ADMISSIONS AND COLLEGE REGULATIONS

ADMISSIONS REQUIREMENTS

ELIGIBILITY FOR ADMISSION

All persons 18 years of age or older who can profit from instruction are eligible for admission, either as a California resident or nonresident. Anyone under 18 years of age who is a high school graduate or has been awarded a GED or California High School Proficiency Certificate may also enroll.

HIGH SCHOOL STUDENTS

In accordance with California Education Code regulations, high school students may enroll as special part-time students. Enrollment must be recommended by their principal, with parental consent and approval by the Associate Vice Chancellor of Admissions and Student Services. Units earned will be granted as college credit. It is the high school’s prerogative to grant high school credit for courses taken from the Peralta Colleges. Resident and nonresident students enrolled under this program are exempt from paying the California Community College Enrollment Fee and Campus Center Use Fee. Nonresident students enrolling in classes for high school credit are exempt from paying Nonresident Tuition.

RESIDENCE REQUIREMENTS

A person must have lived continuously in California for at least one year immediately preceding the residence determination date to be considered a resident for tuition purposes. Evidence must also be provided to indicate that the person has intent to make California his/her permanent home. The residence of an unmarried minor is that of the parents or legal guardian. The residence determination date is the day before a term begins for which the person is applying for admission.

It is the student’s responsibility to clearly demonstrate both physical presence in California and intent to establish California residence.

NONRESIDENT STUDENTS

Students who are not legal residents of California for one year prior to the first day of the term will be charged Nonresident Tuition in addition to the California Community College Enrollment Fee and Campus Center Use Fee. Nonresidents who are both citizens and residents of a foreign country also pay a Capital Outlay Fee. Information regarding tuition and refunds is found in the “Fees” section of the Catalog.

High school students admitted on a part-time basis on the recommendation of their principal are exempt from paying Nonresident Tuition, if they enroll in courses for high school credit.

NONRESIDENT FEE EXEMPTION

Nonresident students who meet the following criteria are exempt from nonresident and capital outlay fees:

1. The student must have attended a California high school for three years or more.
2. The student must have graduated from a California high school or attained the equivalent (e.g., GED or proficiency exam).
3. The student must file an affidavit with the college that indicates the student has applied for legalization or will apply as soon as he or she is eligible, IF and only if, the student is without lawful immigration status.

MILITARY RESIDENCE EXEMPTION

Nonresident U.S. military personnel on active duty in California (except those assigned for educational purposes to state-supported institutions for higher education) and their dependents are granted a waiver of Nonresident Tuition until they are discharged from military service. Their dependents are granted a waiver for a period of one year from the date they enter California. Upon expiration of the waivers, evidence must be provided as to the date the student surrendered his/her out-of-state residence to become a resident of California. The student will be classified as a nonresident and charged Nonresident Tuition until one year has elapsed since the out-of-state residence was surrendered.
**MATRICULATION PROCEDURES**

**MATRICULATION (STUDENT SUCCESS PROGRAM)**

Matriculation is a state-mandated program/process which brings the College’s staff and resources into a PARTNERSHIP with students to ensure their educational success.

Merritt College agrees to provide an organized process of: admission, orientation, assessment, counseling and/or advising, and the monitoring of students’ progress through follow-up activities.

The students agree to declare a specific educational objective within a reasonable length of time, complete a Student Educational Plan, attend classes regularly, complete assigned coursework, and maintain satisfactory progress toward the achievement of their educational goal.

All students, except those exempted on the basis of locally-established criteria (see Exemption from Matriculation) are expected to complete the State’s matriculation requirements. The five components of matriculation that students will participate in are:

1. **Admission** – completing an admission application which will provide the college with information about the student’s educational plans and career goals.

2. **Assessment** – participating in an assessment session which measures student’s current skill levels in reading, writing, and mathematics. The scores are used for advising students in selecting the appropriate level of courses.

3. **Orientation** – attending an "Orientation to College" session. Students are provided important information on how to succeed in college by acquainting them with the college’s facilities, rules, policies and procedures; its supportive services and special programs, and course expectations and other academic procedures.

4. **Counseling and Advisement** – meeting with a counselor to identify and develop the student’s individual educational goal and select appropriate level courses.

5. **Follow-Up** – participating in other follow-up support services. Special efforts will be made to assist:
   a. “undecided” students identify an educational or career goal;
   b. students who are enrolled in precollegiate basic skills courses; and
   c. students who have been placed on progress and/or academic probation.

Students with physical, visual, communication, or learning disabilities who require special assistance to participate in the assessment or other parts of the Orientation/Assessment/Advising process should contact either the Disabled Students Programs and Services Office located in Building P, Room 300, at (510) 436-2429; or the Assessment Center located in Building L, Room 105, at (510) 436-2562.

**Important Notes**: There is no charge for assessment, orientation, or counseling sessions. No children can attend. All students are welcome to participate in any aspect of this program. Appointments are required.

Student Success Program activities are conducted periodically throughout the school year.

**EXEMPTION FROM MATRICULATION**

Students may be exempt from the matriculation process under the following conditions:

1. Student has earned an Associate or higher degree from an accredited institution; or
2. Student is enrolled in fewer than 12 units and has declared one of the following educational objectives:
   • Discover/formulate career interests, plans, goals; or
   • Prepare for a new career (acquire job skills); or
   • Advance in current job/career (update job skills); or
   • Maintain certificate or license (e.g. Nursing, Real Estate); or
   • Educational enrichment (intellectual, cultural); or
   • Complete credits for high school diploma.

**Note**: All students may participate in any of the matriculation components, even though they qualify for exemption.
**EXEMPTION FROM ASSESSMENT COMPONENT ONLY**

Students meeting at least one of the following conditions shall be exempt from the assessment requirement:

1. Student has successfully completed (grade “C” or higher) college-level English and mathematics courses (transcript or grade report required);
   or
2. Student has, within the last three (3) years, taken an assessment test that can be used by Peralta staff to determine suitable placement in English and mathematics.

**NOTE:** STUDENTS CLAIMING AN EXEMPTION MUST FILE A WAIVER FORM.

**“MATRICULACIÓN” (PROGRAMA DE ÉXITO ESTUDIANTIL)**

La matriculación es un programa y una serie de procedimientos impuestos por el Estado mediante los cuales el personal y los recursos del College, en CONJUNTO SOCIAL con los estudiantes, aseguran el éxito de éstos en sus estudios.

Merritt College se compromete a organizar el proceso de: ingreso, orientación, evaluación y/o consejería, al estudiante, además de darle un chequeo contínuo al progreso logrado por el estudiante.

Por su parte, los estudiantes se comprometen a establecer una meta educacional específica dentro de un plazo razonable de tiempo; completar un Plan Educativo del Estudiante; asistir a las clases con regularidad; completar las tareas asignadas; y avanzar satisfactoriamente hacia los objetivos educacionales que se han propuesto.

Todos los estudiantes, excepto aquellos eximidos en función de criterios establecidos localmente (ver en la lista de cursos las condiciones de exención), deben cumplir con los requisitos de matriculación impuestos por el Estado.

La matriculación en la que participarán los estudiantes incluirá los siguientes cinco elementos:

1. **Ingreso** – llenar una solicitud de ingreso con información sobre los planes educacionales del estudiante y sus metas profesionales.

2. **Orientación** – asistir a una sesión de orientación del College. A los estudiantes se les dará información importante sobre cómo lograr que sus estudios sean exitosos. Se les informará de las instalaciones del centro educativo, sus reglas, normas y procedimientos; los servicios de apoyo y los programas especiales con que cuenta; sus programas educativos, lo que se espera de los estudiantes en las asignaturas, y otros procedimientos académicos.

3. **Evaluación** – participar en una sesión de evaluación donde se medirá el nivel actual de destreza del estudiante en lectura, escritura y matemática. Los resultados obtenidos servirán para ayudar a los estudiantes a seleccionar los cursos más apropiados.

4. **Consejería** – reunión con un consejero para identificar y desarrollar las metas particulares del estudiante y seleccionar los cursos adecuados a esas metas.

5. **Seguimiento** – participar en otros servicios de apoyo al estudiante. Se realizarán esfuerzos especiales para ayudar:
   a. a los estudiantes "indecisos" a identificar una meta educacional o profesional;
   b. a los estudiantes inscritos en cursos preuniversitarios de habilidades básicas; y
   c. a estudiantes en períodos de prueba en cuanto a su progreso y/o desempeño académico.

Los estudiantes con incapacidad física, visual, de comunicación o aprendizaje que requieran ayuda especial para participar en la evaluación o otras partes del proceso de orientación/evaluación/consejería, deberán comunicarse por adelantado, o con del Centro de Recursos para Estudiantes Incapacitados, en Edificio P, Sala 300, o llame al (510) 436-2429 o (510) 434-3881 (V/TDD), o el Centro de Evaluación al (510) 436-2562.

**Nota Importante:** No se cobra por las sesiones de evaluación, orientación o consejería. No se permite la presencia de niños. A todos los estudiantes se les invita a participar en cualquiera de los aspectos de este programa, pero se requiere cita previa.

Durante todo el año escolar el Programa de Éxito Estudiantil celebrará actividades periódicas. Para averiguar cuales procedimientos y actividades están programados, en qué fecha y a qué horas, vea el Plan de Clases semestral, o llame al (510) 436-2475 o 436-2562.
Admissions Procedures

Applicants must file a written application for admission on a form obtained from the college’s Admissions and Records Office. A separate application must be filed for entrance into the Nursing and Radiologic Technology programs.

Admission for International Students

Special regulations govern the admission of foreign students. These students should contact the Office of International Education for applications and admissions information at (510) 466-7380 or by fax at (510) 465-3257. The office is located next to the Peralta Community College District main office at 333 East Eighth Street, Oakland, CA 94606.

Admission for Veterans

The Merritt College Veterans’ Affairs Office, located in Building P, Room 300, was established to help process V.A. Educational Benefit paperwork and to coordinate with other campus services.

New students should contact the office at least two months prior to the term they plan to attend to initiate required paperwork. Continuing students should check in at the Veterans Affairs’ Office at least one month prior to the next term of attendance to complete any paperwork that might be required for continuous VA payment. In addition, all recipients must confirm their classes with the Veterans Affairs Office after completion of registration, and once again the week before exams begin. All material submitted to the Veterans Administration takes approximately two months for processing through the Regional Office in Muskogee, Oklahoma.

This institution will conduct an evaluation of previous education and training, grant appropriate credit, shorten the veteran’s or eligible person’s duration of course study proportionately, and notify the VA and student, accordingly.

After completing 12 units at Merritt, a veteran may apply for evaluation of military service experience for college credit. A copy of the veteran’s DD214 separation paper should be submitted at the Admissions and Records Office. Credit granted for military service is based on A Guide to the Evaluation of Educational Experiences in the Armed Services, published by the American Council on Education.

For additional information, please refer to the Veterans’ Student Handbook, or call (510) 436-2574.

Assessment and Testing

The assessment process is a combination of counseling, evaluating prior school transcripts, testing, and identification of career and educational goals—all designed to facilitate student success. Assessment testing is required for all students planning to enroll in certain courses (e.g., English, math, ESL, etc.) Students who have achieved satisfactory ACT (American College Test) or SAT (Scholastic Aptitude Test) scores or who have tested at another community college, should see a counselor for a recommendation for class placement. Students who have earned an AA degree (or higher) should also consult with a counselor.

New students are encouraged to take the assessment test before enrolling in classes. New and continuing students should refer to the current Schedule of Classes for test dates or contact the Counseling Office located in Building P, Room 300 or phone (510) 436-2475. Students with special testing needs must sign up in advance for testing in the Disabled Students Programs and Services Office in Building P, Room 300; call (510) 436-2429 for information.

Orientation and Advising

All first-time and other interested students are strongly encouraged to participate in an orientation and advising session, Learning Resources 200, for which one-half unit of credit is earned. College programs, services, and facilities will be explained and interested students will be directed to student activities and to leadership opportunities. Counseling staff will assist students with course selections.

Enrollment

Following admission and the assessment/orientation and advising sessions, enrollment materials and an approved permit to enroll are required by the Admissions and Records Office to complete the enrollment process.

Change of Classes

The last day to add term-length classes is published in the calendar of the current Schedule of Classes. After the specified date, only short-term or open-enrollment classes may be added.

Transcripts

It is the applicant’s responsibility to have official high school records and official transcripts of all work attempted, completed,
or in progress at ALL other accredited colleges forwarded directly to the Merritt College’s Admissions and Records Office.

**FOLLOW-UP COUNSELING**

All new students are encouraged to meet with their counselors at least once during their first semester. This session helps students with goal setting, selection of a major, career exploration, and the completion of an educational plan. Students are encouraged to make an appointment early in the semester.

**FEES**

**CALIFORNIA COMMUNITY COLLEGE ENROLLMENT FEE**

All students are required to pay a California Community College Enrollment Fee. The fee is $11 per semester unit (subject to change) which is collected at the time of enrollment into classes.

High school students admitted on a part-time basis upon recommendation of their principal are exempt from paying the enrollment fee.

**ENROLLMENT FEE ASSISTANCE**

The Board of Governors Enrollment Fee Waiver (BOGW) is available to assist students who are unable to pay the enrollment fee. Eligibility requirements for these programs have been established by the California Community Colleges Board of Governors. Information on this program is available at the Financial Aid Office.

The enrollment fee is waived for high school students enrolled part-time with their principal's permission and for students enrolled in any Apprenticeship program.

**NONRESIDENT TUITION**

Students who are not legal residents of California for one year prior to the first day of the term will be charged Nonresident Tuition at the rate of $175 (subject to change) per semester unit. Nonresident students must pay Nonresident Tuition in addition to the California Community College Enrollment Fee and Campus Center Use Fee.

High school students admitted on a part-time basis on the recommendation of their principal are exempt from paying Nonresident Tuition, if they enroll in courses for high school credit.

**NONRESIDENT CAPITAL OUTLAY FEE**

Nonresident students who are both citizens and residents of a foreign country will be charged a Nonresident Capital Outlay Fee in addition to the Nonresident Tuition, California Community College Enrollment Fee, and the Campus Center Use Fee. The Nonresident Capital Outlay fee is $7.00 per semester unit (subject to change) with a maximum of $219.00 per year.

**CAMPUS CENTER USE FEE**

In addition to the California Community College Enrollment Fee, there will be a Campus Center Use Fee of $2 for each semester, to be collected at the time of enrollment. This fee is also collected from Nonresident students. High school students admitted on a part-time basis on the recommendation of their principal are exempt from paying the Campus Center Use Fee. No Campus Center Use Fee is collected for Summer Session or for off-campus classes.

**PARKING FEES**

There is a parking fee of $.50 per day for students or visitors who park a vehicle on campus. A parking permit may be purchased for $20.00 per semester or $10 for summer session (motorcycle permits are $10 per semester or $5 for summer session) from the Cashier's Office in Building Q, Room 215.

**RETURNED-CHECK FEE**

There will be a $10.00 charge on checks returned to the college.

**OTHER EXPENSES**

Students should have adequate funds at the beginning of the semester to pay for books and enrollment fees.

Students may be charged for overdue or lost library books, pamphlets, and periodicals. Certain courses and programs require the purchase of supplies and/or equipment. Field courses and field trips may require personal transportation.

For further information about fees and the financial aid/scholarships available, stop by the Counseling or Financial Aid Offices in Building P, Room 300.
**TRANSCRIPT FEE**

Official transcripts are mailed directly to other educational institutions upon written request by the student. There is a $4.00 charge for each "official" transcript after the first two (2) copies, which will be without charge. Transcripts made for student use are classified "unofficial" and there is no charge. Students must clear all financial obligations due the College before transcripts are mailed. Applications for a transcript should be made well in advance of the time when the record will be needed. Unofficial transcripts are also available on the Peralta Colleges web site at: www.peralta.cc.ca.us.

**ENROLLMENT FEE REFUND POLICY**

**Class Cancellations**

The enrollment fee will be fully refunded if an action of the college (e.g., class cancellation) prevents a student from attending class. A student may, upon request, obtain a refund up to the end of the following term in which the refund was due. After that time the student will not be eligible for the refund.

**Full-Term Classes**

A student who cancels his/her registration prior to the first day of instruction, or who officially withdraws from all classes on or before the last day to drop classes and is eligible for a refund, as shown in the current Schedule of Classes, shall be entitled to a full refund, less a $10 processing fee.

A student who officially completes a change of program on or before the last day to drop classes and is eligible for a refund, and as a result, reduces the number of units in which he/she is enrolled, is entitled to a refund if the change places that student in a different enrollment fee category. Such a student shall not be subject to the processing fee.

If a student pays an enrollment fee of $10 or less and cancels his/her registration or withdraws from all classes before the deadline, the processing fee shall equal the enrollment fee.

No refund of the enrollment fee will be made to any student who withdraws from classes after the last day to drop classes.

Members of an active or reserve military unit who receive orders compelling a withdrawal from courses, may, upon petition, receive a full refund of the enrollment fee unless academic credit is awarded.

**Short-Term and Open-Entry/Open-Exit Classes**

A student enrolled in a short-term or open-entry/open-exit class will receive a 100 percent refund if he/she officially withdraws on or before the first class meeting. A student enrolled in a short-term or open-entry/open-exit class will not receive a refund if he/she officially withdraws after the first class meeting.

**Variable-Unit Classes**

No refund shall be made for variable units not earned by the student.

**NONRESIDENT TUITION AND CAPITAL OUTLAY FEE REFUND POLICY**

A 100 percent refund of nonresident tuition and capital outlay fee will be made for any class which is canceled by the college or for any class from which the student withdraws before the first day of instruction in the semester according to the academic calendar.

A 90 percent refund of the units dropped will be made through the last day to add classes upon the student’s official withdrawal from any class after the semester begins.

A 50 percent refund of nonresident tuition and capital outlay fee will be made upon the student’s official withdrawal from classes after the last day to add a class and prior to Census Day in any term, as indicated in the college calendar.

No refund will be made to any student on or after Census Day of the term.

**NONPAYMENT OF FEES AND OTHER OBLIGATIONS**

The college, under appropriate rules and regulations, will withhold grades, transcripts, diplomas and registration privileges, or any combination thereof, from any student or former student who fails to pay the enrollment fee or nonresident tuition. Grades, transcripts and diplomas will be withheld from students or former students who fail to pay loans, other fees or obligations which have been properly charged to him/her.
Merritt College provides financial assistance to those students whose family’s support and personal resources are insufficient to meet educational expenses. The amount of financial assistance is based on demonstrated financial need.

The financial aid programs include scholarships, grants, and part-time employment. Through one or any combination of these resources, the college makes every effort to assist needy and qualified students. The amount of financial aid granted to a student is determined by the availability of funds, the extent of the student’s need, and his/her academic performance or promise.

ABILITY TO BENEFIT

In order to qualify for financial aid, any person who has not earned a high school diploma, or has not received a satisfactory General Education Diploma (GED) test score, or has not passed a high school proficiency test, needs to demonstrate evidence of the ability to benefit from college instruction by passing an exam designed for that purpose.

To meet the ability-to-benefit requirement, Merritt College administers the Wonderlic test. A schedule of test dates and times is posted in the Financial Aid and Counseling Offices. Students needing the Wonderlic test must sign up at the Financial Aid Office.

The following descriptions of Merritt’s financial aid programs are only a brief summary. Further information, applications, and specific deadline information are available from the Financial Aid Office in Building P, Room 339.

SCHOLARSHIPS

Scholarships based on merit or financial need, or a combination of both, are offered to students by community organizations, parents’ employers, labor unions, churches, service organizations, and national foundations. These scholarships will be announced as they are made available to the college.

GRANTS

Grants are funds that do not have to be repaid. The amount a student receives is based on need and is determined by an authorized need-analysis system.

Federal Pell Grants – The federally-sponsored Pell Grant program is designed to guarantee the low and middle-income students who are eligible for aid, financial access to the college of their choice. Pell Grants are intended to be the base upon which all other aid is built. The Pell Grant amount ranges from $400 to $3,713 in the 2003-2004 academic year.

Federal Supplemental Educational Opportunity Grant (FSEOG) – The federal FSEOG program is designed to supplement other sources of financial aid for students with financial need. SEOG grants range from $200 to $4,000 a year. Students enrolled at least half-time at a participating school or college may be eligible to receive a FSEOG grant.

Extended Opportunity Programs and Services (EOPS) – Merritt’s EOPS program is a state-funded program which provides EOPS grants and educational services to students. It is available to students who are from families of low and modest incomes, and because of cultural, economic and educational factors would not ordinarily attend college.

California Grants – The State of California, through the Student Aid Commission, sponsors Cal Grants A, B and C. To qualify for a Cal Grant, a student must be a California resident attending an eligible school or college in California. Awards are based on financial need and academic achievement. Applications for these grants are usually available during the month of January for the next academic year.

Cal Grant A is for students attending a four-year institution. This grant may be held for you while attending Merritt College.

Cal Grant B is for community college students who have completed less than one semester full-time, or 16 units of part-time college courses.

Cal Grant C is for full-time students in a vocational program who demonstrate financial need.

Board of Governors Grant (BOGG) – The California Community Colleges through the Chancellor’s Office sponsors the Board of Governors Grant. This grant will pay all enrollment fees, but not the $2.00 Campus Center Use Fee. To be eligible for a BOGG, a student must be a California resident and meet one of the following criteria:

a. Be a recipient of public assistance; or
b. Meet designated income standards; or
c. Be eligible for federal and/or state need-based financial aid.
**Bureau of Indian Affairs Grant** – The Bureau of Indian Affairs (BIA) provides grants to help eligible Native American students meet their college costs. The amounts of the grants vary according to the financial need of the student and the funds available from the student’s area BIA agency.

**EMPLOYMENT**

**Federal Work Study (FWS)** – The Federal Work-Study Program, which is subsidized by the federal government, helps needy students earn their way through college and often gain valuable work experience. Employment may be on campus or with nonprofit organizations off campus. A student may work a maximum of 20 hours per week during school. Students are paid the minimum wage or higher.

**REQUIREMENTS FOR FINANCIAL AID**

To be eligible to receive financial aid, a student must be enrolled in an eligible program working towards a degree, certificate, or transfer courses, and meet one of the following requirements:

- Be a U.S. citizen or eligible noncitizen; or
- Be a U.S. permanent resident who has a I-130 or I-821 (Alien Registration Receipt Card); or
- Be a permanent resident of the Trust Territory of the Pacific Islands; or
- Be a permanent resident of the Commonwealth of the Northern Mariana Islands.

If none of the above apply, the student must have one of the following documents from the U.S. Immigration and Naturalization Service: I-94 with one of the following endorsements:

- "Adjustment Applicant," or
- "Refugee," or
- "Conditional Entrant," or
- "Indefinite Parole," or
- "Official statement that student has been granted asylum in the U.S."

Students in the U.S. on an F1 or F2 Student Visa or J1 or J2 Exchange Visitors Visas, L1 or G series Visas (pertaining to international organizations) cannot receive financial aid unless they have an I-94 with one of the endorsements listed above.

**ELIGIBILITY POLICIES**

1. Financial Aid awards are contingent upon eligibility and availability of funds. For this reason, it is possible to be eligible for some financial aid programs and not receive aid.

2. Students and their families are expected to make a maximum effort to assist with college expenses. Financial Aid is only assistance, not subsistence. For this reason, students on financial aid are expected to provide a reasonable part of the total amount required to meet college costs.

3. The college shall take into account the financial support which should be expected from income, assets, earnings and other resources available. All factors affecting a family’s financial strength will be considered for dependent students and self-supporting students.

4. Merritt students may take courses at other Peralta Colleges that are not available at Merritt. However, Merritt would be the parent institution for the academic year, and the student must take a minimum of one unit at Merritt each term.

5. The amount of the disbursement will be determined by the total number of units a student is currently taking in all the Peralta Colleges.

**SATISFACTORY ACADEMIC PROGRESS POLICY**

In accordance with federal, state and college regulations, a student receiving financial assistance must be making measurable progress towards completion of his/her course of study in order to continue receiving financial assistance.

When a student has completed 90 semester units at any of the Peralta Colleges, he/she must petition to be considered for additional aid.

For further information regarding this policy, check with the Financial Aid Office in Building P, Room 300, or call (510) 436-2465.
### Grading Policy

<table>
<thead>
<tr>
<th>Grade</th>
<th>Pts</th>
<th>Definition</th>
<th>Repeat Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
<td>Excellent.</td>
<td>Repeat not permitted.</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
<td>Good.</td>
<td>Repeat not permitted.</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
<td>Satisfactory.</td>
<td>Repeat not permitted.</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
<td>Passing, but grade less than satisfactory.</td>
<td>Repeat permitted.</td>
</tr>
<tr>
<td>CR</td>
<td>0</td>
<td>Credit, grade at least satisfactory.</td>
<td>Repeat not permitted.</td>
</tr>
<tr>
<td>NC</td>
<td>0</td>
<td>No Credit, student did not fulfill the requirements.</td>
<td>Repeat permitted.</td>
</tr>
<tr>
<td>W</td>
<td>0</td>
<td>Withdrawal.</td>
<td>Repeat permitted.</td>
</tr>
<tr>
<td>MW</td>
<td>0</td>
<td>Military Withdrawal.</td>
<td>Repeat permitted.</td>
</tr>
<tr>
<td>I</td>
<td>0</td>
<td>Incomplete.</td>
<td>Repeat not permitted.</td>
</tr>
<tr>
<td>IP</td>
<td>0</td>
<td>In Progress.</td>
<td>Repeat permitted.</td>
</tr>
<tr>
<td>RD</td>
<td>0</td>
<td>Report Delayed.</td>
<td>Repeat not permitted.</td>
</tr>
</tbody>
</table>

### Grade-Point Average

The cumulative grade-point average (GPA) is computed by dividing the total number of units a student has attempted into the total number of grade points the student has earned.

The grade-point average is determined by the following formula: Total grade points earned, divided by total semester units attempted = GPA.

**Example:**

A student who earns 5 units of “A,” 4 units of “B,” 3 units of “C,” 2 units of “D,” and 2 units of “CR” would compute the GPA as follows:

<table>
<thead>
<tr>
<th>Attempted</th>
<th>Completed</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 units</td>
<td>5 units</td>
<td>A x 5 = 20</td>
</tr>
<tr>
<td>4 units</td>
<td>4 units</td>
<td>B x 4 = 12</td>
</tr>
<tr>
<td>3 units</td>
<td>3 units</td>
<td>C x 3 = 6</td>
</tr>
<tr>
<td>2 units</td>
<td>2 units</td>
<td>D x 2 = 2</td>
</tr>
<tr>
<td>0 units*</td>
<td>2 units</td>
<td>CR x 2 = 0</td>
</tr>
<tr>
<td>14 units</td>
<td>16 units</td>
<td>40 earned</td>
</tr>
</tbody>
</table>

*Units for which a grade of “W,” “MW,” “CR,” “NC,” or “I” was assigned are not counted in units attempted.

**Conversion of quarter units to semester units** used by all colleges and universities who are on the semester system is as follows:

Divide quarter units by 1.5 to determine the equivalent unit value in terms of semester units. For example, three quarter units of work equals two semester units. The student may consult a counselor if in doubt about the conversion of units accumulated under the quarter system.

### Grade Change

Evaluation through grading is the sole responsibility of each instructor. The instructor’s grades are **final**. Once submitted, grades are not subject to change except by the instructor.

A grade can be changed only where evidence is presented that a clerical error was involved. No grade will be changed later than four (4) years after the semester in which the grade was assigned.
FURTHER DEFINITIONS AND PROCEDURES

SYMBOL DEFINITIONS:

I  INCOMPLETE

Academic work which is incomplete 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. Conditions for removal of the “I” shall be stated by the instructor in a written record which shall contain the conditions for removal of the “I” and the grade assigned in lieu of its removal. This record must be given to the student, and a copy filed with the District's Office of Admissions and Records 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. This final grade assigned can include an "F" grade.

The “I” may be made up no later than one year following the end of the term in which it was assigned. A time extension beyond one year, but not to exceed one semester, may be granted by petition. The “I” symbol shall not be used in calculating units attempted, or for grade points.

W  WITHDRAWAL

A withdrawal reported to the Admissions and Records Office during the first four weeks of instruction (or thirty percent of instruction for the summer session and short-term courses) shall not be noted on the student’s academic record.

A “W” symbol can be awarded any student between the end of the fourth week of instruction and the end of the fourteenth week of instruction (or between 30 to 75 percent of instruction under the quarter system, summer session, intersession, and short-term courses).

The academic record of a student who has not withdrawn from class or been dropped by an instructor within the time allowed by this policy must reflect a grade other than “W” as awarded by the instructor. The “W” symbol shall not be used for academic probation, but only for progress probation.

It is the student’s responsibility to drop a class. Drop cards are available in the Admissions and Records Office, Building P, Room 300; the Office of Instruction, Building Q, Room 300; or from any counselor’s office. Students must then deliver the drop cards to Admissions and Records. New and continuing students may also use the telephone enrollment system to drop classes up to the last day to drop.

MW  MILITARY WITHDRAWAL

The “MW” symbol shall be assigned only for students who are members of an active or reserve military unit and who receive orders compelling a withdrawal from courses. Upon verification of orders, the “MW” symbol may be given in lieu of a grade at any time. The “MW” shall not be counted in determining progress probation or in calculating grade points for dismissal.

IP  IN PROGRESS

The “IP” symbol shall be used to indicate that the course extends beyond the normal end of an academic term. It indicates that work is “in progress,” but that assignment of a grade must await its completion. The “IP” symbol shall remain on the student’s permanent record in order to satisfy enrollment documentation. The appropriate grade and unit credit shall be assigned and appear on the student’s record for the term in which the course is completed. The “IP” symbol shall not be used in calculating grade point averages.

RD  REPORT DELAYED

The “RD” symbol may be assigned by the District Dean of Admissions and Records only. 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 temporary. This temporary symbol shall not be used in calculating grade point averages and shall be replaced by a permanent grade as soon as possible.

CHANGE OF CLASSES

The last day to add term-length classes is published in the calendar of the current Schedule of Classes. After the specified date, only short-term or open-enrollment classes may be added.

REPEATED COURSES

The following criteria applies to courses which may be repeated:

1. Students may repeat a course for which the grading symbol of “D,” “F,” “NC,” “IP,” “W,” or “MW” has been recorded. Upon successful repetition of a “D” or “F” graded course, the student may petition that the original grade, units, and grade points not be computed in the cumulative GPA. Students should be advised that this is a procedure of the Peralta Community College District and may NOT reflect procedures of four-year institutions.
2. State regulations restrict the number of courses that can be repeated for credit, and the number of times they can be repeated. Courses that have been approved for repetition for credit are listed in the Class Schedule and the College Catalog.

3. The District may determine that a student may repeat courses because there has been a significant lapse of time since the student previously took the course.

4. Certain activity, performance, and skill courses have been designated as repeatable courses and are identified in the catalog’s course descriptions. State law will not allow a student to repeat such courses more than three times. For example, a student cannot accumulate units for more than four tennis classes.

5. Courses offered through the Disabled Students Program (DSP&S) may be repeated for an unlimited number of times based on the following:
   a. Need for adequate preparation for other courses;
   b. Enhanced learning and continuing success in academic areas.

**OPEN CLASSES**

It is the policy of the Peralta Community College District that, unless specifically exempted by statute, every course, course section or class, the average attendance of which is to be reported for state aid, wherever offered and maintained by the District, shall be fully opened to enrollment and participation by any person who has been admitted to the College and who meets such prerequisites as may be established pursuant to Chapter II, Division 2, Part VI, Title 5 of the California Administrative Code, commencing with Section 51820.

**STUDENT STUDY LOAD**

In order to complete an Associate in Arts or Associate in Science Degree at one of the Peralta Colleges in two years, an average study load of 15 units per semester is advised. For college purposes, a full-time student is one who is carrying 12 or more units.

**ENROLLMENT IN CONFLICTING CLASSES**

Students are NOT permitted to enroll in classes with conflicting or overlapping meeting times.

**EXCESS UNITS**

Students may not enroll in more than 18 units at the Peralta Colleges without prior approval. Counselor approval is required for enrollment in a combined total of 18.5-21.5 units per semester at all Peralta Colleges. Enrollment in 22-25 units per semester requires the approval of the Vice President of Student Services. Under no circumstances will approval be granted beyond 25 units. The maximum load for summer session is 10 units.

**CREDIT FROM OTHER INSTITUTIONS**

Merritt College accepts credit for all lower-division, degree-applicable courses completed at other collegiate institutions that have been accredited by a regional accrediting body. Consult a counselor for a preliminary evaluation of course equivalents.

**COOPERATIVE EDUCATION**

This is a program that provides opportunities for students to alternate periods of academic study with periods of study-related or career-oriented employment. Each program is conducted with a working agreement between the student, the employing agency, and the college. Cooperative education is a plan which integrates classroom study and on-the-job experience to orient the student to the world of work through a wide range of occupations. It offers an opportunity to explore aptitudes and interests before graduation.

**INDEPENDENT STUDY POLICY**

Special courses are offered under course number 49 which permit the student to explore in depth an area or problem of his/her choice not covered by regular catalog offerings. The student must meet prerequisites as outlined by individual departments. Enrollment in an independent study course requires prior consent of a supervising instructor, the Department Chairperson, the Division Dean, and the Vice President of Instruction. The required Independent Study form, with an outline of the project and written approval, must be submitted prior to the end of the second week of the semester to the Office of Instruction.

Participation in the independent study program is limited to one course per semester regardless of the category in which the course falls. A maximum of five (5) units can be earned in any one discipline, regardless of the number of repeats.
CREDIT FOR MILITARY EXPERIENCE

Recommendations of the American Council on Education are considered in allowing credit for military experience or for courses taken during military service. Veterans must submit to the Admissions and Records Office discharge and other official papers verifying courses completed. These units of credit will be applied toward elective units and will not be counted toward the student’s Associate Degree General Education or major requirements.

Completion of a minimum of one year’s active duty with the armed forces of the United States with an honorable discharge provides six semester elective units toward the Associate Degree.

CREDIT/NO-CREDIT GRADING POLICY

In designated courses students may elect to take the course on a credit/no-credit basis rather than receive a letter grade. This decision must be made prior to the fourth week of instruction (30% of instruction for summer session and short-term classes). Upon successful completion of a credit/no-credit graded course, the student earns the specified number of units and the record will show “CR” (which indicates a “C” grade or better). If the student’s work is unsatisfactory, the record will show “NC” (which indicates a “D” grade or below).

All courses listed in the Announcement of Courses section of the catalog fall into one of three categories:

1. Courses that may be taken either for a letter grade or on a credit/no-credit basis. These courses are listed with a “+” symbol.

2. Courses that may be taken for credit/no-credit only. These courses are listed with a “++” symbol.

3. Courses that may be taken for a letter grade only. These courses do not have a symbol by the listing.

A student may not repeat a course in which a grade of “CR” was earned. The designation credit/no-credit (“CR/NC”) may not be changed to a letter grade.

Students planning to transfer to four-year institutions are cautioned that in most cases courses in which a grade of “CR” was earned will not be counted toward their major. Furthermore, limitations are imposed on the number of units of “CR” that will be counted toward a Bachelor’s Degree. The student should consult the catalog of the transfer institution for more specific information on this subject.

CREDIT BY EXAMINATION

A registered student who is in good standing (not on probation) and who has completed six semester units at Merritt may request by petition to take an equivalency examination in certain designated courses. A listing is available in the Admissions and Records Office. The petition, which may be obtained in the Admissions and Records Office, must be accompanied by documentation of substantial prior experience in the content of the course. Final determination of eligibility to challenge a course by examination is made by the division involved.

Students earning a satisfactory score on the course equivalency examination specified by a department may earn the unit credit allotted for the course as determined by the department.

Credit by examination may be accrued by a student up to a maximum of 15 semester units. Units earned will be recorded on a student’s record as “CR” or a letter grade, as determined by the division and grading policy. Units earned through this procedure are not treated as part of a student’s study load and therefore are not considered for veterans’ benefits, the 12-unit residency, financial aid, athletic eligibility, or similar purposes.

For additional details, students may contact the Admissions and Records office at (510) 436-2487 or (510) 466-7368.

ACADEMIC RECOGNITION – HONOR ROLL

Students are honored by being placed on the Vice President's list who have completed 12 or more units with a semester grade-point average (GPA) of 3.25 or better.

The honor status GPA is computed on the basis of units attempted and completed District-wide. The student's honor status is assigned to the college where the majority of units were completed. Note: Units awarded in “CR” graded classes are not counted in the GPA calculation.

ACADEMIC RECOGNITION - ASSOCIATE DEGREE HONORS

Students who receive the Associate Degree are graduated “With Honors” if they have an overall cumulative grade-point average of 3.25 to 3.49. Those with an overall cumulative grade-point average of 3.50 to 3.74 are graduated “With High Honors” and
those with 3.75 to 4.0 are graduated “With Highest Honors.” (All lower-division units from regionally accredited degree-granting institutions outside of Peralta District Colleges are included in the GPA calculation.)

The honor status GPA is computed on the basis of units attempted and completed District-wide, excluding non-Associate degree courses numbered 250-299, 348, and non-credit courses numbered 400-699. The student's honor status is assigned to the college awarding the Associate Degree.

**Advanced Placement Policy**

The Peralta Community College District is a participant in the Advanced Placement Program of the College Entrance Examination Board. Advanced Placement (AP) credit will be granted in the Peralta Community College District according to the following policies:

1. Students must be enrolled in the Peralta Community College District in order to apply for AP Credit.

2. Students are not required to have completed any specific number of units in the Peralta Community College District prior to applying for the AP Credit.

3. Students will be granted credit for AP scores of three (3), four (4) or five (5) in specific subject areas (refer to the list at the end of the policy section).

4. Students will receive units of credit and grades of Credit (CR) on the Peralta transcript.

5. Units earned by AP examinations will be used to meet Certificate and Associate Degree requirements.

6. Units earned by AP examinations will be used towards CSU General Education Breadth certification (partial or full), according to the CSU approved list (refer to the list at the end of the policy section).

7. Units earned by AP examinations may be used to meet Intersegmental General Education Transfer Curriculum (IGETC) requirements, with the exception of Critical Thinking – English Composition and Oral Communication requirements (Areas 1B and 1C). **Credits earned by a score of 3 or higher on a designated AP examination can be applied when recognized by the college as equivalent to approved IGETC courses.** Each individual AP examination can clear one course only.

8. Units of AP credit may not be used to satisfy financial aid, veterans or EOPS eligibility criteria regarding enrollment status.

9. Units of AP credit may not be used to satisfy the College’s twelve (12) unit residency requirement.

**Note:**

1. Some four-year institutions (e.g., out of state) may not accept AP credit.

2. The applicability and quantity of AP credits granted toward major or baccalaureate degree requirements continues to be determined by the individual CSU and UC campuses.

**Advanced Placement Procedures**

Students wishing to apply for AP credit should:

1. Obtain a Petition for AP Credit from the Admissions and Records Office.

2. Attach official copies of AP score reports from the College Board or an official copy of the high school transcript (if it reports Advanced Placement Examinations).

3. Take completed Petition and supporting documentation to a counselor for review.
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<th>APEXAM</th>
<th>SCORE</th>
<th>PCCD COURSE</th>
<th>UNITS</th>
<th>CSU-GE</th>
<th>UNITS</th>
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<td>N/A</td>
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<td>Physics 4A</td>
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<tr>
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<td>Area 2</td>
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**Note:** Students wishing to receive credit for AP examinations not on this list should obtain a petition from the Admissions and Records Office and submit it to the Vice President of Instruction at the student’s home campus. These requests will be evaluated on a case-by-case basis.
PREREQUISITES, COREQUISITES, AND RECOMMENDED PREPARATION

The Peralta Community College District has established certain prerequisite, corequisites, and recommended preparation (advisory) for courses and programs in a manner consistent with law and good practice. The District and college believe that these requirements are necessary for students’ academic success. Students who do not meet these requirements are highly unlikely to receive a satisfactory grade in the course. Students may not officially enroll in a course without the appropriate prerequisite, corequisite, or equivalent preparation. Students may enroll in a course without the recommended preparation, but are advised they might not derive as much benefit from instruction as they would have if they had satisfied the recommended preparation.

PREREQUISITE means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. A prerequisite represents a set of skills or a body of knowledge that a student must possess prior to enrollment and without which the student is highly unlikely to succeed in the course or program. Students will not be permitted to enroll in such courses and programs without the appropriate prerequisite. A prerequisite course must be completed with a satisfactory grade (A, B, C, CR).

COREQUISITE means a condition of enrollment consisting of a course that a student is required to take simultaneously in order to enroll in another course. A corequisite represents a set of skills or a body of knowledge that a student must acquire through concurrent enrollment in another course and without which the student is highly unlikely to succeed. Students must concurrently enroll in the corequisite course.

RECOMMENDED PREPARATION (ADVISORY) means a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program. Recommended preparation represents a set of skills or a body of knowledge which enable a student to achieve a greater depth or breadth of knowledge of course material, but without which the student is still likely to succeed in a course or program.

If a student has not met the prerequisite or corequisite, the student will be temporarily enrolled in the course until the last day to add the class. The student’s enrollment in the class will become official if the student files a successful challenge. The student will be given ample time to provide proof that he/she has met the prerequisite or corequisite or to complete the waiver process for the prerequisite or corequisite, at which time he/she will be officially enrolled. There are three options for students who do not meet course prerequisites:

- Petition for Prerequisite/Corequisite Equivalency
- Petition for Prerequisite/Corequisite Substitution
- Prerequisite/Corequisite Challenge

PETITION FOR PREREQUISITE/Corequisite Equivalency

The District will maintain a list of courses offered at other colleges or universities that satisfy the District’s prerequisites. A student who has taken one of these equivalent courses at another college or university may bring a transcript showing successful completion of the course to the Admissions and Records Office, Counseling Office, or Division Office and complete a Prerequisite/Corequisite Equivalency form. Upon verification the student will be officially enrolled in the course.

PREREQUISITE/Corequisite Substitution

If the course does not appear on the pre-approved list, the student will have to complete a Petition for Prerequisite/Corequisite Substitution with the appropriate written documentation attached (course outline and transcript). If, upon review by the Department Chair, Division Dean, and/or Vice President of Instruction, the course is determined to be an equivalent prerequisite, the student will be officially enrolled in the course.

PREREQUISITE/Corequisite Challenge

If a student desires to challenge the prerequisite or corequisite, he/she must file a Petition for Prerequisite/Corequisite Challenge with appropriate documentation in the Office of the Vice President of Instruction or Office of the Vice President of Student Services.

Grounds for challenge shall include at least one of the following:

1. The student has acquired through work or life experiences the skills and knowledge that is presupposed in terms of the course or program for which it is established.

2. The student has not yet been allowed to enroll due to limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students, and would be delayed by a semester or more in attaining the degree or certificate specified in his or her Student Educational Plan.
3. The student demonstrates that he or she does not pose a threat to himself or herself or others in a course which has a prerequisite established to protect health and safety.

4. The prerequisite is not necessary and appropriate for success in the course and has not been established in accordance with the District’s process for establishing prerequisites and corequisites.

5. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.

6. The student will be subject to undue delay in attaining the goal in his or her educational plan because the prerequisite or corequisite course has not been made reasonably available.

A challenge will be resolved by the appropriate staff within five (5) working days. If the challenge is upheld, the student will be officially enrolled in the course. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term, and if the challenge is upheld, the student shall be permitted to enroll if space is available when the student enrolls for the subsequent term. If the challenge is not upheld, the student will be notified in writing that he/she has been dropped from the course. The student shall bear the initial burden of showing that grounds exist for the challenge.

**Attendance Policies**

Attendance is expected at every meeting of all courses in which students are enrolled.

1. Instructors may drop a student from class if the number of absences during a semester exceeds the number of times the class meets in two weeks, unless there are extenuating circumstances warranting special consideration by the instructor.

2. All instructors shall drop students who do not attend class by Census Day if the student has not contacted the instructor with an explanation satisfactory to the instructor as to why he/she has not attended. All drops must be recorded on the Census Roster and Instructors’ Class Records.

3. It is the student’s responsibility to drop from classes, with two exceptions: (1) Instructor’s are to drop students on the Census Roster; and (2) Instructors are to drop students on the Attendance Verification Roster. Instructors will no longer indicate drop dates on rosters or submit Drop Cards for students.

4. The instructor’s decision to drop a student for not meeting the attendance requirements of the class is **FINAL**. At the beginning of each semester every instructor will distribute a written statement of the attendance and grading policies, including the circumstances under which grades will be assigned.

5. A leave of absence may be requested for a limited period to cover illness, hospitalization, or acute emergencies. A request for such leaves should be made directly to the instructor by contacting the instructor in person, by telephone, or by written communication.

6. Responsibility for making up work missed because of absence rests with the student.

7. District policy limits attendance in classes to those who are officially enrolled in the class.

**Auditing Classes**

Peralta Board Policy does NOT permit students to audit classes. Class attendance is limited to students who are officially enrolled.

**Withdrawal from Classes/College**

A student may withdraw from the college at any time through the 14th week of the semester. It is the responsibility of the student to make their withdrawal official through the Admissions and Records Office.

Students who do not officially withdraw may receive an “F” grade.

**Academic Good Standing**

To remain in good academic standing, a student must maintain a cumulative grade-point average of 2.0 or higher. Students who have a cumulative grade-point average of less than 2.0 will be considered scholastically deficient.
PROBATION

ACADEMIC PROBATION: A student who has attempted at least 12 semester units and has a cumulative GPA of less than 2.0 for all Peralta District colleges shall be placed on Academic Probation. Such a student shall receive special counseling, including consideration of possible reduction of his/her study load. A student who has a cumulative grade point average of less than 2.0 at the end of any term, either semester or summer session, shall be placed on probation during the following term of attendance and shall remain on probation until his/her cumulative grade-point average is 2.0 or higher.

A veteran or eligible person who remains on probation for a grade-point deficiency below a 2.0 cumulative GPA beyond two semesters, will have his/her veteran's benefits discontinued and any further certification of benefits terminated.

PROGRESS PROBATION: A student who has enrolled in a total of at least 12 semester units as indicated on the total academic record for all Peralta Colleges shall be placed on Progress Probation when the percentage of all units in which the student has enrolled and for which entries of “W,” “I,” and “NC” are recorded reaches at least 50 percent of all grades recorded.

The Office of the Vice President of Student Services will notify the student by mail when he/she has been placed on Academic and/or Progress Probation.

STANDARDS FOR DISMISSAL

A student on Academic Probation shall be subject to dismissal if the student earned a cumulative grade-point average of less than 1.75 in all units attempted in each of three consecutive semesters. Summer session and regular intersessions shall be considered a semester.

A student placed on Progress Probation shall be subject to dismissal if the percentage of units in which the student has been enrolled reaches or exceeds 50 percent in at least three consecutive semester for which the entries of “W,” “I,” and “NC” are recorded.

A student who has received an academic dismissal will be required to remain out of college one semester. Such student may return on probationary status after one semester but must enroll in the College Success Strategies course. This course is a 1-unit, 9-week course designed to provide students with techniques in enhancing the student’s chances for success in college.

Appeals of dismissal and requests for reinstatement are handled by the Vice President of Student Services. Circumstances that might warrant exceptions to the standards for dismissal should be referred to the Vice President for evaluation.

A student on Academic Probation is removed from probation and acquires good standing when the student’s cumulative grade-point average is 2.0 or higher. A student on Progress Probation is removed from probation and placed in good-standing status when the percentage of units with entries of “W”, “I,” and “NC” drops below 50 percent.

ACADEMIC RENEWAL POLICY

A maximum of two semesters or a maximum of 24 semester units of course work at all Peralta Colleges which has been legally petitioned may be alleviated and disregarded in the computation of cumulative grade-point averages under the following conditions:

a. A period of one year must have elapsed since the work to be alleviated was completed;

b. The student has requested the action formally and has presented evidence that work completed in the term (s) under consideration is substandard and not representative of present scholastic ability and level of performance;

c. The student has completed at all Peralta Colleges, 15 semester units with a 2.5 GPA or better since the most recent work to be disregarded was completed. Work completed at an institution outside the Peralta District cannot be used to satisfy this requirement.

PLEASE NOTE: When course work is forgiven, the permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history. Veterans who request alleviation of substandard academic performance may be required to reimburse the V.A. for changes in these benefits.

Forms for filing under this policy may be obtained from the Merritt College Admissions and Records Office.
ACCESS TO EDUCATION RECORDS

In conformance with requirements established by the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380, as amended) and regulations in Title V of the California Administrative Code, Chapter 6, Article 6, Merritt College hereby provides notice of procedures and policies regarding student access to education records maintained by and at the college. The college’s procedures and policies must, of course, remain subject to any further modification made necessary or appropriate as a result of subsequent legislation or regulations. Questions regarding the legislation and Merritt’s guidelines should be addressed to the Vice President of Student Services. Copies of the act and the regulations are available for review in that office.

The purpose of the Act, as it applies to Merritt College, is two-fold:

1. To give present or former Merritt students access to their individual education records maintained at the college.

2. To protect such student’s rights to privacy by limiting the transfer of their records without their consent.

The legislation states that an institution is not required to grant access to students to certain materials, including:

1. Information provided by a student’s parents relating to applications for financial aid or scholarships.

2. Information related to a student compiled by a Merritt College employee that:
   a. Is appropriate for such officer or employee’s performance of his or her responsibility;
   b. Remains in the sole possession of the maker thereof;
   c. Is comprised of medical, psychiatric, or similar records which are used solely in connection with treatment purposes and only available to recognized professionals or paraprofessionals in connection with such treatment (provided, however, that a physician or other professional of the student’s choice may review such records);
   d. Is maintained by a law enforcement unit which is necessary and appropriate to enable such law enforcement unit to carry out its duties and responsibilities as required by law or as may be assigned by the District; and that such law enforcement unit personnel do not have access to other student records; and providing such information is kept apart from other student records and maintained solely for law enforcement purposes and is available only to other law enforcement officials of the same jurisdiction.

As provided by this legislation, students may voluntarily waive their rights of access to confidential recommendations on or after January 1, 1975, in three areas – admissions, job placement, and receipt of awards. Under no circumstances, however, can a student be required to waive this right.

The legislation also states that the parent or legal guardian of a dependent student, as defined for federal income-tax purposes, has a right to information about his or her child without the college having to seek the student’s consent. Thus, upon the written request of a parent or legal guardian of a dependent student, the college will honor this right to the extent that it is required by law.

As provided by the Act, the college retains the right to publish at its discretion the following categories of information with respect to each student presently or previously attending the college: the student’s name, address, telephone listing, date and place of birth, field of study, class schedule, participation in officially recognized activities and sports, weight and height (if members of athletic teams), dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended by the student. Students have a right to inform the college within a reasonable period of time that any or all of this “directory information” should not be released without his or her prior consent. Merritt College has not published an “Information Directory” and should one be compiled in the future, a public notice of intent will be provided.

The legislation further identifies exceptions to the written consent of release of records. Access shall be permitted to the following:

1. Officials and employees of the college or district, provided that any such person has a legitimate educational interest to inspect a record.

2. Federal or state education officials or the County Superintendent of Education or their designee, or the United States Office for Civil Rights, where such information is necessary to audit or evaluate a state or federally-funded program or pursuant to a federal or state law.
3. Other state and local officials to the extent that information is specifically required to be reported pursuant to state law.

4. Parents of a student who is a dependent as defined in Section 152 of the U.S. Internal Revenue Code of 1954.

5. Information concerning a student shall be furnished in compliance with a court order.

Access may be permitted to the following:

1. Appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons.

2. Officials and employees of other public or private schools systems, including local, county or state correctional facilities where education programs are provided, where the student has been enrolled, intends to enroll, or is directed to enroll, subject to the rights of students as provided in Section 25430.7 of the Education Code and set forth in Article 5 of this chapter.

3. Agencies or organizations in connection with a student’s application for, or receipt of, financial aid.

4. Accrediting associations carrying accrediting functions.

5. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs and improving instruction, provided:

   a. such studies are conducted in such a manner as will not permit personal identification of students or their parents by persons other than representatives of such organizations, and

   b. such information will be destroyed when no longer needed for the purpose for which it is conducted.

It should be noted that the scope of records maintained for students may vary greatly depending on individual circumstances. In some cases student files do not contain many of the types of records that the college keeps on file.

Students seeking to challenge the accuracy of materials in their educational records will be requested to state the basis for their challenge in writing to the Vice President of Student Services. The Vice President will conduct an informal review of the records with the student and inform the student of his or her rights along with procedures for correcting any inappropriate entries.

Finally, the legislation requires that a written record (log) be kept with the education records of each student indicating all parties outside the college who have requested or obtained access to the records. As noted previously, the legislation does not require the student’s prior consent to the release of such files or information to Merritt College faculty or administrators who have a legitimate educational interest in seeing the material, or to certain other persons, agencies, and organizations specified above. Access and release forms are available in the Admissions and Records Office. Any questions regarding the legislation or the college’s procedures and policies should be directed to the Vice President of Student Services.