



COLLEGE POLICIES AND PROCEDURES

Academic Freedom

The instructor should be free to think and to express ideas, free to select and employ materials and methods of instruction, free from undue pressures of authority, and free to act within his/her professional group. Such freedom should be used judiciously and prudently to the end that it promotes the free exercise of intelligence and student learning. Academic freedom is not an absolute. It must be exercised within the law and the basic ethical responsibilities of the teaching profession. Those responsibilities include:

1. An understanding of our democratic tradition and its methods.
2. A concern for the welfare, growth, maturity, and development of students.
3. The method of scholarship.
4. Application of good taste and judgment in selecting and employing materials and methods of instruction.

Academic Honesty

Introduction

Students at Santiago Canyon College are expected to be honest and forthright in their academic endeavors. To falsify the results of one's research, to steal the words or ideas of another, or to cheat on an examination corrupts the essential process by which knowledge is advanced. Academic dishonesty is seen as an intentional act of fraud, in which a student seeks to claim credit for the work or efforts of another without authorization or uses unauthorized materials or fabricated information in any academic exercise. We, as an institution, also consider academic dishonesty to include forgery of academic documents, intentionally impeding or damaging the academic work of others, assisting other students in acts of dishonesty or coercing students into acts of dishonesty.

Procedures

In cases where a violation of academic honesty is discovered, the faculty member is encouraged to file an "Academic Honesty Incident Report" form and distribute the form as specified.

There are two categories of sanctions: Limited and College-wide. Limited sanctions include an academic action such as assigning a lower grade or a grade of "F" for the test or project. College-wide sanctions include any sanction that will affect a student's standing with the

college-at-large, up to and including suspension or expulsion from the college.

In matters relating to academic honesty violations, the primary responsibility for employing the Limited Sanctions rests with the instructor and the academic division where the violation allegedly occurred. The Associate Dean of Student Development will assist in all College-wide disciplinary sanctions at Santiago Canyon College.

Academic Honors

Academic Honors at Graduation

Academic honors are awarded to students who do outstanding coursework leading to graduation from Santiago Canyon College. The graduate must have completed at least 30 units of coursework within the Rancho Santiago Community College District.

Students with Academic Renewal Without Course Repetition are not eligible for Academic Honors. Rancho Santiago Community College District coursework and all transfer work will be computed in the Honors designated GPA. Graduation honors are awarded as follows:

President's Scholar. See Honors Program and Honors Courses on pages 26-27.

With Highest Honors. The highest honors designation is placed on the transcript and diploma of the graduate who has achieved an overall grade point average (GPA) of 4.0.

With High Honors. The high honors designation is placed on the transcript and diploma of the graduate who has achieved an overall grade point average (GPA) of 3.8. A minimum of 18 units completed within the Rancho Santiago Community College District must be completed with the letter grade of "C" or better.

With Honors. The honors designation is placed on the transcript and diploma of the graduate who has achieved an overall grade point average (GPA) of 3.5. A minimum of 18 units completed within the Rancho Santiago Community College District must be completed with the letter grade of "C" or better.

Departmental Honors. Honors are awarded to students who do outstanding work in their majors. Eligibility is determined by inclusion in the academic honors categories listed above. Selection is made by departmental faculty with the division dean's approval.

Academic Renewal

Inasmuch as past performance does not always reflect accurately a student's actual ability, Santiago Canyon College has established a policy of academic renewal.

A student may submit a petition to the Admissions Office two or more years after the recording of the substandard work to have up to 20 units of below C work at Santiago Canyon College/Santa Ana College disregarded in the computation of the grade point average.

To be eligible, coursework from all colleges/universities are considered, beginning with the semester immediately following the last substandard grade. No term following the last substandard for which the student is petitioning may contain any substandard or incomplete grades. The student must have completed 30 letter grade units with a grade point average of 2.0 or complete 15 letter grade units with a grade point average of 3.0.

The petition is submitted to Admissions and Records of the student's home campus (SCC or SAC). If approved, the permanent academic record shall be annotated in such a manner that all work remains legible and values disregarded in the computation of the grade point average. Students approved for Academic Renewal are not eligible to petition again and are not eligible for any Academic Honors, including at graduation. After an associate degree, certificate, or CSU or IGETC certification has been applied for and is processed, academic renewal is not accepted.

Academic renewal at SCC does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institution(s).

For courses designated as non-repeatable (Title 5, §55041), only the first two substandard grades may be excluded in computing the student's grade-point average (Title 5, §55042(c)).

Academic and Progress Probation/Dismissal

A student's academic standing and progress is calculated at the end of the fall and spring semesters (calculations are not done after the summer session or intersession), based only on the SCC/SAC units and cumulative (RSCCD Total) grade point average (GPA). Academic and Progress Probation calculations begin after a student has attempted 12 units or more at SCC/SAC.