

## ADMISSION PROCEDURES

### ADMISSION AND REGISTRATION

The college year is divided into three primary sessions: fall semester, spring semester (including spring intersession) and summer session. Courses offered during the various sessions are similar in scope and maintain equivalent standards. The same requirements for admission, enrollment and graduation apply to all students, regardless of time of day or period of the year they attend classes. The college library, laboratories, and other facilities are available throughout each session.

#### Scholastic Requirements for Admission

Students who are high school graduates or equivalent, or who are over 18 years of age and can profit from the instruction offered, may attend Grossmont College.

#### Admission Procedures: General

Students should observe the following admission procedures:

1. File an application online ([www.grossmont.edu](http://www.grossmont.edu)).
2. Have official transcripts on file from all colleges attended. An official transcript is one that has been sent directly to the office of Admissions and Records from the issuing institution. Transcripts submitted previously by applicants who never enrolled are kept on file for two years.
  - Grossmont College accepts credit only from institutions accredited by one of the six regional accrediting associations.
  - Veterans receiving benefits must submit all transcripts from previous colleges.
3. Fill out the online Assessment/Placement Questionnaire through WebAdvisor which is recommended for students who plan to take an English or math class, or to enter a degree, certificate or transfer program. Students who have completed an English and math class at another college may receive placement by presenting transcripts to the Counseling Center or by submitting an Online Placement/Prerequisite Clearance Form. All new students are encouraged to evaluate their present skill levels by filling out the Assessment/Placement Questionnaire. This information is used to assist students in appropriate course selection. The Assessment/Placement Questionnaire is not used to bar admission to Grossmont College.
4. Arrange for an orientation and program advisement appointment.
5. Complete formal registration as scheduled (course selection and fee payment).

#### Residency Information

Each student enrolled or applying for admission to any California community college will provide information and evidence of residence as deemed necessary by the district Governing Board to determine residence classification. Guidelines for determining residence are outlined in the California Administrative and Education Codes. Falsification of residency information may result in admission to the college being denied.

The determination of a student's classification will be made in accordance with the provisions of these policies and the residence determination date for the semester or session for which the student proposes to attend any community college. The following is a summary of residency guidelines and is by no means complete. Changes may have been made in the statutes and regulations since the time this catalog was published. For more information, contact the Residency Specialist in the Admissions and Records Office.

### I. Resident Classification

- A. A "resident" is a student who has been both physically present, and has shown intent to make the State of California his/her residence for more than one year immediately preceding the residence determination date (Section 54020 of Title 5 of the California Administrative Code). At Grossmont College the "residence determination date" is the day immediately preceding the first day of instruction of the semester or term to which the student seeks admission.
- B. A "non-resident" is a student who has not been either physically present or shown intent to make the State of California his/her residence for more than one year immediately preceding the residence determination date. Students so classified, unless they qualify under one or more of the exceptions later enumerated, will be required to pay a tuition charge as established by the Grossmont-Cuyamaca Community College District Governing Board.

### II. Determination of Residence

- A. **Residence.** The following rules are used to determine place of residence. Each student must provide appropriate documentation.
  1. The "residency determination date" is one year and one day prior to the beginning of the semester. Every person by law has a residence. A person can have only one residence. There is only **one** residency determination date per semester.
  2. To be eligible for resident classification, you must have established and maintained permanent residence in California at least one full year prior to the residency determination date.
  3. Residence is defined where one remains when not called elsewhere for labor or other special or temporary purposes, and to which one returns in seasons of repose.
  4. Residency of students between the ages of 18 and 19 on the residency determination date will be based on the residency status of the parent they are living with, or have most recently lived with. Between the ages of 18 and 19 the student is considered to be establishing their own residency, with the one-year waiting period starting on their 18th birthday.
  5. A residency can be changed only by the union of physical presence and intent.
  6. A person who wants to clear his or her residency for a current semester must do so during the semester, and not after the semester is over.
  7. A person cannot establish residency in California by simply attending school in California and demonstrate no actions of 'intent'.
  8. Conduct **consistent** with attaining California residency includes getting a California driver's license, registering your car in California, registering to vote in California, filing California resident tax form, maintaining an active bank account in California and maintaining permanent residence in the state.
  9. Conduct **inconsistent** with a claim for California residency includes getting or maintaining a driver's license and/or vehicle registration in another state, attending an out-of-state institution as a resident of that state, declaring non-residence for California income tax purposes, being claimed as a dependent by your out of state parent, being a petitioner for a divorce or lawsuit as a resident in another state, attending an out of state school as a resident of that state, or maintaining ties to your previous state of residence.

**B. Adults.** Persons 18 years of age or older may establish residence in accordance with Section A and C (6).

**C. Minors.** Persons under 18 years of age may establish residence in accordance with the following:

1. A married minor may establish his/her own residence.
2. If the parents are separated permanently, the residence of the minor is the residence of the parent with whom the minor lives.
3. If both parents are deceased and there is no court-appointed guardian, the minor may establish his/her own residence.
4. The residence of an unmarried minor who has a parent living cannot be changed by his or her own act, by the appointment of a legal guardian or by relinquishment of a parent's right of control, unless the minor qualifies for the two-year care and control or the self-support exception.
5. When applicable, a student who has not been an adult for a full year (those under 19 years of age) immediately preceding the "residence determination date" for the semester, or term, may combine time as a resident minor with time as a resident adult to establish the one year California "resident" requirement.
6. A student who is a minor and resides with either the father or mother (or both) may be classified as a resident of California if the parent (or parents) with whom the minor lives has had a legal residence in California for more than one year prior to the "residence determination date." This determination is made whether or not the minor has resided with the parent (or parents) for one day, one month or one year. The determining factor is whether the parent with whom the minor lives is a legal resident of California.

**D. Exceptions.**

1. A student who is a minor and remains in California after "resident" parents establish residence elsewhere, may retain residency until the minor has attained majority or long enough to establish legal residence, so long as continuous attendance is maintained with at least 12 units at an institution. Nothing in this section will require attendance during summer intersession or any term beyond the normal academic year.
2. The student classified as a "non-resident" shall not obtain "resident" classification as a result of maintaining continuous attendance at an institution without meeting the other requirements of obtaining such classification.
3. A minor student who has been entirely self-supporting and actually present in California for more than one year immediately preceding the "residence determination date," with the intention of acquiring a residence therein, shall be entitled to "resident" classification until the student has resided in the state the minimum time necessary to become a resident.
4. A person who is a natural or adopted child, stepchild or spouse, who is a dependent of a member of the armed forces of the United States stationed in California on active duty, shall be waived from paying nonresident tuition during the first year he/she resides in California or until he/she has resided in California the minimum time necessary to become a resident. This exception requires that the member of the armed forces be stationed within California,

or has been transferred to a place outside the continental United States directly from a California duty assignment. After two years have elapsed, the student is subject to reclassification according to the policies stated in this section.

5. A person who is a member of the armed forces of the United States stationed in California on active duty, except a member of the armed forces assigned for educational purposes to state-supported institutions of higher education, shall be waived from paying nonresident tuition for the entire period he/she is stationed on active duty in California.
6. A person who was a member of the armed forces stationed in California on active duty for more than one year immediately prior to being discharged, shall be waived from paying nonresident tuition for up to two years for the time he/she lives in California after being discharged. This three year waiver after the discharge date allows the time necessary to establish residence. After two years have elapsed, the student is subject to reclassification according to the policies stated in this section. A veteran who was discharged or released from at least 90 days of active service less than three years before the date of enrollment in a course commencing on or after July 1, 2015, and his/her dependents, regardless of the veteran's state of residence are entitled to resident classification.

**Changes for VACA (Veteran's Choice Access Act 2015)**

In September, 2018 the VACA Act was further amended by Pub.L. No 115-251 to add a new category of "covered individuals" eligible for an exemption to nonresident tuition. The new category includes individuals eligible for rehabilitation under 38 U.S. Code § 3102 pursuing a course of education with education assistance from the Training and Rehabilitation for Veterans with Service-Connected Disabilities (Chapter 31) education benefits program. This change is effective for courses provided during a quarter, semester, or term beginning after March 1, 2019. Currently this does not apply to dependents.

**New Category of Covered Individuals in VACA**

For purposes of this section, "Armed Forces of the United States" means the Air Force, Army, Coast Guard, Marine Corps, Navy, and the reserve components of each of those forces, the California Army National Guard, the California State Military Reserve, and the California Naval Militia. (AB3255)

If that member of the Armed Forces of the United States who is in attendance at an institution is thereafter transferred on military orders to a place outside this state where the member continues to serve in the Armed Forces of the United States, he or she shall not lose his or her resident classification so long as he or she remains continuously enrolled at that institution.

7. A student who is an adult alien will be entitled to "resident" classification if the student has been lawfully admitted to the United States for permanent residence, provided that the student has had residence in the State of California for more than one year after such admission prior to the "residence determination date" for the term for which the student proposed to attend the institution.
8. A student who is a minor alien will be entitled to "resident" classification if both the student and the student's parents have been lawfully admitted to the United States for permanent residence, provided that the parents have had residence in the state for

more than one year after such admission prior to the "residence determination date" for the term for which the student proposes to attend an institution. Education code section 68075.6 grants an immediate nonresident tuition fee exemption to eligible Special Immigrant Visa holders and refugee students who settled in California upon entering the U.S. This exemption is granted for one year from the date the student settled in California upon entering the U.S. This exemption applies to the following: (AB343)

Iraqi citizens or nationals and the spouses and children who were employed by or on behalf of the U.S. Government in Iraq. (Pub.L. No.110-181,1244)

Afghan and Iraqi translators (and their spouses and children) who worked directly with U.S. Armed Forces.

Afghanistan nationals who were employed by or on behalf of the U.S. or in the International Security Assistance Force in Afghanistan.

Refugee students admitted to the U.S. under Section 1157 of Title 8 of the United States Code.

A special part-time high school student, other than a non-immigrant alien within the meaning of paragraph (15) of subsection (a) of Section 1101 of Title 8 of the United States Code, admitted pursuant to Section 76001, 76003, or 76004, (AB2364).

A student who is a U.S. citizen who has a parent or guardian who has been deported or was permitted to depart voluntarily under the federal Immigration and Nationality Act in accordance with Section 1229c of Title 8 of the United States Code. The student shall provide documents from the United States Citizenship and Immigration Services evidencing the deportation or voluntary departure of his or her parent or guardian. (AB141)

9. A student who is an apprentice, as defined in Section 3077 of the Labor Code, will be entitled to "resident" classification.
10. A student who holds a valid credential authorizing service in the public schools of California and who is employed by a school district in a full-time position requiring certification qualifications for the college year in which the student enrolls will be entitled to "resident" classification if such a student meets any of the following requirements:
  - a. Holds a provisional credential and enrolls in courses necessary to obtain another type of credential authorizing service in the public schools.
  - b. Holds a credential issued pursuant to Section 44250 and enrolls in courses necessary to fulfill credential requirements.
  - c. Enrolls in courses necessary to fulfill the requirements for a fifth year of education, prescribed by sub. (b) of Section 44259.
11. A student who is a full-time employee of a California community college or a student who is the child or spouse of a full-time employee of a California community college may be entitled to "resident" classification until the student has resided in the State of California the minimum time necessary to become a resident.
12. A minor student shall be entitled to "resident" classification if, immediately prior to enrolling at an institution, the student has lived and been under the continuous direct care and control of any adult or adults, other than a parent, for a period of not less than two years, provided that the adult or

adults having such control have been domiciled in California during the year immediately prior to the "residence determination date." This exception shall continue until the student has attained the age of majority and has resided in the state the minimum time necessary to become a resident so long as continuous attendance is maintained at an institution. A student who meets the AB540 status (see Financial Aid) website <https://www.grossmont.edu/student-services/offices-and-services/fa/undocumented-students/ab540.aspx> for criteria.

13. For purposes of the non-resident tuition fee, a community college district shall disregard the time during which a student living in the district resided outside the state if:
  - a. The change of residence to a place outside the state was due to a job transfer and was made at the request of the student's employer or, in the case of a student who resided with and was a dependent of the student's parents, the change of residence was made at the request of an employer of either of the student's parents.
  - b. Such absence from the state was for a period of not more than four years providing student never established residency in another state.
  - c. At the time of application for admission to a college maintained by the district, the student would qualify as a resident if the period of the student's absence from the state was disregarded.

A non-resident tuition fee shall not be charged to a student who meets each of the conditions specified in subdivisions "a through c" inclusive.

### III. Factors to be Considered in Determining Residence

- A. Residence is established only by the union of both act and intent. The following factors may be used to demonstrate that intent. No one factor is decisive; however, the college may look for certain objective manifestations of subjective intent on the part of one asserting that residence status has been established, or has been maintained in spite of an absence from California.
  1. Registering to vote and voting in elections in California and not in any other state.
  2. Filing California personal income taxes as a resident of the state.
  3. Ownership of residential property or continuous occupancy.
  4. Licensing from the state for professional practice.
  5. Maintaining active resident memberships in California professional organizations.
  6. Maintain valid resident California vehicle license plates and/or operator's license.
  7. Maintaining active savings and checking accounts in California banks only.
  8. Engagement in litigation for which residence is required.
  9. Showing California as home address on federal income tax forms.
- B. Factors that negate intent will also be considered.
- C. The Grossmont College admissions/residency questionnaire shall contain a variety of questions directed at establishing the residency classification of a student.

#### IV. Review and Appeal of Classification

Any student, following a final decision on residence classification by the college, may make written appeal to the Chancellor of the district or designee within 30 calendar days of notification of the final decision by the campus regarding classification. The Chancellor, on the basis of the statement of Legal Residence, pertinent information contained in the Dean of Admissions and Records and Financial Aid file, and information contained in the student's appeal, will make the determination and notify the student by United States mail, postage prepaid.

Section 68090 requires that "The Statute Law and the rules and regulations adopted by the Governing Board shall be made available to the students at each institution." The following are on file in the library: 2018-2019 Grossmont College Catalog and California Education Code, commencing with Section 68000.

#### V. Reclassification and Financial Independence

Students must request in person at the office of Admissions and Records for a change in classification from non-resident to resident status. Students should be prepared to provide appropriate written documentation.

Education Code Section 68044, as amended by Chapter 102 of the 1981 statutes, requires that the financial independence of a non-resident student seeking reclassification as a resident be included in the factors to be considered in the determination of residence.

#### VI. Non-Resident Tuition

A student classified as a "non-resident" will be required, except as otherwise provided in this Chapter, to pay, in addition to other fees required by the institution, non-resident tuition. Non-resident tuition must be paid at the time of registration. Students may be dropped from classes for non-payment of fees prior to the start of each semester.

#### VII. International Students

The procedures for paying tuition fees for a non-resident student who is a citizen and resident of a foreign country shall be the same as for non-resident students. An International Student cannot establish California residency as long as they are on a non-immigrant (F, M, J, B) visa.

## FIRST YEAR AND EDUCATIONAL SUPPORT SERVICES

### Student Rights and Responsibilities

First Year and Educational Support Services is a partnership between you, the student, and Grossmont College to help you succeed; therefore, it is important to be familiar with staff, programs, services and instruction that will support your goals. Students attending Grossmont College have access to a variety of instructional programs, courses and services which includes outreach services, orientation, placement/assessment, orientation, advisement, First Year Experience (FYE) and follow up services..

Access and success require a commitment on the part of the college to provide:

- ♦ Outreach Services.
- ♦ An admissions process.
- ♦ Orientation to college programs, services, facilities, academic expectations and college policies and procedures.
- ♦ Introduction to Career Exploration.
- ♦ Counseling/advisement and assistance with course selection.
- ♦ Educational Planning.
- ♦ Placement/Assessment\* (including Math, English and ESL) in preparation for college work.
- ♦ Comprehensive Educational Planning
- ♦ Follow-up services.
- ♦ Information on student academic progress.
- ♦ Assistance to Probation/Dismissal students.

All students are encouraged to be familiar with and participate in this process.

### Admission: High School Students

Qualified high school juniors and seniors may be admitted for concurrent enrollment at Grossmont College in college transfer or technical courses which are not offered at the high school level upon approval of a high school counselor and parents or guardian of the student. High school juniors and seniors admitted in this category are subject to the usual college regulations regarding attendance and scholarship. Courses attempted and units earned will be recorded on a college transcript and may be used toward meeting graduation requirements from Grossmont College. High school students are not eligible to receive Title IV Federal Financial Aid.

### Dual Enrollment Program

The Dual Enrollment Program (college courses that are offered at the high school) allows qualified high school students to attend upon approval of a high school counselor and parent or guardian of the student. Courses attempted and units earned will be recorded on a college transcript and may be used toward meeting graduation requirements from Grossmont College. High school students are subject to the usual college regulations regarding attendance and scholarship. High school students are not eligible to receive Title IV Federal Financial Aid. For more information on the various Dual Enrollment options offered by Grossmont College, please see the Admission & Records website.

### Admission: Cardiovascular Technology Program (CVTE)

[www.grossmont.edu/cvt/](http://www.grossmont.edu/cvt/)

**All Allied Health and Nursing students adhere to the graduation requirements outlined in the college catalog for the academic year in which they enter the program.**

Applicants should contact the Grossmont College Counseling Center to schedule an appointment to discuss Associate Degree requirements for the Cardiovascular Technology Program.

A Cardiovascular Technology Program Preview meeting is held monthly offering information about the program and the field of Cardiovascular Technology. Meeting dates and times are posted on the program website.

The Cardiovascular Technology Program admits a limited number of students every fall semester.

**To be eligible for admission to the program, the following must be completed:**

1. High school graduation, high school equivalency or a higher degree.
2. Successful completion of all prerequisite courses\* with a "C" grade or higher and within the past seven years of applying to the program. All science prerequisites must include a lab and be taken at a regionally accredited institution.
  - a. Anatomy and Physiology w/labs (BIO 140, BIO 141, and 141L or BIO 144 and BIO 145)
  - b. Fundamentals of Chemistry w/lab (CHEM 115).

\*A list of equivalent prerequisite courses in the San Diego County area can be found on the Cardiovascular Technology website.

Applicants taking the science prerequisites as a series (offered as part I and part II), are strongly encouraged to complete the entire series at the college in which they started part I. This enables the student to maintain continuity with course content.

3. Evidence of required immunizations and/or immunity to include; Measles, Mumps and Rubella, Hepatitis B, Tetanus, diphtheria, pertussis and Varicella. Please refer to the Immunization Record and Statement of Health form on the program website for complete information.

**To apply to the program submit, in person:**

1. A Cardiovascular Technology Program application available on the Cardiovascular Technology program website.
2. Official transcripts for the three required science prerequisites  
If prerequisite courses were taken at Grossmont or Cuyamaca College, official transcripts do not need to be included. All other transcripts will be required when applying.
3. Documented proof of the required immunizations and/or tests. Immunizations must be complete in order to submit an application. Complete information can be found on the program website.

For those prospective students living outside of San Diego County, applications can be mailed.

It is strongly recommended that students complete their General Education requirements prior to being accepted into the Cardiovascular Technology Program.

**Upon acceptance to the program the student must submit the following:**

- a. A two-step Mantoux Tuberculin test (Tuberculosis).
- b. A satisfactory physical examination.
- c. A completed American Databank background check and drug screen.
- d. Current American Heart Association BLS Provider card.
- e. Evidence of malpractice insurance.
- f. Proof of application to Grossmont College.
- g. Official transcripts of all college credits earned must be submitted to the Grossmont College Admissions and Records office when accepted in the Cardiovascular Technology Program, if not previously submitted.

Students are required to pay a small fee per year to Complo, a student compliance tracking system, to upload and review the required immunizations, physical exams, certifications, etc.

**IMPORTANT: Students currently on probation will not be eligible to attend the Allied Health and Nursing Programs. If you have any questions or concerns regarding your situation, please contact the Health Professions office for advisement.**

Students accepted to the Cardiovascular Technology Program are required to undergo a background check and urine drug screening test before starting the program and being placed at any clinical site. There is a minimum cost for these procedures that the student is responsible for. Failure to pass either of both of these procedures may interfere with clinical placement and/or acceptance to the program. Applicants with prior convictions are required to contact the director of the program for confidential advisement and planning prior to applying to the Grossmont College Cardiovascular Technology Program.

Any prior conviction of a misdemeanor or felony may also influence eligibility to sit for national certification and the registry exam as a Cardiovascular Technologist. Applicants are urged to contact the Cardiovascular Credentialing International (CCI) at <http://www.cci-online.org/> and the American Registry of Diagnostic Medical Sonographers (ARDMS) at <http://www.ardms.org/Pages/default.aspx>.

**NOTE:** Students currently in default of any Health Professions student loans are ineligible to attend the Grossmont College Cardiovascular Technology Program.

Cardiovascular Technology Program students are required to obtain an Associate's Degree per standards set forth from the CVTE accrediting body, The Commission on Accreditation of Allied Health Education (CAAHEP). Graduates are eligible to sit for national certification and registry exams administered by Cardiovascular Credentialing International (CCI) and the American Registry of Diagnostic Medical Sonographers (ARDMS).

To obtain additional information on the field of Cardiovascular Technology and the program, please visit [www.grossmont.edu/healthprofessions](http://www.grossmont.edu/healthprofessions) and look for Workshops for Nursing and Allied Health Programs.

**Admission: EKG Telemetry (CVTE) Program**  
<http://www.grossmont.edu/ekg-telemetry>

**All Allied Health and Nursing students adhere to the graduation requirements outlined in the college catalog for the academic year in which they enter the program.**

The EKG and Telemetry Programs admit a limited number of students every year. **To be eligible for admission to the program, the following must be completed:**

1. High school graduation, high school equivalency or higher degree.
2. Successful completion of the prerequisite course\* with a "C" grade or higher and within the past seven years of applying to the program. The science prerequisites must include a lab and be taken at a regionally accredited institution.  
Principles of Biology w/lab (BIO 120)
3. Evidence of required immunizations and/or immunity to include; Measles, Mumps and Rubella, Hepatitis B, Tetanus, diphtheria, pertussis and Varicella. Please refer to the Immunization Record and Statement of Health form on the program website for complete information.

**To apply to the program submit, in person:**

1. A EKG-Telemetry Program application available on the program website.
2. Official transcript for the required prerequisite; Principles of Biology (BIO 120).
  - a. If the prerequisite course was taken at Grossmont or Cuyamaca College, an official transcript does not

need to be included. If the prerequisite course was taken outside of GCCCD, an official transcript must accompany the application.

3. Documented proof of the required immunizations and/or tests listed above. Immunizations must be complete in order to submit an application.

For those prospective students living outside of San Diego County, applications can be mailed.

**Upon acceptance to the program the student must submit the following:**

- a. A two-step Mantoux Tuberculin test (Tuberculosis).
- b. A satisfactory physical examination.
- c. A completed American Databank background check and drug screen.
- d. Current American Heart Association BLS Provider card.
- e. Evidence of malpractice insurance.
- f. Proof of application to Grossmont College.
- g. Official transcripts of **all** college credits earned must be submitted to the Grossmont College Admissions and Records office when accepted into the EKG-Telemetry Program, if not previously submitted.

Students are required to pay a small fee per year to Complio, a student compliance tracking system, to upload and review the required immunizations, physical exams, certifications, etc.

**IMPORTANT: Students currently on probation will not be eligible to attend the Allied Health and Nursing Programs. If you have any questions or concerns regarding your situation, please contact the Health Professions office for advisement.**

Students accepted to the EKG/Telemetry Program are required to undergo a background check and urine drug screening test before starting the program and being placed at any clinical site. There is a minimum cost for these procedures that the student is responsible for. Failure to pass either or both of these procedures may interfere with clinical placement and/or acceptance to the program. Applicants with prior convictions are required to contact the director of the program for confidential advisement and planning prior to applying to the Grossmont College EKG/Telemetry Technician Program.

Any prior conviction of a misdemeanor or felony may also influence eligibility to test for the EKG or Telemetry Technician certification. Applicants are urged to contact the Cardiovascular Credentialing International (CCI) at <http://www.cci-online.org/>

**NOTE:** Students currently in default of any Health Professions student loans are ineligible to attend the Grossmont College EKG-Telemetry Program.

The EKG Technician Program is a one semester program (CVTE-104 and CVTE-105) that prepares students for the Certified Cardiographic Technician (CCT) exam. Telemetry Technician is also a one semester program (CVTE-106 and CVTE-108) that prepares the student to take the Certified Rhythm Analysis Technician exam. Both exams are through the Cardiovascular Credentialing International (CCI).

To obtain additional information on the field of EKG or Telemetry Technician and the program, please visit [www.grossmont.edu/healthprofessions](http://www.grossmont.edu/healthprofessions) and look for Workshops for Nursing and Allied Health Programs.

## Admission: Registered Nursing (NURS) Programs

[www.grossmont.edu/nursing](http://www.grossmont.edu/nursing)

**All Allied Health and Nursing students adhere to the graduation requirements outlined in the college catalog for the academic year in which they enter the program.** Applicants should contact the Grossmont College Counseling Center to schedule an appointment to discuss Associate Degree requirements for the Nursing Major.

The Associate Degree in Nursing Program admits a limited number of students every spring and fall semester. To be eligible for admission to the program, the following must be completed in order to apply:

1. High school graduation, high school equivalency or a higher degree.
2. Completion of the following three science prerequisite courses with a grade no less than "C" and a minimum combined GPA of 2.5 or higher. All prerequisites must include a lab and be taken at a **regionally** accredited institution.
  - a. Anatomy and Physiology (Biology 140, 141 and 141L, or Biology 144 and 145).
  - b. Microbiology (Biology 152).
    - Science prerequisite requirement—For nursing majors only. Principles of Biology (BIO 120) is a prerequisite to the required sciences. The Biology 120 equivalent may be met with 1 year of high school biology including lab. Please see the program website for more information.
    - Recency Requirement—Anatomy must be completed within 10 years of the application date, Physiology and Microbiology within 7 years of the application date. Science recency is determined from the date of the last science course taken. Repeating Physiology may meet the recency requirement if all 3 science courses are expired. Contact the Nursing Program Office to discuss course repetition prior to enrolling in any science course.
    - G.P.A. Requirement- When the combined GPA of the three science courses is not 2.5, and if repeating one of the courses could bring the science GPA to 2.5, the student may repeat **one** course determined by the Nursing Program Office.
    - Within 5 years of the application date, no more than one science prerequisite may be repeated; all three courses may not be repeated.
    - Labs must be taken in the classroom setting for all 3 science prerequisite courses. Online science labs are not permitted.
3. Recommended completion of the Nursing major "fixed set" General Education courses to include; English 120 or 124, Math 103 or higher (Statistics is required for BSN transfer), Sociology 114 or 120, Psychology 120, Communication 120, Communication 122. Courses must be completed with a minimum GPA of 2.5 with no grade less than a "C" achieved.
4. Evidence of required immunizations and/or immunity to include; Measles, Mumps and Rubella, Hepatitis B, Tetanus, diphtheria, pertussis and Varicella; evidence of a negative Tuberculosis test or a clear chest xray for a documented positive Tuberculosis test. Please refer to the Immunization Record and Statement of Health form on the program website for more information <http://www.grossmont.edu/nursing/studentforms>.

5. All prospective nursing students must pass the Test of Essential Academic Skills exam. This is a pre-entrance exam that covers basic Math, Reading, English and Science. All applicants must pass the most recent TEAS version in order to apply to the program; no previous versions will be accepted. Students may prepare for this exam by going to the ATI testing website (<http://www.atitesting.com>). TEAS study guides and online practice exams are available to purchase through the website <http://www.atitesting.com/solutions/pre-programs/teas.aspx>.

Prospective students may submit a completed application packet during specified periods indicated on the website. Please review the program application and checklist to verify all required documentation is included. Official transcripts of all prerequisites and general education courses for the nursing major must be submitted with the application. Applications must be submitted in person if you reside in San Diego County. For those prospective students living outside of San Diego County, applications can be mailed.

The program application, forms and application periods can be found on the Nursing Program website at [www.grossmont.edu/nursing](http://www.grossmont.edu/nursing).

**Upon acceptance to the program the student must submit the following:**

- a. A satisfactory physical examination.
- b. A completed American Databank background check and drug screen.
- c. Current American Heart Association BLS Provider card.
- d. Evidence of malpractice insurance.
- e. Proof of application to Grossmont College.
- f. Official transcripts of all college credits earned must be submitted to the Grossmont College Admissions and Records office when accepted into the Nursing Program, if not previously submitted. These transcripts do not substitute for the official transcripts that are required for the application packet.

Students are required to pay a small fee per year to Complio, a student compliance tracking system, to upload and review the required immunizations, physical exams, certifications, etc.

Additional information will be provided to the student by the Nursing Program on the above requirements when the invitation is accepted into the program.

Complete all Grossmont College admission requirements as noted in this catalog.

**IMPORTANT: Students currently on probation will not be eligible to attend the Allied Health and Nursing Programs. If you have any questions or concerns regarding your situation, please contact the Health Professions office for advisement.**

Students accepted to the Nursing Program are required to undergo a background check and urine drug screening test before starting the program and being placed at any clinical site. There is a minimum cost for these procedures that the student is responsible for. Failure to pass either of both of these procedures may interfere with clinical placement and/or acceptance to the program.

Any prior conviction of a misdemeanor or felony may also influence eligibility for licensure as a Registered Nurse. Applicants are required to contact the director of the program for confidential advisement and planning prior to applying to the Grossmont College Nursing Program. For reference, please visit the California Board of Registered Nursing at <http://www.rn.ca.gov/applicants/lic-faqs.shtml#discipline>.

**NOTE:** Students currently in default of any Health Professions student loans are ineligible to attend the Grossmont College Nursing Program.

**NOTE:** Before initiating the challenge policy for any nursing course, the student must first meet with the Director of Nursing and may not be enrolled in the course they are planning to challenge. Please note: only 8 units may be challenged.

California Licensed Vocational Nurses are eligible to complete a 30-unit option. Please contact the Nursing Office for explanation of the required course content and the advantages and limitations of the 30-unit option.

To obtain additional information about the Nursing Program, please visit our website at [www.grossmont.edu/nursing](http://www.grossmont.edu/nursing).

**Admission: Occupational Therapy Assistant (OTA) Program**

(<http://www.grossmont.edu/healthprofessions/ota>)

**All Allied Health and Nursing students adhere to the graduation requirements outlined in the college catalog for the academic year in which they enter the program.**

Applicants should contact the Grossmont College Counseling Center to schedule an appointment to discuss Associate Degree requirements for the OTA Major. It is strongly recommended that students complete their GE requirements prior to being accepted into the OTA Program.

**Application Procedure:**

1. Complete prerequisite courses **Biology 140 and 141 or Biology 144 and 145** with a "C" grade or higher. (Bio 140 or Bio 145 must be completed no longer than 5 years from the date of application to the OTA Program) Science prerequisite courses must include labs and be taken at a regionally accredited institution. A Physiology stand alone lab is not required for the OTA degree. Applicants taking the science prerequisites as a series (offered as part I and part II), are strongly encouraged to complete the entire series at the college in which they started part I. This enables the student to maintain continuity with course content.
2. Complete Grossmont College admissions application. Request two official college transcripts for all college credit earned. You will submit one set to Grossmont College Admissions and Records office. The second set of transcripts should be mailed to you in an official sealed envelope. **When applying to the program**, include the following: official sealed transcripts, completed OTA Program application and a copy of your high school diploma, transcript or GED, if a higher degree has not been obtained, and evidence of the required immunizations and/or immunity as listed on the program website. Application packets must be submitted in person if living in the San Diego region. If you reside outside of San Diego County, you may mail in the completed packet to Grossmont College, attn.: Occupational Therapy Program. The OTA Program application is available at [www.grossmont.edu/healthprofessions/ota](http://www.grossmont.edu/healthprofessions/ota).

**IMPORTANT: Students currently on probation will not be eligible to attend the Allied Health and Nursing Programs. If you have any questions or concerns regarding your situation, please contact the Health Professions office for advisement.**

Students accepted to the Occupational Therapy Assistant Program are required to undergo a total of 2 background check and urine drug screening tests. Once before starting the program and being placed at any clinical site and again

during the 2nd year of the program. There is a minimum cost for these procedures that the student is responsible for. Failure to pass either of both of these procedures may interfere with clinical placement and/or acceptance to the program. Applicants with prior convictions are required to contact the Dean of Allied Health and Nursing for confidential advisement and planning prior to applying to the Grossmont College Occupational Therapy Assistant Program.

Any prior conviction of a misdemeanor or felony may also influence eligibility to sit for licensure as an Occupational Therapy Assistant. Applicants are urged to contact the Occupational Therapy Board of California at 916-263-2294 and NBCOT 301-990-7979.

**NOTE:** Students currently in default of any Health Professions student loans are ineligible to attend the Grossmont College OTA Program.

**Upon acceptance to the Occupational Therapy Program the student must submit the following:**

Additional information will be provided to the student by the OTA Program on the following requirements when the invitation has been accepted into the program.

- A satisfactory physical examination
- Current American Heart Association BLS Provider Card
- Evidence of malpractice insurance
- Clear background check and drug screen
- Proof of medical insurance
- Complete all Grossmont College admissions requirements as noted in the catalog
- Signature pages of OTA Student Handbook

Some clinical sites require a small fee per year to Complio, a student compliance tracking system, to upload and review the required immunizations, physical exams, certifications, etc.

### **Admission: Orthopedic Technology (OT) Program**

<http://www.grossmont.edu/orthotech>

**All Allied Health and Nursing students adhere to the graduation requirements outlined in the college catalog for the academic year in which they enter the program.**

Orthopedic Technology admits a limited number of students every fall semester.

**To be eligible for admission to the program, the following must be completed:**

1. High school graduation, high school equivalent or a higher degree.
2. Successful completion of the required prerequisite course\*, with a "C" grade or higher and within the past 10 years of applying to the program. The science prerequisite must include a lab and be taken at a regionally accredited institution.
  - a. Anatomy (BIO 140) or Anatomy & Physiology I (BIO 144)

\*A list of equivalent prerequisite courses in the San Diego County area can be found on the Orthopedic Technology website.
3. Evidence of required immunizations and/or immunity to include; Measles, Mumps and Rubella, Hepatitis B, Tetanus, diphtheria, pertussis and Varicella. Please refer to the Immunization Record and Statement of Health form on the program website for complete information.

To apply to the program submit in person:

1. An Orthopedic Technology Program application available on the Orthopedic Technology program website.
2. Official transcript for the required science prerequisite.
  - a. If the prerequisite course was taken at Grossmont or Cuyamaca College, an official transcript does not need to be included. Any other transcript will be required when applying.
3. Documented proof of the required immunizations and/or tests. Immunizations must be complete in order to submit an application.

Complete information can be found on the program website.

For those prospective students living outside of San Diego County, applications can be mailed.

Applicants wishing to receive an Associate in Science in Orthopedic Technology are strongly recommended to complete their General Education requirements prior to being accepted in the Orthopedic Technology Program.

**Upon acceptance to the program the student must submit the following:**

- a. A two-step Mantoux Tuberculin test (Tuberculosis).
- b. A satisfactory physical examination.
- c. A completed American Databank background check and drug screen.
- d. Current American Heart Association BLS Provider card.
- e. Evidence of malpractice insurance.
- f. Proof of application to Grossmont College.
- g. Official transcripts of all college credits earned must be submitted to the Grossmont College Admissions and Records office when accepted in the Orthopedic Technology Program, if not previously submitted.

Additional information will be provided to the student by the Orthopedic Technology Program on the above requirements upon acceptance into the program.

Students are required to pay a small fee per year to Complio, a student compliance tracking system, to upload and review the required immunizations, physical exams, certifications, etc.

**IMPORTANT: Students currently on probation will not be eligible to attend the Allied Health and Nursing Programs. If you have any questions or concerns regarding your situation, please contact the Health Professions office for advisement.**

Students accepted to the Orthopedic Technology Program are required to undergo a background check and urine drug screening test before starting the program and being placed at any clinical site. There is a minimum cost for these procedures that the student is responsible for. Failure to pass either of both of these procedures may interfere with clinical placement and/or acceptance to the program. Applicants with prior convictions are required to contact the director of the program for confidential advisement and planning prior to applying to the Grossmont College Orthopedic Technology Program.

**NOTE:** Students currently in default of any Health Professions student loan are ineligible to attend the Grossmont College Orthopedic Technology Program.

To obtain additional information on the field of Orthopedic Technology and the program, please visit our website at [www.grossmont.edu/orthotech](http://www.grossmont.edu/orthotech).

## Admission: Respiratory Therapy (RESP) Program

[www.grossmont.edu/rtparam](http://www.grossmont.edu/rtparam)

**All Allied Health and Nursing students adhere to the graduation requirements outlined in the college catalog for the academic year in which they enter the program.**

Applicants should contact the Grossmont College Counseling Center to schedule an appointment to discuss Associate Degree requirements for the Respiratory Therapy Program. The Respiratory Therapy program admits a limited number of students every fall semester.

**To be eligible for admission to the program, the following must be completed:**

1. High school graduation, high school equivalency or a higher degree.
2. Successful completion of all prerequisite courses\* with a "C" grade or higher and within the past seven years of applying to the program. All science prerequisites must include a lab and be taken at a regionally accredited institution.
  - a. Anatomy and Physiology w/lab (BIO 140, BIO 141, and 141L or BIO 144 and BIO 145).
  - b. Fundamentals of Chemistry w/lab (CHEM 115 or one year of High School Chemistry)
  - c. Paramedical Microbiology w/lab (BIO 152)

Applicants taking the science prerequisites as a series (offered as part I and part II), are strongly encouraged to complete the entire series at the college in which they started part I. This enables the student to maintain continuity with course content.

\*A list of equivalent prerequisite courses in the San Diego County area can be found on the Respiratory Therapy website.

3. Evidence of required immunizations and/or immunity to include; Measles, Mumps and Rubella, Hepatitis B, Tetanus, diphtheria, pertussis and Varicella. Please refer to the Immunization Record and Statement of Health form on the program website for complete information.

**To apply to the program submit, in person:**

1. A Respiratory Therapy program application available on the Respiratory Therapy program website.
2. Official transcripts for the four required science prerequisites
  - a. If prerequisite courses were taken at Grossmont or Cuyamaca College, official transcripts do not need to be included. All other transcripts will be required when applying.
3. Documented proof of the required immunizations and/or tests. Immunizations must be complete in order to submit an application. Complete information can be found on the program website.

For those prospective students living outside of San Diego County, applications can be mailed.

It is strongly recommended that students complete their General Education requirements prior to being accepted into the Respiratory Therapy Program. Students in this program are required to obtain an Associate's Degree per standards set forth from the accrediting body, Commission on Accreditation for Respiratory Care (COARC).

**Upon acceptance to the program the student must submit the following:**

- a. A two-step Mantoux Tuberculin test (Tuberculosis).
- b. A satisfactory physical examination.
- c. A completed American Databank background check and drug screen.
- d. Current American Heart Association BLS Provider card.
- e. Evidence of malpractice insurance.
- f. Proof of application to Grossmont College.
- g. Official transcripts of all college credits earned must be submitted to the Grossmont College Admissions and Records office when accepted in the Respiratory Therapy Program, if not previously submitted.

Students are required to pay a small fee per year to Complio, a student compliance tracking system, to upload and review the required immunizations, physical exams, certifications, etc.

**IMPORTANT: Students currently on probation will not be eligible to attend the Allied Health and Nursing Programs. If you have any questions or concerns regarding your situation, please contact the Health Professions office for advisement.**

Students accepted to the Respiratory Therapy Assistant Program are required to undergo a background check and urine drug screening test before starting the program and being placed at any clinical site. There is a minimum cost for these procedures that the student is responsible for. Failure to pass either of both of these procedures may interfere with clinical placement and/or acceptance to the program. Applicants with prior convictions are required to contact the director of the program for confidential advisement and planning prior to applying to the Grossmont College Respiratory Therapy Assistant Program.

Any prior conviction of a misdemeanor or felony may also influence eligibility to sit for licensure as a Respiratory Therapist. Applicants are urged to contact the Respiratory Care Board at [www.rcb.ca.gov](http://www.rcb.ca.gov).

**NOTE:** Students currently in default of any Health Professions student loan are ineligible to attend the Grossmont College Respiratory Therapy Program.

The Respiratory Therapy Program is accredited by the Commission on Accreditation for Respiratory Care. This accreditation allows the student to sit for the licensure exam for the State of California and the advanced practitioner national registry exams.

**Grossmont College CoARC # 200085.**

**CoARC. 1248 Harwood Road, Bedford, Texas 76021.**

**Phone: (817) 283-2835, Fax: (817) 354-8519**

**Website: [www.coarc.com](http://www.coarc.com)**

To obtain additional information on the field of Respiratory Therapy and the program, please visit [www.grossmont.edu/healthprofessions](http://www.grossmont.edu/healthprofessions) and look for the Workshops for Nursing and Allied Health Programs.

## Admission: Anesthesia Technician Program

<http://www.grossmont.edu/healthprofessions>

**All Allied Health and Nursing students adhere to the graduation requirements outlined in the college catalog for the academic year in which they enter the program.**

**To be eligible for admission to the program, the following must be completed:**

1. Completion of all prerequisite courses\* with a "C" grade or higher
  - a. Anatomy (BIO 140) or Anatomy & Physiology I (BIO 144) or equivalent
  - and
  - b. Medical Terminology (BOT 161) or equivalent

\*A list of equivalent prerequisite courses in the San Diego County area can be found on the Anesthesia Technology website.

If prerequisite or general education courses were completed at a college other than Grossmont or Cuyamaca College, two official transcripts will be required. Please provide one (1) official transcript to the Admissions and Records office after completing the application to the college, and one (1) to the Anesthesia Technology Program office with your completed application and proof of required immunizations for the program (do not mail separately).

2. Completion of all health care agency required immunizations to include; MMR series (**or** seropositivity), Hepatitis B series (**and** seropositivity), TDAP and Varicella (or seropositivity).
3. Submit a completed application to the Anesthesia Technology Program in person (unless residing outside of San Diego County). Applications are available on the Anesthesia Technician website at <http://www.grossmont.edu/cte/anesthiatech> and must include the following in order to be placed on the waitlist;
  - a. Completed Anesthesia Technology application.
  - b. Official transcripts of all required prerequisite courses.
  - c. Documented proof of the required immunizations and/or tests. Immunizations must be complete in order to submit an application. Additional information on the required immunizations is listed on the Anesthesia Technician program website.

**Upon acceptance to the program the student must submit the following:**

- a. A satisfactory physical examination.
- b. A completed American Databank background check and drug screen.
- c. Current American Heart Association CPR card for Healthcare Providers.
- d. Evidence of malpractice insurance.

Additional information will be provided to the student by the Anesthesia Technology Program on the above requirements when the invitation is accepted into the program.

Students accepted to the Anesthesia Technology Program are required to undergo a background check and urine drug screening test before starting the program and being placed at any clinical site. Failure to pass either or both of these procedures may interfere with clinical placement and/or acceptance to the program. There is a minimum cost of \$65 for these procedures. The student is responsible for paying these fees. **IMPORTANT:** Any prior conviction of a misdemeanor or felony may influence eligibility to practice as an Anesthesia Technician. A flagged background check or drug screen may also prohibit participation in the Anesthesia Technician program. Applicants with prior convictions are required to contact the Dean of Allied Health and Nursing for confidential advisement and planning prior to applying to the program.

## FEES

Grossmont College is a part of the California Community College system and requires enrollment and health fees for all students payable at the time of registration. **Students may be dropped from classes for non-payment of fees prior to the start of each semester.** The California College Promise Grant (formerly known as the Board of Governors Fee Waiver) provides methods to assist low-income students to pay the enrollment and health fees. Eligibility requirements are available in the Financial Aid Office or at [www.grossmont.edu/fa/feewaivers](http://www.grossmont.edu/fa/feewaivers).

A **parking fee** will be charged to all students using the parking facilities.

Students are required to purchase their own **textbooks and supplies** and may be required to pay for equipment which is lost or broken after it has been issued. All students are encouraged to support the student activity program through the purchase of a Student Benefit Card. It may become necessary to levy additional fees in order to defray costs above and beyond those associated with instruction.

### Other Costs

For other education related expenses, please visit [www.grossmont.edu/student-services/offices-and-services/FA/studentguide/budgeting-and-awar.aspx](http://www.grossmont.edu/student-services/offices-and-services/FA/studentguide/budgeting-and-awar.aspx)

### Health Fee

The Health Services Office provides services to all enrolled students who have paid the health fee or have received a financially determined waiver for the health fee.

The mandatory health fee provides accident insurance for the protection of any student who may experience an injury while participating in a college sponsored credit or non-credit class, or other activity. The sponsored class or activity must be during a directly supervised, on-campus or school-related activity. The supervision of the sponsored class or activity must be by a member of the college staff at a college approved co-curricular activity or event. Insurance deductibles range from \$50 to \$100. Student insurance is secondary to any group, blanket franchise, group practice, individual practice or other pre-payment coverage; the claim must be filed with primary insurance first. Health Services information, accident/illness report forms and insurance claim forms and referrals for care can be obtained in Health Service, Building 60 – Room 130 (Inside Griffin Center) or by calling 619 644-7192 or the Health Services website [www.grossmont.edu/health-services/](http://www.grossmont.edu/health-services/).

**NOTE:** *Students whom depend exclusively upon prayer for healing according to the teaching of a bona fide religious sect, denomination or organization may petition for an exemption from the health fee by submitting a written request to the Office of Student Affairs. Waiver forms may be obtained in the Student Affairs Office and Student Health Services. Requests for exemptions will be reviewed by the Dean of Admissions and Records and Financial Aid and the Associate Dean of Student Affairs.*

## REFUND SCHEDULE

Refunds will be made in the following categories only:

### Tuition and Fees

#### A. Erroneous Determination of Non-resident Status.

If a student is erroneously determined to be a non-resident and, consequently, a tuition fee is paid, the non-resident fees will be reduced to in-state fees and a refund may be issued for the difference, provided acceptable proof of state residence is presented within the period for which the fee was paid. These refunds shall be made only upon authorization of the Dean of Admission and Records and Financial Aid and/or the Vice President of Student Services.

#### B. Compulsory Military Service Requiring Withdrawal. (See Dropping Courses, page 26.)

#### C. Withdrawal from College or Reduction of Program.

The refund schedule for international student tuition, non-resident tuition, enrollment fees, health services fees, usage/breakage fees, parking fees and student benefit card fees is as follows:

Full semester courses:

100% refund through first two weeks of instruction

0% refund after second week of instruction

8 week courses:

100% refund through first week of instruction

0% refund after first week of instruction

Other short-term classes:

Contact the Cashier's Office or Admission and Records for dates.

## TEXTBOOKS

### A. Refunds - New and Used Texts

The refund period is posted in the Bookstore and always continues through the first week of classes. Students may refund textbooks with official evidence showing that he/she has dropped the class during the first 30 days of regular semester classes. Refunded books must be in original purchase condition. To obtain a refund for a text, the student must present, along with the book to be refunded, a correct cash register receipt reflecting the item purchased.

### B. Buyback - New and Used Texts

Books can be sold back to the Bookstore for cash at the end of every semester during finals week only. Books MAY be worth up to 50 percent of the purchase price if they are being used the following semester. Certain books have little or no value. A change in title is determined by the instructor. A change in edition is determined by the publisher. Cash register receipts are not needed for buyback. The Bookstore cannot guarantee the buyback of any book at any time.

## TRANSCRIPTS

Each student who has an academic record on file at Grossmont College and who is not in arrears to the district with regard to fees, tuition, loans or other charges, may request transcripts. Two transcripts are provided without charge; additional copies and immediate or rush transcripts may be obtained for a fee. For more information regarding transcripts, please visit: [www.grossmont.edu/admissions/transcripts](http://www.grossmont.edu/admissions/transcripts)

## TRANSFER CREDIT

### Evaluation of U.S. Transcripts

Courses taken at a regionally accredited college or university and designated as appropriate for general education, associate degree, baccalaureate or graduate credit by that institution will be accepted by Grossmont College for credit. The extent to which courses taken at other colleges satisfy specific certificate and degree requirements is determined by a review of comparability to courses in the Grossmont College curriculum. Courses completed at institutions without regional accreditation are not accepted.

### Evaluation of Foreign Transcripts

Transcripts (educational credentials) issued in foreign countries from non-American system institutions and those in languages other than English require special handling. Each foreign transcript must be translated into English and submitted to an approved agency.

Grossmont College accepts the evaluation of foreign transcripts from only those agencies that are current members of NACES (National Association of Credential Evaluations Services). For a current list of agencies visit: [www.naces.org](http://www.naces.org).

Students will need to contact the evaluation credential company they select for their particular foreign transcript evaluation procedure and costs associated with a request. Once completed, have the detailed evaluation report mailed to the Evaluations Office, Grossmont College, 8800 Grossmont College Drive, El Cajon, CA. 92020.

### Grossmont College's Procedure for the Evaluation of Foreign Transcripts

1. Students must submit to Admissions and Records a detailed evaluation report from a NACES member agency with subject breakdowns and grades. The official evaluation credential report must be received by Grossmont College in a sealed envelope. Unofficial credential evaluation reports will not be accepted.
2. The official report will be reviewed by the Grossmont College Evaluations Office regarding the possible clearing of general education courses for graduation.
3. **English and Communication** courses on any evaluation report will be awarded elective credit only.
4. Courses will only be used to satisfy major requirements with the approval of the department on a "Modification of Major" form.
5. International coursework is not considered transferable. Check with transfer institution.
6. In some instances, additional documentation such as the course syllabus or detailed course description may be needed before an evaluation of foreign course work can be completed.
7. Official transcripts from foreign institutions are not required by Grossmont College.
8. Foreign coursework is not used to clear prerequisites. See specific department for exceptions.

## VERIFICATIONS OF ENROLLMENT

Each student who has an academic record on file at Grossmont College and who is not in arrears to the district with regard to fees, tuition, loans or other charges may request verification of enrollment (commonly used to verify enrollment for insurance purposes, scholarships, student worker eligibility, etc.) Verification of enrollment may be obtained at three dollars (\$3) per copy. Exception: this charge will not be assessed for student loan deferments. A rush verification of enrollment may be obtained for five dollars (\$5) per copy. For more information regarding Verification of Enrollment, please visit: <http://www.grossmont.edu/admissions/verifications>.

## VETERANS

Grossmont College is an approved institution for the training of veterans under United States and California statutes. The Veterans Office on campus will provide information regarding service-connected benefit programs.

This office is designed to serve the needs of veterans who qualify for education benefits. The student will receive assistance in filing for benefits, updating information on various forms, and in corresponding with the Veterans Administration, which includes advocacy in problem cases and related matters. The Veterans Office will assist veterans or veteran-related students who are actively pursuing academic goals in all aspects of student life through educational planning and in acquiring tutorial services.

Upon filing an application for admission to the college, a veteran should immediately contact the Veterans Office on campus. The military form DD-214 (member 4, service 2 or 7) and a Certificate of Eligibility (COE) from the VA must be presented to the Veterans Office within the first semester of attendance. Veterans must request official transcripts of all previous college work, including military transcripts of service (AART, CGIT, CCAF or JST), be sent to the Admissions and Records Office. All transactions must be received and evaluated before enrollment will be submitted to Veterans Affairs for educational benefits. An official transcript is one that has been sent directly to Grossmont College from the issuing institution or one that is hand carried in a sealed envelope. Students not taking advantage of the GI Bill benefits who wish to receive credit should also submit official transcripts.

All prior course work will be evaluated to provide a complete academic history for students pursuing an associate's degree, transfer to a 4-year institution, or a certificate of achievement. Students will not be paid to take courses that are equivalent to successfully completed coursework from another institution or for courses that fulfill a general education, major or elective area for graduation or transfer that has already been fulfilled.

A veteran may not repeat a course and receive veterans' benefits where a "D" or "F" grade was received unless a grade of "C" is required for the degree or to clear a prerequisite.

A veteran receiving benefits is required by the Veterans Administration to maintain regular class attendance and satisfactory progress. Students should refer to sections of this catalog on General Education and Associate Degree Requirements. For transfer curriculum requirements, consult with a counselor.

If any veteran or dependent receiving VA educational benefits has been on academic or lack of progress probation for two consecutive semesters, Grossmont College will not certify the student's enrollment to the VA for payment of benefits until the cumulative GPA in the district has improved to a 2.00.

A change in program must be filed promptly in the Veterans Office. The load requirement for those receiving benefits is:

### Fall/Spring Semester

Full-time	12 units
Three-fourths time	9-11.5 units
One-half time	6-8.5 units
1st 8 week	*6 units
2nd 8 week	*6 units

\* Student considered full-time for VA purposes only.

### Summer Session

Calculated on an individual class basis. Contact the Veterans Office on campus for detailed information.

Veterans should be aware that short-term classes and other flexible schedules may create change of training time affecting benefits. Check with the Veterans Office before registering for a course that does not begin on the first date of the semester and end on the last date of the semester. Please note that not all work experience courses qualify for veteran benefits. Contact the Veterans Office for additional information.

### Options for Military Service Personnel to Fulfill the "Fitness/Wellness Requirement" for Graduation with an Associate's Degree:

Military service personnel may meet the requirement in one of the following ways:

1. Take any **TWO** Exercise Science or Dance courses designated as meeting the GE requirement (this is the current requirement for all students)

or

2. Provide a DD 214 (member 4, service 2 or 7) document or NOBE (Notice of Basic Eligibility for Reservists) showing Honorable Discharge or military transcripts to the Grossmont College Admissions and Records Office.

and

Take **ONE** fitness course chosen from the following:

ES 001	Adapted Physical Exercise
ES 002	Advanced Adapted Physical Exercise
ES 003	Adapted Aerobic Fitness
ES 004A, B or C	Beginning, Intermediate or Advanced Fitness for the Newcomer
ES 005A, B or C	Beginning, Intermediate or Advanced Aerobic Fitness and Weight Training
ES 006A, B or C	Beginning, Intermediate or Advanced Total Body Fitness
ES 007A, B or C	Beginning, Intermediate or Advanced Aerobic Walking for Fitness and Wellness
ES 008A, B or C	Beginning, Intermediate or Advanced Indoor Cycling
ES 009A, B or C	Beginning, Intermediate or Advanced Aerobic Dance Exercise
ES 017A, B or C	Beginning, Intermediate or Advanced Trail Hiking
ES 021A, B or C	Beginning, Intermediate or Advanced Fitness for Chronic Disease and Injury Prevention

ES 023A, B or C	Beginning, Intermediate or Advanced Weight Training
ES 024A, B or C	Beginning, Intermediate or Advanced Fitness Boot Camp
ES 026	Stress Reduction Through Movement and Mindfulness
ES 027	T'ai Chi Ch'uan
ES 028A, B or C	Beginning, Intermediate or Advanced Yoga
ES 029	Adapted Yoga
ES 037A, B or C	Beginning, Intermediate or Advanced Springboard Diving
ES 039	Swimming for Nonswimmers
ES 040A, B or C	Beginning, Intermediate or Advanced Aquatic Fitness
ES 041	Adapted Water Aerobics
ES 043A, B or C	Beginning, Intermediate or Advanced Swimming
ES 044A, B or C	Beginning, Intermediate or Advanced Lap Swimming for Health and Fitness
ES 060A, B or C	Beginning, Intermediate or Advanced Badminton
ES 076A, B or C	Beginning, Intermediate or Advanced Tennis
ES 130A, B or C	Beginning, Intermediate or Advanced Gymnastics
ES 155A, B or C	Beginning, Intermediate or Advanced Basketball
ES 170A, B or C	Beginning, Intermediate or Advanced Soccer
ES 171A, B or C	Beginning, Intermediate or Advanced Softball
ES 172A, B or C	Beginning, Intermediate or Advanced Baseball
ES 175A, B or C	Beginning, Intermediate or Advanced Volleyball
ES 176A, B or C	Beginning, Intermediate or Advanced Beach Volleyball
ES 180	Self-Defense for Women
ES 185A, B or C	Beginning, Intermediate or Advanced Fencing

or

3. Provide a DD 214 (member 4, service 2 or 7) document or NOBE (Notice of Basic Eligibility for Reservists) showing Honorable Discharge or military transcripts to the Grossmont College Admissions and Records Office.

and

Take Health Education 120, Personal Health and Lifestyles.

or

4. Provide written proof to the Department Chair of Exercise Science and Wellness of having completed a formal "health promotions" type program while in the military, such as "Semper Fit" or other formalized programs that teach about health principles and monitor exercise participation. (Basic training does not meet these criteria.)

Please note: This option is for military service personnel only and does not apply to their dependents or to the general student population.

The children and spouses of U.S. veterans with service-connected disabilities, or veterans children and spouses of U.S. veterans who have died in service or from service-connected disabilities may be eligible for waiver of College

fees. The student must submit the VA letter of eligibility to the Financial Aid Office.

### The Veterans Resource Center

The Veterans Resource Center (VRC), located in building #21, provides a central entry point for veterans and their families as they transition from the military into the Grossmont College community. Staffed by veterans, the overall goal is to deliver tangible tools and services to optimize students' academic success. Separate from the campus Veterans Affairs Office, the VRC fosters a collaborative delivery of student services between such offices as Accessibility Resource Center (A.R.C.), Counseling, the Assistive Technology Center, as well as other on- and off-campus agencies who provide services to veterans and their families. The VRC provides services in three primary areas: academics, camaraderie, and wellness. Specific services include the following:

- Access to computers and assistance in the use of assistive technologies, including specialized software for nontraditional learners
- Peer support, mentoring, counseling services
- Financial aid information and application assistance
- Referral to on- and off-campus resources (e.g., A.R.C., campus Veterans Affairs Office, community veterans agencies)

The children and spouses of U.S. veterans with service-connected disabilities, or veterans children and spouses of U.S. veterans who have died in service or from service-connected disabilities may be eligible for waiver of College fees. The student must submit the VA letter of eligibility to the Financial Aid Office.

For more information, contact the Veteran's Affairs Office at 619-644-7165.

## RESTORATIVE JUSTICE

Grossmont College supports currently and formerly incarcerated students through admissions assistance, registration, financial aid, academic counseling, and other services. To obtain guidance needed to achieve academic and career goals, formerly incarcerated students may contact the Counseling Services Supervisor at 619-644-7213 or [veronica.romero@gcccd.edu](mailto:veronica.romero@gcccd.edu) to schedule an appointment.

## INTERNATIONAL STUDENT PROGRAM

International students are encouraged to learn more detailed up-to-date information on the Grossmont College website at [www.grossmont.edu/internationalstudents](http://www.grossmont.edu/internationalstudents).

### Admission

1. Applications for admission must be received by the following deadlines:

**Fall semester – June 1** - for applicants from home country.

**June 15** – for F1 Visa students transferring from United States school.

**Spring semester – October 15** - for applicants from home country.

**November 1** - for F1 Visa students transferring from United States school.

All application documents must be received by these deadlines.

2. Proof of English proficiency must be submitted in order to be considered for admission. The minimum score is 45 internet based TOEFL or 4.5 IELTS. The test score must be completed by the application deadline.

(See information on American Collegiate English in the General Information section on page 290 of this catalog and visit [www.grossmont.edu/ace](http://www.grossmont.edu/ace).)

### Full-Time Status

An international student must maintain a minimum of 12 units with a 2.0 grade point average each semester while at Grossmont College.

### Financial Resources

1. Each international student must submit a complete financial statement. The financial statement must indicate the ability of the student to finance the year's education and living expenses to the satisfaction of the office of Admissions and Records.
2. An international student attending Grossmont College must pay tuition and other fees as required by the Governing Board.
3. Federal and State financial aid is not available for international students, but you are encouraged to apply for scholarships.
4. An international student may not work off campus while attending college unless approval is granted by the Department of Homeland Security and the International Student Specialist in Admissions and Records.

### Health

Grossmont College strongly recommends that international students obtain a health and accident insurance policy. The Student Health Services Office has information on where to acquire such a policy.

### Housing

No housing facilities are available on the college campus. A limited listing of available rentals can be obtained in the International Counseling Office and website at [www.grossmont.edu/internationalstudents](http://www.grossmont.edu/internationalstudents) or the International Student Handbook. The college assumes no responsibility for providing or supervising such housing facilities.

### Grading Standards

International students are subject to all Grossmont College grading, probation, and disqualification standards.

### Notification of Admission

Students will be notified of their acceptance to Grossmont College. Students are expected to be available for preregistration orientation and educational counseling approximately four to six weeks prior to the start of each semester.

### Student Body Diversity

For information regarding the diversity of the college's student body, please contact the Office of Student Affairs; room 60-204, (619) 644-7600, 8800 Grossmont College Dr., El Cajon, CA 92020-1799.

## ACADEMIC POLICIES

### ACADEMIC INTEGRITY

The faculty, administration, and staff of Grossmont College, in creating a culture of academic excellence, value honesty and integrity in all aspects of learning, working, and participating in the college community. Moreover, we believe that those who value learning would never view cheating (copying or otherwise presenting work that is not one's own) and plagiarism (presenting another writer's ideas, materials, images, or words as one's own without proper citation) as viable choices within an academic environment. It is incumbent on faculty, in particular, to communicate expectations to students with regard to academic honesty in each class, and it is the responsibility

of each student to understand the actions and behaviors that constitute cheating or academic dishonesty within each class as well as in other venues on campus. Students are encouraged to ask questions of their instructors and are expected to read the college's statement on Academic Fraud (located in the class schedule). Penalties for actions inconsistent with classroom, library, and college expectations for academic integrity range from a failing grade on an assignment, exam, or project (which may lead to a failing grade in the course) to, under certain conditions, suspension, or expulsion from a class, program, or the college. For more information, please consult with your instructor or contact the office of the Dean of Student Affairs.

### Computer Software Copyrights

Computer software is protected by the Federal Copyright Act of 1976. Software protected by copyright may not be copied except as expressly permitted by the owner of the copyright or otherwise permitted by copyright law. Protected software may not be copied into, from, or by any district facility or system, except pursuant to a valid license or as otherwise permitted by copyright law. The following guidelines apply to the use of College acquired software:

1. The user is responsible for complying with whatever terms and conditions are specified in the license agreement or copyright statement which accompanies individual software acquisition.
2. No copies of software may be made except in the following cases:
  - a. Normally an archive copy of software is allowed for protection against accidental loss or damage. Archive copies of software should be securely stored and not used except to be recopied if the operational copy becomes damaged.
  - b. Some software, when site licensed may permit multiple use within the college. Such copies must be made only by the person or persons authorized to make copies by the terms of the site license.
  - c. The number of simultaneous users and distribution of copies must be handled in such a way that the number of simultaneous users in a department does not exceed the number of licenses purchased by that department, unless otherwise stipulated in the purchase contract.
  - d. Some software, in particular programming languages, allows code to be copied and incorporated within user written software. Such use is generally permitted as long as the software is for personal use and not sold, rented, or leased. If distribution of commercial use is intended for software so produced, clearance must be secured from the copyright owner for the use of the incorporated code, and with the college for use of the equipment during production.
3. The intended or unintended piracy, damage, alteration or removal of any college acquired software may be treated as an act of theft or malicious destruction. Grossmont College may choose to withhold computer services to persons who have been identified as engaging in these acts.

## ACADEMIC RENEWAL

When previously recorded Grossmont-Cuyamaca Community College District coursework is substandard and not reflective of a student's present level of demonstrated ability this policy may allow alleviation of substandard work. **(Grades D or F only)**

Students may petition to have their academic record reviewed by their respective college's General Petitions Committee. Forms & instructions can be obtained from the Admissions & Records Office.

In compliance with Title 5 Regulations, a student's petition for academic renewal of substandard academic performance will be considered under the following conditions:

- At least one year has elapsed since the most recent substandard grade(s) to be alleviated, and the student has completed at least 15 units of coursework with at least a 2.0 Grade Point Average (GPA) at a regionally accredited post-secondary institution. All courses taken during the semester/session in which the student reaches or exceeds the 15 unit minimum will be used in computing the GPA. Units completed with "P" (Pass) grades will be excluded and not counted toward fulfillment of this requirement

Academic renewal cannot be used to set aside coursework which has been used to meet degree, certificate or certification requirements.

Academic Renewal does not provide an exception to the course repetition policy.

Prior Academic Renewals from Grossmont-Cuyamaca Community College District and other institutions will be taken into account when determining eligibility.

The student may select Option I or Option II.

### THE STUDENT MAY NOT APPLY FOR BOTH.

- Option I: A maximum of any 24 units of substandard coursework (grades D or F only) may be alleviated. This option may be approved twice subject to a total of 24 units.
- Option II: Two complete semesters in which the Grossmont-Cuyamaca Community College District semester GPA is below 2.0 may be alleviated. Courses taken at Grossmont-Cuyamaca Community College District during the same semester shall be combined and counted as one semester.

### Procedure

1. The student must formally request a review of substandard work to be alleviated. The Petitions Committee shall review all requests for academic renewal. The committee will determine if all criteria have been met and determination by the committee shall be final.
2. When such action is taken, the student's permanent academic records shall be annotated so that it is readily evident to all users of the record that no work taken during the alleviated semester(s), even if satisfactory, may apply toward degree requirements. However, all work will remain on the record insuring a true and complete academic history. Academically renewed courses will still be counted as attempted units and some restrictions will apply for Financial Aid and Veteran students who are receiving benefits through these services.

## ACCESS TO EDUCATIONAL PROGRAMS

It is the policy of the Grossmont-Cuyamaca Community College District Governing Board that, unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the district, shall be fully open 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 Section 55003 of Division 6, of Title 5 Code of Regulations.

## ADDING COURSES

Students may add courses only during the official "Add" period. Students may add online once a session has begun using an "authorization code (add code)" issued by the instructor or submit the completed "Change of Program Card (add card)" to the Admissions and Records Office.

Students may enroll in more than 18 units per semester or 8 units in summer session after the start of the semester session with an overload petition. Overload petitions must be approved by a counselor. Excessive unit overloads will require an appointment with the Dean of Counseling Services.

## ATTENDANCE REQUIREMENTS

Instructors are obligated, at the beginning of the semester, to announce to their students their policy regarding excessive absence. When absences exceed the number of hours that a class meets in a week the instructor may drop the student from the class. Failure to attend the first class meeting (no show) may result in the student being dropped from the class.

It is the student's responsibility to discuss anticipated extensive absences with the instructor. Make-up work for an absence of any kind must be completed to the satisfaction of the instructor. No absence relieves the student of the responsibility of completing all work assigned.

## AUDITING COURSES

It shall be the policy of the Board to permit audit of courses as follows:

1. Audit enrollment will not be permitted until students have completed the allowable number of repeats in practice or performance courses. Courses are determined through agreement between the department and the appropriate administrator. Priority class enrollments are given to students desiring to take the course for credit. No student will be permitted to enroll for audit purposes until Monday of the third week of instruction.
2. A nonrefundable audit fee of \$15 per unit plus any required student or instructional materials fee (e.g., health fee of \$20, materials fee) shall be payable at the time of enrollment as an auditor.
3. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged a fee to audit three or fewer units per semester. If the student drops below the 10-unit level, the \$15 per unit audit fee will be assessed.
4. Audit enrollment will be based on "seats available" and will not be used to count toward minimum enrollment requirements. If a class closes after an auditor has been admitted, the auditor may be asked to leave to make room for the credit students.

Instructor discretion is strongly recommended. Audit enrollments which allow faculty to be eligible for large class bonus will not be counted.

5. No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for that course.
6. Permission to audit a class is done at the discretion of the instructor and with the instructor's signed permission.
7. No credit will be received for auditing a course. The College will not maintain any attendance or academic records for MIS reporting.

## COURSES TAKEN OUT OF SEQUENCE

Successful completion of courses (i.e., biology, English, mathematics, foreign languages, etc.) implies competency in the prerequisite courses; therefore, the college does not grant credit toward graduation for courses taken out of sequence.

## CREDIT BY EXAMINATION

There are two policies that allow students to obtain credits by successfully passing examinations: (1) Credit by Examination, and (2) External Examinations. These policies are described in the colleges' catalogs.

- (1) Credit by Examination Credit by Examination may be obtained by any student who satisfactorily passes an examination approved and conducted by the appropriate department. Credit by Examination requires that:
  - The student is currently registered in the college and in good standing;
  - The course is listed in the college catalog;
  - The unit value may not be greater than that listed for the course in the catalog;
  - Students have not enrolled in, or completed, the same course or an advanced course at any college in the area in which Credit by Examination is requested.

Credits acquired via Credit by Examination are not applicable to unit load requirements such as Financial Aid, Selective Service deferment, and Veteran's or Social Security benefits.

Credits acquired via Credit by Examination shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.

The student's academic record shall clearly indicate that the credit was earned by examination.

Credits acquired via Credit by Examination administered by the College District shall be charged the per unit enrollment fee established by Education Code section 76300.

### (2) External Examinations

Credits may be awarded to students that successfully pass external examinations including Advanced Placement (AP), International Baccalaureate (IB) and College Level Examination Program (CLEP). Such exams may also be used for California State University (CSU) GE Breadth and Intersegmental General Education Transfer Curriculum (IGETC) certifications (Exception: CLEP is not currently accepted for IGETC or by the UC System). The student's academic transcript will be annotated to designate credit awarded by external examinations.

The following requirements apply:

### **Advanced Placement**

- Credit is awarded for AP examinations passed with a score of 3 or above.
- Credit may be applied to specific general education areas and in some cases fulfill major requirements.
- General education credit awarded must meet the minimum standards outlined in the California Community College General Education AP List.
- Elective units are granted for examinations that do not fit into general education areas and/or fulfill major requirements.
- The District shall post its Advanced Placement Credit procedure on its public website.
- The California Community Colleges (CCC) AP policy stipulates a minimum number of AP credits awarded per examination (AB 1985). Grossmont and Cuyamaca Colleges will mirror the CSU GE Breadth AP credit list, which meets or exceeds the CCC AP Policy.

**International Baccalaureate** Achievement of a score that qualifies for credit on an International Baccalaureate (IB) Examination.

### **College Level Examination Program Examination**

Achievement of a score that qualifies for credit on a College Level Examination Program (CLEP) Examination.

The required score, total number of units awarded, and placement of credit in general education, shall be listed in the colleges' catalogs. Major courses fulfilled, if any, must also be listed in the colleges' catalogs.

## CREDIT FOR MILITARY SERVICE SCHOOLS

Credit may be granted for military service schools as recommended in the publication, *A Guide to Evaluation of Educational Experiences in the Armed Forces*, published by the American Council on Education. Credit will be granted for those training courses substantially similar to coursework offered by Grossmont College. Military credit granted by Grossmont College can be used to satisfy elective credit when awarding a CSU transfer degree.

Military credit will be counted toward graduation as general education or elective credit only, unless specifically accepted by a department for use within a student's major. A maximum of 20 units of military credit will be allowed.

To request evaluation of military credit, students must be currently enrolled, have all official transcripts on file in the Admissions and Records Office and submit a request for military credit in the Veteran's Office.

## DEFICIENCY NOTES

It is assumed at Grossmont College that students are aware of their academic progress in any course at any time; however, when in the instructor's opinion, a student is deficient in a course, the instructor may require a conference with the student to discuss his/her progress. Notice that course work is deficient may be conveyed to the student either in writing or by oral communication. The college does not require official notification by the instructor when a student's work is unsatisfactory in a course.

## REMOVAL FROM CLASS AND/OR COLLEGE

Excessive absences, disruptive behavior, or deliberate falsification of information are bases for dismissal from class and/or from the college for the duration of the semester or longer.

## DROPPING COURSES

A student may drop courses online or submit a "Change of Program (green add/drop card) card" to the Admissions and Records Office. Classes dropped up until the 20% point in the course do not appear on the student's transcript. All withdrawals must be initiated prior to the 75% point of that particular course. Students should be aware that the "W" will be taken into consideration in determination of progress alert or disqualification status. Students must clear all obligations to the college prior to withdrawal.

Withdrawal from a class after the drop deadline may be authorized in the event of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student. Should a verified condition require a complete withdrawal after the final drop deadline, a student may file a petition at the Admissions and Records Office for a Medical Withdrawal. A medical withdrawal includes a "W" and does not include a refund and can only be granted for all courses in a particular session at Grossmont College. A partial medical withdrawal can apply only to ES/DANC activity courses or to courses completed prior to the medical incident. The student must file a petition with documentation to the Petitions Committee for these types of withdrawals. Documentation must address how the medical issue impacts your studies or enrollment. Military withdrawals shall be authorized when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Military withdrawals shall not be counted in progress alert and dismissal calculations. No refunds will be given for military withdrawals.

It is the student's responsibility to clear all obligations to the college prior to withdrawal. Additionally, it is the student's responsibility to officially drop courses they are no longer attending. If a course is not officially dropped, the student may receive an "F" for the course.

## EXAMINATIONS

### Final Examinations

Formal written and/or performance examinations will be given at the end of each course and as frequently during the semester as sound evaluation practice dictates. Final examinations are required in all courses and must be given according to the schedule provided in the class schedule. No student may be excused from final examinations. Instructors will not ordinarily give final examinations at any time other than those regularly scheduled times.

### Early Finals

If, in the opinion of the instructor, an extreme emergency justifies the giving of a final examination prior to the regularly scheduled date, the instructor shall obtain approval from the appropriate dean in writing that an early examination is being given. This request shall include the title of the course, the reason why the early examination is authorized and the name of the student.

### Late Finals

In the event severe illness or other emergency prevents the student from taking a final examination during the regularly scheduled date, the instructor must be notified at the time and, as soon as possible, the student must make up the examination missed. In all cases the illness or emergency must be verified.

## EXTERNAL EXAMS CREDIT

Grossmont College grants credit toward its associate degrees for successfully passing external examinations including Advanced Placement (AP), International Baccalaureate (IB) and College Level Examination Program (CLEP). Such examinations may also be used for CSU GE-Breadth and IGETC certification and for placement purposes in Mathematics and English courses. In order to receive credit, students must send official score reports to the Admissions and Records Office.

The student's academic transcript will be annotated to designate unit credit awarded by external examinations. The following charts show the examinations, the total units awarded at GCCCD, CSU and UC, the specific area of general education requirements that may be cleared and the equivalent Grossmont course(s), if any. If a student receives External Exam credit and then takes the equivalent Grossmont College course, the unit credit will be deducted prior to being awarded the AA/AS degree. For exams not on this list, see the Articulation Officer.

### **Advanced Placement (AP)**

As indicated in the chart on the next page, credit is awarded for AP examinations passed with a score of 3 or above. Credit may be applied to specific general education areas and in some cases fulfill major requirements. Elective units are granted for examinations that do not fit into general education areas and/or fulfill major requirements. In the Grossmont-Cuyamaca Community College District, the manner in which credit is awarded mirrors the California State University General Education (CSU GE) Breadth certification. Transfer students should check the catalog of the four-year institution to see how AP credits are awarded outside of general education (how credits are applied toward major coursework). To obtain AP score reports visit [www.collegeboard.org](http://www.collegeboard.org).

### **College Level Examination Program (CLEP)**

Grossmont College awards general education and/or elective credit for CLEP examinations. Passing scores range from 50 and above (see chart). At the discretion of the appropriate instructional department faculty, CLEP may be used to clear major requirements. A student may earn up to a maximum of 18 units of CLEP at Grossmont College. Students intending to transfer should check with the transferring institution to determine their policy. Students are cautioned that CLEP policies vary among colleges. The CSU has approved the application of CLEP on GE certifications and has a 30-unit overall cap on the acceptance of CLEP credit. To obtain CLEP transcripts, visit [www.collegeboard.org](http://www.collegeboard.org).

### **International Baccalaureate (IB)**

Grossmont College grants 3-6 units for each International Baccalaureate Higher Level (HL) Subject Examination passed with an appropriate score (see chart). Examinations may be evaluated for specific course credit to satisfy a major requirement or to clear a prerequisite by the appropriate instructional department faculty. Students planning to transfer without a CSU or IGETC certification should check the catalog of the four-year institution to see how IB credits are awarded. To request IB transcripts, students may contact International Baccalaureate at [www.ibo.org](http://www.ibo.org)

**For the AP, CLEP and IB charts, the following definitions apply:**

GCCCD = Grossmont-Cuyamaca Community College District

GC = Grossmont College

CSU = California State University General Education Breadth Certification

UC = University of California

IGETC = Intersegmental General Education Transfer Curriculum

CCC = California Community College General Education Advanced Placement (minimum units)

**ADVANCED PLACEMENT (AP)**

AP EXAM	TOTAL UNITS AWARDED	GENERAL EDUCATION	GCCCD MAJOR COURSES FULFILLED
Art History	GCCCD: 6 CSU: 6 UC: 5.3 CCC: 3	GCCCD: 3, Area C CSU GE: 3, Area C1 or C2 IGETC: 3, Area 3A or 3B CCC: 3, Humanities	ART 140, 141
Biology	GCCCD: 6 CSU: 6 UC: 5.3 CCC: 4	GCCCD: 4, Area B1-w/lab CSU GE: 4, Area B2, B3 IGETC: 4, Area 5B, 5C CCC: 4, Natural Sciences	CC: BIO 130, 131 GC: BIO 120
Calculus AB	GCCCD: 3 CSU: 3 UC: 2.7 CCC: 3	GCCCD: 3, Area A3 CSU GE: 3, Area B4 IGETC: 3, Area 2A CCC: 3, Language and Rationality	MATH 180
Calculus BC	GCCCD: 6 CSU: 6 UC: 5.3 CCC: 3	GCCCD: 3, Area A3 CSU GE: 3, Area B4 IGETC: 3, Area 2A CCC: 3, Language and Rationality	MATH 280
Calculus BC/AB Subscore	GCCCD: 3 CSU: 3 UC: 2.7 CCC: 3	GCCCD: 3, Area A3 CSU GE: 3, Area B4 IGETC: 3, Area 2A CCC: 3, Language and Rationality	MATH 180
Chemistry	GCCCD: 6 CSU: 6 UC: 5.3 CCC: 4	GCCCD: 4, Area B2 – w/lab CSU GE: 4, Area B1, B3 IGETC: 4, Area 5A, 5C CCC: 4, Natural Sciences	CHEM 120 (Score of 3) CHEM 141 (Score of 4 or 5)
Chinese Language & Culture	GCCCD: 6 CSU: 6 UC: 5.3 CCC: 3	GC: 3, Area C2 CSU GE: 3, Area C2 IGETC: 3, Area 3B, 6A CCC: 3, Humanities	CHIN 120, 121
Comparative Government & Politics	GCCCD: 3 CSU: 3 UC: 2.7 CCC: 3	GC: 3, Area D1 CSU GE: 3, Area D IGETC: 3, Area 4H CCC: 3, Social/Behavioral Sciences	POSC 124
Computer Science A	GCCCD: 3 CSU: 3 UC: 1.3 CCC: 3	N/A	CC: CS 182 GC: CSIS 293
Computer Science AB	GCCCD: 6 CSU: 6 UC: 2.7 CCC: 3	N/A	N/A
Computer Science Principles	GCCCD: 6 CSU: 6 UC: 2.7 CCC: 3	N/A	N/A
English Language & Composition	GCCCD: 6 CSU: 6 UC: 5.3 CCC: 3	GC: 3, Area A1 CSU GE: 3, Area A2 IGETC: 3, Area 1A CCC: 3, Language and Rationality	ENGL 120

AP EXAM	TOTAL UNITS AWARDED	GENERAL EDUCATION	GCCCD MAJOR COURSES FULFILLED
English Literature & Composition	GCCCD: 6 CSU: 6 UC: 5.3 CCC: 3	GC: 6, Area A1, C2 CSU GE: 6, Area A2, C2 IGETC: 3, Area 1A or 3B CCC: 3, Language and Rationality or Humanities	ENGL 120, 122
Environmental Science	GCCCD: 4 CSU: 4 UC: 2.7 CCC: 4	GC: 4, Area B2 – w/lab CSU GE: 4, Area B1, B3 IGETC: 4, Area 5A, 5C CCC: 4, Natural Sciences	N/A
European History	GCCCD: 6 CSU: 6 UC: 5.3 CCC: 3	GC: 3, Area C1 CSU GE: 3, Area C2 or D IGETC: 3, Area 3B or 4 CCC: 3, Social/Behavioral Sciences or Humanities	HIST 105, 106
French Language & Culture	GCCCD: 6 CSU: 6 UC: 5.3 CCC: 3	GC: 3, Area C2 CSU GE: 3, Area C2 IGETC: 3, Area 3B, 6A CCC: 3, Humanities	FREN 120, 121
German Language & Culture	GCCCD: 6 CSU: 6 UC: 5.3 CCC: 3	GC: 3, Area C2 CSU GE: 3, Area C2 IGETC: 3, Area 3B & 6A CCC: 3, Humanities	GC: GERM 120, 121
Human Geography	GCCCD: 3 CSU: 3 UC: 2.7 CCC: 3	GC: 3, Area D1 CSU GE: 3, Area D IGETC: 3, Area 4E CCC: 3, Social/Behavioral Sciences	GEOG 130
Italian Language & Culture	GCCCD: 6 CSU: 6 UC: 5.3 CCC: 3	GC: 3, Area C2 CSU GE: 3, Area C2 IGETC: 3, Area 3B, 6A CCC: 3, Humanities	ITAL 120, 121
Japanese Language & Culture	GCCCD: 6 CSU: 6 UC: 5.3 CCC: 3	GC: 3, Area C2 CSU GE: 3, Area C2 IGETC: 3, Area 3B, 6A CCC: 3, Humanities	GC: JAPAN 120, 121
Latin	GCCCD: 6 CSU: 6 UC: 2.7 CCC: 3	GC: 3, Area C2 CSU GE: 3, Area C2 IGETC: 3, Area 3B, 6A CCC: 3, Humanities	N/A
Macroeconomics	GCCCD: 3 CSU: 3 UC: 2.7 CCC: 3	GC: 3, Area D1 CSU GE: 3, Area D IGETC: 3, Area 4B CCC: 3, Social/Behavioral Sciences	ECON 120
Microeconomics	GCCCD: 3 CSU: 3 UC: 2.7 CCC: 3	GC: 3, Area D1 CSU GE: 3, Area D IGETC: 3, Area 4B CCC: 3, Social/Behavioral Sciences	ECON 121
Music Theory	GCCCD: 6 CSU: 6 UC: 5.3 CCC: 3	GC: 3, Area C3 CSU GE: N/A IGETC: N/A CCC: 3, Humanities	MUS 105, 106
Physics B	GCCCD: 4 CSU: 6 UC: 5.3 CCC: N/A	GC: 4, Area B2 – w/lab CSU: 4, Area B1, B3 IGETC: 4, Area 5A, 5C CCC: N/A	N/A
Physics 1: Algebra-Based	GCCCD: 4 CSU: 4 UC: 5.3 CCC: 4	GC: 4, Area B2 – w/lab CSU GE: 4, Area B1, B3 IGETC: 4, Area 5A, 5C CCC: 4, Natural Sciences	PHYC 110
Physics 2: Algebra-Based	GCCCD: 4 CSU: 4 UC: 5.3 CCC: 4	GC: 4, Area B2 – w/lab CSU GE: 4, Area B1, B3 IGETC: 4, Area 5A, 5C CCC: 4, Natural Sciences	PHYC 110

AP EXAM	TOTAL UNITS AWARDED	GENERAL EDUCATION	GCCCD MAJOR COURSES FULFILLED
Physics C: Electricity & Magnetism	GCCCD: 4 CSU: 4 UC: 2.7 CCC: 4	GC: 4, Area B2 – w/lab CSU GE: 4, Area B1, B3 IGETC: 4, Area 5A, 5C CCC: 4, Natural Sciences	CC: Area B – w/lab GC: PHYC 240
Physics C: Mechanics	GCCCD: 4 CSU: 4 UC: 2.7 CCC: 4	GC: 4, Area B2 – w/lab CSU GE: 4, Area B1, B3 IGETC: 4, Area 5A, 5C CCC: 4, Natural Sciences	CC: Area B – w/lab GC: PHYC 140
Psychology	GCCCD: 3 CSU: 3 UC: 2.7 CCC: 3	GC: 3, Area D2 CSU GE: 3, Area D IGETC: 3, Area 4I CCC: 3, Social/Behavioral Sciences	PSY 120
Spanish Language & Culture	GCCCD: 6 CSU: 6 UC: 5.3 CCC: 3	GC: 3, Area C2 CSU GE: 3, Area C2 IGETC: 3, Area 3B, 6A CCC: 3, Humanities	SPAN 120, 121
Spanish Literature & Culture	GCCCD: 6 CSU: 6 UC: 5.3 CCC: 3	GC: 3, Area C2 CSU GE: 3, Area C2 IGETC: 3, Area 3B, 6A CCC: 3, Humanities	N/A
Statistics	GCCCD: 3 CSU: 3 UC: 2.7 CCC: 3	GC: 3, Area A3 CSU GE: 3, Area B4 IGETC: 3, Area 2A CCC: 3, Language and Rationality	MATH 160
Studio Art - 2D Design	GCCCD: 3 CSU: 3 UC: 5.3 CCC: 3	GC: 3, Area C3 CSU GE: N/A IGETC: N/A CCC: N/A	ART 120
Studio Art - 3D Design	GCCCD: 3 CSU: 3 UC: 5.3 CCC: 3	GC: 3, Area C3 CSU GE: N/A IGETC: N/A CCC: N/A	ART 129
Studio Art - Drawing	GCCCD: 3 CSU: 3 UC: 5.3 CCC: 3	GC: 3, Area C3 CSU GE: N/A IGETC: N/A CCC: N/A	ART 124
US Government & Politics	GCCCD: 3 CSU: 3 UC: 2.7 CCC: 3	GC: 3, Area D3 CSU GE: 3, Area D, AI US-2 IGETC: 3, Area 4H CCC: 3, Social/Behavioral Sciences	POSC 121
US History	GCCCD: 6 CSU: 6 UC: 5.3 CCC: 3	GC: 3, Area C1 or D3 CSU GE: 3, Area C2 or D, AI US-1 IGETC: 3, Area 3B or 4F CCC: 3, Social/Behavioral Sciences or Humanities	HIST 108, 109
World History	GCCCD: 3 CSU: 3 UC: 5.3 CCC: 3	GC: 3, Area C1 or D1 CSU GE: 3, Area C2 or D IGETC: 3, Area 3B or 4F CCC: 3, Social/Behavioral Sciences or Humanities	HIST 100

Questions regarding the Advanced Placement (AP) examination chart can be directed to Counselors. Please note that information identified by "GC" is specific to Grossmont College. For examinations not on this list see the Articulation Officer.

\* If a student passes more than one AP examination in Calculus or Computer Science, only one examination may be applied to the baccalaureate.

\* If a student passes more than one AP examination in Physics, only six units of credit may be applied to the baccalaureate and only four units of credit may be applied to a certification in General Education Breadth.

Reference: CSU Chancellor's Office Memo Code: ASA--2019-03; Systemwide Credit for External Examinations, January 28, 2019.

## COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) EXAMINATIONS

**(Note: CLEP is currently not accepted for IGETC or by the UC System)**

CLEP EXAMINATION	APPROVED SCORE	TOTAL UNITS AWARDED	GENERAL EDUCATION
American Government	50	GCCCD: 3 CSU: 3 UC: N/A	GC: 3 units, Area D3 CSU GE: 3 units, Area D IGETC: N/A
American Literature	50	GCCCD: 3 CSU: 3 UC: N/A	GC: 3 units, Area C2 CSU GE: 3 units, Area C2 IGETC: N/A
Analyzing and Interpreting Literature	50	GCCCD: 3 CSU: 3 UC: N/A	GC: 3 units, Area C2 CSU GE: 3 units, Area C2 IGETC: N/A
Biology	50	GCCCD: 3 CSU: 3 UC: N/A	GC: 3 units, Area B1 - no lab CSU GE: 3 units, Area B2 - no lab IGETC: N/A
Calculus	50	GCCCD: 3 CSU: 3 UC: N/A	GC: 3 units, Area A3 CSU GE: 3 units, Area B4 IGETC: N/A
Chemistry	50	GCCCD: 3 CSU: 3 UC: N/A	GC: 3 units, Area B2 - no lab CSU GE: 3 units, Area B1 - no lab IGETC: N/A
College Algebra	50	GCCCD: 3 CSU: 3 UC: N/A	GC: 3 units, Area A3 CSU GE: 3 units, Area B4 IGETC: N/A
College Algebra-Trigonometry	50	GCCCD: 3 CSU: 3 UC: N/A	GC: 3 units, Area A3 CSU GE: 3 units, Area B4 IGETC: N/A
College Composition	50	GCCCD: 3 CSU: N/A UC: N/A	GC: 3 units, Area A1 CSU GE: N/A IGETC: N/A
College Mathematics	50	GCCCD: 3 CSU: N/A UC: N/A	GC: 3 units, Area A3 CSU GE: N/A IGETC: N/A
English Composition (with or without essay)	50	GCCCD: 3 CSU: N/A UC: N/A	GC: 3 units, Area A1 CSU GE: N/A IGETC: N/A
English Literature	50	GCCCD: 3 CSU: 3 UC: N/A	GC: 3 units, Area C2 CSU GE: N/A IGETC: N/A
Financial Accounting	50	GCCCD: 3 CSU: 3 UC: N/A	GC: 3 units, Elective Credit CSU GE: N/A IGETC: N/A
French Level I	50	GCCCD: 6 CSU: 6 UC: N/A	GC: 5 units, Area C2 CSU GE: N/A IGETC: N/A
French Level II	50	GCCCD: 9 CSU: 9 UC: N/A	GC: 5 units, Area C2 CSU GE: 3 units, Area C2 IGETC: N/A
German Level I	50	GCCCD: 6 CSU: 6 UC: N/A	GC: 5 units, Area C2 CSU GE: N/A IGETC: N/A

CLEP EXAMINATION	APPROVED SCORE	TOTAL UNITS AWARDED	GENERAL EDUCATION
German Level II	60	GCCCD: 9 CSU: 9 UC: N/A	GC: 5 units, Area C2 CSU GE: 3 units, Area C2 IGETC: N/A
History: US I	50	GCCCD: 3 CSU: 3 UC: N/A	GC: 3 units, Area D3 CSU GE: 3 units, Area D, US-1 IGETC: N/A
History: US II	50	GCCCD: 3 CSU: 3 UC: N/A	GC: 3 units, Area D3 CSU GE: 3 units, Area D, US-1 IGETC: N/A
Human Growth and Development	50	GCCCD: 3 CSU: 3 UC: N/A	GC: 3 units, Area D2 CSU GE: 3 units, Area E IGETC: N/A
Humanities	50	GCCCD: 3 CSU: 3 UC: N/A	GC: 3 units, Area C1, C2 or C3 CSU GE: 3 units, Area C2 IGETC: N/A
Information Systems and Computer Applications	50	GCCCD: 3 CSU: 3 UC: N/A	GC: 3 units, Elective Credit CSU GE: N/A IGETC: N/A
Introduction to Educational Psychology	50	GCCCD: 3 CSU: 3 UC: N/A	GC: 3 units, Elective Credit CSU GE: N/A IGETC: N/A
Introductory Business Law	50	GCCCD: 3 CSU: 3 UC: N/A	GC: 3 units, Elective Credit CSU GE: N/A IGETC: N/A
Introductory Psychology	50	GCCCD: 3 CSU: 3 UC: N/A	GC: 3 units, Area D2 CSU GE: 3 units, Area D IGETC: N/A
Introductory Sociology	50	GCCCD: 3 CSU: 3 UC: N/A	GC: 3 units, Area D2 CSU GE: 3 units, Area D IGETC: N/A
Natural Sciences	50	GCCCD: 3 CSU: 3 UC: N/A	GC: 3 units, Area B1 or B2 - no lab CSU GE: 3 units, Area B1 or B2 - no lab IGETC: N/A
Precalculus	50	GCCCD: 3 CSU: 3 UC: N/A	GC: 3 units, Area A3 CSU GE: 3 units, Area B4 IGETC: N/A
Principles of Accounting	50	GCCCD: 3 CSU: 3 UC: N/A	GC: 3 units, Elective Credit CSU GE: N/A IGETC: N/A
Principles of Macroeconomics	50	GCCCD: 3 CSU: 3 UC: N/A	GC: 3 units, Area D1 CSU GE: 3 units, Area D IGETC: N/A
Principles of Management	50	GCCCD: 3 CSU: 3 UC: N/A	GC: 3 units, Elective Credit CSU GE: N/A IGETC: N/A
Principles of Marketing	50	GCCCD: 3 CSU: 3 UC: N/A	GC: 3 units, Elective Credit CSU GE: N/A IGETC: N/A

CLEP EXAMINATION	APPROVED SCORE	TOTAL UNITS AWARDED	GENERAL EDUCATION
Principles of Microeconomics	50	GCCCD: 3 CSU: 3 UC: N/A	GC: 3 units, Area D1 CSU: 3 units, Area D IGETC: N/A
Social Sciences and History	50	GCCCD: 3 CSU: N/A UC: N/A	GC: 3 units, Area D1 or D3 CSU GE: N/A IGETC: N/A
Spanish Level I	50	GCCCD: 6 CSU: 6 UC: N/A	GC: 5 units, Area C2 CSU GE: N/A IGETC: N/A
Spanish Level II	63	GCCCD: 9 CSU: 9 UC: N/A	GC: 5 units, Area C2 CSU: 3 units, Area C2 IGETC: N/A
Trigonometry	50	GCCCD: 3 CSU: 3 UC: N/A	GC: 3 units, Area A3 CSU: N/A IGETC: N/A
Western Civilization I	50	GCCCD: 3 CSU: 3 UC: N/A	GC: 3 units, Area C1 or D1 CSU: 3 units, Area C2 or D IGETC: N/A
Western Civilization II	50	GCCCD: 3 CSU: 3 UC: N/A	GC: 3 units, Area C1 or D1 CSU: 3 units, Area D IGETC: N/A

Questions regarding the CLEP chart can be directed to Counselors. Please note that information identified as "GC" is specific to Grossmont College. For examinations not on this list see the Articulation Officer.

Students seeking certification in GE Breadth prior to transfer must have passed the test before this date.

If a student passes more than one CLEP test in the same language other than English, then only one examination may be applied to the baccalaureate.

At the discretion of discipline faculty, CLEP may be used to clear major requirements. A Modification of Major form must be submitted to the appropriate department chair for approval.

Reference: CSU Chancellor's Office Memo Code: ASA-2019-03; Systemwide Credit for External Examinations, January 28, 2019.

## INTERNATIONAL BACCALAUREATE (IB) EXAMINATIONS

EXAM	APPROVED SCORE	TOTAL UNITS AWARDED	GENERAL EDUCATION
Biology HL	GCCCD: 5 CSU: 5 UC: 5	GCCCD: 6 CSU: 6 UC: 5.3	GC: 3, Area B1 - no lab CSU GE: 3, Area B2 - no lab IGETC: 3, 5B - no lab
Chemistry HL	GCCCD: 5 CSU: 5 UC: 5	GCCCD: 6 CSU: 6 UC: 5.3	GC: 3, Area B2 - no lab CSU GE: 3, Area B1 - no lab IGETC: 3, Area 5A - no lab
Economics HL	GCCCD: 5 CSU: 5 UC: 5	GCCCD: 6 CSU: 6 UC: 5.3	GC: 3, Area D1 CSU GE: 3, Area D IGETC: 3, Area 4
Geography HL	GCCCD: 5 CSU: 5 UC: 5	GCCCD: 6 CSU: 6 UC: 5.3	GC: 3, Area D1 CSU GE: 3, Area D IGETC: 3, Area 4
History (any region) HL	GCCCD: 5 CSU: 5 UC: 5	GCCCD: 6 CSU: 6 UC: 5.3	GC: 3, Area C1 or D1 CSU GE: 3, Area C2 or D IGETC: 3, Area 3B or 4
Language A Literature HL†	GCCCD: 4 CSU: 4 UC: 5	GCCCD: 6 CSU: 6 UC: 5.3	GC: 3, Area C2 CSU GE: 3, Area C2 IGETC: 3, Area 3B & 6A*
Language A Language and Literature HL†	GCCCD: 4 CSU: 4 UC: 5	GCCCD: 6 CSU: 6 UC: 5.3	GC: 3, Area C2 CSU GE: 3, Area C2 IGETC: 3, Area 3B & 6A*
Language B (any language) HL	GCCCD: 4 CSU: 4 UC: 5	GCCCD: 6 CSU: 6 UC: 5.3	GC: N/A CSU: N/A IGETC: 3, Area 6A
Mathematics HL	GCCCD: 4 CSU: 4 UC: 5	GCCCD: 6 CSU: 6 UC: 5.3	GC: 3, Area A3 CSU GE: 3, Area B4 IGETC: 3, Area 2
Physics HL	GCCCD: 5 CSU: 5 UC: 5	GCCCD: 6 CSU: 6 UC: 5.3	GC: 4, Area B2 - no lab CSU: 4, Area B1 - no lab IGETC: 3, Area 5A - no lab
Psychology HL	GCCCD: 5 CSU: 5 UC: 5	GCCCD: 3 CSU: 3 UC: 5.3	GC: 3, Area D2 CSU GE: 3, Area D IGETC: 3, Area 4
Theater HL	GCCCD: 4 CSU: 4 UC: 5	GCCCD: 6 CSU: 6 UC: 5.3	GC: 3, Area C3 CSU GE: 3, Area C1 IGETC: 3, Area 3A

Questions regarding the International Baccalaureate (IB) examination chart can be directed to Counselors. Please note that information identified by "GC" is specific to Grossmont College. For examinations not on this list see the Articulation Officer.

† Please note that SDSU uses Language A HL (English) to satisfy RWS 100 and ENGL 220, see SDSU catalog "Academic Credit Through Examination" policies for more information.

\*Score must be 5. All Languages including English receive IGETC 3B credit. All languages except English receive IGETC 6A credit.

Reference: CSU Chancellor's Office Memo Code: 2019-03; Systemwide Credit for External Examinations, January 28, 2019.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Grossmont College accords to students all rights under the Family Educational Rights and Privacy Act. No one outside the institution shall have access to nor will the institution disclose any information from the students' education records without the written consent of students except to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. At Grossmont College, only those employees acting in the students' educational interest are allowed access to student education records within the limitations of their need to know.

The Act provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decisions of the hearing panels are unacceptable. The Dean of Admission and Records and Financial Aid has been designated by the institution to coordinate the inspection and review procedures for student education records.

For more information, please visit: [www.grossmont.edu/student-services/applyenroll/ferpa.aspx](http://www.grossmont.edu/student-services/applyenroll/ferpa.aspx)

## FINAL GRADES

California Education Code section 76224(a) states the following:

*When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.*

Questions regarding a final grade must be brought to the attention of the appropriate divisional dean within one year of the issuance of the grade.

## GRADE FORGIVENESS

Forgiveness as defined by Grossmont College is the intentional omission of courses in which D or F grades are earned when computing Grade Point Average (GPA) for granting of degrees.

Under the Grossmont College forgiveness policy, degree candidates must meet all the requirements as stated in the College catalog with the following exception:

Any course in which a D or F grade is earned may be forgiven without repeating if that particular course is not being used to meet a degree requirement.

The Grossmont College forgiveness policy is used only when a student has less than a 2.0 grade point average and will automatically be applied upon completion of the student's last semester. This policy does not affect grade point averages used by other colleges or universities.

Grade Forgiveness cannot be applied for students earning AA-T/AS-T degrees.

## GRADING SYSTEM AND NOTATIONS

Grades are earned in each course and recorded on a semester basis on the student's permanent record. A copy of the permanent record is the transcript. Grades should be interpreted as follows:

- A+**
- A** Excellent
- A-**
- B+**
- B** Good
- B-**
- C+**
- C** Satisfactory
- D** Passing, less than satisfactory
- F** Failing
- W** Withdrawal (issued to students who withdraw before the final drop deadline). Students who are enrolled after the final drop date must receive a letter grade (A-F).
- EW** Excused Withdrawal: The "EW" symbol may be used as described in, and in accordance with, section 55024.
  - (1) "Excused Withdrawal" (EW) occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting his or her ability to complete a course(s) and may include a job transfer outside the geographical region, an illness in the family where the student is the primary caregiver, when the student who is incarcerated in a California state prison or county jail is released from custody or involuntarily transferred before the end of the term, when the student is the subject of an immigration action, or other extenuating circumstances as described in (a)(2), making course completion impracticable. In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer. Upon verification of these conditions and consistent with the district's required documentation substantiating the condition, an excused withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. The withdrawal symbol so assigned shall be an "EW." (2) Excused withdrawal shall not be counted in progress probation and dismissal calculations. (3) Excused withdrawal shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt. (4) In no case may an excused withdrawal result in a student being assigned an "FW" grade.
- MW** Military Withdrawal awarded to active or reserve military personnel upon receipt of military orders compelling a withdrawal from courses.
- P** Pass is equal to a "C" grade or higher and units are not calculated in GPA. (formerly Credit)
- NP** No Pass is equal to less than a "C" grade. Units are not calculated in GPA. Pass or No Pass may be assigned only if the course is indicated as pass/no pass or if the student has elected this option. (formerly No Credit)

**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. An incomplete grade may be given only after the student has contacted the instructor; awarding of an "I" is at the discretion of the instructor.

The "I" may be made up no later than one semester 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. A student may petition for extension of the time limit for removal of the incomplete. The petition must include evidence of approval from the instructor.

Both the instructor and the student must complete and sign the Incomplete Grade Contract form. Procedural details are printed on the back of that form and under the catalog section titled Incomplete Grades.

**IP** In Progress - It indicates that work is "in progress," but that assignment of a grade must wait 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 permanent record for the term in which the course is completed. The IP shall not be used in calculating grade point averages.

**RD** Report Delayed - The RD symbol may be assigned by the Admissions and Records Office 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 a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" is not used in calculating GPA.

P, NP, W, EW, MW, I, IP and RD grades are not used in computation of grade point average but the W, NP and I are used for purposes of progress alert and dismissal status.

### Grade Point Average

Academic achievement is reported in terms of grade point average (GPA). This is derived from the following weighting system:

<b>A+</b>	4.0	grade points per unit earned
<b>A</b>	4.0	grade points per unit earned
<b>A-</b>	3.7	grade points per unit earned
<b>B+</b>	3.3	grade points per unit earned
<b>B</b>	3.0	grade points per unit earned
<b>B-</b>	2.7	grade points per unit earned
<b>C+</b>	2.3	grade points per unit earned
<b>C</b>	2.0	grade points per unit earned
<b>D</b>	1.0	grade point per unit earned
<b>F</b>	0.0	grade points per unit attempted

Grade point average is computed by dividing total units attempted into total grade points earned. Decisions on probation and dismissal, scholarship, eligibility for graduation, and transfer are all influenced or determined by grade point average; hence, students should pay constant attention to their own grade point standing.

## HONORS

### Vice President's List and President's List

Students carrying 12 or more units at Grossmont College in which letter grades are earned (P not included) and maintaining a 3.5 or higher grade point average are placed on the **Vice President's List**. Students maintaining a 4.0 grade point average are placed on the **President's List**.

Students carrying less than 12 units at either Grossmont College or Cuyamaca College, but carrying 12 or more total units in which letter grades are earned (P not included) at Grossmont and Cuyamaca combined and maintaining a combined grade point average of 3.5 are placed on the **District Vice President's List**. Students maintaining a 4.0 grade point average are placed on the **District President's List**.

Part-time students are eligible for the **Vice President's List** if they: (1) complete 12 units in one academic year (fall and spring semesters) with a grade point average of 3.5 or higher and (2) are enrolled in fewer than 12 units per semester.

### Graduation With Honors

Students who have earned a 3.5 or higher GPA on all degree applicable work attempted graduate with honors.

Official transcripts from all colleges attended must be on file in the Admissions and Records Office. However, if you are below a 3.5 overall GPA and if no course work on a transcript from another college is used to meet any degree requirement, students may exclude that entire transcript from being used to compute their overall GPA for graduation. Students electing this option need to make this request at the time they file the Request for Associate Degree form in the Admissions and Records Office. This option only applies to the GPA used to determine graduation with honors from Grossmont College and is not used to determine eligibility for honors for commencement. It will not affect transfer GPA and other colleges and universities may not calculate GPA for honors status the same way.

## HONORS PROGRAM

The Grossmont College Honors Program is intended to promote academic excellence in students who are intellectually gifted, academically well-prepared, highly motivated, unusually creative, or especially talented.

In the program, students who desire additional challenge will take part in a spirited learning process that is designed to provide greater breadth and depth than is generally available in the regular program. In addition, participation in the program may increase students' ability to transfer to four-year universities of their choice or to obtain employment in the occupational fields for which they are preparing.

Students interested in pursuing honors study at Grossmont College should consult the appropriate faculty member, department chairperson or coordinator and/or the division dean of the area in which they desire to study.

## INCOMPLETE GRADES

An Incomplete (I) grade may be awarded at the discretion of the instructor when all the following conditions exist:

1. The student has contacted the instructor of his/her course and both have agreed to the provisions established in the Incomplete Grade Contract.
2. The student has had an unforeseen emergency that prevents him/her from completing the remaining course work. Evidence to verify the emergency may be required.
3. The student has completed a minimum of 50% of the required course work, as specified in the course syllabus, with regular attendance, and there is still the possibility of earning a passing grade.

The student is responsible for acknowledging the following:

1. Completing the coursework as outlined in the Incomplete Grade Contract. Upon satisfactory completion, the instructor will replace the "I" with a grade.
2. The "I" is not used in calculating GPA or units.
3. The "I" cannot be cleared by re-enrolling in the course.
4. The grade earned on the portion of work completed for the course (as specified in the course syllabus) must be used to calculate the final grade for the course.
5. A signed Incomplete Grade Contract in which the student agrees to complete remaining coursework, must be filed by the instructor. In the case of an extreme emergency where the student is unable to meet with the instructor, the instructor may initiate and file the Incomplete Grade Contract, sending a copy to the student for signature. The contract is invalid without both instructor and student signatures. Without the student's signature, the I will revert to the default grade at the end of the following semester.
6. Class time and/or assignments outlined in the Incomplete Grade Contract must be completed by the end of the 16-week semester following the date on the contract. If not, the "I" will revert to the default grade assigned on the Incomplete Grade Contract.
7. An extension of time for removal of the "I" must be petitioned by the student. The petition must include evidence of approval from the instructor.
8. In the event that the original instructor of record on the Incomplete Grade Contract is unavailable, the student must see the appropriate department chair or dean for alternate arrangements.

## LIMITATIONS ON ENROLLMENT

### (Courses Related in Content)

As required by Title 5, California Code of Regulations, Section 55040 (c), student enrollment in active participatory courses in physical education, visual arts or performing arts that are related in content is limited to no more than four times for semester-length courses. This limitation applies even if a student receives a substandard grade or "W" during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstances. Both Grossmont and Cuyamaca Colleges have created "course families" to address this limitation. These families include courses that have been determined by the individual departments in the district to have related or similar content. Students can have a maximum of four (4) enrollments total amongst courses that are in a family. A student who has reached the maximum number of enrollments in a family cannot enroll in any course within that same family again in the Grossmont-Cuyamaca Community College District.

<b>STUDIO ARTS / DIGITAL ART / PHOTOGRAPHY FAMILIES Courses Related in Content</b>		
<b>Maximum four (4) attempts for any family group.</b> An attempt includes:		
<ul style="list-style-type: none"> <li>• Completion</li> <li>• Final grade resulting in a "W" or "NP" or "F"</li> <li>• Incomplete</li> </ul>		
	Grossmont Course	Cuyamaca Course
<b>Studio Arts Foundations</b>		
ART 120: Two-Dimensional Design	X	X
ART 129: Three-Dimensional Design	X	X
ART 148: Introduction to Crafts		X
<b>Ceramics Foundations</b>		
ART 126: Ceramics I	X	
ART 127: Ceramics II	X	
ART 128: Ceramics III	X	
<b>Ceramics Concepts and Practices</b>		
ART 136: Glaze Formulation	X	
ART 226: Ceramics IV	X	
ART 227: Ceramics Exhibition & Portfolio	X	
<b>Digital Art Foundations</b>		
ART 171: Introduction to Digital Art	X	
ART 172: Interactive Media Art	X	
ART 175: Digital Imaging and Art	X	
GD 105: Fundamentals of Digital Media		X
GD 126: Photoshop Digital Imaging		X
<b>Digital Art: Drawing and Illustration</b>		
ART 177: Digital Drawing and Painting	X	
ART 184: Drawing for Animation	X	
ART 240: Portraiture and Character Design	X	
GD 225: Digital Illustration		X
<b>Drawing Foundations</b>		
ART 124: Drawing I	X	X
ART 125: Drawing II	X	X
ART 224: Drawing III		X
ART 225: Drawing IV		X
ART 241: Illustration I		X
ART 242: Illustration II		X
<b>Human Figure Drawing</b>		
ART 230: Figure Drawing I	X	X
ART 231: Figure Drawing II	X	X
ART 232: Figure Drawing III		X
ART 233: Figure Drawing IV		X

<b>STUDIO ARTS / DIGITAL ART / PHOTOGRAPHY FAMILIES (continued)</b>		
<b>Courses Related in Content</b>		
<b>Maximum</b> four (4) attempts for any family group. An attempt includes: <ul style="list-style-type: none"> <li>• Completion</li> <li>• Final grade resulting in a "W" or "NP" or "F"</li> <li>• Incomplete</li> </ul>		
	Grossmont Course	Cuyamaca Course
<b>Painting Foundations</b>		
ART 121: Painting I	X	X
ART 220: Painting II	X	X
ART 221: Painting III	X	X
ART 222: Painting IV	X	X
<b>Watercolor Painting</b>		
ART 135: Watercolor I		X
ART 235: Watercolor II		X
ART 236: Watercolor III		X
<b>Photography Foundations</b>		
PHOT 150: Introduction to Photography	X	
PHOT 151: Personal Photographic Vision	X	
GD 210: Professional Digital Photography I		X
GD 211: Professional Digital Photography II		X
GD 212: Professional Digital Photography III		X
<b>Photography Concepts &amp; Contemporary Practices</b>		
PHOT 152: Contemporary Photographic Practice	X	
PHOT 166: Image and Idea	X	
PHOT 252: Photographer's Portfolio	X	
<b>Sculpture Foundations</b>		
ART 130: Sculpture I	X	
ART 229: Sculpture II	X	
ART 280: Sculpture III: The Structure of Sculpture	X	
<b>Sculpture Fabrication and Practices</b>		
ART 281: Studio Workshop in Public Sculpture	X	
ART 282: Public Art Fabrication and Installation	X	
<b>Jewelry Design</b>		
ART 131: Jewelry Design I	X	
ART 132: Jewelry Design II	X	
ART 133: Jewelry Design III	X	

<b>DANCE FAMILIES</b>		
<b>Courses Related in Content</b>		
<b>Maximum</b> four (4) attempts for any family group. An attempt includes: <ul style="list-style-type: none"> <li>• Completion</li> <li>• Final grade resulting in a "W" or "NP" or "F"</li> <li>• Incomplete</li> </ul>		
	Grossmont Course	Cuyamaca Course
<b>Ballet</b>		
Dance 088A: Ballet I ES 088A Ballet I	X	X
Dance 088B: Ballet II ES 088B Ballet II	X	X
Dance 088C: Ballet III ES 088C Ballet III	X	X
Dance 088D: Ballet IV ES 088D Ballet IV	X	X

<b>DANCE FAMILIES (continued)</b>		
<b>Courses Related in Content</b>		
<b>Maximum</b> four (4) attempts for any family group. An attempt includes: <ul style="list-style-type: none"> <li>• Completion</li> <li>• Final grade resulting in a "W" or "NP" or "F"</li> <li>• Incomplete</li> </ul>		
	Grossmont Course	Cuyamaca Course
<b>Jazz Dance</b>		
Dance 084A: Jazz I ES 084A Jazz Dance I	X	X
Dance 084B: Jazz II ES 084B Jazz Dance II	X	X
Dance 084C: Jazz III ES 084C Jazz Dance III	X	X
Dance 084D: Jazz IV ES 084D Jazz Dance IV	X	X
<b>Modern Dance</b>		
Dance 080A: Modern I ES 080A Modern Dance I	X	X
Dance 080B: Modern II ES 080B Modern Dance II	X	X
Dance 080C: Modern III ES 080C Modern Dance III	X	X
Dance 080D: Modern IV ES 080D Modern Dance IV	X	X
<b>Tap Dance</b>		
Dance 081A: Tap I	X	
Dance 081B: Tap II	X	
Dance 081C: Tap III	X	
Dance 081D: Tap IV	X	
<b>Hip Hop</b>		
Dance 094A: Hip Hop I	X	
Dance 094B: Hip Hop II	X	
Dance 094C: Hip Hop III	X	
Dance 094D: Hip Hop IV	X	
<b>Studio Workshop in Dance - Modern/Tap/Jazz</b>		
Dance 071A: Studio Workshop in Tap Dance I	X	
Dance 071B: Studio Workshop in Tap Dance II	X	
Dance 072A: Studio Workshop in Modern Dance I	X	
Dance 072B: Studio Workshop in Modern Dance II	X	
Dance 074A: Studio Workshop in Jazz Dance I	X	
Dance 074B: Studio Workshop in Jazz Dance II	X	
<b>Studio Workshop in Dance - Ballet/Pointe</b>		
Dance 078A: Studio Workshop in Ballet I	X	
Dance 078B: Studio Workshop in Ballet II	X	
Dance 099A: Studio Workshop in Pointe I	X	
Dance 099B: Studio Workshop in Pointe II	X	
Dance 099C: Studio Workshop in Pointe III	X	
<b>Choreography/Student Choreography</b>		
Dance 223: Student Choreography for Production I	X	
Dance 224: Student Choreography for Production II	X	
Dance 225: Student Choreography for Production III	X	
<b>Ballroom/Ethnic Dance</b>		
Dance 082A: Social and Ballroom Dance I	X	
Dance 082B: Social and Ballroom Dance II	X	
<b>Conditioning/Stretch</b>		
Dance 118A: Pilates I	X	
Dance 118B: Pilates II	X	
Dance 118C: Pilates III	X	
Dance 118D: Pilates IV	X	

<b>DANCE FAMILIES (continued) Courses Related in Content</b>		
<b>Maximum</b> four (4) attempts for any family group. An attempt includes: • Completion • Final grade resulting in a "W" or "NP" or "F" • Incomplete		
	Grossmont Course	Cuyamaca Course
<b>Teaching Practicum</b>		
Dance 121: Beginning Teaching Practicum-Dance	X	
Dance 122: Intermediate Teaching Practicum-Dance	X	
Dance 123: Advanced Teaching Practicum-Dance	X	
<b>Production/Performance - Mentored Student Choreography</b>		
Dance 201: Dance Theater Performance I	X	
Dance 202: Dance Theater Performance II	X	
Dance 203: Dance Theater Performance III	X	
<b>Production/Performance - Faculty Choreography</b>		
Dance 227: Performance Ensemble I	X	
Dance 228: Performance Ensemble II	X	
Dance 229: Performance Ensemble III	X	
Dance 230: Performance Ensemble IV	X	

<b>EXERCISE SCIENCE AND WELLNESS FAMILIES Courses Related in Content</b>		
<b>Maximum</b> four (4) attempts for any family group. An attempt includes: • Completion • Final grade resulting in a "W" or "NP" or "F" • Incomplete		
	Grossmont Course	Cuyamaca Course
<b>Total Body Fitness</b>		
ES 004ABC: Fitness for Newcomer	X	
ES 006ABC: Total Body Fitness	X	
ES 011: Circuit Training		X
ES 019ABC: Physical Fitness		X
ES 021ABC: Fitness for Chronic Disease & Injury Prevention	X	
ES 024ABC: Fitness Boot Camp	X	
<b>Mind/Body &amp; Flexibility Fitness</b>		
ES 013: Flexibility Fitness		X
ES 026: Stress Management Through Movement and Mindfulness	X	
ES 027: T'ai Chi Ch'uan	X	
ES 028ABC: Yoga	X	X
<b>Muscle Development</b>		
ES 005ABC: Aerobic Fitness & Weight Training	X	
ES 014ABC: Body Building		X
ES 023ABC: Weight Training	X	

<b>EXERCISE SCIENCE AND WELLNESS FAMILIES (continued) Courses Related in Content</b>		
<b>Maximum</b> four (4) attempts for any family group. An attempt includes: • Completion • Final grade resulting in a "W" or "NP" or "F" • Incomplete		
	Grossmont Course	Cuyamaca Course
<b>Cardiovascular Fitness</b>		
ES 007 ABC: Aerobic Walking for Fitness & Wellness	X	
ES 008ABC: Indoor Cycling	X	
ES 009ABC: Aerobic Dance Exercise		X
ES 010: Cardiovascular Fitness and Nutrition	X	X
ES 017ABC: Trail Hiking	X	
<b>Combative Sports</b>		
ES 180: Self Defense for Women	X	X
ES 185ABC: Fencing	X	
<b>Racquet Sports</b>		
ES 060ABC: Badminton	X	X
ES 076ABC: Tennis	X	X
<b>Individual Sports</b>		
ES 012: Ind. Sport Conditioning		X
ES 037ABC: Springboard Diving	X	
ES 125ABC: Golf	X	X
ES 130ABC: Gymnastics	X	
<b>Team Sports/Gym</b>		
ES 155ABC: Basketball	X	X
ES 175ABC: Volleyball	X	X
<b>Team Sports/Field</b>		
ES 170ABC: Soccer	X	X
ES 171ABC: Softball	X	X
ES 172ABC: Baseball	X	
ES 176ABC: Beach Volleyball	X	
<b>Aquatic Cardiovascular Fitness</b>		
ES 040ABC: Aquatic Fitness	X	
ES 044ABC: Lap Swimming for Health & Fitness	X	
<b>Aquatics</b>		
ES 039: Swimming for Nonswimmers	X	
ES 043ABC: Swimming	X	

<b>MUSIC FAMILIES Courses Related in Content</b>		
<b>Maximum</b> four (4) attempts for any family group. An attempt includes: • Completion • Final grade resulting in a “W” or “NP” or “F” • Incomplete		
	Grossmont Course	Cuyamaca Course
<b>Vocal Ensembles</b> MUS 136-137-236-237: Chamber Singers MUS 138-139-238-239: Grossmont Master Chorale MUS 158-159-258-259: Chorus	X	X
<b>Jazz/Popular Ensembles</b> MUS 108-109-208-209: Rock, Pop and Soul Ensemble MUS 156-157-256-257: Jazz Ensemble MUS 166-167-266-267: Jazz Vocal Ensemble	X  X  X	X  X
<b>Non-Western Ensembles</b> MUS 154-155-254-255: Afro-Cuban Ensemble MUS 142-143-242-245: Middle Eastern Ensemble	X  X	
<b>Large Instrumental Ensembles</b> MUS 148-149-248-249: Classical Guitar Ensemble MUS 150-151-250-251: Grossmont Symphony MUS 152-153-252-253: Concert Band	X  X  X	X
<b>Music Theatre Ensembles</b> MUS 164-165-264-265: Musical Theatre Orchestra	X	

<b>THEATRE ARTS FAMILIES Courses Related in Content</b>		
<b>Maximum</b> four (4) attempts for any family (courses related in content) group. An attempt includes: • Completion • Final grade resulting in a “W” or “NP” or “F” • Incomplete		
	Grossmont Course	Cuyamaca Course
THTR 102 A, B, C, D: Theatre Production Practicum: Costumes	X	
THTR 103 A, B, C, D: Theatre Production Practicum: Sets	X	
THTR 104 A, B, C, D: Theatre Production Practicum: Lighting/Sound	X	
THTR 111 A, B, C, D: Rehearsal and Performances: Acting	X	
THTR 112 A, B, C, D: Rehearsal and Performances: Stage Management	X	
THTR 113 A, B, C, D: Rehearsal and Performances: Production Crew	X	
THTR 122 A, B, C, D: Theatre Workshop Lab: Acting	X	
THTR 123 A, B, C, D: Theatre Workshop Lab: Construction	X	
THTR 124 A, B, C, D: Theatre Workshop Lab: Production Crew	X	
THTR 145, 146, 147, 148: Arena Theatre Production	X	

## PASS/NO PASS

### (Formerly Credit/ No Credit)

The Pass/No Pass (P/NP)(formerly Credit/ No Credit) grading option is offered so that students may explore subject areas of interest outside those of their known abilities or assumed competence without competing for grades with students who are majoring in that subject.

In any course offered at Grossmont College, a student may elect to be graded on a P/NP basis providing the course is not part of the major (except for department approved courses graded on a P/NP basis and AP exams). In all cases, a student enrolled in a course must have met course prerequisites.

A maximum of 12 credit units earned at Grossmont College with P grades may be counted in satisfaction of general education and elective curriculum requirements for graduation. Grades received from other accredited institutions may be applied as credit, when appropriate, toward graduation.

Some courses in the curriculum are offered exclusively on a P/NP basis. Credit units earned in these courses are exempt from the 12 unit restrictions. In all other nonmajor courses, the election to be graded on a P/NP is at the option of the student. Students electing to be graded on a P/NP basis shall establish that option by submitting the

appropriate form to the Admissions and Records Office by the end of the fifth week of the semester. (Short-term classes will be allowed a proportionate amount of time.) Once the P/NP deadline has passed, the decision is irrevocable.

A P grade shall represent at least a satisfactory level of performance but shall not be counted as units attempted in computing grade point average.

An NP grade indicates unsatisfactory completion of course requirements but will not be counted as units attempted in computing grade point average. NP grades will be taken into consideration in the determination of progress alert or disqualification status.

## PREREQUISITES

A **prerequisite** is 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 **corequisite** is a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course.

An **advisory on recommended preparation** is 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.

All courses shall be open for enrollment to any student who has been admitted to the college, except that students may be required to meet necessary and valid prerequisites. In addition, the District may also limit enrollment in a course based on health and safety considerations, facility limitations, or legal requirements imposed by statute or regulations.

A student who does not meet a prerequisite or corequisite or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the course as follows:

1. If space is available in a course when a student files a challenge to the prerequisite, corequisite, or advisory on recommended preparation, the College shall reserve a seat for the student and resolve the challenge within five (5) working days. If the challenge is upheld or the College fails to resolve the challenge within the five (5) working day period, the student shall be allowed to enroll in the course.

If no space is available in the course when the 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 registers for that subsequent term.

2. Grounds for challenge are:
  - a. The prerequisite or corequisite has not been established in accordance with the College's process for establishing prerequisites and corequisites;
  - b. The prerequisite or corequisite is in violation of Title 5 regulations (Section 55201);
  - c. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
  - d. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite;

- e. The student will be subject to undue delay in attaining the goal of his or her Student Educational Plan because the prerequisite or corequisite course has not been made reasonably available. If other courses are available which meet the same requirement, the student is not being delayed. There is no obligation to honor the student's preference.
  - f. The student has not been allowed to enroll in a course due to a limitation on enrollment established for (a) a course that involves intercollegiate competition or public performance, or (b) a course limited to a cohort of students. The student shall be allowed to enroll if otherwise he or she would be delayed by a semester in attaining the degree or certificate specified in his or her Student Educational Plan.
  - g. The student seeks to enroll in a course which has a prerequisite established to protect health and safety, and the student demonstrates that he or she does not pose a threat to himself or herself or others.
3. The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to the determination of whether the student's challenge should be upheld or ought to be in the College's own records, then the College has the obligation to produce that information.

Challenges to a prerequisite should be filed with the Vice President of Academic Affairs. All challenges will be resolved by a committee consisting of the Vice President of Academic Affairs, the Dean of Counseling and the Department Chair or Coordinator of the course with the prerequisite in question.

Students wishing to challenge prerequisites for any other reason should do so using the Student Due Process Procedures listed in this publication.

## PROBATION AND DISMISSAL

Grades earned at other schools prior to admission to District colleges shall not be considered in determining probationary status. Students should be aware that Financial Aid Satisfactory Academic Progress (SAP) standards may differ from these policies. Priority registration is lost when a student has been on academic and/or progress probation for two consecutive semesters.

California College Promise Grant (formerly known as the BOG Fee Waiver) eligibility may also be lost when a student has been on academic or progress probation for two consecutive primary terms. For more information on the Loss of California College Promise Grant eligibility, how the regulations relate to the following academic standards and possible exemptions, please go to: [www.grossmont.edu/student-services/offices-and-services/fa/feewaivers.aspx](http://www.grossmont.edu/student-services/offices-and-services/fa/feewaivers.aspx).

### Probation

#### 1. Academic Probation

Any student who has attempted a minimum of 12 semester units and whose cumulative college grade point average falls below 2.0 in courses receiving letter grades for work attempted at a college within the district shall be placed on academic probation at the college where the units were attempted.

## 2. Lack-of-Progress Probation

Any student who has enrolled in a cumulative total of at least 12 semester units at a college in the district shall be placed on probation when the student's cumulative units indicate 50 percent or more units of W, I, and/or NP at the college where the units were attempted.

## 3. Removal from Probation

- a. Any student placed on academic probation shall be removed from probation when the cumulative grade point average at the college where the student has been on probation has improved to 2.0.
- b. Any student placed on lack-of-progress probation shall be removed from probation when the cumulative units of W, I, or NP recorded at the college where the student has been on probation are less than 50 percent of the total units attempted.

## Dismissal

Any student dismissed from a college within the Grossmont-Cuyamaca Community College District may not attend any college within the district during the next consecutive semester. The student may, however, attend the next consecutive summer term or spring intersession.

Special circumstances exist for dismissals after the fall semester due to the fact that students traditionally enroll before fall grades are available. Dismissal letters will be sent no later than late January informing them that:

If they are enrolled for spring semester, their spring registration will be revoked.

If they are not enrolled in the spring semester, they have the right to petition for readmission.

### 1. Academic Dismissal

Any student on academic probation whose semester grade point average falls below 2.0 shall be academically dismissed. Any student on academic probation whose semester grade point average equals or exceeds 2.0 but whose cumulative grade point average for all units attempted remains below 2.0 shall be continued on probation.

### 2. Lack-of-Progress Dismissal

Any student who is on lack-of-progress probation and whose semester work indicates 50 percent or more units of W, I, or NP will be dismissed. Any student on lack-of-progress whose semester work indicates fewer than 50 percent units of W, I, or NP but whose cumulative records show 50 percent or more units of W, I, or NP will be continued on lack-of-progress probation.

## Readmission

Any student dismissed may petition for readmission. The petition must be initiated at the college in which the dismissal occurred. A student who has not attended for one semester after dismissal will receive a registration appointment for the subsequent semester and be readmitted without petition.

## REPETITION OF COURSES

A student is not obligated to repeat a course which he/she has failed unless it is a course required for graduation, or for transfer, or is a prerequisite to another required course.

### Substandard Work

A student may repeat any course in which a substandard final grade (D, F or NP) was earned. If the course is offered at both colleges in the district, the student may repeat the

course at either college. Students will only be allowed to enroll in a course three times if they have received a substandard grade (D, F, NP, NC) or withdrew from the class with a "W" in the Grossmont District.

1. Students must submit a petition to the Admissions and Records Office to enroll in a course for the fourth time. Petitions will only be approved based on extenuating circumstances. Holds will be placed to ensure students complete the 4th attempt for a grade. Military withdrawals do not count in terms of repetition restrictions, nor do withdrawals that occur due to fire, flood or natural disaster (Title 5 Sections 55024 and 58509).

- a. If the student elects to repeat the course at either college within the district, the original grade will be annotated. If a student repeats the course a second time, the first two grades will be annotated, and the last grade will be counted in the grade point average.

- b. If the student elects to repeat the course in which the substandard grade was earned at another college outside the district, a petition will need to be filed with the appropriate college's Petition Committee for action.

2. Upon completion of a repeated course, the original grade will be annotated and removed from the cumulative totals on the transcript in such a manner that all work remains legible, insuring a true and complete academic history. Only the last grade will be included in determining GPA and academic standing, and only those units will be counted toward graduation. No assurance can be provided that repeated course(s) will be treated in this manner by other institutions.

## Special Circumstances

A student may not repeat a course in which a "C" or "Pass" grade or higher was earned except by petition under extenuating circumstances and the repeat must be needed to meet an educational objective. If such circumstances do exist, and the petition is approved, the grade earned in the repeated course shall be calculated in the student's GPA.

1. Students may submit a petition in the Admissions and Records office with supporting documentation of extenuating circumstances.

2. If the student attempts to repeat the course at the other college in the district, the student should file a petition with the Petitions Committee for action, at the appropriate campus where the repeated course will be taken.

3. A student with a disability may repeat a special class any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation.

4. A student may repeat a course in occupational work experience as long as he/she does not exceed the limits on the number of units of cooperative work experience. The grade received each time shall be included for purposes of calculating the student's GPA.

5. A student may repeat a course any number of times if it is determined to be legally mandated. Only the last grade will be included in determining GPA.

6. A student may repeat a course as a result of a significant change in industry or licensure standards such that repetition of the courses is necessary for employment or licensure. Only the last grade will be included in determining GPA.

7. A course may be repeated due to a significant lapse of time of no less than 36 months if there is an approved recency prerequisite for the course or program, or another institution of higher education to which the student seeks to transfer has established a recency requirement. Only the last grade will be included in determining GPA.

## PRECOLLEGIATE BASIC SKILLS COURSEWORK LIMITATIONS

Students may not receive credit for more than 30 units of precollegiate basic skills coursework. This limit shall not apply to the following students:

1. Students enrolled in one or more courses of English as a Second Language.
2. Students identified by a college in the District as having a disability.

As a result of placement research a student may be required to enroll in a concurrent support class during the semester in which they take a transfer level English or math course. Students may be granted a waiver to the limitation upon petition to a college in the District. (Petitions are available at Admission and Records) Waivers will be granted only when the student shows significant and measurable progress toward the development of skills necessary for college-level courses. Such waivers will be given only for a specified period of time or for a specified number of units.

## REVISION OF REGULATIONS

Any regulation adopted by the Governing Board of the Grossmont-Cuyamaca Community College District shall have the same force as a printed regulation in the catalog and shall supersede any ruling on the same subject which may appear in the printed catalog or official bulletin of the college.

## STUDENT RIGHTS AND RESPONSIBILITIES

### STUDENT CODE OF CONDUCT

To ensure a safe campus community and provide a prompt and equitable means to address violations of the Grossmont-Cuyamaca Community College District Standards of Student Conduct, the Dean of Student Affairs, in conjunction with the President and Vice President of Student Services, administratively facilitate the Grossmont-Cuyamaca Community College District's Student Conduct Procedures for Grossmont College.

## GROUND FOR DISCIPLINARY ACTION

**(These procedures also apply to distance education.)**

Student conduct must conform to District and College rules and regulations. If a Student Code of Conduct violation occurs while a student is enrolled in any program of instruction or co-curricular offering within the District, to include distance education programs, he or she may be subject to Student Conduct Action for one or more of the following causes that must be District related. Except in response to conduct specified in subdivisions (g) and (h) of Section 76033, no student shall be removed, suspended, or expelled unless the conduct for which the student is disciplined is related to college activity or college attendance. This section is not intended to limit provisions

of federal law, or limit the ability of community college districts to take appropriate action under federal law.

These categories of behavior are not intended to be an exhaustive list, but are examples of causes and are good and sufficient causes for Conduct, including but not limited to the removal, suspension, or expulsion of a student. Other misconduct not listed may also result in Conduct if good cause exists (Education Code Section 76033, 76034).

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from the Vice President of Student Services or designee.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in California Health and Safety Code Sections 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to District property or to private property on campus.
6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
8. Committing sexual harassment as defined by law or by District policies and procedures.
9. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation or any other status protected by law.
10. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
11. Willful misconduct that results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
12. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
13. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty as defined by the College's academic integrity standards.
14. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
15. Unauthorized entry upon or use of District facilities.
16. Lewd, indecent or obscene conduct or expression on District-owned or controlled property, or at District sponsored or supervised functions.

17. Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises, or the violation of lawful District regulations, or the substantial disruption of the orderly operation of the District.
18. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
19. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative procedure.
20. Engaging in physical or verbal intimidation or harassment of such severity or pervasiveness as to have the purpose or effect of unreasonably interfering with a student's academic performance, or District employee's work performance, or of creating an intimidating, hostile or offensive educational or work environment.
21. Engaging in physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions, authorized curricular or co-curricular activities or prevention of authorized guests from carrying out the purpose for which they are on District property.
22. Sexual assault and sexual exploitation as defined in Education Code section 76033(g), (h).
23. Misconduct where good cause exists (Education Code Section 76033).

District students who engage in any of the above are subject to the procedures outlined herein as authorized by AP 5520 Student Conduct Procedures.

#### Types of Student Conduct Action

Student Conduct actions that may be imposed for violations of the Student Code of Conduct include the following:

**Warning:** Written or oral notice to the student that continuation or repetition of misconduct may be cause for further Student Conduct action.

**Student Conduct Probation:** Specific period of conditional participation in campus and academic affairs that may involve exclusion from designated privileges or extracurricular activities. If a student violates any condition of probation, or is charged a second time with a violation of the Standards of Student Conduct during the probationary period, it shall be grounds for revocation of the student's probationary status and for further Student Conduct action to be taken in accordance with these procedures.

## SEXUAL ASSAULT

For sexual assault emergencies, contact 911.

If you are a victim of sexual assault (rape, sexual violence or stalking), please contact the Office of Student Affairs at 619-644-7600 or visit Griffin Center (building 60), room 204. Student Affairs will provide students with the resources and support needed during this time. In addition, students will be provided guidance on reporting options. For all emergencies, please contact 911.

*Any sexual assault or physical abuse, including, but not limited to, rape, as defined by California law, whether committed by an employee, student, or member of the public, occurring on Grossmont-Cuyamaca Community College District property, in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities or at another*

*location, or on an off-campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization, is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal procedures and employee or student conduct procedures (AP3540).*

## STUDENT GRIEVANCE AND DUE PROCESS

The Student Grievance and Due Process procedures are designed to provide a prompt and equitable process for addressing student allegations of an unjustified action or decision by a member of the campus community. It is the responsibility of the student to provide proof of the alleged unfair or improper action which affected his or her status, right or privileges.

For additional information including applicable timelines, and/or a copy of the Student Grievance and Due Process Procedure publication, please contact the Student Affairs office at (619) 644-7600.

#### Process Summary

**Step 1:** The student contacts the individual he/she believes has committed an unfair or improper action in order to convey his/her concern and seek a solution.

**Step 2:** If the issue is not resolved by an informal discussion, the student contacts the individual's immediate supervisor, chair, or coordinator for possible resolution of the matter.

**Step 3:** If the matter is still not resolved the student contacts the appropriate administrative dean's office for possible resolution of the issue.

**Step 4:** If the student and dean are unable to resolve the issue, the student can contact the Dean of Student Affairs to discuss student due process rights and the grievance procedures.

The student should maintain a record of all correspondence, meetings and discussions in each step of the resolution process.

If the issue in question is a grade for a course see Final Grades section.

## COMPLAINT PROCESS

Grossmont College takes pride in providing quality service. Whenever possible, complaints are handled locally/departmentally and are routed through the next review level as necessary. The desired outcome of this process is that the complaint be resolved at the most local level with an opportunity for the complainant to pursue the matter at the next highest level if the proposed solution is not satisfactory or if no resolution is possible. More information about the college-wide complaint process is available online ([www.grossmont.edu](http://www.grossmont.edu); keyword: complaint) or via the Student Affairs Office.

Although it is our goal to resolve complaints at the campus level, there may be times when a complainant is not satisfied with the outcome. In these situations, the complainant is encouraged to contact the California Community College Chancellor's Office at <http://californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx>.

To submit a complaint pertaining to the institution's compliance with academic program quality and accrediting standards, please submit the information to the Accrediting Commission for Community and Junior Colleges (ACCJC), which accredits the academic programs of the California Community Colleges. The link to submit your complaint may be found at: <http://www.accjc.org/complaint-process>.

## STUDENT RIGHT-TO-KNOW RATES FOR FALL 2014 COHORT

**Completion Rate: 26.72%**

**Transfer Rate: 15.69%**

In compliance with the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of our college district to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2014, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three year period. Their completion and transfer rates are listed above. These rates do not represent the success rates of the entire student population at the College nor do they account for student outcomes occurring after this three year tracking period.

Based upon the cohort defined above, a Completer is a student who attained a certificate or degree or became 'transfer prepared' during a three year period, from Fall 2014 to Spring 2017. Students who have completed 60 transferable units with a GPA of 2.0 or better are considered 'transfer prepared'. Students who transferred to another post-secondary institution, prior to attaining a degree, certificate, or becoming 'transfer prepared' during a five semester period, from Spring 2015 to Spring 2017, are transfer students.

## UNIT VALUE AND STUDENT LOAD

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

The maximum number of units in which a student may enroll is 18. Overloads (no more than two additional units) must be approved by a counselor. Requests for excessive unit overloads (21 or more units) will require an appointment with the Dean of Counseling Services. A copy of all college transcripts will be reviewed prior to the appointment.

### Minimum Load

The college does not specify a minimum load except when the student desires to meet certain requirements such as:

1. Certification to the Department of Health, Education and Welfare that the student is attending full-time. Requirement: 12 or more units per semester, but a student should average 30 units per year.
2. The load requirements for Chapters 31, 32 and 34 (Veterans) and for Chapter 35 (War Orphans and Widows) are:

#### Fall/Spring Semester

Full-time . . . . .12 units

Three-fourths time. . . . . 9-11.5 units

One-half time . . . . . 6-8.5 units

**Summer Session** . . . . .8 units

Calculated on an individual class basis. Contact the Veterans Office on campus for detailed information.

3. The load requirements for Financial Aid students are:

#### Fall/Spring/Summer Semester

Full-time . . . . .12 units

Three-fourths time. . . . .9-11.5 units

One-half time . . . . .6-8.5 units

Less than one-half time. . . . .5-5.5 units

4. Full-time load to maintain status as an "F-1" visa international student. Requirement: 12 or more units per semester.
5. Eligibility to participate in Pacific Coast Conference intercollegiate athletics. Requirement: 12 or more units in courses for which NEW units of credit may be earned. Students should see Pacific Coast Conference and Grossmont College regulations for additional requirements.
6. Eligibility to participate in student government as an office holder or in intercollegiate activities other than athletics. Requirement: seven or more units during the semester of participation. Students should consult the student handbook or the Associate Dean of Student Affairs for additional requirements.

## WITHDRAWAL FROM COLLEGE

You may withdraw from college by using WebAdvisor ([www.grossmont.edu](http://www.grossmont.edu)) or by filing a drop card in the Admissions and Records Office. This must be done before the deadline to drop each of your classes.

You may file a petition in the Admissions and Records Office after the final drop deadline, should a verified medical condition require a complete withdrawal. A medical withdrawal includes a W grade.

## WORK EXPERIENCE REQUIREMENTS

The unit value for work experience or field experience is one unit for each five hours of work experience per week completed during the course. The maximum work experience units allowable in one semester are four. In order to participate in Cooperative Work Experience Education, students must enroll in an official work experience course and follow all regulations as specified in Title 5, Section 55254.

## DEGREES AND PROGRAMS

### DEGREES

Grossmont College provides occupational as well as general education for the student who plans to complete formal education at the community college level. In addition, the College provides the lower division requirements in general education and in preprofessional majors for those students who plan to transfer to upper division colleges and universities.

To assist the student in educational planning, this section of the catalog describes the graduation requirements for the Associate in Arts and Associate in Science degrees, the requirements for certificate programs and information on transfer requirements.

Students may follow the catalog under which they enter, or any subsequent catalog, as long as they are in continuous attendance. A student not in continuous attendance must meet degree requirements listed in the catalog in effect at the time of readmission.

**Catalog Rights:** For purposes of graduation from Grossmont College or Cuyamaca College a student who maintains continuous attendance in the Grossmont-Cuyamaca Community College District may elect to meet the requirements in effect at the time they began their studies in the Grossmont-Cuyamaca Community College

District, or any catalog year thereafter. Catalog rights will start upon enrollment in the Grossmont-Cuyamaca Community College District and are maintained by continuous enrollment.

**Continuous Enrollment:** Students may maintain their continuing student status for catalog rights purposes provided that they receive an official grade on their permanent record in the Grossmont-Cuyamaca Community College District. Students must attend at least one semester during an academic year without missing two consecutive semesters. Summer sessions are not included in determining continuous enrollment status.

**EXCEPTION: Students of the Allied Health and Nursing Division – catalog rights are based on entrance to that particular program.**

Certification of a student's completion of CSU general education requirements or the Intersegmental General Education Transfer Curriculum (IGETC) is not a graduation requirement. Therefore, students do not have catalog rights to a certification pattern used by a certifying institution or a CSU or UC campus.

**High School Students** who plan to transfer to a four-year college or university after taking the first two years of academic work at a community college should be aware that high school preparation normally must include, as a minimum, the following: English, four years; Math, three years, to include a minimum of Beginning Algebra, Intermediate Algebra, and Geometry. In addition, the University of California requires two years of a foreign language as well as U.S. History, government, and a laboratory science. In the event that the student, at the time of graduation from high school, lacks one or more of these prerequisites, they may be completed in a community college. The student should realize that it is advantageous to have chosen, at the time of enrollment, the four-year institution to which he/she contemplates transfer. More information on transferring to a four-year college or university is available in the Counseling and Transfer Centers.

**Granting of the Associate in Arts Degree, or the Associate in Science Degree** to a student indicates successful completion of general education requirements plus evidence of proficiency in a specialized field. In addition, certificates are available to those who have attained well-defined levels of competency in designated academic/occupational areas. As a member of the Western Association of Schools and Colleges and the National Commission on Accrediting, many courses taken at Grossmont College are fully accepted as transferable to the University of California, the California State University and by most independent four-year colleges and universities throughout the United States.

**The General Education Program** offers the following opportunities to:

1. Develop verbal and quantitative learning skills.
2. Experience a wide spectrum of beliefs, principles or knowledge in the natural sciences, the social sciences, and the humanities.
3. Understand and critically examine the cultural heritage and its implications for the future.
4. Develop the abilities for critical thinking, evaluating personal values and understanding and responding to general audience media presentations on general education subjects.
5. Approach learning in an interdisciplinary manner and develop the ability to integrate general education knowledge.

6. Establish a broad base of intellectual and physical skills for a lifetime of continued learning.

## PROGRAM STUDENT LEARNING OUTCOMES

Each program at Grossmont College has developed specific outcomes to convey the knowledge, skills, and abilities students will obtain upon completion of his or her major. The Program Outcomes are listed with the description of each major.

## FITNESS/WELLNESS REQUIREMENT

Two courses involving physical exercise and/or dance are required as part of the general education requirements for an associate degree. These courses will be indicated by the following statement below the course description: "Satisfies General Education for Grossmont College Area E." The Exercise Science and Wellness Department at Grossmont College *encourages* all students to enroll in exercise science classes each semester. The fitness activity courses address critical components of health and allow the development of an information base for students continuing wellness pursuits. The skill activity courses are designed to develop students' competency in activities which promote lifetime movement.

The mandatory health fee shall be for the protection of any student who may experience an injury while participating in a college sponsored class or other activity directly supervised by a member of the college staff at a college approved co-curricular activity.

Students that depend exclusively upon prayer for healing according to the teaching of a bona fide religious sect, denomination or organization may petition for an exemption from the health fee by submitting a written request to the Office of Admissions and Records. Requests for exemptions will be reviewed by the Dean of Admissions and Records & Financial Aid and the Dean of Student Affairs.

Veterans or active military see Veterans section on page 21.

## DEGREE REQUIREMENTS

Grossmont College will confer the Degree of Associate in Arts or Associate in Science upon students who successfully complete the following requirements:

### I. Minimum Units

A minimum of 60 degree applicable semester units of Associate Degree credit college work.

### II. Grade Point Average (GPA)

Achievement of a "C" (2.0) grade point average in all Associate Degree credit college work presented to meet degree requirements. (Refer to Grade Forgiveness Clause on page 35.)

### III. Competency Requirement

- A. Competency in reading, writing and expression shown by achieving a "C" grade or higher or "Pass" in courses listed under Area A, Section 1 – Written Communication.
- B. Competency in Mathematics shown by either
  1. Completion of MATH 103 or a higher numbered math course with a grade of "C" or higher or a grade of "P".
  2. Placement into MATH 125 or a math course numbered MATH 170 or above. (Students meeting competency through placement must still take an Area A3 course.)

#### IV. Credit Grades

A maximum of 12 Credit ("P") units (excluding courses only offered for "P/NP") taken in Associate Degree credit coursework at this institution may be counted toward the 60 units required for graduation, provided they are not included as part of the requirements for the major.

#### V. Residency

1. Students enrolled at Grossmont College during the semester in which they will have met all graduation requirements may obtain their degree from Grossmont College if they have satisfactorily completed AT LEAST 12 DEGREE APPLICABLE SEMESTER UNITS at Grossmont College. Credit by Exam or Tech Prep shall not count toward the residence requirement for graduation. (See page 12)
2. If a student is NOT enrolled at Grossmont College during the last semester prior to graduation then a total of 45 units of degree applicable courses in residence in the district are required, regardless of how much time has elapsed.

#### VI. General Education

General Education course choices for transfer and the associate degree may differ between Cuyamaca and Grossmont College. Each college strongly recommends that students visit the Counseling Centers for specific information if they plan to attend both campuses.

Students taking units in a general education area at one college within the district may use the units in the same area at the other college in the district.

General education requirements for Cardiovascular Technology majors are listed on page 77.

General education requirements for Nursing majors are listed on page 123.

General education requirements for Occupational Therapy Assistant majors are listed on page 125.

General education requirements for Orthopedic Technology majors are listed on page 128.

General education requirements for Respiratory Therapy majors are listed on page 135.

## GENERAL EDUCATION REQUIREMENTS

### Competency Requirement

- A. Competency in reading, writing and expression shown by achieving a "C" grade or higher or "Pass" in courses listed under Area A, Section 1 – Written Communication.
- B. Competency in Mathematics shown by either
  1. Completion of MATH 103 or a higher numbered math course with a grade of "C" or higher or a grade of "P".
  - or
  2. Placement into MATH 125 or a math course numbered MATH 170 or above. (Students meeting competency through placement must still take an Area A3 course.)

### Area A – Language and Rationality

Three courses (a minimum of nine units) are required in written communication, oral communication, and analytical thinking. At least ONE course must be taken from EACH of the following three sections:

#### 1. Written Communication

Must be completed with a "C" grade or higher or "Pass" to satisfy the competency requirement.  
English 120, 124

#### 2. Oral Communication

Communication 120, 122, 130

#### 3. Analytical Thinking

Must be completed with a "C" grade or higher or "Pass" to satisfy the competency requirement.

Anthropology 215

Biology 215

Economics 215

Geography 104

Mathematics 103, 108, 110, 120, 125, 126, 150, 160, 170, 175, 176, 178, 180, 245, 280, 281, 284, 285

Philosophy 125, 130

Physical Science 120

Psychology 215

Sociology 215

### Area B – Natural Sciences

Two natural science courses (a minimum of six units) are required. At least ONE course must be taken from EACH of the following TWO sections and ONE of those two courses must include a laboratory. Courses with an asterisk are laboratory only. Underlined courses do not contain a laboratory component.

#### 1. Biological Sciences

Anthropology 130, 131\*

Biology 105, 110, 112, 114, 118, 120, 140, 141, 141L\*, 144, 145, 152, 230, 240

#### 2. Physical Sciences

Astronomy 110, 112\*, 120

Chemistry 102, 110, 113, 115, 116, 120, 141, 142, 231, 232, 241, 241L\*, 242, 242L\*

Geography 120, 121\*, 140

Geology 104, 110, 111\*, 121, 210, 220, 230

Oceanography 112, 113\*

Physical Science 100, 110, 111\*

Physics 110, 130, 131, 140, 240, 241

Science 110

### Area C – Humanities

Two humanities courses (a minimum of six units) are required. At least ONE course must be taken from TWO of the following sections:

#### 1. Humanities and Philosophy

American Sign Language 140

Arabic 148

Communication 145

Cross-Cultural Studies 127, 143, 147, 149, 152

French 152

History 100, 101, 103, 105, 106, 113, 126, 135, 136, 137, 148

Humanities 110, 120, 125, 130, 135, 140, 160, 170

Japanese 149

Philosophy 110, 111, 112, 114, 116, 118, 140, 141, 145, 150, 155

Religious Studies 120, 130, 140, 150, 170

Spanish 141, 145

Theatre Arts 143, 144

#### 2. Language and Literature

American Sign Language 120, 121, 220, 221, 250

Arabic 120, 121, 122, 123, 220, 221, 250, 251

Chinese 120, 121, 220, 221, 250, 251

Communication 137, 144

Cross-Cultural Studies 122, 123, 144, 236, 237, 238

English 118, 122, 134, 135, 136, 137, 201, 203, 215, 217, 218, 219, 221, 222, 231, 232, 236, 237, 238, 275, 276, 277

French 120, 121, 220, 221, 250, 251

German 120, 121, 220, 221, 250, 251

Italian 120, 121, 220, 221, 250, 251  
 Japanese 120, 121, 220, 221, 250, 251  
 Russian 120, 121, 220, 221, 250, 251  
 Spanish 120, 121, 122, 123, 220, 221, 250, 251

### 3. Fine Arts

Art 100, 120, 124, 126, 129, 140, 141, 142, 143, 145, 146, 147, 171, 189  
 Communication 135  
 Cross-Cultural Studies 126, 134  
 Dance 110, 120  
 English 126  
 Media Communications 111, 189  
 Music 110, 111, 115, 116, 117, 123, 189  
 Photo 150, 154  
 Theatre Arts 101, 110, 130, 189, 205

## Area D – Social Sciences

Two social science courses (a minimum of six units) are required. At least ONE course must be taken from TWO of the following sections:

### 1. Social Sciences

Administration of Justice 110  
 Child Development 145  
 Cross-Cultural Studies 114, 116, 124, 128, 132, 133, 135, 145, 154, 155  
 Economics 110, 120, 121  
 Geography 100, 101, 106, 130, 170  
 Health Sciences 110  
 History 114, 115, 124, 154, 155  
 Media Communications 110, 210  
 Political Science 120, 124, 130, 150, 160  
 Sociology 114

### 2. Behavioral Sciences

Anthropology 120, 122, 127, 140  
 Child Development 115, 125, 131, 134, 153  
 Communication 124, 126, 128  
 Cross-Cultural Studies 115, 125, 153  
 Family Studies 115, 120  
 Health Education 120, 201  
 Nutrition 155, 158, 159  
 Psychology 120, 125, 132, 134, 138, 140, 170, 211, 220  
 Sociology 120, 125, 130, 138, 140

### 3. U.S. History and Government

Cross-Cultural Studies 118, 119, 130, 131, 180, 181  
 History 108, 109, 118, 119, 122, 123, 130, 131, 180, 181  
 Political Science 121, 140

## Area E – Fitness/Wellness

Two courses involving physical exercise and/or dance are required. Veterans or active military see Veterans section on page \_\_. Requirements can only be met from the exercise science and/or dance courses listed below.

**Dance** 068, 071A, 071B, 072A, 072B, 074A, 074B, 078A, 078B, 080A, 080B, 080C, 080D, 081A, 081B, 081C, 081D, 082A, 082B, 083A, 083B, 084A, 084B, 084C, 084D, 088A, 088B, 088C, 088D, 094A, 094B, 094C, 094D, 099A, 099B, 099C, 116, 118A, 118B, 118C, 118D

**Exercise Science** 001, 002, 003, 004A, 004B, 004C, 005A, 005B, 005C, 006A, 006B, 006C, 007A, 007B, 007C, 008A, 008B, 008C, 009A, 009B, 009C, 017A, 017B, 017C, 021A, 021B, 021C, 023A, 023B, 023C, 024A, 024B, 024C, 026, 027, 028A, 028B, 028C, 029, 030, 035, 037A, 037B, 037C, 039, 040A, 040B, 040C, 041, 043A, 043B, 043C, 044A, 044B, 044C, 060A, 060B, 060C, 076A, 076B, 076C, 125A, 125B, 125C, 130A, 130B, 130C, 155A, 155B, 155C, 170A, 170B, 170C, 171A, 171B, 171C, 172A, 172B, 172C, 175A, 175B, 175C, 176A, 176B, 176C, 180, 185A, 185B, 185C

## VII. General Studies Major Requirements

Grossmont College recognizes that the educational program of any one student should be composed of courses of study meaningful and appropriate to his/her own lifestyle. In order to facilitate this concept, the college provides for maximum flexibility in combining courses for the general studies majors. In this way, the student may design a major which is the best preparation for citizenship, personal development or employment. If the student wishes to meet the requirements for a particular major at a selected four-year college or university, the course of study the student designs would be influenced by the pattern suggested in the current catalog of the specific transfer institution. General Studies majors are outlined in the Associate Degree section of the catalog.

## VIII. Academic/Occupational Major Requirements

Grossmont College has developed career programs which reflect the needs of the community. The endless effort to continue dynamic program improvement and the development of career education has become an essential way of life in order to meet the needs of today's society. The opportunities for career education at Grossmont College are excellent for all who wish to become more self-sufficient or who wish to advance in their present fields.

Many of the units earned in career programs at Grossmont College are accepted toward the Bachelor's Degree at four-year institutions. Persons who would like to discuss career planning should consult with a counselor and/or representative of the department in which they have special interest. This should be accomplished early and, if possible, prior to registration. Career programs are outlined in the catalog, or in various brochures available in the Counseling Center.

The emphasis on career planning and education at Grossmont College is evidenced by the number of available programs leading to the Associate Degree. In curriculum planning for career education, citizens' advisory committees, composed of persons from various fields of specialization, give of their time in order to insure quality courses that specifically prepare for proficiencies essential to employment, retention on the job, and for living a more productive and full life.

The technical-vocational major is a program of 18 or more units designed to complete all course requirements designated by the department in a single area of concentration. Such a major shall be stated on the degree. These courses must be taken for a letter grade unless designated Pass/No Pass only.

## IX. Associate Degree for Transfer (ADT) Reciprocity

- For those students who come to Grossmont College having already begun an AA-T or AS-T at another California Community College in a particular area of study and having already completed courses as stipulated by that college for that AA-T or AS-T, Grossmont will accept any courses listed on the Transfer Model Curriculum (TMC), even if they are different from those stipulated by Grossmont College.
- For those students who begin their AA-T or AS-T at Grossmont College, Grossmont will

accept those courses stipulated by Grossmont College for their AA-T or AS-T.

## X. Application for Graduation

It is the responsibility of the student who expects to graduate to have all college transcripts on file prior to filing a written application for graduation on a form provided by the Admissions and Records Office. The application should be filed prior to the deadline for the semester in which the student plans to complete requirements for a degree. (See calendar in front of catalog for exact deadlines.)

A student not in continuous attendance at Grossmont College should be aware that he/she must meet degree requirements listed in the catalog in effect at the time of re-admission. The student may choose to meet requirements in a catalog published after his/her re-admission provided he/she remains in continuous attendance.

## XI. Additional Associate Degree(s)

Additional associate degrees may be earned under the following conditions:

- A. Having received an A.A. or A.S. Degree, a student may qualify for an A.A or A.S. Degree in other fields with the exception of the General Studies Degree.
- B. Having received an A.A. or A.S. degree in University Transfer Studies a student is not eligible to receive an additional University Studies degree at Grossmont College.
- C. Having received a Bachelor's Degree or higher, a student may qualify for an A.A. or A.S. Degree in other fields with the exception of the General Studies Degree or the University Studies Degree.
- D. Having met all general education requirements as specified in this catalog and completed a minimum of 12 units in the major at Grossmont College subsequent to the preceding degree(s), with the exception of an Associate Degree for Transfer (ADT).

## XII. Multiple Majors

Multiple majors are different from additional associate degrees (see Section X) in that the student with a multiple major works simultaneously toward the completion of more than one major. An Associate in Science or Associate in Arts Degree with a multiple major can be earned by completion of all general education requirements plus the courses required for the majors as outlined in this catalog under Associate Degree Programs at Grossmont College. A General Studies Major cannot be included as part of the multiple major within the Grossmont-Cuyamaca Community College District. Students are not eligible to receive multiple University Studies degrees.

## XIII. Certificates of Achievement

A Certificate of Achievement may be awarded upon successful completion of a prescribed course of study in the following areas: Administration of Justice, American Sign Language, Arabic, Art: Photography, Business Administration, Business-General, Business Office Technology, Cardiovascular Technology, Telemetry/ECG, Chemistry, Child Development, Computer Science Information Systems, Culinary Arts, Dance, Disability Services Management, English, Exercise Science and Wellness, French, German, Hospitality and Tourism Management,

International Business, Management, Marketing, Media Communications, Multimedia, Musical Theatre, Orthopedic Technology, Respiratory Therapy – Anesthesia Technology, Retail Management, Russian, Spanish, Theatre Arts, and University Studies. To qualify for such a certificate, a student must:

1. Complete all courses for a particular certificate which are listed in the Associate Degree program section of this catalog.
2. A "C" grade is required for all courses taken at Grossmont College or elsewhere, which are to be applied toward the certificate.
3. Satisfactorily complete at least one required course at Grossmont College during the semester in which the certificate is earned. All courses taken for the certificate must be graded courses (except for University Studies.)
4. File an application for the certificate of achievement in the Admissions and Records Office at the beginning of the semester in which the requirements will be completed. (See calendar in front of this catalog for exact deadline.)
5. Students may follow the catalog under which they enter, or any subsequent catalog, as long as they are in continuous attendance. A student not in continuous attendance must meet the certificate requirements listed in the catalog in effect at the time of readmission.

## XIV. Certificates of Proficiency

Certificates of Proficiency are designed for the student who needs to be prepared for an entry-level job. A department-issued certificate may be awarded upon successful completion of a prescribed course of study. These certificates will not appear on a student's transcript. Completion of a Certificate of Proficiency does not entitle a student to participate in the commencement ceremony. To receive a Certificate of Proficiency, a student must complete all courses with a "C" grade or higher. Certificates of Proficiency are offered in the following areas: Administration of Justice-Administration of Justice Geospatial Literacy Certificate, Arabic- Basic Arabic for Healthcare Professionals, Business – Insurance Services, Business Office Technology-Account Clerk, Front Office/ Receptionist, Medical Office Assistant, Office Professional, Office Assistant Specialist Level I, Office Software Specialist Level II; Virtual Office Assistant; Child Development - Associate Teacher; Computer Science Information Systems-Information Technology Technician, Network and Cybersecurity Technician, Cross Cultural Studies-Cross Cultural Competence; Cross Cultural Communication Skills; Cross Cultural Skills with Conversational-Level Second Language; Exercise Science-Fitness Specialist Certification, Geography-Educators Global Awareness, Geographic Information Systems Literacy, Global Awareness and Appreciation, Respiratory Therapy-Sleep Disorders, Diagnostic Procedures, and Treatment.

## TRANSFER PLANNING

Students planning to transfer to a four-year university have a wide variety of options. The California State University (CSU) with 23 campuses, the University of California (UC) with 9 undergraduate campuses and private, independent colleges in California, as well as public and private options located throughout the United States and internationally provide a wide range of academic programs, physical and academic environments, and social climates. Grossmont College offers lower division coursework in preparation for transfer to four-year colleges and universities. Students wishing to pursue transfer should meet with a counselor as early as possible to discuss their educational plan.

Successful transfer planning requires the following steps: First, select an academic or career goal, then select an appropriate major to meet that goal. Next, research the most suitable college or university. After you've selected a college or university, make an appointment with a counselor to develop an educational plan. As you approach completion of the required coursework in your education plan you will need to complete the application process. Students are encouraged to take advantage of the resources and assistance available in the Transfer Center.

All colleges and universities have specific admission requirements including general education, major preparation and/or unit requirements, as well as minimum grade point averages (GPA) that must be met prior to transfer. Students should complete as many of these requirements as possible before they transfer, and in some cases must complete all prior to transfer. The Articulation Officer develops and maintains transfer articulation agreements with local colleges and universities which list courses that satisfy general education requirements and preparation for the major. The Articulation Officer maintains an articulation website with valuable information on general education and major preparation for CSU, UC and Independent/Private/Out-of-State Colleges and Universities. The website address is [www.grossmont.edu/articulation](http://www.grossmont.edu/articulation). UC and CSU general education or major preparation agreements are also posted on ASSIST, California's articulation and student transfer information system. The website is [www.assist.org](http://www.assist.org).

### ASSOCIATE IN ARTS FOR TRANSFER (A.A.-T) OR ASSOCIATE IN SCIENCE FOR TRANSFER (A.S.-T)

California Community Colleges offer associate degrees for transfer to the CSU. These include Associate in Arts for Transfer (A.A.-T) and Associate in Science for Transfer (A.S.-T) degrees. These degrees are designed to provide a pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an A.A.-T or A.S.-T degree and complete the CSU application process successfully are guaranteed admission with junior standing to the CSU system. Students also receive priority admission consideration to their local CSU campus. This priority does not guarantee admission to specific campuses or majors.

Students who have been awarded an A.A.-T or A.S.-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units at the California State University campus.

Associate Degrees for Transfer are listed in the Associate Degree Programs section of this catalog. To find out which CSU campuses accept each degree and to review their options for transfer, students are encouraged to visit the Transfer Center or meet with a counselor. Additional

information and updates are also available on the Articulation website: [www.grossmont.edu/articulation](http://www.grossmont.edu/articulation).

### THE CALIFORNIA STATE UNIVERSITY (CSU)

The California State University system provides upper division educational programs for California community college transfer students.

Grossmont College students wishing to transfer to a California State University may choose from the following campuses:

Bakersfield	Los Angeles
California Maritime Academy	Monterey Bay
Cal Poly, Pomona	Northridge
Cal Poly, San Luis Obispo*	Sacramento
Channel Islands	San Bernardino
Chico	San Diego
Dominguez Hills	San Francisco
East Bay	San Jose
Fresno	San Marcos
Fullerton	Sonoma
Humboldt	Stanislaus
Long Beach	

\*Indicates a quarter term university

### CSU Admission Guarantee Programs

**San Diego State University (SDSU) Transfer Admission Guarantee (TAG):** SDSU offers guaranteed admission to local admissions-area students for select majors.

Grossmont College students are encouraged to review eligibility criteria and applicable majors available on SDSU's Transfer Pathways website [https://admissions.sdsu.edu/transfers/apply/transfer\\_pathways](https://admissions.sdsu.edu/transfers/apply/transfer_pathways).

The Grossmont Transfer Center website: [www.grossmont.edu/transfercenter](http://www.grossmont.edu/transfercenter) includes updated information and resources. Students are encouraged to visit the Transfer Center, attend transfer workshops, and meet with a counselor for more information.

### Applying For Admission

All California State Universities use Cal State Apply for their application process. You must apply for admission online at: <https://www2.calstate.edu/apply>. Carefully follow the instructions shown on the online application. The Transfer Center offers application assistance during the application filing periods listed below.

Term	Application Filing Period
Fall 2020	October 1, 2019-November 30, 2019
Winter 2021*	June 1, 2020-June 30, 2020
Spring 2021*	August 1, 2020-August 31, 2020

\*Some CSU campuses may offer winter/spring admission cycles.

Supplemental applications and a Cal State application update are also required. Check the individual campus websites for more information. The Transfer Center offers assistance with supplemental applications and application updates in January each year.

Consult the following sections for information about transfer and admission requirements.

### Courses Accepted For Transfer to the California State University (CSU)

Please check the ASSIST website ([www.assist.org](http://www.assist.org)) or the course descriptions in the courses of instruction area of this catalog for CSU transferability. Courses identified as transferable are certified as transferable to any of the 23 CSU campuses. There are limitations transferring 199, 298 and 299 courses. For instance, 298 courses are non-degree and non-transfer. 299A courses do not transfer to universities. 299B courses transfer to the CSU but not the UC System. Meet with a counselor for further clarification.

## Minimum Upper Division CSU Transfer Admission Requirements

To transfer to the CSU, you must:

- have completed at least 60 transferable semester (90 quarter) units;
- have a grade point average of 2.00 (C)(2.40 for non-residents) or better in all transferable units attempted;
- be in good standing at the last college or university attended;
- have completed at least 30 semester (45 quarter) units of approved General Education coursework including "Golden Four" requirements in Written Communication, Oral Communication, Critical Thinking and Mathematics/Quantitative Reasoning.

Please note that these are minimum admission requirements. Students applying to impacted campuses and programs will likely need a higher GPA and specific major prep courses to be competitive.

## California State University General Education Breadth Requirements (CSU GE)

There is no catalog year or rule of continuing attendance for general education breadth requirements certification. A course is certifiable if, and only if, it was on the approved general education breadth requirements list at the time the course was taken. Please check with a counselor if you have any questions.

Students who plan to transfer to San Diego State University and other campuses of the California State University (CSU) system are reminded to request certification of their general education courses. Grossmont College will certify that the minimum general education requirements have been satisfied through completion of Grossmont College courses selected from the CSU General Education Breadth (CSU GE) or Intersegmental General Education Transfer Curriculum (IGETC). Certification should be requested at the Grossmont College Admissions and Records Office during the last semester or summer session of attendance at Grossmont College and *after* acceptance to a CSU campus. **Certification is not automatic and must be requested by the student.**

Certification is a legal agreement between the CSU system and the California Community Colleges. It is authorized by state law to guarantee that lower division CSU GE requirements have been satisfied for the California State University campuses.

Grossmont College will certify each course in the CSU GE in Areas A through E, with a minimum of 39 units. Course work from all other accredited colleges and universities, including private and out-of-state, will also be reviewed for certification. Failure to complete full certification will cause courses to be reviewed differently at each campus.

The CSU system requires 9 additional units of general education coursework at the upper division level.

Report any problems encountered with certification of CSU GE to a counselor at Grossmont College. The counselor will assist you in trying to resolve any transfer problem.

**General Education course choices for transfer and the associate degree may differ between Cuyamaca and Grossmont College. Each college strongly recommends that students visit the Counseling Centers for specific information if they plan to attend both campuses.**

## 2019-2020 CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION BREADTH REQUIREMENTS (CSU GE)

The following is subject to change.

### Area A – English Language, Communication and Critical Thinking

Three courses (a minimum of nine units) are required in Communication, English, and Critical Thinking. At least ONE course must be taken from EACH of the following three sections:

Note: All three courses are required for admission to all CSU campuses, and must be completed with a "C" grade or higher or "Pass".

- 1. Oral Communication**  
Communication 120, 122, 130
- 2. Written Communication**  
English 120
- 3. Critical Thinking**  
Communication 137, 145  
English 124  
Philosophy 125, 130  
Science 110

### Area B – Scientific Inquiry and Quantitative Reasoning

Three courses (a minimum of nine units) are required in Physical Sciences, Life Sciences and Mathematical Applications. One lab course must be included from the sciences. **Underlined courses do not contain a laboratory component.** The lab must complement the science lecture course.

- 1. Physical Science**  
Astronomy 110, 120  
Chemistry 102, 110, 113, 115, 116, 120, 141, 142, 231, 232, 241, 242  
Geography 120, 140  
Geology 104, 110, 121, 210, 220  
Oceanography 112  
Physical Science 100, 110  
Physics 110, 130, 131, 140, 240, 241  
Science 110
- 2. Life Science**  
Anthropology 130  
Biology 105, 110, 112, 114, 118, 120, 140, 141, 144, 145, 152, 230, 240
- 3. Laboratory**  
Anthropology 131  
Astronomy 112  
Biology 141L  
Geography 121  
Geology 111  
Oceanography 113  
Physical Science 111
- 4. Mathematical/Quantitative Reasoning**  
One course is required for admission to all CSU campuses, and must be completed with a "C" grade or higher or "Pass".  
Anthropology 215  
Biology 215  
Economics 215  
Mathematics 120, 125, 126, 160, 170, 175, 176, 178, 180, 245, 280, 281, 284, 285  
Physical Science 120  
Psychology 215  
Sociology 215

## Area C – Arts and Humanities

Three courses (a minimum of nine units) are required, with at least ONE course in EACH section.

### 1. Arts

Art 100, 120, 126, 130, 140, 141, 142, 143, 145, 146, 147  
 Cross-Cultural Studies 126, 134  
 Dance 110, 120  
 Humanities 110, 120  
 Media Communications 111  
 Music 110, 111, 115, 116, 117, 123  
 Photography 154  
 Religious Studies 140  
 Theatre Arts 101, 110, 143, 144, 205

### 2. Humanities

American Sign Language 120, 121, 140, 220, 221  
 Arabic 120, 121, 122, 123, 148, 220, 221, 250, 251  
 Chinese 120, 121, 220, 221, 250, 251  
 Communication 136, 144  
 Cross-Cultural Studies 122, 123, 135, 143, 144, 147, 149, 152, 236, 237, 238  
 English 118, 122, 201, 215, 217, 218, 219, 221, 222, 225, 226, 227, 228, 231, 232, 236, 237, 238  
 French 120, 121, 152, 220, 221, 250, 251  
 German 120, 121, 220, 221, 250, 251  
 History 100, 101, 103, 105, 106, 126, 135, 136, 137, 148  
 Humanities 110, 120, 125, 130, 135, 140, 160, 170  
 Italian 120, 121, 220, 221, 250, 251  
 Japanese 120, 121, 149, 220, 221, 250, 251  
 Philosophy 110, 111, 112, 114, 116, 118, 140, 141, 145, 150, 155  
 Religious Studies 120, 130, 140, 150, 170  
 Russian 120, 121, 220, 221, 250, 251  
 Spanish 120, 121, 122, 123, 141, 145, 220, 221, 250, 251  
 Theatre Arts 143, 144

## Area D – Social Sciences

Three courses (a minimum of nine semester units) are required, courses must be from at least 2 disciplines.

Administration of Justice 110  
 Anthropology 120, 122, 127, 140  
 Child Development 115, 125, 131, 145  
 Communication 124, 128, 144  
 Cross-Cultural Studies 114, 115, 116, 118, 119, 124, 125, 127, 128, 130, 131, 132, 133, 135, 143, 144, 145, 147, 152, 154, 155, 180, 181  
 Economics: 110, 120, 121, 261  
 Family Studies 115, 120  
 French 152  
 Geography 100, 101, 106, 130, 170  
 History 100, 101, 103, 105, 106, 108, 109, 113, 114, 115, 118, 119, 122, 123, 124, 126, 130, 131, 136, 137, 148, 154, 155, 180, 181  
 Media Communications 110;  
 Political Science 120, 121, 124, 130, 140, 150, 155, 160  
 Psychology 120, 125, 134, 138, 140, 150, 170, 211, 220  
 Sociology 114, 120, 125, 130, 138, 140  
 Spanish 145

## Area E – Lifelong Understanding and Self Development

\*One course (a minimum of three units) is required.

Business 195  
 Child Development 125, 145  
 Counseling 120  
 Cross-Cultural Studies 127  
 English 219  
 Family Studies 110, 120, 129  
 Health Education 120, 201

Health Sciences 110  
 Nutrition 155, 158, 159, 255  
 Psychology 132, 134, 140, 150, 180, 220  
 Sociology 125

\*Or DD214 or military transcript.

## U.S. History, Constitution and American Ideals

Although this requirement is not part of the General Education requirements for CSU, all students must complete coursework in American Ideals. The courses may also be used to partially fulfill Area D of the CSU General Education Breadth requirements. Students are required to complete a course, courses or examinations that address:

**US-1:** The historical development of American institutions and ideals; *and*

**US-2:** The Constitution of the United States and the operation of representative democratic government under that Constitution; *and*

**US-3:** The process of California state and local government.

This requirement may be fulfilled prior to transfer by completion of a course or courses that satisfy all three areas (US-1, US-2, and US-3). Please note that the course designations below are unique to Grossmont College.

### Designations for 2019-2020

CCS 118, U.S. History: Chicano/Chicana Perspectives I	US-1
CCS 119, U.S. History: Chicano/Chicana Perspectives II	US-1, US-3
CCS 130, U.S. History and Cultures: Native American Perspectives I	US-1
CCS 131, U.S. History and Cultures: Native American Perspectives II	US-1, US-3
CCS 180, U.S. History: Black Perspectives I	US-1, US-2
CCS 181, U.S. History: Black Perspectives II	US-1
HIST 108, Early American History	US-1, US-2
HIST 109, Modern American History	US-1, US-3
HIST 114, Comparative History of the Modern Americas	US-1, US-2
HIST 115, Comparative History of the Modern Americas	US-1, US-2, US-3
HIST 118, U.S. History: Chicano/Chicana Perspectives I	US-1
HIST 119, U.S. History: Chicano/Chicana Perspectives II	US-1, US-3
HIST 122, Women in Early American History	US-1, US-2
HIST 123, Women in Modern American History	US-1, US-3
HIST 124, History of California	US-3
HIST 130, U.S. History and Cultures: Native American Perspectives I	US-1
HIST 131, U.S. History and Cultures: Native American Perspectives II	US-1, US-3
HIST 180, U.S. History: Black Perspectives I	US-1, US-2
HIST 181, U.S. History: Black Perspectives II	US-1
POSC 121, Introduction to U.S. Government & Politics	US-2, US-3
POSC 140, Introduction to California Government and Politics	US-3

Students are required to select either Option I, Option II or Option III and then complete 1 or 2 courses. In Option I and Option II, one course must be from List A and one course from List B. In Option III, the List A course fulfills all three designations. This information is current at the time of catalog production.

### Option I

Choose one course from List A and one course from List B.

#### List A:

CCS 180, HIST 108, HIST 114, HIST 115, HIST 122, HIST 180  
**AND**

#### List B:

CCS 119, CCS 131, HIST 109, HIST 115, HIST 119, HIST 123, HIST 124, HIST 131, POSC 121, POSC 140

**OR**

**Option II**

Choose one course from List A course and one course from List B.

**List A:**

POSC 121

AND

**List B:**

CCS 118, CCS 119, CCS 130, CCS 181, HIST 109, HIST 118, HIST 119, HIST 130, HIST 181

OR

**Option III**

Choose a course from List A.

**List A:**

History 115

**CSU for STEM**

Students pursuing an Associate Degree for Transfer in Biology and/or Chemistry are eligible to take CSU for STEM deferring two lower-division GE courses until after transfer. CSU for STEM is applicable only to Biology and Chemistry majors in which the Transfer Model Curriculum explicitly indicates the availability of the option. Students using CSU for STEM may delay until after transfer:

- One general education course in Area 3 (Arts and Humanities); and
- One general education course in Area 4 (Social and Behavioral Sciences).

It is strongly recommended that students consult with a counselor to determine which general education pattern is most appropriate for their individual educational goals.

**Completion of the above pattern will total 39 semester units. Additional upper division general education courses may be required at four-year institutions. Consult the transfer institution and/or [www.assist.org](http://www.assist.org). Counselors are available for assistance.**

**UNIVERSITY OF CALIFORNIA (UC)**

The University of California is an integral part of the public education system of California. The campuses of the University of California are located in:

Berkeley*	Merced*	Santa Barbara
Davis	Riverside	San Francisco
Irvine	San Diego	(Medical Center)
Los Angeles	Santa Cruz	

\*Semester System

Nine UC campuses admit undergraduate students pursuing the bachelor degree. UC San Francisco admits at the graduate level only.

**UC Admission Guarantee Programs**

**Transfer Admission Guarantee (TAG)** agreements are available to Grossmont students interested in transferring to UC Davis, UC Irvine, UC Merced, UC Riverside, UC Santa Barbara and UC Santa Cruz. For more information, visit the Transfer Center website at [www.grossmont.edu/transfercenter](http://www.grossmont.edu/transfercenter).

**UniversityLink** is an admission guarantee program to UCSD designed for recent high school graduates and student veterans, active duty service members and current/former foster youth. Additional information

can be found at: <https://admissions.ucsd.edu/transfer/universitylink.html>. Students are encouraged to visit the Transfer Center or meet with a counselor to determine eligibility and apply.

**Applying for Admission**

To apply for admission to the University of California as an undergraduate, apply online at [www.universityofcalifornia.edu/admissions](http://www.universityofcalifornia.edu/admissions) during the application months listed as follows:

Term	Application Filing Period
Spring Quarter/Semester 2020*	October 1-31, 2019
Fall Quarter/Semester 2020	November 1-30, 2019
Winter Quarter 2021*	July 1-31, 2020

\* Select UC campuses offer winter/spring admission cycles.

Submit your completed application online on or soon after the opening of the application period. The Transfer Center hosts application workshops to assist you with completing the application.

Consult the following sections for information about transfer and admission requirements.

**Courses Accepted For Transfer to the University Of California**

The most current list of UC transferable courses is available on the ASSIST website ([www.assist.org](http://www.assist.org)). Also, please check the course description for each course in this catalog for UC transferability. A list of UC credit limitations is available on page 55 of this catalog.

Each campus of the University of California usually accepts, at full unit value, UC transferable courses completed with satisfactory grades from the California Community Colleges. Students intending to transfer to a UC will find it advantageous to complete their lower division requirements at Grossmont College. A maximum of 70 transferable community college units is honored by the university campuses. However, students should become familiar with specific requirements of the campus to which transfer is planned by examining each UC catalog and website.

Articulation agreements have been developed with most campuses of the University of California and are available on the ASSIST website ([www.assist.org](http://www.assist.org)). Grossmont counselors can provide assistance with transfer educational plans.

**Minimum Upper Division UC Transfer Admission Requirements**

- Complete 60 semester units or 90 quarter units of transferable college credit with a minimum grade point average of 2.4 (2.8 for non-residents). No more than 14 semester (21 quarter) units may be taken Pass/Not Pass.
- Complete with a "C" grade or higher or "Pass" a seven-course pattern requirement to include:
  - Two transferable college courses (3 semester or 4-5 quarter units each) in English composition; and
  - One transferable college course (3 semester or 4-5 quarter units) in Mathematical Concepts and Quantitative Reasoning; and

- c. Four transferable college courses (3 semester or 4-5 quarter units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, or the physical and biological sciences.
- or
- Complete the IGETC to fulfill lower division general education (if appropriate for UC major).

Please note: In addition to the requirements above, individual universities have specified additional requirements and transfer GPA that must be achieved to be eligible and/or competitive for admission.

## INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

Official updates are available at [www.assist.org](http://www.assist.org).

The Intersegmental Committee of the Academic Senates approved the IGETC in Fall 1991. The IGETC is a series of courses that California Community College students can use to satisfy lower division general education requirements at any CSU or UC campus.

The IGETC will permit a student to transfer from a community college to a campus in either the California State University or the University of California system without the need, after transfer, to take additional lower-division, general education courses.

Completion of the IGETC is not a guarantee of admission or a requirement for transfer to a CSU or UC, nor is it the only way to fulfill the lower-division general education requirements of the CSU or UC prior to transfer. Students may find it advantageous to take courses fulfilling CSU's general education requirements or those of a particular UC campus.

Students completing the IGETC may be eligible for the University Studies Certificate of Achievement. Please see page 146 for more information. Interested students should contact a counselor for further information.

**General Education course choices for transfer and the associate degree may differ between Cuyamaca and Grossmont College. Each college strongly recommends that students visit the Counseling Centers for specific information if they plan to attend both campuses.**

### 2019-2020 INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

All courses in the IGETC must be completed with a "C" grade or higher or "Pass" (see four-year university limit on P/NP units) and all areas must be completed and certified by the last community college attended prior to transfer.

If a student is approaching readiness for transfer and is unable to complete one or two IGETC courses, the student may be eligible to complete IGETC after transferring. Meet with a counselor or contact the Evaluations Office for more detailed information.

The following is subject to change.

#### Area 1 – English Communication

(CSU – 3 courses required, one each from Group A, B and C.)  
(UC – 2 courses required, one each from Group A and B.)

##### 1A. English Composition

English 120

##### 1B. Critical Thinking and English Composition

English 124

##### 1C. Oral Communication

Communication 120, 122 (CSU requirement only), 130

#### Area 2 – Mathematical Concepts and Quantitative Reasoning

(1 course, 3 units)

##### 2A. Math

Anthropology 215

Biology 215

Economics 215

Mathematics 120\*, 125\*, 126\*, 160, 175, 176, 178\*, 180\*, 245, 280, 281, 284, 285

Psychology 215

Sociology 215

\*Note: See page 55 for UC credit limitations.

#### Area 3 – Arts and Humanities

(9 semester units)

Must include one course from Arts and one course from Humanities

##### 3A. Arts

Art 100, 130, 140, 141, 142, 143, 145, 146, 147

Cross-Cultural Studies 126, 134

Dance 110

Music 110, 111, 115, 116, 117

Photography 154

Theatre Arts 101, 110, 144, 205

##### 3B. Humanities

American Sign Language 121, 140, 220, 221

Arabic 121, 123, 148, 220, 221

Chinese 121, 220, 221

Communication 144

Cross-Cultural Studies 123, 133, 135, 144, 147, 149, 152, 236, 237, 238

English 122, 201, 215, 217, 218, 219, 221, 222, 225, 226, 227, 228, 231, 232, 236, 237, 238

French 121, 152, 220, 221

German 121, 220, 221

History 100, 101, 103, 105, 106, 126, 135, 136, 137, 148

Humanities 110, 120, 125, 130, 135, 140, 170

Italian 121, 220, 221

Japanese 121, 149, 220, 221

Philosophy 110, 111, 112, 114, 116, 118, 140, 141, 145, 150, 155

Religious Studies 120, 130, 140, 150, 170

Russian 121, 220, 221

Spanish 121, 123, 141, 220, 221

Theatre Arts 143, 144

**Area 4 – Social and Behavioral Sciences**

(9 semester units)

Three courses required from at least two disciplines.

- Administration of Justice** 110
- Anthropology** 120, 122, 127, 140
- Child Development** 115, 125
- Communication** 124, 144
- Cross-Cultural Studies** 114, 115, 116, 118, 119, 125, 127, 128, 130, 131, 132, 135, 143, 144, 145, 147, 154, 155, 180, 181
- Economics** 110, 120, 121, 261
- Family Studies** 115, 120
- Geography** 100, 101, 106, 130, 170
- History** 100, 101, 103, 105, 106, 108, 109, 113, 114, 115, 118, 119, 122, 123, 124, 126, 130, 131, 136, 137, 148, 154, 155, 180, 181
- Media Communications** 110
- Political Science** 120, 121, 124, 130, 140, 155, 160
- Psychology** 120, 125, 134, 138, 140, 150, 170, 220
- Sociology** 114, 120, 125, 130, 138, 140

**Area 5 – Physical and Biological Sciences**

(7-9 semester units)

Must include one course in Physical Science and one course in Biological Science. One of the courses must include a laboratory. (**Underlined courses do not contain a laboratory component.**)

**5A. Physical Science**

- Astronomy 110, 120
- Chemistry 102, 110, 113, 115, 116, 120, 141, 142, 231, 232, 241, 242
- Geography 120, 140
- Geology 104, 110, 121, 210
- Oceanography 112
- Physical Science 100, 110
- Physics 110, 130, 131, 140, 240, 241
- Science 110

**5B. Biological Science**

- Anthropology 130
- Biology 105, 110, 112, 114, 118, 120, 140, 141, 144, 145, 152, 230, 240

**5C. Laboratory**

Take one course in this section if lab course not taken from a 5A or 5B. The lab must complement the science lecture course.

- Anthropology 131
- Astronomy 112
- Biology 141L
- Chemistry 241L, 242L
- Geography 121
- Geology 111
- Oceanography 113
- Physical Science 111

**Area 6 – Languages Other Than English**

(UC requirement only)

Proficiency is demonstrated through one of the following:

(1) completion of two years of high school study in the same language with a "C" grade or higher (verified by high school transcript); (2) complete one of the courses listed in IGETC, area 6A; (3) Students may also meet with a Counselor for other verification options.

**6A. Languages Other Than English**

- American Sign Language 120, 121, 220, 221
- Arabic 120, 121, 122, 123, 220, 221, 250, 251
- Chinese 120, 121, 220, 221, 250, 251
- Cross Cultural Studies 122, 123
- French 120, 121, 220, 221, 250, 251
- German 120, 121, 220, 221, 250, 251

- Italian 120, 121, 220, 221, 250, 251
- Japanese 120, 121, 220, 221, 251
- Russian 120, 121, 220, 221, 250, 251
- Spanish 120, 121, 122, 123, 220, 221, 250, 251

**U.S. History, Constitution and American Ideals**

CSU Graduation Requirement in U.S. History, Constitution, and American Ideals (American Institutions) is not part of IGETC but may be completed prior to transfer to CSU. See page 52 for list of courses to satisfy this requirement.

**IGETC for STEM**

Students pursuing an Associate Degree for Transfer in Biology and/or Chemistry are eligible to take IGETC for STEM deferring two lower-division GE courses until after transfer. IGETC for STEM is applicable only to Biology and Chemistry majors in which the Transfer Model Curriculum explicitly indicates the availability of the option. Students using IGETC for STEM may delay until after transfer:

- a. One general education course in Area 3 (Arts and Humanities); and
- b. One general education course in Area 4 (Social and Behavioral Sciences).

It is strongly recommended that students consult with a counselor to determine which general education pattern is most appropriate for their individual educational goals.

**University of California (UC) Credit Limitations**

Subject to change. The ASSIST website ([www.assist.org](http://www.assist.org)) lists the most current.

ANTH/BIO/ECON/SOC/PSY 215/MATH 160: maximum credit, one course.

ART/MCOM/MUS/THTR 189: maximum credit, one course.

BIO 140, 141, 141L, 144, 145: maximum credit 8 units.

BIO/GEOG/GEOL/OCEA 150: maximum credit, one course.

BIO/ANTH/ECON/SOC/PSY 215/MATH 160: maximum credit, one course.

CCS/SOC 114: maximum credit, one course.

CCS 115 and CCS/COMM 144 and COMM 124 combined: maximum credit, one course.

CCS/HIST 118, 119; 130, 131; 180, 181 combined with HIST 108, 109 and 122, 123: maximum credit, one series.

CCS/SPAN 122 combined with SPAN 120: maximum credit, one course.

CCS/SPAN 123 combined with SPAN 121: maximum credit, one course.

CCS/PSY 125: maximum credit, one course.

CCS/JAPN 149: maximum credit, one course.

CCS/FREN 152: maximum credit, one course.

CCS/HIST 154: maximum credit, one course.

CCS/HIST 155: maximum credit, one course.

CCS/HIST 180: maximum credit, one course.

CCS/HIST 181: maximum credit, one course.

CCS/ENGL 236: maximum credit, one course.

CCS/ENGL 237: maximum credit, one course.

CCS/ENGL 238: maximum credit, one course.  
 CD/FS 115: maximum credit, one course  
 CHEM 110, 113, 115, 116 and 120 combined: maximum credit, one course. No credit for 110, 113, 115, 116, or 120 if taken after 141.  
 COMM 124 and COMM/CCS 144 or CCS 115 combined: maximum credit, one course.  
 DANC: Maximum of four semester units of credit for Physical Education (ES) activity courses.  
 ECON 110: No credit for 110 if taken after 120 or 121.  
 ECON/BIO/ANTH/SOC/PSY215/MATH 160: maximum credit, one course.  
 ENGL 130, 131, 132 and 133 combined: maximum credit, two courses.  
 ENGL 134, 135, 136 and 137 combined: maximum credit, two courses.  
 ENGL 140, 141, 142 and 143 combined: maximum credit, two courses.  
 ENGL 160, 161, 162 and 163 combined: maximum credit, two courses.  
 ENGL 175, 176, 177 and 178 combined: maximum credit, one course  
 ENGL 225, 226, 227, 228 combined: maximum credit, two courses.  
 ENGL/CCS 236: maximum credit, one course.  
 ENGL/CCS 237: maximum credit, one course.  
 ENGL/CCS 238: maximum credit, one course.  
 ES: maximum of four semester units of credit for Physical Education activity courses.  
 ES 047, 051, 250, 253, 262, 263: maximum credit for non-activity transferable ES courses: 8 units.  
 ES/DANC 116: maximum credit, one course.  
 ESL 106, and 119: combined: maximum credit of 8 units.  
 FREN/CCS 152: maximum credit, one course.  
 FS/CD 115: maximum credit, one course  
 FS 120, PSY 150: maximum credit, one course.  
 GEOG/BIO/GEOL/OCEA 150: maximum credit, one course.  
 GEOL/BIO/GEOG/OCEA 150: maximum credit, one course.  
 HIST 108, 109 or HIST/CCS 118, 119 or 130, 131 or 180, 181: maximum credit, one series.  
 HIST/CCS 154: maximum credit, one course.  
 HIST/CCS 155: maximum credit, one course.  
 HUM 120, 125, 130 and 170 combined: maximum credit, two courses.  
 JAPN/CCS 149: maximum credit, one course.  
 MATH 120, 125 and 126 credit can only be granted for either 120 or 125 and 126 combined.  
 MATH 160/ANTH/BIO/ECON/PSY/SOC 215: maximum credit, one course.  
 MATH 175 and 176: combined: maximum credit, 5 semester units.  
 MATH 178 and 180 combined: maximum credit, one course.

MCOM/ART/MUS/THTR 189: maximum credit, one course.  
 MUS 105 and 106 combined with 128 and 129: maximum credit, one series.  
 MUS/ART/MCOM/THTR 189: maximum credit, one course.  
 OCEA/BIO/GEOG/GEOL 150: maximum credit, one course.  
 PHOT 150, 151, 154: maximum credit, one course  
 PHYC 110: No credit if taken after 130 or 140.  
 PHYC 130, 131 combined with 140, 240 and 241: maximum credit, one series. Deduct credit for duplication of topics.  
 PSC 110 and 111: No credit if taken after a college course in Astronomy, Chemistry, Geology or Physics.  
 PSY/CCS 125: maximum credit, one course.  
 PSY/SOC 138: maximum credit, one course.  
 PSY 150, FS 120: maximum credit, one course.  
 PSY/ECON/BIO/ANTH/SOC 215 / MATH 160: maximum credit, one course.  
 SOC/CCS 114: maximum credit, one course.  
 SOC/PSY 138: maximum credit, one course.  
 SOC/PSY/ECON/BIO/ANTH 215 / MATH 160: maximum credit, one course.  
 SPAN 120 combined with SPAN/CCS 122: maximum credit, one course.  
 SPAN 121 and SPAN/CCS 123 combined: maximum credit, one course.  
 THTR/ART/MCOM/MUS 189: maximum credit, one course.

### **INDEPENDENT CALIFORNIA COLLEGES AND UNIVERSITIES**

California's fully accredited independent colleges and universities provide a host of options at undergraduate, graduate, and professional levels for students planning to continue their education beyond community college and may include admission guarantee programs utilizing the Associate Degree for Transfer.

Students who transfer to independent colleges or universities find they are given academic credit for most, if not all, of their community college courses. The majority of institutions give full credit for general education courses and usually for other courses designated for transfer by the community college.

Some colleges and universities stipulate a certain number of completed units before considering students eligible for transfer. Others do not and will accept students at any time. The requirements are outlined in the respective college catalogs and websites. Visit the Grossmont College Articulation website: [www.grossmont.edu/articulation](http://www.grossmont.edu/articulation) or the Transfer Center: [www.grossmont.edu/transfcenter/](http://www.grossmont.edu/transfcenter/) for major preparation and general education at selected universities. Independent institutions invite you to make an appointment with their Admissions Office to discuss your transfer opportunities on a personal basis. Information regarding financial aid provided at independent four-year institutions may be available in the Financial Aid Office at Grossmont College.