



**Section III**  
**GRADUATION REQUIREMENTS**

## ASSOCIATE DEGREE

### PHILOSOPHY FOR THE ASSOCIATE DEGREE

The awarding of an associate degree is intended to represent more than an accumulation of units. It symbolizes the successful attempt on the part of the district to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively, both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding.

### GRADUATION REQUIREMENTS FOR THE ASSOCIATE DEGREE

All programs of study leading to completion of a Certificate, A.S. degree, or A.A. degree require careful planning with the assistance of a counselor from the beginning. Students interested in career and technical education (formerly occupational education) will want to follow the requirements of a specific certificate or A.S. degree leading directly to a career. Students who plan to transfer to a bachelor's degree granting institution should consult a counselor to determine the specific courses required for admission to their four-year institution of choice.

Students may earn an A.A. / A.S. degree with an emphasis in one of the eight areas of emphasis and enter the workplace or transfer to a four-year institution with enhanced skills in critical thinking and written and oral communication. Students intending to transfer to a bachelor's degree granting institution can use one of these eight areas to fulfill many lower division major requirements while taking additional transferable courses in closely related areas of study.

The governing board of Riverside Community College District shall confer the degree of associate in one of the eight areas of emphasis upon the student who has demonstrated competence and who has completed the following requirements:

#### I. RESIDENCE REQUIREMENT

In order to receive an A.A. / A.S. degree from Riverside Community College District, a student must complete 15 units in residence at any campus within the Riverside Community College District. To receive a certificate, a student must complete a minimum of fifty percent (50%) of the required units at Riverside Community College District.

#### II. ACADEMIC COURSEWORK TAKEN AT OTHER COLLEGES AND UNIVERSITIES

Official transcripts from all schools and colleges attended must be dated within the preceding 90 days/3 months, be in their original sealed envelope, and be submitted to the Admissions and Records office. Course credit is accepted from all regionally accredited institutions as listed in the *AACRAO Handbook*. Credits from institutions, which are in candidacy status, will be accepted after full accreditation is granted. The two years preceding full accreditation will also be applicable towards the A.A. / A.S. Degree. Honors for graduation will be calculated in the same manner.

#### III. GRADE POINT AVERAGE REQUIREMENT

A student must have a minimum grade point average of not less than 2.0 ("C" average) in work taken at Riverside Community College District. In addition, overall grade point average, including units from

both RCCD and work attempted at all accredited colleges attended, must be not less than 2.0.

#### IV. UNIT REQUIREMENT

The associate degree requires a minimum of 60 units of college work, of which 18 semester units are in one of the eight areas of emphasis listed below. Students must also complete a minimum of 23 semester units ([see section VI. General Education Requirements](#)) in the following categories: Natural Sciences (3 units), Social and Behavioral Sciences (6 units), Humanities (3 units), Language and Rationality (10 units). While students wishing to transfer to a four-year university can fulfill the transfer requirements by completing a certificate of achievement in California State University General Education (CSUGE) or in Intersegmental General Education Transfer Curriculum (IGETC), they are encouraged to complete an associate degree.

## ASSOCIATE OF ARTS

### ADMINISTRATION AND INFORMATION SYSTEMS

Administration/Information Systems entails the study of theories, procedures and practices and the acquisition of skills necessary to function productively and effectively in an administrative work environment. Career paths chosen by students pursuing undergraduate studies in Administration/Information Systems typically include managerial positions in business and the public sector, administrative support positions, customer service, sales, accounting/bookkeeping and public relations.

Students completing associate degrees in Administration/Information Systems may obtain entry-level positions in the above career fields or may choose to transfer to a four-year college or university to pursue a bachelor's degree in business, accounting, public administration, management information systems or related fields.

#### PROGRAM LEARNING OUTCOMES:

Students possessing an associate degree in Administration/Information Systems can be expected to demonstrate achievement of the following learning outcomes:

1. Categorize basic administrative terms, theories and principles;
2. Demonstrate basic understanding of economic systems, i.e., the manner in which goods are produced and distributed in a society and the means by which economic growth is achieved and sustained;
3. Understand and apply fundamental management principles, such as profit/loss, balancing accounts, conflict resolution, effective customer relations and time management;
4. Perform functions such as preparation of memoranda, utilization of spreadsheets, adherence to schedules and responding effectively to changes in the work environment;
5. Implement the fundamental concepts from courses in business, public administration, economics and/or information systems; and
6. Locate, process, and utilize information effectively.

*The student must successfully complete 18 units of study.*

## INCLUDED DISCIPLINES AND COURSES:

**Required Courses (9 units, selected from the following):**

Accounting (ACC): 1A

Business Administration (BUS): 10, \*\*18A

Computer Information Systems (CIS): 1A

Economics (ECO): 7, 7H, 8

Political Science (POL): 8

**Electives Courses (9 additional units, selected from the following):**

Accounting (ACC): 1A, 1B, 38

Business Administration (BUS): 10, \*\*18A, \*\*18B, \*20, 22

Computer Information Systems (CIS): 1A, 1B, 2, 3, 5

Computer Applications and Office Technology (CAT): 3, 31

Economics (ECO): 4, 6, 7, 7H, 8

Library (LIB): 1

Management (MAG): 44

Marketing (MKT): 20

Political Science (POL): 6, 8

Speech Communications (SPE): 1, 1H, 6, 9, 9H, 12, 13

**A course may only be counted once.****\*\*Credit limitation:** UC will accept a maximum of one course for transfer**COMMUNICATION, MEDIA, AND LANGUAGES**

Communications is the study of how humans construct meanings through interactions. Courses in this area may focus on the knowledge and skills needed to communicate effectively in oral, written, or visual forms; on the study of language and culture; and/or on a critical understanding of the structures and patterns of different kinds of communication as they affect individuals and society. Studies in *Communication, Media, and Languages* is designed for students interested in pursuing further studies in English, Journalism, Mass Communication, Media Studies, Speech Communication, and World Languages at four-year colleges and universities. It may be useful for students interested in pursuing careers in communications, graphic design, journalism, law, marketing, public relations, radio and television, translating, and writing, among others.

## PROGRAM LEARNING OUTCOMES:

Students possessing an associate degree in Communication, Media and Languages can be expected to demonstrate achievement of the following learning outcomes:

1. Analyze college level texts to understand and apply themes and evidence in appropriate communication formats.
2. Evaluate purpose and audience to create well-developed, supported, and stylistically fluent responses in written or verbal form.
3. Evaluate and apply appropriate evidence in support of arguments made in different forms of communication.
4. Recognize and understand the role of nonverbal, verbal, interpersonal, visual, mass media, and cultural indicators inherent in different communication mediums.
5. Understand how socioeconomic and cultural factors work in constructing knowledge in different forms of communication.

6. Use a variety of research methods to collect and evaluate sources and evidence to apply in various forms of communication.

**The student must successfully complete 18 units of study across 3 disciplines; 9 units must be taken in a single discipline.**

## INCLUDED DISCIPLINES AND COURSES:

Anthropology (ANT): 8

Applied Digital Media (ADM): 1

English (ENG): 1A, 1AH, 1B, 1BH, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 21, 22, 23, 25, 26, 30, 35, 37, 38, 39, 40, 41, 44, 45, 48, 49

Film, Television and Video (FTV): 12, 44, 45, 65

Journalism (JOU): 1, 2, 7, 12, 20, 45, 52

Library (LIB): 1

Photography (PHO): 12

Speech Communication (SPE): 1, 1H, 2, 3A, 5, 6, 7, 9, 9H, 10A, 10B, 11, 12, 13, 19

World Languages includes:

Arabic (ARA): 1, 2, 3, 8, 11

American Sign Language (AML): 1, 2, 3, 4, 5, 10, 11, 12, 13, 14, 20, 21, 22, 23

Chinese (CHI): 1, 2, 11

French (FRE): 1, 2, 3, 4, 8, 11

German (GER): 1, 2, 3, 4, 11

Greek (GRK): 1, 2

Italian (ITA): 1, 2, 3, 11

Japanese (JPN): 1, 2, 3, 4, 11

Korean (KOR): 1, 2, 11

Latin (LAT): 1, 2

Portuguese (POR): 1, 2

Russian (RUS): 1, 2, 3, 11

Spanish (SPA): 1, 1A, 1B, 1H, 2, 2H, 3, 3N, 4, 8, 11, 12, 13, \*51, \*52, \*53

**FINE AND APPLIED ARTS**

The Associate Degree in Fine and Applied Arts offers a rich variety of courses to acquaint students with the creation of and performance in the arts from a global perspective. The courses in this area examine the nature of the fine and applied arts through analysis, synthesis, composition, performance and technical development. Students will develop techniques appropriate to the art form, engage in the production and performance of the arts, examine aesthetic valuing, and participate in creative expression.

This area of emphasis is designed for students interested in exploring a variety of art forms including digital media, creative writing, dance, film, graphic design, music, photography, speech communication, television, theatre, video and the visual arts.

## PROGRAM LEARNING OUTCOMES:

Students possessing an Associate of Arts Degree in Fine and Applied Arts can be expected to demonstrate achievement of the following program learning outcomes:

1. Demonstrate basic knowledge and skills (technique) in one discipline of the fine and applied arts. These include fundamentals of the field in terms of practice, history, analysis and their applications and technical ability in one discipline to create, sustain, and evolve a personal vision and/or purpose.

2. Develop a personal vision and/or purpose—sometimes called “artistic voice”—that is evident in terms of work produced and manifested in a portfolio, performance, exhibition, or other presentation.
3. Generate and apply original ideas and methods to discover, create and communicate specific artistic content.
4. Demonstrate conceptual acuity, clarity, imagination, and technical ability to combine, integrate, and synthesize elements into works in ways that enhance their communicative powers.

**The student must successfully complete 18 units of study across a maximum of 3 disciplines with 9 units from a single discipline.**

#### INCLUDED DISCIPLINES AND COURSES:

Applied Digital Media (ADM): 1, \*30, \*64, \*67, \*68, \*70, \*71, \*72, \*73, \*74, \*76, \*77A, \*77B, 80, 81, \*88, \*89, 200  
 Art (ART): 1, 2, 5, 6, 6H, 7, 8, 9, 10, 12, 15, 15A, 15B, 16, 17, 18, 20, 21, 22, 23, 24, 25, 26, 27, 28, 30, 34, 35, 36, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 200  
 Dance (DAN): 3, 4, 5, 6, 7, 8, 9, D9, D10, D11, D12, D13, D14, D15, D16, D17, D18, D19, D20, D21, D22, D23, D24, D25, D30, D32, D37, D38, D39, D43, D44, D45, D46, D47, D48, D49, D51, D60  
 English (ENG): 11, 12, 13, 17, 38, 39, 49  
 Film, Television, and Video (FTV): 38, 41, 42, 43, 44, 45, 46, 48, 51, 52, 53, 60, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72  
 Music (MUS): 3, 4, 8A, 8B, 19, 22, 25, 26, 27, 28, 29, 30, 31, 32, 33, 35, 36, 37, 38, 39, 41, 42, 43, 44, 48, 49, 50, 51, 52, 53, 54, 55, 57, 61, 65, 77, 89, 92, 93, P12, P36, P44  
 Photography (PHO): 8, 9, 10, 17, 20, 200  
 Speech Communication (SPE): 1, 1H, 2, 3A, 7, 10, 11, 19  
 Theatre (THE): 2, 3, 4, 5, 6, 25, 26, 29, 30, 32, 33, 34, 35, 36, 37, 38, 39, 41, 44, 46, 48, 49, 50, 51, 52, 54

#### HUMANITIES, PHILOSOPHY, AND ARTS

*Humanities, Philosophy, and Arts* examines human values and experience within a wide range of cultures, across the globe, and over the course of history. Students will study, interpret, and evaluate classic works in architecture, art, literature, music, philosophy, religion, rhetoric and the theater, and they will encounter questions to which there are multiple plausible answers. The study of language, philosophy, and rhetoric provides crucial tools for understanding and interpreting human knowledge and experience. Students pursuing the program in the *Humanities, Philosophy, and Arts* will enhance their skills in critical thinking and both oral and written communication. The *Humanities, Philosophy, and Arts* program prepares students for further study in the arts, history, humanities, literature, philosophy, speech communication and/or world languages at a four-year baccalaureate institution and provides an excellent foundation for students interested in administration, communications, law, public service, and teaching.

#### PROGRAM LEARNING OUTCOMES:

Upon completion of this program, students will be able to:

1. Interpret key philosophical, religious and literary texts, as well as creative works, in historical and cultural contexts and express that interpretation persuasively in oral and/or written form.
2. Analyze the role and use of language, rhetoric and/or the arts

in informing and contextualizing human experience.

3. Analyze the role and use of the arts (literature, music, theatre, dance, and the fine arts) as a reflection of the culture in which it appears.
4. Evaluate the role of individual human agency in history.
5. Research and write critical interpretive essays demonstrating a high skill level

**The student must successfully complete 18 units of study across 3 disciplines; 9 units must be taken in a single discipline. Up to 3 units may be taken in a studio course.**

#### INCLUDED DISCIPLINES AND COURSES:

Anthropology (ANT): 7, 8  
 Architecture (ARE): 36  
 Art (ART): 1, 2, 5, 6, 6H, 7, 8, 9, 10, 12  
 Dance (DAN): 3, 6  
 English (ENG): 1B, 1BH, 6, 7, 8, 9, 10, 14, 15, 16, 18, 21, 22, 23, 25, 26, 30, 35, 37, 40, 41, 44, 45, 48  
 Film, Television and Video (FTV): 12, 65  
 History (HIS): 1, 2, 4, 5, 6, 6H, 7, 7H, 8, 9, 14, 15, 21, 22, 25, 26, 28, 29, 30, 31, 34, 35  
 Humanities (HUM): 4, 4H, 5, 5H, 8, 9, 10, 10H, 11, 16, 18, 23, 35  
 Library (LIB): 1  
 Music (MUS): 19, 20, 21, 22, 25, 26, 89  
 Philosophy (PHI): 10, 10H, 12, 13, 14, 15, 19, 20, 21, 22, 32, 33, 35  
 Political Science (POL): 11  
 Speech Communication (SPE): 1, 1H, 2, 3A, 5, 7, 9, 9H, 11, 12, 13, 19  
 Theatre (THE): 3, 29  
 World Language, including:  
 Arabic (ARA): 1, 2, 3, 8, 11  
 American Sign Language (AML): 1, 2, 3, 4, 5, 10, 11, 12, 13, 14, 20, 21, 22, 23  
 Chinese (CHI): 1, 2, 11  
 French (FRE): 1, 2, 3, 4, 8, 11  
 German (GER): 1, 2, 3, 4, 11  
 Greek (GRK): 1, 2  
 Italian (ITA): 1, 2, 3, 11  
 Japanese (JPN): 1, 2, 3, 4, 11  
 Korean (KOR): 1, 2, 11  
 Latin (LAT): 1, 2  
 Portuguese (POR): 1, 2  
 Russian (RUS): 1, 2, 3, 11  
 Spanish (SPA): 1, 1A, 1B, 1H, 2, 2H, 3, 3N, 4, 8, 11, 12, 13, \*51, \*52, \*53, \*85, \*96, \*97

Applicable studio courses include (Note that some classes are less than three units.):

Art (ART): 15, 15A, 15B, 16, 17, 18, 20, 21, 22, 23, 24, 25, 26, 27, 28, 30, 34, 35, 36, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 200  
 Dance (DAN): 7, 8, 9, D9, D10, D11, D12, D13, D14, D15, D16, D17, D18, D19, D20, D21, D22, D23, D24, D25, D30, D32, D37, D38, D39, D43, D44, D45, D46, D47, D48, D49, D51, D60-67  
 English (ENG): 11, 12, 17, 38  
 Music (MUS): 38, 39, P12  
 Speech Communication (SPE): 10A, 10B  
 Theatre (THE): 2, 4, 5, 6, 25, 26, 30, 32, 33, 34, 35, 36, 37, 38, 41, 50, 51, 52, 54

**PHYSICAL EDUCATION, HEALTH AND WELLNESS**

These courses emphasize the principles for the growth and development of a healthy lifestyle. Students will acquire the knowledge and understanding of these principles to integrate and promote personal, individual or group behavior conducive to the maintenance or restoration of mental and physical wellness. This emphasis will provide students with an understanding of physical skills and their development related to physical activity, exercise and sport. Students will also acquire knowledge of decision making and problem solving strategies for self-management as it pertains to leading a productive and healthful lifestyle. This area of emphasis is designed for students interested in making positive life choices and in the study of health, nutrition, and wellness; physical education/kinesiology; athletic training; sport performance, officiating and coaching; career planning and life management; and the biology, anatomy and physiology of the human body.

Students who work closely with their counselor may use this emphasis area to prepare to transfer to four year institutions in majors such as Health Science, Nutrition, Physical Education/Kinesiology, Exercise Science, and Recreation and Leisure Studies. Some careers such as Athletic Trainer, Physical Therapist, Exercise Physiologist, Sport Nutritionist, and Physical Education and Health Education teachers may require education beyond the Bachelor's Degree.

**PROGRAM LEARNING OUTCOMES:**

Upon completion of this emphasis area, the student will be able to:

1. Demonstrate understanding of the impact life choices have on overall human health and apply this knowledge to maintain healthful living appropriate to the situation.
2. Recognize the positive impact of physical activity in fostering optimal health and apply this knowledge to lifestyle choices.
3. Recognize and understand the role of individual decision-making processes to the development of strategies concerning personal health and wellness.

**The student must successfully complete 18 units of study.**

**INCLUDED DISCIPLINES AND COURSES:**

**Required Courses (take 3 units in each of the two disciplines):**

Health Science (HES): 1

Physical Education/academic courses (PHP): 4, 6, 8, 10, 12, 16, 17, 18, 24, 25, 26, 27, 28, 29, 30, 33, 34, 35, 36, 38, 47

**Elective Courses (12 additional units, selected from the following):**

Anatomy and Physiology (AMY): 2A, 2B, 10

Biology (BIO): 17, 30, 34

Early Childhood Education (EAR): 26

Guidance (GUI): 45, 46, 47, 48

Physical Education/academic courses (PHP): 4, 6, 8, 10, 12, 16, 17, 18, 24, 25, 26, 27, 28, 29, 30, 33, 34, 35, 36, 38, 47

Physical Education/activity courses (PHP): A03, A04, A05, A07, A09, A10, A11, A12, A13, A15, A16, A17, A20, A21, A28, A29, A30, A31, A33, A34, A36, A40, A41, A43, A44, A46, A47, A50, A51, A52, A53, A54, A55, A57, A60, A61, A62A, A63, A64, A67, A68, A69, A70, A74, A75, A77, A78, A80, A81, A82, A83, A85, A86, A87, A88, A89, A90, A92, A94, A95

Physical Education/varsity courses (PHP): V01, V02, V04, V05, V06, V07, V08, V09, V10, V11, V12, V14, V18, V19, V20, V21, V22, V23, V24, V25

**A course may only be counted once except for PHP activity or varsity courses.**

**SOCIAL AND BEHAVIORAL STUDIES**

Social and Behavioral Studies is a collection of academic disciplines dedicated to the scholarly study of the human experience. As a comprehensive and multidisciplinary area of study, Social and Behavioral Studies will afford the student an opportunity to explore and examine the nature and multitude of interactive relationships amongst and between individuals and between the individual and their social environment; ranging from the development of the individual, to the nuances of interpersonal interaction, to the dynamic structures of national and global communities. Ultimately, the student of Social and Behavioral Studies will gain a heightened awareness of the nature of their individuality, attain a greater understanding and appreciation of the complexities and diversity of the world in which they live and become better equipped to succeed in an increasingly diverse and complex society.

Career paths typically chosen by undergraduate students emphasizing Social and Behavioral Studies include: Law Enforcement, Law, Human Relations, Human Resources, Social Work, Professional Childcare and Public Service Agencies, Teaching across the educational and academic spectrum, Consultation in the public and private sectors, Governmental Advisors, Speechwriting, and both domestic and international business professions.

**PROGRAM LEARNING OUTCOMES:**

Upon completion of this area of emphasis, the successful student should be able to:

1. Demonstrate a knowledge and understanding that the development, maintenance, and adaptation of the individual self and the personality is a product of the interaction between the individual and their social environment.
2. Demonstrate a breadth of knowledge of the social and cultural environments at the local, regional and global levels.
3. Demonstrate a working knowledge of the many facets and intricacies of social interaction from the intrapersonal, to the interpersonal to the societal levels.
4. Demonstrate an ability to apply the theories and principles of human development, human interaction, cultural diversity, and global awareness to their everyday lives.

**The student must successfully complete 18 units of study across a minimum of 3 disciplines listed below.**

**INCLUDED DISCIPLINES AND COURSES:**

Administration of Justice/Justice Studies (ADJ): 1, 2, 3, 4, 5, 8, 9, 13, 14, 15, 30

Administration of Justice/Law Enforcement (ADJ): 6, 16, 18, 20, 21, 22, 23, 25

Anthropology (ANT): 1, 2, 3, 4, 5, 6, 7, 8, 10, 21

Border Studies (BOR): 31

Early Childhood Education (EAR): 19, 20, 28, 33, 40, 42, 43, 47

Economics (ECO): 4, 5, 6, 7, 7H, 8

Geography (GEG): 2, 3, 4, 6

Human Services (HMS): 4, 5, 6, 7, 8, 13, 14, 16, 18, 19

Library Science (LIB): 1

Political Science (POL): 1, 1H, 2, 2H, 3, 4, 4H, 5, 6, 7, ABCD, 8, 10A, 10B, 10C, 10D, 11, 12, 13, 14

Psychology (PSY): 1, 9, 33, 35

Sociology (SOC): **1, 2, 3, 10, 12, 15, 20, 22, 35, 45, 49**  
 Speech Communication (SPE): **1, 1H, 2, 3A, 5, 6, 9, 9H, 10A, 10B, 12, 13**

All courses in regular font are transferable to CSU with the courses in **bold** being transferable to both CSU and UC. Courses designated with a (\*) are not transferable.

## ASSOCIATE OF SCIENCE

### CAREER AND TECHNICAL PROGRAMS

The Associate of Science Degree in Career and Technical Programs will be awarded upon completion of the requirements for the certificate or program of 18 units or more plus completion of the graduation requirements as described in the catalog, as well as electives, totaling 60 units of college work as required for the associate degree. Specific requirements for each program are listed in pages 67-96 of the catalog.

### MATH AND SCIENCE

These courses emphasize the natural sciences, which examine the physical universe, its life forms, and its natural phenomena. Courses in Math emphasize mathematical, analytical, and reasoning skills beyond the level of intermediate algebra. Courses in science emphasize an understanding of the process of science and the scientific method. All courses emphasize the use of mathematics and science as investigative tools, the role of mathematics and science as part of human civilization and society, and the inherent value of both inductive and deductive reasoning as part of the human experience.

This area of emphasis is designed for general education students, as well as students interested in mathematics or sciences as a possible career path, with career opportunities included in mathematics, chemistry, physics, biology, ecological/earth sciences, geology, engineering, computer science, electronics, oceanography, microbiology, kinesiology/ exercise science and the medical sciences.

### PROGRAM LEARNING OUTCOMES:

Students possessing an associate degree in Math and Science can be expected to demonstrate achievement of the following learning outcomes:

1. Apply the basic operations of mathematics on the set of real and complex numbers, expressions, and equations.
2. Apply the principles of the scientific method, including the use of inductive and deductive reasoning to pose, test, and accept or reject hypothesis.
3. Recognize and determine the role of mathematics and the sciences as investigative and reasoning tools of human societies.

**The student must successfully complete 18 units of study.**

### INCLUDED DISCIPLINES AND COURSES:

**Required Courses (Take one course in each of the 3 categories, including one course with a lab):**

Mathematics (MAT): **1A, 4, 5, 10, 11, 12, 12H, 25**

Physical Sciences: Astronomy (AST) **1A**, Chemistry (CHE) **1A, 1AH, 2A, 10**, Geography (GEG) **1, 1H, 1L**, Geology (GEO) **1, 1L, 3**, Oceanography (OCE) **1**, Physical Science (PHS) **1**, Physics (PHY) **2A, 4A**

Life Sciences: Anatomy (AMY) **2A**, Biology (BIO) **1, 2A, 5, 7, 8, 9,**

**11, 34, 36**, Microbiology (MIC) **1**

**Elective Courses (The remaining units may be taken from any of the following courses):**

Anatomy and Physiology (AMY): **2A, 2B**, 10

Anthropology (ANT): **1**

Astronomy (AST): **1A, 1B**

Biology (BIO): **1, 2A, 2B, 3, 5, 6, 7, 8, 9, 10, 11, 12, 17, 30, 34, 36**

Chemistry (CHE): **1A, 1AH, 1B, 1BH, 2A, 2B, 3, 10, 12A, 12B, 17**

Computer Information Systems (CIS): **5, 17A, 17B, 17C, 18A, 18B, 18C**

Electronics (ELE): 21, 22, 23, 24, 25

Engineering (ENE): 1A, 1B, **10, 17, 20**, 21, **22, 23**, 26, 27, 28, 30, 31, **35, 45**

Geography (GEG): **1, 1L, 1H, 5**

Geology (GEO): **1, 1L, 1B, 3**

Geographic Information Systems (GIS): **1**

Health Science (HES): **1**

Mathematics (MAT): **1A, 1B, 1C, 2, 3, 4, 5, 10, 11, 12, 12H, 25, 32, 36**.

Microbiology (MIC): **1**

Oceanography (OCE): **1, 1L**

Physical Science (PHS): **1, 5, 17**

Physics (PHY): **2A, 2B, 4A, 4B, 4C, 4D, 10, 11**

Psychology (PSY): **2**

### **A course may only be counted once.**

All courses in regular font are transferable to CSU with the courses in **bold** being transferable to both CSU and UC. Courses designated with a (\*) are not transferable.

### **DEGREE CHANGE ALERT!**

The math and English competency requirements for the associate degree will be changing beginning in fall 2009. All new students and all other students who are returning after a break in their continuous enrollment will be required to get a "C" or better in English 1A and Math 35 to complete the associate degree. Students who maintain continuous enrollment as defined in "Catalog Rights" will be able to fulfill this requirement by completing the previous requirements of Eng 50 and Math 52.

### **V. BASIC SKILLS COMPETENCY REQUIREMENT (0-7 UNITS)**

- A. Students must demonstrate minimum proficiency in mathematics by obtaining a satisfactory first-time score on an appropriate examination, (recommended by the math department) and approved by the curriculum committee, or by the successful completion of a Riverside Community College District mathematics course, with a "C" or higher, selected from Math 1-49, or the equivalent.
- B. Students must demonstrate reading competency by obtaining:
  1. a satisfactory score on RCCD's placement test equivalent to placement in college level reading;  
OR
  2. completion of Reading 83 with a "C" or higher;  
OR
  3. a minimum grade of "C" in each general education course;  
OR
  4. satisfactory reading score on a standardized reading

test approved by the English department. Students who do not meet Riverside Community College District's reading competency requirement should enroll in a reading class within their first 18 units undertaken at the college.

5. Students who have completed an associate's or higher degree at an accredited institution are exempt from the reading competency requirement. Waivers may also be granted on a case-by-case basis.

- C. Students must demonstrate basic competency in writing by successfully completing the general education requirements of English 1A or 1AH with a "C" grade or better.

## VI. GENERAL EDUCATION REQUIREMENTS

General education is designed to introduce students to a breadth of study through which people comprehend the modern world. It reflects the conviction of Riverside Community College District that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. Students must complete a minimum of 23 semester units as outlined in the following categories. Special workshop classes (numbered in the 100 series) cannot be used to fulfill general education requirements. The following basic skills courses are non-degree applicable: English 60AB, 60A1, 60A2, 60A3, 60A4, 90B; English as a Second Language 51, 52, 53, 71, 72, 90 A-K, 91, 92, 95, Mathematics 63, 64, 65, 90 A-F, 98; and Reading 81, 82, 83, 86, 87, 95.

The following courses are also non-degree applicable: Art 95 to 99; Computer Applications and Office Technology 99 ABCDE; English 85; English as a Second Language 65; Guidance 95; Nursing (Continuing Education) 81, 83; Spanish 85; Speech 52 and practicum numbered 96, 96A and 97.

### A. NATURAL SCIENCES (3 UNITS)

Any course for which the student is eligible in anatomy and physiology, Anthropology 1, astronomy, biology, chemistry, Geography 1 or 5/Physical Science 5, geology, microbiology, oceanography, physical science, physics and Psychology 2. Waiver for this requirement will be granted for Cosmetology 60C, and Electronics 21 or 22.

### B. SOCIAL AND BEHAVIORAL SCIENCES (6 UNITS)

1. American Institutions (3 units)  
History 6 or 6H, 7 or 7H, 8, 9, 15, 26, 28, 29, 30, 31, 34, 53  
or  
Political Science 1 or 1H, 5  
AND
2. Social and Behavioral Sciences (3 units)  
Any course for which the student is eligible in anthropology (except Anthropology 1), economics, geography (except Geography 1 and 5), history (except as listed in "1" above), human services, military science, political science (except as listed), psychology (except Psychology 2), and sociology.

### C. HUMANITIES (3 UNITS)

Any course for which the student is eligible in American Sign Language 1, Architecture/Engineering 36, art, dance, English, foreign languages, History 1, 2, 4, 5, humanities, music, philosophy

(except Philosophy 11 and 32), Photography 8, Speech 7, theater arts, and film, television and video.

## D. LANGUAGE AND RATIONALITY (10 UNITS)

1. English composition (4 units).  
Courses fulfilling the written composition requirement include both expository and argumentative writing. The English composition requirement may be met by English 1A or English 1AH, with a grade of "C" or better.
2. Communication and analytical thinking (6-8 units)  
Courses fulfilling this requirement include oral communication, mathematics, logic, statistics, computer languages and programming. Students must complete one course from two of the following areas:  
Computer Information Systems 1A through 30  
English 1B or 1BH  
Mathematics 1-49  
Philosophy 11, Philosophy/Math 32  
Speech 1, 1H, or 9

## VII. ADDITIONAL DEGREE REQUIREMENTS

- A. Health Education (3 Units)  
Health Science 1 or completion of the DEH, EMS, PA, RN or VN program.
- B. Self Development (2 or 3 units)
  1. Physical Education (two activities courses)  
Any course with an A or V, or any Dance class with D is considered an activity class. The following classes have a laboratory component and may be counted as one of the two activity courses required.
 

PHP-6	Physical Education for Elementary and Pre-School
PHP-29	Soccer Theory and Practice
PHP-42	Lifeguard and Water Safety Instructor's Certification
PHP-47	Hiking and Backpacking
DAN-3	World Dance Survey
DAN-5	Movement Education for Elementary and Pre-School
MUS-45	Marching Band Woodwind Methods
MUS-46	Marching Band Brass Methods
MUS-47	Marching Band Percussion Methods
MUS-48	Marching Band
MUS-59	Winter Marching Band Clinic
MUS-60	Summer Marching Band Clinic
MUS-61	Auxiliary Marching Units
OR	
  2. Fitness and Wellness (3 units)
 

PHP-4	Nutrition
PHP-30	First Aid and CPR
PHP-35	Foundations for Fitness and Wellness
PHP-36	Wellness: Lifestyle Choices

**NOTE:** Students are exempt from the Self Development requirement when they complete the Cosmetology program, the Registered or Vocational Nursing Program, the Basic Peace Officer Training Academy, the Firefighter Academy, the EMS Program, or the Physician Assistant program.



### VIII. CERTIFICATE PROGRAM

Students who have satisfied the requirements for a certificate of achievement while completing the requirements for an Associate of Science Degree will be awarded a certificate, and notation of the award will be indicated on the student record. Fifty percent of the coursework required in any certificate pattern must be completed at Riverside Community College District.

### IX. PETITION FOR GRADUATION (DEGREE OR CERTIFICATE)

Students may apply for degrees and certificates during the following application periods:

Summer – First day of Summer Term through July 15 to apply for Summer 2009, Fall 2009, Winter 2010, Spring 2010

Fall – First day of Fall term through October 15 to apply for Fall 2009, Winter 2010, Spring 2010

Winter – First day of Winter term through February 1 to apply for Winter 2010, Spring 2010

Spring – First day of Spring term through April 1 to apply for Spring 2010

Students who apply during these periods may participate in the Commencement ceremony as long as they are missing no more than 9 units to graduate.

Students who want to participate in the commencement ceremony must file their application by April 1<sup>st</sup>. Students applying for a degree must pay a \$5.00 diploma fee at the time of application. In order to receive a diploma or a certificate, all fees must be paid in full.

### X. SECOND DEGREES

Students may earn one Associate of Arts Degree, one Associate of Science (General A.S.) Degree, and any occupational Associate of Science Degree for which they qualify. This means that a student may qualify for more than one degree during any one given term. Students who complete and apply for a degree within the same academic year will be awarded the degree effective the term in which all requirements are met.

Students who have met degree requirements in a previous academic year and have not maintained continuous enrollment will be awarded the degree in the term in which the application is submitted, provided all current degree requirements are met.

### XI. CATALOG RIGHTS

Graduation requirements apply to students who are enrolled for any term (summer, fall, winter, spring) indicated by this catalog ~ Summer 09 through Spring 10. Students who enrolled prior to this current year and who have maintained continuous enrollment have the option of meeting the current requirements or those in effect at the time their continuous enrollment began. Continuous enrollment is defined as attendance of one term during each academic year.

### SCHOLASTIC HONORS AT COMMENCEMENT

Honors at commencement will be awarded to students with a cumulative GPA of 3.30 or higher. Their names are listed in the commencement program as receiving the Associate Degree with Distinction (3.30 GPA)

or with Great Distinction (3.70 GPA). A gold tassel will be worn by students graduating with honors. Coursework taken during the final spring semester will not be used to calculate honors at commencement. Grade point averages are not rounded up. The cumulative GPA includes coursework taken at Riverside Community College District and at all other accredited institutions.

### DEAN'S LIST

Each semester, those students who have demonstrated outstanding scholastic achievement by completing at least 12 units of credit-graded work in one semester or 12 units of credit-graded work earned in no more than one academic year (Fall, Winter and Spring, with Summer being excluded) with a grade point average of 3.0 or better (completed units will be considered only once for a particular Dean's List) will be recognized by a letter from the Dean of Instruction.

### ACADEMIC APPEALS BY STUDENTS

When a student takes issue with an instructional decision or an application of a stated policy, the student should first discuss this matter with the faculty member who made the decision or applied the policy. If the matter cannot be resolved through this initial discussion, the student has the right to appeal the decision or application through regular college channels. See [Board Policy 6080](#) for details.

For academic matters related to class activities, requirements, and evaluation, the student should first discuss the matter with the instructor. If an appeal is desired, the student then should take the matter up with the appropriate department chair responsible for the instructional area. If further appeal is requested, the student can continue the process by meeting with the Dean of Instruction. If the problem cannot be resolved at that level, the student should then present the problem to the Chief Instructional Officer who will first attempt an informal resolution of the problem, and that failing will establish a formal ad hoc committee to review the matter and to recommend action. Upon receipt of the committee's recommendation, the Chief Instructional Officer submits a decision in writing. Appeal may be made to the Chief Executive Officer. The final appeal a student can make is to the College Board of Trustees.

In non-academic matters, the appeal procedure is comparable, but is made through the appropriate student personnel administrator to the Dean of Student Services, Chief Services Officer and thence to the Chief Executive Officer. The final appeal a student can make is to the Board of Trustees.

Information on students' rights and responsibilities, expected standards of conduct, disciplinary action and the student grievance procedure can be found in the Student Handbook.

### STANDARDS OF CONDUCT

Students enrolled at Riverside Community College District assume an obligation to conduct themselves in a manner compatible with the college's function as an educational institution. Students shall refrain from conduct which significantly interferes with college teaching or administration, or which endangers the health or safety of the members of the college community, or of visitors to the campus, and from disorderly conduct on the college premises or at college related or college sponsored activities. Misconduct on the part of students is just cause (Education Code Sections V [76033,76120](#)) for disciplinary action. See [Board Policy 5500](#) for details.

## STANDARDS OF SCHOLARSHIP: PROBATION AND DISMISSAL

The policies of probation and dismissal are applicable to day or evening, full-time or part-time students. Students with an academic status of probation or dismissal will be limited to a maximum of 13 units during Fall/Spring semesters. Probationary students may enroll in no more than seven (7) units during intersessions. Dismissal students will be limited to one (1) course during intersessions.

### Standards for Probation

Riverside Community College District utilizes two major standards for evaluating satisfactory academic progress. These are as follows:

1. 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 he or she has earned a cumulative grade point average below 2.0 in all units which were graded on the basis of the RCCD grading scale.
2. Progress probation: A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on progress probation when the cumulative percentage of unsuccessful units attempted at RCCD reaches or exceeds 50%.
3. A student on academic probation for a grade point deficiency shall achieve good standing when the student's accumulated grade point average is 2.0 or higher.
4. A student on progress probation because of an excess of unsuccessful units attempted at RCCD shall achieve good standing when the percentage of units in this category drops below 50 percent.

A student who feels an error has been made in his academic status should make an appointment with an RCCD counselor. The counselor will review the student's academic record and either explain how the student achieved that status or, in the case of an error, notify the Dean of Student Services at their campus.

### Standards for Dismissal

Students failing to maintain satisfactory academic progress may be subject to dismissal from the college under conditions specified as follows:

1. A student who is on academic probation shall be subject to dismissal if he or she earned a cumulative grade point average of less than 2.0 in all units attempted in each of two consecutive full-term (Fall/Spring) semesters of attendance which were graded on the basis of the RCCD grading scale.
2. A student who has been placed on progress probation shall be subject to dismissal when 50% or more of all units in which the student has enrolled are recorded as entries of "F", "W", "I" and "NP" in at least two consecutive semesters (Fall/Spring) of attendance at RCCD.
3. A student shall remain on dismissal status until good standing is met by achieving a cumulative gpa of a 2.0 or higher and completing over 50% of the total number of units attempted.

4. A student who has been reinstated will immediately be subject to dismissal if the cumulative grade point average falls below a 2.0 or the number of units for which "F", "W", "I" "NP" and "NP" are recorded meets or exceeds 50%.

## GRADING SYSTEM

### Grades

Riverside Community College District uses the letter system of grading the quality of work performed by students. The following grades are used:

"A", excellent; "B", good; "C", satisfactory; "D", passing, less than satisfactory; "F", failing; "I", incomplete; "IP", in progress; "RD", roll delayed; "CR", credit; "P", pass; "NC", no credit; "NP", no pass; "W", formal withdrawal from the college or a course; "MW" (military withdrawal).

"Military withdrawal" occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. Military withdrawals are not counted in progress probation and dismissal calculations. "Ws incurred during the period between January 1, 1990 and the effective date of this paragraph, which meet the definition of military withdrawal herein, are not counted in progress probation and dismissal calculations and may be changed to "MW"s.

Students should refer to WebAdvisor for withdrawal deadlines.

An "I" is given only in cases where a student has been unable to complete academic work for an unforeseeable, emergency and justifiable reasons. The condition for removal of the "I" shall be stated by the instructor in a written agreement. A copy will be kept on file in Admissions and Records 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. A copy of this record shall be kept in the files of the appropriate department chairperson. The "I" may be made up no later than one year following the end of the term in which it was assigned. The "I" symbol shall not be used in calculating units attempted nor for grade points. The "I" symbol will be changed to the grade the instructor has predetermined, if the student does not meet the conditions of the agreement.

### Grade Points

On the basis of scholarship grades, grade points are awarded as follows: "A", 4 points per units of credit; "B", 3 points per unit of credit; "C", 2 points per unit of credit; "D", 1 point per unit of credit; "F", no points per unit of credit. On computing the grade point average, units attempted are not charged and grade points are not awarded for the following: "I", "W", "NP", "P", "IP", "RD", or "MW".

### Grade Changes

Students have one year following the term in which the grade was recorded to request a change of grade. After the one-year limit, the grade is no longer subject to change. Students must file an Extenuating Circumstances Petition (ECP) with the Admissions and Records office at one of the three campus.

### Extenuating Circumstances Petition

This petition is for students who encounter situations involving extenuating circumstances, emergencies that may affect their education records and fall outside the realm of normal college policy and procedures. Failure to be aware of deadlines and expected failure in a course are not acceptable reasons for filing an Extenuating Circumstances Petition. The student bears the burden and is responsible for showing that grounds exist for the Extenuating Circumstances Petition (ECP). Students have one year following the term in which a grade was submitted to request a change of grade.

### Auditing Classes

RCCD offers students the option of auditing courses. Instructions for auditing are as follows:

1. Students may not audit a class unless he/she has exhausted all possibilities to repeat the class for credit.
2. Permission to audit a class is done at the discretion of the instructor and with instructor's signature.
3. When auditing, student shall not be permitted to change his/her enrollment in that course to receive credit.
4. With the instructor's signature and permission, a credit student may switch his/her enrollment to audit status provided the change is completed prior to 30% of course for short term courses.
5. With the instructor's signature and permission, a student may enroll in a course for audit at any time during the semester if he/she has not enrolled in that course for credit during the same semester.
6. No student will be allowed to enroll for audit prior to the first day of the course. The first day of the course refers to the actual course meeting.
7. Credit students have priority over auditors. If a course closes after an auditor has been admitted, the auditor may be asked to leave to make room for the credit student. Instructor's discretion is strongly recommended.
8. The audit fee is \$15 per unit. Students enrolled in 10 or more semester units may audit 3 units of audit free (may be 3 one-unit courses). The \$15 per unit audit fee will automatically be charged if the student drops below 10 units.

Students wishing to audit should be aware that audited classes will not appear on the RCCD transcript. Forms and information are available at the Admissions offices on the Riverside, Moreno Valley and Norco campus.

### Pass/No Pass Classes

Discipline faculty are responsible for determining the appropriate Pass/No Pass option for each course. All sections of the course must be offered in the same manner. Courses may be offered for Pass/No Pass in either of the following categories and will be specified in the catalog:

1. Class sections wherein all students are evaluated on a Pass/No Pass basis.
2. Courses in which each student has the option to individually elect Pass/No Pass or letter grade. Students electing this option must file a petition in the Admissions office at Riverside, Moreno Valley, or Norco by the end of the fifth week of the semester or by the end of the first 30% of a shorter-than-semester term.

All units earned on a Pass/No Pass basis in accredited California institutions of higher education or equivalent out-of-state institutions

are counted in satisfaction of community college curriculum and graduation requirements.

Units earned on a Pass/No Pass basis are not used to calculate grade point averages. However, units attempted for which "NP" is recorded are considered in probation and dismissal procedures.

### Final Examinations-Final Grades

Final semester exams are required in all classes at the scheduled time and place. Failure to appear for a final examination may result in an "F" grade in the course. Final grades may be obtained on WebAdvisor or Phone Reg immediately after they are submitted by the instructor.

### Advanced Placement

Riverside Community College District recognizes the Advanced Placement Program of the College Entrance Examination Board. Students will be granted credit for Advanced Placement examinations with a score of three, four or five in specified subject areas. Advanced Placement credit is granted for the fulfillment of Riverside Community College District programs only. Other colleges or universities may have different policies concerning Advanced Placement. Therefore, the transfer institution will reevaluate the Advanced Placement scores based upon their own campus policies. For further information, see a counselor for specific subject credit areas available.

### Advanced Placement Credit

Students who have successfully completed courses in the AP Program of the College Entrance Examination Board with scores of 3, 4 or 5 may earn credit for each Advanced Placement course. Credit awarded through Advanced Placement may be used towards graduation requirements, IGETC, and CSU GE Breadth Requirement Certifications. (English 1B earned through AP may not be used to meet the Critical Thinking requirement in the IGETC Group B - Critical Thinking or the CSU GE Breadth Requirements in Area A.3, see [page 37](#) in the catalog.) Official Advanced Placement Scores should be sent to the Admissions and Records Office for official evaluation.

<u>AP COURSE</u>	<u>RCC EQUIVALENT</u>	<u>SEMESTER UNITS</u>
American History	History 6 and 7	3 + 3
Art History	Art 1 and 2	3 + 3
Art - General Portfolio	Art 22 and 24	3 + 3
Art - Drawing Portfolio	Art 17	3
Biology	Biology 1	4
Chemistry	Chemistry 1A and 1B	5 + 5
Computer Science	CIS 16	3
Economics (Macro)	Economics 7	3
Economics (Micro)	Economics 8	3
English Language and Composition	English 1A	4
English Composition and Literature	English 1A and 1B	4 + 4
Environmental Science	Bio 36	3
European History	History 5	3
French	French 1 and 2	5 + 5
German Language	German 1 and 2	5 + 5
Government and Politics	Pol Sc 1	3
Comparative Gov't.	Pol Sc 2	3
Latin		5 + 5
Math A and B	Math 1A	4
Math B and C	Math 1A and 1B	4 + 4
Music Theory	Music 4 and 5	4 + 4

Music Listening and Literature	Music 19	3
Physics B	Phys 2A and 2B	4 + 4
Physics C	Physics 4A	4
Spanish Language	Spanish 1 and 2	5 + 5
Statistics	Math 12	3

**NOTE:** Advanced Placement Examinations are reevaluated by each university or college to which you transfer. Although Advanced Placement Examinations will meet equivalent RCC course requirements for general education (IGETC and CSU GE), the school of transfer may not grant equivalent course credit.

**CREDIT BY EXAMINATION**

Credit may be granted to any student who satisfactorily passes an examination approved or conducted by the discipline or program in which a comparable course is offered. In the case of foreign languages students must complete a higher level course in order to receive credit for a lower level language course.

To be eligible to petition for credit by examination, a student must be currently enrolled, fully matriculated, in good standing and have completed not less than 12 units of work at Riverside Community College District with an overall grade point average of 2.0 (“C”). The option for credit by examination may not be available for all course offerings; contingent upon discipline curricular decisions as approved by the Office of Academic Affairs.

Students must apply for credit by examination on the appropriate petition form obtained from the Admissions office at the Riverside, Moreno Valley and Norco campuses and pay enrollment fees including out of state and/or out of country tuition where applicable.

A student may receive credit by examination in one course for each semester or summer/winter intersession in a total unit amount not to exceed 15 units. Work experience classes are excluded from credit by examination.

After the discipline faculty has determined the student’s evaluative symbol, the student will be notified and the permanent record will reflect the credit and/or grade.

Credit by examination is not treated as part of the student’s study load for any given semester, or for eligibility purposes and therefore, will not require a petition for excess study load. It is not part of the study load for Veterans’ Administration Benefits or eligibility purposes.

The student’s academic record will be clearly annotated to reflect that credit was earned by examination.

Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree.

**Credit for College-Level Examination Program (CLEP)**

A maximum of 30 units may be granted for all types of credit by examination. This includes Advanced Placement, CLEP, credit for military training and credit by exam taken at Riverside Community College District. **Credit is not allowed if coursework in the subject area has been completed or AP credit has previously been granted.** Credit granted for CLEP will not be posted on the student’s RCCD transcript and will not be used to meet IGETC or CSU General

Education Breadth Requirements for Certification. Students planning to transfer should check the policy on CLEP in the catalog of the college to which they will transfer. To apply for CLEP credit the student must have completed 12 units in residency at Riverside Community College District. An official transcript is required. For further information, contact the Counseling office.

**CLEP GENERAL EXAM**

<u>Examination</u>	<u>Passing Score</u>	<u>Credit Granted</u>	<u>General Ed. Credit</u>
English Composition	50	4 + 4	English 1A and Elective
Humanities	50	3 + 3	Arts and Humanities
Mathematics	50	3 + 3	Math 25 and Elective
Natural Sciences	50	3 + 3	Life Science and Physical Science
Social Sciences and History	50	3 + 3	Soc. Sciences and History (does not meet American History and Institutions requirements)

**SUBJECT EXAMS**

**Composition and Literature**

American Lit	50	3	English Literature Elective
Analysis and Interpretation of Literature	50	3	English Literature Elective
English Literature Freshman College	50	3	English Literature Elective
Composition	50	4	English 1A

**Foreign Languages**

College French			
Level 1	50	5 + 5	French 1 and French 2
Level 2	59	5+5+5+5	French 1, French 2, French 3, and French 4
College German			
Level 1	44	5 + 5	German 1 and German 2
Level 2	54	5+5+5+5	German 1, German 2, German 3, and German 4
College Spanish			
Level 1	50	5 + 5	Spanish 1 and Spanish 2
Level 2	63	5+5+5+5	Spanish 1, Spanish 2, Spanish 3, and Spanish 4

**Social Sciences and History**

American Government	50	3	Political Science 1
American History I	50	3	History 6
Early Colonizations to 1877			
American History II 1865 to Present	50	3	History 7
Introduction to Educational Psychology	50	3	Psychology Elective
Principles of Macroeconomics	50	3	Economics 7
Principles of Microeconomics	50	3	Economics 8
Introductory Psychology	50	3	Psychology 1
Introductory Sociology	50	3	Sociology 1
Western Civilization I			
Ancient Near East to 1648	50	3	History 4
Western Civilization II 1648 to Present	50	3	History 5

**Sciences and Math**

Calculus with Elementary Functions	50	4	Math 1A
College Algebra	50	4	Math 11
College Algebra - Trigonometry	50	4	Math Elective
Trigonometry	54	3	Math 36
General Biology	50	3	Biology 10 (no lab)
General Chemistry	50	3	Chemistry 10 (no lab)

**Business**

Information Systems and Computer Applications	50	3	CIS 1 or 1A
Principles of Management	50	3	Management 44
Introductory Accounting	50	3	Accounting 10A
Introductory Business Law	50	3	Business Elective
Principles of Marketing	50	3	Marketing 20

**Military Credit**

Two physical education units are awarded upon presentation of DD214, NOBE, or ID card for active military. Military tech schools are evaluated based on the recommendation of the ACE Guide. No credit is granted for MOS's, Correspondence courses, Internships or military specific courses. A maximum of 15 units may be awarded (two of which is the PE credit). CCAF, SMARTS, AARTS transcripts, DD214, and Certificates of Completion are used to evaluate military credit. No more than 30 units may be granted for CLEP, military training, AP, or credit by exam.

**REPEAT POLICY****Course Repetition in a Non-Repeatable Course**

Course repetition allows students to repeat classes under the following circumstances: (Title 5, Section 58161)

1. The student is repeating the course to alleviate substandard work which has been recorded on the student's record (D, F, NP, or N/C). Courses in which a substandard evaluative symbol has been assigned may be repeated once. Otherwise, students are limited to four attempts per course counting withdrawals (W's). No *Petition for Course Repetition* is required if a student has only one substandard grade or has not attempted the class four times (including Ws).
2. The student's previous grade is, at least in part, the result of extenuating circumstances (verified cases of accidents, illness, or other circumstances beyond the control of the student.) A *Petition for Course Repetition* and documentation are required.
3. There has been a lapse of time (at least 5 years) since the student previously took the course. A *Petition for Course Repetition* is required.
4. The course outline of record has been officially changed and demonstrates significant curricular changes. A *Petition for Course Repetition* is required.
5. Repetition of courses where substandard work has not been recorded is permitted when such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.
  - a. Repetition of courses shall be permitted only upon petition of the student with the written permission of the program administrator based on a finding that circumstances exist which justify such a repetition.
  - b. Such courses may be repeated for credit any number of times, regardless of whether or not substandard work was previously recorded, and the grade received each time shall be included for purposes of calculating the student's grade point average. Students must file a *Petition for Course Repetition*.

*Petitions for Course Repetition* are available in the Admissions offices and Deans of Instruction offices at Riverside, Moreno Valley, and Norco campuses. Petitions are approved or denied by a Dean of Instruction.

The following conditions apply to course repetition in non-repeatable courses:

1. Only courses which are current Riverside Community College District courses may be repeated.
2. When course repetition occurs, the permanent academic record is annotated in such a manner that all work remains legible ensuring a true and complete academic history. Courses repeated will be indicated on the permanent record by using an appropriate symbol.
3. For courses taken and repeated at RCCD, the highest grade earned in the repeated course will be used to compute an adjusted grade point average. The adjusted grade point average will be used in determining academic status and in establishing eligibility for the Associate of Arts degree, Associate of Science Degree and occupational certificates.
4. For courses taken or repeated at another accredited college or university, the highest grade earned in the repeated course will be used to compute an adjusted cumulative grade point average. The adjusted cumulative grade point average will be used in determining eligibility for the cumulative GPA requirement for the Associate of Arts degree, Associate of Science Degree and occupational certificates.
5. Students may repeat any course, which was taken in an accredited college or university and for which substandard academic performance was recorded.
6. The District reserves the right to honor similar, prior course repetition action by other accredited colleges and universities.
7. This regulation will not be construed so as to limit the repetition of activity and performance courses as defined below:

**Course Repetition in a Repeatable Course**

The following conditions apply to course repetition in repeatable courses:

1. Repeatable activity and performance classes may be taken up to a total of four times.
2. Repeatable courses are identified in the college catalog.
3. All grades and units will be used in the computation of the grade point average and earned units, with the following exceptions:
  - a. When a repeatable course is taken and a substandard grade earned, the course may be taken one time with the higher grade used in the computation of the grade point average.
  - b. Grades from other repeats will be used in the computation of the grade point average.

## ACADEMIC RENEWAL

The academic renewal procedure will permit previously recorded substandard course work taken at RCCD to be disregarded in the computation of Riverside Community College District grade point averages. Petitions are available in the Admissions offices of the Riverside, Moreno Valley and Norco campuses. The policies are as follows:

1. A student may request academic renewal for not more than two terms of grades and credits which are not reflective of a student's present ability and level of performance.
2. At least two semesters of college work (24 units) with a grade point average of 2.0 must have been completed at any accredited college or university subsequent to the term(s) to be disregarded in calculating the GPA obtained at RCCD. (Official transcript is required.)
3. If and when the petition is granted, the student's permanent record will be annotated so that it is readily evident to all users of the record that no units for substandard work taken during the term(s) are calculated in the GPA, will apply toward graduation or other unit commitment. However, all work will remain on the permanent record to ensure a true and complete academic history.
4. A student may be granted academic renewal only once.
5. A student may repeat work taken during academic renewal terms only if such repetition is necessary to allow normal progression toward an acceptable educational objective.

### Course Prerequisites and Corequisites

All course prerequisites and corequisites will be enforced. This includes both required prerequisite courses as well as required assessment preparation levels. The Accuplacer assessment test, in conjunction with multiple measures, is used to generate placement levels in English, Math, and Reading. The PTESL (Proficiency Test in English as a Second Language) is used to generate placement levels in ESL. All placement tests taken prior to July 1, 2001 are no longer valid.

Students who have not satisfactorily completed a prerequisite for a course will be denied admission to that course. A grade of "C" or better is required for satisfactory completion of a course which is a prerequisite to a subsequent course.

If prerequisites or corequisites were met by completing courses at another college or university, students must request that the official transcript(s) be sent to the Riverside Community College Admissions and Records Office and request a prerequisite validation of the appropriate course(s) to validate the course that will meet RCCD requirements. Prerequisite validation request forms may be obtained from the Counseling department in the César E. Chávez Admissions and Counseling Building at the City campus, and the Student Services offices at the Moreno Valley and Norco campuses. For information on challenge procedures, see [page 8](#). Forms are also available online at [www.rccd.edu](http://www.rccd.edu).

Students must initiate this process well in advance of the semester in which they plan to register. Students will be informed of the results of the evaluation in a timely manner prior to the term in which they plan to enroll.

