



COLLEGE POLICIES AND PROCEDURES

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 Policy Information

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. As institutions, we 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 Misconduct Incident Report" form and distribute the form to the appropriate offices listed. Once the student has committed an act of academic dishonesty, said student **may not** withdraw from the course to receive the grade of "W".

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 or a lower grade or an "F" for the class. 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 disciplinary proceedings 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 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. Students with Academic Renewal Without Course Repetition are not eligible for Academic Honors. Graduation honors are awarded as follows:

PRESIDENT'S SCHOLAR. The President's Scholar designation is placed on the transcript and diploma of the graduate who has achieved an overall grade point average (GPA) of 3.5 while completing the Honors Program requirements. In addition, the President's Scholar graduate must have completed at least 30 units of coursework within the Rancho Santiago Community College District colleges of which 18 units or more must be honors courses. All letter grades must be C or better.

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. The highest honors graduate must have completed at least 30 units of coursework within the Rancho Santiago Community College District colleges of which 18 units or more must be letter grades. All letter grades must be A.

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. The high honors graduate must have completed at least 30 units of coursework within the Rancho Santiago Community College District colleges of which 18 units or more must be letter grades. All letter grades must be 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. The honors graduate must have completed at least 30 units of coursework within the Rancho Santiago Community College District colleges of which 18 units or more must be letter grades. All letter grades must be 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.

COMPLETION OF HONORS TRANSFER PROGRAM. Completion of Honors Transfer Program designation is placed on the transcript and diploma of the graduate who has achieved an overall grade point average (GPA) of 3.0 while completing the Honors Program requirements. In addition, the Completion of Honors Transfer Program graduate must have completed at least 30 units of coursework within the Rancho Santiago Community College District colleges of which 18 units or more must be honors courses.



SEMESTER ACADEMIC HONORS. An honors list is issued each semester from the Admissions and Records Office. Students are eligible by completing twelve or more units that semester with a grade point average of 3.5 or better. Credit/no credit units are not considered in the twelve-unit requirement. The student's overall G.P.A. must also be a 3.5 or better.

Absence/Drop

It is the student's responsibility to withdraw officially from a course.

However, because of enrollment demand a student may be dropped by the instructor when not appearing at the first class meeting.

A student may also be dropped 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.

Academic Renewal

(Formerly: Academic Renewal Without Course Repetition)

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 petition the Admissions and Guidance Committee two or more years after recording of the substandard work to have up to 20 units of below C, lower division, work at any institution disregarded in the computation of the grade point average.

To be eligible, 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 in semesters or sessions of academic enrollment from the beginning of the renewal period. Units will be counted from the semester immediately following the substandard work. All semesters following cannot contain any substandard grades.

The petition shall require the approval of the Admissions and Guidance Committee, and the permanent academic record shall be annotated in such a manner that all work remains legible. Petition approved work will not count toward graduation or general education certification requirements. Students approved for Academic Renewal are not eligible for Academic Honors. After AA/AS degree, or CSU or IGEC certification has been applied for and is posted, academic renewal is **not** accepted.

Academic renewal at a college in the Rancho Santiago Community College District does not guarantee that other institutions will ap-

prove such action. This determination will be made by the respective transfer institutions.

Course Repetition

(Formerly: Academic Renewal With Course Repetition)

A student who earns a D, F, or NC grade may repeat the course once to improve the grade of the substandard work.

Under extenuating circumstances, and after consultation with appropriate faculty, the Division Dean, or designee, may approve petition to repeat the course more than once.

A student may not repeat a course to change a grade of C or above. (Note this same procedure may be followed in case of grades UF and WF which appear on some older transcripts.) Courses repeated under the provisions of this section will be indicated as repeated on the permanent academic record of the student.

Course repetition at Santiago Canyon College does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institutions.

Repeatability of Courses

Courses may be repeated under the following circumstances:

Substandard Work: when a student has earned a grade of D, F, NC (No Credit). Substandard work may be repeated once. (See *Course Repetition Policy*.)

Repeatable Courses: when it is identified as repeatable in the class schedule and college catalog.

Special Circumstances: when there is a significant lapse of time since the student previously completed the course, accident, illness, or other circumstances beyond the control of the student. Courses repeated under provisions of this section will be indicated as repeated on the permanent academic record of the student as determined by the dean. Grades awarded for courses repeated under provisions of this section shall not be counted in calculating a student's grade point average.

Personal Interest Courses. The number of courses which may be taken within an area of personal interest is limited to a total of four courses. A personal interest area may be defined as (1) a physical activity such as tennis or swimming or circuit training; (2) a performance activity such as concert band or choir or theatre production; or (3) a studio art activity such as ceramics or watercolor or painting. An exception to this policy is the student who is working toward a certificate

and/or an associate degree in a particular discipline which requires more than four courses in one or more activities.

Variable Unit Courses. A variable unit course may be continued until the maximum number of units has been earned.

Advanced Placement With Credit (AP credit)

Course credit is granted for Advanced Placement Examinations with a score of three or higher if the Santiago Canyon College discipline faculty concerned have determined that the material covered is comparable to specific course offerings in the catalog. Students will be granted Santiago Canyon College semester units of college credit as listed below, and according to the following policies:

1. Course credit granted for Advanced Placement Examinations can be used to meet general education requirements for an AA degree under plans A, B, or C.
2. Course credit earned through Advanced Placement Examinations can be used to certify general education requirements for transfer to UC under Plan C (Intersegmental General Education Transfer Curriculum). AP credit can be used to certify general education for transfer to CSU under Plan B (CSU General Education Breadth) or under Plan C (IGETC). **Students being certified under Plan C can only use one course per exam on the IGETC pattern.**
3. The posting of AP credit on the Santiago Canyon College transcript does not ensure its transferability to four-year schools. Each four-year school grants AP credit according to their own policy. In some cases Santiago Canyon College will grant more units of credit than a particular school, and in some cases the colleges will grant less. In addition, AP credit for the major frequently requires higher scores or may not be accepted at all. Students planning to transfer should consult the catalog of the transfer institution to determine how AP credit is awarded at that school.

Advanced Placement Course	Equivalent College Course(s)	Semester Units
Art History	Art 101 & 102	6
Studio Art		
Drawing Portfolio	Art 130	3
General Portfolio	Art 110 & 111	6
Biology	Biology 109 (lecture only)	3
Chemistry	Chemistry 219	5
Computer Science A/AB	Computer Science 121, 131	3
Economics-Macroeconomics	Economics 120	3
Economics-Microeconomics	Economics 121	3
English Language & Composition /	English 101	4



English Literature & Composition	English 101	4
Environmental Science	Biology 200 or Environmental Studies 200	3
French Language	French 101 & 102	10
Government & Politics-Comparative**	Political Science 201	3
Government & Politics-United States**	Political Science 101	3
Human Geography	Geography 102	3
History-European	History 102	3
History-United States	History 120 & 121	6
Mathematics-Calculus AB	Mathematics 180	4
Mathematics-Calculus BC	Mathematics 180 & 185	8
Music Listening & Literature	Music 101	3
Physics B	Physics 279 & 289	8
Physics C-Mechanics*	Physics 217, 227	4
Physics C-Electricity+ Magnetism	Physics 227	4
Psychology	Psychology 100	3
Spanish Language	Spanish 101 & 102	10
Statistics	Mathematics 219	4

* Credit for Physics 217, 227 will be granted upon successful completion of Physics 237.

**This examination does NOT meet CSU California state and local government graduation requirement.

Students should submit official copies of Advanced Placement Examination test scores to the Admissions and Records Office for evaluation. Although credit awarded through advanced placement may be used to satisfy Santiago Canyon College graduation requirements, it cannot be used to satisfy the twelve unit residency requirement.

Career Advanced Placement

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

1. Request a Career Advanced Placement form and obtain approval from your high school to enroll at Santiago Canyon College.
2. All college class prerequisites must be met.
3. Tenth grade and below will need the approval of the division dean.
4. Any high school student who registers as a full-time student will be charged the regular community college enrollment fees.
5. Cap students by law are the last students to be registered. This occurs two weeks before the start of the semester or session.

Attendance

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 immediately upon returning to class.

Auditing

Santiago Canyon College does not permit auditing of classes.

Classification of Students

Career Advanced Placement - one who has not been graduated from 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 or higher.

The College-Level Examination Program (CLEP)

Santiago Canyon College will grant a maximum of 30 units of credit for any combination of CLEP General and Subject Examinations. CLEP credit will count toward Santiago Canyon College graduation requirements, but will not be counted toward the 12 unit residency requirement. CLEP credit will only be approved if college credit has not been granted in the given area either before or after CLEP date. This is considered repeated work.

CLEP credit granted at Santiago Canyon College does not necessarily transfer to other colleges/universities. Students planning to use CLEP credit for college-transfer purposes will need to consult the transfer institution regarding its policy pertaining to the CLEP program. CLEP scores will not be used for general education certification for the California State University (Plan B), nor for certification of the Intersegmental General Education Transfer Curriculum (IGETC) (Plan C).

Applications for CLEP credit are available in the Admissions and Records Office at Santiago Canyon College.

General Examinations

Not more than 4 units of credit may be earned in each of the general examinations with a maximum of 16 units. Required scores for general examinations are listed below:

General Examination	RSCCD Req. Standard Score
English Composition	50
Social Science/History	50
Natural Science	50
Humanities	50
Mathematics	50

Subject Examinations

Credit for CLEP Subject Examinations is granted according to the determination of the dean in consultation with the department. When credit is granted for a subject exam in lieu of a course, the units may not exceed

the units given for the designated course at Santiago Canyon College. CLEP Subject Examinations may or may not cover the exact content of a course offered at a college in the Rancho Santiago Community College District.

Credit By Examination

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.
2. Information about courses which may be challenged for credit by examination is available in the Division Offices.
3. 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.**
4. Credit may be earned only for courses that are: 1) currently listed in the catalog, and 2) specifically designated by the appropriate dean as courses that are eligible for credit by examination. A student may attempt credit by examination only once in a particular course.
5. 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.
6. 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.
7. 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.

8. Grading of the examination is on a credit/no credit basis. Credit 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. "Credit" grades will be computed as units earned but will not be counted in the grade point average.

9. 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.
10. Units for which CR 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.

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 as designated in all Apprenticeship programs, Gemology, Human Development, Real Estate, Women's Studies, Work Experience, and through credit by examination 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 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 12 pass/no pass units is allowed for any degree program. This does not include units taken under credit by examination or assessment, or in all Apprenticeship courses, Gemology, Human Development, Real Estate, Women's Studies and Work Experience.
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 or thirty percent (30%) of the term, whichever is less. Pass/No Pass status cannot be changed back to a letter grade after the deadline has passed.

6. Pass indicates a "C" or better.

Examinations

It is expected that the instructor will give at least two evaluations of student performance prior to the mid-portion of the class and at least one other evaluation before the final examination. Final examinations are required in all courses.

Grades and Grade Point Average

Grades are based upon the quality of work done; that is, upon actual accomplishment in courses offered for credit. Credit by examination, credit/no credit, "W's" and "I's" are not figured into grade point averages. 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:

Grade	Grade Points
A - Excellent	4 per unit earned
B - Good	3 per unit earned
C - Satisfactory	2 per unit earned
D - Passing, less than satisfactory	1 per unit earned
F - Failing	0 per unit attempted
CR - Credit	0 per unit earned
NC - No Credit	0 per unit attempted
W - Withdrawal	0 (no units earned)
I - Incomplete	0 (no units earned)
IP - In progress	0 (no units earned)
RD - Report delayed	0 (no units earned)

Grade Reports

Grades are available online by the Wednesday after the semester ends. Check www.sccollege.edu.

Students on probation are sent a notice reminding them to make an appointment with a counselor for individual help.

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. Student shall meet with the instructor to discuss the grade.
2. 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 the office of the Vice President of Student Services.
3. The student may be requested to set up an appointment with the Division Dean to discuss the written grievance.
4. The Division Dean will review the allegations and consult with the instructor.
5. The Division Dean will review the issue and will notify the student and instructor in writing of his/her decision.
6. The decision of the Division Dean is final.

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 given. 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. 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 Admissions and Records Office 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.

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. Independent study credit may be earned in any discipline. 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. Normally projects are for one unit. Independent study may be repeated for credit for a maximum of three units. Recommended projects of more than one unit must also have prior approval from the Vice President of Academic Affairs. Independent study is offered on a credit/no credit 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 which 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.

Open Courses

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 district, 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 regulations contained in Article 2.5 (commencing with Section 55200) of Sub Chapter 1 of Chapter 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. Parking permits may be purchased at time of registration for \$16.00 in the Cashier's Office (E-102). The purchase of your permit funds parking services and vehicle security when parked on campus.

Disabled Student Parking

Several areas on campus are designated for disabled parking. Vehicles in these areas are **required to display a current SCC parking permit** as well as one of the following: District-issued disabled permit, State placard, or special State license plate. District permits are available in the SCC Disabled Student Center, E-105.

Refund of Parking Fee

Any student who withdraws from full-semester class(es) through the first two weeks of instruction may request a refund for his/her parking permit.

The student is required to return the parking permit, and the numbers must be legible. 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.

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].

Course Prerequisites, Corequisites, and Advisories

The 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, advisories on 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 Article 2.5 (commencing with Section 55200) of Sub Chapter 1 of Chapter 6 of Title 5 of the *California Code of Regulations*. The RSCCD Board of Trustees recognizes that if these prerequisites, corequisites, advisories, 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 **Prerequisite**, **Corequisite**, or **Advisory Reading Level**. 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.

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.

What the Levels for Advisory Reading Levels Mean

- LEVEL 2** Minimum reading level: Qualification for Reading 097 determined by reading placement test.
- LEVEL 3** Qualification for Reading 097 on reading placement test.
- LEVEL 4** Qualification for Reading 100 on reading placement test.

Levels 2 and 3 are approximately 8th grade reading level. This is the minimum reading proficiency level required for high school graduation in California. Short newspaper articles with common vocabulary are often about 8th grade reading level. Students with this level of reading may have difficulty with texts containing complex ideas and new vocabulary.

Level 4 is approximately 10th grade reading level. This is the minimum level required for an AA/AS degree at Santiago Canyon College. Longer newspaper articles with content-specific vocabulary are often about 10th grade reading level. Motivated students with this level of reading skill can often handle texts where new vocabulary and concepts are explained.

PREREQUISITE CHALLENGE POLICY AND PROCEDURES COURSE 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.



Student Code of 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 association's policies and procedures. This includes, but is not limited to, students enrolled in the programs of Cosmetology and Apprenticeship.

GUIDELINES FOR STUDENT CONDUCT

In compliance with the California Education Code (Sections 48922, 66017, 66300, 76020, 76021, 76030, 76043, 76120, 76130, 76131, and 87014) and in keeping with the above, be it RESOLVED, by the Board of Trustees of Rancho Santiago Community College District, that this Board recognizes the need for a clear standard of behavior on campus and at district activities; and be it further RESOLVED, that the following violations of orderly conduct are cause for corrective action.

- A. Dishonesty, cheating, plagiarism, lying, or knowingly furnishing false information to the district or a college official performing their duties.
- B. Forgery, alteration, or misuse of district documents, records, or identification.
- C. Knowingly accessing and without permission altering, damaging, deleting, destroying, copying, or otherwise using any data, which reside or exist internal or external to a computer, computer system, or computer network in the district.
- D. Obstruction or disruption of pedestrian or vehicular traffic or 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. It also includes obstruction or disruption of pedestrian or vehicular traffic.
- E. Physical abuse or 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. This includes fighting on district property or at a district sponsored event, on or off district premises.

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 or 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.

Probation—Dismissal

Probation and dismissal are based on the student's performance at the community college of current attendance only.

PROBATION

1. **Progress probation.** A student who has enrolled in a total of twelve units will be placed on progress probation when the percentage of all units in which a student has enrolled and for which entries

of "W", "I", and/or "NC" are recorded reaches or exceeds fifty percent.

2. **Academic probation.** After attempting twelve or more units, a student is placed on probation when the cumulative grade point average for all work attempted falls below 2.0.

REMOVE FROM PROBATION

1. **Progress probation.** A student on progress probation because of an excess of units for which entries of "W", "I", and "NC" are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent.
2. **Academic probation.** A student on academic probation for a grade point deficiency shall be removed from probation when the student's accumulated grade point average is 2.0 or higher.

DISMISSAL

1. **Progress probation.** A student who has been placed on progress probation shall be dismissed if the percentage of units in which the student has been enrolled for with entries of "W", "I", and "NC" are recorded in at least three consecutive semesters reaches or exceeds fifty percent.
2. **Academic probation.** A student who is on academic probation shall be dismissed if the student earned a cumulative grade point average of less than 1.75 in all units attempted in each of three consecutive semesters.

Sexual Harassment Policy

It is the policy of the Rancho Santiago Community College District to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by State and Federal law.

The Rancho Santiago Community College District forbids any form of sexual harassment. Prompt disciplinary action will be taken against any student or employee engaging in sexual harassment.

If you feel that you have been the victim of sexual harassment please contact the Human Resources Office, Vice Chancellor of Human Resources at (714) 480-7489, or the Vice President of Student Services at (714) 628-4884.



- F. Theft of or damage to property of the district, which includes property of a member of the district community or a campus visitor.
- G. Unauthorized entry into or unauthorized use of district property, supplies, equipment, and/or facilities.
- H. Misrepresentation of oneself or of an organization to be an agent of the district.
- I. 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.
- J. Use, possession, distribution, or being under the influence of alcoholic beverage on district property or at any district sponsored event.
- K. 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.
- L. 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 orderly operation of the college.
- M. Engaging in lewd, indecent, or obscene behavior on district property or at any district-sponsored function.
- N. Possession or use while on the district premises, or a district-sponsored function of any firearms, explosive, dangerous chemical or deadly weapon. 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.
- O. Any act constituting good cause for suspension or expulsion, as defined in Section II E-I of this policy.
- P. Violation of district policies or campus regulations.

Disciplinary Action

Violations are subject to a possible: warning, reprimand, probation, suspension or expulsion. Disciplinary actions may be imposed singly or in combination.

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 B average. Approval for such overloads may be secured from the counselors or the Dean of Counseling and Student Support Services at Santiago Canyon College.

A summer session load should not exceed the equivalent of one unit per week or approximately nine units for an 8-week session. Exceptions may be approved as above on the basis of the same criteria.

Transcripts

Students may obtain an official transcript of records by filing online, in person, or mailing a request to the Admissions and Records Office, Santiago Canyon College, 8045 E. Chapman Ave., Orange, CA 92869. The first two transcripts will be issued without charge, thereafter, a \$3.00 charge will be assessed for each additional transcript. A \$8.00 special handling fee will be charged for express transcripts. All official transcripts are copies of the student's permanent record in the Office of Admissions and Records at either college. Only records prepared and issued directly from that office will be considered official or certified for accuracy.

International Transcripts – Evaluation Practices

Santiago Canyon College may grant credit for college coursework completed outside of the United States. Students must submit their records to a Santiago Canyon College recognized evaluating agency, in order to obtain an equivalency/evaluation report (contact the Admissions Office or Counseling Department for listings of evaluating agencies). Once the Admissions Office at Santiago Canyon College receives the equivalency/evaluation report, an official evaluation will be conducted to determine course applicability.

The following guidelines apply to coursework completed outside of the United States.

- There is no transfer credit limit a student may be granted for coursework completed outside of the United States. However, Santiago Canyon College may only grant credit for lower division classes.
- College credit may only be granted toward Santiago Canyon College associate degree and certificate programs.
- Coursework may not be used to fulfill the following General Education Requirements: English Composition, American Institutions, Reading, and Oral Communication.
- Courses intended to fulfill major requirements must be submitted to the major department for approval.
- Coursework may not be used to fulfill General Education Certification requirements for CSU-GE or IGETC (with the exception of Area 6 – Language Other Than English).
- Santiago Canyon College may not determine course transferability to other colleges and universities.

Students who have completed coursework outside of the United States are encouraged to meet with a counselor to determine course and program applicability.

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 through the Admissions and Records Office. Students are encouraged to consult with instructors concerning class withdrawals.

Students may officially withdraw through the Admissions and Records Office, touchtone telephone, or the web through the last day of the 12th week of instruction (or 75 percent of a term, whichever is less) and receive a transcript symbol of "W".

All instructor-initiated "EAs" (excessive absence drops) through the 12th week or 75 percent of the term, 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.

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). If such circumstances are verified by the Director of Admission at Santiago Canyon College, the Director of Admission may authorize withdrawal which shall be recorded as "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 within the semester 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. **Also, petitions will NOT be accepted for consideration later than one year following the semester in which the extenuating circumstance occurred.**

A student who has a withdrawal (grade of "W") in the same course two or more times loses the privilege of priority registration for that course and must receive the approval of the appropriate dean, administrator, or counselor to enroll in the same course.

(See also the Academic Renewal Policies.)

Smoking

Smoking is prohibited in all buildings at all Rancho Santiago Community College District campuses and centers, and within 20 feet of entrances, exits, and operable windows. Designated smoking areas are provided on campus. Vehicles transporting students and staff for instructional/extracurricular activities are considered non-smoking areas.

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, suspension, demotion, expulsion or dismissal, and may also be subject to criminal sanctions including fines, jail, or prison sentences.

The Chancellor shall assure that the District distributes annually to each student the information required by the Drug-Free Schools and Communities Act Amendments of 1989 and complies with other requirements of the Act.

Please refer to Board Policy 3523 for specific information or contact the Health and Wellness Center at (714) 628-4773.

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 the Board policy on Free Expression (BP 5420) for specific information.

Publicity

Publicity for off-campus activities and organizations must be cleared through the Student Life and Leadership Office. Posting or distribution of publicity for student activities on campus must be authorized by the Associated Student Body (ASB).

Sexual Violence Information

In accordance with California State Law, Santiago Canyon College has the resources to assist and refer students who become victims of sexual violence. If you have been the victim of sexual violence either on or off-campus, immediate confidential care and counseling can be provided by the Student Health and Wellness Center, in Building T-102. Registered Nurses and Crisis Counselors are present and available to care for students during operating hours. When the Health Center is closed, contact Campus Safety and Security directly in Building U-100 or call (714) 628-4730.