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ADDENDUM - JUNE 2023

CORRECTIONS AND UPDATES

COURSE CORRECTIONS

The following courses erroneously listed incorrect information. The correct information is as follows:

MAT-26 : Math for Elementary School Teachers

4 units

Prerequisite: Intermediate algebra or qualifying placement.

Description: Focuses on the development of quantitative reasoning skills. Real number systems and subsystems are explored. Comprehension and analysis of mathematical concepts and applications of logical reasoning are emphasized. 72 hours lecture. (Letter Grade or Pass/No Pass option.)

MAT-36 : Trigonometry

4 units

Prerequisite: MAT-9 or qualifying placement

Description: The study of trigonometric functions, their inverses and their graphs; identities and proofs related to trigonometric expressions; solving trigonometric equations; solving right triangles; solving oblique triangles using the law of sines and cosines; polar coordinates; complex numbers; introduction to vectors and elements of geometry important to the foundation of trigonometry. 72 hours lecture. (Letter Grade or Pass/No Pass option)

AUB-51 Automotive Non-Structural Collision

The catalog erroneously lists AUB-50 as an advisory. AUB-50 is a required corequisite to AUB-51.

COURSE UPDATES

The following courses have updates to their C-ID Status:

- AHS 5 – C-ID ARTH 140
- ETS/POL 23 – C-ID POLS 170
- AHS 6/6H – ARTH 100

PROGRAM CORRECTIONS

The following programs erroneously listed incorrect requirements. The correct information is as follows:

AUDIO AND MUSIC TECHNOLOGY (R) AA1049/1049B/1049C

On page 206 of the catalog the section under the required courses states "Select one of the following courses over two semesters for a total of 2-6 units".

To clarify, the student must take two of the following courses (2-6 units).

ASSOCIATE DEGREE FOR TRANSFER IN BIOLOGY (CSUGE) AS767 (IGETC) AS768

On page 97, the CSU GE for STEM is missing requirement 'c.' The requirement should read:

- All courses in Areas A, B, E and F of the traditional GE Breadth curriculum; and
- One course in Area C1 Arts and one course in Area C2 Humanities; and
- One course in Area D

GENERAL BUSINESS CERTIFICATE (R) CE878

This certificate may lead to employment competency but does not lead to an Associate degree. The program will prepare individuals to apply business principles and techniques in various career settings and to gain an understanding of business situations that affect their personal and working lives. Fulfills a portion of the Associate of Science degree in Business with a Major Concentration in General Business.

Program Learning Outcomes Upon successful completion of this program, students should be able to:

- Explain the managerial applications of accounting reports and ratios to the business enterprise.
- Analyze the law as it pertains to business organizations, and to determine the legal management of the various forms of laws.
- Analyze the business elements that compromise the logistics function.
- Develop and apply principles of moral judgment and ethical behavior to business situations.
- Anticipate and pose problems relative to understanding and supervising personnel.
- Identify and analyze human relations techniques appropriate to a managerial role.

Required Courses (15 units)		Units
BUS-10/10H	Introduction to Business/Honors	3
BUS-47/	Applied Business and Management Ethics	3
MAG-47		
BUS-48	Global Management	3
MAG-40	The American Management Association	3
	Certified Professional in Management	
MKT-20	Principles of Marketing	

INDUSTRY MARKETING (R) CE1043

This certificate may lead to employment competency but does not lead to an Associate degree. Prepares individuals in the main areas of marketing: marketing management, digital marketing, advertising, retail management and sales. Fulfills all marketing courses required in Associates of Science Business Administration Marketing Concentration.

Program Learning Outcomes Upon successful completion of this program, students should be able to:

- Apply knowledge in the main areas of marketing fields, including marketing management, digital marketing, advertising, retail management, sales, and business.

- Demonstrate the importance, responsibility, and legal and ethical practice of marketing.
- Apply knowledge to prepare for industry certifications in Professional Certified Marketer as well as in Digital Marketing.

Required Courses (15 Units)		Units
BUS-10/10H	Introduction to Business/Honors	3
MKT-25	Marketing for Professionals	3
MKT-40	Advertising	3
MKT-43	Digital Marketing	3

Select one of the following		Units
BUS-43	Global Marketing	3
MKT-41	Techniques of Selling	3
MKT-42	Retail Management	3

ASSOCIATE DEGREE FOR TRANSFER IN SOCIOLOGY (CSUGE) AA695 (IGETC) AA696

The Associate in Arts in Sociology for Transfer degree is designed to prepare the student for transfer to four-year institutions of higher education and specifically intended to satisfy the lower division requirements for the Baccalaureate Degree in Sociology at a California State University. It will also provide the student with a sufficient academic basis from which to pursue a career in the social science professions. The student will be afforded the opportunity to study the nature of the human affinity for aggregation and the complexities of societal organization. The breadth of Sociology will be examined to include the historical and contemporary theory and research as the basis from which to gain an in-depth awareness and understanding of the world in which we live.

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

1. Demonstrate an awareness and understanding of the historical and contemporary theoretical frameworks that form the basis of Sociological study.
2. Demonstrate the utility of past and present sociological research and the research methodologies that form the basis of sociological inquiry.
3. Demonstrate the ability to be academically proficient in at least two specific areas of sociological emphasis, i.e., Marriage and family, Race/Ethnicity, Culture, Crime and Deviance, Social Problems.
4. Demonstrate an understanding of the basic principles for at least one of the social sciences beyond sociology, i.e., Anthropology or Psychology.

Required Courses (18-20) units		Units
SOC-1/1H	Introduction to Sociology/Honors	3
SOC-2	American Social Politics	3

Select one of the following		Units
MAT-12/12H	Statistics/Honors	4
PSY/SOC-48	Statistics for teh Behavioral Sciences	3

Select one of the following		Units
SOC-50	Introduction to Social Research Methods	3
PSY-50	Research Methods in Psychology	4

Electives List A (3 units)		Units
PSY-8	Introduction to Social Psychology	3
SOC-10/10H	Race and Ethnic Relations/Honors	3
SOC-12	Marriage Family Relations	3
SOC-20	Introduction to Criminology	3
SOC-25	Introduction to the Sociology of Sex and Gender	3

Electives List B (3 units)		Units
ADJ-1	Introduction to the Administration of Justice	3
ANT-2/2H	Cultural Anthropology/Honors	3
ETS-1	Introduction to Ethnic Studies	3
SOC-3	Social Inequality	3
SOC-15	Introduction to Women's Studies	3
SOC-21	Introduction to Deviance	3

CALIFORNIA STATE UNIVERSITY (CSU) GENERAL EDUCATION REQUIREMENTS

California State University (CSU) General Education Requirements 2023-2024

To obtain a Bachelor's degree from a CSU campus, you must complete 48 semester units of general education. A Community College can certify 39 of these units as having fulfilled the CSU lower division general education requirements. The remaining 9 units of upper-division general education coursework are to be taken at the CSU campus after transfer. A course can only be certified if it was approved for CSU GE when it was taken. Norco College and Moreno Valley College are separate colleges and the courses that are approved for CSU GE may vary. Students who wish to take courses at another institution and apply them towards CSU GE should always first consult with a counselor to make sure the course will fulfill the intended requirement. The courses listed below will fulfill the lower division general education requirements for all CSU campuses.

A. English Language Communication and Critical Thinking (minimum 9 semester or 12 quarter units)

Must be completed prior to transfer! Select one course from each group. Grades of 'C-' or better are required.

A1. Oral Communication: Communication Studies 1 or 1H, 6, 9 or 9H

A2. Written Communication: English 1A/1AH

A3. Critical Thinking: Academic Literacy and Reading 4; Communication Studies 2, 3; English 1B or 1BH; Philosophy 11, 32;

B. Scientific Inquiry and Quantitative Reasoning (minimum 9 semester or 12 quarter units)

Must be completed prior to transfer! Select one course from groups 1, 2 and 4. At least one of the science courses must have a lab – see underlined courses.

B1. **Physical Science:** Astronomy 1A,1B; CHE 1A/1AH, 1B/1BH,2A,2B,3,10,12A,12B; Geography 1/1H, 1L, 5(same as PHS-5); Geology 1, 1L, 1B,2,3,4,5; Oceanography 1,1L; Physical Science 1,5(same as GEG-5); Physics 2A,2B,4A,4B,4C,4D,10,11

B2. **Life Science:** Anthropology 1/1H,1L; Biology 1/1H,3,4,5,6,7,8,9,10,14, 15,18,19,20,45,50A,50B, 55,60,61; Psychology 2;

B3. **Laboratory Activity:** This requirement may be met by completion of any lab course listed above in areas B-1 or B-2. All underlined courses will meet this requirement.

B4. **Mathematics/Quantitative Reasoning** (grade of 'C-' or better is required): Computer Information Systems/Computer Science 7; Computer Information Systems 70A (same as MAT-70A); Math 1A/1AH,1B,1C,2,3,5,9,10,11,12/12H,15,23, 25,26,36, 70A (same as CIS-70A),70B; Psychology/Sociology 48

C. Arts and Humanities (minimum 9 semester or 12 quarter units)

Select three courses, with at least one course from "Arts" and one course from "Humanities":

C1. **Arts:** Art 6(same as AHS-6) or 6H (same as AHS-6H); Art History 1/1H,2/2H,3,4,5,6(same as Art-6) or 6H (same as Art-6H),7,8,9,10,12,13,14,15; Communication Studies 7,11; Dance 6/6H; Film Studies 1/1H,2,3,4,5; Film, Television and Video 65; Music 19,20,21,22,23,25,26,89/89H; Spanish 11; Theater Arts 3,9,29

C2. **Humanities:** American Sign Language 1,2,3,4,5, 22; Arabic 1,2,3,8,11/11H; Art History 4; Chinese 1,2,11; Communication Studies 7, 12; English 1B/1BH, 6,7,8(same as HUM-8),9, 11,12,14,15,16,18, 20, 23(same as HUM-23), 24, 25, 30,34,35,40,41,44,45,48; English as a Second Language 50; Ethnic Studies 1, 2(same as HIS-31), 3,7,8, 13 (same as PHI-14), 14(same as HIS-14), 15(same as HIS-15), 28(same as HIS-28), 29(same as HIS-29), 40, 44(same as HIS-44); Film Studies 5; Film, Television and Video 12; French 1,2,3,8,11; History 1,2/2H,6/6H,7/7H, 11(same as MIL-1),12 (same as MIL-2),14(same as ETS-14),15(same as ETS-15),19,25,26,28(same as ETS-28), 29(same as ETS-29),31(same as ETS-2),32,33,34,35, 42,44(same as ETS-44), 60, 61; Humanities 4/4H,5/5H, 8(Same as ENG-8),9,10/10H,11,16,18(same as PHI-18),23(same as ENG-23),35(same as PHI-35); Italian 1,2,3,11; Japanese 1,2,3,4,11; Military Science 1(same as HIS-11),2(same as HIS-12); Philosophy 10/10H,12,13, 14(same as ETS-13),18 (same as HUM-18),19,33,34,35(same as HUM-35),36; Portuguese 1,2; Russian 1,2,3,11; Spanish 1,2,3,3N,4,8,11,12.

D. Social Sciences (minimum 6 semester or 8 quarter units) Select two courses:

Administration of Justice 1,3,9/9H; Anthropology 2/2H,3,4(same as ETS-27),5,6,7,8; Chemistry 17; Communications 9/9H,12,13,20; Early Childhood Studies 20,42; Economics 4,5,6(same as POL-6),7/7H,8/ 8H,9/9H,10; Ethnic Studies 1,2(same as

HIS-31),3,7,8,14(same as HIS-14) 15(same as HIS-15), 21(same as POL-21), 23(same as POL-23) 27(same as ANT-4),28(same as HIS-28), 29(same as HIS-29), 40, 44(same as HIS-44); Film, Television & Video 41; Geography 2,3,4,6; History 1,2/2H,6/6H,7/7H, 11(same as MIL-1),12(same as MIL-2),14 (same as ETS-14),15 (same as ETS-15),16,17,18,19,25,26,28(same as ETS-28), 29 (same as ETS-29),31(same as ETS-2), 32,33,34,35,38,42, 44 (same as HIS-44), 60, 61; Journalism 7; Military Science 1(same as HIS-11), 2(same as HIS-12); Political Science 1/1H, 2 /2H,3,4/4H,5,6(same as ECO-6), 8,10ABC,11,12,13, 17,20,21(same as ETS-21),22,23(same as ETS-23); Psychology 1/1H,8,9,11,33,35 or 35H,50; Sociology 1/1H, 2,3,10/10H, 12, 15,20,21,25, 50.

E. Lifelong Learning and Self-Development (minimum 3 semester or 4 quarter units)

Academic Literacy and Reading 3; Biology 16,35 (same as HES-1); Early Childhood Studies 20,42; Guidance 47,48; Health Science 1(same as BIO-35); Kinesiology 4,10,12,35,36, 38; Nursing 14; Psychology 9,10,11,33; Sociology 12; Completion of basic military training as indicated on a JST or CCAF transcript may be used to satisfy area E. Official transcript must be on file.

Activity courses - ***Only 1 unit of activity coursework may be applied towards area E.*** Students who took GUI-48 when approved as 2 units may combine with 1 unit from the approved activity courses listed below to fulfill the 3 units required in area E: DAN D13,D14,D15,D16,D17,D20,D21,D22,D23,D25,D26, D29, D30ABC,D31,D31B,D32,D33,D34,D35,D37,D38,D39,D43,D44,D46, D47,D48,D49,D50,D51,D60; KIN A3, A4, A7, A8A, A11,A12, A13,A20,A21,A28,A29,A30,A31ABC,A43,A44 ,A54A,A54B, A55, A57ABC, A62, A64ABC, A67, A68,A69, A71,A75A,A75B,A77ABC,A81ABC,A89ABC,A90ABC,V1,V2,V4,V5,V6,V7,V8,V9, V10, V11, V12, V14,V18,V19,V20,V21,V22,V23, V24, V26,V27, V33,V34, V50,V51,V52,V53, V60,V61, V70,V71, V78,V82, V92,V94,V95.

F. Ethnic Studies (3 semester units or 4 quarter units) Select one course:

Ethnic Studies 1, 3, 7, 8, 13(same at PHI-14) 14(same as HIS-14), 15(same as HIS-15), 21(same as POL-21), 23(same as POL-23), 44(same as HIS-44); History 14(same as ETS-14), 15(same as ETS-15), 44(same as ETS-44); Philosophy 14(same at ETS-13); Political Science 21(same as ETS-21), 23(same as ETS-23);

CSU Graduation Requirement in United States History, Constitution, and Government

Although this is not a part of the general education requirements, it is a CSU graduation requirement that can be completed at Riverside City College prior to transfer. ETS-2, HIS-6/6H, 7/7H, 11, 12, 28, 29, 31, 34, MIL-1,2 may also be used to partially fulfill area C or D. HUM-16 may also be used to partially fulfill area C. POL-1/1H may also be used to partially fulfill area D. ETS/POL 21 or 23 may also be used to fulfill area F or to partially fulfill area D. ETS/HIS-14, 15, 44 may also be used to fulfill area F or to partially fulfill area C or D. The same course may not be used in more than one GE area.

1. U.S. History (3 units)

Ethnic Studies 2(same at HIS-31), 14(same as HIS-14), 15(same as HIS-15), 28(same as HIS -28), 29(same as HIS-29), 44(same as HIS-44); History 6 or 6H or 7 or 7H,11(same as MIL-1), 12(same as MIL-2), 14(same as ETS-14), 15(same as ETS-15), 28(same as ETS-28), 29(same as ETS-29), 31(same as ETS-2), 34,44(same as ETS-44); Humanities 16;

2. Constitution and Government (3 units)

Ethnic Studies 21(same as POL-21); Political Science 1/1H, 21(same as ETS-21);

Note: Riverside City College's POL-1/1H or ETS/POL-21 fulfills the CSU graduation requirement in both U.S. government and California state and local government. Students who have completed ETS/POL-23, or who have received a score of 3 or higher on the AP U.S. Government and Politics exam, or who have taken a U.S. government class at an out-of-state institution may have fulfilled the U.S. government requirement but will still need to fulfill the California state and local government in order to graduate from the CSU.

NOTES:

- 1. Courses cannot be double-counted to satisfy more than one area, even if a course is listed in more than one area.**
- 2. Upper division transfer students will need to complete a minimum of 60 transferable units, their "Golden 4" courses, and at least 30 units of general education.**
- 3. "Golden 4 Courses" in Areas A-1, A-2, A-3, and B-4 must be completed with grades of "C-" or better prior to admission. However, RCCD requires a "C" grade or better to meet course prerequisites.**

4. It is highly recommended to make an appointment with a counselor to ensure proper academic planning and to complete a student educational plan (SEP).

5. If you are completing an Associate Degree for Transfer (ADT) – please meet with a counselor to review important information about the ADT: Similar Majors at the CSU, Application Process for the ADT, and general benefits.

6. CSU GE area F is effective for students beginning at a CCC or a CSU campus in fall 2021 and beyond. Students with continuous enrollment prior to fall 2021 may choose to complete the pre-fall 21 CSU GE pattern without Area F and with 9 units from at least two different disciplines completed in Area D. For purposes of area F, continuous enrollment is defined as attendance in at least one semester per calendar year at a CSU or California Community College or a combination of the two. See a counselor for details.

CSU GE for STEM - Students pursuing certain Associate Degrees for Transfer may be eligible to complete CSU GE for STEM, deferring two lower-division GE courses until after transfer. CSU GE for STEM is applicable only to majors in which the Transfer Model Curriculum explicitly indicates the availability of the option. At Riverside City College, currently only the ADT in Biology allows CSU GE for STEM.

"CSU GE Breadth for STEM" certification as part of an Associate Degree for Transfer in Biology would require that the student has completed:

- a. All courses in Areas A, B, E and F of the traditional GE Breadth curriculum; and
- b. One course in Area C1 Arts and one course in Area C2 Humanities; and
- c. One course in Area D

Please consult with a Riverside City College counselor to discuss which general education pattern is the best option for you based on your individual major, goals, and transfer institution.

CSUGE2023

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6.9.23

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

Intersegmental General Education Transfer Curriculum (IGETC) for Transfer to CSU and UC 2023-2024

Completion of the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the California State University (CSU) or University of California (UC) system without the need to take additional lower-division general education courses. For certain majors at some of the UC campuses it may be more advantageous to complete a campus-specific general education pattern. IGETC certification is valid for community college transfer students only. Those who have already transferred to the CSU/UC systems may under some circumstances return to Riverside City College to complete IGETC requirements. A course can only be certified if it was approved for IGETC when it was taken.

Norco College and Moreno Valley College are separate colleges and the courses that are approved for IGETC may vary. Students who wish to take courses at another institution and apply them towards IGETC should always first consult with a counselor to make sure the course will fulfill the intended requirement. Transfer students will receive IGETC certification after completing all of the subject areas below with a min. “C” grade or better (A grade of “C-” is not acceptable.)

Area 1. ENGLISH COMMUNICATION (minimum 6-9 semester or 8-12 quarter units)

CSU – 3 courses required; select one from each group:

UC – 2 courses required; select one from group 1A and one from group 1B:

a. English Composition: English 1A or 1AH

b. Critical Thinking - English Composition: English 1B or 1BH (*must be taken Fall 93 or later*)

c. Oral Communication: Communication Studies 1 or 1H, 6, 9 or 9H (CSU requirement only) (If using IGETC for ADT must complete Area 1c)

Area 2. MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING (minimum 3 semester or 4 quarter units)

Select one course:

Computer Information Systems/Math 70A**, Math 1A**/1AH**, 1B, 1C, 2, 3, 5**, 9**, 10**, 11**, 12**/12H**, 15**, 23**, 25, 70B**, Psychology/Sociology 48**.

Area 3. ARTS AND HUMANITIES (minimum 9 semester or 12 quarter units)

3 courses required with at least one course from the “Arts” and one from the “Humanities”.

a. Arts: Arabic 11 or 11H; Art 6 (same as AHS-6) or 6H (same as AHS-6H); Art History 1 or 1H, 2 or 2H, 3, 4, 5, 6 (same as Art-6) or 6H (same as Art-6H), 7, 8, 9, 10, 12, 13, 14, 15; Chinese 11; Dance 6/6H; Film Studies 1/1H, 2, 3, 4, 5; Film, Television and Video 65; French 11; Italian 11; Japanese 11; Music 3, 4, 5, 6, 19, 20, 21, 22, 23, 25, 26, 89/89H; Russian 11; Spanish 11; Theater Arts 3, 9, 29

b. Humanities: American Sign Language 3, 22; Arabic 2, 3, 8; Art History 4; Chinese 2; Communication Studies 12; English 6, 7, 8 (same as HUM-8), 9, 14, 15, 16, 18, 20, 23 (same as HUM-23), 24, 25, 30, 34, 35, 40, 41, 44, 45, 48; Ethnic Studies 2 (same as HIS-31), 7, 8, 13 (same as PHI-14), 14 (same as HIS-14), 15 (same as HIS-15), 28 (same as HIS-28), 29 (same as HIS-29), 40, 44 (same as HIS-44); French 2, 3, 8; Film, Television and Video 12; History 1, 2/2H, 6/6H, 7/7H, 11 (same as MIL-1), 12 (same as MIL-2), 14 (same as ETS-14), 15 (same as ETS-15), 16, 17, 18, 19, 25, 26, 28 (same as ETS-28), 29 (same as ETS-29), 31 (same as ETS-2), 32, 33, 34, 35, 42, 44 (same as ETS-44); Humanities 4/4H, 5/5H, 8 (same as ENG 8), 9, 10/10H, 11, 16, 18 (same as PHI-18), 23 (same as ENG-23), 35 (same as PHI-35); Italian 2, 3; Japanese 2, 3, 4; Military Science 1 (same as HIS-11), 2 (same as HIS-12); Philosophy 10/10H, 12, 13, 14 (same as ETS-13), 18 (same as HUM-18), 19, 33, 34, 35 (same as HUM-35), 36; Portuguese 2; Russian 2, 3; Spanish 2, 3**, 3N**, 4, 8, 11, 12.

Area 4. SOCIAL AND BEHAVIORAL SCIENCES (minimum 6 semester or 9 quarter units) Select two courses from at least two academic disciplines:

Administration of Justice 1, 3**, 9** or 9H**, Anthropology 1/1H, 2/2H, 3, 4 (same as ETS-27), 5, 6, 7, 8; Chemistry 17; Communication Studies 12, 13, 20; Early Childhood Studies 20; Economics 4**, 5, 6 (same as POL-6), 7/7H, 8/8H, 9/9H, 10; Ethnic Studies 1, 2 (same as HIS-31), 3, 7, 8, 14 (same as HIS-14), 15 (same as HIS-15), 21 (same as POL-21), 23 (same as POL-23), 27 (same as ANT-4), 28 (same as HIS-28), 29 (same as HIS-29), 40, 44 (same as HIS-44); Geography 2, 3, 4, 6; History 1, 2/2H, 6/6H, 7/7H, 11 (same as MIL-1), 12 (same as MIL-2), 14 (same as ETS-14), 15 (same as ETS-15), 16, 17, 18, 19, 25, 26, 28 (same as ETS-28), 29 (same as ETS-29), 31 (same as ETS-2), 32, 33, 34, 35, 38, 42, 44 (same as ETS-44); Journalism 7; Military Science 1 (same as HIS-11), 2 (same as HIS-12); Political Science 1/1H, 2/2H, 3, 4 or 4H, 5, 6 (same as ECO-6), 11, 13, 17, 20, 21 (same as ETS-21), 22, 23 (same as ETS-23); Psychology 1/1H, 2, 8, 9, 11, 33, 35/35H, 50; Sociology 1/1H, 2, 3, 10/10H, 12, 15, 20, 21, 25, 50.

Area 5. PHYSICAL AND BIOLOGICAL SCIENCES (minimum 7 semester or 9 quarter units)

Select at least one Physical and one Biological Science course. One of the two courses must include a lab – see underlined courses:

a. Physical Science: Astronomy 1A, 1B; Chemistry 1A or 1AH, 1B or 1BH, 2A**, 2B**, 3**, 10**, 12A, 12B; Geography 1, 1H, 1L, 5 (same as PHS-5); Geology 1, 1L, 1B, 2, 3, 4, 5; Oceanography 1, 1L; Physical Science 1**, 5 (same as GEG-5); Physics 2A**, 2B**, 4A**, 4B**, 4C**, 4D, 10**/11.

b. Biological Science: Anthropology 1 or 1H, 1L; Biology 1 or 1H, 3, 4, 5, 6**, 7, 8**, 9, 10**, 14, 15, 16, 18, 19**, 20, 45, 50A, 50B, 55, 60, 61; Psychology 2.

c. Laboratory: This course is satisfied by completion of any course in 5A or 5B with a laboratory. Lab courses are underlined.

Area 6. LANGUAGE OTHER THAN ENGLISH (Select one course - UC requirement only)

a. American Sign Language 1, 2, 3, 4; Arabic 1, 2, 3; Chinese 1, 2; French 1, 2, 3; Italian 1, 2, 3; Japanese 1, 2, 3, 4; Portuguese 1, 2; Russian 1, 2, 3; Spanish 1, 2, 3, 3N, 4 OR

b. Proficiency equivalent to two years of high school in the same language (Students from non-English speaking countries should see a counselor for proficiency equivalencies.)

Area 7. ETHNIC STUDIES (Select one course)

Ethnic Studies 1, 3, 7, 8, 13(same at PHI-14) 14(same as HIS-14), 15(same as HIS-15), 21(same as POL-21), 23(same as POL-23), 44(same as HIS-44); History 14(same as ETS-14), 15(same as ETS-15), 44(same as ETS-44); Philosophy 14(same at ETS-13); Political Science 21(same as ETS-21), 23(same as ETS-23);

CSU Graduation Requirement Only in United States History, Constitution and Government:

Although this is not a part of the general education requirements, *it is a CSU graduation requirement* that can be completed at Riverside City College prior to transfer. ETS-2, HIS-6/6H, 7/7H, 11, 12, 28, 29, 31, 34, MIL-1,2 may also be used to partially fulfill area C or D. HUM-16 may also be used to partially fulfill area C. POL-1/1H may also be used to partially fulfill area D. ETS/POL 21 or 23 may also be used to fulfill area F or to partially fulfill area D. ETS/HIS-14, 15, 44 may also be used to fulfill area F or to partially fulfill area C or D. The same course may not be used in more than one GE area.

1. U.S. History (3 units)

Ethnic Studies 2(same as HIS-31), 14(same as HIS-14), 15(same as HIS-15), 28(same as HIS-28), 29(same as HIS-29), 44(same as HIS-44); History 6 or 6H or 7 or 7H, 11(same as MIL-1), 12(same as MIL-2), 14(same as ETS-14), 15(same as ETS-15), 28(same as ETS-28), 29(same as ETS-29), 31(same as ETS-2), 34, 44(same as ETS-44); Humanities 16; Military Science 1(same as HIS-11), 2 (same as HIS-12);

2. Constitution and Government (3 units)

Ethnic Studies 21(same as POL-21); Political Science 1 or 1H, 21(same as ETS-21);

Note: Riverside City College's POL-1/1H or ETS/POL-21 fulfills the CSU graduation requirement in both U.S. government and California state and local government. Students who have completed ETS/POL-23, or who have received a score of 3 or higher on the AP U.S. Government and Politics exam, or who have taken a U.S. government class at an out-of-state institution may have fulfilled the U.S. government requirement but will still need to fulfill the California state and local government in order to graduate from the CSU.

IGETC Advisement: Former UC, CSU and students with coursework from other four-year institutions, including outside the U.S., should consult with a counselor to determine whether they should complete IGETC or the lower-division general education requirements at the campus they plan to attend.

For the UC: Students who initially enroll at a UC campus, then leave and attend a California Community College, and subsequently return to the same UC campus, are considered "re-admits" by the UC. Such students cannot use IGETC. However, students who enroll at a UC campus, then leave and attend a California Community College, and subsequently return to a different UC campus may use the IGETC pattern. It is recommended that students meet with a counselor to discuss possible further IGETC limitations.

Notes:

- 1. Courses cannot be double-counted to satisfy more than one area, even if a course is listed in more than one area. The only exceptions to this are several courses in Area 6A – Language Other Than English, which can also be counted towards area 3B.**
- 2. **UC limits transfer credit for some courses. Students may review the UC Transfer Course Agreement (TCA) with a counselor for information on course limitations.**
- A grade of "P" in approved coursework taken as Pass/No Pass through RCCD is acceptable for IGETC certification. It is important to keep in mind that some CSU and UC campuses may have limitations on the number of "Credit/No Credit" ("Pass/No Pass") courses that may be used to meet degree requirements. The UC system allows a maximum of 14 semester units graded "Pass/No Pass" (Credit/No Credit) basis of the 60 transferable semester units required for admission. There is no system-wide policy for CSU campuses. Therefore, each campus has established its own policy on limitations of courses transferred with grades of "Credit/Pass".
- 4. Some of the UC campuses do not accept or recommend IGETC for certain majors, (i.e. Engineering, Sciences). Students should consult with a counselor to determine the most appropriate general education pattern for their major and intended transfer institution. For updated information about these limitations please visit <https://admission.universityofcalifornia.edu/admission-requirements/transfer-requirements/general-education-igetc/igetc/campus-guidance.html>**
- IGETC Area 7 is effective for students beginning at a CCC in the fall 2023 and beyond. Students with continuous enrollment prior to fall 2023 may choose to complete the pre-fall 23 IGETC pattern without Area 7 and with 9 units from at least two different disciplines completed in Area 4.
- 6. It is highly recommended to make an appointment with a counselor to complete a student educational plan (SEP).**

IGETC for STEM

Students pursuing certain Associate Degrees for Transfer may be eligible to complete IGETC for STEM, deferring two to three lower-division GE courses until after transfer. IGETC for STEM is applicable only to majors in which the Transfer Model Curriculum explicitly indicates the availability of the option. At Riverside City College, currently only ADT's in Biology, Chemistry, and Environmental Science allow IGETC for STEM.

"IGETC for STEM" certification as part of an Associate Degree for Transfer in Biology, Chemistry, or Environmental Science would require:

Complete the following courses before transfer:

- All courses in Areas 1, 2, 5, and 7 of the traditional IGETC; and
- One course in Area 3A; one course in Area 3B; and one course in Area 4 (the second course will eventually need to be from a different discipline).

Complete the following courses after transfer:

- One remaining lower-division general education course in Area 3;*
- One remaining lower-division general education course in Area 4;(in a different discipline from the first area 4 course);* and
- One course in Area 6 for UC-bound students who have not satisfied it through proficiency.*

*These deferred lower division courses must be replaced with calculus and/or science courses required by the major before transfer.

Please consult with a Riverside City College counselor to discuss which general education pattern is the best option for you based on your individual major, goals, and transfer institution.

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BP/AP 2225 COURSE REPETITION

BP 2225 COURSE REPETITION

Reference: Title 5 Sections 55040-55046, 55253 and 56029

Students may repeat both Non-Repeatable and Repeatable courses that are current courses within the district, according to Administrative Procedures 2225, 2225[A], 2225[B] and 2225[C]. Courses may be repeated after a significant lapse of time, which is defined as no less than 36 months since the most recent grade was obtained. 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. The most recent grade earned shall be used to compute the GPA.

Date Adopted:

December 9, 2008

Revised: May 18, 2010

Revised: September 15, 2015

Formerly: 4225

AP 2225 COURSE REPETITION

Reference: Education Code Section 76244; Title 5 Sections 55040, 55041, 55042, 55043, 55044, 55253, 56029, and 58161

Students may repeat both Non-Repeatable and Repeatable courses that are current courses within the District according to this procedure.

Non-Repeatable Courses:

Students are permitted to enroll in a non-repeatable course up to three times in order to alleviate substandard academic work. Substandard grades (D, F, FW, NC, and NP) and withdrawals (W) are included in the total attempts; military withdrawals (MW) and Excused Withdrawals (EW) are NOT included. The most recent grade will be the grade calculated into the student's GPA. If a student repeats a course that is not designated as repeatable and receives a satisfactory grade, then the student may not repeat the course again unless there is another provision that allows the repetition. Students must file a "Course Repetition" form to repeat a non-repeatable course.

Repeatable Courses:

Students may not enroll in a repeatable course more than the total number of times listed in the college catalog. If the District is claiming apportionment under Title 5 Section 58161, students may petition for approval to repeat up to a total of 4 times for courses designated as repeatable, including courses in which substandard grades (less than "C," and including "D", "F", "FW," "NP," or "NC") were awarded in one or more enrollments. If the student is repeating the course to alleviate substandard academic work, the District may disregard the first two substandard grades if the student repeats the class two or more times. No more than two substandard grades may be alleviated. When course repetition occurs, the permanent academic record shall be annotated with an appropriate symbol and in such a manner that all work remains legible, ensuring

a true and complete academic history. The most recent grade earned shall be used to compute the GPA.

1. In accordance with BP 2225 Course Repetition:

2225 (A) Repeatable Courses

Admissions & Records will work with the office of Academic Affairs to ensure that all courses published in the college catalog and schedule of classes include information regarding each course's repetition limitations, including the number of times the course may be repeated as set forth in BP 2225 Course Repetition.

When a student has exhausted the maximum allowed number of course attempts, they may petition for approval to repeat a course a final time if extenuating circumstances, consistent with Title 5 Section 55045, justify such repetition.

The following conditions apply to repeatable courses:

1. For those courses that are designated as repeatable, a student may enroll multiple times in the course, but in most cases, the limit will be 4 semester enrollments.
2. Repeatable courses are identified in the college catalog.
3. All grades and units will be used in the computation of the grade point average and earned units, with the following exceptions:
 - a. When a repeatable course is taken and a substandard grade earned, the course may be repeated to alleviate the substandard grade with the most recent grade used in the computation of the grade point average.
 - b. Grades from other repeats will be used in the computation of the grade point average.

Under special circumstances, students may submit a "Course Repetition" form to repeat courses in which a C or better grade was earned. Students may petition for approval to repeat the following courses:

- Courses for which repetition is necessary to meet the major requirements of California State University (CSU) or University of California (UC) for completion of a bachelor's degree;
- Intercollegiate athletics courses; and
- Intercollegiate academic or vocational competition courses. Such courses may be repeated no more than four times for semester courses.

Students are allowed to repeat a course when repetition is necessary to enable that student to meet a legally mandated training requirement or as a result of significant change in industry or licensure standards as a condition of volunteer, licensure, or continued paid employment. Students can repeat such courses any number of times.

Students may also petition for approval to repeat up to a total of four times for active participatory credit courses that are "related in content" as defined in Title 5 Section 55000 or are in physical education, visual arts, or performing arts, including courses in

which substandard grades (less than “C,” and including “FW,” “NP,” or “NC”) were awarded in one or more enrollments. This limit applies even if the student receives a substandard grade or “W” during one or more enrollment or if a student petitions for repetition for repetition due to extenuating circumstances.

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for the student for one of the reasons specified in Title 5 Section 56029.

A student may repeat a cooperative work experience program any number of times as long as they do not exceed the limit on the number of units of cooperative work experience set forth in Title 5 Section 55253(a) and listed in the college catalog and schedule of classes; however, the grade received by the student each time will be included in calculations of the student’s grade point average. The District shall establish processes and procedures to ensure compliance with the unit limitation and the student’s academic record will be annotated accordingly.

2225 (B) Significant Lapse of Time

Students repeating a course due to significant lapse of time shall file a “Course Repetition” form with the Admissions & Records department. Designated staff will ensure that 36 months have elapsed since the last grade was earned before granting the request and that the student has not requested such action previously on the same course. The lapse of time may be less than 36 months if the student’s course repetition is necessary for transfer to another institution of higher education. The student must provide documentation of a recency requirement with the petition.

Students are only required to repeat courses in which a “C” or better grade was earned and where there was a significant lapse of time since the grade was obtained if:

- The District has established a recency prerequisite for a course or program; or
- An institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course.

If the District determines that a student needs to repeat an active participatory experience course in physical education, or visual or performing arts, or that is “related in content” as defined in Title 5 Section 55000, due to significant lapse of time, that repetition shall be counted in applying the limit on repetitions, as set forth in Title 5 Section 55040 (c) except that, if the student has already exhausted the number of repetitions permitted under subdivision (c), an additional repetition due to significant lapse of time may be permitted or required by the District.

Permission to repeat a course based on a significant lapse of time can only be allowed once. The first grade and corresponding unit credit will be disregarded when computing the student’s GPA.

2225(C) Course Repetition – Variable Units

The District may permit a student to repeat a portion of a variable unit open-entry/open exit course. Students may enroll in a variable unit open entry/open exit course as many times as necessary to complete the entire curriculum of the course one time as described in the course outline of record. The District shall establish processes and procedures that allow a student to enroll in an open entry/open exit class until the student has completed the curriculum of the course.

Each time a student enrolls in a physical education activity course offered on an open entry/open exit basis, regardless of the number of units for which the student enrolls, the enrollment shall count as a repetition of the course. When course repetition of a portion of a course is permitted under these circumstances, the previous grade and unit credit will be disregarded in computing the student’s GPA.

A student may not enroll in a variable unit open-entry/open exit active participatory course in physical education, visual arts, or performing arts more than one time unless:

- i. The course is required for legally mandated training due to “significant change in industry standards”. Students repeating a course due to “legally mandated training” shall file a “Course Repetition” form with the Admissions & Records department. The student must provide documentation proving the course repetition is necessary due to significant changes in industry or licensure standard. Students may repeat the course, for credit, any number of times, regardless of whether substandard work was previously recorded and the grade and unit credit shall be included each time for the purpose of calculating the student’s GPA.
- ii. The course is a special class for students with disabilities which needs to be repeated (Title 5 Section 56029) Student with disabilities courses may be allowed additional course repetitions as determined by the Director of Disabled Students and Programs when verified that such repetition is required as a disability-related accommodation for this type of special course. Documentation must be provided. The student’s academic record will be annotated to disregard the previous grade and prior credit shall be disregarded in the computation of grade point averages each time the student repeats a course.
- iii. Repetition of the course is justified by extenuating circumstances (Title 5, Section 55045) Students requesting a fourth attempt due to “extenuating circumstances” shall file a “Course Repetition” form with the Admissions & Records department. Designated staff will ensure that the extenuating circumstances are verified cases of accidents, illness, or other life changing events beyond the control of the student, and that a petition for extenuating circumstances has not been

previously approved. The student's academic record will be annotated to disregard previous grade and unit credit and shall reflect that the most recent grade is calculated into the student's GPA.

Students may not file a petition for "extenuating circumstances" to eliminate a substandard grade or withdrawal in one of the allowable course repetitions for activity courses. The college catalog and schedule of classes shall list the course repetition limit for all activity courses in physical education, and visual and performing arts courses in music, fine arts, theater or dance. The District shall establish processes and procedures to ensure compliance with the unit limitation of each activity course, and the student's academic record will be annotated accordingly.

- iv. The student wishes to repeat the course to alleviate substandard work (Title 5, Section 55042). The District shall establish processes and procedures to allow two course enrollments with a substandard grade or withdrawal notation for all appropriate courses. Students attempting to enroll in the course for a third time shall file a "Course Repetition" form with the Admissions & Records department. The college catalog and schedule of classes will reflect each course's repetition limit. The student's academic record will be annotated to disregard previous grade and unit credit for each of the two allowable repetitions and shall reflect that the most recent grade is calculated into the student's GPA. No more than two grades will be alleviated.

2. In accordance with BP 2225, for courses taken or repeated at external accredited colleges and universities, the most recent grade earned in the repeated course will be used to compute an adjusted cumulative grade point average (GPA). The adjusted cumulative GPA will be used in determining eligibility for the cumulative GPA requirement for the Associate in Arts degree, Associate in Science degree, Associate for Transfer degree and occupational certificates. Once the courses, units, and grades from another accredited college or university are posted to the student's permanent record, they cannot be removed.

- All external courses will be included in the student's cumulative units, grades, and grade points.
- RCCD will honor prior coursework repetition actions by other accredited colleges and universities.
- A student may petition to have substandard coursework at RCCD alleviated by equivalent coursework completed at an external accredited college or university and be used to determine RCCD academic standing.
- A student's substandard coursework at an external college or university will not be alleviated on a RCCD transcript with RCCD coursework.
- All coursework taken at an accredited college or university will count towards unit totals, degree or certificate requirements, CSU Breadth and UC IGETC requirements, where applicable and appropriate.

A Request for Course Repetition is required and can be obtained online or from the college Admissions offices and from the offices of the Dean of Instruction at the three colleges. Requests are approved or denied by a Dean of Instruction, or designee.

Students may repeat courses under the courses Repetition Policy, however students must check with financial aid to see how repeating courses may affect financial aid eligibility.

Nothing in these procedures shall 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.

Administrative Approval: March 29, 2010
(Replaces Riverside CCD Regulation 5050)

Revised: February 28, 2011

Revised: April 30, 2012

Revised: June 17, 2013 Revised: April, 2014 (job titles only)

Revised: August 2015 (job titles only)

Revised: April 3, 2023

Formerly: 4225

BP/AP 2230 GRADING AND ACADEMIC RECORD SYMBOLS

BP 2230 GRADING AND ACADEMIC RECORD SYMBOLS

References: Title 5 Sections 53200(b) 3 and 55023

The Riverside Community College District is committed to ensuring that all students receive a fair and equitable instructional evaluation. Courses shall be graded using the grading system established by Title 5. The grading system shall be published in the District's catalog(s) and made available to students.

Date Adopted: February 26, 2008
(Replaces Policy 5050) Formerly: 4230

AP 2230 GRADING AND ACADEMIC RECORD SYMBOLS

References: Title 5 Sections 55022-55024; 55050-55052.5

Grading Practices

Work in all courses acceptable in fulfillment of the requirements for an associate or baccalaureate degree, a certificate, diploma, or license shall be graded in accordance with a grading system explained in this procedure.

Grades from a grading system shall be averaged on the basis of the point equivalencies to determine a student's grade point average using only the following **Evaluative Symbols**:

	Grade Points
A – Excellent:	4
B – Above Average:	3
C – Average:	2

D – Below Average: 1

F – Fail: 0

FW – Fail Did Not Withdraw: 0

(Unofficial Withdrawal) Student has ceased participating in a course after the last day to officially withdraw from the course without having achieved a final passing grade and the student has not received District authorization to withdraw from the course under extenuating circumstances. This symbol *may not be* used if a student has qualified for and been granted an excused or military withdrawal.

P – Pass (At least satisfactory). Units awarded not counted in GPA.

NP – No Pass (Less than satisfactory or failing). Units not counted in GPA.

SP – Satisfactory Progress toward completion of the course (Used for noncredit courses only and is not supplanted by any other symbol)

NC – No Credit (Historical)

CR – Credit (Historical)

Pass/No Pass Options

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

- Courses in which all students are evaluated on a "pass/no pass" basis.
- Courses in which each student may elect until the last day of instruction (final day of the term) whether the basis of evaluation is to be "pass-no pass" or a letter grade.

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.

A pass grade is granted for performance that is equivalent to the letter grade of "C" or better. A student who performs less than satisfactorily or 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.

- A. Discipline faculty are responsible for determining the appropriate pass/no pass option for each course. All sections of the course must be offered in the same manner. Courses may be offered for pass/no pass in either of the following categories and will be specified in the catalog:
1. Class sections wherein all students are evaluated on a "pass/no pass" basis. Instructors of such sections will file a pass/no pass declaration form with the department chairperson prior to the creation of the course. In the event that a permanent instructor has not been assigned to a class, the appropriate

academic dean may institute pass/no pass options for that course.

2. Courses in which each student has the option to individually elect pass/no pass or letter grade. Students electing this option must file a petition in the Office of Admissions and Records by the last day of instruction for the course.
- B. All units earned on a "pass/no pass" basis in accredited California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum and graduation requirements. Units earned on a "pass/no pass" basis 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.

The following **Non-Evaluative Symbols** are not included in the grade point calculations.

EW: Excused Withdrawal
I: Incomplete
IP: In Progress
MW: Military Withdrawal
RD: Report Delayed
W: Withdrawal

Definitions of Non-Evaluative Symbols

I = Incomplete: 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 the removal of the "I" shall be stated by the instructor in a written or online record. This record shall contain the conditions for the 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. 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 year following the end of the term in which it was assigned. The "I" symbol shall not be used in calculating units attempted nor for grade points. The instructor assigns "IB", "IC", "ID", "IF", or "INP". In the event the student does not meet the stipulations of the contract the "I" will revert to the letter grade following the "I". Admissions and Records will notify the student that the incomplete contract can be viewed online. A copy of this record shall be available online for the appropriate academic administrator. The "I" symbol shall not be used in calculating GPA for academic probation but shall be used in determining progress probation. A student may file a petition with the faculty or designee for a time extension due to unusual circumstances.

IP = In Progress: The "IP" symbol shall be used only in those courses that extend beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of an evaluative symbol (grade) must await its completion. The

appropriate evaluative symbol (grade) and unit credit shall be assigned and replace the IP symbol once the course is completed.

RD = Report Delayed: Only the Admissions and Records Office may assign the “RD” symbol. 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: The “W” symbol will be used to denote any student who drops or is dropped from a course between the beginning of the third week (or 20% of a term for full term courses, whichever is less) and the last day of the twelfth week of a course (or 75% of a term, whichever is less). For short term courses, the “W” grade will be used to denote any student who drops or is dropped from a course at 20% of the course.

Students are limited to a maximum of three attempts per course including W’s, and substandard grades. The course withdrawal deadline date appears online. A student who withdraws from college will receive a “W” in each course enrolled at the time of withdrawal if the withdrawal is submitted prior to the deadline. Prior to initiating withdrawal, students are expected to contact their instructors for discussion and counseling regarding the reasons and consequences of this action.

No notation (“W” or other) shall be made on the academic record of the student who withdraws during the first two weeks, or 20% of a term, whichever is less for full term courses. For short term courses, no notation (“W” or other) shall be made on the academic record of the student who withdraws before the 20% of the number of sessions or the census day for short term courses. The “W” shall not be used in calculating grade point averages for academic probation, but excessive “W’s” shall be used as factors in progress probation and dismissal procedures.

MW = Military Withdrawal: “Military Withdrawal” occurs when a student on active or reserve status in the United States military or National Guard receives orders compelling a withdrawal from courses. Upon verification of such orders, the military withdrawal symbol “MW” shall be assigned to all courses affected by the military withdrawal.

Military withdrawals shall not be counted in progress probation and/or dismissal calculations, and shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.

EW = Excused Withdrawal: “Excused Withdrawal” occurs when a student is permitted to withdraw from a course(s) due to cases of accidents, illnesses, or other circumstances beyond the control of the student. The respective college shall proactively engage with the student or the student’s representative to identify available college support services that may mitigate the extenuating circumstances and prevent withdrawal. Upon verification of these conditions, and if mitigation efforts are unsuccessful, an excused withdrawal symbol of “EW” may be assigned at any time after the period established by the Board

of Trustees during which no notation is made for withdrawals. Excused withdrawals shall not be counted in progress probation and/or dismissal calculations. Excused withdrawals shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt. In no case may an excused withdrawal result in a student being assigned an “FW” grade. The “EW” shall not be used in calculating grade point averages for academic probation.

Students shall not be denied an excused withdrawal due to a college’s inability to respond to the petition or to provide sufficient assistance to mitigate the student’s circumstances. An excused withdrawal shall be assigned if a determination is made that the student withdrew from a course due to unlawful discrimination or retaliation. An excused withdrawal shall be assigned if a student withdraws from a course due an extraordinary condition under Title 5 section 58509 and conditions sets forth in Title 5 section 58146.

The academic record of a student who remains in a course beyond the twelfth week (or 75% of the term, whichever is less) must reflect an evaluative grade as found in preceding section unless there are extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student. Such a student or the student’s representative may, if needed, file a petition obtained from the Office of Admissions and Records. If such petition is approved, an “EW” grade shall be recorded. For purposes of withdrawal policies, the term “appropriate faculty” means the instructor of each course in question or, in the event the instructor cannot be contacted, the department chair or appropriate academic dean.

Internal Notations

The following symbols are used internally within the Records Department and are not reflected in a student’s transcript.

AU – Audit
 ED – Equivalency Denied
 EQ – Equivalency
 ER – Equivalency Removed
 IB – Incomplete B
 IC – Incomplete C
 ID – Incomplete D
 IF – Incomplete F
 IH – Incomplete (historical)
 IN – Incomplete No Pass
 NCA – Non Credit A
 NCB – Non Credit B
 NCC – Non Credit C
 NCD – Non Credit D
 NCF – Non Credit F
 NCN – Non Credit No Pass
 NCP – Non Credit Pass
 NCW – Non Credit Withdrawal

Also see AP 2225 Course Repetition, BP/AP 2231 Grade Changes, AP 2250 Probation, BP/AP 3500 Standards of Student Conduct, AP 3500[A] Student Discipline Procedures, and AP

3500[B] Student Grievances Process for Instruction and Grade Related Matters.

Office of Primary Responsibility: Vice Chancellor, Educational Services & Strategic Planning

Administrative Approval:

February 2, 2009 (Replaces RCCD Regulation 5050)

Revised: April 13, 2009

Revised: February 28, 2011

Revised: May 14, 2012

Revised: August 2015 (job titles only)

Revised: July 30, 2018

Revised: April 3, 2023

Formerly: 4230

BP/AP 2231 GRADE CHANGES

BP 2231 GRADE CHANGES

References: Education Code Sections 76224 and 76232 Title 5, Section 55025

The Chancellor shall implement procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not necessarily be limited to, the following:

- Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final.
- Procedures for students to challenge the correctness of a grade.
- The installation of security measures to protect grade records and grade storage systems from unauthorized access.
- Limitations on access to grade records and grade storage systems.
- Discipline for students or staff who are found to have gained access to grade records without proper authorization or to have changed grades without proper authorization.
- Notice to students, faculty, transfer institutions, accreditation agencies and law enforcement agencies if unauthorized access to grade records and grade storage systems is discovered to have occurred.

Also see BP 1825 titled Records Retention and Destruction, AP 2231 titled Grade Changes, and BP/AP 3040 titled Student Records.

Date Approved:

December 9, 2008 Formerly: 4231

AP 2231 GRADE CHANGES AND GRADE RECORDS SECURITY

References:

Education Code Sections 76224 and 76232; Title 5 Section 55025

The determination of the student's grade by the instructor is final. The instructor is the only person in the District authorized to access electronic student records to record or change a grade in the absence of a mistake, fraud, bad faith, or incompetency (per Education Code Section 76224). "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade and clerical errors. "Fraud" may include, but is not limited to, intentional inaccurate recording or the change of a grade by any person who gains access to grade records without authorization. For security purposes, instructors shall not give access information to any other District employees.

The removal or change of an incorrect grade from a student's record shall only be done pursuant to Education Code Section 76232 or by an alternative method that ensures that each student shall be afforded an objective and reasonable review of the requested grade change.

REQUESTS FOR GRADE CHANGES

A student will be encouraged to contact the faculty member and attempt, in good faith, to resolve the concern through the consultative process. If this does not resolve the request and a student still wants to request a grade change from the instructor, they will follow AP 3500[B] regarding Student Grievance Process for Instruction and Grade Related Matters.

If the procedure requires that a student first request a grade change from the instructor, provisions shall be made to allow another faculty member to substitute for the instructor if:

- The student has filed a discrimination complaint, which has been substantiated by an investigation conducted by the Department of Diversity, Equity & Compliance;
- The instructor is not available; or,
- The District determines that it is possible that there may have been gross misconduct by the original instructor.

In the case of fraud, bad faith, or incompetence, the final determination concerning removal or change of grade will be made by the College Chief Academic Officer, or designee, in consultation with the Academic Senate of the College, or designee.

In all cases, the instructor who first awarded the grade will be given written notice of the change.

Procedures for the correction of grades given in error shall include expunging the incorrect grade from the record.

The student has one year following the term in which the grade was recorded to initiate a request for change of grade. After the one year, the grade is no longer subject to change.

When grade changes are made in accordance with the District's policy on course repetition and academic renewal, appropriate annotations of any course repeated shall be entered on the student's permanent academic record in such a manner that all work remains legible, ensuring a true and complete academic history.

Students may file a grievance regarding the denial of a request for a grade change by following the grievance procedures outlined in AP 3500[A] Student Discipline Procedures.

Security of Grade Records

The District shall implement security measures for student records that assure no person may obtain access to student grade records without proper authorization. These measures shall be installed as part of any computerized grade data storage system.

The measures implemented by the District shall include, but not necessarily be limited to, password protection for all student grade data bases, locking mechanisms for computer stations from which student grade data bases can be viewed, and strict limits on the number of persons who are authorized to change student grades.

Persons authorized to change grades shall be designated by the Dean of Enrollment Services. No more than five District employees may be authorized to change student grades. Only regular full-time employees of the District may be authorized to change grades. Student workers shall not have access to grade records, and student workers may not change grades at any time.

The District shall implement security measures for student records that are consistent with BP/AP 2721.

Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the Vice President of Academic Affairs immediately. The Vice President of Academic Affairs shall immediately take steps to lock the grade storage system entirely while an investigation is conducted.

Whenever a grade is changed for any reason, corrected transcripts will be sent to any educational institution to which a student has transferred.

Any student or employee who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be subject to discipline in accordance with District policies and procedures.

Any person who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be reported to the appropriate law enforcement agency having jurisdiction over the college where the incident occurred.

Also see BP/AP 1825 Records Retention and Destruction; BP/AP 2230 Grading and Academic Record Symbols; BP/AP 3040 Student Records, Directory Information, and Privacy; and AP 3500[B] Student Grievances Process for Instruction and Grade Related Matters.

Office of Primary Responsibility: Vice Chancellor, Educational Services & Strategic Planning

Administrative Approval:

February 2, 2009 (Replaces RCCD Regulation 5050)

Revised: April 13, 2009

Revised: April 16, 2012

Revised: April, 2014 (job titles only)

Revised: August 2015 (job titles only)

Revised: April 3, 2023

Formerly: 4231

BP/AP 2235 CREDIT FOR PRIOR LEARNING

BP 2235 CREDIT FOR PRIOR LEARNING

Reference: Title 5 Section 55050

Credit may be earned by students who satisfactorily pass an assessment, which may include approved external standardized examinations, credit by examination, and the evaluation of Joint Services Transcripts (in the case of military service), student-created portfolios, industry credentials and experience, to be determined by faculty in the district-wide discipline. The Chancellor shall establish administrative procedures to implement this Board Policy in consultation with District Academic Senate.

Also see AP 2235 Credit for Prior Learning and AP 2236 Advanced Placement Credit.

Date Adopted:

"February 26, 2008

Revised: December 8, 2020

Formerly: 4235

AP 2235 CREDIT FOR PRIOR LEARNING

References: Education Code Section; 66025.71, 66700, 70901, Sections 70901 and 70902 Title 5 Sections 55002, 55023, 55021, 55025, 55052, 55052

Policies pertaining to Credit for Prior Learning (CPL) must be published in each College catalog of the District. The District must also review its Credit for Prior Learning policy every three years and report particular findings specified in Title 5 Section 55050 subdivision (l) to the California Community Colleges Chancellor's Office.

Students may demonstrate proficiency in a course eligible for Credit for Prior Learning and receive college credit through the approved alternative methods for awarding credit listed below:

- Achievement of a satisfactory score on an Advanced Placement (AP) examination
- Achievement of a satisfactory score on a high-level International Baccalaureate (IB) examination
- Achievement of a satisfactory score on the College Level Examination Program (CLEP)
- Evaluation of Joint Service Transcripts (JST)
- Achievement of an examination administered by other agencies approved by the District
- Evaluation of industry recognized credential documentation

- Evaluation of work-based learning
- Evaluation of student-created portfolios
- Satisfactory completion of an institutional examination, known as Credit by Examination, administered by the college in lieu of completion of an active course listed in the current college catalog
- High school articulation agreements
- Evaluation of noncredit or professional development learning

Course credit may be awarded to a student for prior learning only for individually identified courses with subject matter similar to that of the individual's prior learning, and only for a course listed in the home college catalog. Credit shall be applied as appropriate to the California Intersegmental General Education Transfer Curriculum, California State University General Education Breadth, and local community college general education requirements, or requirements for a student's chosen program. Award of credit may be applied to electives for students who do not require additional general education or program credits to meet their goals.

Eligibility for and Limitations on Credit for Prior Learning

- The student must be currently enrolled and in good standing in the District, and have completed not less than 12 units or 50% of certificate coursework at Riverside Community College District with an overall grade point average of at least 2.0 (C). This requirement does not apply to Advanced Placement and other approved standardized examinations.
- The student must have previously earned credit or noncredit from the District or be currently registered in the District
- The course(s) to be considered are listed in the current college Catalog of the student's home college
- The student is not currently or previously enrolled in the course(s) to be considered or challenged
- A maximum of 45 units may be granted for Credit for Prior Learning
- Students shall be given the opportunity to accept, decline, or appeal the determination of Credit for Prior Learning.
- Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence (or 50% of certificate coursework) required for an Associate degree.
- Credits acquired by examination are not applicable to meeting unit load requirements such as Selective Service deferment, Veterans, CalWORKS, EOPS (and other special programs), or Social Security benefits.
- Credit for Prior Learning may not be available for all course offerings and is contingent upon discipline curricular decisions as approved by the Office of Academic Affairs.

Credit For Prior Learning Grading Policy

- Grading shall be according to the regular grading system in accordance with Administrative Procedure 2230 Grading and Academic Record Symbols
- Students shall be offered a "Pass & No Pass" option, in accordance with Administrative Procedure 2230[A] Pass & No Pass Grading Option, if that option is ordinarily available for the course
- Students shall be given the opportunity to accept, decline, or appeal the grade assigned by the faculty, and in cases of Credit by Examination, pursuant to AP 2230 Grading and Academic Record Symbols and AP 2231 Grade Changes

Transcription of Credit for Prior Learning

- The student's academic record shall be clearly annotated to reflect that credit was earned by assessment of prior learning.

Advanced Placement (AP)

Students requesting Credit for Prior Learning using Advanced Placement (AP) shall receive credit for Advanced Placement examinations with a score of 3, 4 or 5 in specified subject areas. Advanced Placement subject credit is granted for the fulfillment of District programs only. Students who have successfully completed AP exams with satisfactory scores may earn credit towards GE and graduation requirements, IGETC, and CSU GE Breadth Certifications under the following circumstances:

- Official AP Scores must be on file in the Records Office
- Course credit and units granted for AP exams at Riverside City, Norco, and Moreno Valley Colleges may differ from course credit and units granted by a transfer institution.
- For CSU GE and IGETC certifications, AP unit and area credit is awarded as approved by the CSU and UC systems (see CSU GE and IGETC columns on the RCCD AP Credit Chart). This is not always the same area or units for CSU GE/IGETC certification as our own equivalent course would receive.

See RCCD AP Credit Chart in the college catalog for details and/or limitations.

International Baccalaureate (IB)

Students requesting Credit for Prior Learning using International Baccalaureate shall receive credit for completing a satisfactory score on a District approved highlevel International Baccalaureate (IB) examination under the following circumstances:

- Official IB transcripts must be on file in the Records Office
- The student achieved a minimum acceptable score on the IB examination as recommended by the District's IB equivalency guide

See RCCD IB Chart in the college catalog for details and/or limitations.

College Level Examination Program (CLEP)

Students requesting Credit for Prior Learning using the College Level Examination Program shall receive credit for completing a satisfactory score on a District-approved CLEP examination under the following circumstances:

- Official CLEP transcripts must be on file in the Records Office.
- The student achieved a minimum acceptable score on the CLEP examination as recommended by the District's CLEP Equivalency Guide.

See RCCD CLEP Chart in the college catalog for details and/or limitations.

Credit for Military Service/Training

Students interested in Credit for Prior Learning using Joint Service Transcripts shall receive credit as recommended by the American Council on Education (ACE) Military Guide and approved by the appropriate discipline faculty of the college under the following circumstances:

- The student shall complete the Credit for Prior Learning assessment application available in the Veterans Resource Center or the Admissions and Records office.
- Official transcripts must be on file in the Records Office. These may include Joint Services Transcript (JST), DANTES/USAFI, Defense Manpower Data Center (DMDC), DLPT Examinee Results, DA Form 330 Language Proficiency Questionnaire, or verified copies of DD214 or DD295 military records.
- Credit course equivalency shall be determined by the faculty of the appropriate discipline.

Industry Recognized Credentials

Students interested in Credit for Prior Learning using industry recognized credential(s), shall receive credit as recommended by the appropriate department chair or faculty designee. To determine eligibility, the student may meet with the department chair, faculty discipline designee or home college evaluations specialist to receive further instructions.

Work-based Learning and Experience

Students interested in Credit for Prior Learning based on work-based learning and experience shall receive credit as recommended by the appropriate department chair or faculty designee. To determine eligibility, the student may meet with the department chair, faculty discipline designee or home college evaluations specialist to receive further instructions.

Student-Created Portfolio Assessment

Students interested in Credit for Prior Learning using a student-created portfolio shall receive credit as recommended by the appropriate department chair or faculty designee. To determine eligibility, the student may meet with the department chair, faculty discipline designee or home college evaluations specialist to receive further instructions.

High School Articulated Courses

Students interested in Credit for Prior Learning using articulated high school courses shall receive credit for the successful completion of equivalent high school and/or regional occupational programs (ROP) coursework. See college catalog for details and Administrative Procedure (AP) 2050 ARTICULATION.

Noncredit or Professional Development Assessment

Students interested in Credit for Prior Learning based on completion of noncredit or professional development coursework shall receive credit as recommended by the appropriate department chair or faculty designee. To determine eligibility, the student may meet with the department chair, faculty discipline designee or home college evaluations specialist to receive further instructions.

Credit by Examination

Students may demonstrate that they have met the objectives of a course through personal study, work experience, foreign language proficiency, or some other process outside the conventional academic setting by receiving a passing grade on an examination administered by the appropriate instructional department/program. In addition to a passing examination grade, the Credit by Examination process may require the demonstration of other skills or the completion of assignments as determined by the by the appropriate instructional department/program.

The Department chair or faculty designee shall determine whether a student requesting Credit by Examination is sufficiently well prepared to warrant being given this opportunity. This determination is based upon a review of previous course work and/or experience. To determine eligibility, the student is encouraged to meet with the department chair or faculty discipline designee before submitting a Petition for Credit by Examination.

All steps must be completed in the order listed below for the Petition for Credit by Examination to be processed. The Petition for Credit by Examination must be completed prior to the end of the current semester or session. See college catalog for details. In certain cases, colleges may award course credit, in lieu of completion of a course, upon successful completion of an examination. The credit requested must be for a course listed in the college catalog and the examination must be administered by the appropriate departmental faculty. See college catalog for details.

The RCCD Credit by Examination Process

Students interested in Credit for Prior Learning using Credit by Examination shall receive credit as recommended by the appropriate department chair or faculty designee under the following circumstances:

- Student shall complete the Credit by Examination petition available online or in the Admissions and Records Office.
- Student meets with the department chair or faculty designee for further instructions for Credit by Examination.

- If the department chair or faculty designee determine the Credit by Examination assessment measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the recorded grade and forward to the Admissions and Records office to be kept on file and recorded on the student transcript. Completed exam materials must remain on file with the department/program for three years

Office of Primary Responsibility: Academic Affairs

Draft: 12/1/2020 (Replaces previous version of AP 2235 Credit by Examination.)

Revised: 08/01/2022

Revised: April 3, 2023

BP/AP 2240 ACADEMIC RENEWAL

BP 2240 ACADEMIC RENEWAL

Reference: Title 5 Sections 53200(b)3 and 55044

Previously recorded substandard academic performance may be disregarded if it is not reflective of a student's demonstrated ability. The Chancellor shall establish procedures that provide for academic renewal.

Date Adopted: April 22, 2008

Formerly: 4240

AP 2240 ACADEMIC RENEWAL

Reference: Title 5 Section 55046

Academic Renewal The Academic Renewal Procedure permits the alleviation of a student's previously recorded substandard academic performance which is not reflective of the student's present demonstrated ability and level of performance. As a consequence, Academic Renewal may gain for students the benefits of their current level of ability and performance and not permanently penalize them for poor performance in the past.

1. Therefore, within the regulations listed, Riverside Community College District may disregard particular previously recorded substandard work from a student's cumulative grade point average (GPA). Petitions are available online or in the Admissions offices of each respective college. Students may petition to have their academic record reviewed for academic renewal of substandard academic performance under the following conditions: twenty-four (24) units may be alleviated from a Riverside Community College District transcript; however, units taken from another college(s) cannot be alleviated.
2. Units alleviated may be requested for one or multiple academic terms in any combination.
3. A minimum of twelve (12) months must have elapsed since the most recent coursework to be alleviated was recorded.

4. A minimum of eighteen (18) units from any accredited college or university with a grade point average of 2.0 must have been completed subsequent to the last term to be disregarded in calculating the grade point average obtained at Riverside Community College District. If using coursework from another college or university, official transcripts from other colleges must be on file in the Admissions and Records Office.
5. Courses used in a previously awarded Associate Degree are exempt and cannot be alleviated.
6. Academic renewal may be granted only once and is irreversible once posted to the transcript.
7. Units alleviated will remain on the transcript and will be annotated appropriately but will not be calculated into the overall grade point average.
8. Academic renewal by Riverside Community College District does not guarantee that other institutions outside the District will approve such action. This determination will be made by the respective transfer institutions.
9. All alleviated unit totals will count as attempted units for financial aid purposes.
10. Only substandard grades (D, F, FW, NC and NP) can be alleviated.
11. Academic Renewal may be accomplished by submitting a petition online or to Admissions and Records at the student's home college.

Basic Skills Grade Alleviation

Pursuant to the following, a student may seek grade alleviation without course repetition for courses no longer offered when the substandard work occurred in a Basic Skills English, Mathematics, or ESL course that is part of a basic skills sequence leading to transfer-level English or transfer-level Math once the student has successfully passed the transfer-level course, regardless of the student's overall academic record since the semester in which the D, F, FW, NC and NP was earned.

- Students may immediately seek grade alleviation without course repetition under this scenario for substandard work in pre-transfer English, Math, or ESL courses in a sequence leading to transfer if a student received a grade of "C" or better or "P" in a transfer-level English, Math, or ESL course.
- Only a "C" or better in the transfer-level course in the same sequence is required to allow basic skills grade alleviation of the substandard grade.
- The requirements of a minimum 12 month time-lapse, 18 units completed, and one-time renewal request are waived for Basic Skills Grade Alleviation for courses no longer offered.
- Basic Skills Grade Alleviation will not be counted as part of the maximum 24 units allowed.
- All alleviated unit totals will count as attempted units for financial aid purposes. Procedures for petitioning for academic renewal shall be published in the current catalogs for each respective college.

No part of these procedures shall conflict with (a) Education Code, Section 76224, pertaining to the finality of grades assigned by instructors, or (b) Chapter 2.5 of Division of Title 5 (commencing with section 59020), pertaining to the retention and destruction of records, and particularly section 59023(c) relating to the permanency of certain student records.

Administrative Approval: April 27, 2009

Revised: April, 2014 (job titles only)

Revised: August 2015 (job titles only)

Revised: April 3, 2023

(Replaces RCCD Regulation 5050) Formerly: 4240

BP/AP 2250 - PROBATION, DISMISSAL, AND READMISSION

Updated Board Policies and Administrative Procedures

The Board Policies and Administrative Procedures listed below were updated after the publication of the catalog.

BP 2250 PROBATION, DISMISSAL, AND READMISSION

References: Education Code Section 70902(b)(3); Title 5 Sections 55030 - 55034

Probation

A student shall be placed on academic probation if he or she has attempted a minimum of 12 semester units of work and has a grade point average of less than a "C" (2.0).

A student shall be placed on progress probation if he or she has enrolled in a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of "F", "W", "FW", "I", "NC", and "NP" were recorded exceeds fifty percent.

A student who is placed on probation may submit an appeal in accordance with procedures to be established by the Chancellor.

A student on academic probation shall be removed from probation when the student's accumulated grade point average is 2.0 or higher. A student on progress probation shall be removed from probation when the percentage of units in the categories of "F", "W," "FW", "I", "NC", and "NP", drops below fifty percent.

Dismissal

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

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of "F", "W", "FW", "I", "NC", and "NP", are recorded in at least two consecutive semesters exceeds fifty percent.

A student who is subject to dismissal may submit a written appeal in compliance with administrative procedures. Dismissal may be postponed and the student continued on probation if the student is able to provide evidence that his/her personal and/or academic circumstances have changed in a positive manner.

Readmission

A student who has been dismissed may be reinstated after an absence of one semester. Readmission may be granted, denied or postponed according to criteria contained in administrative procedures.

The Chancellor shall develop procedures for the implementation of this policy that comply with the Title 5 requirements. Date Adopted: September 15, 2009 (Replaces RCCD Policy 6066) Revised: May 17, 2011 Formerly: 4250

AP 2250 PROBATION, DISMISSAL, AND READMISSION

References: Title 5 Sections 55031-55034

PROBATION

Standards for Probation

Riverside Community College District utilizes the following standards for evaluating satisfactory academic progress for all students:

Academic Probation: A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on academic probation if the student has earned a cumulative grade point average below 2.0 in all units which were graded on the basis of the RCCD grading scale.

Progress Probation: A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on progress probation when the cumulative percentage of all units in which a student has been enrolled and for which entries of "F", "FW", "W", "I", "NC" and "NP" are recorded reaches or exceeds 50%.

Except when approved for more units by a counselor, probationary students may enroll in no more than thirteen (13) units each fall and spring semester and no more than seven (7) units each winter and summer semester.

Notification of Probation

Each student is entitled to be notified of the student's academic difficulty and the availability of college support services before the student is dismissed. At the end of the respective semester in which the student meets the standards of Academic Probation or Progress Probation, a notice shall be sent informing the student of placement on Academic Probation or Progress Probation. The notification to the student will identify the type of probation (Academic or Progress), cover the significance of being on probation, and a description of the services available. Students on Academic and/or Progress Probation will be invited to attend a probation workshop prior to registration for the next regular term.

Removal from Probation

1. A student on Academic Probation and/or Progress Probation shall be removed from probation when the student's cumulative grade point average is 2.0 or higher and/or the percentage of units in the entries of "F", "FW", "W", "I", "NC" and "NP" drops below 50%.
2. A student who feels an error has been made in being placed on Academic and/or Progress Probation should make an appointment with the student's home college counselor, who will review the student's academic record and notify the Student Success and Support Program if an error has occurred.

DISMISSAL AND READMISSION

Standards for Dismissal

Academic Dismissal: A student who is on Academic Probation and/or Progress Probation shall be subject to Academic Dismissal if the student earned a cumulative grade point average of less than 2.0 in each of two consecutive full term (fall/spring) semesters of attendance which were graded on the basis of the RCCD grading scale. A notice shall be sent informing the student about being subject to dismissal.

Progress Dismissal: A student who has been placed on Academic and/or Progress Probation shall be subject to Progress Dismissal when the percentage of units in which the student has been enrolled for which entries of "F", "FW", "W", "I", "NC" and "NP" are recorded in at least two consecutive full-term (fall/spring) semesters reaches or exceeds 50%. A notice that the student is subject to dismissal will be sent to the student informing him/her/they that he/she/they is subject to dismissal.

Students failing to maintain satisfactory academic progress may be readmitted to the College under conditions specified as follows:

1. A student who is subject to dismissal has the right to appeal, and must meet with a counselor from the student's home college for a readmit contract.
2. A student must complete an Online Dismissal Workshop and meet with a counselor at the student's home college to develop a readmit contract as stated in the dismissal notification, according to the dates specified in the dismissal notification.
3. Readmitted students may enroll in no more than thirteen (13) units each fall and spring semester and no more than five (5) units each winter and summer semester until the student has achieved good standing.
4. A student who has been reinstated is subject to dismissal if the student does not pass all courses with a "C" or better.
5. Readmitted students who receive a "C" or better in all classes while on dismissal status may register for subsequent terms without renewing a readmit contract, but are bound to the terms of the original contract.
6. A student who is on a readmit contract and does not meet the terms of the contract will be dismissed for

the following term. The student may meet with the administrator of the Counseling department, or designee, to appeal the dismissal. If approved, readmission will be granted for a specific number of units.

Standards for Evaluating Appeals

Dismissal appeals will be reviewed and readmission may be granted by the college counselor taking into consideration, but not limited to the following circumstances:

- The student feels that an accident, illness, or other circumstances beyond the student's control, contributed to the student's academic standing.
- The student enrolls in a corrective program designed to assist the student in improving academic skills, such as obtaining academic counseling, tutoring, and/or limiting course load.
- When there is evidence of significant improvement in academic achievement such as improved GPA as a result of grade changes, fulfillment of incomplete courses, or academic renewal.

Notification of Dismissal

The Riverside Community College District shall make every reasonable effort to notify a student of Academic and/or Progress Dismissal status after academic standing is run but no later than the beginning of the next (fall/spring) semester.

The letter notifying the student of possible dismissal will cover, at a minimum, reference to this procedure, explanation of what dismissal means, procedure for reinstatement, and procedure to appeal the dismissal.

Removal from Dismissal

1. A student on academic or progress dismissal shall be removed from dismissal when the student's cumulative grade point average is 2.0 or higher and the percentage of units in the entries of "F", "FW", "W", "I", "NC" and "NP" drops below 50%.
2. A student who feels an error has been made in dismissal status should make an appointment with an academic or college counselor, who will review the student's academic record and notify the Student Success and Support Program if an error has occurred.

Appeal for Students Dismissed

If a student has not met the requirements of the readmit contract, the student will be dismissed for the following (fall/spring) semester. Notification will be sent in writing after academic standing is run but no later than the beginning of the next (fall/spring) semester.

A student has the right to appeal a proposed dismissal action if the student feels that facts exist that warrant an exception to the dismissal action. It is the student's responsibility to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted. Petitions will be reviewed by an administrator or designee. If a time limit is stated in the dismissal

notification and the student fails to appeal the dismissal, the student waives all future rights to appeal the dismissal action and the right to attend the semester in which the student was dismissed.

The decision of the administrative designee will be communicated to the student in person and/or in writing by the administrative designee. The designee will notify the student of its action within five (5) working days after meeting with the student and review of the student's appeal. The student may then appeal the decision of the administrative designee in writing to the Counseling Administrator within five (5) working days of the notification of the appeal. The decision of the Counseling Administrator is final.

Also see BP/AP 3500 Standards of Student Conduct, AP 3500[A] Student Discipline Procedures, and AP 3500[B] Student Grievance Process for Instruction and Grade Related Matters.

Office of Primary Responsibility: Vice Chancellor, Educational Services & Strategic Planning

Date Approved:

September 28, 2009 (Replaces RCCD Regulations 5050 and 6066) Revised: February 28, 2011

Revised: April, 2014 (job titles only)

Revised: August 2015 (job titles only)

Revised: April 3, 2023 Formerly: 4250

BP/AP 3130 - FINANCIAL AID

Updated Board Policies and Administrative Procedures

The Board Policies and Administrative Procedures listed below were updated after the publication of the catalog.

BP 3130 FINANCIAL AID

References: Education Code Sections 66021.6 and 76300; 20 U.S. Code Sections 1070 et seq.; 34 Code of Federal Regulations Part 668 (U.S. Department of Education Regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended); ACCJC Accreditation Standard III.D.15

A program of financial aid to students will be provided, which may include, but is not limited to, waivers, scholarships, grants, loans, or work and/or employment programs.

All financial aid programs will adhere to guidelines, procedures, and standards issued by the funding agency and will incorporate federal, state, institutional, and other applicable regulatory requirements.

The Chancellor shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV student aid programs.

Misrepresentation

Consistent with the applicable federal regulations for federal financial aid, the District shall not engage in “substantial misrepresentation” of 1) the nature of its educational program, 2) the nature of its financial charges, or 3) the employability of its graduates.

The Chancellor shall establish procedures for regularly reviewing the District’s websites and other informational materials for accuracy and completeness and for training District employees and vendors providing educational programs, marketing, advertising, recruiting or admissions services concerning the District’s educational programs, financial charges, and employment of graduates to assure compliance with this policy.

The Chancellor shall establish procedures wherein the District shall periodically monitor employees’ and vendors’ communications with prospective students and members of the public and take corrective action where needed.

This policy does not create a private cause of action against the District or any of its representatives or service providers. The District and its Board of Trustees do not waive any defenses or governmental immunities by enacting this policy.

Date Adopted: November 18, 2008

Revised: December 13, 2011

Revised: September 18, 2012

Revised: February, 2014 (references only)

Revised: June 16, 2015 (references only)

Revised: June 20, 2023 Formerly: 5130

AP 3130 FINANCIAL AID

References: Education Code Sections 66021.3, 66021.6, 66025.9, 69514, 76300, and 94912.5; Title 5 Sections 55031 and 58600 et seq.; 20 U.S. Code Sections 1070 et seq.; 34 Code of Federal Regulations Part 668 (U.S. Department of Education Regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended); ACCJC Accreditation Standard III.D.15

Information about the various financial aid programs offered to the students at the Riverside Community College District, will include all federal and state disclosure requirements such as application procedures and deadlines, student eligibility, payment procedures, overpayment recovery, accounting requirements and satisfactory progress; this information is located in the consumer guide or by hard copy in the office of Student Financial Services on any campus.

Financial Aid programs offered usually include:

- California College Promise Grant
- CalWORKS
- Federal Work-Study
- State Grants
- Federal Grants
- Federal Direct Student Loan Program
- Other College Resources

The College Chief Student Financial Services Officers and the College Chief Student Services Officers will continue to review processes and procedures and to ensure student access to appropriate financial services. Each College student financial services office will collaborate with other college student services departments to ensure accuracy in Title IV packaging.

The District's Office of Information Services is responsible for the programming and updating of the District's student information system financial aid modules and other software necessary to administer financial aid. Accounting Services and Finance are responsible for disbursing financial aid funds. The College Chief Enrollment Services Officers are responsible for maintaining the accuracy of the data to ensure the financial aid offices have the ability to meet all regulations.

Misrepresentation

Misrepresentation is defined as any false, erroneous, or misleading statement that the District, a representative of the District, or a service provider with which the District has contracted to provide educational programs, marketing, advertising, recruiting, or admissions services, makes directly or indirectly to a student, prospective student, a member of the public, an accrediting agency, a state agency, or the United States Department of Education.

A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. If a person to whom the misrepresentation was made could reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the misrepresentation would be substantial.

This procedure does not apply to statements by students through social media outlets or by vendors that are not providing covered services, as reflected herein.

Riverside Community College District California College Promise Grant

RCCD financial aid offices encourage all potential students who wish to apply for a California College Promise Grant pursuant to Education Code Section 76300 to complete and submit either a Free Application for Federal Student Aid or a California Dream Act application in lieu of completing the California College Promise Grant/Board of Governors Fee Waiver application.

All students participating in the Baccalaureate Degree Pilot Program must complete and submit either the Free Application for Federal Student Aid (FAFSA) or a California Dream Act application, as applicable, in lieu of completing the California College Promise Grant/Board of Governors Fee Waiver application for determination of eligibility for the California College Promise Grant/Board of Governors Fee Waiver.

Loss of Eligibility for California College Promise Grant

A student shall become ineligible for a California College Promise Grant if the student is placed on academic or progress probation, or any combination thereof, for two consecutive

primary terms. Loss of eligibility shall become effective at the first registration opportunity after such determination is made.

The District shall notify the students of their placement on academic or progress probation no later than thirty days following the end of the term that resulted in the student's placement on probation. The notification must clearly state that two consecutive primary terms of probation will lead to a loss of the California College Promise Grant until the student is no longer on probation. The notification must also advise students about the available student support services to assist them in maintaining eligibility.

The District shall adopt, prominently display, and disseminate policies ensuring that students are advised about the student support services available to assist them in maintaining and reestablishing California College Promise Grant eligibility. Dissemination includes, but is not limited to, information provided in college catalogs and class schedules.

The District shall establish written procedures by which a student may appeal the loss of a California College Promise Grant due to extenuating circumstances, or when a student with a disability applied for, but did not receive, a reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances that might include documented changes in the student's economic situation or evidence that the student was unable to obtain essential student support services. Extenuating circumstances also includes special consideration of the specific factors associated with Veterans, CalWORKS, EOPS, and DSPS student status.

Foster Youth shall not be subject to loss of a California College Promise Grant due to placement on academic or progress probation. This exemption for Foster Youth is effective until the date specified in Education Code Section 66025.9 (c).

Office of Primary Responsibility: Student Financial Services

Administrative Approval: June 15, 2009

Revised: January 23, 2012

Revised: February, 2014 (references only)

Revised: June 10, 2016 Revised: January 12, 2023

Revised: April 3, 2023 Formerly: 5130