Academic Guidelines

Absences
Students are expected to attend all meetings of each course in which they are enrolled. The instructor of each class determines the attendance policy.

After an absence, it is the responsibility of the student to check with their instructors about the completion of all missed assignments.

Academic Dishonesty
Academic dishonesty is defined as cheating, plagiarism, or obtaining or attempting to obtain credit for work by the use of any dishonest, deceptive, fraudulent, or unauthorized means or helping someone else to commit an act of academic dishonesty.

Definition of Cheating
Cheating is the act of obtaining or attempting to obtain credit for academic work through the use of dishonest, deceptive, fraudulent, or unauthorized means. Helping someone commit an act of academic dishonesty is also considered cheating. The following are only some of the many forms cheating may take:

- Copying another’s work on an exam, paper, or project; any behavior that defeats the intent of an exam
- Possessing or using unauthorized materials during an exam; or collaborating on a project, homework, or other assignment to be turned in for credit where the instructor expressly forbids such collaboration
- Communicating with fellow students during an exam, taking an exam for another student, purposely allowing another student to copy during an exam, or providing coursework for another student to turn in as his or her own effort
- Fabricating, falsifying or misrepresenting data or results from experiments, interviews or surveys
- Submitting the same work in more than one class for credit without permission from the instructor
- Knowingly furnishing false information to the college including forgery, altering of campus documents or records, tampering with grading procedures, fabricating assignments, or altering medical excuses

Definition of Plagiarism
Plagiarism is defined as representing the words, ideas, or work of another as one’s own in any academic exercise. Plagiarism consists of taking the words or substance of another work and either copying or paraphrasing without giving credit to the source whether that material is paraphrased or copied verbatim or near verbatim form. Plagiarism is applicable to written, oral, and artistic work. The following examples are only some of the many forms plagiarism may take:

- Word-for-word copying of work written by someone else
- Failure to give proper credit for ideas, statements of facts, or conclusions derived by another, including undocumented web source usage

Other Specific Examples of Academic Dishonesty
- Purposely allowing another student to copy from your paper during a test
- Giving homework, term paper or other academic work to another student to plagiarize
- Having another person submit any work in your name
- Lying to an instructor or college official to improve your grade
- Altering graded work after it has been returned, then submitting the work for re-grading
- Stealing tests
- Forging signatures on college documents, altering campus documents or records, tampering with grading procedures, fabricating assignments, or altering medical excuses
- Collaboration without permission of instructor
- Gaining unlawful or unauthorized access to college or district computers or servers

Academic Dishonesty and its Consequences
- Faculty members have the right to choose whether or not to pursue suspected cases of plagiarism and cheating.
- When addressing plagiarism or cheating with reasonable evidence, the faculty member should meet with the student to discuss the concern. The student shall have the opportunity to share their side of the story and explain their behavior.
- Faculty members may consult with their Division Dean or Dean of Student Affairs when determining whether academic dishonesty has occurred.
- In situations where cheating or plagiarism has occurred, the faculty member is to determine the academic consequence in compliance with Education Code, and board policy and procedures, which prohibit dropping a student from a course. Faculty members shall inform students of the grade penalty that will be assessed. The consequences may be any of the following options:
  - Receive a “0” on that assignment
  - Be referred to the Dean of Student Affairs for further disciplinary action
- In situations where academic dishonesty has occurred, the faculty should also notify
their Division Dean. Faculty members are also encouraged to submit a Student Misconduct Form to report the violation to the Dean of Student Affairs. All pertinent information such as exams, plagiarized sources, and/or other possible evidence should be attached and submitted with the form.

- Students will meet with the Dean of Student Affairs and receive due process; students have the right to grieve an action they feel violates their student rights.
- The Dean of Student Affairs will address the behavior reasonably through the procedures outlined in AP 5520.
- The Student Affairs Office will maintain records related to violations of academic dishonesty and other violations of the college Standards of Conduct policy.

**Academic Honors**

**Dean’s List** – Dean’s List certificates are awarded in the fall and spring semesters to all students whose semester grade-point average is 3.5 or higher in 12 or more graded units completed.

**Alpha Gamma Sigma** – Alpha Gamma Sigma (AGS) is the California Community College Scholastic Honor Society. The purpose of this organization is to foster, promote, maintain, and recognize scholarship while engaging the students in service to the college and community. AGS also offers cultural and social programs and enrichment activities as part of the total college experience.

Any student completing 12 semester units of college work in a maximum of 2 semesters with a minimum grade-point average of 3.0 may join AGS.

**Academic Standards**

Units – The conventional unit of measurement of college work is called the semester hour or unit of credit. A unit consists of 18 lecture hours of class time per semester (together with 36 hours of study outside of class per semester). Laboratory work is ordinarily valued at one unit for 54 hours of class time per semester. Twelve units or more is considered a full-time load. No student will be permitted to carry more than 18 units without special permission of a counselor. In the case of probationary students, the maximum load is 12 units.

**Grades and Grade Change** – The instructor of the course shall determine the grade to be recorded for each student. The determination of the student’s grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. The removal or change of an incorrect grade from a student’s record shall only by done upon authorization by the instructor of the course. A student has one year from the end of the term in question to request a grade change. In the case of fraud, bad faith, clerical error, incompetence, or unavailability of instructor or death of instructor, the final determination concerning removal or change of grade will be made by the Vice President of Academic Services with the appropriate involvement of faculty from the discipline and the Academic Senate. All returned work must be retained by the student as documented evidence in order to pursue a request for a grade change. (RHC AP 4231)

Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student’s grade-point average (GPA). The highest grade shall receive four points, and the lowest grade shall receive 0 points, using only the following evaluative symbols:

**Symbol = Definition**

A = Received a letter grade of “A”
B = Received a letter grade of “B”
C = Received a letter grade of “C”
D = Received a letter grade of “D”
F = Failing (in a letter graded course)
P = Passing (At least satisfactory-units awarded not counted on GPA. Has the same meaning as “CR” as that symbol was defined prior to June 30, 2007).

NP = No Pass (Less than satisfactory, or failing units not counted in GPA. NP has the same meaning as “NC” as that symbol was defined prior to June 30, 2007).

I* = Incomplete where “*” indicates the default grade to be received by the student if the incomplete is not completed within one year.

IP = Incomplete Pass – Mandatory in Fall 2009

INP = Incomplete No Pass – Mandatory in Fall 2009

IP = In progress

RD = Report Delayed

UG = Ungraded (Non-Credit)

W = Withdraw

MW = Military Withdrawal

I**Incomplete – An incomplete grade, “I,” may be assigned for academic work not completed for unforeseeable emergencies and justifiable reasons at the end of the term. The condition for removal of the “I” shall be stated by the instructor in a written record. This record shall contain the conditions for removal of the “I” and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the registrar until the “I” is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated or when the time limit for completing the work has passed.

The “I” may be made up no later than one year following the end of the term in which it was assigned. Under unusual circumstances, a student may petition for an extension of the one-year period.

The “I” symbol shall not be used in calculating units attempted or for grade points.

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

RD: Report Delayed – The report delayed grade, “RD,” may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol
as soon as possible. “RD” shall not be used in calculating grade-point averages.

W: Withdrawal – A withdrawal or drop from class the first 20% of the term will not appear on a student’s permanent record.

A student who withdraws from class between 20% and 60% of the term will receive a “W” grade. The record of enrollment will appear on the student’s permanent record. Specific deadlines are posted on the Admissions web page.

A student may drop any class WITHOUT the instructor’s signature. The class instructor may drop a student for non-participation before the drop deadline. However, it is the students’ responsibility to officially drop any class that they no longer wish to attend.

After the drop deadline, a “W” may be granted only in cases of extenuating circumstances. In such cases, a petition may be obtained in the Admissions and Records Office and will be acted upon by the Director of Admissions & Records.

MW: Military Withdrawal – A military withdrawal grade, “MW,” occurs when a student who is a member of an active or reserve United States Military Service receives orders compelling a withdrawal from courses. Upon verification of such orders, a student can petition to withdraw from classes and when authorized, the student will be withdrawn with a “MW” military withdrawal designation on the student’s transcripts. A military withdrawal will not be used in calculating a grade-point average or for progress probation.

Grade Report – Grades will be issued at the end of each session.

Attendance
All registered students should be present at the first meeting of the class unless other arrangements have been made with the instructor. The instructor may drop students who are not present by the end of the first class. However, it is the students’ responsibility to officially drop any class that they no longer wish to attend to ensure their record is clear.

Auditing
Students are not permitted to audit courses and may not attend classes in which they are not officially enrolled.

Basic Skills Enrollment
The California Education Code limits students to no more than 30 semester units of pre-collegiate basic skills units. Basic skills courses are defined as courses “in reading, writing, computation, and English As A New Language which are designated by the community college district as non-degree credit courses pursuant to Section 55002(d) of Title V.” Rio Hondo College defines basic skill courses as non-degree credit courses pursuant to Section 55002(d) of Title V. “Rio Hondo College defines basic skill courses as courses in reading, writing, computation, and English As A New Language with a course number less than 40. ENLA and learning disabled students are exempted. Students who feel they would benefit by taking more than 30 semester units of pre-collegiate basic skills courses should see the Director of Admissions & Records.

Classification of Students
Freshman: 0 to 29 units completed.

Sophomore: 30 to 59 units completed.

Full-time: Students enrolled for 12 or more units in fall and spring (4 or more units in summer).

Part-time: Students enrolled for less than 12 units in fall and spring (less than 4 units in summer).

Course Withdrawal Policy
For the purpose of this policy, a “W” is viewed as an indication that the student has withdrawn from a course without affecting the student’s grade-point average. Failure by the student to officially withdraw by the established deadline date may result in the assignment of an “F” grade for the course.

There are three types of course withdrawal.

1. Withdrawal without receiving a “W” – Student’s who withdraw from a course before the listed last day to drop without a “W” deadline (20% of term length) will receive no grade on their student record (transcript) for the dropped course.

2. Withdrawal with a “W” – Student’s who withdraw after the last day to drop without a “W” deadline and before the deadline to drop a class (60% of term length) will receive a “W” grade on their student record (transcript). The “W” grade is not used to calculate a student’s grade-point average but may affect academic progress and result in progress probation/dismissal.

3. Military Withdrawal – A student serving as an active or reserve U.S. military serviceperson who receives orders compelling a withdrawal from courses may request a military withdrawal. Upon verification of such orders, a student can petition to withdraw from classes, and when authorized, the student will be withdrawn with a “MW” (military withdrawal) note on the student’s transcript.

Military withdrawals are not counted in progress probation and dismissal calculations. Withdrawal petitions are available in the Admissions and Records Office.

A student who withdraws from all classes prior to the “drop without a ‘W’” deadline, excluding “MW” will no longer be classified as a continuing student.

Student-Initiated Withdrawal – While an instructor officially may withdraw a student with poor attendance, it is the student’s responsibility to withdraw if the student is no longer attending the class. To drop a class, the student should consult with the instructor, and go to Access Rio website to drop the class by the established deadline. Failure to follow through with dropping a course that the student is no longer attending may result in the student receiving a failing grade.

Instructor-Initiated Withdrawal – A student may be withdrawn before the drop deadline (60% of term length) by the instructor of the course if the student is no longer participating in the course. Definitions of non-participation shall include, but are not limited to, excessive unexcused absences. While an instructor officially may withdraw a student from class for poor attendance, it is the student’s responsibility to withdraw if the student is no longer attending the class.
Challenge of Educational Records – Education Code 76232 allows a student to challenge the contents of a student’s educational record (per Education Code 76232) to correct or remove information that the student alleges to be: (1) inaccurate; (2) an unsubstantiated personal conclusion or inference; (3) a conclusion or inference outside the observer’s area of competence; or (4) not based on the personal observation of a named person with the time and place of the observation. See the Director of Admissions & Records for more information.

Academic Renewal Guidelines – The academic renewal procedure permits the alleviation of a student’s previously recorded substandard academic performance that is not reflective of a student’s present demonstrated ability and level of performance. Academic renewal may gain for students the benefits of their current level of ability and performance and not permanently penalize them for poor performance in the past.

Therefore, within the regulations listed, Rio Hondo College may disregard particular, previously recorded substandard work from a student’s cumulative grade-point average.

1. The student may petition through the Admissions and Records Office to remove previous substandard work (any course in which a grade below 2.00 has been recorded) taken at Rio Hondo College. The district superintendent or designee may grant permission.
2. Up to 30 units may be alleviated.
3. A student’s current demonstrated ability may be the basis for alleviating previous substandard work.
4. From the last substandard work to be alleviated, the following 30 consecutive undergraduate units from any accredited college or university must average at least a 2.00 GPA in order to qualify.
5. Two years must have elapsed since the most recent work to be alleviated.
6. Academic renewal may occur only once at Rio Hondo College.
7. The student’s academic record will be appropriately marked indicating those courses that have been alleviated.

When academic work is alleviated, grades are not removed; they are noted and subtracted from the grade point average. All entries remain legible so that a true and complete record is maintained. There is no assurance that alleviated courses will be treated similarly by other educational institutions outside the district.

Final Examinations

Final examinations will be given in all courses during the last week of each semester. The final exam schedule for spring and fall is listed on the RHC web site (www.riohondo.edu) and may vary from the regular class hours.

Honors Scholar

Honors Scholars are students who have completed any six honors courses, completed all general education transfer requirements, achieved a grade-point average of 3.2, and completed all lower division major prerequisites. All honors courses have an “H” designation.

Pass/No Pass Courses

In addition to courses in which all students are evaluated on a Pass/No Pass basis, students may enroll in one course each semester on a “P/NP” basis. They may elect at registration, or no later than the end of the third week (by end of first week of summer school), whether the basis of evaluation is to be “P/NP” or a letter grade “P” (Pass) is defined as “C” grade or better.

All units earned on a Pass/No Pass basis in accredited California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements.

IMPORTANT: Students will not be allowed to request a letter grade after the dates listed on the RHC web site (www.riohondo.edu); nor to request a letter grade for previously completed courses in which they earned a Pass “P.”

Probation Standards

Disciplinary Probation – A student may be placed on disciplinary probation for infraction of state law, education code, board policy, student government regulations, or behavior unbecoming a student at Rio Hondo College.

Students on disciplinary probation may not represent the college in any activity, conference, or field trip, nor can they hold office in the Associated Student government or in any student body sponsored club.

Academic Probation – A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on academic probation if the student has earned a grade-point average below 2.0 in all units which were graded on the basis of the grading scale described in the section Academic Standards–Grades. If a student is placed on academic probation for two consecutive semesters, the student must receive approval by a counselor prior to registering for classes in the following semester.

Removal from Academic Probation – A student on academic probation for a grade-point deficiency shall be removed from probation when the student’s accumulated grade-point average is 2.0 or higher.

Progress Probation – A student who has enrolled in a total of at least 12 semester units as shown by the official academic record shall be placed on progress probation when the number of all units in which a student has enrolled and for which entries of “W” and “NP” are recorded reaches or exceeds the number of units with other grades. If a student is placed on progress probation, the student must receive approval by a counselor prior to registering for classes in the following semester.

A student on progress probation because of an excess of units for which entries of “W” and “NP” are recorded shall be removed from probation when the total number of units in this category drops below the number of those with other grades.

Dismissal – A student shall be dismissed from the college for a period of one semester (excluding summer session) when his/her grade-point average in three consecutive semesters is less than 2.00 in all units attempted or when 50% or more of all units attempted have entries of “W” and “NP.” Before reinstatement to the college, the student must meet with a counselor.

Notice – Students will be notified by mail if they are on academic probation or progress probation and will also be notified that they need to meet with a counselor prior to
Repetition of Courses Guidelines

Course repetition occurs when a student who has previously received an evaluative symbol (A, B, C, D, F, P/NP, W) in a credit course, re-enrolls in the course and receives an evaluative symbol. Students may be permitted to enroll more than one time in the same credit course if they or the course meets certain criteria. Students will not be permitted to enroll in the same credit course more than three times, except in special circumstances or when the course is designated as repeatable and allows a greater number of repetitions as established in Title 5. All attempts to take a course that result in the student earning an evaluative symbol (A, B, C, D, F, P/NP, W) on their record will be counted for the purposes of calculating the total number of times a student has enrolled in a course.

Course repetition may occur under the following circumstances:

I. The course is designated as a “repeatable course” consistent with the requirements of Title 5 §§55041; Courses that may be repeated without a petition are identified as such in the college catalog and fall within the following categories:
   a. The course repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor’s degree.
   b. The Course is designated as Intercollegiate Athletics.
   c. The Course is designated as Intercollegiate Academic or Vocational Competition.

II. To alleviate substandard work: Students may repeat courses in which substandard grades (“D”, “F”, “NP”) were awarded. A course in which a student grade of “D” or “F” or “NP” has been recorded may be repeated twice. Students must complete a “Petition for Course Repetition with Previous Substandard Grade” form available in Admissions and Records in order to remove the effects of the “D” or “F” or “NP” grade from the GPA. When a student repeats a class to alleviate substandard academic work, the previous grade and credit shall be disregarded in the computation of grade point averages. Students may use course work from any accredited college to replace Rio Hondo College coursework in which a “D” or “F” or “NP” was recorded provided the courses are articulated as being equivalent.

III. To enroll in a class from which a student has previously withdrawn: Students may repeat courses that result in withdrawal with a “W” symbol being assigned. Students may have a maximum of two withdrawals from a course prior to receiving a grade, excluding military withdrawals and withdrawals due to extenuating circumstances. The “W” shall not be used in calculating a student’s GPA, but must be used in determining probation and dismissal.

IV. Student meets the criteria for special circumstances:

A. Extenuating circumstances:
   A student may repeat a course when he/she demonstrates that the previous grade was due to extenuating circumstances. Extenuating circumstances are verified cases of illness, accidents or other circumstances beyond the control of the student. Student’s wishing to repeat a course due to extenuating circumstances must complete a “Course Repetition with Previous “P/C” Grade or Better” form available in Admissions and Records and submit it with documentation of the extenuating circumstances and appropriate signatures and approvals to Admissions and Records. A course repeated due to extenuating circumstances may only be repeated once, but the previous grade and credit may be disregarded in computing the student’s GPA.

B. Significant lapse of time: Students may repeat a course in which they previously received a satisfactory grade due to a significant lapse of time, comprised of no less than 36 months or as required by specific program mandates.

C. Variable unit, open-entry/open-exit courses: Student may enroll in a variable unit open-entry/open-exit course as many times as necessary to complete the entire curriculum of the course.

D. Occupational Work Experience: Students may petition to repeat a course when they have previously received a satisfactory grade, in an occupational work experience course. Enrollment is limited to 16 credit hours of cooperative work experience (CWE) or 6 hours of general work experience (GWE) in a given field during the enrollment period.

E. Legally mandated training: Students may re-enroll in courses that are required by statute or regulation as a condition of paid or volunteer employment. Students must certify or document that the course repetition is legally mandated.

F. Special courses for student with disabilities: Students may enroll multiple times in classes designated as “special classes” if it is determined that such repetition is required for that person as a disability-related accommodation.

G. Significant change in industry or licensure standards: Students 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 employment or licensure. Students must certify or document that there has been a significant change in industry or licensure standards necessitating course repetition.

Enrollments in active participatory courses in physical education, visual arts or performing arts that are related in content are limited to 4 times. This limitation applies even if a student receives a substandard grade or “W” during one or more of the enrollments or petitions for repetition due to extenuating circumstances.

A student’s permanent academic record will indicate any courses repeated using an appropriate symbol and will be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.
Student Learning Outcomes (SLO)  
Statements of Student Learning Outcomes (SLOs) are an integral part of the curriculum developed for programs of study and individual courses. Student Learning Outcomes are housed at the SLOlutions web site (www.rio.solutions.com) maintained by the Student Learning Outcomes Coordinator. Specific Student Learning Outcomes appear in course syllabi.

Transcripts  
Upon written application, the Admissions and Records Office will issue a document verifying grades or enrollment. The first two copies requested are issued free. Thereafter, a fee of $3.00 for each record is charged. Forms are available in the Admissions and Records Office or online.

Emergency/Rush transcript requests will be accepted on a case by case basis. Date-sensitive documentation to support the need for a rush must be submitted with the transcript request.

Transcripts may also be ordered online via AccessRio or directly on the Credentials website. Details are provided on the Admissions and Records web page.

Work Hours/Class Guidelines  
For each hour spent in a lecture class, a student should plan to spend about two hours a week in study and homework. Thus, a load of 15 units plus study time may require 45 hours a week—more than a full-time work week. Following are suggested work hours versus class load guidelines:

<table>
<thead>
<tr>
<th>Working Hours/Week</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>12 – 16</td>
</tr>
<tr>
<td>10</td>
<td>10 – 11</td>
</tr>
<tr>
<td>20</td>
<td>7 – 9</td>
</tr>
<tr>
<td>30</td>
<td>3 – 6</td>
</tr>
<tr>
<td>30+</td>
<td>1 – 3</td>
</tr>
</tbody>
</table>

In order to maintain an academic balance, the following information should be considered:
1. Students can expect to spend at least three hours (one in class and two outside of class) each week for every unit taken. A student with 12 units will need 24 hours of study time for a total of 36 hours needed for school each week.
2. Employment time and college time combined should not exceed 60 hours weekly.
3. Students should distribute study time appropriately for each class—often preparation for a lecture class differs from preparation for a laboratory class.
4. Students should consult frequently with their instructors—their office hours are designed for that purpose.
5. To assist in their academic success, students should use the tutoring services, the library, counselors, and other support services.

Alternative Credit

Advanced Placement (AP) Examination Program  
Credit may be granted for the College Entrance Examination Board Advanced Placement tests which have been satisfactorily passed with a score of 3, 4, or 5. Credit will be awarded after at least twelve units of work have been completed at Rio Hondo College.

Guidelines for receiving credit:
1. A request form must be completed and returned to the Admissions and Records Office.
2. An official transcript of the test scores must be sent to the Admissions & Records Office to be kept as part of the official record.

American Council on Education Credit  
Credit may be granted for those courses listed in the American Council on Education source book. The courses listed may be treated as lower-division transfer courses by Rio Hondo College and may be acceptable for units towards graduation requirements for the associate degree provided all other graduation requirements are fulfilled.

Before any course is applied to a departmental major and/or to a certificate, the course is subject to departmental approval of equivalencies and for prerequisites. Otherwise, the course shall be applied for elective credit only.

Students are to be apprised of the fact that although Rio Hondo accepts such a course as a transfer course and applies units toward the degree, transfer of said course to a specific four-year institution is subject to current articulation agreements with that institution.
College Level Examination Program (CLEP)
Rio Hondo College will award CLEP credit toward the Associates Degree in the selected areas. (See page 33). However, course credit can not be granted if it duplicates previous course work completed. Official CLEP scores must be sent directly to Rio Hondo’s Office of Admissions and Records. A student must be actively enrolled and have completed 12 units in residence at Rio Hondo College when applying for credit by CLEP Exam. CLEP credit may not be used to meet any residency requirement. A request form must be completed and returned to the Admissions and Records Office.

Credit by Examination
The Board of Trustees of Rio Hondo College, in accordance with provisions of Title V (55753), authorizes the college to grant appropriate semester unit credit to any student who is currently enrolled and successfully passes an examination administered by appropriate staff.

Individual departments and/or specialty areas may elect to grant course credit to enable students who can demonstrate proficiency in specific bodies of subject matter, to plan a relevant educational program that will exclude courses in which essential levels of mastery of subject matter material have been previously attained.

Students shall be given course credit up to a limit of 12 Rio Hondo College units upon the successful completion of examinations. (Not to count as units in residence.) The student’s transcript will denote credit earned by credit by exam.

Each department identifies courses that are eligible for challenge. Students will receive a grade for each course challenged based on the written guidelines developed by the individual department.

To challenge a course and receive Credit by Examination a student must be registered in the college and be in good standing. Course(s) must be listed in the college catalog. Students may be exempt from this if they are requesting to challenge and receive credit by examination for a high school / Regional Occupational Program Career and Technical Education (CTE) articulated pathway (Title 5 Section 55052).

Credit by External Examination
A student in good standing who has completed at least 12 units in residence at Rio Hondo College may petition to receive Credit by External Examination from the Advanced Placement (AP) examinations of the College Entrance Examination Board and College Level Examination Program (CLEP).

Military Service
Rio Hondo College may grant credit for service courses as described in the Guide to the Evaluations of Educational Experiences in the Armed Forces by the American Council on Education. Course work from the Community College of the Air Force will be granted credit on the basis of similarity to Rio Hondo programs.

Veterans desiring credit for military service must request such credit and present authentic military service and training records, including a copy of the discharge papers (DD214) to the Admissions & Records Office. Upon the presentation of the DD214, two P.E. requirements may be waived for the A.A. or A.S. degree. Requests for military credit will be evaluated upon the presentation of proper documents, and the completion of 12 units of work at Rio Hondo College.

Those veterans planning on applying for veterans benefits while attending classes must submit proper documentation of military service, schools, and any postsecondary credits prior to enrolling at Rio Hondo. These documents are to be sent to the Veterans Office at Rio Hondo College. Records will be reviewed and evaluated prior to enrollment and development of an educational plan. Under some conditions, students may be allowed to enroll and have their military and educational records submitted prior to the end of the first semester of attendance.

Non-Collegiate Registered Nursing Training Credit
Credit may be granted to a student who has a valid California RN license for nursing courses taken at an accredited non-collegiate RN nursing program toward the Associate of Science Degree in Nursing. Credit granted may not exceed the total number of nursing units required for the Associate Degree in Nursing at Rio Hondo College.

Upper-Division Credit
Upper-division credit from U.S. regionally accredited institutions may be used to fulfill Rio Hondo graduation requirements. Please see a counselor for more information.