



SANTIAGO CANYON COLLEGE  
2019 / 2020 CATALOG ADDENDUM





## 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

#### 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 on pages 28-29.

**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.** 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 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

**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

Inasmuch 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.

#### Academic Probation and Dismissal

- A1 Academic Probation – First Time  
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.
- A2 Academic Probation - Second Time  
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.
- AD Academic Dismissal  
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 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.

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.

#### Progress Probation and Dismissal

- P1 Academic Probation – First Time  
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.
  - P2 Progress Probation – Second Time  
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.
  - PD Progress Dismissal  
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 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



## ASSOCIATE DEGREE REQUIREMENTS • 2019–2020

### Associate Degrees

To earn an associate degree, a student must fulfill the requirements listed under I, II and III below.

#### I. Unit and Residency Requirements

60 UNITS of degree applicable coursework are required, with at least a 2.0 grade point average. At least 12 of the units must be earned at Santiago Canyon College and at least 6 of those units must be in courses required for the major, unless students are earning an Associate Degree for Transfer (ADT).

#### II. General Education Requirements

The general education requirements can be met through the completion of one of the following general education plans.

Plan A: Santiago Canyon College General Education Requirements page 40

Plan B: California State University General Education Breadth page 46

Plan C: Intersegmental General Education Transfer Curriculum (IGETC) page 47

The general education requirements may also be satisfied by submitting an official transcript showing completion of a bachelor's degree from a regionally accredited institution.

Alternatively, the general education requirements may be satisfied by submitting an official transcript showing completion of an associate of arts or associate of science degree from a regionally accredited California institution within a ten-year period. All major requirements must be completed at Santiago Canyon College within ten years of the semester and year the degree was conferred at the regionally accredited California institution.

For coursework completed outside the United States, see International Transcripts section on page 12.

#### III. Major Requirements

Each degree specifies courses required for the major (a minimum of 18 units). Students must complete these courses with a grade of C or better. For programs of study leading to an associate degree, see SCC Academic Programs on pages 59-161.

A course may be used to satisfy a major requirement and meet a general education category requirement. Non degree applicable courses (courses numbered N01-N99) may not be used for graduation requirements.

See Pass/No Pass section on page 19. Courses in the student's major may not be taken under the Pass/No Pass policy except for major courses for Associate Degrees for Transfer courses for which Pass/No Pass is the only grading option, and units earned through credit by examination or assessment.

**IMPORTANT NOTE:** The list of courses will be subject to change year by year, but students are assured that courses taken to meet General Education requirements will be honored if they are approved for the academic year in which they are taken. Courses on this list are approved per academic year beginning Fall 2018 and are valid through Summer 2020.

#### IV. Proficiencies

The required proficiencies listed on page 40 may also be used to meet General Education Requirements in areas A-F where appropriate. Courses taken to meet proficiencies must be completed with a grade of "C" or better

#### Petition For Graduation and Catalog Rights:

Students must submit a Petition to Graduate to earn an associate degree, certificate, CSU Certification and/or IGETC Certification. Petitions for graduation should be filed in the Admissions and Records Office at Santiago

Canyon College when a student has completed at least 30 units or one semester prior to the expected semester to graduate. Students who maintain continuous enrollment have the option to meet the associate degree or certificate requirements as listed in the catalog in effect at the time of first enrollment or any subsequent year.

Continuous enrollment is defined by earning a notation on a transcript (letter grade, W, NP, P or I) for at least one course during any semester, or session, within that academic year. For the purposes of the catalog, an academic year begins with the fall semester and concludes with the summer session. So long as the student remains in attendance in any one semester (fall/spring) or session (summer/intersession) per academic year, the student has the ability to elect to meet the graduation requirements in effect at the time beginning his/her continuous enrollment or in more recent catalog years.

If a student does not earn a note on their transcript during any of the semesters, or sessions, during an academic year, then the student is no longer protected by previous associate degree and/or certificate requirements and will be held to the additional requirements. The student must then reset their catalog rights clock to use the catalog at the time of readmission or subsequent enrollment.

In the event a loss of catalog rights due to extenuating circumstances, a student wishes to waive or substitute a requirement for an associate degree and/or certificate requirements, the student could complete the appropriate form and submit to the Exceptions for Academic Regulations (EAR) Committee for final determination.

#### Commencement

Commencement is held once a year at the end of the spring semester for those students who have completed or petitioned for a degree during the current academic year (Fall 2018, Spring 2019, or Summer 2019). A Petition to Graduate must be submitted to the Admissions and Records Office at Santiago Canyon College to participate in commencement. Exceptions may be made to accommodate students petitioning for Fall 2019.

**NOTE:** Official transcripts from all colleges attended must be on file.





## ASSOCIATE IN ARTS FOR TRANSFER (A.A.-T) OR ASSOCIATE IN SCIENCE FOR TRANSFER (A.S.-T) DEGREE REQUIREMENTS • 2019–2020

### ASSOCIATE DEGREES FOR TRANSFER

California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units.

To view the most current list of Santiago Canyon College's Associate Degrees for Transfer and to find out which CSU campuses accept each degree, please go to [www.sccollege.edu/transferdegrees](http://www.sccollege.edu/transferdegrees).

Current and prospective community college students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

#### Associate Degrees for Transfer

To earn an associate degree for transfer, a student must fulfill the requirements listed under I, II and III below.

#### I. Unit and Residency Requirements

60 UNITS of CSU-transferable semester units are required, with at least a 2.0 grade point average. While a minimum of 2.0 is required for admission to the CSU, some majors may require a higher GPA. Please consult with a counselor for more information. At least 12 of the units must be degree applicable and earned at Santiago Canyon College.

#### II. General Education Requirements

The general education requirements can be met through the completion of one of the following general education plans.

Plan B: California State University General Education Breadth page 46

Plan C: Intersegmental General Education Transfer Curriculum (IGETC) page 47

**NOTE:** Students who are following Plan C: IGETC and are planning to transfer to a CSU must complete Area 1C: Oral Communication CSU admissions requirement with a grade of "C" or better. Completion of Area 1C is not necessarily a graduation requirement for Santiago Canyon College. Please consult a college counselor to ensure all graduation requirements are being met.

#### III. Major Requirements

Each degree specifies courses required for the major (a minimum of 18 units). Students must complete an "AA-T" or "AS-T" major as detailed in the program section of the catalog. Completion of these courses must be done with a grade of C or better or a "P" if the course is taken on a "Pass/No Pass" basis. (Title 5 § 55063)

See Pass / No Pass section on page 19. Courses in the student's major may not be taken under the Pass/No Pass policy except for major courses for Associate Degrees for Transfer courses for which Pass/No Pass is the only grading option, and units earned through credit by examination or assessment.

#### Associate in Arts for Transfer (AA-T) and Associate in Science for Transfer (AS-T) Reciprocity, Course Substitution, External Exams, and Credit by Exam Policy and Procedures

Students who have taken courses from a California Community College, a regionally accredited institution, completed an external exam such as AP, CLEP (may be used on CSU GE-Plan B only), or IB or Credit by Exam may be granted credit towards an AA-T/AS-T general education and/or major requirement. Courses will be reviewed by one of the following methods.

#### General Education Courses

- General education courses taken at other California Community Colleges are granted course-to-course reciprocity providing the course in question appears on the CSU-Plan B or IGETC-Plan C at the time the student completed the course.
- Non-California Community College general education courses are reviewed by the Articulation Officer via the pass along process in accordance with the CSU-Plan B or IGETC-Plan C standards.
- Students who completed an external examination such as AP, CLEP or IB are granted credit towards general education consistent with CSU GE and IGETC policies.

- Santiago Canyon College Credit by Exam may be granted for general education only if a course is eligible and listed in the Credit by Exam section of the SCC Catalog.

#### Major Requirement Courses

- A major requirement with a C-ID number taken at another California Community College (CCC) is granted course-to-course reciprocity and meets the same designated C-ID major requirement found in the SCC's AA-T/AS-T.
- A major requirement completed at another California Community College that is approved as part of its AA-T or AS-T, will be applied to the corresponding Santiago Canyon College AA-T/AS-T area. Courses completed at other CCCs must be part of their AA-T/AS-T at the time the student completed the course, if a course is not part of the AA-T/AS-T then the course must be reviewed by the SCC discipline faculty in accordance with the C-ID descriptor. Courses completed at other CCCs prior to the AA-T/AS-T approval, will be "grandfathered".
- A major requirement without a C-ID number taken at another California Community College, where an AA-T/AS-T does not exist, is reviewed by the SCC discipline faculty in accordance with the C-ID descriptor.
- A non-California Community College major requirement taken at a regionally accredited institution is reviewed by the SCC discipline faculty in accordance with the C-ID descriptor and if comparable, course-to-course substitution is granted.
- Students who completed an external examination such as AP, CLEP or IB are granted credit towards major requirements where exam-to-course comparability exists; if exam-to-course comparability does not exist, the discipline faculty reviews the external exam and determines course comparability if a course is offered (Students should be aware that external exam credit may be awarded/counted differently by the transfer institution).
- Santiago Canyon College Credit by Exam may be granted for major requirement only if a course is eligible and listed in the Credit by Exam section of the SCC Catalog.

It is strongly recommended students make an appointment with a Santiago Canyon College counselor to discuss appropriate credit placement.