

## ACADEMIC INFORMATION AND STANDARDS

### Academic Credit

Coursework is measured in terms of semester units. Generally, a "unit" equals 18 hours of lecture or 54 hours of lab work or activity per semester in most courses. Lecture courses require outside-of-class work that is equal to 2 hours per each hour of lecture. For example, a 3-unit lecture course meets 3 hours per week for a full-term class. This same class would require about 6 additional hours of outside-of-classroom work such as reading, homework, paper writing, research, etc., for a total number of hours per week of 9.

### Academic Freedom

The district, the colleges, and unit members will adhere to the following in regard to academic freedom:

1. Education in a democracy depends upon earnest and unceasing pursuit of truth.
2. Faculty members shall be free to exercise academic freedom, including freedom of investigation, freedom of discussion in the classroom, freedom to select texts and other instructional materials, freedom of assignment of instructional exercises, and freedom of evaluation of student efforts.
3. Faculty members acknowledge that in the exercise of academic freedom they have a responsibility to be accurate and comprehensive in making reports, to be fair-minded in making

interpretations and judgments, to respect the freedoms of other persons, to exclude irrelevant matters from classroom discussions and instructional exercises, and to make appropriate distinctions between statements of fact made as faculty subject matter specialists and opinions made as private citizens.

4. The college recognizes the fundamental right of the faculty member to be free from any censorship or restraint which might interfere with the faculty member's obligation to pursue truth and maintain their intellectual integrity in the performance of their teaching functions.

### Academic Honesty

The administration, faculty, and staff at Cerro Coso Community College believe that students are entitled to the finest education that the college can make available to them. At the same time, however, a student's achievement and proficiency in subject matter must include the realization that there are standards of academic honesty which should prevail in all one's endeavors.

Accordingly, this realization further requires that each student exert every effort to maintain these standards.

### Plagiarism and Cheating

Source: Regulations at California State University, Long Beach,

General Catalog, 1990-1991, page 56.

### Definition of Plagiarism

Plagiarism is defined as the act of using the ideas or work of another person or persons as if they were one's own, without giving credit to the source. Such an act is not plagiarism if it is ascertained that the ideas were arrived at through independent reasoning or logic or where the thought or idea is common knowledge.

Acknowledgment of an original author or source must be made through appropriate references, i.e., quotation marks, footnotes, or commentary. Examples of plagiarism include, but are not limited to, the following: the submission of a work, whether in part or in whole, completed by another, failure to give credit for ideas, statements, facts, or conclusions which rightfully belong to another; in written work, failure to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or even part thereof; close and lengthy paraphrasing of another's writing or programming. A student who is in doubt about the extent of acceptable paraphrasing should consult the instructor.

Students are cautioned that, in conducting their research, they should prepare their notes by (a) either quoting material exactly (using quotation marks) at the time they take notes from a source; or (b) departing

completely from the language used in the source, putting the material into their own words. In this way, when the material is used in the paper or project, the student can avoid plagiarism resulting from verbatim use of notes. Both quoted and paraphrased materials must be given proper citations.

## Definition of Cheating

Cheating is defined as the act of obtaining or attempting to obtain or aiding another to obtain academic credit for work by the use of any dishonest, deceptive or fraudulent means. Examples of cheating during an examination include, but are not limited to, the following: copying, either in part or in whole, from another's test or examination; discussion of answers or ideas relating to the answers on an examination or test unless such discussion is specifically authorized by the instructor; giving or receiving copies of an examination without the permission of the instructor; using or displaying notes, cheat sheets, or other information or devices inappropriate to the prescribed test conditions, as when a test of competence includes a test of unassisted recall of information, skill, or procedure; allowing someone other than the officially enrolled student to represent the same. Also included are plagiarism, as defined, and altering or interfering with the grading procedures.

It is often appropriate for students to study together or to work in teams on projects. However, such students should

be careful to avoid the use of unauthorized assistance, and to avoid any implication of cheating, by such means as sitting apart from one another in examinations, presenting the work in a manner which clearly indicates the effort of each individual, or such other method as is appropriate to the particular course.

The Academic Senate of Cerro Coso Community College enforces the District Policy 4F8G as the following:

Every instructor has the responsibility and authority for dealing with such instances of cheating and plagiarism as may occur in class. An instructor who determines that a student has cheated or plagiarized has a responsibility for reporting the misconduct. The student may face a range of sanctions as stated in the college's Student Conduct Policy. Finally, it must be understood that a student who knowingly aids in another student's cheating or plagiarism e.g., permitting the other student to copy a paper or examination question, is as guilty as the other of the offense.

A student charged with cheating or plagiarism is entitled to appeal that charge by means of the college's Student Conduct Policies and Procedures.

## Academic Renewal

A maximum of 20 units of substandard grades ("D" and "F" and "NP" grades) previously recorded which are not reflective of a student's present demonstrated ability may be disregarded for the purpose

of determining the grade point average (GPA). This may be accomplished under the following conditions:

1. At least five years have elapsed since the course work to be disregarded was completed.
2. Following the most recent grade to be disregarded a student must have:
  - a. completed a minimum of 12 units at a regionally accredited institution with a minimum of a 2.0 GPA
  - b. and where more than 12 units have been completed the student's cumulative GPA (not including the grades to be disregarded) must be a minimum of a 2.0 GPA.
3. The student must complete a petition for Academic Renewal with the assistance of a Cerro Coso Community College Educational Advisor or Counselor for submittal to the Academic Petitions Committee. The petition must certify in writing all of the following:
  - a. that the past course work they wish to have disregarded is substandard and not representative of present scholastic ability and level of performance
  - b. that the level of performance represented by the substandard course work was due to extenuating circumstances.

If approved, the substandard work will be disregarded in the computation of the grade point average and an annotation made on the permanent record. The permanent academic record shall remain a true and complete academic history and the coursework disregarded under this policy will remain on the permanent record. Students should be aware that all course

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work is subject to reevaluation by each subsequent college attended.

Academic renewal may not be used to raise the GPA in order to qualify for graduation with honors. Academic renewal may not be applied to courses which have previously been used to meet certificate, degree, and/or transfer certification requirements.

If the substandard course work has been taken at another college, the student should make every effort to determine whether that college has an academic renewal ("forgiveness") policy covering substandard course work.

### Academic Exceptions Policy

The Academic Exceptions Policy provides a process by which students may petition for exceptions to the stated requirements of a Cerro Coso Community College certificate or degree. The petitioning students bear the primary responsibility for initiating this process and ensuring that all necessary documentation and required signatures are provided.

NOTE: All students are advised that any exceptions allowed by Cerro Coso Community College are subject to review and re-evaluation (including denial) by any other college or university to which they may later transfer.

Exceptions may be requested under the following conditions:

1. A single course required for the certificate or degree

has not been offered in a timely manner such that students cannot complete their degree when they have otherwise met all requirements for the certificate or degree.

2. A course taken at Cerro Coso Community College or elsewhere, which is not an equivalent course for credit toward the certificate or degree but is related and of equal rigor, may be substituted. Substitution is the recommended option.
3. Substantial revisions in program requirements have eliminated a course and the course is no longer being offered, but using the new program requirements would require additional courses and would not be the student's preferred catalog choice. (See Catalog Rights)

Students must have completed a minimum of 12 units at Cerro Coso Community College and have a cumulative GPA of 2.0 or better in order to submit an Academic Exceptions Petition.

Students may NOT petition for the waiver of any General Education requirement.

Petitions may be obtained in the Counseling Office.

### Catalog Rights/Continuous Enrollment

Students graduating within five (5) academic years of initial enrollment shall have the option of completing either: (a) the degree requirements of the college catalog in effect at the time of initial enrollment; (b) the catalog in effect at the

time the student last began continuous enrollment leading to graduation; (c) the catalog in effect at the point of graduation.

For the purpose of catalog rights, an academic record year begins in the fall semester and includes the following spring and summer terms.

To maintain catalog rights, the student must maintain continuous enrollment (no absence of two or more consecutive semesters) at any college within the Kern Community College District during the five (5) year period.

Any academic record symbol (A-F, P, NP, I, IP, RD, W) shall constitute enrollment. Students should contact counseling to petition for an exception based on an approved educational leave. If continuous enrollment is broken, the student must adhere to the graduation requirements in effect at the time continuous enrollment is re-established and maintained.

### Credits Transferred from Other Institutions

Credit earned from other accredited institutions may be transferred to Cerro Coso Community College upon admission. Students will provide official transcripts in a sealed envelope from the institution or electronically through e-transcripts California. Transcripts submitted become the property of Cerro Coso Community College and cannot be returned to the student nor be forwarded to another institution. When a student

has three consecutive years of non-attendance at Cerro Coso Community College, transcripts from other institutions will be purged from the student's record. Students planning to graduate or transfer with certification from Cerro Coso Community College, or needing to use courses from another college/university as a prerequisite, must submit all official transcripts to Cerro Coso Community College. Transcripts should be sent to:

Cerro Coso Community College  
c/o Admissions and Records Office  
3000 College Heights Blvd.  
Ridgecrest, CA 93555

An evaluation of submitted transcripts can be requested at the counseling office of the student's local campus or online at <http://www.cerrocoso.edu/student-services/counseling/>.

## Advanced Placement Program

Advanced Placement (AP) is a program of college level courses and exams for high school students. Cerro Coso Community College grants credit toward its associate degrees for the successful completion of examinations of the Advanced Placement Program of the College Entrance Examination Board. 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 and upon approval of the appropriate faculty chair. AP credit is awarded as non-GPA applicable transfer units earned.

Additional information may be obtained from the Counseling Center (760) 384-6219.

## Credit by Examination

Students who have completed 12 units at Cerro Coso Community College with a 2.00 GPA or higher in all college units attempted are eligible to petition for "credit by examination." A maximum of 30 semester units can be earned toward graduation at Cerro Coso Community College through credit by examination, which may include approved institutional course equivalency examinations, the CLEP Tests, Advanced Placement and appropriate USAFI and DANTES Examinations.

Credit may be granted to any student who satisfactorily passes an examination approved and conducted by proper authorities of Cerro Coso Community College. The granting of such credit is subject to the following qualifications:

1. The student must be in good standing and currently enrolled at Cerro Coso Community College.
2. The student must have completed a minimum of 12 units at Cerro Coso Community College with a grade point average of 2.0 or higher. This requirement may be waived for active duty military personnel in accordance with the provisions of an SOC Contract.
3. The Cerro Coso Community College faculty will determine which courses are eligible for credit-by-

examination, as reflected on the Course Outline of Record.

4. All courses challenged must be listed in the College Catalog.
5. The number of units granted for a course will equal the number of units listed for the course in the College Catalog.
6. The course challenged cannot be one in which the student has received academic recognition. A student cannot challenge a course for which they have received upper division college credit.
7. The student may attempt credit by examination only once for a particular course.
8. Courses successfully challenged by examination (grade of "C" or better) will be entered on the student's transcript and indicated as "Credit by Examination," with the appropriate earned letter grade.
9. Units earned by examination are not considered as part of the student's semester study load. Therefore, such units cannot be used for reports to Social Security, Veterans Administration, financial aid, and similar agencies or be considered in determining eligibility for athletics or student offices.
10. A maximum of 30 semester units can be earned through credit-by-exam and can be applied to degree or certificate programs at Cerro Coso Community College.

To apply for Credit by Examination a student obtains a Credit by Examination application form in the

Counseling Center on the IWV campus or from the college office at other sites.

## College Level Examination Program (CLEP)

The College Level Examination Program is a means through which academic credit may be given for nontraditional forms of educational experience. Those who may have reached a college level of education through home or correspondence study, on-the-job training, television courses, military service, or other means may take the CLEP examinations. Credit for the subject area examinations will be awarded upon approval of the appropriate faculty chair. Subject examinations are equated with specific courses listed in the current College Catalog.

Cerro Coso Community College recognizes the College Level Examination Program conducted by the College Entrance Examination Board in accordance with the following policies:

- General Examinations:**  
 A maximum of 27 units earned through the General Examination may be applied to the Associate Degree General Education requirement. A student must have completed 12 units of work at Cerro Coso Community College before CLEP credit will be awarded. By passing any of the examinations listed below, a student may earn college credit applicable to the Associate in Arts or Associate in Science degree as follows:

Examination Title	GE Category	Sem. Units
English Comp. (with essay)	Language and Rationality	4
Humanities	Humanities	6
Natural Science	Natural Sciences	6
Social Science-History	Social Sciences	6
Mathematics	Language and Rationality	6

- Subject Examinations:**  
 By passing approved examinations, a student may earn college credit applicable to the Associate in Arts or Associate in Science degree. If a CLEP Subject Examination covers the materials in an existing Cerro Coso Community College course, the CLEP Subject Examination will be the challenge examination for that course. Subject examinations, if applicable, will satisfy general education requirements, but they will not meet minimum proficiency requirements.

**NOTE:** Current CLEP English/No Essay may NOT be used to meet English C101 graduation requirement.

Additional information on the college's CLEP policy is available in the Counseling Center and the Learning Assistance Center.

## International Baccalaureate Diploma Program

The International Baccalaureate Organization's Diploma Program is a comprehensive and rigorous two-year curriculum for university-bound students between the ages of 16 and 19. After completing the courses at the participating high school, students take the related IB examination, and the information is printed on their high school transcripts.

Cerro Coso Community College recognizes the high scholastic quality of the International Baccalaureate Diploma Program and awards credit or placement as approved. Students who plan to enroll at Cerro Coso Community College should submit a copy of their official IB transcript to the Counseling Center for evaluation.

## Military Credit

First aid is waived and two units of physical education credit will be awarded for the equivalent of basic training for military personnel now on active duty or veterans who have received a discharge other than dishonorable. Upon verification, evaluation of appropriate records, and department recommendation, credit may be granted for military schools and experience in accordance with the recommendations of the American Council on Education.

## Peace Corps or Other Public Service

Two units of general elective credit may be awarded for the usual period of training or indoctrination.

## Tech Prep Program

The Tech Prep Program is an integral part of School to Career efforts in Kern, Tulare, and Inyo counties. It is a consortium of 4 community colleges, 40 comprehensive high schools, 4 regional occupation centers, 22 continuation/independent study high schools, and 4 adult schools.

The Cerro Coso Community College Tech Prep Program provides opportunities for a smooth transition from high school into an Associate degree or certificate program at the community college without the need to repeat articulated courses.

Students who have fulfilled the requirements of the articulation agreement will receive the appropriate number of Cerro Coso Community College units of credit for each course completed.

## Final Examinations

A final examination or evaluation is required in all courses. Instructors will give final examinations or evaluations at the regularly scheduled time.

## GRADES AND CREDITS

### Grading System

Evaluation of student achievement is made in relation to the attainment of specific course objectives. At the beginning of a course, the instructor will explain the course objectives and the basis upon which grades are determined. Grades and grade points are earned in each course on a semester basis and the student's level of achievement is recorded on his/her permanent transcript of record by one of

the following: (Title V, Sections 51301, 51302, 51306)

Grade	Interpretation	Grade Points
A	Excellent	4 per unit
B	Good	3 per unit
C	Satisfactory	2 per unit
D	Passing, less than satisfactory	1 per unit
F	Failing	0 per unit
P	Pass ("C" level work or above issued beginning Spring 2009	Not computed in GPA
NP	No Pass (less than satisfactory or failing) issued beginning Spring 2009	No computed in GPA
W	Withdrawal (Excessive "W's" shall be used as factors in academic probation and disqualification	No computed in GPA
I	Incomplete (See below)	Not computed in GPA
IP	In Progress (See below)	Not computed in GPA

I - A grade of "I" indicates the student has not completed the requirements of the course. Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for removal of the "I" and the grade assigned in-lieu of its removal. This record must be given to the student with a copy on file with the registrar until the "I" is made up or the time limit has passed.

IP - The "IP" indicates the course extends beyond the normal end of an academic term and work is in progress, or the student has applied for in-progress status in those courses listed as open-entry/open-exit courses and has been approved by the instructor to register and complete course

requirements in a succeeding semester in order to receive credit and a course grade. In open-entry/open-exit courses, the instructor must submit an evaluative grade which will be entered on the permanent record if the student does not re-enroll in that course during the subsequent attendance period. The "IP" cannot be given more than twice for any particular course.

## Pass/No Pass Grading

Pass/No Pass (P/NP) is a grading system which allows students to take courses outside of their major field without the risk of jeopardizing their grade point average. Students who elect P/NP grading will only be granted credit in the course if they earn the equivalent of "C" or better; if they earn less than a "C" grade, no credit will be awarded. In either case, no letter grades are given and the results are not computed in determining a student's grade point average.

Regulations and procedures for Pass/No Pass (P/NP) Grading are: (Title V, Section 55752)

1. P/NP grading may not be used for courses in a student's major field.
2. Units earned shall not be used to calculate grade point averages. However, units attempted for which "NP" is recorded shall be considered in probation and dismissal procedures.
3. A student must file or rescind a petition in the Office of Admissions and Records to take a course under P/NP grading no later than the first 20% of the term (end of the third week or equivalent).

4. Students planning to transfer to a 4-year college or university should note the following:
  - a. "P" grades cannot be used in determining your GPA at the University of California or comparable institutions.
  - b. The four-year school a student plans to attend should be consulted to determine whether or not it will accept "P" units.
  - c. Some state colleges and universities stipulate that courses used to satisfy General Education requirements may not be taken for this type of grading.

## Grade Point Average (GPA)

GPA = total grade points earned divided by total semester units attempted. "Total grade points earned" is obtained by multiplying the grade point value of the specific letter grade (A = 4.0) by the unit value of the course. A student's work is considered satisfactory when an average grade of "C" (grade point value of 2.0) or better is maintained.

## Grades

Grades are available to students via InsideCC online. Students needing an unofficial hard copy of their grades for employers, etc., may print a copy from their InsideCC account under student records, academic transcripts.

In the absence of error, fraud, incompetence, or bad faith, the determination of the student's grades by the instructor shall be final once they have been filed in the Office of Admissions and Records.

All grade records are maintained in the Admissions and Records office at the IWV campus.

## Grade Changes

The instructor of each course shall determine the grade to be awarded to each student. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence. A judgment to change or expunge a grade for reasons of fraud, bad faith, or incompetence shall be made by the Vice President of Academic Affairs after consultation with the student, the instructor, and the Department Chair. All parties noted above shall be notified in writing of any changes. Reasons for any grade change shall be documented.



## President's List

Special recognition is accorded students who maintain a 3.75 grade point average during a semester in which they complete at least 40 grade points earned from enrollment in Cerro Coso Community College courses. Students whose academic achievement is at this level are placed on the President's List by the Office of Academic Affairs and Student Services and are given general recognition on campus and in the community.

## Graduation with Honors

Students who have completed at least 60 units in degree-applicable, letter-graded courses, have taken at least 12 of those units at Cerro Coso Community College, and who have earned a cumulative grade point average of 3.50 or higher are eligible for graduation with honors. The honors designation will appear on the diploma and transcript as follows:

Grade Point Average	Honor Designation
3.50-3.69	Cum laude
3.70-3.89	Magna cum laude
3.90-4.00	Summa cum laude

## Phi Theta Kappa Honor Society

Cerro Coso Community College is the Beta Kappa Chi chapter of Phi Theta Kappa, the International Honor Society of the Two Year College, founded in 1918. Its mission is to encourage the academic achievement of two-year college students and provide development opportunities through participation in leadership and service. Phi Theta Kappa also offers more than \$36 million in scholarships to its members. To be eligible, students must have a minimum 3.50 GPA in 12 or more units of degree- or transfer-level coursework and must maintain a minimum 3.25 GPA until graduation. To become a member of Phi Theta Kappa, eligible students complete an application and pay the one-time membership fees.

Contact: Christine Swiridoff,  
(760) 384-6312 or  
cswirido@cerrocoso.edu  
Website: <http://www.cerrocoso.edu/campuslife/clubs/ptk/>