
Academic Regulations

Attendance

Students are expected to attend classes regularly. Failure to attend can affect performance, which may be taken into consideration by instructors when assigning grades. An instructor may drop students who fail to attend the first meeting of any class for which they have officially enrolled unless prior arrangements have been made with the instructor. Instructors may also drop a student from a class when the student is excessively absent. However, it is always the student's responsibility to officially withdraw from classes. In no case should students presume they have been dropped by the instructor.

No person may attend or participate in a class without being officially enrolled.

Student Study-Load Regulations

The California Education Code defines a college semester unit as one lecture hour of class plus two hours of study per week per semester. For one laboratory unit, a college unit represents three hours of work in laboratory or in comparable experience under classroom supervision.

A normal schedule of 15 semester units assumes the average student will devote approximately 45 hours per week to class attendance and preparation.

The Dean of Students' approval is required for enrollment of more than 18 semester units. If a student wishes to appeal a decision, he or she may do so by contacting the Dean of Students, who will then meet with the student's counselor to render a final decision.

Remedial Coursework Limit Policy

West Hills College Coalinga offers remedial coursework through pre-collegiate basic skills courses in reading, writing, learning skills, study skills, mathematics, and English as a Second Language. These courses are designated as non-degree applicable credit courses by their number (100 and above).

A student's need for remedial coursework shall be determined by the student's counselor through the use of appropriate assessment instruments and multiple measures. Once enrolled, no student shall attempt and/or receive more than 30 semester units of credit for remedial coursework at West Hills College Coalinga. A new student who does not attain full eligibility status for college level work within this unit limit shall be dismissed and referred to adult, non-credit education courses.

The following students are exempted from the limitation on remedial coursework:

- Students enrolled in one or more courses of English as a Second Language.
- Students identified by the Disabled Student Program Services as having a learning disability.

After attempting and/or completing 30 semester units of remedial coursework and showing satisfactory progress by maintaining a 2.00 cumulative grade-point average, students may be allowed additional units of remedial coursework upon petition to the Associate Dean of Student Services, or their designee. Students must file a petition with their counselor specifying the additional course(s) in which the student may enroll.

Examinations

Final examinations are required in all courses. Students are expected to take the examinations at the regularly scheduled times. Students must make accommodations with the instructor and obtain approval from the Vice President of Educational Services prior to the scheduled final examination if they are not able to attend the final exam date. Failure to do so may result in a substandard grade.

Prerequisite/Corequisite Policy

West Hills College Coalinga aims to guide students into courses in which they will have the greatest chance for academic success. WHCC requires students to successfully complete prerequisites as pre-enrollment preparation. Successful completion is defined as a grade of C or better for the minimum prerequisite requirement. It is the student's responsibility to be certain that he or she has met the necessary prerequisite(s) for any course taken. The student will be dropped from

any class where the prerequisite has not been met or an appeal to challenge the prerequisite is not on file in student services.

Whether or not a prerequisite is specifically stated, the instructional staff of West Hills College Coalinga assumes that each student who enrolls in a transfer level course possesses sufficient competencies in the areas of reading, writing, and math to be able to benefit from instruction.

Corequisites require that the student enroll in both courses in the same term, or have successfully completed one of the courses. Corequisite courses serve to ensure that students are engaged in all related coursework determined to support successful completion.

The student will find courses that have prerequisites, corequisites, or advisories listed as strongly recommended preparation in their descriptions. Definitions follow:

Prerequisite — 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.

Corequisite — a condition of enrollment consisting of a course or courses that a student is required to simultaneously take with another course or courses.

Advisory — a condition of enrollment that a student is advised, but not required, to meet before or concurrent with enrollment in a course or educational program.

Prerequisites or corequisites listed in the catalog and the schedule of classes, include:

- Courses for which specific prerequisites or corequisites have been established.
- Sequential course work in a degree program.
- Courses in which an equivalent prerequisite or corequisite exists at a four-year transfer college or university.

Questions about prerequisites or corequisites should be resolved with a counselor or instructor prior to the first day of class.

Prerequisite/Corequisite Challenge Procedure

Any prerequisite or corequisite may be challenged by a student. It is advised that a counselor is seen to discuss this process. The forms may be obtained from the counseling staff, who will explain the procedure. Criteria for challenging a course may be:

- The prerequisite or corequisite at another institution has been met, but academic records are not on file within student services;
- Knowledge or ability to succeed in the course without the prerequisite or corequisite;
- The course that provides the prerequisite or corequisite is not readily available;
- Belief that the prerequisite or corequisite is discriminatory or being applied in that manner;
- On the grounds that it was established in violation of regulations or in violation of the District approved processes.

There are deadlines in which the prerequisite or corequisite challenge must be met in order to enroll. The challenge will be reviewed after the challenge procedure has been completed. The student will be informed in writing of the determination of the challenge promptly, in some cases within five working days.

Limitation on Enrollment

Enrollment may be subject to limitations based on reasons of:

- Health and safety, or
- In cases of intercollegiate competition, honors courses, or public performance courses, allocation of available seats to those students judged most qualified and providing such courses are not core requirements for a major or a general education requirement for which there is no other course available; or
- One or more sections of a course are limited to a cohort of students when other sections of the same course are available for open enrollment.
- Challenge of a Limitation on Enrollment
- Any limitation on enrollment may be challenged by a student on the grounds listed below. The student shall bear the initial burden of demonstrating that grounds exist for the challenge. If space is available in a course when a student files a challenge to the limitation on enrollment, West Hills College Coalinga shall allow the

student to enroll in the course. West Hills College Coalinga shall resolve the challenge in a timely manner. If the challenge is upheld, the student shall be allowed to remain in the course. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term.

Grounds for Challenging a Limitation on Enrollment

A student may challenge a limitation on enrollment in a course if:

- The course is required in order for the student to receive a degree or certificate and no other course is offered during the semester of the challenge to meet the requirement, and
- The student's graduation from the degree or certificate program will be delayed if he/she is unable to enroll in the course during the semester of the challenge.

Procedures for Challenging a Limitation on Enrollment

1. Submit a Petition to Challenge a Limitation on Enrollment to the Executive Vice President, or their designee, no later than the first day of the semester in order to receive a decision by the fifth day of the semester.
2. Attach a current Student Educational Plan indicating that the course is required to receive a degree or certificate.
3. You must prove that your graduation will be delayed by one or more semesters if you are not allowed to enroll in the course.

Course Repetition

Students may petition for approval to repeat a course up to a total of two (2) times in the following categories:

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

Students may enroll, up to four (4) times, in activity courses such as physical education, visual arts, or performing arts. Such courses may not be repeated more than four (4) times. This limit applies even if the student receives a substandard grade or "W" during one or more enrollments or if a student petitions for repetition due to extenuating circumstances.

Petitioning for Approval

Significant Lapse of Time (Title 5 Sections 55040(b)(3) and 55043)

A student may petition to repeat a course when the student received a satisfactory grade but where there has been a "significant lapse of time" of no less than 36 months. However, repetition of a course for "significant lapse of time" can occur only if there is a properly established recency requirement for the course or program pursuant to Title 5 section 55003, or another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating a specific course.

Repetition is allowed even where less than 36 months has elapsed if the student provides documentation that repetition is necessary for the student to transfer to the institution of higher education.

The previous grade and credit will be disregarded in computing the student's grade point average (GPA).

Recency Requirement at an Institution of Higher Education (Title 5 Sections 55040(b)(3) and 55043)

A student may petition to repeat a course when 36 months have elapsed since the last course attempt and "another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course in question."

Students petitioning for repetition must provide documentation showing that the course is necessary for the student to transfer to the institution of higher education.

Repetition is allowed even where less than 36 months has elapsed if the student provides documentation that repetition is necessary for the student to transfer to the institution of higher education.

The previous grade and credit will be disregarded in computing the student's GPA.

Occupational Work Experience (Title 5 Sections 55040(b)(6) and 55253)

Students may repeat all types of Cooperative Work Experience Education, but shall not exceed 16 semester units, subject to the following limitations:

- General Work Experience Education: A maximum of 6 semester credit hours may be earned during one enrollment period in general work experience education.
- Occupational Work Experience Education: A maximum of 8 semester credit hours during one enrollment period in occupational work experience education.
- An enrollment period is defined as a term.

The grade each time shall be included for the purpose of calculating the student's GPA.

Significant Change in Industry or Licensure Standards (Title 5 Section 55040(b)(9))

A student may petition to repeat a course "as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for the student's employment or licensure."

The student must certify or provide documentation that there has been a significant change in industry or licensure necessitating course repetition.

The grade received each time shall be included for purposes of calculating the student's GPA.

Military withdrawal, withdrawals due to extraordinary conditions (Title 5 Section 58509), and withdrawals where the District determines discriminatory treatment has occurred do not count toward these enrollment limits.

A student may petition to repeat a course a third time in order to alleviate substandard academic work. When a student repeats a course designated as repeatable to alleviate substandard academic work (a "D," "F," "FW," "NP," or "NC"), the previous grade and credit shall be disregarded in the computation of grade point averages. No more than two substandard grades may be alleviated.

When a student with a disability repeats a class, the previous grade and credit shall be disregarded in the computation of grade point averages. A student with a disability may repeat an educational assistance class, designed for students with disabilities, any number of times based on an individualized determination that such repetition is required as a disability-related accommodation for that particular student for one of the reasons specified below:

1. When continuing success of the student in other general and/or educational assistance classes is dependent on additional repetitions of a specific class;
2. When additional repetitions of a specific class are essential to completing a student's preparation for enrollment into other regular or educational assistance classes; or
3. When the student has an Academic Accommodation Plan which involves a goal other than completion of the educational assistance class in question, and repetition of the course will further the achievement of that goal.

Courses that are repeated shall be recorded on the student's permanent academic record using an appropriate symbol.

Annotating the permanent academic record shall be done in a manner that all work remains legible, ensuring a true and complete academic history.

The above regulations apply except where other educational code regulations allow for additional repetition.

To repeat a course for one of the above reasons, the petitioning student should meet with a counselor.

Nothing can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or District procedures relating to retention and destruction of records.

Academic Standing

Students maintaining minimum GPA of 2.0, with less than one-third of the enrolled units with the grade of W, I, or NP, are considered students in good standing.

Academic Probation

Notification of Academic and Progress Probation per Administrative Procedure 4250**

- Each student shall be notified of his/her academic difficulty and the availability of college support services.
- Notification will consist, at a minimum, of the following:
 - When the student's grade point average falls below 2.0 in all units attempted, a notice that the student is on probation shall be sent to the student informing him/her that he/she is on academic probation. "All units attempted" is defined as all units of credit for which the student is enrolled.
 - When the percentage of a student's recorded entries of "W," "I," "NC," "EW" and "NP" reaches or exceeds one third (33%) of all units in which a student has enrolled, the student shall be placed on progress probation and notified.
 - At the end of the third semester on which the student is on academic or progress probation, a notice that the student is subject to dismissal will be sent to the student informing him/her that he/she is subject to dismissal

Probationary Notice

Per Administrative Procedure 4250** all probation notices will be sent to the student's West Hills Community College District provided email account.

1. The notice to the student will cover, at a minimum, the significance of being on probation and description of the services available.
2. A student who is on academic probation and earns a semester grade point average of 1.75 or better shall not be dismissed as long as this minimum semester grade point average is maintained.

Academic Dismissal

Standards for Dismissal

For purposes of this procedure, semesters shall be considered consecutive on the basis of the student's enrollment, so long as the break in the student's enrollment does not exceed one full primary term.

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 1.75 in all units attempted in each of three consecutive semesters.

A student who has been placed on probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of "W", "I", "NC", and "NP" are recorded in at least three consecutive semesters reaches or exceeds thirty-three percent (33%).

[Administrative Procedure 4255**](#)

Dismissal Notification

Per Administrative Procedure 4255** the dismissal notification to the student that he/she is subject to dismissal will cover, at a minimum, reference to this procedure, an explanation of what dismissal means, procedure for reinstatement, and procedure to appeal the dismissal.

Academic Dismissal

[Per Administrative Procedure 4255**](#)#The student has the right to appeal a proposed dismissal action if the student thinks facts exist that warrant an exception to the dismissal action. The student must file the written petition of appeal with their counselor for review by the college Chief Student Services Officer (CSSO) within thirty (30) days after the dismissal notification was sent. If the student fails to file a written petition within the thirty (30) days, the student waives all future rights to appeal the dismissal action. It is the student's responsibility to indicate on the petition a clear statement of the

grounds on which continued enrollment should be granted and to provide evidence supporting the reasons. Petitions will be reviewed by the college CSSO.

1. The student will be continued on probation until the college CSSO decides on the student's appeal.
1. The decision of the college CSSO will be communicated to the student in writing within ten (10) days of receipt of the student's appeal.
1. The student may appeal the decision of the college CSSO in writing to the College President in accordance with [Administrative Procedure 5530](#), Student Rights and Grievances.

If the dismissal appeal is granted, the student will be continued on probation for an additional semester. At the end of the additional semester, the student's academic record will again be evaluated to determine whether the student may be removed from probation, should be dismissed, or should be continued on probation.

Standards for Evaluating Appeals and Readmission

In consideration of whether to grant or deny an appeal for dismissal, the Vice-President of Student Services may consider the following criteria:

- The student accepts a prescribed intervention, such as enrolling in a corrective program designed to assist him/her in improving academic skills, obtaining academic counseling, and/or limiting course load.
- Documented extenuating circumstances (considered during appeal).
- Marked improvement between the semesters on which dismissal was based.
- Semesters on which dismissal was based were atypical of past academic performance.
- Formal or informal educational experiences since completion of semesters on which dismissal was based.
- Improved GPA as a result of grade changes, fulfillment of incomplete courses, or academic renewal.

*Per Administrative Procedure 4255***

Readmission after Dismissal

In considering whether or not students may be re-admitted after a dismissal and two semesters absence, the following criteria will be considered:

- Documented extenuating circumstances (considered during appeal).
- Marked improvement between the semesters on which disqualification was based.
- Semesters on which disqualification was based were atypical of past academic performance.
- Formal or informal educational experiences since completion of semesters on which disqualification was based.
- Improved GPA as a result of grade changes, fulfillment of incomplete courses, or academic renewal.

*Per Administrative Procedure 4255***

Withdrawal from College

Any student leaving West Hills College Coalinga at any time after registration must formally withdraw from all coursework and resolve all outstanding balances. Any student who discontinues work without formal withdrawal does so at the risk of having registration privileges revoked. Students also run the risk of receiving a final grade of "F" in currently enrolled coursework. All books and equipment belonging to the college must be returned or purchased from the college. Access to online resources owned by the college may also be inactivated.

Catalog Rights

A student must fulfill degree requirements as stipulated in the WHCC catalog. A student who maintains continuous enrollment may elect:

- The catalog in effect at the time the student began attending a California public community college or California State University campus or any combination thereof, or
- The catalog in effect at the time the student began attending West Hills College Coalinga, or
- The catalog in effect at the time the student is graduated from West Hills College Coalinga.

Continuous enrollment is defined as being officially enrolled in at least one term (Fall, Spring, or Summer), regardless of the number of units completed. A student is considered to be in attendance if they received a letter grade or notation

during one of the primary terms. Active military duty will maintain a student's continuous attendance status providing the student returns at the first registration for fall/spring semester following release.

See *Board Policy and Administrative Procedure 4100*

Academic Renewal Policy and Procedures

The college recognizes that a student's past substandard academic performance may not, for a variety of reasons, be reflective of the student's subsequent demonstrated ability. In such instances, the student's prior record may impair progress toward a legitimate educational goal.

Academic renewal is a process by which students may have unsatisfactory grades removed from their grade point average calculation. Substandard grades of D or F, not reflective of the student's present scholastic level of performance, may be alleviated and disregarded in the computation of grade point averages. When academic work is alleviated, the permanent record shall be appropriately annotated in a manner to ensure that all entries are legible and that a true and complete record is maintained.

Up to 12 semester units of substandard (D or F) course work district-wide may be eliminated from consideration in the cumulative grade point average. However, courses that were already used for the conferral of a degree or certificate may not be alleviated.

Students may petition to have their academic record reviewed for academic renewal of substandard (grades of D or F) academic performance at West Hills College. The student seeking academic renewal is responsible for presenting evidence to the effect that the previously recorded work was substandard and is not reflective of more recently demonstrated academic ability. Evidence of recent academic ability may include, but is not limited to, the following:

Students must have achieved a grade point average of:

- 24 semester units of course work with a GPA of 2.00, or
- 18 semester units of course work with a GPA of 2.50, or
- 12 semester units of course work with a GPA of 3.00
- At least two (2) or more years must have elapsed from the time the course work to be removed was completed.

Academic renewal actions are irreversible. The transfer status of academic renewal actions are determined based on the policy of the college to which a student transfers.

Whenever possible, students are advised to repeat courses for which substandard grades were earned rather than seek academic renewal.

Students should meet with a counselor before taking action to request academic renewal:

1. A District petition form (available online) is completed by the student and the counselor to determine eligibility for academic renewal.
2. If academic renewal conditions are met, the signed form is forwarded to the Registrar or his/her designee for review, processing, and transcript notation(s).
 - If academic renewal conditions are not met, the determination is communicated to the counselor by the Registrar or his/her designee for communication to the student petitioner.
3. For approved petitions, the Registrar or his/her designee annotates the student's permanent record so that it is readily evident to all users of the records that substandard work has been alleviated.
 - All coursework will remain legible on the student's permanent record (transcript) ensuring a true and complete academic history.
 - Notation is made at the time approval is granted for academic renewal.
4. The Registrar or his/her designee communicates to the counselor that the student's record was annotated and academic renewal process completed. The counselor informs the student of process completion.

See *Board Policy and Administrative Policy 4240*

Non-Traditional Credit and Prior Learning Assessment (PLA) Options

West Hills College Coalinga offers students several options to earn course credit toward a degree or certificate. Options such as Credit by Examination, AP Tests, and CLEP Tests allow students to earn course credit as an alternative to enrolling

in a traditional semester-length course. Below is a list of the non-traditional options for earning course credit and the circumstances that students must meet:

Credit by Examination Policy

- Credit by examination may be obtained by one of the following methods:
- Credit by satisfactory completion of an institutional examination administered by the college in lieu of completion of an active course listed in the current college catalog.
- Achievement of a score of 3 or higher on an Advanced Placement (AP) Examination administered by the College Board.
- Achievement of a score that qualifies for credit by examination in the College Level Examination Program (CLEP).
- Achievement of a score of 5 or above on a high level International Baccalaureate (IB) examination administered by the International Baccalaureate.
- Credit by satisfactory completion of portfolio assessment administered by the college in lieu of completion of an active course listed in the current college catalog.
- Credit for military service, training, and experience as recommended by the American Council on Education (ACE) Directory.

Credit by Institutional Examination Administered by the College

- The course must be currently offered at the college and credit may be granted only for a course listed in the current West Hills College Coalinga catalog.
 - A maximum of 15 units may be earned and applied to an Associate degree through the credit by the examination process.
 - Petitions must be filed through the Educational Services Office. Final approval of each petition is granted by the instructor concerned and the Vice President of Educational Services.
 - The challenge examination option for course credit may be given at the discretion of the individual instructor.
 - The student, upon receiving approval to take an examination, will pay West Hills College Coalinga a per unit fee equal to the per unit enrollment fee for the course.
 - Challenge examinations may be given only by full-time instructors who currently teach the course. In the event that the course is being taught completely by part-time instructors, the Vice President of Educational Services will identify which part-time instructor will give the examination.
 - The student must be currently registered at the college and must not be subject to academic probation or dismissal.
 - Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree by California Education Code Section 55050.
 - Normally, activity and performance courses will not be approved for credit by examination.
 - Summer session courses and short term classes may not be challenged.
 - Students wishing to challenge a class in which they are currently enrolled must file a petition prior to the beginning of the third week of instruction. Upon approval of the petition, the student must drop the class.
 - Students wishing to challenge a class in which they are currently not enrolled must file a petition prior to the sixth week of instruction.
 - The student may not have previously taken the course and received a grade other than a "W".
 - From the date of notification of approval, a maximum of four weeks will be allowed to pay the fee and complete the challenge.
 - Challenge of the same course will be allowed no more than twice. The required fee will be imposed on each challenge.
 - Letter grades A through F, unit value and grade points will be entered on the transcript in the usual manner. Courses cannot be challenged on a pass/no pass basis. The instructor's grade with date of test will be filed with Admissions and Records.
 - Credits by examination are not applicable to meeting unit load requirements.
 - The student's academic record will clearly indicate the credit was earned by examination.
 - No duplication of credit will be allowed for students who complete any courses equivalent to those covered by the examination.
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Advanced Placement Examinations

West Hills College Coalinga will grant unit credit to those students who participate in the Advanced Placement Examinations offered by the College Examination Board. Students will receive unit credit, not a letter grade, with scores of 3 or higher for purposes of general education requirements, graduation and/or advanced placement into West Hills College Coalinga courses. In order to receive credit, a student must be currently enrolled at West Hills College Coalinga.

- Students must submit their requests and have their official copy of The College Board test scores forwarded to the West Hills College Coalinga Office of Admissions and Records.
- Requests should be made prior to registration, or as soon as possible during the first semester of attendance.
- No duplication of credit will be allowed for students who complete or will complete any courses equivalent to those covered by the examination.
- Students should understand that some transfer institutions do not allow and/or limit credit by examination.

Please refer to the Advance Placement Conversion table found at <https://westhillscollge.com/documents/whccd-ap-chart.pdf>.

This chart illustrates what WHCCD will award for successful completion of an AP exam. It also displays what credit WHCCD will award toward the certification of CSU GE Breadth and IGETC. This does not guarantee or imply the CSU or UC institutions will accept or award credit in the same manner.

West Hills Community College AP (Advanced Placement) Equivalency List (effective Fall 2023)									
AP Exam	Passing Score	WHCCD Equivalent Course	WHCCD GE Units*	WHCCD GE	CSU Units* Earned	CSU GE Units* toward GE Breadth Certification	CSU GE	UC Units*	IGETC
Art History	3	ART 016A	3	Humanities	6	3	C1 or C2	5.3	3A or 3B
Biology	3	BIO 001A	4	Natural Sciences	6	4	B2 and B3	5.3	5B and 5C
Calculus AB	3	MATH 001A	5	Language and Rationality (Math)	3	3	B4	2.6	2A
Calculus BC	3	MATH 001B	5	Language and Rationality (Math)	6	3	B4	5.3	2A
Calculus BC/AB Subscore	3	MATH 001A	3	Language and Rationality (Math)	3	3	B4	2.6	2A
Chemistry**	3	CHEM 001A	5	Natural Sciences	6	4	B1 and B3	5.3	5A and 5C
Chinese Language & Culture	3	Elective	3	Humanities	6	3	C2	5.3	3B and 6A
Comparative Government & Politics	3	POLSCI 002	3	Social/Behavioral Sciences	3	3	D8	2.6	4
Computer Science A**	3	Elective	3		3				
Computer Science Principles	3	Elective	3	Language and Rationality (Math)	6	3	B4	5.3	
English Language & Composition	3	ENG 001A	3	Language and Rationality (English)	6	3	A2	5.3	1A
English Literature & Composition	3	ENG 001A & ENG 002	6	Language and Rationality (English) & Humanities	6	6	A2 and C2	5.3	1A or 3B
Environmental Science**	3	Elective	4	Natural Sciences	4	4	B1 and B3	2.6	5A and 5C
European History	3	HIST 004B	3	Social/Behavioral Sciences or Humanities	6	3	C2 or D6	5.3	3B or 4
French Language & Culture**	3	Elective	3	Humanities	6	3	C2	5.3	3B and 6A
German Language & Culture**	3	Elective	3	Humanities	6	3	C2	5.3	3B and 6A
Human Geography	3	GEOG 003	3	Social/Behavioral Sciences	3	3	D5	2.6	4
Italian Language & Culture	3	Elective	3	Humanities	6	3	C2	5.3	3B and 6A
Japanese Language & Culture	3	Elective	3	Humanities	6	3	C2	5.3	3B and 6A
Latin**	3	Elective	3	Humanities	6	3	C2	2.6	3B and 6A
Macroeconomics	3	ECON 001A	3	Social/Behavioral Sciences	3	3	D2	2.6	4
Microeconomics	3	ECON 001B	3	Social/Behavioral Sciences	3	3	D2	2.6	4
Physics 1***	3	Elective	4	Natural Sciences	4	4	B1 and B3	5.3	5A and 5C
Physics 2***	3	Elective	4	Natural Sciences	4	4	B1 and B3	5.3	5A and 5C
Physics C: Electricity/Magnetism	3	PHYSICS 004B	4	Natural Sciences	4	4	B1 and B3	2.6	5A and 5C
Physics C: Mechanics	3	PHYSICS 004A	4	Natural Sciences	4	4	B1 and B3	2.6	5A and 5C
Psychology	3	PSYCH 001	3	Social/Behavioral Sciences	3	3	D9	2.6	4
Seminar	3				3				
Spanish Language & Culture**	3	SPAN 003	4	Humanities	6	3	C2	5.3	3B and 6A
Spanish Literature & Culture**	3	Elective	3	Humanities	6	3	C2	5.3	3B and 6A
Statistics	3	MATH 025	4	Language and Rationality (Math)	3	3	B4	2.6	2A

Studio Art - 2D Design	3	ART 002	3		3			5.3	
Studio Art - 3D Design	3	ART 003	3		3			5.3	
Studio Art - Drawing	3	ART 005A	3		3			5.3	
U.S. Government & Politics	3	POLSCI 001	3	Social/Behavioral Sciences	3	3	D8 and US-2	2.6	4 and US-2
U.S. History	3	HIST 017A	3	Social/Behavioral Sciences or Humanities	6	3	C2 or D6, and US-1	5.3	3B or 4 and US-1
World History - Modern	3	HIST 021	3	Social/Behavioral Sciences or Humanities	3	3	C2 or D6	5.3	3B or 4

*All credits are reflected in semester units

**Completion of previous versions of exam (or similar exam) may result in different credit awarded, see counselor for details

***Score of 3 or higher on both Physics 1 and 2 exams will equate to WHCCD PHYSICS 002A & 002B

Credit for Military Schools

A student who is currently Active Duty or a Veteran that has been honorably discharged may petition and be awarded credit. In all cases, the American Council on Education (ACE) 'Guide to the Evaluation of Educational Experiences in the Armed Forces' will be followed:

West Hills College Coalinga will award equivalent college course credit for Military Service Schools as recommended by the ACE Directory.

- A maximum of twenty seven (27) semester units of elective degree credit may be awarded for those service schools that the ACE Directory recommends for specific lower division credit, but for which West Hills College Coalinga does not offer a specific equivalent.
- In addition, of three (3) semester units for Health Education 035 will be awarded. A petition for HE 035 and twelve (12) semester units of residency must be completed.
- Students must submit an official Request for Evaluation of Military Record and provide official military transcript.
- All units granted by West Hills College Coalinga will be placed officially on the current transcript of the student.
- An evaluation of all the student's prior credits (military, transfer, exams) in relation to the students declared major should be applied for before or completion of two semesters.

See *Board Policy and Administrative Policy 4235*.

Special Note: Units from the official military transcript are non-transferrable.

CLEP (College Level Examination Program)

West Hills College Coalinga allows a maximum of 24 semester units of credit which can be earned for successful completion of the College Level Examination Program (CLEP) - General Examinations and/or Subject Examinations at the 50th percentile or above.

- Students must be currently registered at West Hills College Coalinga before credit is posted to their transcripts.
 - The student has official CLEP examination score reports mailed from the College Board to the West Hills College Coalinga Office of Admissions and Records.
 - The English portion is not acceptable at West Hills College Coalinga.
 - Grades and grade points will not be assigned to college credits earned through CLEP examinations.
 - Students should understand that some transfer institutions do not allow and/or limit credit by examination.
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This chart illustrates what WHCCD will award for successful completion of a CLEP exam. It also displays what credit WHCCD will award toward the certification of CSU GE Breadth. This does not guarantee or imply CSU institutions will accept or award credit in the same manner.

West Hills Community College CLEP (College Level Examination Program) Equivalency List (effective Fall 2023)							
CLEP Exam	Passing Score	WHCCD Equivalent Course	WHCCD GE Units*	WHCCD GE	CSU Units* Earned	CSU GE Units* toward GE Breadth	CSU GE
American Government	50	POLSCI 001	3	Social/Behavioral Sciences	3	3	D8
American Literature	50	Elective	3	Humanities	3	3	C2
Analyzing & Intepreting Literature	50	Elective	3	Humanities	3	3	C2
Biology	50	Elective	3	Natural Sciences	3	3	B2
Calculus	50	MATH 001A	5	Language and Rationality (Math)	3	3	B4
Chemistry	50	Elective	3	Natural Sciences	3	3	B1
College Algebra	50	Elective	3	Language and Rationality (Math)	3	3	B4
College Algebra - Trigonometry	50	Elective	3	Language and Rationality (Math)	3	3	B4
College Composition	50						
College Composition - Modular	50						
College Mathematics	50						
English Composition (no essay)	50						
English Composition (with essay)	50						
English Literature	50	Elective	3	Humanities			
Financial Accounting	50				3		
French Level I	50				6		
French Level II	59	Elective	3	Humanities	9	3	C2
Freshman College Composition	50						
German Level I	50				6		
German Level II	60	Elective	3	Humanities	9	3	C2
History, United States I	50	HIST 017A	3	Social/Behavioral Sciences	3	3	D6 and US-1
History, United States II	50	HIST 017B	3	Social/Behavioral Sciences	3	3	D6 and US-1
Human Growth & Development	50	PSYCH 003	3	Social/Behavioral Sciences	3	3	E
Humanities	50	HUM 001	3	Humanities	3	3	C2
Information Systems & Computer Apps	50				3		

Introduction to Educational Psychology	50				3		
Introductory Business Law	50				3		
Introductory Psychology	50	PSYCH 001	3	Social/Behavioral Sciences	3	3	D9
Introductory Sociology	50	SOC 001	3	Social/Behavioral Sciences	3	3	D0
Pre-Calculus	50	MATH 016	6	Language and Rationality (Math)	3	3	B4
Principles of Accounting	50				3		
Principles of Management	50				3		
Principles of Marketing	50				3		
Principles of Macroeconomics	50	ECON 001A	3	Social/Behavioral Sciences	3	3	D2
Principles of Microeconomics	50	ECON 001B	3	Social/Behavioral Sciences	3	3	D2
Social Sciences & History	50						
Spanish Level I	50				6		
Spanish Level II	63	SPAN 002	4	Humanities	9	3	C2
Spanish with Writing I	50				6		
Spanish with Writing II	63	SPAN 002	4	Humanities	9	3	C2
Western Civilization I	50	HIST 004A	3	Humanities or Social/Behavioral Sciences	3	3	C2 or D6
Western Civilization II	50	HIST 004B	3	Social/Behavioral Sciences	3	3	D6

*All credits are reflected in semester units

International Baccalaureate

West Hills College Coalinga will grant credit for successfully completing high level International Baccalaureate (IB) examinations, where a score of 5, 6, or 7 has been earned. Standard level examinations are not granted credit. Credit may be granted under the following circumstances:

- The student has official IB transcripts mailed from the International Baccalaureate to the West Hills College Coalinga Office of Admissions and Records.
 - The student received the minimum acceptable score on the IB examination as recommended by the California Community College General Education IB score equivalency list.
 - Students should understand that some transfer institutions do not allow and/or limit credit by examination.
 - Grades and grade points will not be added to college credits earned through IB examinations.
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This chart illustrates what WHCCD will award for successful completion of an IB exam. It also displays what credit WHCCD will award toward the certification of CSU GE Breadth and IGETC. This does not guarantee or imply the CSU or UC institutions will accept or award credit in the same manner.

West Hills Community College IB (International Baccalaureate) Equivalency List (effective Fall 2023)											
IB Exam	WHCCD Passing Score	WHCCD Equivalent Course	WHCCD GE Units*	WHCCD GE	CSU Passing Score	CSU Units* Earned	CSU GE Units* toward GE Breadth	CSU GE	UC Passing Score	UC Units*	IGETC
Biology HL	5	Elective	3	Natural Sciences	5	6	3	B2	5	5.3	5B
Chemistry HL	5	Elective	3	Natural Sciences	5	6	3	B1	5	5.3	5A
Economics HL	5	Elective	3	Social/Behavioral Sciences	5	6	3	D2	5	5.3	4
Geography HL	5	Elective	3	Social/Behavioral Sciences	5	6	3	D5	5	5.3	4
History (any region) HL	5	Elective	3	Social/Behavioral Sciences <u>or</u> Humanities	5	6	3	C2 or D6	5	5.3	3B or 4
Language A Literature HL	4	Elective	3	Humanities	4	6	3	C2	5	5.3	3B and 6A**
Language A Language & Literature HL	4	Elective	3	Humanities	4	6	3	C2	5	5.3	3B and 6A**
Language B (any language) HL	4				4	6			5	5.3	6A
Mathematics HL: Analysis & Approaches	4	Elective	3	Language and Rationality (Math)	4	6	3	B4	5	5.3	2A
Mathematics HL: Applications & Interpretations	4	Elective	3	Language and Rationality (Math)	4	6	3	B4			
Physics HL	5	Elective	3	Natural Sciences	5	6	3	B1	5	5.3	5A
Psychology HL	5	Elective	3	Social/Behavioral Sciences	5	3	3	D9	5	5.3	4
Theatre HL	4	Elective	3	Humanities	4	6	3	C1	5	5.3	3A

*All credits are reflected in semester units

**IGETC will not allow English Language to be used in these areas

Credit by Portfolio Assessment

West Hills College Coalinga will grant credit for satisfactory completion of portfolio assessment administered by the college in lieu of completion of an active course listed in the current college catalog. Credit may be granted under the following circumstances:

- The student must be currently registered at the college.
- The student must not be subject to academic probation or dismissal.
- Portfolio assessment may be performed by full time faculty who currently teach the course and who agree to perform the assessment. In the event that the course is being taught completely by adjunct faculty, the Vice President of Educational Services will identify which adjunct faculty agrees to perform the assessment.
- If no faculty is available, request for Credit by Portfolio Assessment may be denied; however, every effort will be made to provide portfolio assessment when requested.
- A separate portfolio assessment shall be conducted for each course for which credit is to be granted.
- The student may request portfolio assessment for a single course only once within the District.
- A maximum of 15 units may be earned through Credit by Portfolio Assessment.
- The student will meet with a counselor to request portfolio assessment.
- The student has been advised that the alternative methods for awarding credit may or may not transfer to another institution.
- The student will enroll in Portfolio Development (IS051) when requesting portfolio assessment for the first time.
- The student will assemble a portfolio that articulates, documents, and verifies their college level learning, knowledge, or skills acquired through experience.
- The student will pay for the assessment of their portfolio.
- The faculty determine that portfolio assessment adequately measures mastery of the course content as set forth in the outline of record.
- If faculty member determines that the college level learning demonstrated in the portfolio is equal to the grade of “C” or better, credit will be awarded. If the knowledge is judged to be insufficient, the faculty member will deny credit.
- Credits acquired are not applicable to meeting unit load requirements.
- No duplication of credit will be allowed for students who complete any courses equivalent to those covered by the examination.
- Grades of “Pass” and “No Pass” will be assigned to credit earned through portfolio assessment.

Transfer of Upper Division Coursework

West Hills College Coalinga will accept coursework completed at the upper division level under the following conditions:

- The course must have been completed at a regionally accredited college or university.
- The course must be deemed comparable to a West Hills College Coalinga course by the faculty in the discipline, or an appropriate designee, or an articulation agreement. Upper division courses or more advanced courses may be used in lieu of lower division course competencies.
- A maximum of 12 upper division units will be allowed.
- The upper division course may be used to satisfy a West Hills College Coalinga major requirement, an associate degree general education requirement, or a prerequisite.
- Students will still need 60 lower division transfer units to be eligible for admission to a CSU or UC.
- Grades earned will be calculated in the same manner as those transferred from another college or university.

Directed Studies

Some specialized course work may be completed through a contract with the instructor. These contracts are usually designated as Directed Study Courses. The current numbering is Directed Study 49 or 99.

With the agreement of the instructor and administrative approval, a student may pursue advanced study after completing the introductory offerings in a particular field. Students, in cooperation with the instructor, prepare and execute a written contract that address the following: student’s purpose, learning activities expected, methods and criteria for evaluation, contract beginning and ending dates, and unit-hours attempted. Signed contracts must be on file in the Admissions and Records Office before credit will be granted.

Auditing Courses

Students may request to audit a West Hills College Coalinga course by the second week of the semester for an 18 week course or the first week for a 9 week course. The cost to audit a class is \$15.00 per unit.

- An enrollment record for the course does not appear on the student academic record.
- No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course.
- Priority in class enrollment shall be given to students desiring to take the course for credit toward a degree or certificate. This means an auditing student should not register into the class during the registration period.
- Students must have the instructor's permission to audit the class.

To request an audit, the student must complete the request form online or at the Admissions Office. For questions on auditing a class, please contact admissionscoalinga@whccd.edu or call 559.934.2324.

Administrative Provisions for Changes or Waivers

West Hills Community College District reserves the right to change any provisions or requirements at any time within the student's term of enrollment at the college, and shall not be responsible for any interruptions in the student's educational program due to unforeseen circumstances beyond the control of the college.

Any regulation adopted by the administration of the college, and approved by the Board of Trustees, shall have the same force as a printed regulation in the catalog and shall supersede, upon promulgation, by posting on official bulletin boards and/or the college website any ruling on the same subject which may appear in the printed catalog and other official publications of the college.

Students are responsible for meeting in full the requirements for graduation set forth in the college catalog. The West Hills College Coalinga staff assists in the planning of a program, but the final responsibility for meeting the requirements for graduation rests with the student.

Students who desire a waiver to any West Hills College Coalinga graduation policy or procedure should put their request in writing to the VP of Educational Services.

Family Educational Rights and Privacy Act of 1974

All student records of West Hills College Coalinga are kept in accordance with the provisions of the Family Education Rights and Privacy Act of 1974.

Students may request access to those campus records which personally identify the student; the student may challenge the accuracy of the record or the appropriateness of its retention in the campus records. Student consent is needed for the release of records covered by the Act to outside parties (e.g., prospective employers), except for those agencies entitled to access under the provisions of the Act (e.g., campus officials, other schools, federal educational and auditing officers, and requests in connection with the application or receipt of financial aid). These provisions apply to records received and used after November 19, 1974.

A student may request a copy of a record that the student has consented to being released.

The Act authorizes West Hills College Coalinga to regard the following information as "Directory Information" and to release this information without student consent: student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

If a student does not wish any or all directory information released without his/her consent, he/she must inform the Admissions and Records Office in writing within ten (10) days after classes begin. Forms are available in student services. To inspect, review, or challenge any of their educational records, students must make such a request in writing to the VP of Student Services.

Under the Family Educational Rights and Privacy Act (FERPA), the rights currently held by parents transfer to the student once the student enters a post-secondary institution, without regard to the student's age. Students at the post secondary institutions have the right to inspect and review their education records. Under FERPA, schools may, but are not required to, provide parents of students who are dependent for tax purposes access to the student's education records.

Particular questions with respect to a student's prerogatives under the Family Educational Rights and Privacy Act of 1974 should be directed to the office of the VP of Student Services.

See Administrative Procedures and Board Policies at <https://westhillscollge.com/district/administration/board-of-trustees/policies-and-procedures.php>

