



## Academic Policies

Cathedral Catholic High School reserves the right to modify all courses and policies listed in the Curriculum Guide and to withdraw courses for which too few students register.

### Scheduling Procedures

**Step 1:** Teachers will take time during class to explain the next level of courses available to the students in their departments, including prerequisites.

**Step 2:** Students will obtain parent approval **before one-on-one counseling meetings**.

**Step 3:** Counselors will meet with students in **January-March** to help determine course selections and discuss online registration procedures.

**Step 4:** Students and parents will finalize course selections online in **April-May**.

### Graduation Requirements

Five credits are awarded for completion of a semester course.

Students must complete 280 credits to earn a Cathedral Catholic High School diploma.

Religious Studies	40 credits
English	40 credits
Language*	20 credits
Mathematics	30 credits
Science	30 credits
Social Science	30 credits
Visual & Performing Arts	10 credits
Electives	60 credits
Physical Education**	20 credits

#### Graduation requirements will not be waived.

\*Students must complete **two** levels of the same language.

\*\*Students may earn a maximum of 20 PE credits through participation in athletics and/or Independent Study PE.

### Course Load

Students are required to take **seven** classes each semester. Each year, students must enroll in required courses for graduation before elective courses may be taken. Students are

required to take a minimum of **five** academic courses each semester. Non-academic courses include PE, Learning Center, Study Hall, Academic Coaching, Options/Academy Mentor, ASB and all Office Aide positions (Counseling, Attendance, Technology, Athletics).

### **Class Changes / Add-Drop**

Students will be allowed to make course selection changes, based on space available, within the three-week timeline and limitations listed below. Proper protocol and paperwork must be followed before a change is made. Please note, due to master schedule restrictions, CCHS cannot accommodate student-initiated course changes for convenience, such as teacher preference, class block or semester.

#### Prior to the first day and through the first academic week of school:

Students may change class selections based on space available and prerequisites.

#### Second and third academic week of school:

Teacher/Counselor/Administrator-initiated level-down changes as space permits (AP to Honors/College Prep, Honors to College Prep, College Prep to B level).

Student-initiated course drop to a non-academic course as space permits.

#### No class changes will be made in first-semester classes after the third week of school.

#### Second-Semester Course Changes

Second-semester course change requests can be made through the first Friday of second semester based on the below criteria and as space permits:

Students may request a level down (AP/H/CP) in a year-long academic course. Students earning a D or F in the fall semester will have priority for level-down requests.

Students may request to drop a non-graduation requirement course and add a semester-only course.

\*All students must remain enrolled in **seven** courses, and **five** of these courses must be academic courses.

### **Class Rank**

CCHS has a rigorous college preparatory program; therefore, a cumulative ranking system based on GPA does not fairly represent a student's relative achievement. For this reason, CCHS does not rank.

### **Advanced Placement & Honors Program**

The AP/Honors program is for students with exceptional ability, commitment and interest in the subject. Students may choose to take one or more if qualified. All students enrolled in an AP course are strongly encouraged to take the AP exam in May. There is an additional fee for AP Exams.

Students seeking to enroll in Advanced, Honors or AP courses must meet the prerequisites stated in this Curriculum Guide. Students who do not meet prerequisites approval and procedures will not be enrolled in the Honors or AP course.

### **Dual Enrollment**

Students earn credit and a grade from both CCHS and the partnering community college. Students will follow both CCHS and the partnering community college policies, including registration and add/drop policies. Students who do not complete the registration and Dual Enrollment permit process at the partnering college will be dropped from their Dual

Enrollment courses. All Dual Enrollment courses are UC/CSU transferable. Credit is awarded by private and out-of-state colleges at their discretion.

## Engineering Distinction

Cathedral Catholic High School's Pre-Engineering Program is designed to provide students with the skills needed to succeed in future science, technology, engineering and mathematics programs. It includes specialized courses in addition to high-level core courses. Upon graduation, students who have completed the required courses will receive a "Graduated with a Distinction in Engineering" recognition on their transcripts.

**Required Courses:** Minimum of AP Calc AB, Intro to STEAM, ADV STEAM, Engineering Design, AP Computer Science A, AP Physics 1 or AP Physics C, AP Chemistry or AP Biology, STEAM Capstone and Practicum.

## Passing Grades

Cathedral Catholic High School will grant five credits per course per semester for passing the course with a grade of D or better. Students are encouraged, not required, to repeat all other courses in which a "D" grade was earned to improve college admissions options. CCHS summer school, online courses and community college courses are available for repeats. Off-campus courses can only be used to remediate grades of "D" for college admissions purposes, and off-campus course grades are not added to a student's CCHS transcript.

A grade of C or better second semester is required in math and language to proceed to the next level. *A spring semester grade of "C" or higher in a math or language course will validate a fall semester grade of "D", therefore nullifying the need to repeat the semester.*

Students must repeat all failed semesters of a course in which a grade of "F" was earned in a required course to earn credits for graduation. The repeated course must take place at Cathedral Catholic's on-campus summer school immediately following the end of the academic year in which the grade of "F" was earned.

Seniors failing a required course in either semester must file an academic plan with their counselor to earn a diploma. See above for the credits needed for graduation.

The University of California and California State University do NOT accept a grade of "D" for any of their required courses. Colleges and universities recognize completion of a required high school course with a grade of "C" or better.

## Grade Scale

A-F Grading Scale

<b>A</b>	89.5%-100%
<b>B</b>	79.5%-89.4%
<b>C</b>	69.5%-79.4%
<b>D</b>	59.5%-69.4%
<b>F</b>	0%-59.4%

### Pass/Fail Grading Scale

<b>Pass</b>	59.5%-100%
<b>Fail</b>	0%-59.4%

## **Transcripts**

You may request transcripts by using the Transcript Request Form. This form can be found via the [CCHS Website Menu](#): click on Academics & Student Support and then [Registrar](#). CCHS cannot issue an official transcript for classes taken at other schools. Transfer students are required to submit official transcripts from previous schools to the Registrar for CCHS graduation credit inclusion. Students must contact former schools for their official transcripts.

## **Community College Credit**

Students wishing to take a community college course outside of our Dual Enrollment program in a field or level not offered by CCHS must obtain the Community College Approval Form from the college website and obtain written permission from the Principal or Designee to enroll. Off-campus classes are not added to the student's CCHS transcript.

## **Transfer Student Placement**

We cannot guarantee placement in Honors/AP courses to students transferring in from other schools. Occasionally, CCHS courses and prerequisites do not match those of other schools; therefore, placement is made by the counselor or department based on qualifications and available openings. When a course is closed, placement is made in the next available level.

## **Community College**

California Community Colleges require a student to be a high school graduate or 18 years of age to enroll full-time. No specific courses are required for admission.

## **Other Private Colleges and Universities**

Each school may set subject requirements that are usually met by the graduation requirements of CCHS. We advise you to check with each institution's current admissions office for specific requirements.

## **California Public College Entrance Requirements**

a.	History (World, U.S., Amer. Gov.)	2 yrs
b.	English	4 yrs
c.	Math (Alg. 1A, Geo, Alg. 2)	3 yrs
d.	Science (lab science from 2 of 3 core disciplines: Bio and Chem or Physics)	2 yrs
e.	Language other than English	2 yrs
f.	Visual and Performing Arts (Art, Music, Drama, Film)	1 yr
g.	Electives (chosen from the areas of History, English, Math, Science, Social Science, VAPA, Language)	1 yr

All required courses must be completed with a grade of "C" or higher to be admitted to a UC/CSU campus.

Both the UC and CSU systems assign extra points for up to four full-year courses (Eight semester grades of UC-approved Honors and/or AP courses):

A = 5 Points

B = 4 Points

C = 3 Points

D = 1 Points

\*Note: UC policy states that seniors receive weighted grade points on the 5-point scale when calculating GPA for UC-approved Honors courses taken in grades 10 and 11. Sophomores will receive no more than two semesters of weighted credits for approved Honors/AP courses completed in grade 10. Students should consult with a counselor regarding UC policy before making final course selections regarding UC policy.

\*Note: Local Honors credit will be granted on the 5-point GPA scale and will be given to all CCHS Honors and AP courses for CCHS GPA calculating purposes regardless of UC/CSU approval.