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## Academic Guidelines

### Attendance/Absences

It is the students' responsibility to officially register for a course prior to the "last day to add" deadline. It is also the students' responsibility to withdraw from a course prior to the drop deadlines to ensure their record is clear.

All registered students should be present at the first meeting of the class unless other arrangements have been made with the instructor, prior to the first class meeting. 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.

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 instructor to obtain missed materials or information on 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 lab 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
- Failure to use quotation marks when quoting directly from another, whether a paragraph, sentence, or phrase
- Close and extended paraphrasing of another work without acknowledging the source
- Submitting a paper purchased from a research or term paper service, including the internet

#### 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 for engaging in academic dishonesty. 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, and 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 Changes** – 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 be 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 Affairs 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	Credit Granted	Grade Point
A	Excellent	yes	4
B	Above Average	yes	3
C	Average	yes	2
D	Below Average	yes	1
F	Failure	no	0

To calculate a grade point average (GPA), divide the total grade points by the total GPA units.

**The following evaluative symbols are not used in calculating GPA:**

Symbol	Definition	Credit Granted
P	Pass (satisfactory)	yes
NP	No Pass (less than satisfactory)	no
SP	Satisfactory Progress (SP is used for noncredit courses only.)	no

**The following non-evaluative symbols are used to indicate course status:**

Symbol	Definition
I*	Incomplete ("I*" indicates the default letter grade to be received by the student if the incomplete is not completed within one year)
IPP	Incomplete Pass
INP	Incomplete No Pass
IP	In progress
RD	Report Delayed
W	Withdrawal
MW	Military Withdrawal
EW	Excused Withdrawal

### P/NP: Pass/No Pass

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. Unless otherwise specified, a student 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. A "P" (Pass) is defined as "C" grade or better. If a course is taken as P/NP, it is not factored into the GPA, but credit is awarded when a P is earned.

All units (credits) 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 website ([www.rio.hondo.edu/admissions/important-dates-and-deadlines](http://www.rio.hondo.edu/admissions/important-dates-and-deadlines)); nor to request a letter grade for previously completed courses in which they earned a Pass "P."

**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 (IA, IB, IC, ID, IF, IPP, INP). 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.

**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.**

**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.**

**W: Withdrawal – A withdrawal or drop between 20% and 60% of the term courses length will result in a “W” notation on a student’s permanent record. See section 3 for specific withdrawal information.**

**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 and petitions to receive a “MW.” See section 3 for specific military withdrawal information.**

**EW: Excused Withdrawal – The EW symbol is used to denote withdrawal in accordance with Title 5 Section 55024. A student may submit a petition to withdraw from a course(s) due to specific events beyond their control which affects their ability to complete a course(s). These events may include a job transfer outside the geographical region, an illness in the family where the student is primary caregiver, student is subject to immigration action, or other extenuating circumstances. The excused withdrawal “EW” notation is not counted in progress probation and dismissal calculations.**

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

#### **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 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).

**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. In order to qualify, the student must meet one of the following criteria:
  - a. Earn 30 consecutive units with a minimum of a 2.0 grade-point average(GPA) from any regionally accredited college or university, following the completion of the most recent substandard work to be alleviated, and two (2) years must have elapsed since the most recent work to be alleviated.
  - b. Earn 15 consecutive units with a minimum of a 2.5 grade-point average (GPA) from any regionally accredited college or university, following the

completion of the most recent substandard work to be alleviated, and one (1) year must have elapsed since the most recent work to be alleviated.

5. 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](http://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.

## 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 reinstatement to the college. Probation and dismissal status may be appealed to the Dean of Counseling & Student Success.

## 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. Students are limited to four (4) enrollments in courses that are related in content for the following courses types: Physical education courses, visual arts courses, performing arts courses, and intercollegiate academic and vocational courses designated as repeatable pursuant to section 55041.

**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:** 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 Grade Alleviation With Course Repetition" form available in Admissions and Records in order to remove the effects of the grade from the GPA. When a student repeats a class to alleviate substandard academic work, the previous grade and credit shall remain legible, however, it will be disregarded in the computation of grade point averages. Students may use course work from any regionally accredited college to replace Rio Hondo College coursework in which a "D" or "F" or "NP" was recorded provided the courses are deemed comparable.
- 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.

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.

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.

**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” 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 **AND** the course is required by the district as a properly established recency prerequisite; or another institution of higher education to which the student is seeking to transfer requires the student to have taken the course more recently than the student’s last enrollment.
- 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 enroll more than once, even if the student received a satisfactory grade, in an occupational work experience course. Enrollment is limited to 16 credit hours of cooperative work experience (CWE) and/or general work experience (GWE) in a given field during the enrollment period. (§55040)
- 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

**Student Learning Outcomes (SLO)**

Course-level and program-level outcomes are developed by faculty and assessed on a cyclical basis in order to improve teaching and student learning. All course level outcomes are listed in course syllabi so students are aware of them at the beginning of each term. An Outcomes Committee meets monthly to review all matters relating to outcomes. The Committee has developed and oversees institutional-level outcomes. More information about outcomes can be found at [www.riohondo.edu/slo/](http://www.riohondo.edu/slo/).

**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.

Transcripts may also be ordered online via AccessRio or directly on the Credentials website. Transcripts will usually be processed within three (3) working days. An emergency/ rush transcript request is available online for an additional cost. Rush order will be processed within one (1) working day. 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:

Working Hours/Week	Units
None	12 – 16
10	10 – 11
20	7 – 9
30	3 – 6
30+	1 – 3

**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**

### **Credit by External Examination**

A student in good standing who has completed at least 12 units in residence and is actively enrolled at Rio Hondo College may petition to receive Credit by External Examination from the Advanced Placement (AP) examinations, College Level Examination Program (CLEP), and/or International Baccalaureate (IB). However, course credit cannot be granted if it duplicates previous course work completed at Rio Hondo. Credit awarded will not be used to meet residency requirements. Please note that course credit and units granted at Rio Hondo College may differ from course credit and units granted by a four-year transfer institution.

### **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.

**AP** credit may be granted for Advanced Placement tests which have been satisfactorily passed with a score of 3, 4, or 5. See the College Credit for Advanced Placement section on the pages that follow for a list of accepted tests.

**CLEP** credit may be granted for College Level Examination Program tests in selected areas. See the College Level Examination Program section on the pages that follow for a list of accepted tests.

**IB:** International Baccalaureate credit may be granted for the International Baccalaureate Higher Level Examinations with scores of 5, 6, or 7. Official IB scores must be sent to the Admissions and Records Office. See the International Baccalaureate section on the pages that follow for a list of accepted tests.

### **Credit by Examination at Rio Hondo**

The Board of Trustees of Rio Hondo College, in accordance with provisions of Title 5 (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. Students may not be enrolled in the course for which they want to challenge and receive Credit by Examination.

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 (which will not count as units in residence). The student's transcript will denote credit earned by credit by examination.

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).

### **American Council on Education (ACE) 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.

### **Credit for 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 in residence 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.

## Credit By External Examination:

### College Credit For Advanced Placement (AP) Tests

Students must have the College Board send AP exam results to the Office of Admissions and Records (hand-carried copies will NOT be accepted) for use on the A.A./A.S. or GE patterns. Course credit and units granted at Rio Hondo College may differ from course credit and units granted by a transfer institution. Students may earn credit for Advanced Placement (AP) Tests with scores of 3, 4, or 5. AP credit can be used to meet IGETC, CSU GE and A.A./A.S. general education (GE) and/or major requirements.

For most AP subjects, results indicate that AP Exam scores of 5 are equivalent to A+ and A grades in the corresponding college course. AP Exam scores of 4 are equivalent to grades of A-, B+, and B in college. AP Exam scores of 3 are equivalent to grades of B-, C+, and C in college. More information on the reliability and validity of AP scores is available online at [www.collegeboard.org](http://www.collegeboard.org).

EXAM	RHC AA (MAJOR AND/OR GE) Score of 3 or better for subject area unless otherwise indicated	CSU GE	CSU - UNITS EARNED TOWARD TRANSFER	IGETC	UC - UNITS EARNED TOWARD TRANSFER
Art History	ART 105, 106 6 semester units	Area C1 or C2 3 semester units	6 semester units	Area 3A or 3B 3 semester units	8 quarter/5.3 semester units
Art (Studio-2D Design)	N/A	N/A	3 semester units	N/A	8 quarter/5.3 semester units**
Art (Studio-3D Design)	N/A	N/A	3 semester units	N/A	8 quarter/5.3 semester units**
Art (Studio-Drawing)	N/A	N/A	3 semester units	N/A	8 quarter/5.3 semester units**
AP STUDIO ARTS LIMITATIONS					**Maximum credit 8 quarter/5.3 semester units for all studio arts exams
Biology	BIOL 101 4 semester units	Area B2 and B3 4 semester units	6 semester units	Area 5B (with lab) 4 semester units	8 quarter/5.3 semester units
Calculus AB	Score of 3 – Math Competence and Communication & Analytical Thinking 3 semester units Score of 4 or 5 - MATH 190 4 semester units	Area B4 3 semester units	3 semester units*	Area 2A 3 semester units	4 quarter/2.7 semester units**
Calculus BC	Score of 3 – Math Competence and Communication & Analytical Thinking 3 Semester Units Score of 4 or 5 - MATH 190, 191 8 semester units	Area B4 3 semester units	6 semester units*	Area 2A 3 semester units	8 quarter/5.3 semester units**
AP CALCULUS EXAM LIMITATIONS			*Only one exam in calculus or computer science may be used toward transfer		**Maximum credit 8 quarter/5.3 semester units for both
Chemistry	Score of 3 – Chemistry 120 Score of 4 or 5 – Chemistry 130 5 Semester units	Areas B1 and B3 4 semester units	6 semester units	Area 5A (with lab) 4 semester units	8 quarter/5.3 semester units
Chinese Language & Culture	Humanities 3 Semester Units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
Computer Science A	N/A	N/A	3 semester units*	N/A	2 quarter/1.3 semester units***
Computer Science AB	N/A	N/A	6 semester units*	N/A	4 quarter/2.7 semester units***
Computer Science Principles	N/A	Area B4 3 semester units	6 semester units*	N/A	8 quarter/5.3 semester units
AP COMPUTER SCIENCE EXAM LIMITATIONS			*Only one exam in calculus or computer science may be used toward transfer		***Maximum 4 quarter/2.7 semester units for both
Economics - Macroeconomics	Score of 3 - Social & Behavioral Science 3 semester units Score of 4 or 5 – ECON 101	Area D 3 semester units	3 semester units	Area 4B 3 semester units	4 quarter/2.7 semester units
Economics - Microeconomics	Score of 3 - Social & Behavioral Science 3 semester units Score of 4 or 5 – ECON 102	Area D 3 semester units	3 semester units	Area 4B 3 semester units	4 quarter/2.7 semester units
English - Language & Composition	ENGL 101 3.5 semester units	Area A2 3 semester units	6 semester units	Area 1A 3 semester units	8 quarter/5.3 semester units*
English - Literature & Composition	ENGL 101, LIT 102 6.5 semester units	Area A2 and C2 6 semester units	6 semester units	Area 1A or 3B 3 semester units	8 quarter units/5.3 semester units*
AP ENGLISH EXAM LIMITATIONS					*8 quarter/5.3 semester units maximum for both

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EXAM	RHC AA/AS (MAJOR AND/OR GE) Score of 3 or better for subject area unless otherwise indicated	CSU GE	CSU - UNITS EARNED TOWARD TRANSFER	IGETC	UC - UNITS EARNED TOWARD TRANSFER
Environmental Science	Natural Science w/Lab 4 semester units	Area B2 and B3 (if taken prior to Fall 2009) or Area B1 and B3 (regardless of when taken) 4 semester units	4 semester units	Area 5A (with lab) 3 semester units	4 quarter/2.7 semester units
French Language & Culture	Humanities 3 Semester Units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
French Literature	Humanities 3 Semester Units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
German Language & Culture	Humanities 3 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
Government & Politics - Comparative	Social & Behavioral Science 3 semester units	Area D 3 semester units	3 semester units	Area 4H 3 semester units	4 quarter/2.7 semester units
Government and Politics - U.S.	POLS 110 3 semester units	Area D and US-2* 3 semester units	3 semester units	Area 4H 3 semester units	4 quarter/2.7 semester units
		<i>*Does not fulfill California Government requirement</i>	<i>Student can satisfy the requirement after transfer</i>		
History - European	Social & Behavioral Science or Humanities 3 semester units	Area C2 or D 3 semester units	6 semester units	Area 3B or 4F 3 semester units	8 quarter/5.3 semester units
History - U.S.	HIST 143, 144 6 semester units	Area C2 or D and US-1 3 semester units	6 semester units	Area 3B or 4F 3 semester units	8 quarter/5.3 semester units
History - World	HIST 101, 102 6 semester units	Area C2 or D 3 semester units	6 semester units	Area 3B or 4F 3 semester units	8 quarter/5.3 semester units
Human Geography	Social & Behavioral Science 3 semester units	Area D 3 semester units	3 semester units	Area 4E 3 semester units	4 quarter/2.7 semester units
Italian Language & Culture	Humanities 3 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
Japanese Language & Culture	Humanities 3 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
Latin	Humanities 3 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	4 quarter/2.7 semester units
Latin - Vergil	Humanities 3 semester units	Area C2 (if taken prior to Fall 2012) 3 semester units	3 semester units	Area 3B and 6A 3 semester units	4 quarter/2.7 semester units
Latin - Literature	Humanities 3 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	4 quarter/2.7 semester units
Music Theory	Fine Arts 3 semester units	Area C1 (if taken prior to Fall 2009) 3 semester units	6 semester units	N/A	8 quarter/5.3 semester units
Physics B	Natural Science w/Lab 4 semester units	B1 and B3 (if taken prior to Fall 2013) 4 semester units*	6 semester units*	Area 5A and 5C 4 semester units	8 quarter/5.3 semester units**
Physics 1	Natural Science w/ Lab 4 semester units	B1 and B3 4 semester units*	4 semester units*	Area 5A and 5C 4 semester units	8 quarter/5.3 semester units
Physics 2	Natural Science w/ Lab 4 semester units	B1 and B3 4 semester units*	4 semester units*	Area 5A and 5C 4 semester units	8 quarter/5.3 semester units
Physics C - Mechanics	Natural Science w/Lab 4 semester units	Area B1 and B3 4 semester units*	4 semester units*	Area 5A and 5C 3 semester units	4 quarter/2.7 semester units**
Physics C - Electricity/Magnetism	Natural Science w/Lab 4 semester units	Area B1 and B3 4 semester units*	4 semester units*	Area 5A and 5C 3 semester units	4 quarter/2.7 semester units**
AP PHYSICS EXAM LIMITATIONS			<i>*Maximum 4 semester units toward GE and 6 semester units toward transfer</i>		<i>**Maximum 8 quarter/ 5.3 semester units for all physics exams</i>
Psychology	Score of 3 - Social & Behavioral Science 3 semester units Score of 4 or 5 - PSY 101	Area D 3 semester units	3 semester units	Area 4I 3 semester units	4 quarter/2.7 semester units
Seminar	N/A	N/A	3 semester units	N/A	N/A
Spanish Language & Culture	SPAN 101, 102 8 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
Spanish Literature & Culture	SPAN 201 4 semester units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
Statistics	MATH 130 4 semester units	Area B4 3 semester units	3 semester units	Area 2 3 semester units	4 quarter/2.7 semester units



## Credit by External Examination

### College Level Examination Program (CLEP)

Rio Hondo College will award CLEP credit toward the Associate Degree and transfer to the CSU system accordingly. UC does not accept CLEP exams. Course credit cannot be granted if it duplicates previous coursework 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.

CLEP EXAM	PASSING SCORE FOR CSU CREDIT	MIN. SEM. UNITS EARNED FOR ADMISSION	CSU-GE AREA/ CERTIFICATION UNITS	RIO HONDO GE AREA CREDIT	PASSING SCORE FOR RIO HONDO CREDIT	RIO HONDO EQUIVALENT COURSE (FOR ASSOCIATE DEGREE)	RIO HONDO SEMESTER UNITS AWARDED
American Government	50	3 units	D 3 units	Social/Behavioral Sciences	50	NA	3 units
American Literature	50	3 units	C2 3 units	Humanities	50	LIT 112A/B	6 units
Analyzing and Interpreting Literature	50	3 units	C2 3 units	Humanities	50	LIT 102	3 units
Biology	50	3 units	B2 3 units	Natural Sciences	50	NA	3 units
Calculus	50	3 units	B4 3 units	Language & Rationality	50	NA	3 units
Chemistry	50	3 units	B1 3 units	Natural Sciences	50	NA	3 units
College Algebra	50	3 units	B4 3 units	Language & Rationality	50	NA	3 units
College Algebra-Trigonometry	50	3 units	B4 3 units	Language & Rationality	50	NA	3 units
College Comp.	NA	NA	NA	Language & Rationality	50	ENGL 101	3.5 units
College Comp. Modular	NA	NA	NA	Language & Rationality	50	ENGL 101	3.5 units
English Comp. (no essay)	50	NA	NA	Language & Rationality	50	ENGL 101 (if taken before July '10)	3.5 units
English Comp. (with essay)	50	NA	NA	Language & Rationality	50	ENGL 101 (if taken before July '10)	3.5 units
English Literature	50	3 units	C2 (if taken before F'11) 3 units	Humanities	50	LIT 146A/B	6 units
Financial Accounting	50	3 units	NA	NA	50	ACCT 101	4 units
French Level I	50	6 units	NA	Humanities	80	FR 101/102	8 units

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CLEP EXAM	PASSING SCORE FOR CSU CREDIT	MIN. SEM. UNITS EARNED FOR ADMISSION	CSU-GE AREA/CERTIFICATION UNITS	RIO HONDO GE AREA CREDIT	PASSING SCORE FOR RIO HONDO CREDIT	RIO HONDO EQUIVALENT COURSE (FOR ASSOCIATE DEGREE)	RIO HONDO SEMESTER UNITS AWARDED
French Level II	59	12 units (if taken prior to F'15) 9 units (if taken F'15 or after)	C2 3 units	Humanities	80	FR 101/102/201	12 units
Freshman College Composition	50	NA	NA	Language & Rationality	50	ENGL 101 (if taken before July '10)	3.5 units
German Level I	50	6 units	NA	NA	NA	NA	NA
German Level II	60	12 units (if taken prior to F'15) 9 units (if taken F'15 or after)	C2 3 units	Humanities	60	NA	3 units
History, US I	50	3 units	D+US-1 3 units	Social/Behavioral Sciences	50	NA	3 units
History, US II	50	3 units	D+US-1 3 units	Social/Behavioral Sciences	50	NA	3 units
Human Growth & Development	50	3 units	E 3 units	Social/Behavioral Sciences	50	NA	3 units
Humanities	50	3 units	C2 3 units	Humanities	50	NA	3 units
Information Systems & Comp. Applications	50	3 units	NA	NA	50	CIT 101	3 units
Intro to Educ. Psychology	50	3 units	NA	NA	NA	NA	NA
Introductory Business Law	50	3 units	NA	NA	50	BUSL 110	3 units
Introductory Psychology	50	3 units	D 3 units	Social/Behavioral Sciences	50	NA	3 units
Introductory Sociology	50	3 units	D 3 units	Social/Behavioral Sciences	50	NA	3 units

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CLEP EXAM	PASSING SCORE FOR CSU CREDIT	MIN. SEM. UNITS EARNED FOR ADMISSION	CSU-GE AREA/CERTIFICATION UNITS	RIO HONDO GE AREA CREDIT	PASSING SCORE FOR RIO HONDO CREDIT	RIO HONDO EQUIVALENT COURSE (FOR ASSOCIATE DEGREE)	RIO HONDO SEMESTER UNITS AWARDED
Natural Sciences	50	3 units	B1 or B2 3 units	Natural Sciences	50	NA	3 units
Pre-Calculus	50	3 units	B4 3 units	Language & Rationality	50	NA	3 units
Principles of Accounting	50	3 units	NA	NA	NA	NA	NA
Principles of Macroeconomics	50	3 units	D 3 units	Social/Behavioral Sciences	50	NA	3 units
Principles of Microeconomics	50	3 units	D 3 units	Social/Behavioral Sciences	50	NA	3 units
Principles of Management	50	3 units	NA	NA	50	MGMT 150	3 units
Principles of Marketing	50	3 units	NA	NA	50	MRKT 170	3 units
Spanish Level I	50	6 units	NA	Humanities	50	SPAN 101/102	8 units
Spanish Level II	63	12 units (if taken prior to F'15)  9 units (if taken F'15 or after)	C2 3 units	Humanities	63	SPAN 101/102/ 201	12 units
Trigonometry	50	3 units	B4 (if taken prior to F'06) 3 units	Language & Rationality	50	NA	3 units
Western Civilization I	50	3 units	C2 or D 3 units	Humanities or S/B Sciences	50	NA	3 units
Western Civilization II	50	3 units	D 3 units	Social/Behavioral Sciences	50	NA	3 units

RHC: Students will get specific course credit only where a Rio Hondo equivalent course has been designated. A student who receives CLEP credit and then takes the equivalent RHC course will have the unit credit for such duplication deducted prior to being awarded the Associate degree.

CSU: All CSU campuses will accept the minimum units shown and apply them toward fulfillment of the designated CSU-GE area if the examination is included as part of a full or subject-area certification. Please note that individual CSU campuses may choose to grant more units than specified toward completion of the CSU General Education-Breadth requirements.

IGETC: CLEP exams cannot be used to certify IGETC.

Please see a counselor for assistance in determining CLEP credit for graduation and/or transfer.

## Credit by External Examination International Baccalaureate (IB)

EXAM	RHC AA GE Area Credit Score of 5 or better	CSU GE Score of 5 or better, unless noted otherwise	CSU - UNITS EARNED TOWARD TRANSFER	IGETC Score of 5 or Better	UC - UNITS EARNED TOWARD TRANSFER
IB Biology HL	Natural Science 3 semester units Clearance for BIOL 111L or 120L	Area B2 3 semester units	6 semester units	Area 5B 3 semester units	8 quarter/5.3 semester units
IB Chemistry HL	Natural Science 3 semester units	Area B1 3 semester units	6 semester units	Area 5A 3 semester units	8 quarter/5.3 semester units
IB Economics HL	Social/Behavioral Sciences 3 semester units	Area D 3 semester units	6 semester units	Area 4B 3 semester units	8 quarter/5.3 semester units
IB Geography HL	Social/Behavioral Sciences 3 semester units	Area D 3 semester units	6 semester units	Area 4E 3 semester units	8 quarter/5.3 semester units
IB History (any region) HL	Humanities or Social/Behavioral Sciences 3 semester units	Area C2 or D 3 semester units	6 semester units	Area 3B or 4F 3 semester units	8 quarter/5.3 semester units
IB Language A - Lit. HL	Humanities 3 semester units	Score of 4 or better Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
IB Language A - Lang. & Lit. HL	Humanities 3 semester units	Score of 4 or better Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
IB Language A1 (any language) HL	Humanities 3 Semester Units	Score of 4 or better Area C2 (* F'13) 3 semester units	6 semester units	Area 3B 3 semester units	8 quarter/5.3 semester units
IB Language A2 (any language) HL	Humanities 3 semester units	Score of 4 or better Area C2 (* F'13) 3 semester units	6 semester units	Area 3B 3 semester units	8 quarter/5.3 semester units
IB Language B (any language) HL	Humanities 3 semester units	Score of 4 or better N/A	6 semester units	Area 6A 3 semester units	8 quarter/5.3 semester units
IB Mathematics HL	Language & Rationality 3 semester units	Score of 4 or better Area B4 3 semester units	6 semester units	Area 2A 3 semester units	8 quarter/5.3 semester units
IB Physics HL	Natural Science 3 semester units	Area B1 3 semester units	6 semester units	Area 5A 3 semester units	8 quarter/5.3 semester units
IB Psychology HL	Social/Behavioral Science 3 semester units	Area D 3 semester units	3 semester units	Area 4I 3 semester units	8 quarter/5.3 semester units
IB Theatre HL	Fine Arts 3 semester units	Score of 4 or better Area C1 3 semester units	6 semester units	Area 3A 3 semester units	8 quarter/5.3 semester units

\*if taken prior to