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

**Step 2:** Teachers will take time during class to explain the next level of courses available to the students in their departments, including prerequisites.

**Step 3:** Students will obtain parent approval *before one-on-one counseling meetings*.

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

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.

<table>
<thead>
<tr>
<th></th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Religious Studies</td>
<td>40</td>
</tr>
<tr>
<td>English</td>
<td>40</td>
</tr>
<tr>
<td>Language*</td>
<td>20</td>
</tr>
<tr>
<td>Mathematics</td>
<td>30</td>
</tr>
<tr>
<td>Science</td>
<td>30</td>
</tr>
<tr>
<td>Social Science</td>
<td>30</td>
</tr>
<tr>
<td>Visual &amp; Performing Arts</td>
<td>10</td>
</tr>
<tr>
<td>Electives</td>
<td>60</td>
</tr>
<tr>
<td>Physical Education**</td>
<td>20</td>
</tr>
</tbody>
</table>
Graduation requirements will not be waived.
*Students must complete two (2) levels of the same language
*Students may earn a maximum of 20 PE credits through participation in Athletics and/or Independent PE.

Course Load
Students are required to take seven (7) classes each semester. Students must enroll in required courses for graduation before elective courses may be taken. Students are required to take a minimum of five (5) academic courses each semester. Non-academic courses include PE, Learning Center, Study Hall, Academic Coaching, Options/Academy Mentor and Office Aide.

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 of school:
- Students may change class selections based on space available and required prerequisites.

First academic week of school:
- Students may change class selections based on space available and required 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 after the third week of school.
Class Rank & Valedictorian

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.

Be sure to check the prerequisites for each AP/Honors course in the Curriculum Guide and obtain department approval when necessary before selecting the course.

Students seeking to enroll in Advanced, Honors, or AP courses must meet the prerequisites stated in this Curriculum Guide and follow 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. Student will follow both CCHS and the partnering community college policies including registration and add/drop policies. 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 transcript.

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 5 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
A  89.5%-100%
B  79.5%-89.4%
C  69.5%-79.4%
D  59.5%-69.4%
F  0%-59.4%

Pass/Fail Grading Scale
Pass  59.5%-100%
Fail  0%-59.4%
Transcripts
You may request transcripts by using the Transcript Request Form. This form may be accessed by clicking on the “Transcripts” link under “Academics” on the CCHS website (www.cathedralcatholic.org). 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

UC/CSU SUBJECT REQUIREMENTS

b. ENGLISH 4 yrs.
c. MATH (Alg. 1A, Geom., Alg. 2) 3 yrs.
d. SCIENCE (Lab Sci. from 2 of 3 core disciplines: Biology and Chemistry or Physics) 2 yrs.
e. LANGUAGE OTHER THAN ENGLISH 2 yrs.
f. VISUAL & PERFORMING ARTS (Art, Music, Drama) 1 yr.
g. ELECTIVES (chosen from the areas of History, English, Math, Lab Science, Social Science, Fine Arts, Language other than English) 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 G.P.A. for UC approved Honors courses taken in grades 10 and 11. Sophomores will receive no more than two semester 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.