

Tobacco products shall not be commercially sold or distributed in any manner on campus. This includes free samples distributed by vendors. Advertising and sponsorship of campus events by tobacco companies is also prohibited.

The campus shall make available to students, faculty, staff and administrators information about smoking-cessation programs.

Smokers are requested to ensure that their smoke does not enter buildings. In any dispute arising under this policy, the rights of the non-smoker shall have preference. The district's *Grievance Policy* may be used in cases of unresolved disputes regarding this policy.

Signs which designate smoking or non-smoking areas shall be posted when deemed appropriate by the Director of Facilities.

This policy is compliant with State law AB-846, Chapter 342, Sections 19994.30 and 19994.33, of the *Government Code Relating to Tobacco*.

Academic Standards/Policies

Policy

The Board of Governors of the California Community Colleges has adopted the following community college criteria and standards, as stated in the *California Code of Regulations*, Title 5, Chapter 6, Sub-chapter 1, Article 1:

Definitions

"Course" means an organized pattern of instruction on a specified subject offered by a community college pursuant to subdivisions (a), (b) or (c), section 55002.

"Educational program" is an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education.

"Non-degree applicable basic skills are those in reading, writing, computation and English as a Second Language which are designated by the community college district as non-degree applicable credit courses pursuant to subdivision (b) of section 55002.

"Non-Degree Applicable" are those courses which do not apply towards the unit requirement of the Associate Degree. Non-degree applicable courses at SBCC are numbered below 100 in this *Catalog*.

"Degree-Applicable Credit Courses" are those courses which have been designated as appropriate to the Associate Degree in accordance with the requirements of section 55062, and which have been recommended by the college and/or district curriculum committee and approved by the district governing board as collegiate courses meeting the needs of students. Degree-applicable courses at SBCC are numbered 100 and above in this *Catalog*.

"Course Advisory" means a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

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“Prerequisite” means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.

“Corequisite” means a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course. Where specified, some courses may be taken prior to or simultaneously in order to enroll in another course.

“Satisfactory grade” means that, for the course in question, the student’s academic record has been annotated with the symbol A, B, C or P as those symbols are defined in section 55023.

Criteria and Standards

A credit course is one which, at minimum:

1. Is recommended by the responsible college officials and the curriculum committee as being of appropriate rigor and has been approved by the local district governing board and the Chancellor of the California Community Colleges as a collegiate course meeting the needs of students eligible for admission.
2. Is taught by a credentialed instructor.
3. Is offered as described in a course of study outline in official college files. That outline shall specify the unit value, number of contact hours for the course as a whole, the prerequisites, corequisites or advisories for the course, the catalog description, scope, objectives and content in terms of a specific body of knowledge, required reading and writing assignments, and other outside-of-class assignments, instructional methodology and methods of evaluation for determining whether the stated objectives have been met by students.
4. Is taught in accordance with a set of instructional objectives common to all students as outlined in the course of study outline.
5. Provides for measurement of student performance in terms of the stated objectives and culminates in a formal, permanently recorded grade, based upon uniform standards in accordance with section 55023. The grade is based on

demonstrated proficiency in subject matter and the ability to demonstrate that proficiency, at least in part, by means of essays, or, in courses where the curriculum committee deems them to be appropriate, by problem-solving exercises or skills demonstrations by students.

6. Grants units of credit based upon a relationship specified by the governing board between the number of units assigned to the course and the number of lecture and/or laboratory hours or performance criteria specified in the course outline. The course also requires a minimum of three hours of student work per week, including class time for each unit of credit, prorated for short-term, extended term, laboratory and/or activity courses.
7. Treats subject matter with a scope and intensity which requires students to study independently outside of class time.
8. Requires, when the college deems appropriate, entrance skills and consequent prerequisites for the course before the students are enrolled.
9. When the college and/or district curriculum committee determines, based on a review of the course outline of study, that a student would be highly unlikely to receive a satisfactory grade unless the student has knowledge or skills not taught in the course, then the course shall require prerequisites or corequisites that are established, reviewed and applied in accordance with 55003.
10. Requires, in order to participate in the course, the ability to think critically and apply concepts at levels determined by the curriculum committee to be college-level.
11. Requires learning skills and a vocabulary which the curriculum committee deems appropriate for a college course.
12. Requires that educational materials used be judged by the curriculum committee to be college-level.
13. Repeated enrollment is allowed only in accordance with the provisions of section 51002, article 4 (commencing with section 55040) of sub-chapter 1 of chapter 6, and section 58161.

Academic Due Process

Procedures for due process are described in the District's *Standards of Student Conduct*. Copies are available at www.sbcc.edu and from the Office of the Dean, Educational Programs—Student Support Services, CC-222.

Academic Freedom

Academic freedom is the freedom to engage in research, scholarship, or other creative work in order to expand knowledge, to publish research findings, and to teach and to learn in an atmosphere of unfettered free inquiry and exposition. Members of the faculty of Santa Barbara City College are entitled to freedom of expression, provided such expression does not impede or prevent responsible performance of job requirements or interfere with the mission and goals of Santa Barbara City College.

The Academic Freedom Policy at SBCC closely follows the American Association of University Professors' Statement of Principles on Academic Freedom and Tenure.

Academic Renewal

Courses in which students have previously received sub-standard grades and which are not reflective of a student's demonstrated ability, may be disregarded in the computation of the SBCC grade point average when a student-initiated petition has been approved by the Scholastic Standards Committee. A student may request academic renewal for not more than two consecutive semesters of sub-standard (below 2.0) work completed at SBCC. The student may choose to have either (1) all substandard (D or F) coursework taken in the terms disregarded in the computation of G.P.A.; or (2) select sub-standard (D or F) coursework taken in the terms disregarded in the computation of G.P.A. At least two years must have elapsed since completion of the most recent coursework to be disregarded. A student shall have accumulated 24 units with a 2.5 G.P.A., or 36 units with a 2.0 G.P.A. at SBCC and/or another college (official transcripts required) since the end of the semester(s) in which courses are to be disregarded. Academic renewal may be applied for only once. Further information may be obtained from the Academic Counseling Center or Admissions & Records.

Academic Standing

President's Honor Roll

Each semester, Santa Barbara City College includes on the President's Honor Roll: Full-Time Students the names of those students who have completed twelve (12) units of letter-graded courses with a grade point average of 3.5, or better. In addition, those students who have accumulated eighteen (18) graded units or more at Santa Barbara City College, with a cumulative grade point average of 3.5 or higher, and have completed a minimum of six (6) graded units with a 3.5 G.P.A. during the semester, are included on the President's Honor Roll: Part-Time Students. Pass/No Pass grades are not considered. At graduation, A.A./A.S. Degree candidates, with a 3.5 cumulative G.P.A., will receive special recognition as graduating with honors.

Academic Good Standing

A student who earns and maintains a grade point average (G.P.A.) of 2.0 or higher in all graded units for courses taken at Santa Barbara City College shall be considered to be in Academic Good Standing.

Academic Probation

A student who has attempted at least twelve (12) cumulative graded units at the college, as shown by the official college transcript, shall be placed on academic probation if the student has earned a cumulative grade point average (G.P.A.) below 2.00 in all graded units at Santa Barbara City College. Academic Probation shall not be noted on the official transcript. Students placed on academic probation may be subject to unit and course limitations and/or other conditions of enrollment. A student on academic probation shall be removed from probation and returned to academic good standing when the student's cumulative grade point average is 2.00 or higher.

Academic Disqualification

A student shall be placed on academic disqualification if the student has earned a cumulative grade point average of less than 2.00 in all units attempted at the college in each of the two (2) most recent regular semesters of attendance through the first census. (For purposes of this section, semesters shall be considered consecutive on the basis of the student's enrollment, i.e., a Fall Semester followed by a Fall

Semester shall be consecutive if the student was not enrolled for the intervening Spring Semester.) A student placed on academic disqualification may be subject to dismissal or unit and course limitations and/or other conditions of enrollment.

Academic Disqualification Exception: When a student completes six (6) or more units and earns a G.P.A. of 2.00 or higher for the current semester (for purposes of this exception, "Pass" is calculated as a "C" grade for the current semester only), the student will be automatically permitted to reenroll for each additional semester in which he/she satisfies the exception criteria or until the student returns to academic good standing. During the exception period, the student will retain academic disqualification exception status and may be subject to unit, course or other conditions deemed appropriate by the Office of the Dean, Educational Programs—Student Development.

Academic Dismissal

A student who is placed on academic disqualification may be subject to dismissal. The student may petition the Dean, Educational Programs — Counseling and Student Development, to be reinstated and if approved will be permitted to enroll in the following semester, or after one or more semester(s) not in attendance the student may reapply and will be readmitted. If reinstated or when readmitted, the student may be subject to unit, course and/or other conditions of enrollment until such time as the student returns to academic good standing.

Progress Good Standing

A student who has completed more than 50% of all courses, with other than W, I and No Pass grades, as shown by the official academic record, shall be considered to be in progress good standing.

Progress Probation

A student who has enrolled in at least twelve (12) semester units since summer 1983 at Santa Barbara City College, as shown by the official academic record, shall be placed on progress probation when the percentage of the cumulative units for which entries of W, I and No Pass are recorded reaches or exceeds fifty per cent (50%). The student shall be removed from progress probation when the cumulative percentage of all W, I or No Pass units drops below 50%. Progress

probation shall not be noted on the official transcript. Students placed on progress probation may be subject to unit and course restrictions and/or other conditions of enrollment.

Progress Disqualification

A student who has enrolled in at least twelve (12) semester units since summer 1983 at Santa Barbara City College, as shown by the official academic record, shall be placed on progress disqualification when 50% or more of the cumulative units in which he/she has enrolled at the college are W, I and No Pass grades for each of the two (2) most recent regular Fall or Spring semesters of attendance through first census. (For purposes of this section, semesters shall be considered consecutive on the basis of the student's enrollment, i.e., a Fall semester followed by a Fall Semester shall be consecutive if the student was not enrolled for the intervening Spring Semester.) A student placed on academic disqualification may be subject to unit or course limitations and/or other conditions of enrollment.

Progress Disqualification: Exception: When a student completes more than 50% of the units taken during the current semester and has completed a minimum of six (6) units, the student will be automatically permitted to reenroll for each additional semester in which he/she satisfies the exception criteria, or until the student returns to academic good standing. During the exception period, the student will retain progress disqualification exception status and may be subject to unit, course or other conditions deemed appropriate by the Office of the Dean, Educational Programs—Student Development.

Progress Dismissal

A student who has been placed on progress disqualification may subject to dismissal. The student may petition the Dean, Educational Programs — Counseling and Student Development, to be reinstated and if approved will be permitted to enroll for the following semester, or after one or more semester(s) not in attendance the student may reapply and will be readmitted. If reinstated or when readmitted, the student may be subject to unit, course and/or other conditions of enrollment until such time as the student returns to progress good standing.

Readmission after Dismissal

A student placed on academic and/or progress disqualification who is dismissed may after one semester not in attendance reapply for admission and will be readmitted. A student may appeal the academic or progress dismissal by petitioning the Dean, Educational Programs — Student Development and Counseling (SS-260). Extenuating circumstances, such as, but not limited to, medical, psychological and legal reasons, and evidence of benefit, are considered. Dismissed students who are reinstated by petition or by administrative action or those re-enrolling after one or more semesters of absence may be subject to unit and course limitations and/or other conditions, such as required participation in support services designed to improve student success.

Students dismissed based on violations of the *Student Code of Conduct* may be readmitted or reinstated subject to the terms of the suspension and/or dismissal.

Attendance

All students enrolled at Santa Barbara City College are expected to be punctual and to attend class regularly. Students who are not in attendance at the first class meeting are considered “no-shows” and the instructor may drop such persons in order to give their seats to non-registered students seeking to enroll. Also, an instructor may withdraw a student from semester-length courses at any time for excessive absence through the 9th week of the Fall/Spring semesters, and the 60% point of the class for Summer and courses less than a semester in length. As a guideline, absence is considered excessive if a student misses three (3) meetings, or the equivalent of one week of class attendance or according to absence guidelines as published in the course syllabus.

Absence due to a verified illness may be accepted as an excused absence for a limited period of time. Students are expected to notify their instructor by e-mail and/or phone message if they are absent for a medical reason. Students are expected to make appointments for medical and dental treatments at times other than when classes are scheduled. Students anticipating or encountering extended absences due to medical, personal or family emergencies should contact the Dean, Educational Programs—Student Development, Room SS-120, ext. 2237.

It is the student’s responsibility to officially withdraw by completing the proper form and filing it with the Admissions & Records Office. Students failing to drop officially may receive an “F” grade.

Audits

Students may audit a course with instructor permission only if the student has taken the course the maximum number of times allowable. Audit cards must be submitted to Admissions & Records and applicable fees paid to the Cashier’s Office by the end of the third week of the semester (first week during Summer Session).

Change of Program

Registered students may change their programs during a designated period at the beginning of each semester. Students may add semester-length courses during the first two weeks of the semester only (*instructor approval required*). Withdrawals may be made at any time up to, and including, the last day to drop semester-length classes (end of the 9th week). For

information about adding and dropping Summer and all other classes, please consult the *Schedule of Classes*, access www.sbcc.edu/classes, or obtain information from Admissions & Records. All program changes must be completed online or in person in Admissions & Records prior to the published deadline.

Classification of Students

Full-time Student: Carries 12 or more units (4 units in Summer)

Half-time Student: Carries at least six units

Freshman Student: Has earned fewer than 30 units of college credit

Sophomore Student: Has earned 30 or more units of college credit, but does not hold a degree

Course Load Limitations

A full-time course load for the community college student is a minimum of twelve (12) units per semester. The maximum is eighteen (18) units per semester. With 12 units per semester, it will take a minimum of five (5) semesters to complete a typical Associate Degree program, plus additional time to complete basic skills courses. However, students with a cumulative 3.0 grade point average (G.P.A.) with 12 or more units (excluding ESL) completed at SBCC may request to enroll in up to 20 (twenty) units with Admissions & Records approval. Permission to register in excess of twenty (20) units requires counselor authorization. Students who do not have a cumulative 3.0 grade point average (G.P.A.) at SBCC and/or who have academic records from another college or high school may take an excess of eighteen (18) units with counselor authorization. A student who is working or who has a health problem should make a proportionate course load adjustment.

During Summer Session, a full-time load is four (4) units. Students may enroll in a maximum of eight (8) units for the six-week session. Students with a cumulative 3.0 grade point average (G.P.A.) at SBCC may request to enroll in up to nine (9) units with Admissions & Records approval. Ability to enroll in excess of nine (9) units requires counselor authorization. Students who do not have a cumulative 3.0 grade point average (G.P.A.) at SBCC and/or who have academic records from another college or high school may take an excess of eight (8) units with

counselor authorization.

A major consideration for students, particularly first-time students and those returning to college after a lengthy absence, is determination of an appropriate course load for their first semester. While the number of courses one can handle during a semester varies among individuals, experience indicates that, for most students, typical SBCC lecture courses require two hours of outside preparation for each hour in class. Thus, a 12-unit course load, for example, represents a commitment of 36 hours per week—comprised of 12 hours in class and 24 hours of outside preparation.

Students who plan to work while attending Santa Barbara City College need to establish a *realistic course load* that takes into account the demands of both work and school. If you work full-time, you are advised, during your first semester, to limit your enrollment to six or seven units—or two classes. If you work 20 hours per week, as most students do, you are advised to limit your course load to 12 to 14 units. Through *careful* planning of work load, you can *maximize* your potential for performing successfully in your classes.

Special Program Unit Limitations

A minimum number of units must be taken for the following programs:

Program	Units
Student Senate.....	5
Clubs	1
Varsity Athletes (<i>Repeats do not count.</i>)	12
Social Security Benefits.....	12
Federal Work-Study Program.....	6
Federal Student Loans	6
<i>Veterans Benefits and Financial Aid:</i>	
Full-Time	12 or more
Three-Fourths Time.....	9 to 11-1/2
Half-Time	6 to 8-1/2
EOPS	12 or more
Less than Half-Time	Less than 6

Course Repetition Policy

In accordance with California *Code of Regulations*, Title 5, Division 6, Chapter 6, Sub-chapter 1, Article 4, a course may only be repeated if:

1. The course has been identified in the *Catalog* as repeatable and the student has not taken a course more times than allowed.
2. The student is repeating a course to alleviate a D, F, NC or NP grade. A student may repeat an eligible course two times in an effort to alleviate substandard academic work.
3. The student is repeating a course by approved petition of the Scholastic Standards Committee, based on the previous grade being, at least in part, the result of verifiable extenuating circumstances or due to a significant lapse of time since the last enrollment. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.

Students who do not comply with the above will be administratively dropped from the class and informed that they have been dropped.

Courses Specifically Designated as Repeatable

Specified courses may be repeated without petition by the student or any prior written permission. These repeatable courses are identified in this *Catalog* under the “Course Repetition Restrictions” section. Courses are approved for inclusion in this category (as repeatable) on the basis of one of the following criteria:

1. Course content differs each time it is offered; or
2. Skills or proficiencies are enhanced by supervised repetition and practice; or
3. Active participatory experience in individual study or group assignments is the basic means by which learning objectives are obtained.

Students are encouraged to keep track of the number of times they repeat courses, for *no prior warning* will be provided by the college that the

repetition limit has been reached. Any student registered for more than the maximum number of times will be administratively dropped.

Students are hereby notified that Santa Barbara City College *cannot* guarantee that another school will use only the highest grade in computing the student's G.P.A. upon transfer.

Course Repetition Restrictions

The following courses have a *restriction on the total number of times* that they may be taken. Students will *not be allowed* to register in these courses more than the total number of times indicated.

Accounting

One (1) Repetition: ACCT 130, 160, 170, 270

Administration of Justice

Three (3) Repetitions: AJ 290*

**AJ 290 (up to 16 units maximum)*

Administration of Justice (P.O.S.T. Topics)

Three (3) Repetitions: AJP 101-149, 151-154, 156

Alcohol & Drug Counseling

Three (3) Repetitions: ADC 290*

**ADC 290 (up to 16 units maximum)*

Anthropology

Three (3) Repetitions: ANTH 295*

Art

One (1) Repetition: ART 140, 141

Three (3) Repetitions: ART 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 124A, 124B, 126, 127, 129A, 129B, 130, 131, 132, 133, 134, 135, 136, 137, 144, 150, 151, 152, 153, 154, 155, 156, 170, 171, 172, 173, 174, 175, 176, 177, 179, 180, 181, 182, 183, 184, 190, 191, 192, 193, 194, 195, 196, 198, 199, 204A, 204B, 280AH, 280BH, 280CH, 281BH, 281CH, 295*, 299*

Automotive Service & Technology

One (1) Repetition: AUTO 111, 113, 114, 115

Three (3) Repetitions: AUTO 102, 110, 112, 116, 205,

206, 217, 218, 220, 290*

AUTO 207 (9 to 10 repetitions, depending on field limitations)

**AUTO 290 (up to 16 units maximum)*

Biological Sciences

Three (3) Repetitions: BIOL 116, 118, 291

BMS 119 (maximum of 9 units)

BOT 123, 131, 132

ZOOL 133, 138

BIOL 295 (up to 16 units); BIOL 298, 299 (unlimited; not to exceed 4 units per semester)

Business Administration

Three (3) Repetitions: BUS 290*

**BUS 290 (up to 16 units maximum)*

Cancer Information Management

Two (2) Repetitions: CIM 100, 125, 150, 201, 202, 225, 250

Communication

Three (3) Repetitions: COMM 295*

Computer Applications & Office Management

One (1) Repetition: COMP 111, 140, 155, 156, 170, 200

Two (2) Repetitions: COMP 163

Three (3) Repetitions: COMP 101, 105, 107, 108, 109, 110, 112, 113A, 113B, 113Z, 114, 120, 124A, 125, 127A, 129A, 129B, 130A, 130B, 131A, 132A, 132B, 132C, 133A, 133B, 133C, 134A, 134B, 134C, 135A, 135Z, 136A, 137A, 137B, 138A, 139, 141, 143, 144A, 144B, 148A, 148B, 148C, 148D, 148E, 150, 151AB, 202, 211A-Z, 212A-Z, 290*, 299*

**COMP 290 (up to 16 units maximum)*

Computer Information Systems

One (1) Repetition: CIS 220, 270

Three (3) Repetitions: CIS 131A, 132A, 133A, 133B, 133C, 200, 201, 203, 206, 209, 213, 217, 218, 219, 221, 222, 223, 224, 229, 230, 231, 234, 237, 238, 239, 244, 245, 251, 252, 290*

**CIS 290 (up to 16 units maximum)*

Computer Network Engineering

One (1) Repetition: CNEE 102, 105, 107, 110, 112, 120, 124, 125, 126, 128, 135, 136, 137, 138, 145, 146, 147, 191, 206

Two (2) Repetitions: CNEE 144

Three (3) Repetitions: CNEE 295 (up to 16 units)

Computer Science

One (1) Repetition: CS 129, 165, 180

Two (2) Repetitions: CS 122, 126, 128

Three (3) Repetitions: CS 123

Construction Trades

One (1) Repetition: CT 104

Two (2) Repetitions: CT 110, 111, 119

Three (3) Repetitions: CT 121, 153, 196, 290*

*CT 290 (up to 16 units maximum)

Culinary Arts

One (1) Repetition: CA 208

Three (3) Repetitions: CA 115, 212A, 266

Diagnostic Medical Sonography

Three (3) Repetitions: DMS 290*

*DMS 290 (up to 16 units maximum)

Drafting/CAD

One (1) Repetition: DRFT 121, 125, 137, 138, 139

Three (3) Repetitions: DRFT 131, 132, 136, 290*

*DRFT 290 (up to 16 units maximum)

DSPS

Four (4) Repetitions: DSPS 66, 77

Early Childhood Education

Three (3) Repetitions: ECE 118, 122, 290*

*ECE 290 (up to 16 units maximum)

Earth Science

Three (3) Repetitions: EARTH 102, 105, 121, 131, 132, 133, 134, 135, 137, 138, 172, 175

Economics

One (1) Repetition: ECON 299 (up to 3 units)
ECON 295 (up to 16 units)

Education

Three (3) Repetitions: ED 295*

Emergency Medical Technician

Three (3) Repetitions: EMT 111 (or unlimited repetitions for legally mandated programs)

Engineering

One (1) Repetition: ENGR 102

Three (3) Repetitions: ENGR 131, 132

English

Three (3) Repetitions: ENG 262, 270, 280ABC, 282ABCDH, 295

English as a Second Language

One (1) Repetition: ESL 29, 100, 107, 113, 121, 122, 124

Two (2) Repetitions: ESL 35

Three (3) Repetitions: ESL 128, ESL 290*

*ESL 290 (up to 16 units maximum)

English Skills

One (1) Repetition: ENG 60, 65

Three (3) Repetitions: ENG 109, 114

Environmental Horticulture

Three (3) Repetitions: EH 290*, 299*

*EH 290 (up to 16 units maximum)

Four (4) Repetitions: EH 200Z

Environmental Studies

Three (3) Repetitions: ENVS 200

ENVS 295 (up to 16 units)

Ethnic Studies

Three (3) Repetitions: ETHS 295*, 299*

Exhibit & Display Design

Two (2) Repetitions: EXBT 100

Film Production

One (1) Repetition: FP 107, 175, 177, 179

Two (2) Repetitions: FP 160, 165

Three (3) Repetitions: FP 106, 114

Film Studies

Three (3) Repetitions: FS 108A, 108B, 295*, 299*

FS 295 (up to 16 units)

Finance

Three (3) Repetitions: FIN 290*

*FIN 290 (up to 16 units maximum)

Fire Technology

Three (3) Repetitions: FT 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210

French

Three (3) Repetitions: FR 120, 130, 140, 299*

Geography

Three (3) Repetitions: GEOG 172, 175

German

Three (3) Repetitions: GER 120, 130, 140, 299*

Global Studies

Three (3) Repetitions: GLST 103, 104A, 104B, 104C, 295 (up to 16 units), 299

Graphic Design & Photography

One (1) Repetition: GDP 230

Two (2) Repetitions: GDP 110, 111, 113, 114, 120, 121, 122, 123, 124, 125, 126, 127, 130, 131, 140, 141, 180, 212, 215

Three (3) Repetitions: GDP 290*

*GDP 290 (up to 16 units maximum)

Health Education

Three (3) Repetitions: HE 112

Health Information Technology

Two (2) Repetitions: HIT 101, 200,

Three (3) Repetitions: HIT 102, 205, 210, 220, 230, 240, 255, 285

History

Three (3) Repetitions: HIST 160, 161, 162, 295*, 299*

Hotel Management

Three (3) Repetitions: HM 295*

Interior Design

Three (3) Repetitions: ID 290*

*ID 290 (up to 16 units maximum)

Italian

Three (3) Repetitions: ITAL 120, 130, 140, 299*

Journalism

One (1) Repetition: JOUR 121

Two (2) Repetitions: JOUR 190

Three (3) Repetitions: JOUR 105, 115, 122, 123, 215, 290*

JOUR 271 (up to 15 units combined with ENG 271)

*JOUR 290 (up to 16 units maximum)

Marine Diving Technologies

One (1) Repetition: MDT 179

Two (2) Repetitions: MDT, 101, 107

Three (3) Repetitions: MDT 290*, 299*

*MDT 290 (up to 16 units maximum)

Marketing

One (1) Repetition: MKT 220

Three (3) Repetitions: MKT 164

Mathematics

One (1) Repetition: MATH 197, 199

Three (3) Repetitions: MATH 295*

Multimedia Arts & Technologies

One (1) Repetition: MAT 103, 105, 113, 121, 130, 137, 138, 139, 145, 155, 179

Two (2) Repetitions: MAT 132

Three (3) Repetitions: MAT 102, 104, 109, 112, 116, 131, 136, 141, 152, 153, 164, 167, 168, 169, 176, 177, 178, 194, 196, 199, 290*

*MAT 290 (up to 16 units maximum)

Music

One (1) Repetition: MUS 128A, 128B

Three (3) Repetitions: MUS 106, 111, 122, 126, 129, 132, 133, 143, 146, 148, 150, 151, 152, 153, 154, 155, 156, 157, 159, 160, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 174, 175, 176, 177, 178, 179, 185, 285, 299

Nursing

Two (2) Repetitions: NURS 284

Three (3) Repetitions: NURS 180, 181, 182, 183, 184, 190, 195, 200, 201, 282, 290*, 295*, 299

No limit: NURS 194

*NURS 290 (up to 16 units maximum)

Personal Development

One (1) Repetition: PD 113, 120, 150

Two (2) Repetitions: PD 6

Three (3) Repetitions: PD 4, 25, 125, 130AB, 191A

Philosophy

Three (3) Repetitions: PHIL 207, 295*

Photography

Two (2) Repetitions: PHOT 109, 180, 190, 209, 214, 250, 280, 285

Three (3) Repetitions: PHOT 133

Physical Education

PE 295 (up to 16 units)

All Physical Education “activity” courses may be repeated, but no course subject (e.g. *Tennis, Badminton, etc.*) may be repeated more than three times.

Physics

Two (2) Repetitions: PHYS 199

Four (4) Repetitions: PHYS 299

Political Science

POLS 161, 162, 163, 164 (up to 4 units)

POLS 295 (up to 16 units)

POLS 299 (up to 3 units)

Professional Development Studies

PRO 292: A maximum of three credit hours per semester may be earned, up to a total of six semester units in combination with General Work Experience courses.

Psychology

Three (3) Repetitions: PSY 299

PSY 295 (up to 16 units)

Radiographic & Imaging Sciences

Three (3) Repetitions: RT 203, 290*, 299

*RT 290 (up to 16 units maximum)

Real Estate

Three (3) Repetitions: RE 290*

*RE 290 (up to 16 units maximum)

Sociology

SOC 295 (up to 16 units)

Spanish

Two (2) Repetitions: SPAN 129

Three (3) Repetitions: SPAN 200, 290*, 299

*SPAN 290 (up to 16 units maximum)

Theatre Arts

Three (3) Repetitions: TA 141-144, 151-154, 175, 250

Four (4) Repetitions: TA 299

Tutorial Training

Three (3) Repetitions: TUT 199

Vocational Nursing

Three (3) Repetitions: VN 195

Water Science

Three (3) Repetitions: WTRS 112

Work Experience (Occupational)

A maximum of four credit hours per semester may be earned, up to a total of 16 semester units. There is no limit on course repetition. The limit is on total units in combination with PRO 292.

Work Experience (General)

A maximum of three credit hours per semester may be earned, up to a total of six semester units in combination with PRO 292.

Credit by Examination

Credit by examination may be granted to students who are registered and in good standing (2.0 G.P.A.) at Santa Barbara City College for proficiency in subject matter essentially equivalent to a course for which credit is being requested. Students may petition for credit by examination provided the course is listed in the *General Catalog*, the amount of credit is not greater than the amount listed for the course, and the respective department designates the course as suitable for credit by examination. Credit may not be granted for any course for which high school or college credit has been awarded.

The petition for credit by examination may be obtained in Admissions & Records and shall be submitted to the appropriate department chairperson. Although examinations may be written prior to the completion of 15 units, no credit shall be posted on the student's record until after 15 units have been earned at Santa Barbara City College. A maximum of 12 units may be obtained by examination.

Students *must petition* for credit by examination by the end of the third week of the semester. Credit by examination shall be reported to Admissions & Records by the department chairperson no later than the end of the eighth week of the semester in which credit is granted.

Type and content of examination to be administered to students are at the discretion of the appropriate department chairperson. A minimum grade of "C" must be earned on the examination.

Units granted apply only to the Associate in Arts, Associate in Science, Certificate of Achievement and Department Award at Santa Barbara City College. Transfer students wishing credit by examination at four-year institutions may be required to petition such institutions in conformance to their policies.

Field Trip and Excursion Policy

Throughout each semester and Summer Session, the Santa Barbara Community College District may sponsor voluntary off-campus, co-curricular field trips and excursions. If you choose to participate, you should be aware that, pursuant to the *California State Code of Regulations*, Sub-Chapter 5, Section 55450, you have agreed to hold the District, its officers, agents and employees harmless from any and all liability or claims which may arise out of, or be in connection with, your participation in the activity.

Final Examinations

Final examinations on the entire semester's work are given at the close of each semester. Students are required to take scheduled final examinations at the appointed times and places in order to secure credit. If a student finds that it is impossible to avoid three finals in one day, and the student cannot obtain an accommodation from his/her instructor(s), the student may submit a written request for an adjustment in his/her final exam schedule to the Executive Vice President, Room A-113.

Absence from a final due to an illness may be accommodated at the discretion of the instructor. The student should attempt to contact his/her instructor(s) within 24 hours of the scheduled exam. Absence due to illness must be verified by a physician. Students anticipating or encountering absence from finals(s) due to medical, personal or family emergencies, and who are unable to secure an accommodation from their instructor(s), should contact the Dean, Educational Programs – Student Development, Room SS-260, ext. 2237, to discuss their options.

Requests for changes in the exam schedule due to travel or employment schedules are examples of non-emergency conditions that will not be accommodated.

Final Grades

Final grades will be available online in Pipeline (web transcript), as instructors submit them. Final grades, official transcripts, diplomas and certificates will not be released if there is a hold or outstanding financial obligation on file at the Cashier's Office.

Grades and Grade Points

The system of grades and grade points at Santa Barbara City College is as follows:

<i>Grade Points</i>	<i>Per Unit</i>
A — Excellent	4
B — Good	3
C — Satisfactory.....	2
D — Less than satisfactory.....	1
F — Failing	0
P — Pass* effective Fall 2008	
NP — No Pass ** effective Fall 2008	
CR — Credit* effective through Summer 2008	
NC — No Credit ** effective through Summer 2008	
I — Incomplete***	
IP — In Progress***	
RD — Report Delayed***	
W — Withdrawal***	
MW — Military Withdrawal***	

*P or CR - At least satisfactory—units not counted in G.P.A.; credit earned

**NP or NC - Less than satisfactory—units not counted in G.P.A.; units used in calculating units attempted for progress, probation and dismissal

***Non-evaluative symbols—no units or credit earned

Instructor grades are final. Except in the case of an "I" or clerical error, instructors cannot change a grade once it has been accepted by Admissions & Records. Grades may not be revised by the instructor on the basis of a second trial, new examination, or additional work undertaken or completed after the date of the end-semester report.

High School Articulation

Santa Barbara City College has an extensive Dual Enrollment Program which offers college classes at high school campuses. Please see the

"Dual Enrollment" section of this *Catalog* for more information. In addition, high school students may earn college credit for the following high school ROP course:

Computer Accounting

For more information, contact Lauren Wintermeyer, Tech Prep Director and Dual Enrollment Coordinator at 730-3020.

Incompletes

An incomplete or "I" symbol will be awarded the student who, in the judgment of the instructor, has not completed or cannot complete a course in the specified time for a verified, unforeseeable emergency, but who has the probability of doing so before the end of the following semester. An "Incomplete Grade Contract" specifies the conditions for removal of the "I" and the grade assigned in lieu of its removal. A final grade will be assigned when the work stipulated has been completed and evaluated. Once the time limit for completing the work has passed, the grade predetermined by the instructor, as noted on the incomplete contract, will be assigned, or the grade will be recorded as an "F." A student may petition the Scholastic Standards Committee for a time extension due to extenuating circumstances (official supporting documentation required). Contact Admissions & Records for assistance at 730-4152.

Independent Study

Santa Barbara City College offers the traditional types of independent study courses (numbered 299), as well as work experience courses (numbered 290), which may include educational activities in performance of service to the college or community.

Independent study courses provide opportunities for students to explore a subject in depth beyond what is possible in existing courses. A student may enroll in a maximum of four (4) units per semester of independent study; however, the transfer student should check the policy of the four-year institution of choice regarding the number of units of independent study which may be earned each semester. University of California credit may be awarded only after transfer and at the discretion of the UC campus. Independent study units are *NOT* included in the 60 units required for transfer to the UC. Consult with an academic counselor.

To be eligible for independent study, a student must have completed a minimum of 12 units at Santa Barbara City College, with a 2.5 G.P.A., and a minimum of six (6) units, with a 3.0 G.P.A. within the department.

Each student is responsible for acquainting him/herself with department requirements and prerequisites, and for presenting his/her plan for study or project to an appropriate instructor. Instructors need not accept students for independent study, as their assignments may preclude additional responsibility.

Students who wish to register in independent study coursework should contact Admissions & Records to obtain the required form. The form must be signed by the instructor of record, the department chairperson, and the academic dean, and assigned a section number by the Scheduling Office. It should be returned to Admissions & Records by the end of the second week of the semester (first week for Summer) for official registration.

Open Courses

It is the policy of the Board of Trustees of the Santa Barbara Community College District that, unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to Santa Barbara City College and who meets such prerequisites as may be established pursuant to 55003 of Division 6 of Title 5 of the *California Code of Regulations*.

Pass/No Pass Grading

Students may elect pass/no pass grading in any course listed in the *General Catalog*, with the consent of the instructor, no later than the fifth week (30% length of the class for classes not full-term) of the semester (first week during Summer Session). After the fifth week, neither the student nor the instructor may change the decision. Pass will be granted only when the work is of a quality equivalent to a grade of "C" or better. Pass/no pass grading is not permitted in a course within a student's major area of study except when the required course is offered only for pass/no pass grading.

Repeated Courses

Whenever an eligible course in which a sub-standard grade (D, F, NC or NP) has been received is repeated at SBCC and completed with a grade other than "W," the original grade remains part of the transcript. The original grade and course units are noted with an "E" for exclude. Units and grade points for the original grade are excluded from the SBCC G.P.A. calculation. Courses in which a student has received a grade of D, F, NC or NP may be repeated twice. Those courses in which a student has received a "C" grade, or better, may not be repeated. Exceptions to this policy are listed under "Course Repetition Policy" in this *Catalog*.

Revisions of Catalog Regulations

Requirements for graduation, fees, and other regulations and policies are subject to change without notice and will be effective for all students as changed.

Transcripts to Other Colleges

Upon request of a student, an official transcript of the student's record at Santa Barbara City College will be sent to any college, university or third party. The first two copies are free; however, a fee is charged for each additional copy. *All transcript requests require written consent from the student.* Transcript requests are accepted online, by mail and in person. However, a student may pay an additional fee and request rush or hand-carry transcripts. Visit www.sbcc.edu/transcripts for information.

Transfer of Credits to Other Colleges and Universities

Santa Barbara City College is fully accredited by the Accrediting Commission for the Community and Junior Colleges, which is part of the Western Association of Schools and Colleges. All courses equivalent to university and college work are generally accepted by all WASC member colleges and most other colleges and universities in the United States. Specific information on course and/or program articulation agreements with the University of California and the California State University can be found at www.assist.org. For information on articulation agreements with California independent colleges, out of state colleges and international colleges, contact the Santa Barbara City College Transfer Center or Articulation Office.

The college is also approved by the California Department of Education for the training of veterans under the provisions of the G.I. Bill of Rights, and by the U.S. Immigration and Naturalization Service for non-quota immigration students in accordance with provisions of Section 101 (a) (15) of the Immigration and Naturalization Act, as amended. Accreditation materials are available for review in the Luria Library.

Transfer of Credits from Other American Colleges

Santa Barbara City College grants lower division credit for most degree-applicable coursework completed at regionally accredited (Associations of Colleges and Schools) institutions of higher learning. Credit earned at a time when an institution was a candidate for accreditation may be accepted for credit. To earn units and/or subject credit from previous coursework, students must submit an official transcript to the SBCC Admissions & Records Office. Official transcripts of all high school and college work are important documents to have on file for proper counseling/advisement and are required for degree certification. All transfer course work will be evaluated by appropriate department faculty and/or by the Transcript Evaluation Office under authority of appropriate department faculty. Subject and unit credit will not be granted for post-baccalaureate level course work. Quarter system units earned will be converted to semester units (semester units = quarter units / 1.5). For additional information refer to www.sbcc.edu/transcriptevaluationpolicy.

Transfer of Credits from Foreign Countries

Only credentials issued by recognized institutions may be used for admission or transfer credit in the United States. Transfer credits from foreign countries will be accepted with the recommendations of an approved foreign credential transcripts evaluation and translation service, in consultation and approval by appropriate department faculty and/or by the Transcript Evaluations Office under authority of appropriate department faculty. Specific credit of any subject with content that may vary according to regional influence will be evaluated by the Transcript Evaluation Office

to determine content, relevance and SBCC course credit. Quarter system units earned will be converted to semester units (semester units = quarter units / 1.5). For additional information refer to www.sbcc.edu/transcriptevaluationpolicy.

Military Experience

A maximum of 24 credits may be granted for military service based on *A Guide to the Evaluation of Educational Experiences in the Armed Services*, published by the American Council on Education. After enrolling at Santa Barbara City College, an honorably discharged veteran or an active duty service member who has served on active duty a minimum of 180 days may apply for evaluation of military service experience for college credit. At a minimum, credit will be applied towards the PE requirement for the SBCC Associate Degree (Area E-3) based on official discharge documents (DD-214 or DD 295) or official military experience transcripts recognized by the American Council on Education (e.g AARTS, SMART) and completion of fifteen (15) units at Santa Barbara City College. A copy of the veteran's DD-214 separation form and/or official military experience transcripts and an SBCC Non-Traditional Credit Petition form must be submitted to the Transcript Evaluations Office. Credit granted for military service is based on *A Guide to the Evaluation of Educational Experiences in the Armed Services*, published by the American Council on Education.

Unit of Credit

Credit Courses: One credit hour of community college work (one unit of credit) requires a minimum of 48 hours of lecture, study, or laboratory work per semester (*California Code of Regulations* 55002.5). For every unit of credit, it is expected that the student will spend at least two hours a week in outside preparation or three hours a week in supervised study or laboratory work.

Withdrawal from Classes

If a student must withdraw from college/classes, he/she may do so online or in person in Admissions & Records by the end of the 9th week of the semester for semester-length classes. Withdrawal dates for Summer classes and courses less than semester-length vary. Information regarding a specific class is available on the student Schedule/Bill, at www.sbcc.edu/classes or from Admissions & Records. Students failing to officially withdraw by the stated deadlines will receive an evaluative grade.

Students needing to withdraw after the withdrawal deadline due to extenuating circumstances (verified cases of accidents, illnesses or other circumstances beyond the control of the student) may submit a Petition for Wavier of College Regulations (www.sbcc.edu/forms) to the Scholastic Standards Committee for review and adjudication. Official supporting documentation is required for consideration.

Withdrawal from Semester-Length Classes

1. A student may initiate a withdrawal from a full semester-length class at any time prior to the end of the 9th week. Students are encouraged to consult with the instructor concerning the withdrawal, but the instructor may not withhold the "W."
2. An instructor may drop a student for excessive unexcused absences at any time prior to the end of the 9th week of the semester. Absence is considered excessive if a student misses more than the equivalent of one week of classes during the semester. After the 9th week, the instructor must give an evaluative grade (A-F), or Pass/No Pass, if appropriate forms are on file.
3. A student who remains in a class beyond the end of the 9th week must receive a grade other than a "W."
4. The "W" shall not be used in calculating grade point averages, but excessive "W"s shall be used as a factor in progress probation and disqualification procedures.

5. Students will be blocked from registering in courses in which they have four previously recorded "W" notations. Students may petition Admissions & Records for exceptions (www.sbcc.edu/forms).
6. If a student officially withdraws prior to the course census date, no notation will be recorded on the transcript.
7. A student activated for military service may receive a military withdrawal (MW) at any time during the semester. Contact Admissions & Records. Military withdrawals will not factor into progress probation and disqualification.