

# Academic Policies and Procedures

The Academic Policies and Procedures Committee review petitions regarding academic policies and procedures. Petitions include permission to withdraw from a course after the final deadline, extension of the period for completing work for an incomplete grade, permission to repeat a course after a third attempt, and petition to allow substitution for graduation. Information regarding petitions is available in the Counseling Center and forms are also available on the Taft College website.

## STUDENT RIGHTS & RESPONSIBILITIES

### Student Handbook (661) 763-7889

Student rights and responsibilities are outlined in the [Student Handbook](#). Students are encouraged to review the Student Handbook and become familiar with its contents including:

FERPA  
Academic Dishonesty  
Standards of Student Conduct  
Complaint and Grievance Policy and Procedures  
Sexual Harassment Policy and Procedures  
Parking Regulations  
Computer Use  
Drug Free Campus  
Student Right to Know Data  
Campus Security Act  
Statement of Nondiscrimination

Additional [policies and procedures](#) can be found on the Taft College website.

### Student Responsibility

College students are considered adults and are expected to assume adult responsibilities in planning and carrying out an educational program. It is of the utmost importance that students realize their responsibility to become efficient in the use of their time and develop an attitude of self-direction and self-reliance.

The student's responsibility to the college includes a proper standard of conduct at all student body activities both on and off campus. Failure to do so will be sufficient cause for dismissal from the college.

More information can be found in the Student Handbook available online.

## UNIT VALUE & STUDENT LOAD

### Unit Value

A conventional college unit of credit represents three hours of the student's time each week for one semester; one hour in scheduled classroom lecture or discussion and two hours in outside preparation. For laboratory classes, the college unit normally represents three hours of work in the lab or in comparable experience under classroom supervision. Unit value may differ in certain courses where field experience is involved.

### Student Load

The class load for a typical student at Taft College is 14-16 units. Students who wish to take more than 19 units will be required to file a Petition for Overload Request and obtain approval from their counselor or advisor and approval from the Coordinator of Counseling within three days of their registration. Denied petitions for overload may be appealed to the Vice President of Student Services and presented to the Academic Policies and Procedures Committee for reconsideration.

### Classification of Students

- **Freshman:** a student who has earned fewer than 30 units.
- **Sophomore:** a student who has earned 30 or more units but fewer than 60 units, or has completed 60 units but does not hold a degree.
- **Graduate:** a student who has been awarded the Associate Degree or a higher degree.
- **Full-time:** a student enrolled in 12 or more units however a student with documented disabilities may qualify as full-time with a reduced load.
- **Part-time:** a student enrolled in fewer than 12 units.

- **Regular:** a student who has completed all admission and matriculation forms, has completed the assessment process, and has a high school and/or collegiate transcript on file.
- **Provisional:** a student who is a non-high school graduate or had a high school grade point average below 2.0 may have the kinds of courses prescribed and limits placed on the number of units in which he/she may enroll.
- **Special (Admit) Part-Time Student:** a student currently attending grades 11-12 and is 16 years of age and older and who desires to enroll for college credit.

### Minimum Load

- The college does not specify a minimum load except when the student desires to meet requirements such as:
- Certification to the Department of Health and Human Services that the student is attending full-time (12 or more units a semester with an average of 24 units a year).
- The load requirement for Chapter 30, 32, 33 and 1606 (Veterans), Federal Veteran Education Act, and for Chapter 35 (Dependents Educational Assistance) is 12 units per semester for full-time status, 9 -11 1/2 units per semester for three-fourths time, and 6-8 1/2 units for one-half time.
- Full-time load requirement to maintain status as an "F-1" visa (international) student is 12 or more units per semester.
- Eligibility to participate in intercollegiate athletics which requires passing 24 or more units between the seasons of the sport to be eligible for a second season. Other eligibility requirements are available from the Director of Athletics or Vice President of Student Services.

## ATTENDANCE, REGISTRATION & WITHDRAWAL

### Adding Classes

Courses of semester length may be added during the first two weeks of the semester. Permission of the instructor is required starting on the first day of instruction. The deadlines for enrolling late in courses that are less than a semester (17 weeks) in length are determined by the Vice President of Instruction. No student will be allowed to enroll after the census date. All add dates are posted on the Taft College website.

### Dropping Classes

Following registration, students may drop any class in which they no longer wish to be enrolled by dropping the course by logging in to their Cougar Tracks account or by completing a drop form and returning it to the Counseling Center. **Non-attendance does not release the student from this responsibility and could result in failing grades being awarded.** Courses dropped by the instructor for non-attendance will incur enrollment fees. Please refer to the Add/Drop Deadlines document posted on the Taft College website for specific deadlines. Withdrawal from a class after the drop deadline shall be authorized in the event of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student. The student must file a petition with the Director of Admissions and Records with documentation for review by the Academic Policies and Procedures Committee. The academic report of a student who remains in class beyond this time must reflect an evaluative symbol.

### Auditing Classes

The audit status is subject to the following guidelines:

- a) Priority registration shall be given to students desiring to take the course for credit towards a degree or certificate.
- b) Classroom attendance of students auditing a course shall not be included in computing the apportionment due a community college district.
- c) No student auditing a course shall be permitted to change his/her enrollment in that course to receive credit for the course.
- d) The auditor checks with the instructor after the first class meeting and after all students have had an opportunity to enroll in the class. If there is room available, the auditor may register in the Counseling Center using the Audit Class Registration form.
- e) An auditor must have the permission of the instructor to audit a class.
- f) Fees to audit shall not exceed \$15.00 per unit.
- g) There are no attendance requirements, and grades are not issued.
- h) If a textbook is desired for the class being audited and it is a rental textbook, there is a 20% (10% with a student body card) book rental fee.
- i) No refunds of audit fees will be allowed if a student is admitted and registered as an auditor.

### Attendance Requirements

Students are expected to attend all sessions of each class in which they are enrolled. Since regular attendance is one of the most important factors contributing to student success in college work, the student will enhance his/her own performance by eliminating all unnecessary absences.

Instructors may drop a student from a class for excessive absences. A student is considered to be excessively absent when his/her cumulative absences exceed the total number of hours that the class meets during one week. Individual instructors may establish more stringent regulations at their discretion. However, if they do, each student involved is to be given a written notice of explanation by the instructor at the beginning of each semester. Otherwise, the general attendance policy applies.

Faculty members should give full consideration to excusing students from classes to participate in scheduled college activities such as athletics and field trips. The student must make arrangements in advance to make up the work to be missed.

**Students are responsible for officially withdrawing from any class or classes in which they no longer wish to be enrolled. Non-attendance DOES NOT release the student from this responsibility.**

### Withdrawing After the Deadline

A student may withdraw from a course or courses after the final withdrawal date if there are extenuating circumstances. The procedure for students or their representatives to petition for withdrawal after the deadline is available in the Counseling Center or on the Taft College website.

**The petition must be submitted to the Director of Admissions and Records no later than the last day of the fourth week of the fall or spring semester following the semester in which the student was enrolled in the course(s) of concern. The Director will evaluate each petition and forward to the Academic Policies and Procedures committee for review.**

Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student. Withdrawal after the end of the fourteenth week (or 75 percent of a term, whichever is less) when the district has authorized such withdrawal in extenuating circumstances, after consultation with appropriate faculty, shall be recorded as a "W" for withdrawal.

### Leave of Absence

In exceptional cases a student may be granted a leave of absence and re-enter with the same standing as at the time of withdrawal.

## PREREQUISITE/CO-REQUISITE CHALLENGE

A prerequisite challenge requires written documentation, explanation of alternative course work, and background or abilities which adequately prepare the student for the course. A *Prerequisite Challenge Form* **can be obtained in the Counseling Center or online**. Reasons for challenging a prerequisite may include one or more of the following:

- A prerequisite is not reasonably available.
- The student believes the prerequisite was established in violation of regulation or in violation of the District-approved process.
- The student believes the prerequisite is discriminatory or being applied in a discriminatory manner.
- The student has documented knowledge or ability to succeed in the course without meeting the prerequisite.

Upon filing the *Prerequisite Challenge Form*, the student will be permitted to follow standard registration procedures and enroll in the challenged class. If the challenge is not upheld, the student will be dropped from the class.

## GRADING & COURSE NUMBERING

### Course Numbering System - Effective Summer II 2008

Courses 1-999 are non-degree applicable and are included in the computation of the cumulative GPA. Courses 1000-1499 are degree applicable and 1500 and above are transferable.

Disclaimer: Not all transfer level courses are transferable to the UC system.

### Grading Symbols

The instructor of the course shall determine the grade to be awarded each student. The instructor is required in each case to assign a definite grade based upon the work actually accomplished, regardless of the circumstances which have contributed to the results achieved. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence. When a grade is corrected, the incorrect grade will be expunged from the student's record and replaced with the correct grade.

Grades are earned in each course on a semester basis and are recorded on the student's permanent record. A copy of this record becomes the transcript forwarded to colleges of transfer or other agencies.

### Grade Changes

The instructor of the course shall determine the grade earned by each student in accordance with grading symbols authorized for use by the California Education Code. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetency and shall become a part of the student's permanent record. The removal or change of an incorrect grade from a student's record shall only be done upon authorization by the instructor of the course. In the case of fraud, bad faith, or incompetency, the final determination concerning removal or change of grade will be made by the Vice President of Instruction.

Grade change requests made a year or more after the submission of the original grade will go to the Academic Policies and Procedures Committee for approval.

### EVALUATIVE GRADES

Symbols	Definitions
A	Excellent
B	Good
C	Satisfactory
D	Passing, less than satisfactory
F	Failing
FW	Failing for non-attendance withdrawal

### NON-EVALUATIVE GRADES

Symbols	Definitions	
AU	Audit	Audit Class
I	Incomplete	Work not completed in semester
IP	In Progress	Course is still in session
MW	Military Withdrawal	Withdrawal by reason of military duty – counted as withdrawal
NG	Non-Gradable	A non-gradable course
NP	No Pass	Non satisfactory
P	Pass	Indicates satisfactory or better
RD	Report Delayed	Grade not reported
UG	Ungraded	Not graded
W	Withdrawal	Withdrawal from class – no penalty

### I (Incomplete)

It is the student's responsibility to contact the instructor in such cases of incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term which may result in an "I" symbol being entered in the student's record. Conditions for removing the incomplete shall be stated by the instructor in a written record that must contain the conditions for removing the "I" and the grade assigned in lieu of its removal. This record must be given to the student and a copy filed with the Academic Records Office until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

The "I" may be made up no later than one semester following the end of the term in which the instructor assigned it, unless a petition for a time extension is granted. (summer session does not count.) Ex: If "I" is assigned in the spring semester, the student has until the end of the fall semester to complete the coursework. The coursework must be completed within one semester or the "I" will default to the alternate grade indicated by the instructor. The "I" symbol shall not be used in calculating units attempted or for grade points.

### IP (In Progress)

The "IP" symbol denotes that the course is still in session or class extends beyond the normal end of an academic term. It indicates that work is "in progress" but that the work must be completed before a grade is assigned. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student's record for the term in which the course is completed. The "IP" shall not be used in calculating grade point averages.

### RD (Report Delayed)

The "RD" is a symbol assigned by the Academic Records Office. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.

**W (Withdrawal)**

Students can drop classes via Cougar Tracks or by bringing a completed Drop Form to the Counseling Office in the Student Services Building. An instructor's signature is not required to drop a class. Students will receive a W grade, if they drop a class after the last day to drop without a W. W grades are not considered punitive, though a student's subsequent Financial Aid eligibility and Academic Progress Evaluation may be affected. Classes cannot be dropped after the deadline to receive a W; students who are still enrolled after the last day to drop must receive a letter grade (A-FW or P/NP). Please see current schedule for your withdraw deadline dates.

Students may be dropped from classes by the instructor if they do not attend the first or second class meeting or for excessive absences. However, students are ultimately responsible for withdrawing from a class that they no longer plan to attend. Failure to do so can result in a failing grade being issued by the instructor and charges being issued for the class.

Per Title 5 of the California Education Code, students are restricted in the number of W grades they may receive in the same course. Once a student has earned three W's in the same course at Taft College the student will be restricted from registering for the course again. The student will need to meet with the Coordinator of Counseling for other options available.

**MW (Military Withdrawal)**

The "MW" shall be assigned when a student is a member of an active or reserve United States military service and receives orders compelling a withdrawal from courses. Upon verification of such orders, this symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. The "MW" shall not be counted in progress probation and dismissal calculations. The "MW" shall not be counted in the permitted number of withdrawals.

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**PASS/NO PASS CLASSES**

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**P/NP (Pass/No Pass Classes) "formerly known as Credit/No Credit"**

Courses may be offered in either or both of the following categories:

- a) Courses in which all students are evaluated on a "Pass/No Pass" basis; and
- b) Courses in which each student may elect upon registration, or before the end of the 24<sup>th</sup> school day of the semester for semester-length courses, to take the course on a Pass/No Pass" basis.

A student electing to be evaluated on the "Pass/No Pass" basis will receive both course credit and unit credit upon satisfactory completion of the course. In computing a student's grade-point average, grades of "Pass/No Pass" are omitted from the calculation. A Pass grade is granted for performance that is equivalent to the letter grade of "C" or better. A student who fails to perform satisfactorily will be assigned a "No Pass" grade.

The student is held responsible for all assignments and examinations required in the course. The standards of evaluation are identical for all students in the course.

**Procedures for Pass/No Pass Grading**

Students must file a "Request for a Pass/No Pass Grade" in the Counseling Center before the end of the 3<sup>rd</sup> Monday of the semester for semester-length courses. For courses of less than a semester's duration, requests must be filed according to the specific deadlines set for each term by the Vice President of Instruction. Please see the Add/Drop Deadlines page on our website for more information. For courses where a combination grading system is available (letter grading or Pass/No Pass grading), a letter grade will be assigned unless a request has been filed. Once a request has been filed, no additional change in the grading system will be permitted.

In courses in which Pass/No Pass is authorized, the "P" grade is granted for performance that is equivalent to the letter grade of "C" or better.

Pass/No Pass grades and units earned will be recorded on the student's grade report and permanent record. These units will not be used in computing the student's grade point average but will be considered a part of the student's cumulative unit total. Units attempted in which a grade of "NP" is recorded shall be considered in progress probation and dismissal procedures.

All units earned on a Pass/No Pass basis in accredited California institutions of higher education or equivalent out-of-state institutions shall meet community college curriculum requirements.

**Courses Eligible for Pass/No Pass Grading (*not recommended for courses used within a major*)**

**Applied Technologies Division:** All Business, Business Administration, Computer Science, Management, and Energy Technology except 1025, 1125, and 1500. All Industrial Education Safety except 1125 and 1500, and Petroleum Technology courses listed in the catalog. All Court Reporting courses except 1131, 1132, 1133, 1134, 1141, 1142, 1143, 1144, 1151, 1152, 1153, 1154, 1161, 1162, 1163, and 1164.

**IES** courses, with the exception of IES 1500, are automatically offered as Pass/No Pass with the option to be taken for a standard grade (A, B, C, D, F, W). Students electing to take an IES course for a standard grade must fill out a "Request for Standard Grading" form and submit to the Counseling Center before the census date of the course. These deadlines can be found on the Add/Drop Deadlines page on the website.

**English Language Arts Division:** All courses listed in the catalog except English 1725, 1750, 1775, 2650, 2700, and 2750 and English as a Second Language 0001, 0010, 0020, 0030, 0040, 0050, and 0090.

**Learning Support Division:** All Disability Studies, Student Success, and Learning Skills courses: Sociology 1558 and Information Competency.

**Liberal Arts Division:** All courses listed in catalog.

**Social Sciences Division:** All courses listed in the catalog except all Administration of Justice courses, Criminal Justice Administration 1549, Psychology 2205 and 2050, and Sociology 2038.

**Science and Mathematics Division:** All life science except Biology 1510 and 2257, all physical science except CHEM 1520 and all mathematics courses listed in the catalog; all one-unit physical education activity courses listed in the catalog; and Health Education 1510.

## AWARDING OF ALTERNATIVE CREDIT

Only students who have completed twelve (12) units at Taft College may receive Advance Placement, Credit by Exam, CLEP, DANTES, Military Credit, or Tech Prep (2+2) Credit on their Taft College transcript.

A maximum of 30 semester units can be earned toward graduation combining any of the following: Advanced Placement, Credit by Exam (maximum of 12 units), Military Credit (maximum 20 units), CLEP, DANTES, and/or Tech Prep (2+2) Credit.

### CREDIT BY EXAMINATION

A student may petition to take an examination for course credit, if a minimum of 12 semester units has been completed at Taft College with a minimum 2.5 cumulative grade point average. Students desiring to challenge a course by examination may obtain a petition and information regarding eligible courses, limitations, and procedures from the Counseling Center. The results of such examination, with grades and grade points, are entered on the student's permanent record to reflect that credit was earned as Credit by Examination. The maximum number of units that may be earned as Credit by Examination is 12. Students may not challenge courses in which they are currently enrolled or have received a grade of A, B, C, D, F, W, FW, P, NP or I. No student will be allowed to challenge a course less advanced than that which the student has already completed.

#### **Courses Eligible for Credit by Examination**

**Applied Technologies Division:** All Business and Business Administration courses, Computer Science, Energy 1540, and Water 1510 and 1610.

**Learning Support Division:** All Disability Studies courses: Sociology 1558, Student Success 1016, 1017, 1018, and 1019, and Information Competency 1048.

**Liberal Arts Division:** All Foreign Languages listed in the catalog; Art 1625, 1820, 2010; Humanities 2010; and Music 1510.

**Social Sciences Division:** All Social Sciences courses listed in the catalog except CJA 1001, 1003, 1004, 1005, 1057, and 1058.

**Science and Mathematics Division:** Anthropology 1501, Astronomy 1511; Biology 1510, 2203, 2250, 2255, 2257, 2260, 2370; Engineering 1510, 1520, 1530, 1540, 2000; Chemistry 1520; Health Education 1510, 1543; Math 1050, 1060, 1500, 1520, 1530, 1540, 2100, 2120, 2130, 2140; Physical Science 1520 and Statistics 1510.

### ADVANCED PLACEMENT EXAMINATION CREDIT

Taft College grants credit towards its associate degree for the successful completion of examinations of the Advanced Placement Program (AP) of the College Entrance Examination Board (CEEB). Students who score a three, four or five may be granted up to six semester units of college credit per examination in accordance with established college standards. Students must have the College Board send AP exam results to the Taft College Admissions Office (hand carried copies will not be accepted). AP credit can be used to meet IGETC and GE requirements (please see IGETC and CSU GE sheets for details on how to apply credit). Units granted at Taft College DO NOT reflect units granted by a transfer institution.

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. or A.S. general education (GE) and/or major requirements.

Students must have the College Board send AP exam transcripts to the Admissions Office (hand carried copies will not be accepted) for use on the A.A./A.S. or GE patterns.

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

### COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

Taft College welcomes students from a wide variety of backgrounds and learning experiences. Often students come to us with a firm grounding in many of the disciplines we teach. We recognize and honor their prior learning by accepting a wide range of College-Level Examination Program (CLEP) tests, which measure their mastery of college-level, introductory course content in a wide range of disciplines. Students meeting the credit-granting score standard will earn the credits and course exemptions listed in this policy. Transfer students can earn credit through prior CLEP exams, if their scores meet these credit-granting standards.

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**PLEASE NOTE EACH INSTITUTION HAS ITS OWN CLEP POLICIES. YOU MUST CONTACT EACH PARTICULAR INSTITUTION TO FIND OUT WHAT IS ACCEPTED IN ACCORDANCE WITH THEIR CURRENT POLICIES.**

**What is CLEP?**

CLEP (College-Level Examination Program) is the most widely accepted credit-by-examination program in the nation. With CLEP a student can earn college credit for what he or she already knows by passing a 90-minute, multiple-choice examination.

**What Subjects are offered for Credit?**

CLEP offers subject specific examinations. The **Subject Examinations** measure knowledge in specific introductory college courses in particular fields.

**Where Can the Examinations Be taken?**

Exams are administered by test centers nationwide. You can contact the Counseling Center to find out what local institutions offer testing or visit [www.collegeboard.com/clep](http://www.collegeboard.com/clep).

**General Guidelines:**

Units of credit received through CLEP do not apply toward residence requirements for graduation.

Because grades are not given, CLEP does not affect a student's grade point average.

In order to receive credit the student must have an official CLEP transcript sent to Taft College.

Subject Examinations Policy:

- By successfully completing the Subject Examinations, a student can receive the amount of credit indicated in the CLEP matrix.
- The Council on College-Level Examinations recommends the minimum scores required for successful completion of each of these Subject Examinations. These are mean scores achieved by students in the national norms sample who earned a grade of a "C" in a regular college course in the subject.

**DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT (DANTES)**

Taft College will award students the use of DANTES credit as elective credit. Credits are awarded per the ACE guidelines. DANTES credits cannot be used to clear IGETC or GE Breadth requirements. Please see a counselor or advisor for additional information. Official DANTES transcripts can be obtained by request at Prometric, Attn: DSST Program, 1260 Energy Lane, St. Paul, MN 55108; or call toll free 651.603.3011.

**MILITARY SERVICE SCHOOL CREDIT**

Taft College will grant credit to veterans for active military service. The maximum general credit allowed is eight semester units – four for having completed basic training, and two for each of the first two years of service. Credit is also granted for educational work completed in the various service schools in accordance with the recommendations of the American Council on Education. This credit will be applied to help meet the requirements for graduation but is subject to acceptance by any other college to which the student transfers. The maximum credit allowed for all military service experience is 20 units. Duplicate credit will not be given in both high school and college. If a veteran uses service credits to complete high school graduation requirements, these same units may not be used to fulfill college graduation requirements. Students must complete twelve (12) units at Taft College before Military Credit will be posted. For further information, please refer to "Training for Veterans" in the Student Services section.

**TECH PREP CREDIT**

Taft College maintains a Tech Prep program with high schools within the West Kern Community College District. Articulation agreements allow Taft Union High School students to receive college credit for articulated courses upon completion of 12 units at Taft College. Students need to provide their counselor or advisor with a copy of their high school transcripts in order to verify their eligibility for 2+2 credit.

The college is a member of the Kern/South Tulare Tech Prep Consortium and receives funding from the Carl Perkins Act. Tech Prep encourages students to further their education and engage in rewarding work.

**COLLEGE CREDIT FOR COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)**

*Course Equivalency is for Taft College Major ONLY as transfer credit may differ from course credit and units granted by a transfer institution.*

CLEP Examination	Minimum Score	AA/AS Degree at Taft College					
		Taft College GE Area	GE Unit Value	Maximum Units Awarded towards AA/AS	Major / Course Equivalency	Competency Requirement	Course Requirement
American Government	50	Social/ Behavioral Science	3	3	POSC 1501	-	B
American Literature	50	Humanities	3	6	-	-	-
Analyzing & Interpreting Literature	50	Humanities	3	6	-	-	-
Biology	50	Natural Sciences	3	6	BIOL 1500	-	-
Calculus	50	Communication & Analytical Thinking	3	3	MATH 2100	3	-
Chemistry	50	Natural Sciences	3	6	-	-	-
College Algebra	50	Communication & Analytical Thinking	3	3	-	3	-
College Mathematics	50	N/A	0	6	-	-	-
English Literature	50	Humanities	3	6	-	-	-
Financial Accounting	50	N/A	0	3	BUSN 1051	-	-
French Level I	50	N/A	0	6	-	-	-
French Level II	59	Humanities	3	12	-	-	-
Freshman College Composition	50	N/A	0	6	-	-	-
German Level I	50	N/A	0	6	-	-	-
German Level II	60	Humanities	3	12	-	-	-
History, United States I	50	Social/ Behavioral Science	3	3	HIST 2231	-	B
History, United States II	50	Social/ Behavioral Science	3	3	HIST 2232	-	B
Human Growth & Development	50	N/A	0	3	-	-	-
Humanities	50	Humanities	3	6	HUM 1500	-	-
Information Systems & Computer Applications	50	N/A	0	3	COSC 2020	-	-
Introduction to Educational Psychology	50	N/A	0	3	-	-	-
Introductory Business Law	50	N/A	0	3	BUSN 2275	-	-
Introductory Psychology	50	Social/ Behavioral Science	3	3	PSYC 1500	-	-
Introductory Sociology	50	Social/ Behavioral Science	3	3	-	-	-
Natural Sciences	50	Natural Sciences	3	6	-	-	-
Pre- Calculus	50	Communication & Analytical Thinking	3	3	MATH 1540	3	-
Principles of Macroeconomics	50	Social/ Behavioral Science	3	3	ECON 2210	-	-
Principles of Management	50	N/A	0	3	-	-	-
Principles of Marketing	50	N/A	0	3	-	-	-
Principles of Microeconomics	50	Social/ Behavioral Science	3	3	ECON 2120	-	-
Social Sciences & History	50	N/A	0	6	-	-	-
Spanish Level I	50	N/A	0	6	SPAN 1601	-	-
Spanish Level II	63	Humanities	3	12	SPAN 1601 & SPAN 1602	-	-
Western Civilization I	50	Humanities or Social /Behavioral Science	3	3	HIST 2202	-	-
Western Civilization II	50	Social/ Behavioral Science	3	3	HIST 2204	-	-

*Class substitutions for AA-Transfer Degrees are under review and are not guaranteed.*

*Students must submit Official CLEP exam transcripts to the Admissions Office for use on the A.A./A.S. or GE patterns.*



**COLLEGE CREDIT FOR COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)**

The above chart is based on the most current information from CSU and UC systems. Changes may occur.  
 Course Equivalency is for Taft College Major ONLY as transfer credit may differ from course credit and units granted by a transfer institution.  
 Class substitutions for AA-Transfer Degrees are not guaranteed.

CLEP Examination	Minimum Score	CSU GE		
		Total Semester Units Allowed Toward Admission <sup>1</sup>	Total GE Breath Units Allowed	GE Breath Area
American Government	50	3	3	D8
American Literature	50	3	3	C2
Analyzing and Interpreting Literature	50	3	3	C2
Biology	50	3	3	B2
Calculus	50	3	3	B4
Chemistry	50	3	3	B1
College Algebra	50	3	3	B4
College Algebra-Trigonometry	50	3	3	B4
College Mathematics	50	0	0	N/A
English Composition (no essay)	50	0	0	N/A
English Composition with Essay	50	0	0	N/A
English Literature	50	3	3	C2
Financial Accounting	50	3	0	N/A
French <sup>7</sup> Level I	50	6	0	N/A
French <sup>7</sup> Level II	59	12	3	C2
Freshman College Composition	50	0	0	N/A
German <sup>7</sup> Level I	50	6	0	N/A
German <sup>7</sup> Level II	60	12	3	C2
History, United States I	50	3	3	D6+US-1
History, United States II	50	3	3	D6+US-1
Human Growth and Development	50	3	3	E
Humanities	50	3	3	C2
Information Systems & Computer Applications	50	3	0	N/A
Introduction to Educational Psychology	50	3	0	N/A
Introductory Business Law	50	3	0	N/A
Introductory Psychology	50	3	3	D9
Introductory Sociology	50	3	3	D0
Natural Sciences	50	3	3	B1 or B2
Pre- Calculus	50	3	3	B4
Principles of Accounting	50	3	0	N/A
Principles of Macroeconomics	50	3	3	D2
Principles of Management	50	3	0	N/A
Principles of Marketing	50	3	0	N/A
Principles of Microeconomics	50	3	3	D2
Social Sciences and History	50	0	0	N/A
Spanish <sup>7</sup> Level I	50	6	0	N/A
Spanish <sup>7</sup> Level II	63	12	3	C2
Trigonometry	50	3	3	C2
Western Civilization I	50	3	3	C2 or D6
Western Civilization II	50	3	3	D6

*Students must submit Official CLEP exam transcripts to the Admissions Office for use on the A.A./A.S. or GE patterns.*

**COLLEGE CREDIT FOR ADVANCED PLACEMENT (AP)**

\*AP Computer Science Limitation: maximum 6 units for both.

AA/AS (MAJOR AND/OR GE) FOR TAFT COLLEGE						
AP Examination	Minimum Score	Units/GE Area	Total Units Allowed	Course Equivalency <sup>1</sup>	Competency Requirement	Course Requirement
Art History	3	3 - Humanities & 3 - Elective	6	ARTH 1510	-	-
Biology	3	3 - Natural Science & 3 - Elective	6	BIOL 1500 & 1501	-	-
Calculus AB	3	3 - Communications & Analytical Thinking	3	MATH 2100	3	-
Calculus BC	3	3 - Communications & Analytical Thinking & 3 - Elective	6	MATH 2120	3	-
Chemistry	3	3 - Natural Science & 3 - Elective	6	CHEM 1510	-	-
Chinese Language & Culture	3	3 - Humanities & 3 - Elective	6	N/A	-	-
Comparative Government & Politics	3	3 - Social/Behavioral Science	3	POSC 2005	-	-
Computer Science A*	3	3 - Communications & Analytical Thinking	3	N/A	-	-
Computer Science AB*	3	3 - Communications & Analytical Thinking & 3 - Elective	6	N/A	-	-
English Language	3	3 - English Composition & 3 - Elective	6	ENGL 1500	1 & 2	C
English Literature	3	3 - English Composition & 3 - Elective	6	ENGL 1500	1 & 2	C
Environmental Science	3	3 - Natural Science & 1 - Elective	4	BIOL 1513	-	-
European History	3	3 - Humanities & 1 - Elective	4	HIST 2204	-	-
French Language & Culture	3	3 - Humanities & 3 - Elective	6		-	-
German Language & Culture	3	3 - Humanities & 3 - Elective	6		-	-
Human Geography	3	3 - Social/Behavioral Science	3	N/A	-	-
Italian Language & Culture	3	3 - Humanities & 3 - Elective	6	N/A	-	-
Japanese Language & Culture	3	3 - Humanities & 3 - Elective	6	N/A	-	-
Latin: Vergil	3	3 - Humanities	3	N/A	-	-
Macroeconomics	3	3 - Social/Behavioral Science	3	ECON 2210	-	-
Microeconomics	3	3 - Social/Behavioral Science	3	ECON 2120	-	-
Music Theory	3	3 - Humanities & 3 - Elective	3	MUSC 1510	-	-
Physics B	3	3 - Natural Science & 3 - Elective	6	N/A	-	-
Physics C (electricity/magnetism)	3	3 - Natural Science & 1 - Elective	4		-	-
Physics C (mechanics)	3	3 - Natural Science & 1 - Elective	4	N/A	-	-
Psychology	3	3 - Social/Behavioral Science	3	PSYC 1500	-	-
Spanish Language	3	3 - Humanities & 3 - Elective	6	SPAN 2001	-	-
Spanish Literature	3	3 - Humanities & 3 - Elective	6	N/A	-	-
Statistics	3	3 - Communications & Analytical Thinking	3	STAT 1510	-	-
Studio Art-2D	3	3 - Humanities	3	N/A	3	-
Studio Art-3D	3	3 - Humanities	3	N/A	-	-
Studio Art-Drawing	3	3 - Humanities	3	N/A	-	-
U.S. Government & Politics	3	3 - Social/Behavioral Science	3	POSC 1501	-	B
U.S. History	3	3 - Social/Behavioral Science & 3 - Elective	6	HIST 2231	-	B
World History	3	3 - Social/Behavioral Science & 3 - Elective	6	N/A	-	-

<sup>1</sup>Course Equivalency is for Taft College Major ONLY as transfer credit may differ from course credit and units granted by a transfer institution. For courses with an equivalency, units not used to meet GE Area may be used in Major.

Class substitutions for AA-Transfer Degrees are under review and are not guaranteed.

Students must have the College Board send AP exam transcripts to the Admissions Office (hand carried copies will not be accepted) for use on the A.A./A.S. or GE patterns.

## COLLEGE CREDIT FOR ADVANCED PLACEMENT (AP)

AP Examination	Minimum Score	CSU GE			IGETC			
		Total Semester Units Allowed Toward Admission	Total GE Breath Units Allowed	GE Breath Area	Total Quarter Units Allowed	Total Semester Units Allowed	IGETC Applicability	UC Transfer Subject Area
Art History	3	6	3	C1 or C2	8	5.3	3A/3B	UC-H
Biology	3	6	4	B2 + B3	8	5.3	5B + lab	UC-S
Calculus AB/AB Subscore	3	3 <sup>1</sup>	3	B4	4 <sup>3</sup>	2.7	2A	UC-M
Calculus BC	3	6 <sup>1</sup>	3	B4	8 <sup>3</sup>	5.3	2A	UC-M
Chemistry	3	6	4	B1 + B3*	8	5.3	5A + lab	UC-S
Chinese Language & Culture	3	6	3	C2	8	5.3	3B & 6A	UC-H
Comparative Government & Politics	3	3	3	D8	4	2.7	4H	UC-B
Computer Science A	3	3 <sup>1</sup>	0	N/A	2	1.3	N/A	N/A
Computer Science AB	3	6 <sup>1</sup>	0	N/A	N/A	N/A	N/A	N/A
English Language/Composition	3	6	3	A2	8 <sup>4</sup>	5.3	1A	UC-E
English Literature/Composition	3	6	6	A2 + C2	8 <sup>4</sup>	5.3	1A/3B	UC-E/UC-H
Environmental Science	3	4	4	B1 + B3*	4	2.7	5A + lab	UC-S
European History	3	6	3	C2 or D6	8	5.3	3B /4F	UC-H/UC-B
French Language & Culture	3	6	3	C2*	8	5.3	3B & 6A	UC-H
German Language & Culture	3	6	3	C2*	8	5.3	3B & 6A	UC-H
Human Geography	3	3	3	D5	3	3	4E	UC-B
Italian Language & Culture	3	6	3	C2	8	5.3	3B & 6A	UC-H
Japanese Language & Culture	3	6	3	C2	8	5.3	3B & 6A	UC-H
Latin: Vergil	3	3	3	C2*	4	2.7	3B & 6A	UC-H
Macroeconomics	3	3	3	D2	4	2.7	4B	UC-B
Microeconomics	3	3	3	D2	4	2.7	4B	UC-B
Music Theory	3	3	3	C1*	8	5.3	N/A	UC-H
Physics B	3	6 <sup>2</sup>	4	B1 + B3*	8 <sup>5</sup>	5.3	5A + lab	UC-S
Physics C (electricity/magnetism)	3	4 <sup>2</sup>	4	B1 + B3	4 <sup>5</sup>	2.7	5A + lab	UC-S
Physics C (mechanics)	3	4 <sup>2</sup>	4	B1 + B3	4 <sup>5</sup>	2.7	5A + lab	UC-S
Psychology	3	3	3	D9	4	2.7	4I	UC-B
Spanish Language	3	6	3	C2*	8	5.3	3B & 6A	UC-H
Spanish Literature	3	6	3	C2*	8	5.3	3B & 6A	UC-H
Statistics	3	3	3	B4	4	2.7	2A	UC-M
Studio Art- 2D	3	3	0	N/A	8 <sup>6</sup>	N/A	N/A	N/A
Studio Art-3D	3	3	0	N/A	8 <sup>6</sup>	N/A	N/A	N/A
Studio Art-Drawing	3	3	0	N/A	8 <sup>6</sup>	N/A	N/A	N/A
U.S. Government & Politics	3	3	3	D8 + US-2	4	2.7	4H	UC-B
U.S. History	3	6	3	(C2 or D6)+US-1	8	5.3	3B /4F	UC-H/UC-B
World History	3	6	3	C2 or D6	8	5.3	3B /4F	UC-H/UC-B

The above chart is based on the most current information from CSU and UC systems. Changes may occur.

\*Tests prior to Fall 2009 may award credit in area different than stated above. Verify area of General Education Breath and/or U.S. History, Constitution, and American Ideals with the CSU Office of the Chancellor.

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

<sup>2</sup>If a student passes more than one AP exam in physics, only six units of credit may be applied to the baccalaureate, and only four units of credit may be applied to a certification in GE Breath.

<sup>3</sup>8 quarter/5.3 units max for all exams, 4 quarter/2.7 semester units max between AB and AB sub-score

<sup>4</sup>8 quarter/5.3 units max for both English Language and Literature Composition

<sup>5</sup>8 quarter/5.3 units max for all three Physics exams

<sup>6</sup>8 quarter/5.3 units max for all Studio Art exams

## STANDARDS FOR PROBATION

Students on probation will receive point deduction for purposes of priority registration but have an opportunity to earn registration points by participating in probation success plan.

**Academic Probation** – Students who have attempted at least 12 semester units at Taft College (A, B, C, D, F, FW, or P) as shown on the official academic record, shall be placed on academic probation if the student's institutional cumulative grade point average is below 2.0 in all units.

**Continued Academic Probation** – A student who has earned an institutional cumulative grade point average of less than 2.0 for two consecutive semesters shall be placed on continued academic probation.

**Progress Probation** – A student who has attempted at least 12 semester units at Taft College (A, B, C, D, F, FW, or P, W, I, or NP) as shown on the official academic record, shall be placed on progress probation when the percentage of all Taft College units for which entries of W, I, FW or NP are recorded reaches or exceeds 50 percent.

**Continued Progress Probation** – A student who has earned a grade of W, I, FW or NP in 50 percent or more of all Taft College units for three consecutive semesters, shall be placed on continued progress probation.

### REMOVAL FROM PROBATION

**Academic Probation** – A student on academic probation shall be removed from probation when the student's institutional cumulative grade point average is 2.0 or higher.

**Progress Probation** – A student on progress probation shall be removed from probation when the percentage of W, I, FW or NP graded units drop below 50 percent in Taft College coursework.

### STANDARDS FOR DISMISSAL

**Academic Dismissal** – A student who is on continued academic probation is subject to dismissal if their earned institutional cumulative grade point average is less than 2.0 in all units attempted in each of three consecutive semesters. Semesters are considered consecutive on the basis of the student's enrollment. For example, a fall semester followed by a fall semester will be considered consecutive if the student was not enrolled in the spring semester of that academic year. The first semester will be deemed completed when the student has attempted a total of 12 semester units (A, B, C, D, F, FW, or P).

**Progress Dismissal** – A student who is on continued progress probation is subject to dismissal if the percentage of Taft College units with entries of W, I, FW, NP reaches or exceeds 50 percent in at least three consecutive semesters. For purposes of progress probation, the first semester will be deemed completed when the student has enrolled in a total of 12 semester units (A, B, C, D, F, FW, P, W, I, or NP).

### APPEAL OF DISMISSAL

A student who feels he/she has reason(s) to be exempt from the dismissal policy must submit a "Petition for Appeal of Academic or Progress Dismissal Status" to the Director of Admissions and Records for evaluation. Petitions will be forwarded to the Admissions and Attendance Committee if necessary.

#### **Reinstatement**

A student who has been dismissed may be reinstated after a lapse of one semester by petitioning to the Director of Admissions and Records. The petition must include sufficient evidence to indicate the likelihood of academic success for the reinstatement to be granted. A lapse of one semester does not guarantee reinstatement.

In unusual circumstances, a student may be reinstated without the lapse of a semester by petitioning the Admissions and Attendance Committee for a hearing.

Students who go on Academic Dismissal will be exempt from the mandatory petition process for dismissed students and will be allowed to attend the upcoming term at a limited number of units, not exceeding seven, if they earned at least a 2.0 GPA and completed at least 50% of their attempted units in their most recent semester.

Students who have been reinstated following academic dismissal must earn a grade point average of at least 2.0 during the first semester following reinstatement in order to enroll for the subsequent semester.

Students who have been reinstated following progress dismissal must have fewer than 50 percent of all units at Taft College in which they enroll recorded with entries of W, I, and NP during the first semester following reinstatement in order to enroll for the subsequent semester.

Students that have been reinstated after dismissal will lose their priority registration and can register during open registration.

## COURSE REPETITION

A student who has earned a substandard grade of D, F, FW, and/or NP in a credit course at Taft College may repeat the course two times for the purpose of grade alleviation. A student who has earned a standard grade of A, B, C, and/or P in a credit course at Taft College may petition to repeat the course when certain circumstances apply. W's are counted in attempts for repeat purposes. A student may repeat a course for which standard or substandard work has been recorded by obtaining the written permission of the Director of Admissions and Records, **PRIOR TO THE TIME OF REGISTRATION.**

Courses repeated under this policy will be counted as part of the student's maximum study load. 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.

The following may be excluded from this policy: Activity courses and other repeatable courses. Please contact the Counseling Center for details.

Reason to repeat:	Will this petition be approved?
1. Student received an A, B, C, P in a credit class and wants to improve grade.	No, unless reasons #3, 4 or 5 apply. 55042 (b)
2. Student received a D, F, FW, NP, or a W after attempting a credit class a total of three times.	No, unless reasons #3 or #6 applies. 55024 (a)(9), 55040, 58161
3. Course is mandated for training requirements as a condition of continued paid or volunteer employment. 55041(b)	Yes – student can repeat unlimited number of times. Must provide statement from employer or a signed affidavit that the course is necessary to meet legally mandated training as a condition of paid or volunteer employment. Regardless of whether or not a substandard grade was previously earned, the grades and unit credit shall be included each time for the purpose of calculating the GPA.
4. Significant Lapse of Time (55043)	Yes, for students with standard grades (A, B, C, P) and (3) three years have elapsed since the last satisfactory grade was posted at Taft College. Previous grade and credit will be alleviated by the rule. Course repetition based on significant lapse of time may only occur once.
5. Recency requirement is mandated for current coursework or degree.	Yes, for students with standard grades (A, B, C, P) and 3 years have elapsed at Taft College. Student must provide documentation of recency requirement mandate. Previous grade and credit will be alleviated by the rule
6. Extenuating Circumstances (55045) accident, illness, or other life changing events beyond the control of the student.	Yes, for students with substandard grades. Valid documentation is required to support circumstances that specifically relate to the date of the course. Previous grade and credit will be alleviated by the rule.
7. Three (3) withdrawals have been processed for the same course.	No, unless #6, extenuating circumstances, existed. Valid documentation is required to support the circumstance.
8. Repeated a course taken at another college	No, substandard grades earned at another institution will be alleviated by repeating a course at Taft College. There are no exceptions.
9. Special Course Repetition (56029) for Students with Disabilities.	Yes, there is no limit as long as the course has a "Special Class" designation for students with disabilities; and the class is required due to a disability related accommodation. Students must be receiving accommodations through DSPS. Previous grade and credit will be alleviated by the rule.

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**ACADEMIC RENEWAL**

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Students may petition to have their academic record reviewed for academic renewal of substandard academic performance under the following conditions:

- A. Students must have achieved a grade point average of 3.0 in 12 units or 2.4 in 24 units in 12 completed at Taft College since the substandard work; the most recent work will be evaluated. And
- B. At least three years must have elapsed from the time the coursework at Taft College to be removed was completed.

Up to two semesters of course work may be eliminated from consideration in the grade point average. No work taken during the disregarded terms, even if satisfactory, may apply toward the Associate Degree.

Academic renewal actions are irreversible.

The student obtains the Academic Renewal Petition form in the Counseling Center or on-line.

If the petition for academic renewal is granted, the student's permanent academic record will be annotated to clearly indicate that none of the disregarded units apply to academic requirements for any degree or program offered at Taft College. All work will remain legible on the record to insure a true and complete academic history. This policy does not guarantee that an improvement in grade point average through Academic Renewal will be evaluated by other colleges and universities in accordance with Taft College's policy on Academic Renewal. Taft College will not take into account courses taken at another college to meet any requirements for academic renewal. Only classes taken at Taft College can be disregarded through this academic renewal process.

Please contact the Counseling Center to schedule an appointment with a counselor or advisor to review your records.