Academic Policies and Procedures

Academic Freedom
The following academic freedom statement is an excerpt from Board Policy 6.06. Those interested in the complete statement should refer to http://www.ccsf.edu/Board.

The District is unequivocally and unalterably committed to the principle of academic freedom in its true sense which includes freedom to study, freedom to learn and freedom to teach and provide educational professional services to students.

Academic freedom encompasses the right of an instructor to discuss in the classroom pertinent subjects within his or her field of professional competency and consistent with course objectives, and for counselors, librarians and other academic employees to provide appropriate services within their fields of professional competency and consistent with sound educational principles.

Interference with or censure of an academic employee by District officials or by outside individuals or groups because of the employee’s proper treatment of pertinent subjects or provision of proper educational professional services to students is precluded by the principle of academic freedom.

Faculty cannot, however, expect academic freedom to be unlimited, for the right to exercise any liberty implies a duty to use it responsibly. Academic freedom does not give faculty freedom to engage in indoc trination. Nor can faculty invoke the principle of academic freedom to justify non-professional conduct.

Credits And Grades

Unit of Work
Title 5 Section 55002.5 establishes the ratio of student work to credit hours (unit) for credit, degree applicable and credit, nondegree-applicable course. One credit hour of community college work (one unit of credit) requires a minimum of 48 hours of lecture, study, or laboratory work.

Semester and Quarter Units
Most universities and colleges in the United States use the semester or quarter system and hence grant credit in semester units (s.u.) or quarter units (q.u.). For example, City College uses the semester system and grants credit in semester units; some California State University campuses and most University of California campuses use the quarter system and grant credit in quarter units.

Two semester units are equivalent to three quarter units. Therefore, to convert semester units to quarter units, multiply the number of semester units by 3/2 (or 1.50); to convert quarter units to semester units, multiply the number of quarter units by 2/3 (or 0.667).

Academic Record Symbols and Standards
A system of letter grades and grade points is used to indicate the quality of work done by students. The meaning of each evaluative symbol, with its value in grade points, is as follows:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Definition</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Passing, less than satisfactory</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
</tr>
<tr>
<td>FW</td>
<td>Failing/Withdrawal</td>
<td>0</td>
</tr>
</tbody>
</table>

The “FW” grade symbol is an indication that a student has both ceased participating in a course some time after the last day to officially withdraw from the course without having achieved a final passing grade, AND that the student has not received District authorization to withdraw from the course under extenuating circumstances. The “FW” symbol may not be used if a student has qualified for and been granted military withdrawal “MW”. If an “FW” is used, its grade point value equals zero (0), and it will be calculated into the GPA in the same manner as an “F” grade.

P = Pass (At least satisfactory, C or better. Units awarded not counted in grade point average.)
NP = No Pass (Less than satisfactory or failing. Units not counted in grade point average.)

Standard English is expected in all College course work and is a consideration in grading. Its use is not an exercise limited to English classes alone.

Pass (P)/No Pass (NP) Courses
Formerly known as: Credit (CR)/No Credit (NC) Courses
Certain courses offered at City College of San Francisco are designated as pass/no pass courses. Such courses are shown in the catalog with the statement “P/NP only” meaning that only grades of P and NP are given for the course. Other courses are designated as optional pass/no pass courses. Such courses are shown in the catalog with the statement “P/NP available” meaning the course may be taken on a pass/no pass or on a letter grade basis; i.e., the pass/no pass option is available. Note: 1) pass/no pass courses are counted toward graduation and for transfer and 2) in an optional pass/no pass course the student must file a petition with the Office of Admissions and Records to take the course on a pass/no pass basis no later than the deadline date established in the Calendar of Instruction. (See Calendar of Instruction for this date.) Petition forms are available from the Office of Admissions and Records. Students may also select “Pass/No Pass” grading option on-line through WebSTARS at http://www.ccsf.edu. In the absence of a “Petition for Pass/No Pass” students will be evaluated on a letter-grade basis. The “NP” symbol shall be used only in calculating units attempted for and dismissal.

Although City College does not limit the number of units a student may take on a Pass/No Pass basis, students planning to transfer should inquire of the transfer institution its policy on pass/no-pass course work. Some institutions may require a letter grade in course work used to satisfy specific requirements for admission and/or major preparation.

Noncredit Grading
Many noncredit classes do issue grades. Grading options, as written on the Course Outlines of Record, are:

- Letter-General (A, B, C, NP)
- Pass/Satisfactory Progress/No Pass (P/SP/NP)
- Letter-CCSF High School (A, B, C, D, F, +/-)
- Ungraded or No Grade

Grades are issued in noncredit career-technical/vocational classes, including Automotive, Business, Community Studies, Fashion, Health, Labor Studies, Trade Skills, and Vocational ESL. Each department determines which grading option is appropriate for the course; all classes/sections use the same grading mode.

Students on financial aid receive grades in all their noncredit classes, even if grades are not usually assigned in those courses.

Students earn final letter grades in the high school classes in Transitional Studies which lead to the CCSF High School Diploma as approved by the California Community Colleges Chancellor’s Office...
Grades are not issued in Child Development, Consumer Education, DSPS, Older Adult, and Parenting classes, some Transitional Studies and some Health classes that are not career-technical/vocational in nature.

Other Symbols
Symbol = Definition
"E" = Exclusion
"I/" = Incomplete
"MW" = Military Withdrawal
"RD" = Report Delayed
"W" = Withdrawal

"E" Exclusion. The "E" symbol shall be used to denote grades of D, F, or NP the student has chosen to exclude from his or her academic history.

"I/" Incomplete. A student may be given a final grade of Incomplete only if illness or other unavoidable circumstances prevent him/her from taking the final examination or satisfying the other requirements in a course.

A student must make arrangements for an Incomplete with the instructor for the course. The instructor will file a record of Incomplete with the Office of Admissions & Records and give the student a copy. This record shall note the condition(s) for removal of the Incomplete and the grade to be assigned if the work is not completed.

The instructor determines when the student must submit work to remove the grade of Incomplete. The instructor must submit the Removal of Incomplete form by the following deadlines:

<table>
<thead>
<tr>
<th>Incomplete Received</th>
<th>Incomplete must be Removed by the last Day to Submit Grades for the Following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Fall semester</td>
<td>* Spring semester</td>
</tr>
<tr>
<td>* Spring semester</td>
<td>* Fall semester</td>
</tr>
<tr>
<td>* Summer semester</td>
<td>* Fall semester</td>
</tr>
</tbody>
</table>

A final grade shall be assigned when the work stipulated has been completed and evaluated. If the student fails to meet the condition(s) of the removal of incomplete or when the time limit for completion has expired, the predetermined grade shall be assigned (i.e. "F" in the case of I/F).

A student must make arrangements for the removal of an Incomplete with the instructor for the course. In the absence of the instructor, the student should contact the department chair.

If a student is, due to extenuating circumstances, unable to complete the work by the deadlines specified in the table above, the student may, after contacting the instructor, petition the Associate Dean of Student Advocacy, Rights and Responsibilities for an Extension of an Incomplete.

An Incomplete shall not be used in calculating units attempted nor for grade points, but shall be used in calculating units for purposes of evaluating probation and dismissal.

Late Withdrawal. Students seeking late withdrawals after the established withdrawal deadline must request the late withdrawal within two (2) calendar years of the last day of the semester in which the student was enrolled in the course. Late withdrawals are only permitted if the request is due to extenuating circumstances which are "verified cases of accidents, illnesses or other circumstances beyond the control of the student" (Title 5, 55024(a)(2)) that occurred between the last day for an official student- or instructor-initiated withdrawal and the final examination for the course. Extenuating circumstances may include institutional error, health, jury duty, military service, accident, family emergency, incarceration, extended litigation, or work conflicts. Students incurring extraordinary hardships that prevent a request within the time frame of two (2) calendar years may file with the Admissions and Records Office a Petition for Waiving College Regulations.

"MW" Military Withdrawal. "Military Withdrawal" shall be assigned to students who are members of a reserve or active military unit and received orders to report to active duty, requiring a withdrawal from all courses. This does not apply to Basic Training assignments. The student must bring a copy of their orders to the Office of Admissions and Records located in Conlan Hall, Room E107, prior to departure, if possible, to have their military withdrawal processed. All courses will be withdrawn without fee assessment. Military Withdrawal does not count against a student for the purposes of progress probation and academic dismissal calculations.

"RD" Report Delayed. Only the Office of Admissions and Records may assign the "RD" symbol. This symbol is to be used when, for reasons beyond the control of the student, there is delay in reporting the student's grade. "RD" is to be replaced by a permanent symbol as soon as possible. The "RD" symbol shall not be used in calculating units attempted, nor for grade points.

"W" Withdrawal. If a student withdraws from a class or if an instructor withdraws a student from a class between the last day to drop and the last day for withdrawal, a "W" symbol will appear on the student's permanent record. (See Calendar of Instruction for specific dates.) If a student stops attending a class after the last day for a student-initiated or instructor-initiated withdrawal, the instructor must report a grade symbol (consistent with the grading policies) other than "W." The "W" symbol shall not be used in calculating units attempted nor for grade points, but shall be used in calculating units for purposes of evaluating probation and dismissal.

If a student drops a class prior to the last day to drop, no notation will appear on the student's permanent record. (See Calendar of Instruction for specific dates.)

Excessive Withdrawals. Students who have withdrawn from the same course three times and received a "W" on his/her record will not be allowed to register for the same course without filing a Petition for Exemption to Withdrawal Policy. (California Code of Regulations, T5 Section 55024 (a))

Petitions for Exemption to Withdrawal Policy are available in the office of Student Affairs, Conlan Hall 106

Remedial Coursework Limitation
Remedial coursework is defined as credit, nondegree-applicable basic skills courses. Section 55035 of Title 5 of the California Code of regulations imposes a 30 unit limit on remedial coursework. Students are exempted from this limitation if they are enrolled in an ESL course or are identified by the district as having a learning disability. If neither of these exemptions apply, students who reach this 30 unit limit are restricted to taking only noncredit courses, nondegree-applicable courses which do not involve remediation, and those degree-applicable credit courses which do not have basic skills prerequisites or advisories on recommended preparation. It is our district’s policy that students who have completed 30 units of remedial coursework shall be automatically given a 10 unit waiver of this limitation.

Course Prerequisites, Corequisites, and Advisories
City College has established prerequisites, corequisites, and advisories to maintain academic standards and ensure student success. The CCSF Governing Board recognizes that if these requisites are established
unnecessarily or inappropriately, they constitute unjustifiable obstacles to student access and success. Therefore, the San Francisco Community College District, in compliance with Title 5 Matriculation Regulations, has adopted a policy to provide for the establishment, review and enforcement of prerequisites, corequisites, advisories on recommended preparation, and certain limitations on enrollment in a manner consistent with law and good practice. Elements of this policy follow:

**Definition of Terms**

**Prerequisite:** A condition to enrollment that a student is required to meet in order to demonstrate current readiness for a course or educational program. If a prerequisite is a course, a student must pass the prerequisite course with a grade of “C” or higher.

**Corequisite:** A course that a student must take concurrently with another course.

**Block of courses or sections:** a “block” refers to at least two or more courses or sections of courses in which enrollment is limited to a specific group of students. Examples at CCSF include the African American Achievement Program and the Puente Project.

**Challenge of a Prerequisite or a Corequisite**

A student who does not meet a stated prerequisite or corequisite to a course may be dropped on the first day of school. However, the student may file a petition to Challenge a Prerequisite or Corequisite on one or more of the grounds listed below. The student shall bear the initial burden of showing that grounds exist for the challenge. Challenges shall be resolved in a timely manner and, if the challenge is upheld, the student shall be permitted to enroll in the course or program in question.

**Grounds for challenge:**

A. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite.

B. The student possesses the skills/knowledge necessary to protect the health or safety of himself and others despite not meeting the stated health and safety prerequisite.

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

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

E. The prerequisite or corequisite has not been established in accordance with the District’s process for establishing prerequisites or corequisites.

F. The prerequisite or corequisite is in violation of Title 5.

Any student may appeal the decision of the challenge to the Office of the Vice Chancellor of Academic Affairs or the Vice Chancellor of Student Development.

**Procedures for Filing a Petition to Challenge a Prerequisite/Corequisite**

CAUTION: The student shall demonstrate that grounds exist for the challenge. A student who wishes to challenge a pre/corequisite should file a petition as early as possible prior to the first day of class.

**Instructions:**

1. Obtain a Petition to Challenge a Prerequisite or Corequisite from the Office of Matriculation Services (Conlan Hall, Room 204) or the chair of the department of the course.

2. The student should file the completed petition at the appropriate department office (see the petition form) as early as possible before the first day of school, but must file no later than the end of the add/drop period. The department office will give the student a date-stamped copy of the petition and provide him/her with a decision by the end of the add/drop period.

3. If the challenge is upheld, the student will be eligible for the course; the student should retain the approved petition as proof of his/her eligibility. If the challenge is denied, the student will not be eligible for the course and will be required to drop if he/she has already registered for the course.

4. The student must file the approved petition to the Office of Matriculation for final processing. The department will keep a copy of the petition for its own records.

5. A student may appeal a decision to the Vice Chancellor of Student Development or the Vice Chancellor of Academic Affairs.
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. The District shall resolve the challenge in a timely manner. If the challenge is upheld, the student shall be allowed to enroll 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 Challenge of a Limitation on Enrollment

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

A. 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
B. the student's graduation from the degree or certificate program will be delayed if (s)he is unable to enroll in the course during the semester of the challenge.

Procedure for Challenging a Limitation on Enrollment:

1. Obtain a Petition to Challenge a Limitation on Enrollment from the Office of Matriculation Services (E-204) or the department chair of the course.
2. The student should file the petition with the department chair prior to the first day of class, but must file no later than the end of the add/drop period in order for the petition to be considered.
3. The student must attach a current CCSF Student Educational Plan indicating that the course is required to receive a degree or certificate. The student must prove that his graduation will be delayed by one or more semesters if (s)he is not allowed to enroll in the course. The department chair will retain a copy of the petition and forward a copy to the Office of Matriculation Services.
4. The department chair will provide the student with a decision by the end of the add/drop period and give the student a copy of the petition with the decision indicated. If the challenge is denied, the student will not be eligible for the course and will be dropped if already enrolled in the course.
5. The student may appeal the department chair's decision to the Dean of Matriculation Services.

Grades and the Grade Point Average

A student's grade point average (GPA) shows numerically the relationship between the number of units attempted and the grade points received. It may be determined by dividing the number of grade points earned by the number of units attempted. Grades of P, NP, W, I, IP, EX and MW do not affect a student's grade point average.

A 4.00 quotient indicates an A average; 3.00, a B average; 2.00, a C average; 1.00, a D average; 0.00, an F average.

Students grade point averages are used in various ways. For example, a requirement for graduation from the College is that a student must have completed a minimum of 60 semester units of lower-division college work in which he has maintained an average final grade of C (2.00 grade point average) or higher in all lower-division courses he has attempted for grade points. The College also uses grade point averages in awarding various scholarships and in determining whether students may be disqualified from further attendance because of scholastic deficiencies. In addition, universities and colleges use grade point averages in admitting transfer students.

All credit courses offered by City College of San Francisco are graded courses as defined by Title 5, California Administrative Code.

Academic Probation and Dismissal

Probation:

There are two types of probation: academic and progress. A student may be on either type of probation or on both. If a student is on either type of probation or on both,

- there will be a permanent notation placed on the student's academic history;
- a student will not be in good academic standing at the College;
- the student will not be removed from probation until there is improvement in the overall academic record, even if there is improvement in the current semester academic record.

Students on probation may be contacted by a CCSF counselor so that they may be provided individual counseling and guidance on how to improve their academic standing. The students’ programs may be regulated so as to help them move off probation.

Academic Probation: A student who has attempted at least 12 units as shown on the official academic record will be placed on academic probation if the student has earned a grade point average below 2.00 in all units in which grades were given.

Progress Probation: A student who has attempted at least 12 units as shown on the official academic record will be placed on progress probation when the percentage of all units in which a student has enrolled and for which the student has been given a “W,” an “INC.,” or a “NP” is 50% or more.

Removal from Probation: For removal from academic probation, a student must have an overall cumulative grade point average in all City College units of 2.00 or higher. For removal from progress probation, a student must have been given marks of “W,” “INC.,” or “NP” in less than 50% of all City College units in which the student has enrolled.

Dismissal:

Academic Dismissal: A student who has been on probation is subject to academic dismissal if the student has been on either academic probation or on progress probation or on both academic and progress probation for more than four consecutive semesters. If students are academically dismissed, a notation of “Academic Dismissal” will be placed on the permanent academic record. Consecutive semesters means four semesters in a row of the student’s attendance at City College. Summer sessions are not counted as regular semesters when semesters are being counted for academic dismissal.

Appeal of Academic Dismissal and Request for Reinstatement:

Students may appeal academic dismissal and petition to be reinstated so they may continue their enrollment. Such petitions will be considered in cases of verified unusual circumstances. Students may request information or a Petition to Appeal Academic Dismissal and Request Reinstatement from the Office of Student Advocacy, Rights and Responsibilities (Conlan Hall, Room 106). If students are reinstated, their reinstatement will be conditional based upon a review of the academic record at the end of each semester. Readmitted students will be subject to the continued requirements of the academic probation and academic dismissal regulations.

Financial Aid Probation: The rules for financial aid probation, academic progress, or disqualification may be different. Please see the appropriate section in the Catalog under Financial Aid.

Grade Reporting

Midterm Grades and Final Grades are made available to students through WEB4 at http://www.ccsf.edu.
Repetition of Credit Courses

Repetition of credit courses is allowed under the following general circumstances:

1. When the course has been designated as repeatable.
2. To permit a student to alleviate a substandard grade of D, F, NP, or NC.
3. When the district determines that there has been a significant lapse of time since the course was taken.
4. When the district finds that the student's grade is, at least in part, the result of extenuating circumstances.
5. When the student is repeating a course in occupational work experience.
6. When a student with a disability is repeating a special class for students with disabilities.
7. When repetition is necessary to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.
8. When there has been a significant change in industry or licensure standards such that repetition of the course is necessary for employment or licensure.

Details of each circumstance are included below.

There are special limitations on student enrollment in active participatory courses that are related in content in the areas of physical education and visual and performing arts. Details of these limitations are also included below.

Before repeating any course, students must seek the advice of his or her counselor. Students should be aware of the following:

1. When a student repeats a course, the original grade is not removed and therefore remains a part of the permanent record.
2. When a student repeats a course in which he or she has received a grade, any withdrawal with a “W” counts as a repetition.
3. When a student repeats a course to alleviate a substandard grade of D or F, the original grade remains a part of the permanent record but will not be used in calculating the student's CCSF grade point average.
4. When course repetition is approved based on extenuating circumstances, the original grade remains a part of the permanent record but will not be used in calculating the student's CCSF grade point average.
5. When a student repeats a course in circumstances other than alleviating substandard coursework or approved extenuating circumstances, the original grade and any subsequent grades are used in calculating the student's CCSF grade point average.
6. Course repetition may affect a student's financial aid or other benefit status. Please check with the appropriate office.
7. Some transfer institutions, unlike CCSF, may calculate all grades in the overall grade point average.
8. Students may repeat a course even after graduation from CCSF.
9. Courses that were excluded through the Academic Renewal process are counted in the course repetition limitations.

Petitions for Course Repetition are available in the Office of Student Affairs, Conlan Hall, Room 106.

Repeateable Courses

Repeateable courses are courses in which any student who has completed a course can re-enroll in it, up to a certain limit. There are very few courses that may be designated as repeatable. Effective Fall 2013, Title 5 Section 55041 permits only the following to be repeatable:

- Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree
- Intercollegiate athletics courses
- Intercollegiate academic or vocational competition courses that are part of a district sanctioned competitive activity

Repeatable courses are identified in the College Catalog, along with their repetition limits. Repeatable courses may be taken for a total of four enrollments, unless further limits exist for the specific course. Any enrollment that results in a letter grade or “W” counts towards this limitation. Students do not need to file a petition to re-take a repeatable course.

Alleviating Substandard Coursework

Students receiving a substandard grade of D, F, NP, or NC may repeat a course up to two times in an effort to alleviate the substandard grade. Students do not need to file a Petition for Course Repetition in this situation. Any repetition that results in a letter grade, or a withdrawal resulting in W (including such withdrawals in semesters before the ones in which the D, F, NP, or NC were received), counts towards this two repetition limit.

Significant Lapse of Time

A student receiving a satisfactory grade may repeat a course one time if the district determines that there has been a significant lapse of time of no less than 36 months since that grade was obtained. This section applies when one of the following conditions is met:

1. A recency prerequisite has been established for a course or a program.
2. 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. Note: The minimum 36-month lapse of time requirement may be waived if a student documents that repetition is necessary for his or her transfer to the institution of higher education.

Students must complete a Petition for Course Repetition to repeat a course due to significant lapse of time.

Extenuating Circumstances

Students may repeat a course when the district determines that their previous grade, whether satisfactory or substandard, was, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Students must complete a Petition for Course Repetition and provide documentation of the extenuating circumstances.

Occupational Work Experience

Occupational work experience courses may be repeated a maximum of 8 units per semester; general work experience courses may be repeated for a maximum of 6 units per semester. The cumulative maximum for work experience credit is 16 units. The repetition limit for a particular work experience course is printed in the College Catalog. Grades received in all repetitions of a work experience course will be counted in calculating the grade point average.
Students with Disabilities
The Disabled Students Programs & Services Department is allowed to offer special classes with content that addresses the educationally-related functional limitations of students with disabilities pursuant to Title 5 of the California Code of Regulations and state and federal non-discrimination laws. Any number of repetitions of these classes may be allowed as a disability-related accommodation based on an individualized determination by the Disabled Students Programs & Services Department that one of the following circumstances applies:

(a) When continuing success of the student in other general and/or special classes is dependent on additional repetitions of a specific special class;
(b) When additional repetitions of a specific special class are essential to completing a student’s preparation for enrollment into other regular or special classes; or
(c) When the student has a student educational contract which involves a goal other than completion of the special class in question and repetition of the course will further achievement of that goal.

Students enrolled in these courses may repeat them without petition.

Legally Mandated Training Requirement
Students may repeat a course when repetition is necessary to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Students may repeat these courses any number of times. Students wishing to repeat a course to meet a legally mandated training requirement must file a Petition for Course Repetition so that they can provide documentation of the requirement for training.

Significant Change in Industry or Licensure Standards
Students may repeat a course when there has been a significant change in industry or licensure standards such that repetition of the course is necessary for employment or licensure. Students may repeat these courses any number of times. Students wishing to repeat a course to meet these employment or licensure requirements must file a Petition for Course Repetition so that they can provide documentation of the significant change in industry or licensure standards.

Enrollment Limitations on Physical Education and Visual or Performing Arts Courses
Per Title 5 Section 55041, effective Fall 2013, students may not enroll more than four times in active participatory courses that are related in the areas of physical education or visual and performing arts, which includes art, dance, music, and theatre. 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.

Courses that are related in content are identified as “families of courses” in the departmental course listings in the College Catalog. Enrollment limitations are also noted in the course descriptions.

Academic Renewal/Exclusion
A student may petition to have previous substandard college grades of “D,” “F” or “FW” excluded from grade point average calculations if that work is not reflective of the student’s present level of performance. However, to ensure a true and complete academic record, the permanent academic record will show all of the student’s course work, including excluded classes.

A request for academic renewal will be granted under the following conditions:

1. At least one year must have elapsed since the last "D" or "F" or "FW" grade to be excluded.
2. A student must have completed at an accredited college at least 12 degree-applicable semester units with a grade point average of at least 3.0, at least 18 degree-applicable semester units with a grade point average of 2.5, or at least 24 degree-applicable semester units with a grade point average of at least 2.0. These units must be earned subsequent to the last grade of “D” or “F” or “FW” to be excluded.
3. A maximum of 24 units can be excluded from the grade point average. Academic renewal will be granted only once.

Students are reminded of the following:

- Exclusion by academic renewal is limited to courses taken only at CCSF.
- Some destination transfer institutions may not accept academic renewal and may recalculate the grade point average. Students who plan to transfer to other institutions should contact the receiving transfer institution and ask how they apply grade exclusions (academic renewal).
- Once an Associate degree has been awarded at City College, courses taken prior to the awarding of the degree cannot be excluded.
- Transcripts only from accredited institutions will be accepted for purposes of the grade-point-average calculation.
- A student's official transcript will include a notation of when the request for academic renewal was granted as well as the fact that grades from other institutions might have been used to satisfy the requirements of academic renewal.

Students who wish to have grades excluded under the Academic Renewal Policy must request an Academic Renewal/Exclusion petition from the Office of Admissions and Records, Conlan Hall, Room 107. Since academic renewal will be granted only once, students considering the petition are advised to file the petition at a time close to their graduation or transfer. Because Academic Renewal may affect educational goals (such as graduation and transfer), students must see their counselors for assistance with the Academic Renewal petition which requires a counselor signature.

Changing Final Grades
An instructor may not change any final grade, except that of Incomplete, on the basis of additional work completed by a student after the close of a semester.

Academic Transcript of Records
A student may obtain an official or unofficial academic transcript of records through the online self service option available on the CCSF Home Page. See below for instructions on how to request for both types of transcripts.

For official transcripts:

- Click the myCCSF link located on CCSF home page.
- Under the For Students column, click on WEB4 link.
- Log in with your student ID and PIN number.*
- Click on Student Services and Financial Aid.
- Click on Student Records.
- Click on Order Your Official Transcript.
• Read and follow the instructions on each page carefully.
• Submit your order. If payment is required, follow directions for submitting payment.

For free unofficial transcripts:
• Click the myCCSF link located on the CCSF homepage.
• Under the For Students column, click on Web4 link
• Log in with your student 10 number and PIN number.*
• Click on Student Services and Financial Aid
• Click on Student Records
• Click on Academic Transcript
• Click the Submit Button
• To print a copy of your unofficial transcript, use your browser print option

* If you forgot your PIN number, enter your student 10 or as an option your SSN; click on the III forgot my PIN” button. You will be required to answer your personal question. If you do not remember your answer, click on the “Forgot Answer” link. A replacement PIN will be sent to your email on file. For questions, please email corrects@ccsf.edu.

If you have records predating Fall 1998 and the system cannot locate you, a written request may be submitted to the Transcripts Office:
CCSF
Attn: Transcript Office
50 Phelan Avenue, Conlan Hall E107
San Francisco, CA 94112

When requesting an Academic Transcript of Record the following information must be included:
• Student’s full name while attending CCSF
• Current mailing address
• Telephone number
• Present full name if different while attending CCSF
• Birth date
• CCSF Student ID number
• Date last attended at CCSF, i.e. Spring 1998
• First Date of attendance at CCSF, i.e. Fall 1996
• Where the Academic Transcript of Record is to be mailed
• When the Academic Transcript of Record should be sent, i.e., after this semester’s grades are posted, after degree/certificate has been posted
• A listing of all courses currently in progress at CCSF
• Number of copies requested
• Student’s signature
• Date

It is strongly recommended that students wishing to transfer to another college/university complete and submit a request well in advance of the date in which the transcript is needed. Processing time during peak periods may take up to four (4) weeks. Academic transcripts are reviewed and processed as they are submitted.

Processing Fee
The first two requested official and/or unofficial Academic Transcript of Records are free of charge. A processing fee of $5.00 is assessed for each transcript after the first two.

Rush Service
Students may contact the Transcript Department and request Rush Services for the issuance of Academic Transcript of Records. Normal processing time for this service is 2 or 3 business days and 4 or 5 business days during peak period. The fee for this service is $10.00 per requested copy.

Transfer of Grade Points to City College
City College counts the grade point average of transferable units earned at other universities or colleges toward the combined grade point average of 2.0 required for graduation. The combined grade point average takes into account both the cumulative grade point average at City College of San Francisco and the grade point average of transferable units.

Transfer of Coursework to City College
Students may use coursework completed at other institutions to fulfill program, general education, and/or elective unit requirements for the Associate Degree or certificate programs at City College of San Francisco. Specifically, students may use lower and/or upper division transfer coursework to fulfill any or all of the following:
• specific program requirements for a certificate, or major
• general education graduation requirements
• unit requirement for graduation (minimum of 60 semester units)

The unit requirement may be met with courses from regionally accredited (e.g., accredited by Western Association of Schools and Colleges) colleges or universities. Students are subject to the residence requirement for the Associate Degree, regardless of the number of units transferred into the college.

Program and general education requirements must be evaluated through the course equivalency process. Course equivalency is determined by the chair(s) of the department(s) offering comparable courses, and is communicated by them to the Office of Admissions and Records (A&R) via the “Course Equivalency/Comparability” form. Student inquiries with either a specific department or with A&R should occur prior to petitioning for graduation.

Credit by Examination
According to Section 55050 of Title 5 of the California Code of Regulations, community college governing boards are authorized to grant credit by examination, under certain circumstances:

a. City College of San Francisco may grant credit to any student who satisfactorily passes an examination approved or conducted by proper authorities of the college. Such credit may be granted only to a student who is registered at the college and in good standing and only for a course listed in the college catalog.

b. The student's academic record shall be clearly annotated to reflect that credit was earned by examination.

c. Units for which credit is given shall not be counted in determining the minimum 12 semester hours of credit that must be taken at CCSF to meet the residence requirement. (See Associate Degree Graduation Requirements.)

1. Credit by CCSF Examination
Students may be eligible for credit by examination if they are enrolled and in good standing, have not earned a grade point average below 2.00, and have not attempted the course. Permission to challenge a course by examination is granted by the appropriate department chair, who also determines which courses are eligible for credit by examination. The department offering a course which may be taken for credit by examination will determine the type of examination to be given and the conditions of its administration. Credit by exam may not be available in all CCSF departments.
Students may petition for credit by examination for selected courses offered at City College of San Francisco in accordance with the following policies and procedures:

1. Determination of eligibility for credit by examination:
   a. The student must be currently enrolled in City College.
   b. All enrollment and or nonresident tuition fees must be paid in full and any holds on registration must be cleared prior to petitioning for credit by examination.
   c. The student must be in good standing, and cannot be on academic or progress probation.
   d. The student must meet the requirements for the individual course as specified in the current City College catalog.
   e. The student may not have already completed nor currently be enrolled in a course more advanced than that for which credit by examination is requested.
   f. The student must not have previously enrolled in and received an evaluative symbol (e.g., letter grade, W, P/NP) for the course for which credit by examination is requested.
   g. The student must not have previously attempted the course credit by examination and failed.

2. Maximum credit allowable:
   a. The maximum number of units creditable by examination toward the Associate degree is 45 semester units.
   b. A student will not be permitted to receive a certificate or an associate degree using credit by examination for more than three quarters of the units completed at City College.
   c. A student will not be permitted to fulfill the general education or major requirements for the Associate degree using credit by examination for more than three quarters (75%) of the units completed at City College.

3. Limitations:
   a. Credits awarded by examination are not applicable in meeting unit load requirements for veterans or social security benefits, scholastic honors, financial aid, or graduation residency requirements.
   b. Only one course in a direct series of courses may be awarded credit by examination, e.g., MATH 90, MATH 95, or MATH 110A or MATH 110B, not more than one of these courses. A student with the appropriate knowledge may take the examination in MATH 110B and receive four semester units for this course; however, the student cannot take examinations in all four courses above and be awarded 16 semester units of credit by examination. (The Allied Health and Nursing Programs are exempted from this policy.)
   c. Students who plan to transfer to another college or university are advised that other institutions may have restrictions on how they accept credit by exam.
   d. Credit by examination is awarded the grade of "P" (pass) or "NP" (no pass), which does not factor into the student’s cumulative G.P.A.

4. Process to petition:
   a. Contact department chair to inquire if credit by exam is available for the course.
   b. Complete Petition for Credit by Examination form.
   c. Pay applicable fee. Note: The fee for credit by exam will not be more than the current enrollment fee for the course.
   d. Take the examination given by the department chair or designee.

5. Transcript: A grade of "P" (pass) or "NP" (no pass) will be noted on the student’s transcript at the end of the semester.

2. Credit by AP, CLEP and IB Examinations

Students may be eligible for credit by AP, CLEP, and IB examinations if they are enrolled and in good standing, have not earned a grade point average below 2.00, and have not attempted the course(s) for which they are seeking credit by exam.

Credit under AP, CLEP, and IB programs is usually granted only to students with no college work completed. Students who have completed college work prior to taking the examinations should consult the individual Departments for approval. (Students who plan to transfer to a four-year institution should contact the transfer institution regarding the acceptability of AP, CLEP, and IB credit, or should consult a CCSF counselor.)

1) Advanced Placement Test (AP)

City College will grant subject credit for most College Board Advanced Placement examinations, depending on the exam score obtained by the student.* Credit awarded by CCSF applies to the associate degree. Transfer students must consult with senior colleges and universities to determine how AP credit will be awarded by the receiving institution.*

*See table for City College equivalencies for AP scores

California State University (CSU) and University of California will accept certain AP exams to meet statewide general education requirements (for details, go to www.ccsf.edu/artic and select CSU, then Resources, or UC, then Resources). Individual CSU or UC campuses may accept additional AP exams for credit and/or apply them towards graduation requirements. Students should check with the specific CSU or UC campus for information on how the campus applies AP exam credit.

2) College Level Examination Program (CLEP)

City College will grant general education credit toward graduation for some CLEP examinations.* Generally, students must pass the examinations with a score of 500 or above (Paper and Pencil Testing) or a score of 50 or above (Computer Based Testing).

*See table for City College general education credit for CLEP examinations

California State University (CSU) will accept certain CLEP exams to meet statewide general education requirements (for details, go to www.ccsf.edu/artic and select CSU, then Resources). Individual CSU campuses may accept additional CLEP exams for credit and/or apply them towards graduation requirements. Students should check with the specific CSU campus for information on how the campus applies CLEP exam credit. University of California (UC) campuses do not accept CLEP credit.

3) International Baccalaureate (IB)

City College will grant general education credit toward graduation for some International Baccalaureate Higher Level (HL) examinations.* Students must pass the examinations with a score 5, 6, or 7 to earn City College of San Francisco credit.

*See table for City College general education credit for IB examinations
Credit by Petition for Noncredit Courses
Effective July 1, 2009, Credit by Petition for Noncredit Courses is no longer available, regardless of when the noncredit courses were completed. Students who wish to receive credit for knowledge or skills attained in noncredit courses may be able to use the Credit by Examination process. Credit awarded to students who petitioned prior to July 1, 2009 will continue to be honored.

Dean’s Honor List
In the fall and spring semesters, the College recognizes students who have attained high scholastic achievement. Students registered for and completed a minimum of twelve (12) semester units for the semester (only those courses where A-F grades were assigned are counted) with a grade point average of 3.30 or higher, and are in good academic standing are placed on the Dean’s Honor List. Good academic standing is defined as having a cumulative grade point average of 2.00 or higher and not being on academic and/or progress probation. If a student is on the Dean’s Honor List, it will be noted on the student’s unofficial/official transcript.

Graduation with Honors
Students who have maintained a grade point average between 3.30 and 3.49, inclusive, will be graduated with honors. Those who have maintained a grade point average between 3.50 and 3.74, inclusive, will be graduated with high honors. Those who have maintained a grade point average between 3.75 or higher will be graduated with highest honors. In determining whether students will qualify for honors at graduation, the Office of Admissions and Records does not count units, grades, or grade points earned in physical education. If a student graduates with Honors, a notation will be placed on the student's unofficial/official transcript.

Students with transferable units from another accredited college or university will have the grade point units earned count toward graduation with honors. Such students, however, will not be granted higher honors than those earned at City College of San Francisco. Students should arrange to have transcripts from other colleges or universities sent to the Office of Admissions and Records in order to have transferable units counted toward graduation with honors.

Student’s Responsibility for Satisfying Academic Requirements
Although counselors and advisers assist students in planning their programs, each student must assume complete responsibility for compliance with the instructions and regulations set forth in this catalog and for selecting the courses that will enable him/her to achieve his/her educational objective, whether it be graduation from the College, satisfaction of requirements for transfer to another college or a university, or preparation for an occupation.

Prerequisite Courses. A student may not enroll in a course that is a prerequisite to a course he/she has already completed. Each student is responsible for satisfying prerequisites for the courses included on the study list. For information concerning prerequisites, students should refer to the course information in this catalog in the section entitled “Announcement of Programs and Courses.” A student may not receive credit for any course which is prerequisite to any course already taken.

Field Trips. Field trips are required in a number of the courses offered by the College. Instructors in these courses provide information pertaining to such trips.

Final Examinations. Final examinations are required of all students in all courses except physical education activity courses. Final examinations must be given on the dates and at the times shown in the official schedule and in the classrooms or laboratories in which the classes normally meet. This schedule is published in the Class Schedule.

Students are required to take final examinations with the section in which they are enrolled. There are two exceptions to this policy: 1) A department, with the Vice Chancellor of Academic Affairs's approval, can schedule a common date, time, and place for all sections of a course to take a common examination; 2) The Vice Chancellor of Academic Affairs can approve an alternate examination schedule for a course in cases of emergency or necessity.

English Placement Information
Students who wish to enroll in English courses at CCSF must take the CCSF English Placement Test first. Call the Testing Office @ 415 239-3129 for information.

Placement Testing Waiver
An alternate way of satisfying the assessment component is to waive placement testing if you have already taken specific tests and/or courses. Submit proof of any of the following criteria and a completed Placement Testing Waiver Form to the Office of Matriculation and Assessment, Conlan Hall 204, 50 Phelan Ave., San Francisco, CA 94112, in person or by mail, or via email at prereq@ccsf.edu.

Students from colleges outside of California or from private colleges seeking Waiver from the testing process may be referred to the English Eligibility Coordinator in Batmale Hall 514.

Courses below English 1A or placement tests from other institutions are not accepted as prerequisites for CCSF English courses. Transfer students who enrolled in but did not successfully complete English 1A (or the college-level transfer course in composition) must take the English Placement Test to enroll in English classes at CCSF.

The English Eligibility Coordinator, in consultation with the Department Chair, will rule on all matters of equivalency in connection with English courses students have taken elsewhere.

Placement Challenges. Students may retake the English Placement Test (http://www.ccsf.edu/NEW/en/future-students/future-credit-students/take_a_placementtest/test_retake_policy.html) or meet with the English Eligibility Coordinator in Batmale 514 to schedule a written essay challenge exam. Access the English Eligibility website at https://sites.google.com/a@mail.ccsf.edu/eligibility/.
CCSF Credit For Advanced Placement Test Scores
CCSF’s Advanced Placement (AP) Examination Policy may differ from that of other colleges and universities. Applying AP credit for transfer can be complicated. Students are strongly advised to speak with a counselor for details.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Score</th>
<th>CCSF General Education</th>
<th>CCSF Units Awarded</th>
<th>Course Equivalence - Only if needed for CCSF Major or Certificate</th>
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<tbody>
<tr>
<td><strong>Art</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Art History</td>
<td>3/4/5</td>
<td>Area E</td>
<td>3</td>
<td>Art 101</td>
</tr>
<tr>
<td>Studio Art: Drawing</td>
<td>3/4/5</td>
<td>Area E</td>
<td>3</td>
<td>Consult with Department Chair</td>
</tr>
<tr>
<td>Studio Art: 2-D</td>
<td>3/4/5</td>
<td>Area E</td>
<td>3</td>
<td>Consult with Department Chair</td>
</tr>
<tr>
<td>Studio Art: 3-D</td>
<td>3/4/5</td>
<td>Area E</td>
<td>3</td>
<td>Consult with Department Chair</td>
</tr>
<tr>
<td><strong>Biology</strong></td>
<td></td>
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<tr>
<td>Biology</td>
<td>3/4/5</td>
<td>Area C</td>
<td>4</td>
<td>Consult with Department Chair</td>
</tr>
<tr>
<td><strong>Chemistry</strong></td>
<td></td>
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</tr>
<tr>
<td>Chemistry</td>
<td>3/4/5</td>
<td>Area C</td>
<td>4</td>
<td>Consult with Department Chair</td>
</tr>
<tr>
<td><strong>Computer Science</strong></td>
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<tr>
<td>Computer Science</td>
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</tr>
<tr>
<td>CS “A” test</td>
<td>3</td>
<td>Area A</td>
<td>3</td>
<td>CS 111A or 110A</td>
</tr>
<tr>
<td>CS “A” test</td>
<td>4/5</td>
<td>Area A</td>
<td>3&amp;3</td>
<td>CS 111A or 110A &amp; CS 111B</td>
</tr>
<tr>
<td>CS “AB” test</td>
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<td>Area A</td>
<td>3</td>
<td>CS 111A or 110A</td>
</tr>
<tr>
<td>CS “AB” test</td>
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<td>Area A</td>
<td>3&amp;3</td>
<td>CS 111A or 110A &amp; CS 111B</td>
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<tr>
<td>CS “AB” test</td>
<td>4/5</td>
<td>Area A</td>
<td>3&amp;3&amp;3</td>
<td>CS 111A or 110A &amp; CS 111B &amp; CS 111C</td>
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<tr>
<td><strong>Economics</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Macroeconomics</td>
<td>3/4/5</td>
<td>Area D</td>
<td>3</td>
<td>Econ 1</td>
</tr>
<tr>
<td>Microeconomics</td>
<td>3/4/5</td>
<td>Area D</td>
<td>3</td>
<td>Econ 3</td>
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<tr>
<td>Language &amp; Composition</td>
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<td>Area B</td>
<td>3</td>
<td>English 1A</td>
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<td>Literature &amp; Language Comp.</td>
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<td>Area B</td>
<td>3</td>
<td>English 1A</td>
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<td>3&amp;3</td>
<td>English 1A &amp; 1B</td>
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<tr>
<td><strong>Environmental Science</strong></td>
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<td>Environmental Science</td>
<td>3/4/5</td>
<td>Area C</td>
<td>4</td>
<td>Consult with Department Chair</td>
</tr>
<tr>
<td><strong>Geography</strong></td>
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<tr>
<td>Human Geography</td>
<td>3/4/5</td>
<td>Area D</td>
<td>3</td>
<td>Consult with Department Chair</td>
</tr>
<tr>
<td><strong>Government and Politics</strong></td>
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<tr>
<td>United States</td>
<td>3/4/5</td>
<td>Area D or F</td>
<td>3</td>
<td>Pols 1</td>
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<tr>
<td>Comparative</td>
<td>3/4/5</td>
<td>Area D</td>
<td>3</td>
<td>Pols 2</td>
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<td>Areas D &amp; F</td>
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<td>Areas D &amp; E</td>
<td>3&amp;3</td>
<td>Hist 4A &amp; 4B</td>
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<td>No equivalent</td>
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<tr>
<td><strong>Language other than English</strong></td>
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<tr>
<td>Chinese Language &amp; Culture</td>
<td>3/4/5</td>
<td>Areas A &amp; E</td>
<td>6</td>
<td>Take Foreign Language Placement Test and Consult with Department Chair</td>
</tr>
<tr>
<td>French Language &amp; Culture</td>
<td>3/4/5</td>
<td>Areas A &amp; E</td>
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<tr>
<td>German Language &amp; Culture</td>
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<td>See above</td>
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<tr>
<td>Italian Language &amp; Culture</td>
<td>3/4/5</td>
<td>Areas A &amp; E</td>
<td>6</td>
<td>See above</td>
</tr>
<tr>
<td>Japanese Language &amp; Culture</td>
<td>3/4/5</td>
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<td>See above</td>
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<tr>
<td>Latin</td>
<td>3/4/5</td>
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<td>No equivalent</td>
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<td>Score</td>
<td>CCSF General Education</td>
<td>CCSF Units Awarded</td>
<td>Course Equivalence - Only if needed for CCSF Major or Certificate</td>
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<td>Areas A &amp; E</td>
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<tr>
<td><strong>Mathematics</strong></td>
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<td>Calculus AB</td>
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<td>Area A &amp; Math Grad. Requirement</td>
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<td>Math 100A</td>
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<td>Math 110A or Math 100A</td>
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<td>Calculus BC</td>
<td>3/4</td>
<td>See above</td>
<td>4 or 3</td>
<td>Math 110A or Math 100A</td>
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<td>See above</td>
<td>(4 &amp; 4) or 3</td>
<td>(Math 110A &amp; 110B) or Math 100A</td>
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<td><strong>Music</strong></td>
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<tr>
<td>Music Theory</td>
<td>3/4/5</td>
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<td><strong>Physics</strong></td>
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<td>Physics 1</td>
<td>3/4/5</td>
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<td>Consult with Department Chair</td>
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<td>Physics 2</td>
<td>3/4/5</td>
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<td>Area C</td>
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<td>Physics C Elect. &amp; Magnetism</td>
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<td>Area C</td>
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<td><strong>Psychology</strong></td>
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<tr>
<td>Psychology</td>
<td>3/4/5</td>
<td>Area D</td>
<td>3</td>
<td>Psyc 1</td>
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<tr>
<td><strong>Statistics</strong></td>
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<tr>
<td>Statistics</td>
<td>3</td>
<td>Area A &amp; Math Grad. Requirement</td>
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<tr>
<td>Statistics</td>
<td>4/5</td>
<td>See above</td>
<td>4</td>
<td>Math 80</td>
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</table>
**CCSF Credit For College Level Examination Program (CLEP) Test Scores**

The following credit and general education equivalencies are based on statewide guidelines for California community colleges. Students who seek course equivalency credit should consult with the department chair for the proposed equivalent course.

<table>
<thead>
<tr>
<th>CLEP Examination</th>
<th>CCSF GE Area</th>
<th>Passing Score</th>
<th>Units</th>
</tr>
</thead>
<tbody>
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<td>American Government</td>
<td>Area D</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>American Literature</td>
<td>Area E</td>
<td>50</td>
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<tr>
<td>Analyzing and Interpreting Literature</td>
<td>Area E</td>
<td>50</td>
<td>3</td>
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<tr>
<td>Biology</td>
<td>Area C</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Calculus</td>
<td>Area A</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Area C</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>College Algebra</td>
<td>Area A</td>
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**CCSF Credit For International Baccalaureate (IB) Test Scores**

The following credit and general education equivalencies are based on statewide guidelines for California community colleges. Students who seek course equivalency credit should consult with the department chair for the proposed equivalent course.

**Test Scores of 5, 6 or 7**

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