



# Santiago Canyon College



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### **Academic Freedom**

The teacher 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 or zero" 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 of which 18 units or more must be letter grades of "C" or better.

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

**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. Students with Academic Renewal Without Course Repetition are not eligible for Academic Honors With High Honors.

**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. Students with Academic Renewal Without Course Repetition are not eligible for Academic Honors With High Honors.

**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. Students with Academic Renewal Without Course Repetition are not eligible for Academic Honors With High Honors.

**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.

## **Academic Renewal**

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

### **Academic Renewal Without Course Repetition**

1. To be eligible, the student must have completed at least 24 units with a 2.0 G.P.A. (or higher) or 15 units with a 3.0 G.P.A (or higher) in all terms subsequent to the substandard grade. Coursework from all colleges and universities may not include any substandard grades or incompletes (F, D, NP, NC, or I) after the petitioned course(s).
2. The substandard coursework that has been granted Academic Renewal will not count toward graduation or certification requirements, and the permanent academic record shall be annotated in such a manner that all work remains legible.
3. Up to 30 units of substandard coursework at Santiago Canyon College/Santa Ana College may be disregarded in the computation of the grade point average.
4. After an associate degree or general education certification is posted, academic renewal without course repetition is not accepted. Subsequent awards and certification are not eligible for academic renewal. Students approved for Academic Renewal Without Course Repetition are not eligible for Academic Honors.
5. Academic Renewal Without Course Repetition is solely the policy of the Rancho Santiago Community College District and may not necessarily be followed by other institutions.
6. Academic Renewal Without Course Repetition may be granted only once by either Santa Ana College or Santiago Canyon College, but not both.

### **Academic Renewal With Course Repetition**

1. Only units taken at Santiago Canyon College and/or Santa Ana College may be considered for Academic Renewal With Course Repetition, not units taken at any other institutions.

2. A student who earned a D, F or NP grade may repeat the course once up to two times to improve the grade of the substandard work. Once a grade of D, F, or NP has been recorded, subsequent withdrawals (notations of W) will count toward the two allowable repeats. No more than two substandard grades for the same course may be alleviated and excluded from the Grade Point Average.
3. A student may not repeat a course to change a grade of C or above. Courses repeated under this provision will be indicated as repeated on the student's academic transcript.
4. Course repetition at Santiago Canyon College does not guarantee that other institutions will approve such an action. This determination will be made by the respective transfer institution.

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)).

The petition is submitted to the Admissions and Records Office of the student's home campus (SCC or SAC). Please consult with a college counselor about any questions regarding Academic Renewal eligibility.

### 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. Students are placed on Academic Probation when their RSCCD Total GPA for all SCC/SAC coursework falls below 2.0. Students are placed on Progress Probation when the percentage of coursework at SCC/SAC has an entry of "W", "I", "NP", and "NC" which reaches or exceeds fifty percent (50%) of the coursework attempted.

<b>Academic Probation and Dismissal</b>	
<b>A1</b>	<b>Academic Probation (First Time)</b> Students placed on academic probation for the first time (first semester under a RSCCD Total GPA of 2.0) are required to attend a counseling intervention workshop. An e-mail notification is sent to the student and a registration hold is placed on the student record until the completion of the workshop.
<b>A2</b>	<b>Academic Probation (Second Time)</b> Students who have two consecutive semesters with a RSCCD Total GPA below 2.0 will lose priority registration for the next registration opportunity. Their registration date will be after all new applicants.
<b>AD</b>	<b>Academic Dismissal</b> Students who have three consecutive semesters with a RSCCD Total GPA of below 2.0 at the end of the spring semester are dismissed. Students who are dismissed have a hold placed on their records and an e-mail is sent notifying them of their status. Students cannot register for classes at SCC or SAC for one full semester. When students returns after "sitting out" one semester, they will return on academic probation and will continue to lose registration priority until their RSCCD Total GPA is at or above a 2.0.

Students who have three consecutive semesters with a RSCCD Total GPA of below 2.0 at the end of the spring semester are dismissed. Students who are dismissed have a hold placed on their records and an e-mail is sent notifying them of their status. Students cannot register for classes at SCC or SAC for one full semester. When students returns after "sitting out" one semester, they will return on academic probation and will continue to lose registration priority until their RSCCD Total GPA is at or above a 2.0.

Students who have three consecutive semesters with a RSCCD Total GPA of 2.0 at the end of the fall semester are "subject to dismissal" and a hold is placed on their student record. Since they have already registered for the spring semester they are given a grace period to improve their RSCCD Total GPA. If the RSCCD Total GPA remains below a 2.0 at the end of the spring semester, they will be academically dismissed and will not be able to register for classes at SCC or SAC for one full semester. When they return after "sitting out" one semester, they will return on academic probation and will continue to lose registration priority until their RSCCD Total GPA is at or above a 2.0.

<b>Progress Probation and Dismissal</b>	
<b>P1</b>	<b>Academic Probation (First Time)</b> Students placed on Progress Probation for the first time (first semester where the total of W, NP, or I grades is 50% or more of all grades earned) will be notified and provided intervention services.
<b>P2</b>	<b>Academic Probation (Second Time)</b> Students who have two consecutive semesters of progress probation will lose priority registration for the next registration opportunity. Their registration date will be after all new applicants.
<b>PD</b>	<b>Progress Dismissal</b> Students who have three consecutive semesters with less than 50% of their coursework earning a grade at the end of the spring semester are dismissed. Students who are dismissed have a hold placed on their records and an e-mail is sent notifying them of their status. A student cannot register for classes at SCC or SAC for one full semester. When the student returns after "sitting out" one semester, the student will return on progress probation and will continue to lose registration priority.

Students who have three consecutive semesters with less than 50% of their coursework completed with a grade at the end of the spring semester are dismissed. Students who are dismissed have a hold placed on their records and an e-mail is sent notifying them of their status. A student cannot register for classes at SCC or SAC for one full semester. When the student returns after "sitting out" one semester, the student will return on progress probation and will continue to lose registration priority.

Students who have three consecutive semesters with less than 50% of their coursework completed with a grade at the end of the fall semester are "subject to dismissal" and a hold is placed on their student record. Since the student has already registered for the spring semester, they are given a grace period to improve their course completion rate. If the percentage of completed coursework remains below 50% at the end of the spring semester, they will be dismissed and will not be able to register for classes at SCC or SAC for one full semester. When the student returns after "sitting out" one semester, the student will return on progress probation and will continue to lose registration priority.

**Important Note:** Registration priority shall be lost at the first registration opportunity after a student is placed on academic or progress probation or any combination thereof for two consecutive terms.

### Attendance and Drops

**Drop for Non-payment Policy:** Enrollment fees must be paid in full within 3 days of registration (**including weekends and holidays**) or all classes may be dropped and released to other students. The day you register is counted as day 1 of the 3 days.

Students are expected to attend all sessions of the classes in which they are enrolled. Students should report absences due to illness to the instructor prior to missing class.

A student may be dropped for not attending the first class meeting or for excessive absences when the total hours of absence exceed 10% of the total scheduled hours of the class.

Under extenuating circumstances, a student may be reinstated by the instructor. A student may also be dropped by the instructor when not appearing at the first class meeting.

It is the student's responsibility to withdraw officially from a course. Students are responsible for any and all charges incurred resulting from a failure to withdraw from classes within the refund period.

### **GI Bill® and VR&E Beneficiaries (Chapter 33 and Chapter 31 beneficiaries)**

The Veterans Benefits and Transition Act of 2018 (Public Law 115-407) allows students that will be utilizing Ch. 33 or Ch. 31 VA benefits to attend a course of education or training for up to 90 days from the date the beneficiary provides a certificate of eligibility (COE), or valid VAF 28-1905 form. Students must submit all required certification request forms directly to the Veterans Service Office (VSO) for processing. Submission of forms will allow students to attend the course until the VA provides payment to the institution without penalty or requiring to borrow additional funds to cover mandatory tuition and fees due to late payments from the VA. Any student that does not have 100% entitlement for Ch. 33 VA benefits, will be responsible for any remaining balance after the VA submits payments directly to the school. For further information, please contact the VSO directly.

**Online Drop Policy:** Students are expected to complete regular and substantive coursework in online classes. In distance education context, coursework will be used to determine student attendance. Simply logging into an online class is not sufficient to demonstrate academic attendance by the student. Examples of coursework for online classes might include, but are not limited to, class discussions, completed assignments, completed quizzes or exams, group work, etc. Students who fail to submit substantive coursework by the due date may be dropped from the class. Completing an assignment on the first day of the class may also be required in order to avoid being dropped from the class. Please refer to the class syllabus and the class section information, found in the class schedule, for the specific attendance (regular and substantive coursework) requirements.

### Auditing

Santiago Canyon College does not permit auditing of classes.

### Basic Skills Course Limit

Students are limited to 30 units of basic skills coursework. Basic skills courses include non degree, basic skill classes in Mathematics, English, English as a Second Language (ESL), and Reading. Students who reach 30 units of remedial coursework are prevented from further registration. The student must complete a petition form and meet with a counselor who advises the student on a comprehensive student education plan or refers the students to continuing education.

A waiver is required beyond 30 units. Students must show a "C" or better or a 2.0 GPA in basic skills courses to qualify for a waiver. Waiver forms are available in the Admissions and Records Office and the Counseling Office.

## Dual Enrollment Program

The steps listed below allow high school students to use college credit coursework to meet high school graduation requirements.

1. Download at [www.sccollege.edu/dualenrollment](http://www.sccollege.edu/dualenrollment) a Special Admit Form and obtain approval from your high school to enroll at Santiago Canyon College. Only approved signatures from your high school will be accepted. Signatures that do not match what Santiago Canyon College has on file will not be accepted. For a list of approved signatures from your high school, please contact Admissions and Records Office.
2. All college class prerequisites must be met.
3. Math and English placement testing are not required. High school performance and/or Guided Self-Placement will be used to provide the student with course recommendations.
4. Any student who is not yet 15 years of age or below 9th grade must have approval from the Santiago Canyon College Division Dean.
5. Any Special Admit student below the 9th grade as well as any Special Admit student who registers as a full-time student will be charged the regular community college enrollment fees.
6. Santiago Canyon College will charge enrollment fees to nonresident students who hold an F1/F2 visa. F1/F2 students are not exempted from enrollment fees.
7. Special Admit students by law do not have priority registration.

## Career Technical Education (CTE) Transitions

D. Perkins Career and Technical Education Improvement Act of 2006 (Perkins IV) and it provides students an opportunity to earn college credit in an identified career pathway while still in high school. CTE Transitions focuses on helping Career Technical Education students' transition from high school to community college and on to the world of work. There is no cost to students participating in the CTE Transitions program. For more information on which courses articulate with the local Central Orange County Career Technical Education Partnership (CTEp), please contact the CTE Transitions Coordinator at (714) 628-4889, or visit [www.sccollege.edu/transitions](http://www.sccollege.edu/transitions)

## Classification of Students

- **Career Advanced Placement** - one who is concurrently enrolled in high school
- **Freshman** - one who has completed 0-29 units
- **Sophomore** - one who has completed 30 or more units
- **Graduate** - one who has received an associate degree

## Course Repeatability and Repetition

State regulations (Title 5, sections 55040-55045) restrict the number of times a student may enroll in a course within a community college district. The number of times a student may enroll in a course is based on whether the course is designated "repeatable" or "non-repeatable." Any student registering to repeat a course not identified as repeatable or repeating a course more often than permitted may be dropped from the course.

Courses may be repeated only under the following circumstances:

**Substandard Work for Non-Repeatable Courses:** A student has up to three enrollments in the same course (SCC and SAC combined) to receive a satisfactory grade. After three enrollments, the student can no longer register for the course within this college district. After two enrollments, the student loses the ability to register for the class online. A repeat form must be completed in Admissions and reviewed by an Admissions Office administrator. The last grade earned will count in the GPA calculation. Courses repeated under the provisions of this section will be indicated as repeated on the permanent academic record of the student. A student may not repeat a course to change a grade of C or above.

**Significant Lapse of Time:** Students may re-enroll in a course where the student has received a satisfactory grade of "C" (or Pass) or better in their last enrollment and there has been a significant lapse of time since completion of the course. California Code of Regulations defines a "significant lapse of time" as three (3) calendar years and an institution of higher education to which the student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course (Title 5, §55043). Students must submit a petition to the Admissions and Records office to re-enroll in the course. Grades awarded for courses repeated under this provision shall replace the original grade. Only one repetition may be used for significant lapse of time (W grade counts towards repetition).

**Repeatable Courses:** Repeatable Courses: As of January 2013, only three types of courses are repeatable under state regulations:

1. Courses for which additional enrollments are necessary to meet the major requirements of California State University or University of California for completion of a bachelor's degree. Such courses may allow for additional enrollments to allow the student to meet the lower division component of these major requirements. The number of maximum enrollments may not exceed four and might be fewer if the transfer institution requires fewer than four enrollments or if the course is related in content to other courses offered at the college.
2. Intercollegiate athletics. These courses include those in which student athletes are enrolled to participate in an organized competitive sport sponsored by the district or a conditioning course which supports the organized competitive sport. Student athletes are limited to no more than 350 contact hours within a fiscal year (July 1-June 30); they are permitted a maximum of 175 hours in courses dedicated to the sport and 175 hours in courses focusing on skill development and conditioning.
3. Intercollegiate academic or vocational competition. Such courses must be designed specifically for students to participate in non-athletic competitive events, the competitions must be between students from different colleges, the competition must be sanctioned by a formal

collegiate or industry governing body, and participation in the event must be directly related to the course content. Students enrolled in these courses are required to participate in the academic or vocational competition.

Repeatable courses are identified in the catalog's course descriptions. A student may not re-enroll in a course to replace a grade of a course identified as repeatable in the college catalog. All grades earned within the repeatability sequence will count as completed courses regardless of grade earned.

**Legally Mandated Training:** Students may re-enroll in a course if the repetition is a requirement for continued paid or volunteer employment. Students must complete a petition and submit appropriate documentation to the Admissions and Records Office as evidence that a student is legally mandated to re-enroll in the course. All grades issued under this provision will count towards the students GPA.

**Significant Change in Industry or Licensure Standards:** Students may be permitted to repeat a previously completed course if there has been a significant change in industry or licensure standards since the student last took the course such that the student could not obtain or maintain his or her employment or license without retaking the course and the student is required to repeat the course for employment or licensure. Students must complete a petition and submit appropriate documentation to the Admissions and Records Office.

**Active Participatory Courses:** Active participatory courses in physical education, visual arts, or performing arts (including but not limited to Art, Dance, Kinesiology, Music, and Theatre) that are related in content to one or more other courses have additional restriction on repeatability and repetition. Course are defined as being related in content when they have "similar primary educational activities in which skill levels or variations are separated into distinct courses with different student learning outcomes for each level or variation." Students are limited to four semester enrollments in courses that are related in content; this limitation applies even if an active participatory course is designated as repeatable. Students may repeat active participatory courses in which a substandard grade or W was received, however all enrollments count toward the four enrollment maximum.

**Honors Courses:** A student who has completed a Santiago Canyon College Honors course and who has received a substandard grade may re-enroll in the course without the Honors notation attached to the course number. If a student participating in the Santiago Canyon College Honors program chooses to re-enroll in the non-Honors version of the course, there will be consequences relating to participation in the Honors program. Please refer to the Honors Program and Honors Courses section of the catalog.

### Computer and Network Use

The Rancho Santiago Community College District owns and operates a variety of information resources, including hardware, software, and Internet access. These information resources are provided solely for the use of RSCCD students, faculty, and staff (and employees rather than faculty/ staff?) in support of the education, research, academic development, and public service programs of RSCCD.

RSCCD information resources provide access to information content and communication worldwide. Access to, and use of, these information resources is a privilege, which is to be used responsibly. RSCCD information resources users must respect the rights of other users, respect the integrity of the information resources, and observe all relevant RSCCD Board Policies, Administrative Regulations, and federal, state, and local laws. All students, faculty, and staff are responsible for seeing that these RSCCD information resources are used in an appropriate, effective, efficient, ethical, and lawful manner, including but not limited to the illegal downloading and/ or unauthorized distribution of copyrighted material, including peer-to-peer file sharing. Violations of Federal copyright laws may subject the violator to civil and criminal penalties as well as disciplinary action.

Administrative regulations establish rules and prohibitions that define acceptable use of RSCCD resources. Unacceptable use is prohibited and is grounds for loss of use of information resources, as well as discipline or legal actions as provided for under RSCCD Board Policy and federal, state, and local laws.

### Credit By Examination

#### **Eligible Courses**

- *Arts, Humanities, and Social Sciences/Library:* None
- *Counseling and Student Support Services:* None
- *Mathematics and Sciences:* MATH 080, 086, 140, 160, 170, 180, 219; PHYS 150AC, 150BC

1. Applications for credit by examination may be obtained in the Admissions and Records Office at Santiago Canyon College. The student will be advised whether a testing fee is to be charged and where it should be paid. Applicants must be currently enrolled at Santiago Canyon College and be in good standing. Fee charged for Credit by Examination is enrollment fee + number of units. Financial Aid cannot be used for Credit by Examination. Fee must be paid before exam takes place.
2. **A student must not enroll in a course which is to be challenged.** In the event a student decides to challenge a course in which he or she is already enrolled, he or she must withdraw from that course **prior to the end of the second week of instruction.**
3. Credit may be earned only for courses that are: 1) currently listed in the Santiago Canyon College catalog, and 2) specifically listed as eligible for credit by examination. A student may attempt credit by examination only once in a particular course.
4. Students should be aware that some divisions offer credit by examination only on specific dates; therefore, students should obtain examination schedules from the appropriate offices as early in the semester as possible.
5. The dean, in consultation with the department involved, will determine whether a departmental or a standardized examination is to be administered and when and where it will be administered. At this same time, the student will be given a course outline and any other

pertinent information detailing subject matter requirements of the course being challenged.

6. Students may apply for credit by examination in sequential courses, but may take examinations for the courses having prerequisites in the sequence only if credit has been earned by examination or coursework in the earlier course(s) of the sequence.
7. Grading of the examination is on a Pass/ No Pass basis. Pass represents a grade of "C" or better and will be shown on the transcript as "credit by examination". Grades less than "C" will be reported to the Admissions and Records Office but not recorded on the transcript. "Pass" grades will be computed as units earned but will not be counted in the grade point average.
8. The examiner shall transmit examination results to the Santiago Canyon College division office. The division dean will review the examination results and will transmit this information to the Admissions and Records Office.
9. Units for which P is given in this category will not be counted in determining the 12 semester hours of credit in residence required for a certificate or an associate degree.
10. A student cannot take Credit by Examination to improve a substandard grade.

### **Drug Free Environment and Drug Prevention Program**

The district shall be free from all drugs and from the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in all facilities under the control and use of the district. Any student or employee who violates this policy will be subject to disciplinary action, which may include referral to an appropriate rehabilitation program, the Employee Assistance Program, suspension, demotion, expulsion or dismissal.

The RSCCD Chancellor shall assure that the district distributes information annually to students and employees as required by the Drug-Free Schools and Communities Act Amendments of 1989 and in compliance with other requirements of the Act. Please refer to Board Policy (BP 3550) for specific information or contact the Student Health and Wellness Services at (714) 628-4773.

### **Email**

During the application process, students at Santiago Canyon College will provide an email account. This email address may be updated in WebAdvisor as desired by the student. The College will email students to share college information and as a means of communication regarding college business.

### **Enrollment Priority**

The state of California has adopted a law under Title 5 Regulation 58108, establishing enrollment priorities for students attending California Community Colleges. Districts shall provide highest and equal priority to students eligible for registration priority who are:

1. A member of the armed forces or a veteran pursuant to Education Code section 66025.8,
2. A foster youth or former foster youth pursuant to Education Code section 66025.9,
3. Determined to be eligible for Disabled Student Program and Services as set forth in Education Code section 66025.91,
4. Receiving services through the Extended Opportunity Programs and Services as set forth in Education Code section 66025.91, or
5. Receiving aid from the California Work Opportunity and Responsibility to Kids Program as set forth in Education Code section 66025.92

Registration times will be assigned each term to students in the following order:

1. Title 5 mandated groups (see above)
2. Continuing students by units completed at R.S.C.C.D.
3. New/returning students
4. Loss of Priority students and those who have completed 100 or more degree applicable units at R.S.C.C.D.
5. Career Advance Placement (CAP) Program Check the current class schedule for enrollment priority dates and times.

Check online for enrollment priority dates

### **Loss of Enrollment Priority**

Continuing students at Santiago Canyon College will lose their enrollment priority for the following reasons:

1. Student has attempted 12 units and their RSCCD cumulative GPA has fallen below 2.0 for two consecutive semesters and is on academic probation
2. Student has attempted 12 units and the percentage of all coursework at SCC/SAC has an entry of "W", "I", "NP", and "NC" which reaches or exceeds fifty percent (50%). § 55031
3. Student has earned 100 or more degree applicable units from Santiago Canyon and Santa Ana Colleges

Students who have SCC as their home campus can submit a petition for appeal to the Admissions Office at SCC. Students who are not in good academic standing can appeal for one of the following reasons:

1. there were extenuating circumstances (verified cases of accident, illness) and can provide documentation;
2. the student can demonstrate SIGNIFICANT academic improvement in a subsequent term.

Students who have earned 100 or more degree applicable units can appeal if they have declared a high unit major and are currently working toward a degree. Forms for these appeals can be obtained in Admissions and Records or downloaded from the college website.

### Experimental Courses

The college may offer Experimental courses, N98 (non-degree applicable), 098 (non-transfer), or 198 (transfer) under any discipline listed in the announcement of courses. Experimental courses are specialized courses on topics related to the immediate and changing needs of students. A student who received a satisfactory grade in an Experimental course may not re-enroll in a course with the same discipline name and number, even though the topics may be different.

### Family Education Rights and Privacy Act (FERPA)

As required under the provisions of the Family Education Rights and Privacy Act of 1974, Santiago Canyon College will make public without student consent only certain directory information. This consists of the following: a student's name; city of residence; major field; participation in officially recognized activities and sports; weight, height and age if a member of an athletic team; dates of attendance; degree and awards received; and the most recent previous educational institution or agency attended by the student.

A student initially agrees or denies a FERPA release at the point of application. However, a student may come to Admissions at any time to opt out of the FERPA disclosure or agree to the release of directory information. Admissions Forms: "FERPA Consent to Release" or "FERPA Consent NOT to Release" directory information.

All student expulsions will be noted on the official college transcript.

The Family Education Rights and Privacy Act of 1974 provides colleges the right to consent to disclose personally identifiable information contained in the student's education records to third party vendors who are identified as School Officials and who have legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including district safety personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees or a member of an official college committee.

Santiago Canyon College contracts with the following School Officials:

- Auditors (Vicenti-Lloyd-Stutzman)
- Barbering/Cosmetology
- Unilateral Training Committee
- California/Nevada Training Trust
- CCCApply (Unicom)
- Credentials (Online transcript request)
- Ellucian Colleague
- ECS Imaging (optical imaging)
- Electrical Training Trust
- Image Now (optical imaging)
- Medpro and Quest (Health Center)
- Metropolitan Water District of Southern California
- National Student Clearinghouse
- Operating Engineers Training Trust SARS (Counseling center)
- Santa Ana Beauty Academy
- Southern California Surveyors
- Southwest Carpenters Training Fund
- Xerox

### Free Expression

Santiago Canyon College supports liberal policies regarding free speech for individual students, college staff, nonofficial college groups, and visiting speakers. Please refer to Board Policy (BP 3900) for specific information.

### Grades and GPA

Grades are based upon the quality of work completed, that is, upon actual accomplishment in courses offered for credit. Credit by examination, Class In Progress (CIP), Incomplete (I), Pass/No Pass (P or NP), Reports Delayed (RD), and Withdrawals (W, EW, or MW) are not figured into Grade Point Averages (GPA). The grade point average is computed by dividing all other units attempted into all grade points received. The meaning of each Grade and its value in Grade Points is as follows:

<b>Grade</b>	<b>Grade Points</b>
<b>A - Excellent</b>	<b>4 per unit earned</b>
<b>B - Good</b>	<b>3 per unit earned</b>

<b>C</b> - Satisfactory	<b>2</b> per unit earned
<b>*D</b> - Passing, Less than satisfactory	<b>1</b> per unit earned
<b>*F</b> - Failing	<b>0</b> per unit attempted
<b>P</b> - Pass	<b>0</b> per unit earned
<b>NP</b> - No Pass	<b>0</b> per unit attempted
<b>W</b> - Withdrawal	<b>0</b> (no units earned)
<b>EW</b> - Excused Withdrawal	<b>0</b> (no units earned)
<b>MW</b> - Military Withdrawal	<b>0</b> (no units earned)
<b>UF</b> - Unauthorized Withdrawal	<b>0</b> (no units earned)
<b>WF</b> - Withdrawal, Failing	<b>0</b> (no units earned)
<b>I</b> - Incomplete	<b>0</b> (no units earned)
<b>CIP</b> - Class In progress	<b>0</b> (no units earned)
<b>RD</b> - Report delayed	<b>0</b> (no units earned)

**\*Does not satisfy prerequisite requirements.**

### Incomplete Work

When a student has attended regularly but because of illness or other unavoidable circumstances is unable to complete coursework or take the final examination, a grade of "I" may be assigned. If an "I" is issued, the instructor completes the Incomplete Grade Form which includes the condition(s) for removal of the "I", and the grade to be assigned if the condition(s) are not completed. A student may not re-register in the same class if an Incomplete grade is pending. The work thus missed must be made up **no later than one year** following the end of the term in which it was assigned. A student may petition the instructor for a time extension due to unusual circumstances. It is the student's responsibility to contact the instructor in such cases.

A final grade will be assigned when the work stipulated has been completed and evaluated according to the conditions set forth by the instructor or when the time limit for completing the work has passed. If condition(s) are not met after one year, the incomplete grade will be changed to an "F" grade or the grade specified by the instructor on the Incomplete Grade Form.

### Pass/No Pass

Pass/No Pass encourages students to explore academic areas outside a major field.

1. Courses in the student's major field may not be taken under the Pass/No Pass policy except for major courses for an Associate Degrees for Transfer (ADT), courses for which Pass/No Pass is the only grading option, and units earned through Credit by Examination (CBE) or assessment.
2. Every university has a limitation on the number of courses/units that can be taken for Pass/No Pass and applied to graduation and may require General Education taken Pass/No Pass to be retaken for a letter grade. Universities sometimes prefer that students have letter grades in English, mathematics, speech, and critical thinking courses. Courses that meet major requirements must be taken for a letter grade. Also, Pass/No Pass grades could have a negative effect on scholarships and international students. In addition, students who plan to pursue graduate or professional studies later are advised to be selective in opting for courses on a Pass/No Pass basis.
3. Except as in item number one above, a maximum of 6 Pass/No Pass units may be carried during any one semester.
4. A maximum of 14 Pass/No Pass units is allowed for any degree program. This does not include units taken under credit by examination or assessment, or units earned in courses for which Pass/No Pass is the only grading option.
5. Pass/No Pass petitions are available at the Admissions and Records Offices. The Pass/No Pass petition must be signed by a counselor and be submitted between the first and fifth week of the fall and spring terms (for full semester classes) or thirty percent (30%) of the class meeting dates (for short term classes), whichever is less. Pass/No Pass status cannot be changed back to a letter grade after the deadline has passed.

### Grade Grievances

#### **Procedures for Student Grievances Regarding Grades**

Education Code 76224 states:

(a) When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.

#### **Procedure**

1. Students may request a grade change no later than one year following the awarding of the original grade.
2. Student shall meet with the instructor to discuss the grade.
3. If the issue is not resolved and the student believes that the grade is based on mistake, fraud, bad faith, or incompetency (EC 76224), he/she may appeal in writing to the Division Dean. Forms for the written appeal may be found in Division offices or by searching the Santiago Canyon College website.
4. The student may be requested to set up an appointment with the Division Dean to discuss the written grievance.
5. The Division Dean will review the allegations and consult with the instructor.
6. The Division Dean will review the issue and will notify the student and instructor in writing of his/her decision.
7. The decision of the Division Dean is final.

### **Grade Notification**

Grades are available on WebAdvisor upon grade submission by the instructor. Log into WebAdvisor and select grades under Academic Profile.

### **Discrimination Complaints**

Rancho Santiago Community College District does not discriminate on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

Students may file a discrimination complaint when they believe they have been deprived of a right granted to students by the Board of Trustees in any of the policies or regulations of the Rancho Santiago Community College

District. The purpose of these complaint procedures is to resolve differences as fairly and expeditiously as possible while preserving the right of students and staff members. Students should contact the Vice Chancellor, Human Resources if they want to file a discrimination complaint or discuss their concerns of alleged discrimination. The procedures for filing and investigation of a discrimination complaint can be found at: [rscdd.edu/Trustees/Pages/policies-andregulations.aspx#chapter1](http://rscdd.edu/Trustees/Pages/policies-andregulations.aspx#chapter1)

Students can either file a discrimination complaint with the Vice Chancellor, Human Resources who can be contacted at

2323 N Broadway, Suite 407-2  
Santa Ana, CA 92706  
Telephone Number (714) 480-7489

Alternatively, the student can file a formal complaint with the State Chancellor's Office Web site at [extranet.cccco.edu/Divisions/Legal/Discrimination](http://extranet.cccco.edu/Divisions/Legal/Discrimination)

### **General Grievances**

Most complaint or grievance matters should be resolved at the department/division dean level. If a complaint does not fall into one of the previously mentioned, please see the dean that supervises the department.

### **Procedure**

1. Students shall first confer with the person who took the action or made the ruling to which they object no later than ten (10) days following the event which prompted the grievance.
  - a. The Associate Dean of Student Development will assist the student in arranging an appointment between the student and staff member.
2. If the difference is not satisfactorily resolved, the student shall confer with the person's supervisor.
  - a. The Associate Dean of Student Development will assist the student in arranging an appointment between the student and the staff member's supervisor.
3. If the grievance is still unresolved, the student may file a written statement setting forth the nature of the grievance on the prescribed form with the Vice President of Student Services, no later than ten (10) days after conferring with the person's supervisor.
4. The grievance form shall be completed in full and shall include a full description of the grievance, times, dates and pertinent facts and the remedy sought by the student.
  - a. A Student Grievance Staff Response form will be sent to both the staff member and a supervisor for completion.
5. The Vice President of Student Services shall select a Student Grievance Panel. The administrator involved then shall forward the completed forms to the panel chair for review and recommendation. The panel shall have the power to make an appropriate investigation of the grievance and shall state the findings and make a recommendation.

6. If the grievance is sustained by the panel, it will recommend appropriate action for relief of the grievance and communicate this in writing to the person(s) to whom the grievance was directed. If the findings of the panel do not sustain the grievance, the panel shall communicate this finding in writing to the student who filed the grievance. The ruling of the Student Grievance Panel is final.

### **Student Grievance Panel Structure**

- one non-voting chair (except in situations of a tie vote)
- one student representative
- one classified representative
- one faculty representative
- one administrative representative

### **Other Possibilities for Complaints/Grievances**

Information on student grievance procedures is available at Santiago Canyon College. Grievances should be filed with the Associate Dean of Student Development, in room A-201. Complaint and/or grievance issues that are not resolved at the campus level may be presented to the agencies provided below.

- If your complaint is associated with the institution's compliance with academic program quality and accrediting standards, contact the [Accrediting Commission for Community and Junior Colleges \(ACCJC\)](#).
- If your complaint does not concern California Community College's (CCC) compliance with academic program quality and accrediting standards, complete the [CCC Chancellor's Office Web form](#)
- If your complaint involves unlawful discrimination, contact the [Chancellor's Office Web site](#)

### **Independent Study**

Independent study allows students to pursue projects under faculty advisement and supervision. The projects may be directed field experience, research, or development of skills and competencies. Transfer credit is indicated as Independent Study 199.

Independent study projects are normally for one unit of credit and require a minimum of 48 hours of directed work per unit of credit. Within the 48-hour minimum the instructor meets with each student on a weekly basis for at least one hour or a minimum of 16 hours for each one-unit project. The proposed project must be approved by the supervising instructor and the dean, with notification to the Vice President of Academic Affairs. Independent study is offered on a Pass/No Pass basis.

Independent study projects are normally undertaken in the department or division of the student's academic major. Exceptions to this rule must be approved by both the division dean of the student's academic major and the division dean to whom the student is applying for exception.

To be eligible for independent study, a student must be concurrently enrolled in at least one other class at either Santiago Canyon College or Santa Ana College and must show evidence of competence in the academic major and in the area of proposed independent study.

### **Lost and Found**

In the event of losing an item on campus, please contact Safety and Security either in person in U-88 or by telephone at (714) 628-4730. An officer will review the lost and found register to see if your item has been found. If so, you may claim your item with approved identification. In the event the item has not been found, the officer will record a description of the item and your contact information in order to contact you if the item is found. All lost items will be stored until the fourth week of the following semester. Any unclaimed items will be donated to a local thrift store.

### **Open Enrollment**

The policy of the Rancho Santiago Community College District and Santiago Canyon College is that, unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered

and maintained by the college, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to section 55003 of division 6 of title 5 of the *California Code of Regulations*.

### **Parking**

#### **Campus Parking Information**

RSCCD requires parking permits for student and staff lots at Santiago Canyon College during the fall and spring semesters and summer session. Parking permits are not required during intersession. Parking permits must be displayed on the first day of the semester/session. There is no grace period. Students are strongly encouraged to purchase their parking permits via the online WebAdvisor system when they register for classes. Parking permits may also be purchased using the link on the Safety & Security website. Day permits may be purchased through dispensers located in parking lots 1, 2, 3, 4, 5, 6 and 7. The purchase of your permit helps fund parking services and vehicle security when parked on campus.

## Disabled Student Parking

Several areas on campus are designated for disabled student parking. Vehicles in these areas are **NOT required to display a current SCC parking permit , or daily permit**, but must display one of the following: District-issued disabled permit, State placard, or special State license plate. District permits are available in the Disabled Students Programs and Services, E-105.

### Citation Information

Vehicles that do not display either a current parking permit or a daily parking permit will be issued a citation. Other citations will be issued if students park their vehicles in reserved parking. Disabled parking spaces are strictly enforced with citations of \$350 being issued to vehicles that violate the regulations. More information on parking citations and enforcement can be found on the SCC website at [www.sccollege.edu/parking](http://www.sccollege.edu/parking). A listing of all campus parking and traffic regulations can be found at [www.sccollege.edu/Departments/Security/Pages/parking-regulations.aspx](http://www.sccollege.edu/Departments/Security/Pages/parking-regulations.aspx)

### Refund of Parking Fee

Students who withdraw from full-semester classes through the first two weeks of instruction may request a refund of their parking permit.

Students must return the parking permit in its original condition to receive a refund. No refund will be allowed after the second week of instruction. No refund will be allowed if the parking permit is lost or stolen. Receipts must be presented.

Students who lose or have their parking permit stolen must purchase a new permit at full price.

### Parking Lot Disclaimer

Rancho Santiago Community College District is not responsible for damages to, loss of, or thefts from vehicles parked on campus, except as defined under the applicable Government Codes of California, including [810-966.6].

### Photography

Santiago Canyon College, a non-profit California Community College, reserves the right to use photography and video images of students and visitors, age 18 and older, taken on our property and at college-sponsored events for marketing and promotional purposes. Objection to the use of an individual's photography may be made in writing to

Public Affairs and Publications  
RSCCD District Office  
2323 N. Broadway, Suite 408  
Santa Ana, CA 92706

### Prerequisites, Corequisites and Recommended Preparation

Santiago Canyon College has adopted a policy on course prerequisites, corequisites, and advisories in order to provide for the establishing, reviewing, and challenging of prerequisites, corequisites, recommended preparation, and certain limitations on enrollment in a manner consistent with law and good practice. The policy, which is specified for implementation as an administrative regulation, is established pursuant to regulations contained in section 55003 of Chapter 6 of Title 5 of *California Code of Regulations*. The RSCCD Board of Trustees recognizes that if these prerequisites, corequisites and limitations are established unnecessarily or inappropriately they constitute unjustifiable obstacles to student access and success and, therefore, the board adopts this policy which calls for caution and careful scrutiny in establishing them. Nonetheless, the board also recognizes that it is as important to have prerequisites in place where they are a vital factor in maintaining academic standards and in assuring the health and safety of students as it is to avoid establishing prerequisites where they are not needed. For these reasons, the board has sought to establish a policy that fosters the appropriate balance between these two concerns.

### Important Definitions

It is very important to understand the definitions of the terms **Prerequisites**, **Corequisites** and **Recommended Preparation**. Note that prerequisites and corequisites may be challenged. See *Prerequisite Challenge Policy*, for more information.

**Prerequisite** indicates a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. A prerequisite represents a set of skills or a body of knowledge that a student must possess prior to enrollment and without which the student is highly unlikely to succeed in the course or program. Students will not be permitted to enroll in such courses and programs without the appropriate prerequisite. **All prerequisite courses must be completed with a letter grade of "C" or better.**

**Corequisite** indicates a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course. A corequisite represents a set of skills or a body of knowledge that a student must acquire through concurrent enrollment in another course and without which the student is highly unlikely to succeed. **Students must concurrently enroll in the corequisite course.**

**Recommended Preparation** indicates that while a course is not required prior to enrollment, it is highly advised in order to strengthen the likelihood of success in subsequent courses.

### **Prerequisite Policy**

Prerequisite means the preparation or previous course work considered necessary for success in the course. The College requires students to complete prerequisites as pre-enrollment preparation. Prerequisites which are listed in the College Catalog include:

1. Courses for which specific prerequisites have been established,
2. Sequential course work in a degree- applicable program, and
3. Courses in which an equivalent prerequisite exists at a four-year transfer college or university.

Questions about prerequisites are best resolved with a counselor or instructor prior to the first day of class.

### **Prerequisite Challenge Process**

A prerequisite challenge requires written documentation, explanation of alternative course work, and/or background or abilities which adequately prepare the student for the course. A Prerequisite Challenge Form can be obtained from the appropriate instructional office. Prerequisites may be challenged for one or more of the following reasons:

1. The college has not developed the prerequisite according to its established procedures or has not developed the prerequisite in accord with existing statutes.
2. The prerequisite is discriminatory or is being applied in a discriminatory fashion.
3. The college has not made the prerequisite course reasonably available.
4. The student has documented knowledge and abilities equivalent to those specified in the prerequisite course.

The challenge will be reviewed by a committee consisting of the dean, or designee, department chair, or designee, and one department or division representative or designee.

If space is available in a course when a student files a challenge to the prerequisite or corequisite, the district shall reserve a seat for the student and resolve the challenge in a timely manner. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the student registers for that subsequent term.

**NOTE:** Students who are challenging a course which is a requirement for a degree or certificate may wish to use the *Credit by Examination* process to receive credit for the challenged course.

*Specific regulations and procedures relating to course prerequisites, corequisites, and advisories are on file in the office of the Vice President of Academic Affairs at Santiago Canyon College.*

### **Student Right to Appeal**

A student has the right to appeal an exception to a current Santiago Canyon College academic policy, including academic probation and progress probation, to be made on their behalf. The student must complete and submit a petition. Petitions are obtained and submitted to the Admissions Office. Students must provide valid justification and documentation to support their request. The Exceptions to Academic Regulations Committee will review and make decisions on all requests. Students will be informed of the outcome in a timely manner. Petitions are obtained and submitted to the Admissions Office.

### **Publicity**

All announcements, publicity and advertisements posted on college facilities must be approved by the Administrative Services Office in A-204.

### **Sequential Courses**

Courses arranged in order of a sequence (i.e. beginning, intermediate and advanced) must be taken chronologically. Students may not enroll in a lower level course after passing a higher level version of the same course. (e.g. enrolling in Basic Aerobics after passing Intermediate Aerobics).

### **Sexual Assault and Other Assaults on Campus (Title IX)**

Any sexual assault or physical abuse, including, but not limited to, rape, as defined by California law, whether committed by an employee, student, or member of the public, that occurs on district property, is a violation of district policies and procedures, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. Students, faculty, and staff who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance. The Chancellor shall establish administrative procedures that ensure that students, faculty, and staff who are victims of sexual and other assaults receive appropriate information and treatment, and that educational information about preventing sexual violence is provided and publicized as required by law.

The procedures shall meet the criteria contained in EC 67385 and 67385.7 and 34 C.F.R. § 668.46. See Administrative Regulation (AR 3540).

Students who have been the victim of sexual violence should contact SCC Campus Safety and Security at (714) 628-4730.

Students can receive care, confidential psychological counseling, and assistance through SCC Student Health and Wellness Services located in T-102, or contact the office by telephone at (714) 628-4773.

Additional information and resources can be found at:

<https://www.rscsd.edu/Departments/TitleIX/Pages/default.aspx>

### **Sexual Harassment Complaints (Title IX)**

Board Policy 3430 (BP3430) Prohibition of Harassment prohibits all forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. Sexual violence includes dating violence, domestic violence and stalking. The District shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation of any person, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Students can file a Title IX complaints, which includes harassment or sexual violence with the Vice Chancellor, Human Resources who can be contacted at

2323 N Broadway, Suite 407-2,  
Santa Ana, CA 92706  
Telephone Number 714-480-7489

The procedures for filing and investigation of a discrimination complaint can be found at: [www.rscsd.edu/Trustees/Pages/AR-3435.aspx](http://www.rscsd.edu/Trustees/Pages/AR-3435.aspx)

The District also strictly prohibits retaliation against any individual for filing a complaint of harassment or sexual violence or for participating in such an investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end the Chancellor shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Chancellor shall establish procedures that define harassment on campus. The Chancellor shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

This policy and related written procedures (including the procedure for making complaints) shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution. They shall be available for students and employees in all administrative offices.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

### **Smoking and Tobacco Use**

Smoking is prohibited in all campus areas including all District owned, rented or leased properties and vehicles, except in designated parking lot areas and within 20 feet of entrances, exits, and operable windows.

Smoking is defined as the use of products containing tobacco and/or nicotine, including but not limited to smokeless tobacco, clove cigarettes, or any other smoking products, and any and all electronic or "e-cigarettes", which are unapproved nicotine delivery devices, unregulated by the FDA.

Public performances in which smoking is an integral and necessary part of the production are excluded from these regulations.

These regulations apply to employees, students, visitors and all other persons who use District owned or rented/leased facilities and vehicles. Failure to comply with these regulations may result in disciplinary action.

It is the responsibility of every District employee to comply with these regulations and report violations to District Safety.

These regulations do not supersede more restrictive policies which may be in force under State and Federal regulations.

### **Standards of Student Conduct**

Guidelines for Student Conduct are set forth in the California Education Code, California Administrative Code, Title V, policies of the Board of Trustees, and all civil and criminal codes. Students enrolling in district educational programs assume an obligation to obey state law and district rules and regulations governing the conduct of students.

Students who enroll in those instructional programs in which the college has affiliations with various outside associations must comply with the college's policies and procedures and also with the outside associations' policies and procedures. This includes but is not limited to students enrolled in the programs of Cosmetology, Fire Academies, Criminal Justice Academies and Nursing.

### **Guidelines for Student Conduct**

The following represent violations for disciplinary action, up to but not limited to expulsion, that may be taken:

- A. Dishonesty, cheating, plagiarism, lying, or knowingly furnishing false information to the district or college officials performing their duties.
- B. Forgery, alteration, or misuse of district documents, records, or identification.
- C. Willful misconduct that results in damage to any real or personal property owned by the district or district employees (damage includes, but not limited to vandalism, such as cutting, defacing, breaking, etc.).
- D. Obstruction or disruption of pedestrian or vehicular traffic or of teaching, research, administration, or of other district activities on or off District premises. This includes obstruction or disruption of administration, disciplinary procedures or authorized college activities.
- E. Assault, battery, or any threat of force or violence upon a student, college personnel, or campus visitor; willful misconduct which results in injury or death to a student, college personnel, or campus visitor. This includes fighting on district property or at a district sponsored event, on or off district premises.
- F. Detention of any person on district-owned or controlled property or at district-sponsored or supervised functions or other conduct which threatens or endangers the health or safety of another.
- G. Theft of any property of the district which includes property of a member of the district community or a campus visitor.
- H. Unauthorized entry into or unauthorized use of district property, supplies, equipment, and/or facilities.
- I. Misrepresentation of oneself or of an organization to be an agent of the district.
- J. Sexual assault or physical abuse, including rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat or assault, or any conduct that threatens the health and safety of the alleged victim, which includes students, college personnel, or campus visitors.
- K. Use, possession, distribution, or being under the influence of alcoholic beverage on district property or at any district sponsored event.
- L. Use, possession, distribution, or being under the influence of narcotics, other hallucinogenic drugs or substances, or any poison classified as such by Schedule "D" in Section 4160 of the Business and Professions Code on District property or at any District-sponsored event except as expressly permitted by law.
- M. Expression which is libelous, slanderous, obscene or which incites students so as to create a clear and present danger of commission of unlawful acts on district premises, or violation of district regulations, or the substantial disruption of the orderly operation of the college.
- N. Engaging in lewd, indecent, or obscene behavior on district property or at any district-sponsored function.
- O. Possession or use while on the district premises, or a district-sponsored function, of any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife or explosive. Exceptions include those participating in a criminal justice educational program who are authorized such possession or those who are enrolled in a course which authorizes such possession.

P. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative regulation.

Q. Engaging in harassing or discriminatory behavior based on race, sex (i.e., gender), religion, age, national origin, disability, sexual orientation or any other status protected by law.

R. Continuous disruptive behavior or willful disobedience, habitual profanity or vulgarity, open and persistent abuse of college personnel, or open and persistent defiance of the authority of college personnel, which includes physical as well as verbal abuse, including the use of racial epithets and hate speech.

S. Disruptive written or verbal communication, vulgarity, open and persistent abuse of other students which include verbal abuse, racial epithets and hate speech. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.

T. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Board of Trustees;

U. Violation of the Computer Usage Policy is applicable to students using computer classrooms, computer labs, the wireless network or other locations on and off district property. A violation is considered any of the following:

(a) Accessing with or without permission or causing to be accessed without authorization, altering, damaging, deleting, hacking, destroying, or otherwise using any data, computer, computer system, computer software and programs, or computer network belonging to or used by the college or any member of the District.

(b) Accessing with or without permission, taking, copying, or making use of any data from a computer, computer system, or computer network, or taking or copying any supporting documentation, whether existing or residing internal or external to a computer, computer system, or computer network belonging to or used by the college or District.

(c) Using or causing to be used, computer services without permission

(d) Disrupting or causing the disruption of computer services or denying or causing the denial of computer services to an authorized user of a computer, computer system, or computer network belonging to or used by the college or District.

(e) Introducing any computer contaminant or virus into any computer, computer system, or computer network belonging to the college or District.

(f) Sending any message using any computer system or network without authorization or sending any message in the name of another person or entity.

(g) Using any account or password without authorization.

(h) Allowing or causing an account number or password to be used by any other person without authorization.

(i) Accessing or causing to be accessed, downloading or causing to be downloaded, pornographic or obscene materials except when accessing such material which is part of the instructional process or assignment for a class in which the student is currently enrolled.

(j) Use of systems or networks for personal commercial purposes.

(k) "Cyberstalking", which is to be understood as any use of the college or district computer system, computer network, or computer programs to stalk another person via excessive messages or inquiries, inappropriate or threatening messages, racially motivated communications, photos or other means of communication.

V. Any act constituting good cause for suspension or expulsion, or violation of district policies or campus regulations.

### **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 to extend the life of hardware, comply with 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 a 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 computers or the wireless network to play individual games, multiple-user games, or gambling.
5. Using the computers for illegal purposes.

The SCC Library, computer labs, computer classrooms, and science labs 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 the Admissions and Records Office. Official transcripts submitted for evaluation must be printed/dated within the last 6 months. Any coursework marked as "in-progress" will need to have additional transcripts submitted once grades have been posted.

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 or online.

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.

Transfer coursework may also be used to meet SCC General Education. Course must be listed in the college catalog, in the same academic year for which the course was taken, at the transfer institution. Upper-division courses may be used so long as it meets the lower-division requirements; however, a student is strongly encouraged to meet with a SCC counselor to discuss unintended consequences.

### **Unit of Credit**

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

One unit of credit (or credit hour) of college credit represents 54 hours of student time in lecture, study, or laboratory work. 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 converting units from quarter to semester, 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**

### **Excused Withdrawal (EW)**

A student may petition for an Excused Withdrawal due to extenuating circumstances (reasons beyond the student's control). Extenuating circumstances are approved based upon verifiable documentation supporting the request. If approved, the petitioned classes will be designated with an "EW" (Excused Withdrawal) on the transcript. An "EW" will not be counted in progress probation or dismissal calculations nor will it be counted towards the permitted number of withdrawals or counted as an enrollment attempt.

### **Military Withdrawal (MW)**

A student who is a member of an active or reserve U.S. military service and has received orders compelling a withdrawal from courses may request a military withdrawal. If approved an "MW" will appear on the transcript for each course. "MW" shall not be counted in the permitted number of withdrawals nor shall it be counted in progress and dismissal calculations.

Students should file the petitions as soon as possible. The petition must be filed no later than one year following the awarding of the original grade.

### **Withholding of Student Records**

Students, or former students, who have failed to pay a proper financial obligation shall have grades, transcripts, diplomas and registration privileges withheld.

