Admissions & Records office. Contact the Admissions & Records office for Appeal Committee meeting dates.

- 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.

Withdrawal Policy

Students may withdraw from a course by logging into Self-Service Banner or in person at the Admission & Records Office or the Hollister or Morgan Hill sites. The following grading practices apply when withdrawing from a course:

- 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 first day of instruction for an intersession or short-term class will receive no grade of record (also known as "No Record Shown" or "NRS").
- A student who withdraws from a course prior to completion of 75% of the class meetings for the course will receve a grade of "W"; thereafter, the grade will be based upon the entire semester's work.
- A student may attempt and withdraw from the same course two times and receive a grade of "W." After the second "W" the 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 student, including verified cases of accident or illness. The student must file a petition in writing to the office of Admissions & Records when seeking an extenuating circumstances waiver. Decision to approve a waiver will be made by the Academic and Enrollment Appeals Committee.

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, 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..

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. To compute total units for graduation requirements, grade points for the required standards of scholarships, non-resident student regulations, and the college calendar, use the following formulas:

Semester credit hours to quarter credit hours: Multiply the number of semester credit hours by one and a half. Example: 15 Semester credits x 1-1/2 = 22.5 quarter credits.

Quarter credit hours to semester credit hours: multiply the number of quarter hours by two-thirds. Example: 22.5 quarter credits x 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 (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.

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 to determine which courses are designated as having this option.

Before selecting a grading option, consider the following:

- Once the option has been selected, the decision is final and irreversible.
- Students may select the P/NP option in Self-Service Banner. prior to the NRS (No Record Shown) date for the course, as published in the Schedule of Classes for that semester.
- 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 associates's degree or certificate.
- Students 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	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.

Example:

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

Placing values into formula above:

25 points ÷ 7 units attempted = 3.57 GPA

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

Non-Traditional Credit

General Education CLEP list

CLEP Examination	CCC GE Areas	Passing Score	Minimum Units
American Government	D:Social/Behavioral Sciences	50	3
American Literature	C2: Humanities	50	3
Analyzing and Interpreting Literature	C2: Humanities	50	3
Biology	B2: Natural Sciences	50	3
Calculus	B4: Language and Rationality	50	3
Chemistry	B1: Natural Sciences	50	3
College Algebra	B4: Language and Rationality	50	3
College Algebra – Trigonometry	B4: Language and Rationality	50	3
English Literature	C2: Humanities	50	3
French Level II	C2: Humanities	59	3
German Level II	C2: Humanities	60	3
History, United States I	D US1: Social/ Behavioral Sciences	50	3
History, United States II	D US1: Social/ Behavioral Sciences	50	3
Human Growth and Development	E: Social/Behavioral Sciences	50	3
Humanities	C2: Humanities	50	3
Introductory Psychology	D: Social/Behavioral Sciences	50	3
Introductory Sociology	D: Social/Behavioral Sciences	50	3
Natural Sciences	B1 or B2: Natural Sciences	50	
Pre-Calculus	B4: Language and Rationality	50	3
Principles of Macroeconomics	D: Social/Behavioral Sciences	50	3
Principles of Microeconomics	D: Social/Behavioral Sciences	50	3
Spanish Level II	C2: Humanities	63	3
Trigonometry	B4: Language and Rationality	50	3
Western Civilization I	C2 or D: Humanities or S/B. Sciences	50	3
Western Civilization II	D: Social/Behavioral Sciences	50	3

You 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.

Credit by Examination (i.e., "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.

1. Students who may qualify for credit by examination are:
   - a. Students who have never taken the class for credit.
   - b. Students of exceptional ability who have studied on their own.
   - c. Students with experiential background who can meet the objectives of the course.
2. 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.
3. 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.
4. 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.
5. The final grade will be submitted to the Admissions and Records Office for posting on the student's transcript.
6. 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:

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 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 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

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

** Must have passed test before Fall 2013 for GE Certification

Advanced Placement (AP)

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.

Gavilan College grants up to six semester units of transfer credit for each College Entrance Examination Board (CEEB) 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.

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