



Disciplinary Action

Violations to any tenets within the standards of student conduct are subject to the following disciplinary actions: warning, reprimand, probation, restitution, removal, suspension or expulsion. Disciplinary actions may be imposed singly or in combination.

Standards of Conduct for Computer Classrooms and Computer Labs

In accordance with Board Policy (BP 3720) and Administrative Regulation (AR 3720) and in an effort to extend the life of the hardware, comply with the copyright laws, and adhere to appropriate computer network conduct and usage, the following standards of conduct are required of all students using computer classrooms, computer labs, and the wireless network.

Failure to comply with the following standards can result in the suspension of a student's privileges and possibly other sanctions such as removal from class, suspension, expulsion or other disciplinary actions.

The primary use of computer systems/resources is for academic/educational purposes. The following are NOT allowed:

1. Using the Internet to access sexually explicit and/or pornography websites.
2. Sending and receiving any messages that are threatening, racist or inflammatory, abusive towards a specific gender or culture, obscene, or use inappropriate language.
3. Using the network for personal or commercial advertising or political activity.
4. Using the computers or wireless network to play individual games, multiple-user games, or gambling.
5. Using the computer for illegal use.

The SCC Library, each computer lab, computer classroom, and science lab may have additional restrictions to those listed above. It is the student's responsibility to be aware of these additional guidelines.

Study Load

In order to meet the graduation requirements in four semesters, students should carry an average of 15 units each semester. Students will ordinarily not be allowed to register for more than 18 units.

When individual circumstances may require additional unit demand, an overload program in excess of 18 units may be approved for students who have maintained a 3.0 GPA. Approval for such overloads may be secured from the counseling department.

A summer session load should not exceed the equivalent of one unit per week or approximately nine units for an 8-week session. If over 9 units for summer or over 6 units for intersession, an overload petition must be approved using the same criteria as above.

Transfer Credit

Santiago Canyon College grants credit for coursework completed at regionally accredited institutions of higher education. Official transcripts are required and must be submitted to Admissions and Records Office.

Transfer coursework may be used to meet a major requirement by approval. To seek approval, a Petition to Substitute a Major Requirement must be submitted along with supporting documentation. Petition can be obtained in the Admissions and Records Office.

Transfer coursework may also be used to meet CSU or IGETC Certification. If coursework was completed at an institution outside of the California Community College system, it must be approved through the Course Pass Along process (page 43).

Unit of Credit

Santiago Canyon College is on a semester system and awards college credit in semester-units.

A semester-unit of college credit represents 48 hours of student time. For a 16-week semester, this is generally three hours of work per week per unit. For example, semester-long lecture classes are generally one-hour per week in class and two-hours per week outside preparation. Semester-long laboratory classes are generally three hours per week in the laboratory with minimal outside preparation.

When equaling quarter-units to semester-units the ratio is: one quarter-unit equals two-thirds of a semester unit.

Withdrawal From Class

Students who cannot continue in a course have an obligation to withdraw officially. Students are encouraged to consult with instructors concerning class withdrawals.

Students may officially withdraw on the web through the last day of the 12th week of instruction (or 75 percent of the class meetings, whichever is less and receive a transcript symbol of "W".

All instructor-initiated "EA's" (excessive absence drops) through the 12th week or 75 percent of class meetings, whichever is less, will be assigned a "W".

The academic record of a student who remains in a class beyond the time allowed by district policy must reflect a symbol other than a "W", except under extenuating circumstances.

A student who has a withdrawal (grade of "W") in the same course two or more times loses the privilege of online registration for that course and must receive the approval of the Associate Dean of Admissions or the Registrar to enroll in the same course.

(See also Course Repeatability and Repetition.)

Extenuating Circumstances

Extenuating circumstances are verified cases of accidents, serious illnesses, or other circumstances clearly beyond the control of the student that occur after the withdrawal deadline (12th week). Extenuating circumstances apply to all classes within the same semester/term. If such circumstances are verified by the Associate Dean of Admissions at Santiago Canyon College, the student may be authorized to withdraw which shall be recorded as a "W" on the student's permanent record.

A student who petitions under this policy shall have verified in writing that:

1. A passing grade ("C" or better), as verified by the instructor or division dean, was being maintained in the class at the time of the extenuating circumstance, and
2. The extenuating circumstance meets the criteria delineated above.

Students should file petitions **as soon as possible** in which the extenuating circumstance occurred. Petitions will NOT be accepted for consideration if the student has completed the coursework for the class and/or has taken the final examination. Petitions will NOT be accepted for consideration later than one year following the semester in which the extenuating circumstance occurred.