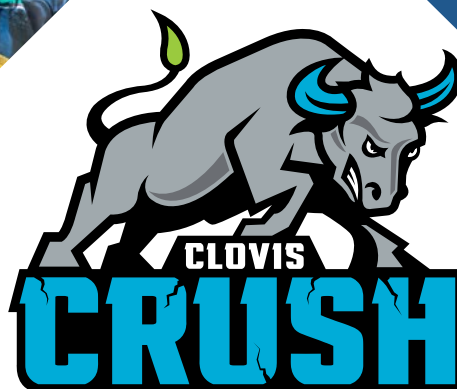


# 2019-2020 Catalog

## ADDENDUM #2



# ADDENDUM #2

## 2019-2020 CATALOG

April 15, 2020

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# ACADEMIC CALENDAR

SUMMER AND FALL 2019; SPRING 2020  
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**Change: Pass/No Pass and drops due to COVID-19 deadlines extended for spring 2020 semester only.**

March 25	(M)	Summer and Fall 2019 priority registration begins for continuing students (by assigned date)
April 23	(T)	Summer 2019 and Fall 2019 open registration begins for all students
May 20-24	(M-F)	Spring 2019 final exams week
May 24	(F)	End of Spring 2019 semester/commencement
May 27	(M)	Memorial Day holiday (campus closed)
May 28	(T)	Start of 4-week and 10-week Summer Sessions
June 10	(M)	Start of 8-week Summer Session
June 21	(F)	End of 4-week Summer Session
June 24	(F)	Start of 6-week Summer Session (Classes will meet M-F (5 days) week 1 only)
July 4	(Th)	Independence Day holiday (no classes held, campus closed)
August 2	(F)	End of 6, 8, and 10-week Summer Sessions
August 9	(F)	Last day to add a full-term Fall 2019 class in person or online through WebAdvisor 5:00 p.m.
August 12	(M)	Start of Fall 2019 semester
Aug 12 - Oct 11	(M-F)	Short-term classes, first nine weeks
August 23	(F)	Last day to drop a Fall 2019 full-term class for full refund
August 30	(F)	Last day to register for a Fall 2019 full-term class in person
August 30	(F)	Last day to drop a Fall 2019 full-term class to avoid a "W" in person
September 2	(M)	Last day to drop a Fall 2019 full-term class to avoid a "W" on WebAdvisor
September 2	(M)	Last day to add a Fall 2019 full-term class with an authorization code label on WebAdvisor
September 2	(M)	Labor Day Holiday (no classes held, campus closed)
September 13	(F)	Last day to change a Fall 2019 class to/from Pass/No-Pass grading basis
October 11	(F)	Last Day to drop a full-term class (letter grades assigned after this date)
Oct 14 - Dec 13	(M-F)	Short-Term classes, second nine weeks
November 11	(M)	Veterans Day observed (no classes held, campus open)
November 28-29	(Th-F)	Thanksgiving holiday (no classes held, campus closed)
December 9-13	(M-F)	Fall 2019 final exams week
December 13	(F)	End of Fall 2019 semester
Dec 17 - Jan 1	(M-F)	Winter Recess (campus is open December 16-24; campus closed December 25-January 1)
January 2	(Th)	Campus re-opens after Winter Break
January 10	(F)	Last day to add a full-term Spring 2020 class in person or online through WebAdvisor 5:00 p.m.
January 13	(M)	Start of Spring 2020 semester
Jan 13 - Mar 13	(M-F)	Short-term classes, first nine weeks
January 20	(M)	Martin Luther King, Jr. Day observed (no classes held, campus closed)
January 24	(F)	Last day to drop a Spring 2020 full-term class for full refund
January 31	(F)	Last day to register for a Spring 2020 full-term class in person
January 31	(F)	Last day to drop a Spring 2020 full-term class to avoid a "W" in person
February 2	(SU)	Last day to drop a Spring 2020 full-term class to avoid a "W" on WebAdvisor
February 14	(F)	Lincoln Day observance (no classes held, campus closed)
February 17	(M)	Washington Day observance (no classes held, campus closed)
February 21*	(F)	Last day to change a Spring 2020 class to/from Pass/No-Pass grading basis

\*Due to COVID-19, the request for Pass/No Pass has been extended to May 8, 2020. Before requesting this option, please contact your counselor and/or financial aid to determine Impacts to your aid or transfer.

March 13\*\* (F) Last Day to drop a full-term class (letter grades assigned after this date)

\*\*For the spring 2020 semester only, withdrawals due to extenuating circumstances (EW) that are due to COVID-19 do not require a petition or additional documentation. Students can drop in WebAdvisor until May 15, 2020.

Mar 16 - May 22	(M-F)	Short-term classes, second nine weeks
April 6-9	(M-Th)	Spring recess (no classes held, campus open)
April 10	(F)	Good Friday observance (no classes held, campus closed) (classes reconvene April 13)
May 18-22	(M-F)	Spring 2020 final exams week
May 22	(F)	End of Spring 2020 semester/commencement
May 25	(M)	Memorial Day holiday (campus closed)

# ACADEMIC REGULATIONS

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## P/NP, Pass/No Pass (change: deadline extended for spring 2020 semester only)

Most college courses allow students the option of a final course grade of P, Pass, or NP, No Pass, instead of traditional letter grades (A, B, C, D, or F). Some courses are graded only on a Pass/No Pass basis. In courses graded only on the Pass/No Pass basis or when a student elects this grading option, the grade of P, Pass, will be assigned if the student has passed the course with a grade equivalent of A, B, or C, and credit will be awarded for the unit value of the course. The grade of NP, No Pass, will be assigned if the student earns the grade equivalent of D or F, and no units of credit will be awarded for the course. Neither the P, Pass, grade nor the NP, No Pass grade is included in the calculation of the grade point average.

A maximum of 15 units of credit may be earned on a Pass/No Pass grading basis in degree-applicable or transferable courses. The Pass/No Pass option is not recommended for any course in a student's major. Not all courses graded on a Pass/No Pass basis are accepted for transfer by other institutions. Students planning to transfer to another college or university should be aware of the policy of that institution regarding Pass/No Pass grades.

Students may elect the Pass/No Pass grading option in courses in which it is available by notifying the college Office of Admissions and Records, using the appropriate form, which is available at the Office of Admissions and Records, no later than the end of the fifth week\*\*\* of full-term course or within the first 30 percent of a shorter-term course\*\*\*. Students who have elected the Pass/No Pass grading option may reverse this decision only within these same deadlines\*\*\*

\*\*\*Due to COVID-19, the request for Pass/No Pass has been extended to May 8, 2020. Before requesting this option, please contact your counselor and/or financial aid to determine Impacts to your aid or transfer.

### **Deadlines for selecting (or reversing) the Pass/No Pass grading option:**

For a regular 18-week class	By end of the fifth week***
For a 9-week class	By end of the third week***
For a 8-week class	By end of the second week***
For a 6-week class	By end of the second week***
For a 2-week class	By the third day***
For a class less than two weeks	At time of class registration***

\*\*\*Due to COVID-19, the request for Pass/No Pass has been extended to May 8, 2020. Before requesting this option, please contact your counselor and/or financial aid to determine Impacts to your aid or transfer.

# ACADEMIC REGULATIONS

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## Excused Withdrawal

*(change: deadline extended and protocol relaxed for COVID-19-related withdrawals for the spring 2020 semester only)*

Withdrawal from a class or classes will be authorized through the last day of the ninth week of instruction (or 50 percent of a term\*, whichever is less). Exceptions to the 50 percent drop deadline may apply due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses, death in the immediate family, jury duty, declaration of war, natural calamity, military conscription, family or job displacement, instructor error, or other circumstances beyond the control of the student which are justifiable in the judgment of the college president or his/her designee. (California Code of Regulations, Title 5, Section 55024).

Petitions for withdrawals due to extenuating circumstances are available from the Counseling Department.

- The extenuating circumstances must be fully documented and verified when appropriate. Petitions for medical withdrawals must be processed through the Counseling Department.\*\*\*\*
- The petition for withdrawal may be submitted during the current term, but no later than the end of the semester immediately following (summer excluded).\*\*\*\*
- The student must petition to withdraw from all classes she/he is enrolled in (consult with a counselor for certain exceptions that may apply).\*\*\*\*
- The student's instructor(s) will be consulted concerning the request for withdrawal.
- Approved class withdrawals due to extenuating circumstances shall be recorded as a "EW." The "EWs" will not be used in calculating grade point averages, but excessive "Ws" will be used as a factor in progress probation and dismissal procedures.
- Exceptions may be considered on a case-by-case basis upon appeal to the college's Academic Standards Committee.

\*\*\*\*For the spring 2020 semester only, withdrawals due to extenuating circumstances (EW) that are due to COVID-19 do not require a petition or additional documentation. Students can drop In WebAdvisor until May 15, 2020.





## Creating Opportunities...

One Student at a Time

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