

## Eighty - five years of commitment to our community.



In 1920, higher education in the state consisted of the University of Arizona, Arizona State Teachers' College, Northern Arizona Normal School and Phoenix Junior College. The Teachers' College later became ASU, the Normal School eventually became NAU, and the Junior College grew into Phoenix College, Arizona's original two-year institution of higher learning.

We're very proud of our pioneering place in Arizona history, and even prouder to be the flagship college of the Maricopa Community Colleges, the largest community college district in the nation.

Today's Phoenix College students come from many diverse cultures, nationalities and personal experiences. They are recent high school graduates pursuing a university degree. They are working adults seeking a better life for their family. And they are refugees from strife-torn countries who risked their lives to realize the promise of education in America.

We hope you find your place alongside them, whether you seek an art class for personal expression, a computer class to stay abreast of emerging technology, or a degree or certificate to meet your long-term career goals. We offer more than 200 educational programs and over 2,000 courses to choose from, whatever your needs may be.

Our anniversary theme is "Preserving the past. Poised for the future." An eighty-five-year commitment to teaching, learning and student success is waiting to serve you today.

Warm regards,

A handwritten signature in cursive script that reads "Anna Solley". The signature is written in black ink on a white background.

Anna Solley, Ed.D.  
Acting President

# Phoenix College 2005-2006 General Catalog

## Table of Contents

President’s Message .....	1
Vision, Mission, and Strategic Initiatives .....	3
Academic Calendar .....	4
Phoenix College Information .....	6
Phoenix College Policies .....	15
MCCCD Common Policies .....	20
Student Clubs/Organizations .....	72
MCCCD Graduation and Degree Information .....	74
MCCCD Occupational Programs .....	95
Majors Pathways .....	103
AGEC Course Offerings at Phoenix College .....	108
Arizona Transfer Pathways .....	111
Instructional Departments .....	114
Program and Degree Index .....	116
Phoenix College Programs and Awards .....	117
Course Index by Prefix .....	220
Course Descriptions .....	221
Career Services .....	327
Faculty and Administration .....	328
Index .....	335
Mathematics Flowchart .....	341
How to Use Your Catalog .....	342
Campus Map .....	.back inside cover

Phoenix College reserves the right to make necessary course and program changes in order to meet current educational standards. Failure to read this document does not excuse students from the rules and procedures described herein. Personal factors, illness, or contradictory advice from any source are not acceptable grounds for seeking exception from these rules and regulations.

Visit us on the Web at [www.phoenixcollege.edu](http://www.phoenixcollege.edu)

# Phoenix College Vision & Mission Statements & Strategic Directions

## VISION STATEMENT

Phoenix College will be an exemplary educational institution, caring, innovative, and creative. It will be responsive to its diverse community, offering supportive environments for students success, promoting lifelong learning.

## MISSION STATEMENT

Phoenix College is a comprehensive community college responsive to the changing needs of its diverse community and individuals pursuing academic, occupational, developmental, and personal enrichment goals.

## ACCREDITATION

Phoenix College, one of ten Maricopa Community Colleges, is accredited by the Higher Learning Association of the North Central Association of Colleges and Schools, Commission on Institutions of Higher Education, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, 800.621.7440 or 312.263.0456.

Some of Phoenix College's programs are accredited and/or approved by the agencies listed below:

- The American Bar Association (ABA), 750 N. Lakeshore, Chicago, IL 60611
- The American Dental Association's Commission on Dental Accreditation, 211 E. Chicago Ave., Chicago, IL 60611-2678
- The Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), c/o the American Health Information Management Association (233 N. Michigan Avenue, Suite 2150, Chicago, IL, 60601-5800).
- The National League for Nursing Accrediting Commission (NLNAC), 61 Broadway, 33rd Floor, New York, NY 10006

## STRATEGIC DIRECTIONS

**2005 - 2006**

### Maximizing Access

- ♦Develop a technology plan to maximize educational delivery and college infrastructure.
- ♦Expand the PC ACE program.
- ♦Develop and implement an Enrollment Management Plan.

### Enhancing Learning Environments and Delivery Options

- ♦Create new programs and services based on needs assessment that will enhance access to the baccalaureate for our diverse populations.

### Enhancing Collaboration and Increasing Partnerships

- ♦Collaborate with District, South Mountain, Gateway, and Rio Salado Colleges to establish a downtown campus.
- ♦Increase 2+2+2 efforts.
- ♦Create an executive advisory committee of key community leaders.

### Pursuing Revenue Sources and Promoting Cost Effectiveness

- ♦Partner with downtown entities to create new educational opportunities for students.

### Recruit, Develop and Retain a Quality Diverse Workforce

- ♦Hire diverse and quality faculty and staff.
- ♦Develop an employee recognition program.

### Maintaining a Strong Identity

- ♦Increase learning opportunities in our service area.
- ♦Build our marketing efforts and develop an image campaign that continuously promotes the strengths of the college.

# Academic Calendar 2005 - 2006

S	M	T	W	R	F	S
JUNE 2005						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

S	M	T	W	R	F	S
JULY 2005						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

S	M	T	W	R	F	S
AUGUST 2005						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

S	M	T	W	R	F	S
SEPTEMBER 2005						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

S	M	T	W	R	F	S
OCTOBER 2005						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

S	M	T	W	R	F	S
NOVEMBER 2005						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

S	M	T	W	R	F	S
DECEMBER 2005						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

S	M	T	W	R	F	S
JANUARY 2006						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

S	M	T	W	R	F	S
FEBRUARY 2006						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

S	M	T	W	R	F	S
MARCH 2006						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

S	M	T	W	R	F	S
APRIL 2006						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

S	M	T	W	R	F	S
MAY 2006						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

S	M	T	W	R	F	S
JUNE 2006						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

S	M	T	W	R	F	S
JULY 2006						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**SUMMER SCHOOL (2005)**

*Note: Subject to the 2005-2006 Catalog*

- Observance of Memorial Day .....May 30
- First 5-Week Day & 8-Week Evening Sessions begin .....May 31
- First 5-Week Day Session ends .....June 30
- Observance of Independence Day .....July 4
- Second 5-Week Day Session begins .....July 5
- 8-Week Evening Session ends .....July 21
- Second 5-Week Day Session ends .....August 4

**FALL SEMESTER (2005)**

- Classes begin .....August 20
- New Student Orientation .:8:00 am-noon, August 20
- Observance of Labor Day .....September 5
- Apply for December 2005 Graduation on or before .....October 7
- Last day for withdrawal without instructor's signature .....October 7
- Observance of Veterans' Day .....November 11
- Thanksgiving holiday .....November 24-27
- Last day withdrawal accepted from student with instructor's signature .....November 28
- Last day of regular classes .....December 11
- Final Exams\* .....December 12-15
- Mid-Year Recess begins (students) ....December 16
- Fall semester ends .....December 16

**SPRING SEMESTER (2006)**

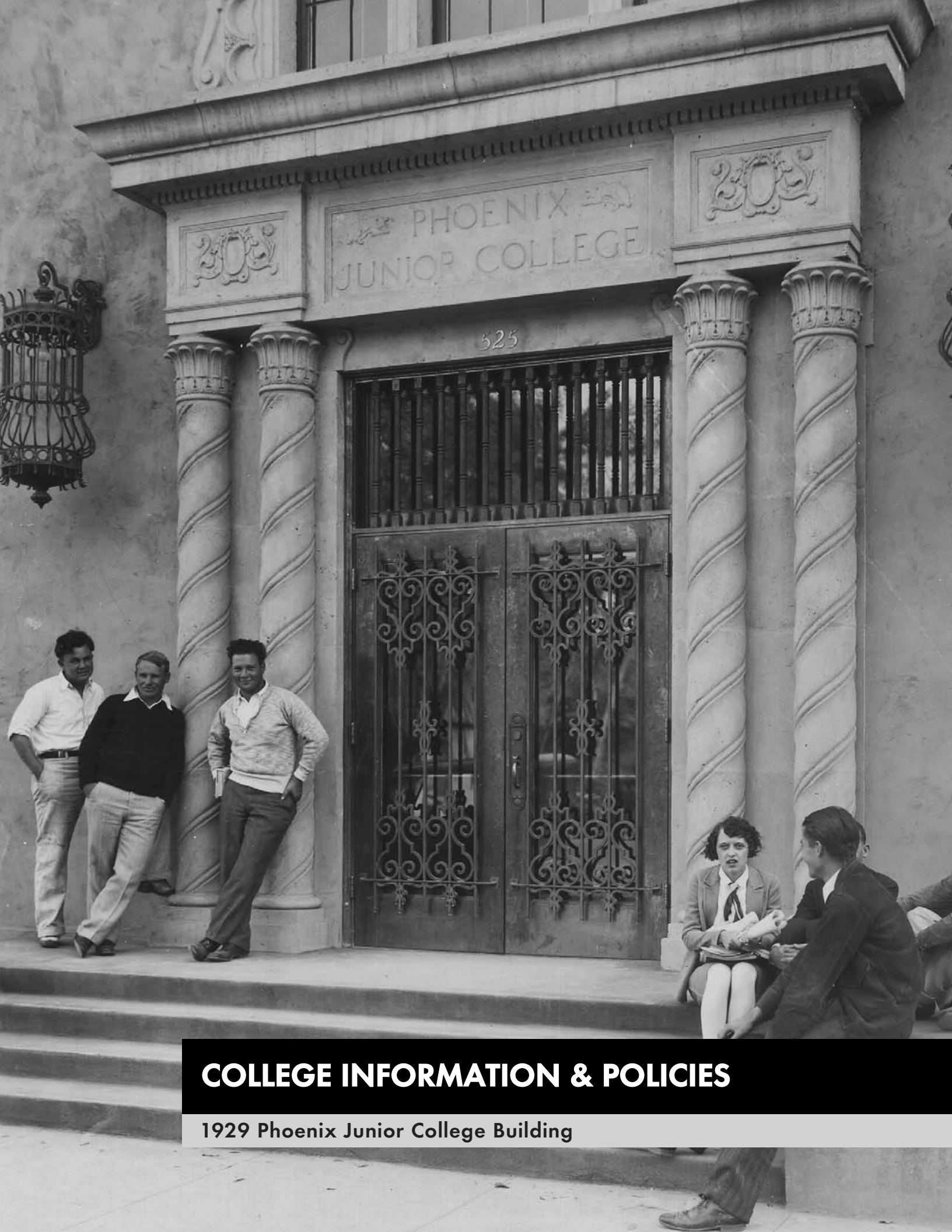
- Classes begin .....January 14
- Observance of M. L. King Birthday .....January 16
- Observance of Presidents' Day .....February 20
- Apply for May 2006 Graduation on or before .....March 3
- Last day for withdrawal without instructor's signature .....March 3
- Spring Break .....March 13-19
- Last day withdrawal accepted from student with instructor's signature .....April 24
- Last day of regular classes .....May 7
- Final Exams\* .....May 8-11
- Commencement .....May 12
- Spring semester ends .....May 12
- Observance of Memorial Day .....May 29

\*See the appropriate semester schedule of classes.

**PCXPRESS — MAY 15 THROUGH JUNE 1, 2006**

**SUMMER SCHOOL CLASSES BEGIN ON JUNE 5, 2006**





PHOENIX  
JUNIOR COLLEGE

525

**COLLEGE INFORMATION & POLICIES**

1929 Phoenix Junior College Building

# Phoenix College Information

## ACADEMIC ADVISEMENT CENTER (602.285.7110)

The Academic Advisement Center is a central advising, referral and information unit to assist students in developing a course of study. The Center provides advising services to prospective, decided, and undeclared students who need assistance in program planning, course selection, and class scheduling. Appointments and walk-in times are available for students who would like to meet with an academic advisor.

Advisement is highly recommended for all students and required for students who are:

1. receiving financial aid or veterans' benefits.
2. registering for EMT, FSC, LAS, and special permission classes

## ACCIDENT INSURANCE (602.285.7231)

All day and evening students who are enrolled in an approved credit and/or non-credit class, or who are engaged in school-sponsored, supervised, approved and calendared activities in a college of the District are covered by a school accident insurance policy with certain benefit limitations. The premium is included in student fees.

The school policy covers accidents occurring only while the eligible student is attending class during the hours when the college is in session, traveling for regular class sessions directly to or from home and the college other than by motorized vehicle, or participating in or attending an activity exclusively sponsored, supervised, approved and calendared by the college. Details of coverage eligibility and of limited benefits are included in a brochure available in the Office of Student Life and Leadership (602.285.7231).

In addition, an accident and sickness insurance plan is available for purchase. Brochures outlining the policy are available in the Office of Student Life and Leadership.

All injuries should be reported immediately to the College Safety Office, 602.285.7911. When an accident or injury occurs, the student and advisor or sponsor should initiate the proper claim forms through the Office of Student Life and Leadership, 602.285.7231.

## ACHIEVING A COLLEGE EDUCATION (A.C.E.) (602.285.7391)

The Phoenix College ACE Program is a 2+2+2 model program, where high school juniors and seniors take college courses on Saturdays during the Summer, Fall, and Spring semesters of their last two years of high school. This program enables high school students to earn up to 24 college credits while in high school. If you are a high school sophomore, you are eligible to apply for the Phoenix College ACE Program. Please contact the Phoenix College ACE Office at 602.285.7391.

## ADMISSIONS AND RECORDS (602.285.7502)

The Admissions and Records Office is located in the AR Building (see campus map). We are here to help you with all of your questions regarding the policies contained in this catalog.

Please stop by, or visit our Web site, for any questions you may have about Phoenix College:

<http://www.pc.maricopa.edu/services/ar/>

## ADULT BASIC EDUCATION (480.517.8030, 480.517.8110)

These classes are offered throughout Maricopa County and are free of charge. Books and materials are provided for in-class use. For more information about class locations and schedules, call 480.517.8030 or 480.517.8110.

The ABE, ESOL, and GED/ASE programs are made possible through funding from the Arizona Department of Education/Division of Adult Education.

**Adult Basic Education (ABE)** - Classes for persons 16 years of age or older who are not enrolled in public school classes, help the individual develop or improve basic skills in reading, writing, and math.

**General Educational Development (GED) & Adult Secondary Education (ASE)** - GED/ASE classes help students 18 years of age or older prepare to take the GED (High School Equivalency Diploma). Students prepare in the areas of reading, writing, math, social studies, and science. Students can also prepare to take the GED (High School Equivalency Diploma) test online.

**English for Speakers of Other Languages (ESOL)** - Classes are designed for individuals who do not speak English as their first language, and range from beginning to advanced. Classes are for students 16 years of age or older who are not enrolled in public school classes, and who need to improve listening, speaking, reading, and written communication skills in the English language.

## ALUMNI & DEVELOPMENT/SCHOLARSHIP RELATIONS, OFFICE OF (602.285.7667 or 602.285.7666 or 602.285.7337)

*Alumni Relations, Development, Scholarship & Donor Relations  
Phoenix College Alumni Association (PCAA)*

The Office of Alumni and Development provides an array of support services including **Alumni Relations, Development and Scholarship & Donor Relations**. The department is home to the **Phoenix College Alumni Association (PCAA)** and its affiliated groups like the Half-Century Club, which celebrates alumni who graduated or attended the college fifty or more years ago, and all official Alumni Chapters. The PCAA provides excellent opportunities throughout the year for alumni to maintain or rekindle their ties to Phoenix College.



Volunteers are the lifeblood of the PCAA; whether it is mentoring students, fundraising for scholarships, or serving on the board of directors, alumni are regularly sought throughout the year. For more information, or to sign up to receive the free PCAA newsletter, *Bear Connection*, please call the office or visit the Phoenix College web site.

The **Office of Alumni and Development** also supports **Development** and **Scholarship & Donor Relations** for the college. To establish a scholarship, provide funding for program support, or for general information about giving opportunities, please call the office. Phoenix College collaborates with the Maricopa Community Colleges Foundation, a 501(c)(3) non-profit organization, as determined and defined by the IRS, for the purposes of receiving charitable contributions designated for Phoenix College and its affiliated programs, departments, and organizations therein.

Students are encouraged to visit the scholarship board located inside Hannelly Center on the main campus for a listing of current scholarships, or call or visit the Office of Alumni and Development/Scholarship Relations at the Osborn campus (OSE-106) for more information. Students may also access the 2005-2006 Phoenix College Scholarship Booklet online at <http://www.pc.maricopa.edu/students.htm> under the heading "Resources and References."

## ATHLETICS (602.285.7175)

The Phoenix College Athletics Department offers qualified students the opportunity to compete in intercollegiate athletic competition in the following sports: Men's and Women's Basketball, Baseball, Men's and Women's Cross Country, Football, Men's and Women's Golf, Women's Fast Pitch Softball, Men's and Women's Track, and Women's Volleyball.

## BOOKSTORE (602.285.7489)

Students are able to purchase all books and most supplies through the Bookstore located on campus. Texts may also be ordered online at [www.phoenix.bkstr.com](http://www.phoenix.bkstr.com). Note that the Bookstore policies listed below are subject to change without notice.

### Payment

Students may use VISA, MasterCard, Discover, American Express, checks, and cash to make purchases. Imprinted personal checks from Arizona banks may be written for the amount of purchase with these criteria:

1. Name, address and telephone number are printed on the check.
2. Checks are made payable to the P.C. Bookstore
3. Two IDs are provided: a current driver's license or Arizona ID and a second form of ID.

### Refund Policy

Refunds are given to the Bookstore customer with sales receipts, consistent with the following:

1. Merchandise is accompanied by sales receipt.
2. Books are unmarked if purchased new.

3. Textbooks may be returned for full refund or exchange 2 weeks from and including the official start of the Fall and Spring semesters.
4. Summer Sessions - textbooks may be returned for full refund or exchange 7 days from the official start of classes.
5. All nontext items may be returned, in original condition, for full refund or exchange 10 days from the date of purchase.
6. Refund or exchanges will be subject to the discretion of store personnel.
7. No refund or exchanges will be made on shrinkwrapped textbooks which have been opened.
8. No refunds will be made for textbooks purchased during the last week of classes or during examination periods.

### Buyback Policy

Cash is paid for used books throughout the year. Prices paid depend on future class use at Phoenix College and Bookstore inventory levels. Up to 50% is paid on all textbook editions which have been adopted for the next term (as long as the demand equals or exceeds the supply). NOTE: Picture ID is required to sell your books.

As an additional Bookstore service, non-adopted textbooks which are current editions will be purchased at the current market value based upon a national college textbook market guide. The Bookstore will buy back books at any time during the year whether they are used on this campus or not, based on market value. In the best interests of students, the Bookstore advises that textbooks be sold as soon after your last class as possible for maximum value.

## CAREER SERVICES (602.285.7420)

Are you looking for a career – or maybe you need some career planning direction? Are you exploring various career possibilities or researching a specific career? Whether at the end or the beginning of your college studies, if you are wondering where to start or what to do with what you have, Career Services may be able to help. Career Services is located on the main level of Hannelly Center, in Room HC-126.

Career Services provides resources to help you make informed career decisions and services to prepare you for a job search, including:

- ♦ Career interest assessments
- ♦ Current labor market information, including job descriptions, salaries, qualifications needed, and job outlooks
- ♦ Resume preparation information
- ♦ Interviewing techniques
- ♦ Job search strategies
- ♦ Virtual Career Center at <http://www.phoenixcollege.edu/careercenter>
- ♦ On- and off-campus job listings
- ♦ Maricopa Career Network, an on-line job listing service at <http://www.maricopa.edu/careers>
- ♦ Computer lab for job search and career planning
- ♦ Career Fairs
- ♦ Career Work Experience program

## CHILD and FAMILY CARE (602.285.7291)

The Phoenix College Family Care and **Head Start** Center offers quality early childhood programs for children whose parent(s) is(are) currently enrolled in a minimum of 3 credits at Phoenix College.

The program is open Monday through Thursday, 7:00 am to 5:00 pm, and Friday, 7:00 am to 3:00 pm. A minimum daily attendance of 3 hours is required. The Head Start class meets Monday through Friday, 8:00 am to 12:00 pm. The Center serves children between the ages of two and five.

The center is accredited by the National Academy of Early Childhood Programs, licensed by the Arizona Department of Health, accepts children receiving child care assistance from the Department of Economic Security, and follows the Phoenix College calendar. Call for fees and registration information.

## COLLEGE SAFETY (602.285.7911)

Report theft, accident, injury or **any** suspicious activity occurring on the Phoenix College campus to the College Safety Office. Vehicle parking decals (see following item #1) are required and are available at all times.

### Lost and Found

Articles found on the campus and left with Lost and Found will be held at least 90 days, during which time they may be claimed by the owner. You may stop by or call College Safety.

### Parking and Traffic Regulations

Regulations governing motor vehicles operated by students of Phoenix College shall be under the jurisdiction of the administration of the college. All State and college traffic regulations must be observed at all times.

All students are required to comply with the parking policies and regulations as established by the college. It is the responsibility of the student to become acquainted with and to adhere to the following parking regulations:

1. Student parking stickers will be required. Cars will be identified by license plate number. All faculty and staff members are required to register their vehicles and obtain a proper decal. Decals can be obtained in the College Safety Office. Any vehicle parked in a faculty or staff space without a decal will be issued a citation.
2. All students, staff and faculty will park their cars in designated parking areas. Student parking spaces are identified by white painted lines; yellow-lined spaces are reserved for faculty and staff.
3. Students will comply with all local and state traffic regulations at all times. College safety officers will issue citations to drivers disobeying stop signs or driving at an excessive speed on campus property. Vehicles will yield to pedestrians and bicycles at all times.
4. Students are not allowed to park in any space not designated for student parking.

5. The following areas are available for student parking:
  - a. Lots along 15th Avenue, except restricted areas.
  - b. Lot at 15th Avenue and Thomas, except restricted areas.
  - c. Lot at 11th Avenue and Flower, except restricted areas.
  - d. Curbs that border Phoenix College property, except restricted areas.
  - e. Lot at 11th Avenue and Osborn, except restricted areas.
  - f. All bicycles must be locked to bike racks situated at various locations on campus. Riding a bicycle on campus is prohibited. Bicycle operators are asked, therefore, to walk their bicycles to the bike rack. Bicycles parked illegally or attached to trees, doors, poles, etc. will be impounded by college safety personnel and a citation will be issued.
6. Any car parked in such a manner as to obstruct traffic will be subject to removal by college safety and driver will be cited.
7. College safety officers have access to a list of all license plates issued by the State of Arizona and are able to identify each car driven on campus.
8. All citations are entered into a computer and kept on file. All outstanding citations at the end of the semester will be traced to the violator and that student's transcripts will be held pending payment of all fines and late charges.

### Violations & Penalties

#### FOR A COMPLETE LISTING OF PARKING VIOLATIONS AND PENALTIES, SEE PARKING FINES ON PAGE 39.

Please note the following cautions:

1. Vehicles parked in handicapped spaces are required to have Arizona Handicapped plates or the handicapped placard. Vehicles without a valid permit will receive a \$50.00 penalty and will be subject to towing, at the owner's expense.
2. All penalties not paid within fifteen working days will be doubled.
3. All accidents are to be immediately reported to the College Safety Office.
4. Vehicles parked in violation of parking regulations will be towed away at the owner's expense.
5. Abandoned vehicles will be towed away after 72 hours.



## COUNSELING CENTER (602.285.7392)

The Counseling Department is located on the upper level of the Hannelly Center. Its primary purpose is to support your aspirations. It offers unique instruction and individual counseling to meet your academic, career, and personal development needs.

Appointments are available for students who would like to meet with a counselor. Walk-ins are also welcome. Counselors can help in many ways, including:

### Services

- Counseling to help with personal or academic issues that affect your success
- Career counseling to help choose a major, make a career decision, and create an educational plan
- Academic counseling to develop and improve study skills
- Classes to help you improve communication skills, cope with and manage stress better, build confidence and self-esteem, and learn about yourself and others.

### Resources Available

- Career assessments and career information
- Information on community resources
- Study skills resources for time management; test taking strategies; stress management; coping with test anxiety; note taking; and much more.

### Hours

Fall and Spring semesters:  
Monday - Thursday: 8:00 a.m. - 7:00 p.m.  
Friday: 8:00 a.m. - 4:00 p.m.

Summer semesters:  
Monday - Thursday: 8:00 a.m. - 6:00 p.m.  
Friday: Closed

## CUSTOM TRAINING AND EDUCATION (CTE) (602.285.7998)

The Custom Training and Education (CTE) Division of Phoenix College was created to coordinate and deliver quality workforce development programs to public and private sector businesses and their employees. CTE provides flexible and customizable training solutions, as well as continuing and professional education. A variety of courses, workshops, and seminars are offered, all of which can be held at the site of your choice. CTE's support from Phoenix College means you get expert instruction from top-notch faculty -- at a fraction of the cost of other training specialists. And because it's the kind of knowledge and skills employees value, your company benefits from a motivated and empowered workforce.

### A VARIETY OF SOLUTIONS:

- Leadership
- Management
- Communication
- Computer Applications
- Spanish and other Foreign Languages
- Cultural Workshops
- Customer Service

### TRAINING AND EDUCATION SERVICES:

- Needs Assessment
- Assessments of Basic Skills
- Credit and Non-Credit Solutions
- Unique Course Delivery Options
- Training Evaluations and Feedback Collections
- Educational Consultation
- Training and Meeting Facilities

## DISABILITY RESOURCE CENTER (DRC) (602.285.7478 or 602.285.7477 [TTY])

The Disability Resource Center provides student support services for students with disabilities. To receive services, students must provide documentation supporting a disability (please call us if you have questions about documentation).

The staff in the Disability Resource Center assists disabled students in most aspects of their education at Phoenix College, such as advisement and registration assistance. Services for disabled students may include providing access to notetakers, readers, scribes, interpreters, and adaptive technology.

### Hours

Fall and Spring semesters:  
Monday - Thursday: 8:00 a.m. - 7:00 p.m.  
Friday: 8:00 a.m. - 4:30 p.m.

Summer semesters:  
Hours may vary.

## FINANCIAL AID (602.285.7410)

### Philosophy

The role of the Financial Aid Office is to assist students in obtaining resources to help pay education costs. The basic philosophy is that you, your parents, and/or spouse are primarily responsible for providing for your postsecondary education expenses.

### General Information

Financial aid is intended to help pay for tuition/fees, books and supplies, room and board, transportation, miscellaneous, and other education-related expenses for the student. Federal, State, and local agencies provide for and regulate the awarding and distribution of funds. Located in the Hannelly Center, the Financial Aid office hours are 7:30 am to 7:00 pm, Monday through Thursday, and 7:30 am through 3:00 pm on Friday. Summer hours vary. Please call for additional information.

The four basic types of aid are grants, scholarships, loans and employment. To apply for Federal grants, loans and employment, students must complete and submit the Free Application for Federal Student Aid or the Renewal Application to the federal processor for each academic year. As funds are limited, the application should be submitted in January or February for the coming academic year. Students who apply later will be considered for any available funds. Contact the Financial Aid Office for application forms and further information.

**Eligibility Requirements**

To be considered to receive federal financial aid funds, students must have a high school diploma, G.E.D. certificate, or pass a test approved by the U.S. Department of Education; be a U.S. citizen or eligible noncitizen; have a valid social security number; have registered with the Selective Service, if required; and not be in default on a federal loan or owe repayment of a federal grant. Some of the aid programs are designed for students who have calculated financial need.

Federal regulations state that students must, to continue receiving federal aid, meet and maintain satisfactory academic progress standards as determined by the institution. These standards are applicable even for those semesters of enrollment when federal aid was not received. Students may apply for aid at full or part-time enrolled status. Students enrolled in less than six credit hours within a semester may apply for Federal Pell Grant only.

**Federal Aid Programs**

The U.S. Department of Education offers the following major student financial aid programs which are administered by the Financial Aid Office.

**Grants**

**Pell Grant** - an entitlement program for needy students. The amount awarded is based on the determination of eligibility, the cost of education at the institution attended, and a payment schedule issued by the U.S. Office of Education.

**Federal Supplemental Educational Opportunity Grant** - for students with exceptional need (those with the lowest expected family contribution) will be considered priority to be awarded. Funding is limited.

**State Student Incentive Grant** - a program available to residents of Arizona who are enrolled at least half-time and have demonstrated financial need as determined by federal requirements and state procedures. Students with exceptional need will be considered priority to be awarded. Funding is limited.

**Scholarships**

Funds are made available by Phoenix College or outside sources and are not required to be repaid. These awards may be based on financial need, grade point average, athletic performance, program of study or any other criteria. Current scholarship application criteria and deadline information is posted on the scholarship board located within the Financial Aid office. Announcements on the board change as scholarships become available, so it is best to check the board regularly.

**Employment**

**Federal Work Study** - provides jobs for students with financial need to work when not in class, and earn money to help pay education expenses. Pay is biweekly, and based on the hours actually worked. The program also includes community service work positions. Funding is limited.

**Budget Employment** - similar to the Federal Work Study program in that it provides the opportunity for students to work and earn money to help pay education expenses. It is, however, NOT based on financial need. Information may be obtained from the Phoenix College Job Placement office.

**Loans**

**Federal Perkins Loan** - a low-interest (5%) loan for students with exceptional financial need. The school is the lender and the loan is made with government funds. Repayment begins after the student is no longer enrolled in 6 credit hours. Funding is limited.

**Federal Stafford Student Loan** - either subsidized or unsubsidized. A subsidized loan is awarded on the basis of financial need. The federal government pays the interest on the loan until the student begins repayment and during authorized periods when payment is deferred.

An unsubsidized loan is not awarded on the basis of need. Students may choose to pay interest as it accrues or have interest accumulated and added to the principle; the later will increase repayment amount.

Students may receive a subsidized and an unsubsidized loan for the same enrollment period, if eligible. In addition to filing the federal financial aid application, a separate student loan application is necessary. The form is available in the Financial Aid Office.

**Federal PLUS Loan** - enables parents with good credit history to borrow to pay the education expenses of each child who is a dependent student and enrolled at least half-time. The yearly limit on the PLUS Loan is equal to the cost of education for the student minus any other financial aid the student expects to receive. The interest is variable, but will not exceed 9%. Interest is charged from the time the loan is disbursed and continues to be charged until the loan is paid in full. Parents must begin repaying the principle and interest while the student is still in school.

**Short Term Loans** - The Financial Aid Office does NOT have funds available to make short term loans. Please contact the Cashier's Office regarding alternative loans from lending institutions.

**INFORMATION CENTER (602.285.7800)**

The Information Center is located in the lobby area of Admissions and Records. The primary purpose is to help you find out what is happening on campus and to help answer your questions.

**Services**

- Provide students with basic information and instructions to facilitate the registration process.
- Provide information on most upcoming events.
- Provide Busbooks free of charge.
- Provide assistance to Spanish-speaking individuals.
- Notary Service.
- Mail catalogs and schedules to students upon request.

**Materials**

- ASSET/CELSA Test Schedules
- Brochures and Flyers from other departments
- Busbooks
- Final Exam Schedules
- Financial Aid Packets
- PC Catalogs

**Materials (continued)**

- PC Class Schedules
- Student Information & Registration Forms

**Hours**

Fall and Spring semesters:

Monday-Thursday: 7:30 am to 7:00 pm  
 Friday: 8:00 am to 4:30 pm

Summer semesters:

Monday-Thursday: 7:30 am to 7:00 pm  
 Friday: Closed

## **INTERNATIONAL STUDENT CENTER (602.285.7424)**

The International Student Center, located in HC-2, provides services to students from diverse countries, cultures, and languages. The International Student Center is committed to providing quality services that support the educational goals and enhance student life opportunities for its international community.

Types of services offered include:

- ESL and general advisement
- Admission and registration assistance
- Application completion assistance
- Citizenship/immigration services referrals
- I-20 application information and processing
- Designated School Official (DSO) services for student visa holders
- International Club support by serving as staff advisor to its student leaders
- TOEFL information

## **LEARNING CENTER (602.285.7486)**

The Learning Center, located in the Learning Center Building, provides **free** tutoring and other support services for all PC students to help in the development of academic skills essential to successful learning.

Our goal is to provide a friendly, non-threatening learning environment for students. To receive tutoring, a student must be enrolled at Phoenix College in the class for which tutoring is requested. Please stop by and ask about our tutoring hours, as they may vary according to tutor availability (our tutoring schedule is posted right inside the front door).

The Learning Center also has multimedia resources for use within the center, physiology and anatomy models, and many resources for improving your study strategies. All you need to check in for tutoring or resource use is your student ID card.

**Hours**

Fall and Spring semesters:

Monday - Thursday: 8:00 a.m. - 7:00 p.m.  
 Friday: 8:00 a.m. - 4:30 p.m.

Summer semesters:

Hours may vary.

## **LIBRARY (602.285.7600)**

The Phoenix College Library supports the instructional program of the college. It provides reference services to all students by assisting them in research for term papers and other class assignments. Library faculty also perform information literacy instruction sessions upon instructor request. These sessions can be geared specifically toward student research projects or can consist of a basic library orientation and/or tour. One-on-one student appointments for research assistance with a librarian can also be scheduled.

The Library provides access to information in many formats – books, periodicals, newspapers, videos and DVDs, and on-line databases – as well as instruction on the use of these resources. Books and some audiovisual materials may also be borrowed for checkout through the PC Library. Copy machines and printers are available for self-service copying and printing.

The Library homepage is the gateway to information about the services provided and the materials available. The address is:

<http://www.phoenixcollege.edu/library>

To access available magazine and newspaper databases from home, it is necessary to have a current Library card. The Student Identification Card, validated for the current term, serves as the library card when the proper barcode label has been applied. It must be updated once each semester at the Circulation Desk.

No food or drink may be brought into the library nor may tobacco or cellular phones be used within the building.

**Hours**

Fall and Spring semesters:

Monday - Thursday: 7:30 a.m. - 10:00 p.m.  
 Friday: 7:30 a.m. - 4:30 p.m.  
 Saturday: 9:00 a.m. - 5:00 p.m.

Summer semesters:

Hours will be posted.

Library contact numbers:

Circulation	602.285.7473
Computer Commons	602.285.7285
Reference	602.285.7470
Secretary	602.285.7457

**LIFELONG LEARNING PROGRAM****(602.285.7191)***Formerly Senior Adult*

The Lifelong Learning Program was established to provide programs and services of particular interest or benefit to the mature adult on campus and in the community. All activities are open to anyone interested, regardless of age.

Lectures, workshops, and non-credit classes of varying length and one-time special events are sponsored by the program utilizing the talents and skills of faculty, students, community professionals and retired persons. Other features of the program include informal discussions, with emphasis on sharing experiences and friendships. Programs are available in the community as well as on campus. A Lifelong Learning Advisory Committee of interested faculty, students and community members guides the program.

**MARICOPA CARES (602.285.7880)**

Maricopa CARES (Center for Adults: Resources, Education, and Services) delivers comprehensive gerontology programming that serves the needs of an aging society by providing quality educational opportunities for elders, their caregivers, and other members of the community. With support from the Maricopa Center for Learning and Instruction, Maricopa CARES assists Maricopa colleges in the development of courses, programs, and services to address their local needs and interests. Programming is guided by five major concerns: general education in gerontology, workforce training, eldercare, access to programs and services, and enhancing the human resource capacity of mature adults.

**MATH + SCIENCE CENTER (602.285.7907)**

The Math + Science Center, located on the upper level of Fannin Library, provides free support services to all PC students to help in the development of academic skills essential to successful learning. Program and tutoring services are customized for math, science, and health care curricula. To receive tutoring, a student must be enrolled at Phoenix College in a math, science, or health care class.

Our goal is to provide a friendly, supportive, and non-threatening learning environment for students to develop their academic skills and to effectively explore their personal interests in math, science, and health care.

**Services**

- One-on-one, drop-in tutoring for math, science, and health care curricula
- Study skills presentations
- Review and study sessions, in collaboration with faculty
- Group study welcome

**Resources**

- Access to computers with math and science software for academic use
- Graphing calculators
- Instructional cart (equipped with Smart Board, VHS/DVD player, and LCD projector) for formal group study sessions

**Programs**

- Math and Science Student Club
- Faculty-led mentoring program

**Hours**

Fall and Spring semesters:

Monday - Thursday: 8:00 a.m. - 9:00 p.m.

Friday: 8:00 a.m. - 12:00 p.m.

Summer semesters:

Hours will be posted.

**Math.Zone (602.285.7151)**

The Math.Zone, located in the Liberal Arts building (Room A-232, 2nd floor of the "A" Building) provides mathematics assistance to **ALL** Phoenix College students. In the Math.Zone, you will have access to three computers with math software, and **free tutoring**. In addition, we can help you prepare for the Mathematics Course Placement Test by visiting the following Web site:

<http://www.pc.maricopa.edu/Mathematics>

Click on "ASSET Test Practice," and select the Beginning Algebra, Intermediate Algebra, or College Algebra practice tests. We also suggest you consult with an academic advisor.

**What test should I take?** Be sure to study before taking the Placement Test. Here are some general suggestions you may wish to follow. If you have never taken an algebra course, you are encouraged to take the Numerical Skills test; sorry, no practice test is available -- please visit us in the Math.Zone. If you have recently completed one or two years of high school algebra, begin by taking the Elementary Algebra test. If you have recently completed 3-4 years of high school algebra, begin by taking the Intermediate Algebra test. If you have recently completed high school calculus, begin with the College Algebra test.

**Hours**

Fall and Spring semesters:

Monday - Thursday: 8:00 a.m. - 8:00 p.m.

Friday: 8:00 a.m. - 4:00 p.m.

Saturday: 8:00 a.m. to 2:00 p.m.

Summer semesters:

Hours will be posted.



**MEDIA SERVICES (602.285.7479)**

The Media Services department's primary responsibility is the support of classroom instruction. This is performed in a variety of ways, the most common is setting up and instructing faculty on the use of technology equipment available for classroom instruction (i.e., data projection and laptop computer for PowerPoint or other presentation software applications).

The media department is also a resource tool for technology equipment selection, demonstration, acquisition, and installation for classroom instruction. A wide range of services are provided to faculty, staff, and the community. For detailed information, please visit our website at:

<http://www.pc.maricopa.edu/departments/media/index.html>

Public address systems are available for student clubs and organizations through the Student Life and Leadership Office for on-campus use. For assistance with other audio-visual needs, please ask your club advisor to contact the Media Office. Equipment for student groups is available on an "as available" basis. A completed facility request form must be submitted to the Facilities Office by the faculty advisor and approved by the Student Life and Leadership Office.

**OFFICE HOURS AT PHOENIX COLLEGE**

Service hours vary per department. Contact offices for specific hours of service. Full-time faculty maintain office hours. Contact instructional departments for faculty schedules. All contact telephone numbers are in the 602 area code.

**RE-ENTRY CENTER (602.285.7424)**

The Re-Entry Center, located in HC-2 on the main floor of the Hannelly Center, provides academic advisement, support, and networking for new and continuing students who are returning to education.

Admission procedures are explained; information and referral services are provided. Weekly meetings, discussion groups, and other programs of interest are available.

**Hours**

Fall and Spring semesters:  
Monday-Thursday: 8:00 a.m.-6:00 p.m.  
Friday: 8:00 a.m.-4:30 p.m.

Appointments are available during daytime as well as evening hours.

**STUDENT ID CARDS (602.285.7231)**

All students are required to have the Phoenix College Cub Card, the college's student photo identification card. Cards can be obtained in the Office of Student Life and Leadership, located in lower level of the Hannelly Center. To obtain an identification card, individuals must be enrolled in the current semester, and present either a photo ID from a government agency or two forms of other government-issued, non-photo identification as proof of identity. Cardholders are responsible for picking up cards in person.

**STUDENT LIFE & LEADERSHIP (602.285.7231)**

College activities serve as an important part of any person's college experience, regardless of age or background. College activities provide an opportunity for people to interact socially, develop leadership skills, and utilize classroom theories.

The mission of Student Life and Leadership is to serve the needs of students in leadership development, campus and community involvement, and group interaction. Participation in student activities teaches students how to be successful in organizing programs, setting goals, solving problems, budgeting, managing, and making decisions. The opportunity to work in group situations is prevalent, which assists students in understanding social relations, forming friendships, and appreciating diversity.

Student Life and Leadership unites the campus by promoting contact between students, faculty, and employees through clubs, cultural events, and other special events. Students interested in becoming part of any Phoenix College activity may inquire at the Office of Student Life and Leadership located in the Lower Level of Hannelly Center.

**TERRORISM & DISASTER PREPAREDNESS CENTER (602.285.7587)**

The Terrorism and Disaster Preparedness Center promotes resilience by strengthening the capacity of our communities to address the effects of terrorism and disasters, helping teachers and families prepare for and respond to emergencies, promoting civic engagement, and encouraging appreciation for diversity. In addition to providing occupational and continuing education for professionals involved in emergency and long term response, the Center supports college and student preparedness, provides education for the general public, and offers training for businesses and local organizations affected by and in preparation for disasters.

**TESTING SERVICES (602.285.7844)**

The Testing Center, located in the Learning Center building, is open Monday-Thursday, 8:00 am-7:00 pm, and on Friday, 8:00 am-12 noon. The Center is closed on Fridays in the Summer. Instructor-based makeup tests, course placement tests, and numerous other tests are offered during normal business hours. General Education Diploma (GED) tests are offered Monday - Thursday from 12:00 - 7:00 p.m. For additional testing information, please call 602.285.7844.

**TITLE V (602.285.7871)**

In Fall 2000, Phoenix College joined more than 100 colleges and universities nationwide when it was named a *Hispanic-Serving Institution* and received Title V funding in the form of a capacity building grant. The funding is designed to strengthen existing college systems in order to better serve underrepresented minorities and low-income students.

Some of the major projects funded by the grant are:

- Creation of the Learning Center Computer Lab
- Creation of the Math + Science Center
- Redesigned Electronic Learning Environments in English, Math, Reading, and Computer Commons
- New Mobile Electronic Learning Environments for Biology, Chemistry, and Physics
- Support for faculty to research software and to redesign course curriculum to incorporate technology

For more information, please call 602.285.7871.

**TRANSCRIPTS (602.285.7502)**

Transcripts are issued upon written request. Official transcripts will not be issued for students who have outstanding debts to any of the Maricopa Community Colleges. You may also request transcripts via the web at <http://www.pc.maricopa.edu> through PC's Online Services.

For an evaluation of transcripts from other colleges, students must:

1. Request an official transcript from the previous school(s) attended to be mailed, not faxed, directly to Phoenix College, Admissions and Records.
2. Contact the Admissions Office at Phoenix College to verify receipt of the transcript, to request that it be evaluated, and that the results be sent to the student. [The evaluation process will take approximately three weeks.]
3. Contact an advisor for a review of the evaluation and degree requirements.
4. Please contact the Admissions and Records Office if the transcript to be evaluated is from a foreign institution.

**VETERANS INFORMATION (602.285.7504)**

The Veterans Service Office offers all veterans assistance with educational benefits, registration and transcript information, tutorial assistance, referral for personal, career and academic counseling and other miscellaneous veterans information. The Veterans Service Office is located in the Admissions and Records Building. For further information please call 602.285.7504.

**Concurrent Enrollment**

If you are concurrently enrolled in another institution while attending Phoenix College, you must notify the Veterans Service Office at EACH school in order to insure the correct payment of benefits.

**Payments**

If newly enrolled, it usually takes eight to ten weeks to receive your first educational benefit check. Veterans wishing to receive advance pay should apply with the Veterans Service Office at least 45 days prior to the first day of classes. CONTINUING STUDENTS ARE NOT ELIGIBLE FOR ADVANCE PAY.

Tuition deferments may be available for veterans/dependents who are using their educational benefits.

**Mini-Courses**

These are courses that do not meet for the entire semester. The V.A. will pay for these courses but only for the duration of the class. If your status (total number of credits being taken for the semester) changes once you have completed the course, your payment of benefits will reflect the change. If there are questions regarding these courses, contact the Veterans Service Office.

**Drop/Add**

Every veteran is responsible for notifying the Veterans Service Office of any change in his/her schedule during the drop/add period and any changes thereafter.

**Grades**

V.A. regulations state that veterans who drop classes after the drop/add period may be liable for overpayment back to the beginning of the semester. Veterans who receive a grade of "Z" (no credit), or "W" (withdrawal) or "Y" (withdrawal failing) may be liable for overpayment back to the beginning of the semester also. Notify the Veterans Service Office of any changes in your class schedule.

**Transcripts**

Veterans and dependents filing for benefits must furnish the Admissions and Records Office with official copies of transcripts from every college/university attended. All transcripts must be requested by the student.

**Veterans Educational Assistance**

All persons using any type of Veterans Education Assistance program are required to make satisfactory academic progress toward achievement of their educational objective (program of study). A student on academic probation who fails to raise the cumulative grade point average to the required minimum standards will not be certified for veterans educational benefits until the student raises the cumulative grade point average to the required minimum standards or demonstrates the ability to meet these standards.

On behalf of the Arizona State Community College Governing Board the Maricopa County Community College District Governing Board operates, maintains, and supervises student projects which include all student activities. In addition, the State Board has the same powers as the State Board of Regents and regulates the District as the Regents of the Universities and Colleges.

Thus, all student activities involving budgeted items are under the jurisdiction of the District Board. Since the activities of the campus organizations approved by College Activities Management Council involve budgeted items, they ultimately come within the jurisdiction of the District Board, whose policy is to delegate to the administrators of Phoenix College in practically all matters the operation, maintenance and supervision of the student activities.

Student Policies & Procedures of the MCCCC Governing Board's Policy Book encompasses the rights, procedures and policies pertaining to the students.

It is the policy of Phoenix College to leave to students practically all decisions regarding matters of their own government as set forth in the respective constitutions of the approved organizations. So long as the decisions are in accordance with their constitutions, the organizations are self-governing.

In the event, however, that any decision is made which does not conform to the constitutional provisions of an organization, that decision is subject to the processes of administrative review. Ultimately, the decision may be declared null and void, returned for revision, or corrected in some other lawful manner.

## Phoenix College Policies

### COMPLAINTS

#### Complaints of Discrimination

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any federally assisted program. Title IX requires that a grievance procedure be instituted for the purpose of hearing complaints of sex discrimination from students or employees, which will include sexual harassment. In addition, the Maricopa County Colleges are required to conform to Titles VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, which prohibits discrimination based on race, national origin, religion, sex, handicapped, disabled or Vietnam era veterans.

In order to comply with these regulations, Phoenix College has established a procedure for handling grievances related to discrimination based on Title VI, Title VII, Title IX (which includes sexual harassment), Section 504 and Age Discrimination Complaints which guarantees that every individual shall have access to "due process" and that all complaints of discrimination shall be, to the greatest extent possible, processed at the administrative level closest to the perceived problems.

#### Discrimination Complaint Procedures for Students

This procedure provides a means for resolving complaints by students who believe they have been adversely affected by illegal or MCCCC-prohibited discrimination by the college/center, MCCCC, or their students or employees.

Complaints may be brought under this procedure for discrimination based on race, color, religion, national origin, sex (including pregnancy discrimination and sexual harassment), sexual orientation, age, Vietnam-era veteran status, and physical or mental disability.

Students who believe they are experiencing sexual harassment may utilize the REPORT, Informal Resolution, or Formal Resolution process, as described below.

The timeframes for REPORT or complaint investigation and response, as identified in the following paragraphs, may be extended for good reason, such as (but not limited to) when classes are not in session or upon mutual agreement by the parties to the REPORT or complaint. Information related to MCCCC's discrimination process is also available from the Legal Services Department at 480-731-8876.

- ♦ Filing a REPORT of Sexual Harassment
- ♦ Informal Resolutions of Discrimination Complaints
- ♦ Formal Resolution of Discrimination Complaints
- ♦ MCCCC Administrative Review Process: Request for Reconsideration
- ♦ External Filing of Discrimination Complaints

#### Filing a REPORT of Sexual Harassment

A student who believes that he or she is, or has been, the victim of sexual harassment as prohibited by MCCCC policy, may REPORT (either orally or in writing) the conduct or commentary to any or all of the following:

1. The academic or administrative official(s) responsible for the unit or department involved (i.e., department chair, department manager); or
2. The Vice President of Student Affairs or designee at each campus.

The REPORT should be made **within 180 calendar days** of the most recent alleged incident of sexual harassment.

The recipient of the REPORT will have a meeting with the alleged harasser. The meeting shall include: identifying the behavior as described in the REPORT; alerting the alleged harasser to the perception of the impact of his or her behavior; providing the individual with a copy of the MCCCC Sexual Harassment Policy; encouraging attendance at one of MCCCC's sexual harassment workshops; and encouraging greater awareness of behaviors that may lead to perceptions of sexual harassment.

The name of the complainant shall not be identified to the respondent during the REPORT process; however, complainants should be aware that they may be called as witnesses in subsequent disciplinary or due process proceedings, as well as in litigation.

Before having this meeting, all administrative officials must consult with the appropriate Assistant General Counsel.

The meeting must be conducted **within ten (10) working days** of receipt of the REPORT.

A summary of the allegations of the REPORT and the outcome of the meeting shall be forwarded to the MCCCC Office of General Counsel **within five (5) working days** of the meeting.

#### Informal Resolution of Discrimination Complaints

Before filing a formal complaint under this procedure, a student may attempt to resolve the problem through informal discussions with the person claimed to be responsible for the discriminatory action, that person's supervisor or department head. The student may choose to ask the Vice President of Student Affairs, Associate Dean or Director of Student Services to assist in the informal resolution process.



Attempts to informally resolve alleged discrimination should occur **within ninety (90) calendar days** of the alleged discriminatory act.

Once the complaint is informally resolved, a summary of the allegations and the final resolution shall be forwarded to the Office of General Counsel **within five (5) working days**.

For complaints dealing with alleged discrimination beyond the 90-day timeframe, a student must submit a written complaint under the formal resolution procedure of this policy.

If the complaint cannot be informally resolved to the satisfaction of the complainant, the complainant has the right to file a written complaint **within 180 days** of the alleged discriminatory act and to proceed under formal resolution procedures.

#### **Formal Resolution of Discrimination Complaints**

A student (part- or full-time) who contends that unlawful or MCCCDC-prohibited discrimination has occurred, may file a formal complaint by contacting the Vice President of Student Affairs, Associate Dean or Director of Student Services or his or her designee at each respective college. These officials will accept complaint filings **within 180 calendar days** of the occurrence of the alleged discriminatory event.

A complaint must be signed by the student and filed on the form prescribed by the Office of General Counsel. A student may also contact the Office of General Counsel to obtain the name and phone number of the campus official designated to respond to discrimination complaints.

The complaint must identify the action, decision, conduct, or other basis that constituted an alleged act or practice of unlawful or MCCCDC-prohibited discrimination. The complaint must also allege that the action, decision, or occurrence was taken or based on the complainant's race, color, religion, sex, sexual orientation, national origin, citizenship, age (over 40), disability, Vietnam-era veteran status, or any other unlawful discriminatory grounds.

Upon receipt of a complaint, the receiving official will notify the college president or provost and the Office of General Counsel. The Office of General Counsel will assign a case number to the complaint.

A copy of the complaint (or a summary of the allegations) will be shared with the respondent **within five (5) working days** of receipt by the receiving official (Vice President of Student Affairs, etc.). Respondent will be put on notice that retaliation against the complainant or potential witnesses will not be tolerated and that an investigation will be conducted by the Vice President of Student Affairs, Associate Dean or Director of Student Services under the guidance of the Office of General Counsel.

Respondent must provide a written response to the complaint **within fifteen (15) calendar days** of his or her receipt of the complaint.

After accepting a complaint, the Vice President of Student Affairs, Associate Dean or Director of Student Services will conduct a fact-finding investigation which will include, at a minimum, a review of written evidence (including the complaint and response), and interviews with appropriate employees and students. Upon completion of the investigation, the Vice President of Student Affairs, Associate Dean or Director of Student Services will issue a written finding to the complainant, the respondent, and the appropriate College President or Provost, and the Office of General Counsel.

The Vice President of Student Affairs, Associate Dean or Director of Student Activities will submit its findings and recommendations to the president or provost **within ninety (90) calendar days** of receipt of the complaint.

The president or provost will accept, reject, or modify the recommendations and will provide a written notification of his or her action to the parties **within fifteen (15) calendar days** of receiving the findings from the Vice President of Student Affairs, Associate Dean, or Director of Student Services.

When the investigation confirms the allegations, appropriate corrective action will be taken. Appropriate corrective action is determined solely by MCCCDC, the college or center and, with the exception of academic suspension or dismissal, cannot be appealed.

Evidence which is collateral to the allegations of discrimination and/or sexual harassment and which was obtained during an investigation under these procedures, may be used in subsequent grievance or disciplinary procedures.

**Within ten (10) working days** of the conclusion of the investigation, the college will forward the investigatory file to the Office of General Counsel.

#### **MCCCDC Administrative Review Process: Request for Reconsideration**

A complainant or respondent who is not satisfied with the decision of the president or provost has ten (10) working days to request, in writing, administrative review of the decision, by his or her college president or provost.

The request for administrative review must state specific reasons why the complainant or respondent believes the finding was improper.

The president or provost will review the finding and respond to the request **within ten (10) working days** from receipt of the request.

If the president or provost determines that the decision is not supported by the evidence, the case file will be reopened and assigned for further investigation.

If the president or provost determines that the investigation was thorough and complete, he or she will deny the request for administrative review. At this point, the complainant has exhausted the Internal Discrimination Complaint Procedure.



**Maintenance of Documentation**

Documentation resulting from each level in the Discrimination Complaint Procedure (including witness statements, investigative notes, etc.) will be forwarded to and maintained by the MCCCDC Office of General Counsel. Investigative records are not to be maintained with or considered as a part of a student record. Documentation regarding corrective action is considered part of the student's record.

**Right to Representation**

A complainant or respondent may be represented by another person at any stage of a complaint filed under this Discrimination Complaint Procedure.

**Confidentiality of Proceedings**

Every effort will be made by the college and MCCCDC to protect the confidentiality of the parties during the processing of complaints under this procedure. Records will be maintained in a confidential manner to the extent permitted by law and insofar as they do not interfere with MCCCDC's legal obligation to investigate and resolve issues of discrimination.

**Retaliation Prohibited**

Retaliation against a person who has filed a complaint or against any witness questioned during an investigation, is strictly prohibited. Any retaliatory action by instructors, supervisors, managers, academic professionals, administrators, or other employees who have the authority to take adverse action against a complainant or witness is prohibited and may be grounds for disciplinary action up to and including termination of employment.

**False Statements Prohibited**

Any individual, who knowingly provides false information pursuant to filing a discrimination charge or during the investigation of a discrimination charge, will be subject to appropriate discipline, up to and including, termination.

**External Filing of Discrimination Complaints**

MCCCDC encourages individuals to use the MCCCDC Internal Complaint Procedure for resolution of discrimination concerns. Individuals also have the right to file civil rights complaints with appropriate external agencies, in addition to their internal complaint. No retaliation will be taken against a person for filing a complaint with an external agency. The following agency accepts discrimination charges filed by, or on behalf of, students:

Office for Civil Rights, Region VIII (OCR)  
 Denver Office  
 U.S. Department of Education  
 Federal Building  
 1244 Speer Boulevard, Suite 310  
 Denver, Colorado 80204-3582  
 Phone: 303-844-5695  
 Fax: 303-844-4303  
 E-mail: OCR\_Denver@ed.gov" OCR\_Denver@ed.gov

**Complaints of Process**

A student who feels that he/she is being treated unfairly or unjustly by a faculty member (full-time or part-time) with regard to an academic process such as grading, testing or assignments, should discuss the issue first with the faculty member involved. The conference should be requested by the student within fifteen working days from the time that student knew or reasonably should have known about the unfair or unjust treatment.

If, within ten working days of the request for the conference with the faculty member, the problem is not resolved or the faculty member has been unable to meet with the student, the student may continue the process by filing a written complaint with the Department/Division Chairperson and appropriate administrative office at the college/center. This written complaint must be filed within ten working days following the previous deadline. The written complaint will be given to the faculty member five days before any official meetings are convened.

Upon receipt of a written complaint, the Department/Division Chair or appropriate college administrative officer will work with the parties in an attempt to resolve the conflict. Every attempt will be made to maintain confidentiality during this process.

A faculty member will not be required to respond to a complaint which is not in writing and which, when appropriate, did not have specific documentation including dates, times, materials, etc. The written complaint will be made available to the faculty member.

If the grievance is not resolved at this level within ten working days, the student should forward to the Vice President of Academic Affairs or appropriate college/center administrative office, a copy of the original written complaint with an explanation regarding action taken at each prior level. The Vice President of Academic Affairs or appropriate college/center administrative office will meet with the student, faculty member, and Department/Division Chair and attempt to resolve the issues. This level will be the final step in any grievance process regarding grades.

If the grievance, other than those concerning grades, is not resolved by the Vice President of Academic Affairs or the appropriate college/center administrative officer, it may be forwarded in writing by the student to the college president for final resolution. The college president or designee will expedite a timely examination of the issues and will execute a final written determination in the grievance process.

Student-to-student conflicts should be brought to the attention of the Vice President of Student Affairs, and if a charge is filed, the Vice President of Student Affairs will establish a hearing in accordance with school policies.

## DISCIPLINE STATEMENT

The administration of discipline should guarantee procedural fairness to an accused student. In all situations, due process requires that students be informed of the charges against them, that they be given a fair opportunity to refute them, that the institutional employees not be arbitrary in their actions, and that there be provision for appeal of the decision. The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission.

For clarification purposes, faculty members may wish to convey to their students certain regulations relating to conduct and behavior in the classroom.

As a matter of general policy, a student may be asked to leave the classroom if, in the opinion of the instructor, the student's dress, manner, appearance, or behavior distracts or interferes with the classroom procedures of the educational process. If a student is asked to leave the classroom, the student should be informed of the charges and of the procedures to be followed for reinstatement.

Several options are open to the instructor:

1. The instructor may wish to ask the student to meet with him/her during conference hours to discuss the situation. After consultation, the instructor may re-admit the student or refer the case to the Vice President of Student Affairs.
2. The instructor may wish to refer the student to the Vice President of Student Affairs office and advise the student not to return to class until he gets a clearance from one of the Vice Presidents. If this procedure is followed, the instructor should notify the Vice President of Administrative Services and the Vice President of Student Affairs, in writing, as to the charges and circumstances involved.
3. If the student's conduct warrants permanent suspension or expulsion from a particular class, or classes, it may be necessary, upon request of the student, to schedule a hearing for the student; and the procedural due process as outlined in the handbook will be followed. The student should not remain out of class for more than one or two days without due process being instigated and guilt or innocence declared, according to the dictates of the procedural due process document.
4. If any student feels he/she has an unusual disability that may disrupt the education process, and may need assistance, the student should make an appointment to see the instructor to discuss the particular situation. If, after consultation, the instructor needs assistance, the case should be referred to the Vice President of Student Affairs Office.

## DRESS CODE

Students are expected to dress appropriately and in good taste at all times while on campus, in the classroom, or in the Student Center. Students are required to wear some type of shirt in addition to other normal apparel. State Health Department laws and college policy require that all students wear shoes. Dress codes in individual departments/programs, not limited to, Fitness Center, Massage Therapy Program, Health Enhancement, Dental Hygiene, Health Information Technologies, etc., will be enforced by the department chair and/or appropriate administrator.

If, in the opinion of the faculty or staff member, any student's dress, manner, appearance, or conduct distracts, disrupts or interferes in any way with the classroom procedures or the educational processes, the violator may be asked to leave the classroom or the campus. The violator may not return until the condition is corrected or the case is reviewed by the proper authorities.

## RIGHTS AND RESPONSIBILITIES OF STUDENTS AT MCCC COLLEGES

The community colleges of Maricopa County are dedicated to these goals: the transmission of knowledge and skills, the pursuit of truth, and services to a sense of responsibility to themselves and to their fellow men and a respect for the rights of others. To safeguard these, the following guidelines are established:

1. Students, like all citizens, enjoy under the Constitution the freedom to speak freely, to protest, to organize, and to demonstrate.
2. A concomitant responsibility of citizens and of students is the "necessity to maintain order so that other people's rights, and the peace and security of the state (the campus), will not be impaired."
3. In addition, it is the responsibility of the college and its right under the law to establish and maintain educational programs for the citizens.
4. Therefore, the college must enable the students to enjoy the rights of the first Amendment, and the students must cooperate with the college in conducting the educational program.
5. It is further stated the college is obligated to provide an atmosphere of freedom conducive to the search for truth and the discussion of ideas, even unpopular ones, and that students should be free to support causes by any orderly means which do not disrupt the regular and essential operation of the institution.
6. It is also stated that the administration and the faculty are responsible for educational values, and that they must exercise professional judgment in determining whether programs, speakers, publications, activities, etc., will contribute to the educational values of the college.

7. Therefore, when actions of students or other individuals impair the continuity of the educational by such actions as trespass, unlawful seizure of property, prevention of student and/or faculty from pursuing their educational missions, officials of the district will request support from proper law enforcement agencies to terminate such impairments to the educational program and to restore the college to its educational purposes.
8. In conclusion then, the Maricopa County Community College District dedicates itself to insuring the rights of the citizens and to maintaining an educational environment conducive at all times to learning.

Broadly stated, the function of the college is to impart learning and to advance the boundaries of knowledge. This carries with it the administrative responsibility to control and regulate that conduct and behavior of the students which tend to impede, obstruct, or threaten the achievements of its educational goals.

Thus, the college has the power to formulate and enforce rules of student conduct that are appropriate and necessary to the maintenance of order and propriety, considering the accepted norms of social behavior of the community, where such rules are reasonably necessary to further the institution's educational goals.

## STUDENTS WITH DISABILITIES

In accordance with federal rules and regulations governing Section 504 of the Rehabilitation Act of 1973 and the American Disabilities Act (ADA), Phoenix College provides notice that no qualified person with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefit of, or otherwise be subjected to discrimination related to any of the college's educational programs or activities. The college seeks to provide support services to those qualified students whose disability require special assistance. The 504/ADA Coordinator is the Vice President of Student Affairs or his designee.

Disability Support Services (DSS) provides a variety of services upon request based on a student's individual needs. The following accommodations are available:

1. assistance with academic advisement
2. registration
3. tutors
4. interpreters for the deaf/hard of hearing
5. taped and brailled books
6. alternate print formats
7. testing accommodations
8. notetakers
9. readers
10. adaptive equipment

Some accommodations such as interpreting services, taped and brailled books, require three-four weeks notification.

Most college facilities are wheelchair accessible and include automatic door openers, elevators, and adaptive bathrooms. In addition, the college works with state and local agencies to provide a full spectrum of services. Students are encouraged to self-identify with the Disability Support Services Office. Documentation of disability is required and information regarding one's disability is confidential.

To maintain services without interruption, students are asked to meet with their DSS advisor at the beginning of each semester. For more information or alternate format, call 602.285.7477 Voice/TDD or stop by the Disability Support Services Office located in the Learning Center Building.

### Parking Permits for Students with Disabilities

Parking spaces for students with disabilities are available and designated in all parking lots on campus. Disabled parking permits are issued, in the form of a license plate, by the State of Arizona.

To obtain a special parking permit for a temporary disability, call the College Safety at 602.285.7911.

### Medical Assistance

Students who may require special medical assistance or attention are urged to stop by the College Safety Office to complete an emergency medical card.





# Maricopa County Community College District

The following are a portion of the Administrative Regulations used in managing the day-to-day operations of the Maricopa County Community College District (MCCCD) and are subject to change. Administrative Regulations are amended, adopted or deleted as necessary and are subject to a formal approval process. Administrative Regulations are referenced as "AR" followed by a regulation number, which corresponds with the regulations on the MCCCD web site:

[http://www.dist.maricopa.edu/gvpolicy/adminregs/adminregs\\_toc.htm](http://www.dist.maricopa.edu/gvpolicy/adminregs/adminregs_toc.htm)

Some regulations include reference to Arizona Revised Statutes from the State of Arizona and are noted as "A.R.S." followed by a reference number.

### General Statement (AR 2.4.1)

The Maricopa Community Colleges are dedicated to providing a healthy, comfortable and educationally productive environment for students, employees and visitors.

### Nondiscrimination Policy (AR 2.4.2)

It is the policy of the Maricopa Community Colleges (consisting of Chandler-Gilbert Community College, the District Office, Estrella Mountain Community College, GateWay Community College, Glendale Community College, Maricopa Skill Center, Southwest Skill Center, Mesa Community College, Paradise Valley Community College, Phoenix College, Rio Salado College, Scottsdale Community College, and South Mountain Community College) to promote equal employment opportunities through a positive continuing program. This means that Maricopa will not discriminate, nor tolerate discrimination, against any applicant or employee because of race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. Additionally, it is the policy of the Maricopa Community Colleges to provide an environment for each job applicant and employee that is free from sexual harassment, as well as harassment and intimidation on account of an individual's race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status.

This nondiscrimination policy covers all aspects of the employment relationship and admission to, access to, and treatment of students in the Maricopa Community Colleges' programs and activities including vocational education. This policy also prohibits discrimination on the basis of sexual orientation in the admission and treatment of students in the Maricopa Community Colleges' programs and activities and in the hiring, treatment, promotion, evaluation, and termination of employees.

### Equal Opportunity Statement (AR 2.4.3)

It is the policy of the Maricopa Community Colleges to promote equal employment opportunities through a positive continuing program. This means that Maricopa will not discriminate, nor tolerate discrimination, against any applicant or employee because of race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. Additionally, it is the policy of the Maricopa

Community Colleges to provide an environment for each job applicant and employee that is free from sexual harassment, as well as harassment and intimidation on account of an individual's race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status.

## AFFIRMATIVE ACTION STATEMENTS

### Affirmative Action Policy Statement for Individuals with Disabilities

In conformance with the provisions of Section 503 of the Rehabilitation Act of 1973, as amended, and the implementing regulations, 41 CFR 60-741.5 (a), as amended, Maricopa Community College District will not discriminate, or tolerate discrimination, against any applicant or employee because of physical or mental disability in regard to any position for which the known applicant or employee is qualified. Maricopa agrees to take affirmative action to employ, advance in employment and otherwise treat known qualified individuals with disabilities without regard to their physical or mental disability in all human resources selection and decision practices, such as the following: advertising, benefits, compensation, discipline (including probation, suspension, and/or termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training. Maricopa will also continue to administer these practices without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. Additionally, all applicants and employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Act.

### Affirmative Action Policy Statement for Other Eligible Veterans, Special Disabled Veterans, and Vietnam Era Veterans

In conformance with the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Veterans Employment Opportunities Act of 1998, and the implementing regulations, 41 CFR 60-250(k), Maricopa Community College District will not discriminate, or tolerate discrimination, against any applicant or employee because he or she is a special disabled veteran or Vietnam era veteran in regard to any position for which the known applicant or employee is qualified. Maricopa agrees to take affirmative action to employ, advance in employment, and otherwise treat known qualified special disabled veterans and Vietnam era veterans without discrimination based upon their disability or veteran status in all human resources section and decision practices, such as the following: advertising, benefits, compensation, discipline (including probation, suspension, and/or termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training. Maricopa will continue to administer these practices without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. Additionally, Maricopa agrees to post all suitable job openings at the local office of the State employment service where the job opening occurs. This includes full-time, temporary greater than 3 days' duration, and part-time employment. Finally, all applicants, employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Act.



### Notice of Americans with Disabilities Act (ADA)/Section 504 of the Rehabilitation Act/Title IX Coordinator

Mr. Morris Johnson, Vice President of Student Affairs, ADA/504/Title IX Coordinator Phoenix College, 1202 West Thomas Road, Phoenix, AZ 85013, 602.285.7228. Under the ADA and Section 504, the District and its colleges recognize the obligation to provide overall program accessibility throughout its locations for persons with disabilities. The designated ADA/504/Title IX Coordinator at each college will provide information as to the existence and location of services, activities and facilities that are accessible to and usable by persons with disabilities. Requests for accommodation should be addressed to the coordinator. Likewise, under Title IX, there is an obligation to provide services and program accessibility in a gender-neutral manner.

Students with disabilities may request catalog information in an alternative format from the college ADA/504 Coordinator.

### Póliza de No Discriminación

Es la póliza de los Colegios Comunitarios del Condado de Maricopa (The Maricopa Community Colleges) que consisten del Centro de Apoyo del Distrito, los colegios comunitarios de Chandler-Gilbert, Estrella Mountain, Gateway, Glendale, Mesa, Paradise Valley, Phoenix, Rio Salado, Scottsdale, South Mountain y el Centro de Capacitación de Maricopa, proveer igualdad en las oportunidades de empleo mediante un programa continuo positivo. Esto significa que Maricopa no discriminará o tolerará discriminación en contra de ningún aplicante o empleado debido a su raza, color, religión, sexo, orientación sexual, nacionalidad, edad, incapacidad o por ser veterano incapacitado. Así mismo, es la póliza de los Colegios Comunitarios proveer para cada aplicante y empleado un ambiente libre de acoso sexual como también de acoso intimidación referente a raza, color, religión, sexo, orientación sexual, nacionalidad, edad o estado de veterano de cualquier individuo.

Esta póliza de no discriminación cubre todos los aspectos de contratación del empleado, ingreso, acceso a, y tratamiento de alumnos en los Colegios Comunitarios de Maricopa los cuáles incluyen también programas de educación vocacional. Esta póliza también prohíbe discriminación en base de orientación sexual en la admisión y tratamiento de estudiantes, en sus programas y actividades y en la contratación, tratamiento, promoción/ascensos, evaluación y despido de empleados.

### Declaración de Igualdad de Oportunidad

Es la póliza de los Colegios Comunitarios del Condado de Maricopa proveer igualdad en las oportunidades de empleo mediante un programa continuo positivo. Esto significa que Maricopa no discriminará o tolerará discriminación en contra de ningún aplicante o empleado debido a su raza, color, religión, sexo, orientación sexual, nacionalidad, edad, incapacidad o por ser veterano incapacitado. Agregando, es la póliza de los Colegios Comunitarios proveer para cada aplicante y empleado un ambiente libre de acoso sexual como también de acoso e intimidación referente a la raza, color, religión, sexo, orientación sexual, nacionalidad, edad y condición de veterano de cualquier individuo.

### DECLARACIÓN DE ACCIÓN AFIRMATIVA

#### Póliza y Declaración de Acción Afirmativa para Individuos con Incapacidades

De acuerdo a lo que provee la Sección 503 de la Ley de Rehabilitación de 1973, como enmienda, y las leyes de implementación, 41 CFR 60-741.5 (a), declara que el Distrito de Colegios Comunitarios de Maricopa no discriminarán o tolerarán discriminación en contra ningún aplicante o empleado debido a su discapacidad/incapacitación física o mental referente a cualquier posición para la cuál el aplicante o empleado ha calificado. Maricopa promete tomar acción afirmativa para emplear, dar ascenso en empleo y tratar a dichos individuos con incapacidades sin hacer incapie en sus incapacidades físicas o mentales en la selección de recursos humanos y practicas decisivas como son las siguientes: anuncios, beneficios, compensación, disciplina (incluyendo período de prueba, suspensión, y/o terminación de empleo por causa de paro forzoso), facilidades para empleados, evaluación de trabajo, recrutamiento, programas sociales/recreacionales y entrenamiento. Maricopa continuará llevando a cabo éstas practicas de no discriminar por razones de raza, color, religión, sexo, orientación sexual, nacionalidad, edad, incapacidad o estado de veterano. Así mismo, todo los aplicantes y empleados estan protegidos en contra de coacción, intimidación, interferencia o discriminación por quejas o por ayudar en una investigación cubierta bajo éste Acto.

#### Declaración de Póliza de Acción Afirmativa para Otros Veteranos Elegibles, Veteranos con Incapacitación Especial y Veteranos de la Era Vietnamita

Conforme a la ley de Reajuste y Asistencia para los Veteranos de la Era Vietnamita de 1974, acta de Oportunidades de Empleo para Veteranos de 1998 y reglamentos de implementación, 41 CFR 60-250(k), el Distrito de Colegios Comunitarios del Condado de Maricopa no discriminará ni tolerará discriminación en contra de ningún aplicante o empleado veterano o veterano de la Era Vietnamita con discapacidad/incapacitación especial referente a cualquier posición la cual dicho aplicante o empleado califique. Maricopa promete aplicar acción afirmativa para emplear, ascender en empleo y tratar a dichos veteranos incapacitados y de la Era Vietnamita que califiquen sin discriminar base a su discapacidad/incapacitación o condición de veterano en todas las áreas de recursos humanos y decisiones como son las siguientes: anuncios, beneficios, compensación, disciplina (incluyendo período de prueba, suspensión, y/o despido por causa o paro forzoso), facilidades para empleados, evaluación de trabajo, recrutamiento, programas sociales/recreacionales y entrenamiento. Maricopa continuará llevando a cabo estas prácticas sin discriminar por razones de raza, color, religión, sexo, orientación sexual, nacionalidad, edad, incapacidad o condición de veterano. Maricopa promete anunciar todas las oportunidades de empleo disponibles en la oficina local del servicio de empleo del Estado donde el empleo esté disponible. Esto incluye empleo de tiempo completo, temporal de más de tres días de duración y empleo de tiempo medio. Finalmente, todos los aplicantes y empleados están protegidos en contra de coacción, intimidación, interferencia o discriminación por quejas o por ayudar en una investigación cubierta sobre este Acto.

**Notificación del Acta de Americanos con Impedimentos (ADA)/Sección 504 del Acta de Rehabilitación/Coordinador del Título IX**

Sr. Morris Johnson, Vice President of Student Affairs, ADA/504/Coordinador del Título IX, Phoenix College, 1202 West Thomas Road, Phoenix, AZ 85013, 602.285.7228. De acuerdo a ADA y a la sección 504, el distrito y sus colegios reconocen la obligación de proveer acceso a programas en todas sus localidades a personas incapacitadas. El coordinador designado de ADA/504/Título IX proveerá información tocante a la existencia y localidad de servicios, actividades y facilidades que son accesibles y de utilidad a personas incapacitadas. Solicitudes para acomodación deben ser dirigidas al coordinador. Del mismo modo, bajo el Título IX, hay obligación de proveer acceso a servicios y programas de una manera imparcial según el género.

Estudiantes incapacitados pueden solicitar información de catálogo en una forma diferente por medio del Coordinador designado por ADA/504 en cada colegio.

**VISION**

The Maricopa Community Colleges strive to exceed the changing expectations of our many communities for effective, innovative, student-centered, flexible and lifelong educational opportunities. Our employees are committed to respecting diversity, continuous quality improvement, and the efficient use of resources. We are a learning organization guided by our shared values.

**MISSION**

The Maricopa Community Colleges provide access to higher education for diverse students and communities. We focus on learning through:

- University Transfer Education
- General Education
- Developmental Education
- Workforce Development
- Student Development Services
- Continuing Education
- Community Education
- Civic Responsibility
- Global Engagement

**VALUES**

We adhere to the philosophy that education thrives in a community bound by moral and ethical values and devotion to lifelong learning. We accept the responsibility to respond to the needs of the people in our communities who desire to fulfill their potential in life. Therefore, we operate on the basis of openness and trust, to nurture an environment where all can be heard.

We commit to living according to the following basic values which are vital to maintaining the integrity and vitality of our community of learners.

Value Education

We value lifelong learning opportunities that respond to the needs of our communities and are accessible, affordable and of the highest quality.

Value Students

We value students as the primary reason we exist. We respect their diverse life experiences, value their achievements, and appreciate their contributions to our learning community.

Value Employees

We value all our residential faculty, adjunct faculty, administration, professional support staff, and crafts, and maintenance and operations personnel, respect their diverse life experiences, appreciate their contributions to our learning community, and encourage their individual professional development.

Value Excellence

We invite innovation, support creative problem-solving, and encourage risk-taking. We value teamwork, cooperation and collaboration as part of our continuous improvement efforts.

Value Diversity

We celebrate the diversity of our communities and pledge to promote and recognize the strengths as reflected in our employees and students. We believe no one is more important than another, each is important in a unique way, and we depend on each other to accomplish our mission.

Value Honesty and Integrity

We believe academic and personal honesty and integrity are essential elements in our learning environment. Employees and students must speak and act truthfully.

Value Freedom

To foster our learning environment, we respect individual rights and the privacy of our employees and students, and encourage dialogue and the free exchange of views.

Value Fairness

We advocate fairness and just treatment for all students and employees.

Value Responsibility

We believe employees are accountable for their personal and professional actions as they carry out their assignments. We are all responsible for making our learning experiences significant and meaningful. We are accountable to our communities for the efficient and effective use of resources.

Value Public Trust

We honor the trust placed in us by the community to prepare our students for their role as productive world citizens.

**GENERAL REGULATION (AR 2.1)**

**A. Compliance With Policies, Rules, Regulations**

Every student is expected to know and comply with all current published policies, rules and regulations as printed in the college catalog, class schedule, and/or student handbook. Copies are available at each college.

Policies, courses, programs, fees and requirements may be suspended, deleted, restricted, supplemented or changed through action of the Governing Board of the Maricopa Community Colleges.

The Maricopa Community Colleges reserve the right to change, without notice, any materials, information, curriculum, requirements and regulations.

Note: The regulations that comprise the student section contain language that appears in various sources such as the Catalog Common Pages and the Student Handbook. All areas became Administrative Regulations with the 1996 adoption of the Governance Model. Changes are made annually either through the Administrative Regulations approval process, or by Board approval for those items that fall under its statutory duty, such as Tuition and Fees. In an effort to prevent duplication, topics in this section may be incorporated by reference, as they are featured in other areas of the manual and are noted accordingly.

The Maricopa Community Colleges Vision, Mission and Values that are featured in the Common Pages are a part of approve Governing Board Policy and are located in the policy section of the manual. As such, the following statement related to Outcomes Assessment that appears in the Common Pages is presented here as a general statement.

#### **B. Outcomes Assessment**

The mission of the Maricopa Community Colleges is to create and continuously improve affordable, accessible, and effective learning environments for the lifelong educational needs of the diverse communities we serve. In order to evaluate how successfully Maricopa Community Colleges accomplish this mission, student outcomes will be assessed as part of the continuous improvement process.

Students may be asked to participate in a variety of assessment activities at each college. Assessment results will be used to improve educational programs, services and student learning.

### **ADMISSION/ REGISTRATION**

#### **ADMISSION POLICY (AR 2.2.1)**

Persons meeting the admissions criteria may attend any Maricopa Community College of their choice. Falsification of any admission materials or official college records may be cause for denial or cancellation of admission. Exceptions to the admissions policies may be requested through the Admissions and Standards Committee.

### **ADMISSION CLASSIFICATIONS**

#### **A. Admission of Regular Students**

Admission to the community college in Arizona may be granted to any person who meets at least one of the following criteria:

1. Is a graduate of a high school, which is accredited by a regional accrediting association as defined by the United States Office of Education or approved by a State Department of Education or other appropriate state educational agency.
2. Has a high school certificate of equivalency.
3. Is 18 years of age or older and demonstrates evidence of potential success in the community college.
4. Is a transfer student in good standing from another college or university.

#### **B. Admission of Students Under 18 Years of Age**

1. Admission to the community colleges in Arizona shall be granted to any student who is under age 18 and who achieves the following test scores:
  - a. Scholastic Aptitude Test (SAT) composite (verbal and math)
    - SAT I - 930 or more, or
    - SAT II - 500 or more, or an
  - b. American College Test (ACT) composite of 22 or more.
2. A student shall not be denied admission because of age, lack of a high school diploma or high school certificate of equivalency, grade in school, lack of permission of school officials or lack of concurrent enrollment in a public or private school, if the student has achieved at least the test scores specified in paragraph 1, subparagraphs a or b of this subsection.
3. A student admitted under this subsection is not guaranteed admission to a specific degree program or to all courses offered by the community college.
4. A community college may limit the number of credit hours in which the student may enroll to no fewer than six (6) credit hours.

#### **C. Admission of Students in Special Status**

Students not meeting any of the provisions stated above may be admitted on an individual basis with the approval of college officials, so long as the students meet the established requirements of the courses for which they enroll and the college officials determine that such admission is in the best interest of the students.

The status of "Special Admissions" may be granted to a student who:

1. Is beyond the age of compulsory high school attendance and has met the established requirements for the courses for which he or she plans to enroll based on the college assessment examinations, or
2. Is under the age of 18 and has taken the appropriate college assessment tests in order to demonstrate the knowledge of the necessary academic skill level to benefit from the course. Departments may have additional requirements to register for a course. (Signature of parent or guardian is required for students under 18), or
3. Is a participant in a special program sponsored by the admitting college.

THE COLLEGES RESERVE THE RIGHT TO ENROLL STUDENTS IN COURSES. The final decision for admission to any class for students admitted under section B or C will be determined by the designated college administrator in consultation with the department chairperson.

#### **D. Specialized Vocational/Training Program**

If districts are granted authority for specialized curricula, local district boards shall adopt guidelines to determine admissibility of students for such programs.

#### **E. Western Undergraduate Exchange Program**

The Western Undergraduate Exchange (WUE) program is a student exchange program coordinated by the Western Interstate Commission for Higher Education (WICHE), and administered by the Arizona Board of Regents.



Through WUE, students who reside in western states (Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming) and meet the eligibility requirements, pay 150 percent of the regular resident tuition plus fees. Students must mark prominently on the Student Information Form that they seek admission as WUE students. Students may not apply as out-of-state students and expect to receive the WUE tuition rate after admitted. Once admitted as WUE students, students may not petition for in-state residency. Further information may be obtained from the Office of Admissions and Records.

**F. Admission of F-1 Nonimmigrant Students**

Prospective students should contact the Office of Admissions and Records or designated office for the necessary student information form(s). When completed, the form(s) should be returned to the Office of Admissions and Records or designated office with all requested supporting documents. After the file has been reviewed, a notice will be sent indicating either acceptance or denial of admission.

To be guaranteed consideration for admission, all application materials must be received by July 1 for the fall semester and November 1 for the spring semester.

Prospective students seeking admission based on F-1 nonimmigrant status must have the equivalent of a United States high school diploma or higher degree. It is recommended that F-1 nonimmigrant students have graduated in the upper 50% of their secondary school (high school or equivalent) in order to ensure success in academic classes at this college. Applicants for admission to the college must have high school and college (if applicable) transcripts sent directly from the high school or college to the Office of Admissions and Records or designated office. In addition, it is the applicant's responsibility to have all transcripts translated into English and evaluated by a foreign credential evaluation service if necessary.

1. Admission to Academic Programs

Applicants who wish to enroll in an academic program at the college must present evidence of English language proficiency. If the Test of English as a Foreign Language (TOEFL) is used to satisfy this requirement, the applicant must attain a score of at least 500 (on the traditional TOEFL) or 173 (on the computer-based test.) If the International Language Testing System (IELTS) is used to satisfy this requirement, an IELTS overall Band Score of 5.5 or better is required, and a minimum IELTS individual Band Score of 5.0 on each module is recommended. The dean or director of admission and records of the college may accept other proof of English language proficiency for admission purposes, such as the ASSET test, COMPASS or CELSA tests.

Questions about the TOEFL should be directed to the Educational Testing Services at the following address: TOEFL Services P.O. Box 6151 Princeton, NJ 08543-6151

2. Admission to the Intensive English Program

An applicant for admission to the Intensive English Program must provide evidence of at least intermediate command of English by way of one or more of the following criteria:

- a. At least six years of English language instruction as shown by the applicant's school transcript(s);
- b. A minimum TOEFL score of 400 (on the traditional TOEFL) or 97 (on the computer-based test);
- c. An original letter of recommendation from a teacher, school principal or headmaster/ headmistress, or the director of an English language institute attesting to the applicant's proficiency at the intermediate level;
- d. Other credentials, test scores, interview results, or evidence accepted by the coordinator of the intensive English program or the college's responsible designee.

Students admitted to the Intensive English Program will not be allowed to enroll in courses outside those officially designated as part of the program unless and until they have met all of the prerequisites or other course requirements.

- e. Foreign students under certain types of visas may need special permission to enroll and should contact the appropriate college official.

3. Financial Support

Evidence of financial support will be required prior to issuance of the I-20 form. The colleges have no scholarship or financial aid provisions for foreign students; therefore, students must be fully prepared to meet the necessary financial obligations for the full time they will be in the United States.

The colleges estimate the student's average costs for 12 months to be:

Tuition and fees:	\$ 6,000.00	1
Living Expenses:	10,400.00	2
Books:	800.00	3
<u>Health Insurance:</u>	<u>600.00</u>	4
Total	\$17,800.00	5

4. Dependent Financial Guarantee

Evidence of financial support for dependents of F-1 students (spouse and dependent children) is also required: \$5,000 for the first dependent and \$2,500 for each additional dependent.

5. Health Insurance

All F-1 students who have an I-20 issued by one of the Maricopa Community Colleges are required to purchase the Maricopa Community Colleges' international student health insurance plan. Health insurance coverage for dependents of F-1 students is highly recommended. The Maricopa Community Colleges contracts with an insurance provider annually to offer a health insurance plan for F-1 students. For more information contact the college office of Admissions and Records or designated international student office.



*Footnotes:*

- (1) Based on 2004-2005 tuition and fee schedule.
- (2) Based on estimated costs of apartment rental, utilities, local transportation, food, and entertainment.
- (3) Based on average new and used textbook prices. Assumes books are sold at the end of the semester.
- (4) Based on 2004-2005 insurance premium for the mandatory Maricopa Community Colleges' International Student Health Plan.
- (5) Applicants must provide evidence of this minimum amount of financial support before an I-20 is issued.

**ADMISSION INFORMATION (AR 2.2.2)**

Students must file a Student Information Form with the Office of Admissions and Records at the college of attendance. There is no charge for this service.

**A. Student Status**

1. Freshman - A student who has completed fewer than 30 credit hours in 100-level courses and above.
2. Sophomore - A student who has completed 30 credit hours or more in 100-level courses and above.
3. Unclassified - A student who has earned an associate degree or higher.

**B. Student Identification Number**

Disclosure of the social security number is voluntary, and an alternate student identification number may be requested (A.R.S. §15-1823). However, students must use social security numbers for reporting information pertaining to potential educational tax credits and for processing federal financial aid applications and Veterans Administration benefits.

**C. Declaration of Previous College Attendance**

Students who have attended other colleges are required to give the names of those colleges when they apply for admission to one of the Maricopa Community Colleges. If this is not done, enrollment in the college may be canceled.

Transfer students who do not meet the minimum grade point averages listed under Scholastic Standards may be admitted on academic probation.

**D. Residency for Tuition Purposes**

All students are classified for tuition purposes under one of the following residency classifications:

1. Maricopa County resident
2. Out-of-County resident
3. Out-of-State resident (including F-1 non-immigrant students)
4. Unclassified, Out-of-County, Out-of-State (1-6 credit hours system-wide)

Residency for tuition purposes is determined in accordance with state law (A.R.S. §15-1801 et. sec.) and regulations of the Maricopa Community Colleges Governing Board. All of the Maricopa Community Colleges are subject to the above statutes and regulations. Students who have questions about their residency should contact the Office of Admissions and Records for clarification.

**Implementation**

1. Domicile status must be established before the student registers and pays fees. It is the student's responsibility to register under the correct domicile status.
2. Enforcement of domicile requirements shall be the responsibility of the Chancellor of the Maricopa Community Colleges. The Chancellor has charged the Director of Admissions and Records or other designee at each college to make the initial domicile classification. In determining a student's classification, the college may consider all evidence, written or oral, presented by the student and any other information received from any source which is relevant to determining classification. The college may request written sworn statements or sworn testimony of the student.
3. A request for review of the initial classification may be made to a district review committee. The request must be in writing, signed by the student and accompanied by a sworn statement of all facts relevant to the matter. The request must be filed with the admissions officer of the college within ten days of receipt of notification of classification as a non-resident. **Failure to properly file a request for review within the prescribed time limit constitutes a waiver of review for the current enrollment period.** The decision of the review committee shall be final.

**Definitions**

"Armed Forces of the United States" means the army, the navy, the air force, the marine corps, the coast guard, the commissioned corps of the United States public health services, the national oceanographic and atmospheric association administration, the national guard, and any military reserve unit of any branch of the armed forces of the United States.

"Continuous attendance" means enrollment at one of Maricopa Community Colleges as a full-time or part-time student for a normal academic year since the beginning of the period for which continuous attendance is claimed. Students need not attend summer sessions or other such intersession beyond the normal academic year in order to maintain continuous attendance.

"County resident" means an individual who has lived in the county for at least fifty (50) days before the first day of classes of the semester.

"Domicile" means a person's true, fixed, and permanent home and place of habitation. It is the place where he or she intends to remain and to which he or she expects to return when he or she leaves without intending to establish a new domicile elsewhere.

"Emancipated person" means a person who is neither under a legal duty of service to his parent nor entitled to the support of such parent under the laws of this state.

"Full-time student" means one who registers for at least twelve (12) credit hours per semester.

"Part-time student" means one who registers for fewer than twelve (12) credit hours per semester.

"Parent" means a person's father, or mother, or if one parent has custody, that parent, or if there is no surviving parent or the whereabouts of the parents are unknown, then a guardian of an unemancipated person if there are not circumstances indicating that such guardianship was created primarily for the purpose of conferring the status of an in-state student on such unemancipated person.

### Criteria for Determining Residency

#### In-State Student Status

- A. Except as otherwise provided in this article, no person having a domicile elsewhere than in this state is eligible for classification as an in-state student for tuition purposes.
- B. A person is not entitled to classification as an in-state student until he or she is domiciled in this state for one year preceding the official starting day of the semester, except that a person whose domicile is in this state is entitled to classification as an in-state student if:
  1. His or her parent's domicile is in this state and his parent is allowed to claim him or her as an exemption for state and federal tax purposes.
  2. He or she is an employee of an employer which transferred him or her to this state for employment purposes or he or she is the spouse of such employee.
  3. He or she is an employee of a school district in this state and is under contract to teach on a full-time basis, or is employed as a full-time non-certified classroom aide, at a school within that school district. For purposes of this paragraph, he or she is eligible for classification as an in-state student only for courses necessary to complete the requirements for certification by the state board of education to teach in a school district in this state. No member of his or her family is eligible for classification as an in-state student if he or she is eligible for classification as an in-state student pursuant to this paragraph.
- C. The domicile of an unemancipated person is that of such person's parent.
- D. An unemancipated person who remains in this state when such person's parent, who had been domiciled in this state, removes from this state is entitled to classification as an in-state student until attainment of the degree for which currently enrolled, as long as such person maintains continuous attendance.
- E. A person who is a member of the Armed Forces of the United States and who is stationed in this state pursuant to military orders or who is the spouse or a dependent child of a person who is a member of the armed forces of the United States and who is stationed in this state pursuant to military orders is entitled to classification as an in-state student. The student does not lose in-state student classification while in continuous attendance toward the degree for which he or she is currently enrolled.

- F. A person who is a member of the armed forces of the United States or the spouse or a dependent of a member of the armed forces of the United States is entitled to classification as an in-state student if the member of the armed forces has claimed this state as the person's state of home record for at least twelve consecutive months before the member of the armed forces, spouse or dependent enrolls in a university under the jurisdiction of the Arizona Board of Regents or a community college under jurisdiction of a community college district governing board. For purposes of this subsection, the requirement that a person be domiciled in this state for one year before enrollment to qualify for in-state student classification does not apply.
- G. A person who is honorably discharged from the armed forces of the United States shall be granted immediate classification as an in-state student on honorable discharge from the armed forces and, while in continuous attendance toward the degree for which currently enrolled, does not lose in-state student classification if the person has met all of the following requirements:
  1. Declared Arizona as the person's legal residence with the person's branch of service at least one year prior to discharge from the armed forces.
  2. Demonstrated objective evidence of intent to be a resident of Arizona which, for the purposes of this section, include at least one of the following:
    - a. An Arizona driver license.
    - b. Arizona motor vehicle registration.
    - c. Employment history in Arizona.
    - d. Arizona voter registration.
    - e. Transfer of major banking services to Arizona.
    - f. Change of permanent address on all pertinent records.
    - g. Other materials of whatever kind or source relevant to domicile or residency status.
  3. Filed an Arizona income tax return with the department of revenue during the previous tax year.
- H. A person who is a member of an Indian tribe recognized by the United States Department of the Interior whose reservation land lies in the state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student.

#### Alien In-State Student Status

- A. An alien shall be classified as an in-state student if the alien can establish that on or before the official starting date of the semester the alien meets one of the following situations:
  1. Has been domiciled in the state for at least one year immediately preceding the official starting date of the semester.
  2. Is domiciled in this state and:
    - a) The domicile of the alien's parent is in this state, and

- b)The parent is entitled to claim the alien as an exemption for federal and state tax purposes.
3. The alien is domiciled in this state and the alien is:
- a)An employee of an employer which transferred the alien to this state for employment purposes, or
- b)The spouse of such an employee.
4. Qualifies as an in-state refugee student by virtue of having been granted refugee status in accordance with all applicable laws of the United States and having met all other requirements for domicile in this state.

B. In establishing domicile, the alien must not hold a visa that prohibits establishing domicile in this state. After meeting other residency requirements, students holding valid, unexpired visas in the following categories may be classified as in-state students:

- A Foreign Government Official
- E Treaty Trader
- G Principal Resident Representative of Recognized Foreign Member Government to International Staff
- K Fiancé or Child of Fiancé of U.S. Citizen
- L Intracompany Transferee
- N Parent or Child Accorded Special Immigrant Status
- O Workers of "Extraordinary" Ability in Sciences, Arts, Education, Business, or Athletics
- P "Internationally Recognized" Entertainers & Athletes, "Reciprocal Exchange" or "Culturally Unique" Artists & Entertainers
- Q Cultural Exchange Visitors
- V Spouses and Dependent Children of Lawful Permanent Residents
- I-688 Employment Authorization

C. Students who hold visas as listed in section B above, or who were issued a visa of a type other than those listed in section B, above and have submitted an I-485 to Citizenship and Immigration Services (CIS) or have been out of status for at least one year, may establish domicile by complying with paragraphs A1, A2 or A3 above. In establishing domicile, the alien must be in a status that does not prohibit establishing domicile in this state for at least one year immediately preceding the official starting date of the semester.

In the event a student who is not a United States citizen intends to establish domicile under paragraphs A.2.a. (dependent of parent — parent domiciled in Arizona), the student's parent, in order to establish domicile, must hold a valid, unexpired visa in one of the categories listed in paragraph B. above.

To be eligible to establish domicile, the parent must

1. hold a valid visa of a type as listed in paragraph B., or

2. have never held a visa, or
3. have been issued a visa of a type other than those of the foregoing categories but be out of status for at least one year.

D. A person's status as an undocumented or illegal alien shall not preclude that person from being able to qualify as an in-state student on the same terms as other persons.

E. An alien is entitled to classification as an in-state refugee student if such person has been granted refugee status in accordance with all applicable laws of the United States and has met all other requirements for domicile.

#### Presumptions Relating to Student Status

Unless there is evidence to the contrary, the registering authority of the community college or university at which a student is registering will presume that:

- A. No emancipated person has established a domicile in this state while attending any educational institution in this state as a full-time student, as such status is defined by the community college district governing board or the Arizona Board of Regents, in the absence of a clear demonstration to the contrary.
- B. Once established, a domicile is not lost by mere absence unaccompanied by intention to establish a new domicile.
- C. A person who has been domiciled in this state immediately before becoming a member of the Armed Forces of the United States shall not lose in-state status by reason of such person's presence in any other state or country while a member of the Armed Forces of the United States.

#### Proof of Residency

When a student's residency is questioned, the following proof will be required:

- A. In-State Residency
  1. An affidavit signed by the student must be filed with the person responsible for verifying residency.
  2. Any of the following may be used in determining a student's domicile in Arizona:
    - a) Income tax report
    - b) Voter registration
    - c) Automobile registration
    - d) Driver's license
    - e) Place of graduation from high school
    - f) Source of financial support
    - g) Dependency as indicated on federal income tax return
    - h) Ownership of real property
    - i) Notarized statement of landlord and/or employer
    - j) Bank accounts
    - k) Other relevant information

- B. County Residency
1. An affidavit signed by the student must be filed with the person responsible for verifying domicile to prove continuous residency in a county for fifty (50) days, and
  2. Any of the following may be used to determine a student's county residency:
    - a) Notarized statements of landlord and/or employer
    - b) County voter registration
    - c) Source of financial support
    - d) Place of graduation from high school
    - e) Ownership of real property
    - f) Bank accounts
    - g) Other relevant information

**CONCURRENT ENROLLMENT IN ARIZONA PUBLIC INSTITUTIONS OF HIGHER EDUCATION (A.R.S. §15-1807)**

It is unlawful for any non-resident student to register concurrently in two or more public institutions of higher education in this state including any university, college or community college for a combined student credit hour enrollment of more than six (6) credit hours without payment of non-resident tuition at one of such institutions.

Any non-resident student desiring to enroll concurrently in two or more public institutions of higher education in this state including any university or community college for a combined total of more than six (6) credit hours who is not subject to non-resident tuition at any of such institutions shall pay the non-resident tuition at the institution of his choice in an amount equivalent to non-resident tuition at such institution for the combined total of credit hours for which the non-resident student is concurrently enrolled.

**OTHER ADMISSION INFORMATION (AR 2.2.3)**

**A. Veterans**

By Arizona statute, any failing grades from any Arizona university or community college that were received prior to military service will not be used to determine admission to the community college for the honorably discharged veterans with two years' service in the Armed Forces of the United States. Students admitted or re-admitted to the community college under this statute are subject to progression, retention, graduation and other academic regulations and standards. (Also see Withdrawal.)

**B. Ability to Benefit - Classifications**

Federal guidelines require that students without a high school diploma or certificate of equivalency who are applying for financial aid must demonstrate the ability to benefit. Evaluation during the admission process results in the student being admitted to the college with the status of REGULAR, REGULAR WITH PROVISIONAL REQUIREMENTS or SPECIAL.

"REGULAR" status, for the purpose of 2.2.3 B, is granted to an individual admitted to the college who is a high school graduate or has a GED certificate. A student without a high school diploma or GED certification and beyond the age of compulsory high

school attendance may be a regular status student if the student has been assessed to benefit from college instruction by receiving qualifying scores on approved assessment instruments. All regular status students must be pursuing a degree/certificate or be in an eligible program.

"REGULAR WITH PROVISIONAL REQUIREMENTS" status, for the purpose of 2.2.3 B, is granted to a student admitted to the college who is not a high school graduate, does not have a GED certificate, and is beyond the age of compulsory high school attendance but has been assessed to benefit from college instruction requiring developmental/remedial coursework and is pursuing a degree/certificate or be in an eligible program.

"SPECIAL" status, for the purpose of 2.2.3 B, is granted to a student admitted to the college for concurrent enrollment or pursuing one or more courses of special interest and who meets all the requirements for admission.

**C. Transcripts**

The Maricopa Community Colleges reserve the right to require transcripts for clarification or admission to specific programs, for participation in official athletic events, and for determination of academic standing and eligibility. When an official transcript is required, the transcript must be sent directly to the college Office of Admissions and Records. It is the student's responsibility to ensure that transcripts have been received and are complete.

Students entering as high school graduates may be required to submit high school transcripts. Students entering as GED recipients may be required to present a copy of the high school equivalency certificate or official report of qualifying GED scores.

**D. Educational Assessment**

All students are encouraged to undergo an educational assessment to determine course placement. Prospective students who do not possess a high school diploma or GED equivalence certificate are required to complete an educational assessment to determine their ability to benefit from college instruction. See Student Course Placement Process (AR 2.2.7).

**CREDIT FOR PRIOR LEARNING (AR 2.2.4)**

The Maricopa Community Colleges recognize that learning takes place in a variety of situations and circumstances. Many students have significant, demonstrable learning from experiences outside the traditional academic environment. Therefore, prior learning, not life experience, is the basis for the award of college credit.

Students may be awarded no more than 30 credit hours, unless required by a specific program of study, within the Maricopa Community Colleges using one or more of the following assessment methods recommended by the Council for Adult and Experiential Learning (CAEL) and the American Council on Education (ACE):



- ♦ Articulated Programs
- ♦ Credit By Evaluation
- ♦ College-Level Equivalency Examinations.

Students must be currently enrolled in a credit course at the college at which they apply for assessment of their prior learning. Exceptions may be granted at some MCCCD colleges for specifically approved programs.

Credit awarded for prior learning does not count as hours in residence for graduation requirements. Exceptions may be granted at some MCCCD colleges for their unique programs of study. No more than 20 semester credit hours may be applied to AGEC. Credit received through Prior Learning Assessment is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. Therefore, students are strongly advised to meet with a program advisor or contact the college or university they plan to attend.

For further information on Prior Learning Assessment, contact the Office of Admissions and Records.

#### A. Credit by Evaluation

The Maricopa Community Colleges offer credit by evaluation. The American Council on Education (ACE) evaluates military training and experiences as well as non-collegiate sponsored training programs and recommends credit awards based on this evaluation.

The number of credits listed in the ACE guide are recommendations only. A college is not required to grant a student the number of credits recommended. The credits are included on a student's transcript.

##### 1. Educational Experiences in the Armed Services

The Maricopa Community Colleges may award credit for military experiences based on the *ACE Guide to the Evaluation of Educational Experiences in the Armed Services*. A student may receive college credit if:

- a. training parallels a discipline area offered through the Maricopa Community Colleges, and
- b. credit meets a program requirement or is used as elective credit.

Upon request, individuals who have successfully completed Basic Training, four (4) credit hours in Physical Education will be awarded as indicated in the ACE Guide and the Community College of the Air Force Catalog. Official documentation of military training is required.

##### 2. College Credit Recommendation Service (CREDIT)

ACE evaluates training programs offered by business, industry, and government and publishes its credit recommendations in *The National Guide to Educational Credit for Training Programs*. If a student has received training which appears in the guide, he or she may receive college credit if:

- a. training parallels a discipline area offered through the Maricopa Community Colleges, and
- b. credit meets a program requirement or is used as elective credit.

### 3. Departmental Credit By Evaluation

Students may apply for Departmental Credit By Evaluation in certain courses by obtaining the appropriate form in the Office of Admissions and Records, and completing applicable paperwork and other requirements of the college, including payment of required fee. See fee schedule for appropriate fee. Fees are not refundable if a student fails to obtain credit.

Students may not request:

- a. the evaluation of a course a second time;
- b. the evaluation of a course while currently enrolled in the course;
- c. to establish credit in a previously completed course; and
- d. to establish credit for a lower level of a course in which credit has been received.

Certain departments have additional requirements which must be met before credit may be granted through departmental credit by evaluation.

When credit is granted as outlined above, a notation of "credit by evaluation," and the number of credits will appear on the student's transcript. These credits are not used in computing the grade point average. Credit by evaluation is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities.

#### B. College-Level Equivalency Examinations

ACE has published credit recommendations for a number of national standardized examinations such as the ones listed below in the *Guide to Educational Credit By Examination*.

The Maricopa Community Colleges use these recommendations as guidelines to award credit for equivalent Maricopa Community Colleges coursework as well as elective credit. Scores must be sent directly to the Office of Admissions and Records from the specific testing company(s) before credit is awarded.

All equivalency is subject to future review and possible catalog change.

##### 1. Advanced Placement Examinations

Students who have taken an advanced placement course of the College Entrance Examination Board (CEEB) in their secondary school and who have taken an Advanced Placement Examination of the CEEB may receive course credit with a score of 3, 4, or 5. Scores must be received directly from CEEB before credit is awarded.

English AP Recommendation:

Exam	Score	Credit Hours/Equivalency
English-Language and Composition	4 or 5	6 credit hrs/ENG 101, ENG 100AA, AC, AD eligible for Honors ENG 102
English-Literature and Composition	4 or 5	6 credit hrs/ENG 101 ENH 110 eligible for Honors ENG 102

Math AP Recommendation:

Exam	Score	Credit for Course
Math-Calculus AB	3, 4 or 5	MAT 220 or MAT 221
Math-Calculus BC	3	MAT 220 or MAT 221
Math-Calculus BC	4 or 5	MAT 220 or MAT 221, and MAT 230 or MAT 231 upon completion of MAT 241
Computer Science A and AB	4 or 5	CSC 100

- College Level Examination Program (See page 32)  
 The Maricopa Community Colleges may award credit to individuals who have received a score of 500 or more for the 1986 version of the College Level Examination Program (CLEP) General Examinations (610 on the 1978 version) and who meet or exceed the American Council on Education (ACE) recommended scores for awarding credit on the CLEP subject examinations. The ACE credit-granting score recommendation will be 50 (on the 20-80 scale) for all CLEP computer-based exams beginning July 1, 2001.

Credit received through CLEP is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities.

Rio Salado College and Paradise Valley Community College are national CLEP test sites. For more information on registering for CLEP examinations, contact Rio Salado College or Paradise Valley Community College.

English Composition:

Students pursuing credit for ENG101 must take the English Composition with Essay. The Maricopa Community Colleges do not award credit for ENG102 through CLEP examination.

Foreign Languages:

Credit earned through CLEP examination for French, German, and Spanish meets the language proficiency requirements of the Maricopa Community Colleges.

For CLEP examinations taken prior to July 1, 2001, the Maricopa Community Colleges will grant credit based on the scaled scores indicated below:

Course	Spanish	French	German	Credit
101	40-49	39-48	39-45	4 (101)
102	50-54	49-53	46-50	8 (101, 102)
201	55-61	54-62	51-59	12 (101, 102, 201)
202	62-80	63-80	60-80	16 (101, 102, 201, 202)

At the discretion of the individual college, an oral exam at the 202 level may be administered.

- Defense Activity for Non-traditional Education Support Examination Program  
 The Maricopa Community Colleges may award credit for the Defense Activity for Non-traditional Education Support (DANTES) Examination Program to individuals who meet or exceed the ACE recommended scores for awarding credit on the DANTES subject examinations. The Maricopa Community Colleges do not award credit for ENG102 through DANTES examination. Credit received through DANTES is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities.

The Assessment Center at Rio Salado College is a national test site. For additional information on registering for DANTES examinations, call (480) 517-8560.
- American College Testing Proficiency Examination Program  
 The Maricopa Community Colleges may award credit for the American College Testing Proficiency Examination Program (ACT-PEP) based on the scores earned.
- Departmental Credit By Examination  
 Students may apply for Departmental Credit By Examination in certain courses by obtaining the appropriate form in the Office of Admissions and Records, paying the required fee, and completing the examination and other requirements of the college. See fee schedule for appropriate fees.

Students may not request:

- to challenge a course a second time;
- to challenge a course while currently enrolled in the course;
- to establish credit in a previously completed course; and

See pages 31-32 for Advanced Placement and CLEP Table

## ADVANCED PLACEMENT

Examination	Score	MCCCD	Sem. Hrs.
Art - History	5 or 4	ARH101, ARH102	6
	3	ARH101 or ARH102	3
Art - Studio - Drawing	5	ART111, ART112	6
	4	ART111	3
Art - Studio - General	5	ART111, ART112	6
	4	ART112	3
Biology	5 or 4	BIO181, BIO182	8
	3	BIO100 or equivalent	4
Chemistry	5 or 4	CHM151/CHM151LL & CHM152/CHM152LL or CHM154/CHM154LL	8 or 9
	3	CHM151, CHM151LL	4
	5 or 4	CSC100	3
Computer Science AB	5 or 4	CSC100	3
Economics - Introductory Macroeconomics	5 or 4	ECN111	3
Economics - Introductory Microeconomics	5 or 4	ECN112	3
English - Language & Composition	5 or 4	ENG100AA, ENG100AC, ENG100AD, & ENG101	6
English - Literature & Composition	5 or 4	ENG101 & ENH110	6
Environmental Science	5 or 4	no credit	3
French - Language	5, 4, 3	FRE101, FRE102, FRE201, FRE202	16
French - Literature	5, 4, 3	FRE101, FRE102, FRE201, FRE202	16
German - Language	5, 4, 3	GER101, GER102, GER201, GER202	16
German - Literature	5, 4, 3	GER101, GER102, GER201, GER202	16
History - American	5 or 4	HIS103, HIS104	6
History - European	5 or 4	HIS101, HIS102	6
	3		3
	5	LAT101, LAT102, LAT201, LAT202	16
Latin - Language	4	LAT101, LAT102, LAT201	12
	3	LAT101, LAT102	8
	5, 4 or 3	MAT220 or MAT221	5
Mathematics - Calculus AB	5 or 4	MAT220 or MAT221 & MAT230 or MAT231 upon completion of MAT241	8-10
	3	MAT220 or MAT221	5
	5 or 4	MTC105	3
Music	5 or 4	MTC105	3
Physics B	5 or 4	PHY111, PHY112	8
	3	PHY111	4
	5 or 4	PHY116 - with calculus & laboratory course work	5
Physics C - Electricity & Magnetism	5 or 4	PHY112 - with laboratory course work	4
Physics C - Electricity & Magnetism	5	PHY115 - with calculus & laboratory course work	4
Physics C - Mechanics	5 or 4	PHY111 - with laboratory course work	4
Physics C - Mechanics	5 or 4	POS110	3
Political Science - American Government	5 or 4		
Political Science - Comparative Government & Politics	5 or 4	POS140	3
	5 or 4	PSY101	3
Psychology	5 or 4	PSY101	3
Spanish - Language	5, 4, 3	SPA101, SPA102, SPA201, SPA202	16
Spanish - Literature	5, 4, 3	SPA101, SPA102, SPA201, SPA202	16
Statistics	5, 4, 3	MAT206	3

## COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Examination	MCCCD		
General	Score	Sem. Hrs.	Equivalency
English Composition	50 (July 1, 2001 or later), 610 (1986 version), 500 (1978 version)	3	With essay qualifies for ENG101
Humanities	50 (July 1, 2001 or later), 500 (prior to July 1, 2001)	6	Elective Credit
Mathematics	50 (July 1, 2001 or later), 500 (prior to July 1, 2001)	3	MAT122
Natural Sciences	50 (July 1, 2001 or later), 500 (prior to July 1, 2001)	8	Elective Credit *
Social Sciences & History	50 (July 1, 2001 or later), 500 (prior to July 1, 2001)	6	Elective Credit
Subject	Score	Sem. Hrs.	Equivalency
Accounting, Principles of	ACE Score	6	ACC Elective credit
American Government	ACE Score	3	POS110
American Literature	ACE Score	6	ENH241, ENH242
Analyzing & Interpreting Literature	ACE Score	3	Elective Credit
Biology	ACE Score	8	BIO Elective credit *
Calculus (Calculus with Elementary Functions)	ACE Score	4	MAT221
Chemistry	ACE Score	9	CHM Elective credit *
College Algebra (1993) (replaces College Algebra [1979])	ACE Score	3	MAT152
College Algebra - Trigonometry	ACE Score	3	MAT152
English Literature	ACE Score	3	Elective credit
French Language	39-48	4	FRE101
French Language	49-53	8	FRE101, FRE102
French Language	54-62	12	FRE101, FRE102, FRE201
French Language	63-80	16	FRE101, FRE102, FRE201, FRE202
Freshman College Composition	ACE Score	3	With essay ENG101
German Language	39-45	4	GER101
German Language	46-50	8	GER101, GER102
German Language	51-59	12	GER101, GER102, GER201
German Language	60-80	16	GER101, GER102, GER201, GER202
Human Growth & Development	ACE Score	0	No Credit
Information Systems & Computer Applications	ACE Score	3	CIS Elective Credit
Intro to Educational Psychology	ACE Score	3	EDU Elective
Introductory Business Law	ACE Score	3	GBS Elective Credit
Introductory Psychology	ACE Score	3	PSY101
Introductory Sociology	ACE Score	3	SOC101
Mathematics, College	ACE Score	3	MAT142
Principles of Macroeconomics (replaces Introductory Macroeconomics)	ACE Score	3	ECN111
Management, Principles of	ACE Score	3	MGT Elective Credit
Marketing, Principles of	ACE Score	3	MKT271
Principles of Microeconomics (replaces Introductory Microeconomics)	ACE Score	3	ECN112
Spanish Language	40-49	4	SPA101
Spanish Language	50-54	8	SPA101, SPA102
Spanish Language	55-61	12	SPA101, SPA102, SPA201
Spanish Language	62-80	16	SPA101, SPA102, SPA201, SPA202
Trigonometry	ACE Score	3	MAT182
U.S. History I - Early Colonization to 1877	ACE Score	3	HIS103
U.S. History II - 1865 to the Present	ACE Score	3	HIS104
Western Civilization I - Ancient Near East to 1648	ACE Score	6	HIS100, HIS101
Western Civilization II - 1648 to the Present	ACE Score	3	HIS102

\*Note: The General Studies requirement in Natural Sciences (SQ & SG) and Literary & Critical Inquiry (L) are not satisfied by CLEP.



- d. to establish credit for a lower level of a course in which credit has been received.

Certain departments may have additional requirements which must be met before credit may be granted through departmental credit by examination.

Only grades of A, B, C, D, or P earned as a result of this examination will be recorded on the student's transcript. Fees are not refundable after the examination has been administered, regardless of results.

When credit is granted as outlined above, a notation of "credit by examination," a grade and the number of credits will appear on the student's transcript. The grade is used in computing the grade point average.

6. International Baccalaureate Diploma/Certificate *See Table below.*

Students who present an International Baccalaureate Diploma/Certificate may qualify for college credit.

Maricopa Community Colleges grant credit for college-level courses only. A grade of 5 qualifies a student to receive credit for one introductory course. No credit is awarded for English B (English as a Second Language). Credit is awarded according to the "International Baccalaureate Diploma/Certificate Credit" table.

### INTERNATIONAL BACCALAUREATE DIPLOMA/CERTIFICATE CREDIT

Students who present an International Baccalaureate Diploma/Certificate may qualify for college credit. Maricopa Colleges grant credit for college-level courses only. Credit is awarded according to the "International Baccalaureate Diploma/Certificate Credit" table.

Examination	Score	Sem. Hrs.	Equivalency
Art/Design	7, 6, or 5 4	6 3	ART111, ART112 ART112
Biology	7, 6, or 5 4	8 4	BIO181, BIO182 BIO181
Chemistry	7, 6, or 5 4	9 4	CHM151, CHM152 CHM151
Economics	7, 6, or 5 4	6 3	ECN111, ECN112 ECN111
English A	7, 6, or 5 4	6 3	ENG101, ENG100AB, ENG100AC, ENG100AD ENG100AB, ENG100AC, ENG100AD
English B	no credit		None
Foreign Language A or B	7, 6, or 5 4	8 4	Foreign Language 101 & 102 Foreign Language 101
History - American	7, 6, or 5 4	6 3	HIS103, HIS104 HIS103
History - European	7, 6, or 5 4	6 3	HIS101, HIS102 HIS101
Mathematics	7, 6, 5, or 4	4	MAT221
Physics	7, 6, or 5 4	8 4	PHY111, PHY112 PHY111

### C. Health Care Integrated Educational System (HCIES) Credit for Prior Learning

#### National/Regional Credential Recognition

Students who have recognized credentials related to health care may request an evaluation for course competency equivalence on a case-by-case basis through the Integrated Competency Assessment Network (ICAN). For more information contact the ICAN office at (480) 731-8924 or by email at [ican@domail.maricopa.edu](mailto:ican@domail.maricopa.edu). Web site: <http://healthcare.maricopa.edu/ican2.html>. When national or regional credentials are determined to be equivalent to the competencies demonstrated in corresponding courses, the recognition of external credentials will fulfill graduation credit requirements for the identified courses through Credit by Evaluation.

#### Credit by Examination and Credit by Skills Demonstration Assessment

Health care students may apply for credit for prior learning in certain courses. **Specific information and required forms can be found on** <http://healthcare.maricopa.edu/ican1.htm>. Credit by Examination in the HCIES is determined through the use of HCIES Competency Assessment Tests (CATs) and/or Skills Demonstration Assessment under the direction of the HCIES Integrated Competency Assessment Network (ICAN). Students may apply for HCIES Health Care Pathway/Program Advanced Placement in certain courses by obtaining the appropriate form(s) in the Office of Admissions and Records, paying the required fee(s), and successfully completing the examination and/or skills demonstration and other requirements of the college. See fee schedule for appropriate fee. Fees are not refundable if a student fails to obtain credit.

Students may not request:

- a. to challenge a course a second time;
- b. to challenge a course while currently enrolled in the course;
- c. to establish credit in a previously completed course; or
- d. to establish credit for a lower level of a course in which credit has been received.

Certain health care pathways/programs have additional requirements which must be met before credit may be granted through HCIES credit by examination and credit by skills demonstration assessment.

Grades of A, B, C, D or P, earned as a result of examination or skills assessment will be recorded on the student's transcript. Fees are not refundable after the examination/skills demonstration has been administered, regardless of results. A grade of P/Z is not used in computing the grade point average.

When credit is granted as outlined above, a notation of "CREDIT BY EXAMINATION," "credit BY EVALUATION," or "CREDIT BY SKILLS DEMONSTRATION" a grade and the number of credits will appear on the student's transcript. The grade is used in computing the grade point average with the exception of courses graded P/Z.

### D. Transfer Credit

Students who have had official transcripts sent directly to the Office of Admissions and Records from regionally accredited institutions of higher education may be granted credit for college-level courses in which a C (2.0 on a 4.0 scale) or higher grade has been received; but credits accepted in transfer do not necessarily apply to all certificate or degree programs. Regionally accredited institutions of higher education are those that are fully accredited by New England Association of Schools and Colleges, Middle States Association of Colleges and Schools, North Central Association of Colleges and Schools, Northwest Association of Schools and Colleges, Southern Association of Colleges and Schools, and/or the Western Association of Schools and Colleges.

Credits from institutions with candidate status from one of the above regional accrediting associations will be reviewed for transferability by a college committee.

Credits from foreign institutions will be reviewed for acceptance. It is the student's responsibility to have all such transcripts translated into English and evaluated by an International Student Evaluation Service before submitting them to the college.

### E. Servicemen's Opportunity College

The Maricopa Community Colleges recognize the unique educational problems confronting many active duty military personnel in attaining their educational goals. The colleges have, therefore, established themselves as Servicemen's Opportunity Colleges. This means that the colleges recognize the peculiar needs of military personnel in that they provide courses on the various military bases located in Maricopa County and provide opportunities to complete courses through non-traditional means when education is interrupted by military obligations. Maricopa Community Colleges maintain liberal entrance requirements, offer maximum credit for educational experiences obtained in the Military Services, and follow residency statutes applicable to the special needs of servicemen. Maricopa Community Colleges follow the recommendations established by the American Council on Education. If, for any reason, Maricopa Community Colleges' status as a Servicemen's Opportunity College District is discontinued, it will nonetheless maintain its commitment to students previously enrolled. In addition, the option to enter into a "contract for a degree" allows the community college, as the college of record, to grant a degree upon completion of twelve (12) credit hours at the college and the satisfaction of graduation requirements.

**F. Transfer Articulation Guidelines**Transfer Articulation with Secondary Institutions, the Maricopa Skills Center, and the Southwest Skill Center

Students who have participated in programs articulated with Maricopa Community Colleges District programs may be granted credit for prior learning as provided for in the respective articulation agreements. No fees will be assessed for credits for prior learning granted through articulation. Articulated program credit is transferable within MCCCD, but is not necessarily transferable to other colleges or universities. For proper placement in an articulated program, students should obtain a program of study from an academic advisor. Once the course requirements are completed, students must provide the valid documentation of articulated credits to the Office of Admissions and Records to place credits on their academic record.

Transfer Articulation from Arizona Public Community College Districts and Universities into the Maricopa Community Colleges

Any course that meets general education requirements at any Arizona public community college district or university will be accepted in transfer to meet comparable general education requirements at any of the Maricopa Community Colleges provided the courses were completed with a grade of C or better. Acceptance of courses other than general education requirements is determined by individual Maricopa Community Colleges.

A student transcript with the completed block of courses included in the Arizona General Education Curriculum (AGEC-A, AGEC-B, or AGEC-S) will transfer as a block and fulfill the requirements for the corresponding AGEC at the Maricopa Community Colleges.

Maricopa Community Colleges Transfer Associate Degrees

The Maricopa Community Colleges offers three transfer Associate degrees: Associate in Arts (AA), Associate in Business (ABUS), and Associate in Science (AS). Each degree articulates with specific majors offered by Arizona's public universities. In addition, the degrees are recognized and transfer based on articulation agreements with several other baccalaureate degree-granting institutions. The three transfer Associate degrees transfer as a "block" and include groups or blocks of courses, e.g. the Arizona General Education Curriculum (AGEC), and the Common Lower-Division Courses. Completed blocks are treated as whole; the components are not examined separately to determine transferability. All credits are accepted and applied toward the designated/appropriate baccalaureate degree.

The Maricopa Community Colleges also offer Associate in Transfer Partnership (ATP) Degrees for specific majors at identified public and universities. Maricopa's Associate degrees are accessible on the web at:

<http://www.dist.maricopa.edu/academic/curric/curricrpts.php>

Select Tab labeled Curriculum Procedures Handbook-Programs, Select Academic Programs, Select AGEC Course Matrix.

Transfer Articulation from the Maricopa Community Colleges to Baccalaureate Degree-Granting Institutions

The Maricopa Community Colleges have transfer articulation agreements with private, public and international baccalaureate degree-granting institutions that have achieved full accreditation or candidacy status with a regional accreditation commission such as the North Central Association of Colleges and Schools. Maricopa Community Colleges transfer articulation agreements are on behalf of the district as a whole and not with individual colleges within the district. Courses taken at any of the Maricopa Community Colleges are equally transferable by institutions wishing to enter into an articulation agreement. Additionally, the articulation agreements require that all Associate Degrees awarded by Maricopa will transfer to participating institutions as a block. As mentioned above, these blocks transfer as a whole.

Transfer Options for Maricopa Community Colleges Associate in Applied Science Degrees

The Maricopa Community Colleges Associate in Applied Science (AAS) degrees are recommended for students who want to gain a depth of technical expertise leading to employment through the completion of an occupational program. Some students may want to pursue a baccalaureate degree as well. The AAS degrees transfer as a "block" to the Bachelor of Applied Science at Arizona State University (East and West), and Northern Arizona University.

Course Acceptability and Applicability

Transfer articulation to Arizona's public baccalaureate degree-granting institutions is communicated in terms of "acceptability" and "applicability" of community college courses and programs.

To determine "acceptability" of Maricopa Community Colleges courses, refer to the Course Equivalency Guide (CEG) on the Arizona Courses Applicability System (AZCAS). The AZCAS CEG is online at:

<http://www.az.transfer.org/cas/>

Effective Fall 2000, the course evaluation and/or the general education designation as listed in AZCAS is valid for the term in which credits are earned and appear on the transcript. A course evaluation and/or university general education designation may be subject to change. Given that curriculum is dynamic at both the Maricopa Community Colleges and the institutions to which Maricopa Community College students transfer, students have the option to petition for equivalencies and/or general education designations.

To determine "applicability" of Maricopa Community Colleges courses and transfer associate degrees to university-specific degree requirements, refer to the Maricopa Community Colleges' Associate in Transfer Partnership degrees, the AZCAS Transfer Planning Aids, or the university transfer guides, described below.

#### University Transfer Guides

Each of Arizona's public universities have developed University Transfer Guides to show how Maricopa Community College courses apply to specific baccalaureate degree requirements. The transfer guides are useful both for students pursuing Associate in Transfer Partnership Degrees, as well as for students who want to transfer to Arizona's public universities to pursue degrees for which the Maricopa Community Colleges do not have Associate in Transfer Partnership Degrees. University Transfer Guides are accessible at the following web sites:

Arizona State University Main or Arizona State University East

<http://www.asu.edu/provost/articulation/>

Arizona State University West

<http://www.west.asu.edu/tranguid/>

Northern Arizona University

<http://www4.nau.edu/aio/Articulation/TGInfo.htm>

University of Arizona

<http://transferguides.arizona.edu>

#### Arizona Course Applicability System (AZCAS)

##### Transfer Planning Guides

A student may enter community college or university coursework into AZCAS to create a Transfer Planning Guide. The guide evaluates progress toward completing a community college transfer certificate, transfer degree, and/or an Arizona public university degree and assists students in selecting additional course work that meets the academic program requirements. The transfer planning guides are accessible at the following web site:

<http://www.az.transfer.org/cas/>

#### **STUDENT COURSE PLACEMENT PROCESS (AR 2.2.7)**

The Maricopa Community Colleges are committed to providing students with opportunities for successful academic experiences. Student academic achievement is directly related to the proper initial course placement. Students are strongly urged to enroll in the courses indicated by their course placement tests. Initial course placement should be discussed with an advisor or counselor who is skilled in assessing the student's needs and factors that affect student success.

##### **A. Testing for Course Placement**

1. Students will be required to complete a course placement test under any one of the following conditions:
  - ♦ The student is taking his or her first college credit English, reading and/or math course, or any college course for which English, reading or math is a prerequisite.
  - ♦ The student is pursuing a degree and does not have current valid district approved course placement scores on file or does not have previous college credit in English, reading and math.
  - ♦ The student does not have a high school diploma or GED, and is applying for federal financial aid.
  - ♦ The student for whom English is not the primary language and is taking his or her first English as a Second Language class is required to take a test of English proficiency.
2. Students will be strongly encouraged to complete a course placement test under any one of the following conditions:
  - ♦ The student is taking a math course and has a college-level prerequisite on file that is more than five (5) years old.
  - ♦ The student is taking a college course for which English, reading or math is a prerequisite, and such credit is more than five (5) years old.
3. Students MAY be exempt from a course placement test if at least one of the following conditions apply:
  - ♦ The student has earned an associate or higher degree.
  - ♦ The student has earned college credits from a regionally accredited college in English, reading, and math with a grade of C or higher, and such credit is no more than five (5) years old.
  - ♦ The student has currently valid district approved course placement scores on file.

**Note:** Being exempt from taking a course placement test does not exempt the student from fulfilling the minimum graduation requirements.



**B. Course Placement**

- ♦ Students will be advised for specific course enrollment based on test scores.
- ♦ Students with test scores that fall into the range described as a “decision zone” must receive advisement to select appropriate course(s).
- ♦ Students will be permitted one re-test in English, reading or by math level after at least a 24-hour waiting period. An additional re-test is permitted one year from the date of student’s original or re-test at any course placement testing site.
- ♦ The vice president of student affairs or designee may approve re-testing for students with special needs or circumstances. The re-test date will then serve as the date of record.
- ♦ Students may request a Course Placement Waiver from the appropriate department/division chair or college designee. The signed waiver will be noted on the student’s record and will be kept on file in the Office of Admissions and Records.

**C. Implementation of Policy**

To ensure consistency of the course placement process within the Maricopa Community Colleges:

- ♦ All colleges shall accept the same approved course placement instruments.
- ♦ All colleges shall adhere to the same approved cut-off scores.
- ♦ Course placement scores, with the exception of the reading exemption, will be valid for two years from the date of the original or re-test.

**D. Evaluation**

The Maricopa Community Colleges will provide an ongoing evaluation of the course placement process. An annual report shall be submitted to the Governing Board to indicate the policy’s effectiveness, noting the number of students assessed, their placement scores, and their success in courses. Every three years, a thorough review of the policy and procedures shall be implemented, including recommendations from the English, Reading and Math Instructional Councils, regarding cut-off scores.

**ACADEMIC ADVISING (AR 2.2.6)**

Academic advising assists students in the formation of educational plans and goals. This is an ongoing process of clarification, evaluation, re-clarification, and re-evaluation.

The ultimate responsibility for making decisions about life goals and educational plans rests with the student. The academic advisor helps to identify and assess alternatives and consequences.

The academic advisor also serves as a resource for accurate information. The advisor is knowledgeable about institutional policies, procedures, programs and resources and assists students in making use of printed and online materials.

Advisors are in a position to help students identify their learning-related needs. Feedback received from advisors could be beneficial and should be used in policy-making decisions at all levels of the institutional administration.

With the help of an academic advisor, students will:

- gain an understanding of their academic abilities and interests.
- be reinforced in their successes.
- be provided information regarding the nature and purpose of higher education.
- be referred to counselors and other resources to explore their interests, skills, abilities, and values.
- define and refine educational goals and objectives and understand the consequences of alternative courses of action.
- consider alternative careers through counselors, work-shops, seminars, and other resources.
- make course, certificate, and /or degree selections.
- understand and utilize placement test results.
- be encouraged to be active participants in their educational planning and college life.
- be informed of support services that are available and how to make an appointment, if appropriate.
- be aware of transfer articulation arrangements.
- be informed about research results and general perceptions of student experiences at the institution.
- receive accurate printed materials on academic majors, minors, and other degree and program requirements.
- be encouraged to use the technology which supports the academic advising process.

**REGISTRATION (AR 2.2.8)**

Students must register according to the dates indicated and in the manner described in the college class schedule. To be eligible for registration, students must have completed the appropriate steps listed under Admissions. Enrollment is not complete until tuition and fees are paid. Students may not attend a class for which they are not registered.

**EMISSIONS CONTROL COMPLIANCE (AR 2.4.6)**

Pursuant to A.R.S. §15-1444 C. no vehicle shall be allowed to park in any college parking lot unless it complies with A.R.S. §49-542 (the vehicle emissions inspection program). At the time of course registration, every out-of-county and out-of-state students will be required to sign an affidavit stating that the student’s vehicle meets the requirements of A.R.S. §49-542. Vehicles which are not in compliance are subject to being towed at the owner’s expense.

**TRANSCRIPTS FOR TRANSFER (AR 2.3.10)**

The transcript is issued upon written request only. Those students who want to transfer to other institutions of higher education, including other Maricopa Community Colleges, must request their transcripts be sent from the Office of Admissions and Records. However, transcripts may be shared within the Maricopa Community College District without the written request of the student in compliance with FERPA.

Official transcripts will not be issued to students having outstanding debts to any of the Maricopa Community Colleges. The release of transcripts is governed by the guidance of the Family Education Rights and Privacy Act of 1974 (see Records Policy section). There is no charge for unofficial transcripts, or for official transcripts sent between Maricopa Community Colleges. See the Tuition and Fees Schedule for charges for other official transcripts.

**TUITION AND FEES (AR 2.2.9)**

Tuition and fees are public monies within the jurisdiction and responsibility of the Maricopa Community Colleges Governing Board under the laws and regulations of the State of Arizona and must be administered by the Governing Board. The Governing Board reserves the right to change tuition and fee charges when necessary without notice.

All students are classified for tuition purposes under one of the following residency classifications:

1. Maricopa County resident
2. Out-of-County resident
3. Out-of-State resident (including F-1 non-immigrant students)
4. Unclassified, Out-of-County, Out-of-State (1-6 credit hours system-wide)

Residency for tuition purposes is determined in accordance with state law (A.R.S. §15-1801 et. sec.) and regulations of the Maricopa Community Colleges Governing Board. All of the Maricopa Community Colleges are subject to the above statutes and regulations. Students who have questions about their residency should contact the Office of Admissions and Records for clarification.

Students attending more than one Maricopa Community College will be assessed fees for their enrollment at each of the Maricopa Community colleges/centers. (Students who are considered to be out-of-state residents for tuition and fees purposes should refer to the Concurrent Enrollment in Arizona Public Institutions of Higher Education policy under the Residency section of this publication.)

**A. Time of Payment**

All tuition, fees, assessments and deposits must be paid at the time of registration or by the specified deadline date and in accordance with the fee schedule approved by the Maricopa Community Colleges Governing Board. Enrollment is not complete until tuition and fees are paid.

**B. Tuition and Fees Schedule** (effective July 1, 2005 for Fall, Spring and Summer Sessions) *See Table below.*

The tuition and fees schedule for 2005-2006 on this page is provided for reference. **These tuition and fees are subject to change.** Consult the college's Office of Admissions and Records for fees in effect at the time you intend to register.

Students from the following counties are considered out-of-county and should check with their local County Board of Supervisors about out-of-county tuition and fee payments:

Apache, Greenlee, Santa Cruz

Students from any other county in Arizona are considered in-county due to a reciprocal arrangement with that county.

**2005-2006 Tuition and Fees Schedule - Student Status**

1.	County Resident - Resident Rate - per credit hour General Tuition: \$53.50 plus Fees: \$ 1.50	\$ 55.00
2.	County Resident - Audit Rate - per credit hour Audit Fee Surcharge: \$25.00 plus General Tuition: \$53.50 plus Fees: \$ 1.50	\$ 80.00
3.	Out-of-County Resident (7 & more credit hours system-wide) - per credit hour Out-of-County Surcharge: \$165.00 (Applies only to counties with no community college) plus General Tuition: \$53.50 plus Fees: \$ 1.50	\$220.00
4.	Out-of-State Resident* (including F-1 Non-immigrants - 7 & more credit hours system-wide) - per credit hour Out-of-State Surcharge: \$165.00 plus General Tuition: \$53.50 plus Fees: \$ 1.50	\$220.00
5.	Unclassified Student - Out-of-State, Out-of-County* (less than 7 credit hours system-wide) - per credit hour Unclassified Student Surcharge: \$ 25.00 plus General Tuition: \$53.50 plus Fees: \$1.50	\$ 80.00
6.	Out-of-State students participating in Western Undergraduate Exchange Program* (any number of credit hours) - per credit hour WUE Out-of-State Surcharge: \$27.50 plus General Tuition: \$53.50 plus Fees: \$ 1.50	\$ 82.50
7.	Courses offered out of Arizona, including distance learning, to non-resident out-of-state students** Total tuition per credit hour	\$135.00
8.	Corporate Tuition Rate - Out-of-State* (any number of credit hours) for out-of-state employees of companies in training contracts with Maricopa - per credit hour Out-of-State Surcharge: \$76.00 plus General Tuition: \$53.50 plus Fees: \$1.50	\$131.00
9.	Skill Center Tuition Rates Hourly Tuition:	\$ 4.10
10.	Credit by Examination & Credit by Evaluation - per credit hour - excludes HCIES courses Regular Rate:	\$ 42.50
	Contract Testing Rate:	\$ 21.25

\* According to A.R.S. §15-1802F, "A person who is a member of an Indian tribe recognized by the US Department of the Interior whose reservation lies in this state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student." Therefore, unclassified and out-of-state surcharges do not apply to such students.

\*\* According to ARS §15-1429, community college districts are excluded from counting as FTSE those students who reside out of the state but are taking an AZ community college district distance learning course or a classroom based credit course.

### SPECIAL FEES

#### The following fees are in addition to applicable tuition and fees:

Check Returned from Bank	\$ 15.00
Child Care Fees: (per clock hour)	
GCC - Drop in	2.00
- For each 15 minutes of late pick-up	6.00
- Registration per semester - Students	15.00
GWCC — Students	2.00
- Staff & Faculty	3.00
- For each minute of late pick-up	1.00
- Registration per semester	10.00
MCC — Students	1.75
- Drop in	3.00
- Registration per semester — Students	15.00
- Registration per semester — Staff & Faculty	20.00
- For each 15 minutes of late pick-up	5.00
- For every week payment is late	5.00
PC —	2.25
- For each 15 minutes of late pick-up	15.00
PVCC —	3.00
- Registration per semester	15.00
- For each 15 minutes of late pick-up	5.00
SCC — Students	3.25
- Staff & Faculty	4.25
- Overtime fee — Student	3.75
- Overtime fee — Faculty	4.75
- Registration per semester - Students	25.00
- Registration per semester - Staff & Faculty	35.00
- Contract Changes (2+)	5.00
- For each 15 minutes of late pick-up	5.00
- For every week payment is late	5.00
SMC — Students	1.75
- From 9 am to 12 pm Preschool per week	26.25
- Staff & Faculty	2.25
- From 9 am to 12 pm per week	33.75
- Registration per semester	10.00
- For each 15 minutes of late pick-up	5.00
All other colleges	1.75
Course Materials Fee:	Actual cost
Distance Learning Fees	Actual cost
Emergency Medical Technology (EMT)	
Actual cost, not to exceed	400.00
Excessive Laboratory Breakage	Actual cost
Field Studies	Actual cost
Field Trips & Out-of-County/Country Tours	Actual cost
Fitness Center	20.00
GED - First Test	50.00
- Test repeat (per section)	10.00
General Laboratory & Course Fees - not to exceed	25.00

#### Graduation Fees:

- Application/Recording/Issuance Fee (Degrees/Certificates - 25 or more credits) non refundable	5.00
- Commencement Fee (One time fee refundable up to 2 weeks prior to graduation)	25.00
HCIES Skills Demonstration Assessment Fee	Actual cost
HESI-PN Practical Nurse for Advance Placement	Actual cost
Library Fines - lost materials (List price) +	5.00
NET - Nursing Entrance Test	Actual cost
Nursing	
-Nursing 181, 281	30.00
-Nursing 169, 189, 269, 289	25.00
-Nursing 167, 267	25.00
-Nursing 157	25.00
Parking Fines:	
(All fines are doubled if not paid within 15 working days.)	
(Fees are subject to change upon adoption of the schedule for the new fiscal year. For current fee amounts, please contact College Safety or visit:	
<a href="http://www.dist.maricopa.edu/gvpolicy/adminregs/students/2_10.htm">http://www.dist.maricopa.edu/gvpolicy/adminregs/students/2_10.htm</a> )	
-Displaying an altered or substituted permit	50.00
-Expired parking permit	15.00
-Failure to register a vehicle and display a parking permit	30.00
-Falsifying information on vehicle registration application	50.00
-Improperly displaying a parking permit	15.00
-Obstructing a properly parked/moving vehicle	15.00
-Parking in an unauthorized parking area	15.00
-Parking by a college employee or student in a visitor area	15.00
-Parking in a Fire Lane	50.00
-Parking on or blocking a pedestrian path	15.00
-Parking outside stall lines	15.00
-Parking beyond posted time limit	15.00
-Parking in an undesignated, restricted, or unauthorized off-pavement area	25.00
-Pulling through or backing into an angled parking space	15.00
- Removing a barricade or failure to obey vehicle control device	25.00
- Violating disabled parking stall or access	50.00
PED Special Course Charge	Actual cost
Private Music Lessons:	
Music Majors	
- First 1/2 hr per wk/per semester	0.00
- Each additional 1/2 hr per wk/per semester	90.00
Non-Music Majors	
- First 1/2 hr per wk/per semester	280.00
- Each additional 1/2 hr per wk/per semester	280.00
Registration Processing Fee -	
(assessed on a per student, per semester, per college basis)	
- Refundable only if the student drops all credit classes at a particular college during the 100% refund period	5.00
Skills Centers Materials Fee -	
(Specific clothing & headwear issued to students — prorated for course of program less than 21 days)	
	250.00
Transcript Fee	5.00

**PHOENIX COLLEGE-SPECIFIC FEES**  
(not inclusive)

Administration of Justice			Health Care Education	
AJS 213 - Evidence Technology /Fingerprints	20.00		HCE 102, 229, 274, 275 - Medical Assisting	5.00
AJS 215 - Criminalistics: Physical Evidence	20.00		HCE 109 - Phlebotomy	30.00
AJS 216 - Criminalistics: Biological Evidence	20.00		HCE 111 - Phlebotomy	30.00
AJS 241 - Police Photography	20.00		HCE 152 - Lab Assisting	50.00
AJS 271 - Special Populations I	10.00		HCE 162 - Aseptic Techniques	35.00
AJS 289++ (Each module)	10.00		HCE 167 - Lab Testing/Patient Care Service Centers	40.00
AJS 290 - Criminal Justice Seminars (Each module)	10.00		HCE 171, 173, 175, 177 - Histology Technician	25.00
Applied Business			HCE 221, 226, 261- Medical Assisting	25.00
BPC 102AD, BD	52.00		HCE 222 - Medical Assisting	20.00
BPC 103AK, BK, CK, AD, BD, CD	52.00		HCE 251 - Medical Assisting	10.00
BPC 104AD, BD, CD	52.00		HCE 261 - Patient Care Technician	25.00
BPC 107AH, BH	52.00		HCE 271 - Patient Care Technician	30.00
Art			HCE 272 - Patient Care Technician	5.00
ART 131 - Basic Photography	35.00		Health Enhancement	
ART 132 - Photography II	35.00		Fitness Center User Fee for 1-credit	
ART 138 - Commercial Photography I	35.00		PED101, 102, 201, 202AF, IH, XP	10.00*
ART 139 - Commercial Photography II	35.00		(* = pending Governing Board approval)	
Biology			PED 101, 102, 201, 202 JX (Golf)	25.00
BIO 205 - Microbiology Lab	50.00		PED 115 Lifetime Fitness: Fitness Center User Fee	20.00
BIO 247 - Applied Biosciences: Biotechnology	49.00*		PED 116 Aerobics for Wellness	20.00
(* = pending Governing Board approval)			PED 117 (Fitness Center)	20.00
Dental Hygiene & Dental Assisting			PED Activities classes (0.5 credit)	5.00
DAE 101 - Pre-Clinical Dental Assisting	35.00		PED Activities classes (1.0 credit)	10.00
DAE 102 - Pre-Clinical Dental Assisting Lab	55.00		PED Special Course Fee	actual cost
DAE 104 - Preventive Dentistry	20.00		Home Inspection Program (Phoenix)	
DAE 106 - Clinical Dental Assisting	35.00		HIP 201 - Home Inspection Fieldwork	600.00
DAE 107 - Clinical Dental Assisting Lab	75.00		Metro Tech Welding Fee (Phoenix)	
DAE 122 - Dental Anatomy, Embryology and Histology	25.00		WLD 101 - Welding I	50.00
DAE 124 - Dental Radiography	10.00		WLD 106 - Arc Welding	50.00
DAE 131 - Dental Radiography Lab	175.00		WLD 150 - Welding Blueprint Reading	25.00
DAE 140 - Dental Issues Seminar	10.00		WLD 201 - Welding II	50.00
DAE 144 - Pharmacology	10.00		WLD 206 - Adv Welding - Heliarc and Wire Feed	50.00
DAE 145 - Oral Pathology	10.00		WLD 208 - Adv Arc Welding	50.00
DAE 151 - Survey of Dental Office Management	20.00		Multi-Media (Phoenix)	
DAE 203 - Dental Materials	25.00		MMT 140 - Survey of Multimedia Technology	50.00
DAE 204 - Dental Materials Lab	75.00		MMT 216 - Multimedia Project Mgt	75.00
DAE 224 - General Clinical Practice	10.00		Music (Phoenix)	
DAE 225 - Pediatric Clinical Practice	10.00		MTC 191 - Electronic Music I	40.00
DAE 226 - Periodontal Clinical Practice	10.00		MTC 192 - Electronic Music II	40.00
DAE 227 - Orthodontic Clinical Practice	10.00		MUC 195 - Studio Music Recording I	40.00
DAE 228 - Oral and Maxillofacial Surgery Clinical Practice	10.00		MUC 196 - Studio Music Recording II	40.00
DHE 120 - Pre-Clinical Dental Hygiene	400.00		MUC 295 - Studio Music Recording III	40.00
DHE 133 - Dental Hygiene Clinic I	425.00		Nursing (Phoenix)	
DHE 213 - Dental Hygiene Clinic II	525.00		NCE214OP	25.00
DHE 233 - Dental Hygiene Clinic III	400.00		NUR157, 169, 189, 269, 289	25.00
DHE NC500 - Instrument Kit	1050.00		NUR167, 267	25.00
EMT/FSC			NUR 181, 281	30.00
EMT 200 - Refresher Course for Certified EMTs	35.00		Speedy Spanish (Phoenix)	
EMT 201 - Interactive Basic EMT Refresher	54.00		SPA 085 AA, AB, AC	Fee assessed by CTE
EMT 272AA - Advanced EMT (Practicum)	400.00		(Customized Training & Education)	
Field Trips & Out-of-County /			Wellness Education (Phoenix)	
Out-of-Country Tours			WED 172 Overview of Herbal Remedies	20.00
(Special assessment directly related to actual cost of trip or tour.)	actual cost		WED 176 Flower Essences	24.00
Food & Nutrition Program			WED 215 Self-Care for Health Care Professionals	25.00
FON 118 & FON 218	35.00		WED 218 Aromatherapy	25.00
FON 142AB, 179-183	40.00		WED 230, 231, 232 Therapeutic Massage Practices I, II, and III (each)	40.00
FON 184 - Pacific Rim Cuisine	40.00		WED 250 - Clinical Practicum <i>Therapeutic Massage</i>	40.00
			WED 264 - Acupressure / Shiatsu II	25.00

Note: Students may incur expenses beyond the established fees in certain courses.



### Non-Credit Courses/Seminars/Workshops/ Community Services

Fees for these courses are determined by the length and type of each course and will cover total costs.

#### C. Outstanding Debts

Any debt or returned check may revoke a student's current enrollment and the student's right to register in subsequent semesters at all Maricopa Community Colleges. Delinquent debts may require penalties, late charges, collection costs, and/or legal fees to be paid before good standing is restored to the student. The following procedure will be used for the collection of returned checks and other outstanding debts:

1. The college fiscal agent is responsible for:
  - a. verifying the student's districtwide debt,
  - b. notifying the student of the debt,
  - c. attempting to collect the debt, and
  - d. notifying credit reporting organizations of the debt.
2. All Maricopa Community College services will be withheld pending payment of debt at college fiscal office with cash, certified check or money order. Student may be withdrawn from classes.
3. If other attempts fail, the Maricopa Community Colleges District Office will either collect or use other means available, including:
  - a) collection agency, requiring payment of collection fees by the student;
  - b) the Tax Refund Setoff Programs as stated in A.R.S. §42-133;
  - c) litigation, requiring payment of court costs and legal fees by the student.

#### D. Discounted Fees and Waivers

1. Citizens 62 years of age and older shall be issued ID cards that allow them the privilege of attending events at no cost and that allow them to use the library facilities.
2. Employees, Dependents and Mandated Groups  
The Maricopa Community Colleges waives tuition and student activity fees for employees and their dependents, and for legislative mandated groups. Special fees and fees for Non-Credit/Special Interest Community Services courses are not waived.
3. Tuition and Registration Fee Waiver for Members of the Pima-Maricopa Indian Community  
Tuition and fee waivers shall be funded through Auxiliary Fund Monies for college credit courses for the enrolled members of the Pima-Maricopa Indian Community who live on the Pima-Maricopa Reservation.

All other guidelines and procedures established for the purpose of administering waivers, affidavits and exemptions are outlined in the Maricopa Community Colleges tuition waiver manual.

### REFUND POLICY (AR 2.2.10)

#### A. Refund Policy for Credit Classes

Students who officially withdraw from credit classes (in fall, spring, or summer) within the withdrawal deadlines listed below will receive a 100% refund for tuition, class and registration processing fees. Deadlines that fall on a weekend or a college holiday will advance to the next college workday except for classes 1-9 calendar days in length or as specified by the college. Calendar days include weekdays and weekends. Refer to individual colleges for withdrawal and appeal processes.

<u>Length of Class</u>	<u>Official Withdrawal Deadlines for 100% Refund*</u>
1-9 calendar days	Prior to the class start date
10-19 calendar days	1 calendar day including the class start date
20-29 calendar days	2 calendar days including the class start date
30-39 calendar days	3 calendar days including the class start date
40-49 calendar days	4 calendar days including the class start date
50-59 calendar days	5 calendar days including the class start date
60-69 calendar days	6 calendar days including the class start date
70+ calendar days	7 calendar days including the class start date

\* Course fees and registration processing fees will be refunded only if the student qualifies for a 100% refund.

All refunds and deposits that may be due a student will first be applied to debts owed to the college.

Refunds for students receiving federal financial assistance are subject to federal guidelines.

#### B. Refund Policy for Non-Credit Classes

Unless otherwise specified, students must drop non-credit classes prior to the course start date to be eligible for a 100% refund.

#### C. Canceled Classes

When a class is canceled by the college, a 100% refund will be made.

#### D. Other Refunds

Students withdrawing from a college or from courses for one of the following reasons must submit a written request for a refund to the Office of Admissions and Records or designated college official:

- A student with a serious illness, verifiable by a doctor's written statement that the illness prevents the student from attending all classes for the semester. The doctor's statement must be on file with the college before a refund can be given.
- Serious illness or death of a family member that prevents the student from attending all classes for the semester. Appropriate documentation must be provided before a refund can be given.

— Death of a student. Appropriate documentation must be provided before a refund can be given.

Requests for a total withdrawal from a college or courses for one of the above reasons may result in a prorated refund of tuition, provided courses have not been completed.

A student in the Armed Forces or the Arizona National Guard who is called to active duty and assigned to a duty station, verifiable by a copy of the orders, will be allowed to withdraw and receive a 100% refund of tuition, provided courses have not been completed.

#### STUDENT FINANCIAL ASSISTANCE (AR 2.2.11)

The Maricopa Community Colleges provide students financial assistance to enable access to higher education. Student financial assistance shall be awarded on the basis of demonstrated financial need except where funds are specified for recognition of special talents and achievements.

##### How to Apply for Federal Financial Aid

New students must complete the Free Application for Federal Student Aid (FAFSA) or FAFSA on the web at:

<http://www.fafsa.ed.gov/>

Caution: Other web sites may charge a fee. Each academic year, continuing students must reapply by completing a FAFSA, Renewal FAFSA, or FAFSA on the web. Scholarships require separate applications. Specific information regarding financial assistance, including application deadlines or priority dates, may be obtained from the college Office of Student Financial Aid.

##### Types of Aid

Grants, loans, student employment, and scholarship funds may be available from federal, state, and/or private sources.

##### Distribution of Aid

Criteria by which aid is distributed among eligible financial aid applicants are available on request at the college Office of Student Financial Aid.

##### Rights and Responsibilities

Students should read all information provided in the process of applying for federal financial aid in order to gain a greater knowledge of all the rights as well as responsibilities involved in receiving that assistance.

##### Satisfactory Academic Progress

Specific requirements for academic progress for financial aid recipients are applied differently than scholastic standards. In addition to scholastic standards which are explained elsewhere in this catalog, financial aid recipients are also subject to the following Standards of Satisfactory Academic Progress. Specific information is available at the college Office of Student Financial Aid.

##### Standards of Satisfactory Academic Progress (SAP) for Financial Aid Eligibility

Federal regulations (CFR 668.32(f) and 668.34) require a student to move toward the completion of a degree or certificate within an eligible program when receiving financial aid. Specific requirements for academic progress

for financial aid recipients are applied differently than Scholastic Standards. Federal regulations state that Academic Progress Standards must include a review of all periods of enrollment, regardless of whether or not aid was received. The student must meet the following minimum standards in order to receive financial aid.

#### I. Evaluation of Financial Aid Eligibility

- A. Standards of Satisfactory Academic Progress (SAP) are applied once per year, beginning on or about June 1st to determine the eligibility for the following academic year.
- B. The evaluation period will be based on attendance in the immediate prior Spring, Fall, Summer term (example: for 2005-2006 academic year, academic progress will be evaluated on Spring 2005, Fall 2004, and Summer 2004).
- C. Credits evaluated will include credits attempted at the evaluating school and courses funded through consortium agreement.
- D. Students who do not meet the SAP will be notified. The student may follow the appeal process or the reinstatement procedures as outlined in V and VI.

#### II. Eligibility

- A. Students must meet the following criteria:
  1. Students who have attempted at least 6 credit hours in the last evaluation period must complete with a passing grade 2/3 of all credits attempted within that evaluation period, OR
  2. Students who have **NOT** attempted at least 6 credit hours in the last evaluation period must complete with passing grades 2/3 of **ALL** credits attempted.

##### **AND**

- B. All students must meet the following minimum credit hour/cumulative GPA requirement

<u>Credits Attempted*</u>	<u>Min GPA</u>
12-15	1.60
16-30	1.75
31-45	1.90
46 +	2.00

\*for which grade points are computed.

Note: Grades of F,I,N,W,X,Y,Z, and courses not yet graded are considered attempted but not meeting progress standards for the purpose of financial aid.

#### III. Maximum Time Frame Eligibility

- A. Students who have attempted more than 150% of the credits required for their program of study are not considered to be making Satisfactory Academic Progress and, therefore, are ineligible for financial aid funds.
- B. All evaluated transfer credits will be included when determining Maximum Time Frame Eligibility.
- C. A student with a Bachelor's degree or higher will be considered to have exhausted Maximum Time Frame Eligibility. An exception to this rule occurs if the student is enrolled in a state-approved teacher certification program.
- D. A student may appeal as outlined in V.
- E. Reinstatement procedures as outlined in VI are not applicable to Maximum Time Frame Eligibility.

**IV. Repeated, Audited, Consortium, Remedial Courses, Summer Sessions**

- A. Financial aid may be used to cover the cost of repeated courses.
- B. Audited courses, non-credit courses, credit by examination, and any credit for prior learning option (as outlined in the catalog) are excluded when determining eligibility for financial aid.
- C. Courses funded through a consortium agreement are included in determining academic progress.
- D. All attempted remedial credits will be included when evaluating SAP. (A maximum of 30 remedial credit hours, excluding ESL courses, may be funded.)
- E. Enrollment in any or all summer sessions within the same calendar year will be considered one term.

**V. Appeal Process**

A student who has lost financial aid eligibility due to extenuating circumstances may appeal.

- A. Extenuating circumstances that may be considered include: personal illness or accident, serious illness or death within immediate family, or other circumstances beyond the reasonable control of the student.
- B. All appeals must be in writing to the Financial Aid Office where the student is applying for aid and include appropriate documentation.
- C. Examples of documentation could include an obituary notice, divorce decree, or a letter from a physician, attorney, social services agency, parole officer, etc.
- D. The condition or situation must be resolved which will allow the student the ability to complete course work successfully or an appeal will not be granted.
- E. The outcome of an appeal may include approval, a probationary period, or denial.
- F. A student will be notified in writing of the results of the appeal, and of any restrictions or conditions pertaining to their appeal.

**VI. Reinstatement of Financial Aid Eligibility**

- A. A student who has lost financial aid eligibility may be reinstated after the student has taken (without federal funds) at least six credit hours in a semester, passed all attempted credit hours, and meets minimum cumulative GPA requirements.
- B. If the student attempts more than six hours, the student will be evaluated on all attempted credit hours within that term.
- C. Classes taken at other colleges will not be taken into consideration for reinstatement purposes.
- D. It is the student's responsibility to notify the Office of Student Financial Aid when this condition has been met.

For more information, please contact the Office of Student Financial Aid.

**Refunds and Repayments**

In accordance with federal regulations (CFR 668.22), a student may be required to repay federal financial aid funds if they completely withdraw, are withdrawn, or

fail to earn a passing grade from all classes during a semester. Further information is available at the college Office of Student Financial Aid. This could affect a student's ability to receive Financial Aid in the future at any school. For a student receiving Financial Aid, also see page 47 for Withdrawal procedures.

**Award Amount and Level of Enrollment**

Award amount is determined, in part, on the level of enrollment. Federal student aid recipients are advised to register at the same time for all classes they intend to take during a semester to maximize award. Some federal aid may not be awarded for classes added at a later date. Contact the college Office of Student Financial Aid for more information.

**VETERANS SERVICES (AR 2.9)**

The Maricopa Community Colleges' veterans services offices act as liaisons with the Department of Veterans Affairs. Each program must be approved by the State of Arizona Department of Veterans' Services. Students may be eligible to receive educational benefits if they are registered in courses that apply to the student's approved program. Application forms, counseling, advisement and tutoring are available for students who are eligible for veteran's educational benefits. Students applying for veteran's educational benefits should allow eight to ten weeks before receiving benefits. The amount of benefits awarded is determined by the Department of Veterans Affairs, and is based on the number of credit hours or clock hours for which a student is enrolled and the length of the enrollment period for each course.

Veteran's benefits available:

- Chapter 30 - Montgomery GI Bill
- Chapter 31 - Vocational Rehabilitation (separately served through the local VA office)
- Chapter 32 - VEAP Program
- Chapter 35 - Survivors and dependents of deceased / 100% disabled veterans
- Chapter 1606 - Montgomery GI Bill, Selected Reserve

It is the student's responsibility to notify the office that serves veterans at their campus regarding any change in enrollment, address, program of study, enrollment at another institution, or any other change that may impact their veteran's educational benefits.

Those students receiving benefits must follow the VA academic progress policy to continue to receive benefits.

---

**Academic Progress Policy for Students Receiving  
Veteran's Educational Benefits**

Credit Hours for Which Grade  
Points are Computed at Resident  
Maricopa Community College  
(A, B, C, D, E, and Y)

Minimum Grade Point  
Average Required

12-15	1.60
16-30	1.75
31-45	1.90
46 +	2.00

---

Department of Veterans Affairs regulations require that all persons using any type of veteran educational assistance program be making satisfactory academic progress toward achievement of their educational objective (program of study). A student who does not meet the minimum standards (see above) will be placed on probation for a maximum of two (2) consecutive semesters. At this point, if satisfactory academic progress has not been demonstrated, veteran educational benefits will be terminated. **Benefits may be resumed when the student raises the cumulative grade point average to the required minimum standards or demonstrates the ability to meet these standards through the approval of a written appeal. For appeal procedures, contact the office that serves veterans at your campus.**

For additional details and information regarding veteran's educational benefits, contact the office that serves veterans at your campus.

### SCHOLASTIC STANDARDS

#### ACADEMIC LOAD (AR 2.3.1)

The following guidelines are for institutional purposes. Rules regarding academic load for financial aid eligibility, veteran benefits and athletic eligibility may be defined differently.

Students carrying at least twelve (12) credit hours will be considered full-time students for the fall and spring semesters. Three-quarter-time is 9 - 11.9 credit hours. Half-time is 6 - 8.9 credit hours. Fewer than six (6) credit hours is considered less than half-time. Academic load for summer and special terms may be defined differently. Contact the Office of Admissions and Records for clarification.

Courses may vary in length, and begin and end throughout the year. A credit hour indicates the value of an academic credit. Standards for the awarding of credit hours may be time based or competency based. To obtain credit, a student must be properly registered and must pay fees for the course. The fall and spring semesters are typically sixteen (16) weeks in length. Summer sessions are typically five (5) or eight (8) weeks in length.

Students desiring to take more than eighteen (18) credit hours must obtain approval from the designated college official. Ordinarily, only students with a grade point average of 3.0 or higher for the preceding semester or first semester students who were in the upper quarter of their high school graduating class are permitted to carry more than eighteen (18) credit hours.

Students participating in extra-curricular or co-curricular activities or receiving financial assistance may be required to maintain a specified minimum academic load.

Students who are working, have considerable extra-curricular or co-curricular activities, or have been reinstated from academic suspension/probation should plan their academic load accordingly.

#### SCHEDULE CHANGES

Students may change their schedule by following the designated procedures at their college of enrollment. It is the student's responsibility to notify the college if he/she will no longer be attending class (see withdrawal policy).

#### ATTENDANCE (AR 2.3.2)

Only persons who are registered for a class at any of the Maricopa Community Colleges may attend that class.

Attendance requirements are determined by the course instructor. Students who do not meet the attendance requirement as determined by the course instructor may be withdrawn.

Students who fail to attend the first scheduled class meeting, or to contact the instructor regarding absence before the first scheduled class meeting may, at the option of the instructor, be withdrawn.

At the beginning of each course, each faculty member will provide students with written attendance requirements. It is the student's responsibility to consult with the instructor regarding official or unofficial absences. Absences begin to accumulate with the first scheduled class meeting.

Students bear the responsibility of notifying the Office of Admissions and Records when they discontinue studies in a course or at the college. Please refer to the Withdrawal Procedures.

#### A. Official Absences

Official absences are those which occur when students are involved in an official activity of the college (e.g., field trips, tournaments, athletic events) and present an official absence excuse form. Absences for such events shall not count against the number of absences allowed by an instructor or department. Students who must miss a class for an official reason must obtain an official absence verification card from the appropriate dean or associate dean and present it to the appropriate instructor(s) before the absence. Prior arrangements must be made with each instructor for make-up work. If prior arrangements have been made, the student will not be penalized.

Other official absences include jury duty and subpoenas. Appropriate documentation will be required. Prior arrangements must be made with each instructor for makeup work. If prior arrangements have been made, the student will not be penalized.

In the event of the death of an immediate family member, absences for periods of up to one week will not be counted against the number of absences allowed by an instructor or department. Students should contact instructor(s) as soon as possible to arrange for make-up work. Appropriate documentation will be required (for example, a copy of the obituary or funeral program). In specialized programs that require clinical rotations, this regulation may not apply.

#### B. Religious Holidays

Students shall have the right to observe major religious holidays without penalty or reprisal by any administrator, faculty member or employee of the Maricopa Community Colleges. Absences for such holidays shall not count against the number of absences allowed by an instructor or department. At least one week before the holiday, students shall submit to their instructor(s) a written statement



which includes both the date of the holiday and the reason why class attendance is impossible. Prior arrangements must be made with each instructor for make-up work. If prior arrangements have been made, the student will not be penalized.

### GRADING (AR 2.3.3)

#### A. Policy

It is the policy of the Maricopa Community Colleges that a grade will be assigned at the conclusion of the course. Official grades are available on designated college web sites.

#### Grade Key

A	Excellent	4 grade points per credit hour
B	Above Average	3 grade points per credit hour
C	Average	2 grade points per credit hour
D	Passing	1 grade point per credit hour
F	Failure	0 grade point per credit hour
I	Incomplete	Not computed in grade point average
IP	Course In Progress	Not computed in grade point average
N	Audit	Not computed in grade point average
P*	Credit	Not computed in grade point average
W	Withdrawn, passing	Not computed in grade point average
Y	Withdrawn, failing (effective Fall 2000)	0 grade point per credit hour
Z	No Credit	Not computed in grade point average

\* A "P" is judged to be equivalent to a grade of C or higher.

#### B. Incomplete Grade

Students who are doing acceptable work may request an incomplete grade "I" if they are unable to complete the course requirements by the end of the term because of illness or other extenuating circumstances. If the request is approved by the instructor, he or she shall define, in a written contract, how the course will be completed. The contract will be filed with the Office of Admissions and Records.

Students must complete the requirements within the time period agreed to - maximum time allowed is seven (7) months from the last date of class in which the grade of incomplete was assigned. Students who do not complete the requirements within seven (7) months will have their grade recorded in accordance with the written contract. Students should NOT reregister for the course to complete the contract.

#### C. Repeating a Course/Improving a Grade

To improve a previously earned grade, students may repeat the course up to three times after the initial attempt to improve a grade. (A "W" or "Y" is not considered an attempt.) Students planning to enroll in a course for the third time should seek advisement prior to enrolling. All enrollments in a course will appear on the transcript and will be included in calculating the grade point average.

The student may request in writing that the course(s) with the lower grade(s) be excluded during the grade point average calculation. The written request must be submitted to the Office of Admission and Records at the Maricopa Community College where the course with the lower grade was taken. Check individual courses and programs for exceptions.

#### D. Credit/No Credit Courses (P/Z)

Some courses may be taken under a credit/no credit grading system. These courses carry grades of P (credit, equivalent to a grade of C or higher) or Z (no credit) and are not computed in the student's grade point average. Credits earned with a grade of P may be counted toward graduation.

The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See "Important Deadlines for Students." (See page 50)

In courses with credit/no credit (P/Z) grading, the student may request standard grading (A,B,C,D,F), within fourteen (14) days including the date of the first class meeting. The instructor must immediately notify the Office of Admissions and Records.

In courses with standard grading (A, B, C, D, F), the instructor determines if the credit/no credit option is available. If the option is available, the student must obtain the permission of the instructor. The instructor must notify the Office of Admissions and Records within fourteen (14) days including the day of the first class meeting.

It is the student's responsibility to verify the transferability of credit/no credit courses. Some universities place a limitation on the number of credit/no credit courses that can be transferred.

**Advisory note:** Some institutions outside the Maricopa Community Colleges may translate the Z grade as failing.

#### E. Audit Courses

Auditors are those who enroll in a course for the sole purpose of obtaining information; they receive no credit, grades, homework, or tests. If an auditor wishes to earn credit, he or she must change from audit status to credit status within the first week. If a student wishes to audit a course for which he or she is enrolled for credit, the change must be made within the first five (5) weeks of a semester. Auditors are subject to the same attendance policies as other students. See the fee schedule for charges. Financial aid is not available for audited courses.

The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See "Important Deadlines for Students." (See page 48)

#### F. Important Deadlines For Students

[See Table on page 48]

**ACADEMIC PROBATION (PROGRESS) (AR 2.3.4)**

**A. Probation**

A student will be placed on academic probation under the following conditions:

1. If, after completion of twelve (12) or more credit hours, the student's cumulative grade point average is less than:

Credit Hours for Which Grade Points are Computed at Resident Maricopa Community College (A, B, C, D, E, and Y)	Minimum Grade Point Average Required
12-15	1.60
16-30	1.75
31-45	1.90
46 +	2.00

(Students should also be aware that graduation requires a cumulative minimum grade point average of 2.00).

*(Note: Some PC programs require higher grade point averages. Consult with Academic Advisement.)*

2. If, in transferring from any accredited institution of higher education, the student's cumulative grade point average from other colleges and universities does not meet the requirements listed above.

Students on academic probation may take no more than twelve (12) credit hours per semester unless approved by the Admissions and Standards Committee.

**B. Continued Probation**

A student on academic probation who fails to raise the cumulative grade point average to the required minimum standards (see above) will be placed on continued probation and may be limited to taking six (6) credit hours.

Regulations regarding continued probation do not apply to the summer session. Credit hours earned in summer sessions will be included in the cumulative grade point average.

**C. Admission of Suspended Students**

Transfer students who do not meet the minimum grade point average listed under Scholastic Standards may be admitted on academic probation.

**INSTRUCTIONAL GRIEVANCE PROCESS (AR 2.3.5)**

A student who feels that he or she has been treated unfairly or unjustly by a faculty member with regard to discrimination or sexual harassment in the academic environment by a faculty member, administrator, campus visitor or other student is urged to report such conduct to the vice president of student affairs (or designee) at each individual campus. A student may also contact the Maricopa Community Colleges EEO/AA Office to obtain the name and phone number of the college official designated to respond to sexual harassment complaints.

A student who feels that he or she has been treated unfairly or unjustly by a faculty member with regard to an academic process such as grading, testing, or assignments, has the right to appeal according to the approved procedures. The appeal process for grades expires one year from the date the grade was issued.

Steps for students to follow:

Discuss the issue with the faculty member involved. This conference should be requested by the student within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.

If, within ten (10) working days of the request for the conference with the faculty member, the problem is not resolved or the faculty member has been unable to meet with the student, the student may continue the process by filing a written complaint with the department/division chairperson and appropriate administrative officer at the college/center. This written complaint must be filed within ten (10) working days following the previous deadline. The written complaint will be given to the faculty member five (5) days before any official meetings are convened.

Upon receipt of a written complaint, the department/division chair or appropriate college administrative officer will work with the parties in an attempt to resolve the conflict. The faculty member may ask that the college faculty senate president be in attendance. Every attempt will be made to maintain confidentiality during this process.

A faculty member will not be required to respond to a complaint which is not in writing and which, when appropriate, did not have specific documentation including dates, times, materials, etc. The written complaint will be made available to the faculty member.

If the grievance is not resolved at this level within ten working days, the student should forward to the vice president of academic affairs or appropriate college/center administrative officer, a copy of the original written complaint with an explanation regarding action taken at each prior level. The vice president of academic affairs or appropriate college/center administrative officer will meet with the student, faculty member, the college faculty senate president if requested by the faculty member, and department/division chairperson and attempt to resolve the issues. This level will be the final step in any grievance process regarding grades.

If the grievance, other than those concerning grades, is not resolved by the vice president of academic affairs or the appropriate college/center administrative officer, it may be forwarded in writing by the student to the college president for final resolution. The college president or designee will expedite a timely examination of the issues and will issue a final written determination in the grievance process.

**NON-INSTRUCTIONAL COMPLAINT RESOLUTION PROCESS**

A student who feels that he or she has been treated unfairly or unjustly by any employee with regard to a non-instructional process such as a student or administrative services has the right to file a formal and written complaint according to the approved procedures. Steps for students to follow:

1. Discuss the issue with the employee involved. The student should request this conference within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.
2. If, within ten (10) working days of the request for the conference with the employee, the problem is not resolved or the employee has been unable to meet with the student, the student may continue the process by filing a written complaint with the appropriate supervisor of the employee where authority exists to take corrective action. This written complaint must be filed within ten (10) working days following the previous deadline. The written complaint will be given to the employee five (5) working days before any official meetings are convened.
3. Upon receipt of a written complaint, the appropriate supervisor will work with the parties in an attempt to resolve the conflict. Every attempt will be made to maintain confidentiality during this process. An employee will not be required to respond to a complaint which is not in writing and which, when appropriate, does not have specific documentation including dates, times, actions, supporting documents, etc. The written complaint will be made available to the employee.
4. If the complaint is not resolved at this level within ten (10) working days, the student should forward to the or appropriate college/center vice president and/or associate dean, a copy of the original written complaint with an explanation regarding action taken at each prior level. The vice president and/or associate dean will meet with the student, the employee, and the relevant supervisor and attempt to resolve the issues.
5. If the associate dean and/or vice president do not resolve the complaint, the student may forward it in writing to the college president for final resolution. The college president or designee will issue a final written determination in the complaint process.

**WITHDRAWAL (AR 2.3.6)**

To withdraw from a course or courses from the college, students must follow approved procedures. The Office of Admissions and Records provides information about the withdrawal process.

The official date of withdrawal is the last date of attendance as determined by the student's withdrawal or as reported by the instructor. The official date of withdrawal determines refunds.

Never attending is not a guarantee for a refund or an excuse of the debt incurred through registration. Please see the refund policy.

The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See "Important Deadlines for Students." (See page 48)

**WITHDRAWAL PROCEDURES****A. Withdrawal from Specific Courses**

The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See "Important Deadlines for Students." Failure to file an official withdrawal form may result in failing grades and responsibility for course tuition and fees.

Students may be officially withdrawn from specific courses in the following ways:

1. Through the 7th week, a student may initiate an official withdrawal from any course by submitting a course withdrawal form with the required signatures to the Office of Admissions and Records in accordance with the published deadlines. A grade of W will be assigned.
2. After the 7th week, a student may initiate a withdrawal. The faculty member will sign the form and assign a grade of W or Y. The form is then to be returned to the Office of Admissions and Records. (See the college academic calendar for student deadline date.)
3. A faculty member has the option of withdrawing a student who has accumulated unofficial absences in excess of the number of times a class meets per week. Students withdrawn for excessive absences may be reinstated only with the approval of the faculty member. A grade of W will be assigned through the 7th week. After the 7th week, a grade of W or Y will be assigned. Faculty members electing to withdraw students must file the withdrawal form, including the last date of attendance, with the Office of Admissions and Records.

Failure to file an official withdrawal form may result in failing grades.

**B. Complete Withdrawal from College**

The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See "Important Deadlines for Students." Failure to withdraw officially from the college within the published deadlines may result in failing grades and responsibility for course tuition and fees.

Students electing to withdraw from the college must contact the Office of Admissions and Records no later than two weeks before the end of the last class meeting and may be required to file a written request.

A grade of W will be assigned in all courses for students who withdraw by the end of the 7th week of classes. Withdrawals completed after this time will result in a grade of W (withdrawn, passing) or Y (withdrawn, failing).

**C. Withdrawal of Financial Aid Students**

In accordance with federal regulations (CFR 668.22), a student may be required to repay federal financial aid funds if they completely withdraw or are withdrawn, or fail to earn a passing grade from all classes during a semester. Further information is available at the college Office of Student Financial Aid. This could affect a student's ability to receive Financial Aid in the future at any school.

## F. IMPORTANT DEADLINES FOR STUDENTS

**Deadlines are based on calendar days and begin with the first day of class.  
Deadlines that fall on a weekend or holiday advance to the next college work day.**

<u>Class Length</u>	Deadline for Students to Withdraw with Guaranteed Grade of W	Deadline for Students to Withdraw from a Course (instructor signature req.)	Deadline for Students to Request Complete Withdrawal	Deadline to Change Type of Grading (A-F to P/Z, or P/Z to A-F)	Deadline to Change from Audit Grade to Credit Grade	Deadline to Change from Credit Grade to Audit Grade
<u>One Week or less</u> (1-7 days)	1st Day of Class	1st Day of Class or prior to last Day of Class	1st Day of Class or prior to last Day of Class	1st Day of Class	1st Day of Class	1st Day of Class
<u>Two Weeks</u> (8-14 days)	3rd Calendar Day	6th Calendar Day	6th Calendar Day	1st Day of Class	1st Day of Class	3rd Calendar Day
<u>Three Weeks</u> (15-21 days)	6th Calendar Day	12th Calendar Day	12th Calendar Day	2nd Calendar Day	1st Day of Class	5th Calendar Day
<u>Four Weeks</u> (22-28 days)	9th Calendar Day	17th Calendar Day	17th Calendar Day	3rd Calendar Day	2nd Calendar Day	7th Calendar Day
<u>Five Weeks</u> (29-35 days)	12th Calendar Day	23rd Calendar Day	23rd Calendar Day	4th Calendar Day	2nd Calendar Day	9th Calendar Day
<u>Six Weeks</u> (36-42 days)	14th Calendar Day	29th Calendar Day	29th Calendar Day	5th Calendar Day	3rd Calendar Day	11th Calendar Day
<u>Seven Weeks</u> (43-49 days)	17th Calendar Day	35th Calendar Day	35th Calendar Day	5th Calendar Day	3rd Calendar Day	12th Calendar Day
<u>Eight Weeks</u> (50-56 days)	20th Calendar Day	41st Calendar Day	41st Calendar Day	6th Calendar Day	3rd Calendar Day	15th Calendar Day
<u>Nine Weeks</u> (57-63 days)	23th Calendar Day	46th Calendar Day	46th Calendar Day	7th Calendar Day	4th Calendar Day	17th Calendar Day
<u>Ten Weeks</u> (64-70 days)	26th Calendar Day	52nd Calendar Day	52nd Calendar Day	8th Calendar Day	4th Calendar Day	19th Calendar Day
<u>Eleven Weeks</u> (71-77 days)	29th Calendar Day	58th Calendar Day	58th Calendar Day	9th Calendar Day	5th Calendar Day	21st Calendar Day
<u>Twelve Weeks</u> (78-84 days)	32nd Calendar Day	63rd Calendar Day	63rd Calendar Day	10th Calendar Day	5th Calendar Day	23rd Calendar Day
<u>Thirteen Weeks</u> (85-91 days)	35th Calendar Day	70th Calendar Day	70th Calendar Day	10th Calendar Day	5th Calendar Day	25th Calendar Day
<u>Fourteen Weeks</u> (92-98 days)	38th Calendar Day	76th Calendar Day	76th Calendar Day	11th Calendar Day	6th Calendar Day	27th Calendar Day
<u>Fifteen Weeks</u> (99-105 days)	41st Calendar Day	82nd Calendar Day	82nd Calendar Day	12th Calendar Day	6th Calendar Day	28rd Calendar Day
<u>Sixteen Weeks</u> (106 days +)	End of the 7th Week	Two Wks before Last Class Period	Two Wks before Last Class Period	Within 14 days including 1st Class Period	Within 1st Week of Class	Within 1st Five Weeks



**ACADEMIC RENEWAL (AR 2.3.7)**

Students who are returning after a separation of five (5) years or more from the Maricopa Community College District, may petition for academic renewal. The request must be in writing and submitted to the Office of Admissions and Records at the college where the grades were earned.

Academic renewal at one of the Maricopa Community Colleges does not guarantee that colleges outside the Maricopa Colleges will accept this action. Acceptance of academic renewal is at the discretion of the receiving institution.

- A. Prior to petitioning for academic renewal, the student must demonstrate renewed academic performance by earning a minimum of twelve (12) credit hours and a cumulative grade point average of 2.5 or higher within Maricopa Colleges after reenrollment.
- B. Upon approval, all courses taken prior to reenrollment with a grade of "A," "B," "C," "D," "E," and "Y" will be annotated as academic renewal on the student's permanent record. All course work affected by academic renewal will not be computed in the grade point average. Courses with grades "A," "B," or "C" will have the associated credit hours counted in the total credit hours earned. Such credit will not be computed in the grade point average.
- C. All course work will remain on the student's permanent academic record, ensuring a true and accurate academic history.
- D. The academic renewal policy may be used only once at each college and cannot be revoked once approved.
- E. Students who have been granted Academic Renewal must also meet the Financial Aid Standards of Academic Progress if they wish to receive financial aid.

**HONORS PROGRAM (AR 2.3.8)**

Each of the Maricopa Community Colleges has an honors program. Interested students should contact the college honors coordinator for information about the program and available scholarships, including the Chancellor's, Foundation's, and President's Scholarships.

**PRESIDENT'S HONOR LIST**

The President's Honor List for each college consists of all students who complete twelve (12) or more credit hours in residence in courses numbered 100 or higher in a given semester with a college semester grade point average of 3.75 or higher.

**CATALOG UNDER WHICH A STUDENT GRADUATES (AR 2.2.5)**

Students maintaining continuous enrollment at any public Arizona community college or university may graduate according to the requirements of the catalog in effect at the time of initial enrollment or according to the requirements of any single catalog in effect during subsequent terms of continuous enrollment. Students may maintain continuous enrollment whether attending a single public community college or university in Arizona or transferring among public institutions in Arizona while pursuing their degrees.

1. A semester in which a student earns course credit will be counted toward continuous enrollment. Non-credit courses, audited courses, failed courses, or courses from which the student withdraws do not count toward the determination of continuous enrollment for catalog purposes.

**EXAMPLE A:**

Admitted & Earned Course Credit at a Public Community College or University	F93	(Active)
Continued at a Public Community College	S94, F94	(Active)
Transferred to a University	S95	(93 or Any Subsequent Catalog)

**EXAMPLE B:**

Admitted & Earned Course Credit at a Public Community College or University	F92	(Active)
Enrolled But Earned All Ws, Zs, or Fs	S93	(Inactive)
Enrolled in Audit Courses Only	F93	(Inactive)
Nonattendance	S94	(Inactive)
Transferred to a University	F94	(94 or Any Subsequent Catalog)

2. Students who do not meet the minimum enrollment standard stipulated in No. 1 during three consecutive semesters (fall/spring) and the intervening summer term\* at any public Arizona community college or university are no longer considered continuously enrolled, and must meet requirements of the public Arizona community college or university catalog in effect at the time they are readmitted or of any single catalog in effect during subsequent terms of continuous enrollment after readmission.

\*Students are not obligated to enroll and earn course credit during summer terms, but summer enrollment may be used to maintain continuous enrollment status.

**EXAMPLE A:**

Admitted & Earned Course Credit at a Public Community College or University	F92	(Active)
Nonattendance	S93, F93, S94	(Inactive)
Readmitted & Earned Course Credit at a Public Community College	F94	(Active)
Transferred to a University	S95	(94 or Any Subsequent Catalog)

**EXAMPLE B:**

Admitted & Earned Course Credit at a Public Community College or University	F92	(Active)
Nonattendance	S93	(Inactive)
Readmitted & Earned Course Credit at a Public Community College	Su93	(Active)
Nonattendance	F93, S94	(Inactive)
Transferred to a University	F94	(92 or Any Subsequent Catalog)

- Students admitted or readmitted to a public Arizona community college or university during a summer term must follow the requirements of the catalog in effect the following fall semester or of any single catalog in effect during subsequent terms of continuous enrollment.

**EXAMPLE:**

Admitted & Earned Course Credit at a Public Community College or University	Su94	(Active)
Continued at a Public Community College	F94, S95	(Active)
Nonattendance	F95	(Inactive)
Readmitted & Earned Course Credit at a Public Community College	S96	(Active)
Transferred to a University	Su96	(94 or Any Subsequent Catalog)

- Students transferring among Arizona public higher education institutions must meet the admission requirements, residency requirements, and all curricular and academic requirements of the degree-granting institution.

University Department Time Limit for Coursework

In areas of study in which the subject matter changes rapidly, material in courses taken long before graduation may become obsolete or irrelevant. Coursework that is more than eight years old is applicable to completion of degree requirements at the discretion of the student's major department. Departments may accept such coursework, reject it, or request that the student revalidate its substance. The eight-year limit on coursework applies except when program accreditation agencies limit the life of coursework to less than eight years. Departments may also require students to satisfy current major requirements rather than major requirements in earlier catalogs, when completing earlier requirements is no longer possible or educationally sound.

The college reserves the right to make necessary course and program changes in order to meet current educational standards.

**GENERAL GRADUATION REQUIREMENTS (AR 2.3.9)**

**Note: Also see "Catalog Under Which a Student Graduates" (AR 2.2.5)**

All students are required to complete the degree and/or certificate requirements as approved by the Maricopa Community Colleges Governing Board. The college reserves the right to make necessary course and program changes in order to meet current educational standards. In addition, students must:

- be credited in the Office of Admissions and Records with not fewer than: 60 semester credit units in courses numbered 100 or above for the Associate in Arts degree, Associate in Science degree, Associate in Transfer Partnership degree, and Associate in General Studies degree; 60 semester credit units for the Associate in Applied Science degree; 62 semester credits for the Associate in Business degrees; for specific certificate programs, be credited with not fewer than the minimum total of credit units required for the certificate program.

Students not continuously enrolled, as outlined in the Catalog Under Which a Student Graduates policy, must satisfy current graduation requirements.

- have earned a minimum of 12 semester credit units toward the degree or certificate at the district college granting the degree or certificate. In cases where the certificate requires fewer than 12 credit units, a minimum of six credit units must be completed at the college awarding the certificate.
- have filed an application for the degree or certificate with the Office of Admissions and Records on the date determined by the college/center.

**Students must apply for graduation from the college where they have successfully completed Block 4 of the Associate in Applied Science in Nursing.**

- have a minimum cumulative grade point average of 2.000 at the college granting the degree.
  - have a minimum cumulative grade point average of 2.000 in all courses used to fulfill degree requirements
- Some specific programs have higher grade requirements. It is the student's responsibility to be aware of these program requirements.
- have removed, thirty (30) days after the anticipated graduation date, all deficiencies on the record to use those courses toward program completion.
  - have removed any indebtedness to any MCCCD college /center.
  - have paid required degree or certificate application fee. See fee schedule for charges.

Graduation Grade Point Average

Students must meet all requirements for graduation. Graduation requires a minimum grade point average of 2.00. Some specific programs have higher grade requirements. It is the student's responsibility to be aware of these program requirements. For more information, see the General Graduation Requirements section.

Graduation with Honors

All courses used to fulfill graduation requirements, including courses from other accredited institutions, will be entered in the grade point average calculation for honors designations.

Students who have the following grade point averages will graduate with the following distinctions:

- 3.50 to 3.69 "with distinction"
- 3.70 to 3.89 "with high distinction"
- 3.90 to 4.0 "with highest distinction"

**CERTIFICATES/DEGREES**

The Maricopa Community Colleges offer the following certificates and degrees:

- (1) Certificate of Completion (Career Program Specified);
- (2) Academic Certificate;
- (3) Associate in Arts;
- (4) Associate in Science;
- (5) Associate in Business;
- (6) Associate in General Studies;
- (7) Associate in Transfer Partnership and
- (8) Associate in Applied Science  
(Career Program Specified).

All candidates for a degree and/or certificate must complete the General Graduation Requirements as approved by the Maricopa Community Colleges Governing Board.

All students are urged to meet with a faculty advisor, program advisor or counselor as soon as possible to determine which program meets their needs and to plan their course of study.

**GRADUATE GUARANTEE POLICY**

The Governing Board believes so strongly in the quality of its colleges' occupational training programs that it guarantees graduate competence.

1. Graduation from an Associate in Applied Science (AAS) is designed to prepare a person for entry-level employment in a specific career field. A graduate's ability to perform approved program competencies will be judged by employers. Should the employer of a graduate who has earned an AAS degree find the employee lacking in the technical skills normally expected of an entry-level employee in the specific career field for which that graduate prepared, the District will provide the graduate with up to the equivalent of twelve (12) credit hours of retraining for no additional tuition.
2. Because technical occupations change rapidly, initial employment in an AAS degree-related field must occur within one year of graduation from the AAS degree program in question.

Retraining needs to occur as cost effectively as possible. The graduate's employer must present a list of the graduate's skill deficiencies to the appropriate dean at the graduate's alma mater. All retraining will be completed in a reasonable time as agreed to by the employer, the student, and the college.

**LICENSURE DISCLAIMER**

Maricopa Community Colleges courses and programs prepare students for entry into a variety of professions. Many of these professions require that a person hold an occupational license or certificate in order to work in a particular field. Typically, a person must meet certain legal requirements before obtaining such a license or certificate. These requirements are established by county, state or federal agencies, and often are based on a person's character, or whether the person has been convicted of a criminal offense. It is possible for a student who has obtained a degree or certificate from a community college to be denied the right to work in a particular profession after completing the degree or certificate because of concerns over the student's character or criminal background. Any student preparing to enter a field

for which a professional license or certificate is required is strongly advised to consult with the appropriate government agency that issues such credentials. That agency can provide the student complete information about any requirements the law imposes for working in a particular occupation.

**MCCCD GENERAL EDUCATION STATEMENT**

The general education core of the program of study for an associate degree or a certificate helps students develop a greater understanding of themselves, of their relationship with others, and of the richly diverse world in which they live. The general education experience provides students with opportunities to explore broad areas of commonly held knowledge and prepares them to contribute to society through personal, social, and professional interactions with others. General education fosters students' personal development by opening them to new directions, perspectives, and processes.

Through its general education requirements, the Maricopa County Community College District is committed to helping students develop qualities and skills that will serve them throughout their lives. General education opportunities encourage students to:

- Build self-awareness, self-respect, and self-confidence
- Recognize and respect the beliefs, traditions, abilities, and customs of all people and all cultures
- Consider the local, global, and environmental impacts of personal, professional, and social decisions and actions
- Access, evaluate, analyze, synthesize, and use information wisely
- Communicate effectively personally, socially, and professionally
- Think critically, make informed decisions, solve problems, and implement decisions
- Consider the ethical implications of their choices
- Value the learning process throughout their lives—
- Integrate and connect ideas and events in a historical perspective, and see relationships among the past, the present, and the future
- Develop a personal sense of aesthetics
- Use technological resources appropriately and productively
- Work cooperatively and respectfully with others to serve their communities

The general education experience at MCCCD is composed of specific elements across the curriculum designed to provide the learner with essential knowledge and skills:

Communication  
Arts and Humanities  
Numeracy  
Scientific Inquiry in the Natural and Social Sciences  
Information Literacy  
Problem-Solving and Critical Thinking  
Cultural Diversity

**GENERAL EDUCATION DESIGNATIONS****(example: [FYC], [SB], [HU], etc.)**

Effective Fall 2000 the course evaluation and/or general education designation as listed in the Arizona CEG (Course Equivalency Guide) within the Arizona Course Applicability System (AZCAS) is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Given that curriculum is dynamic at both MCCCDC and the institutions to which MCCCDC students transfer, students have the option to petition for general education evaluations and/or general education designations.

The college reserves the right to make necessary course and program changes in order to meet current educational standards.

**COLLEGE ENVIRONMENT****SEXUAL HARASSMENT POLICY (AR 2.4.4 & 5.1.8-17)**

The policy of the Maricopa Community Colleges is to provide an educational, employment, and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by local, state, and federal law.

Sexual harassment by and between employees, students, employees and students, and campus visitors and students or employees is prohibited by this policy.

Violations of this policy may result in disciplinary action up to and including termination of employees, sanctions up to and including suspension or expulsion of students, and appropriate sanctions against campus visitors.

This policy is subject to constitutionally protected speech rights and principles of academic freedom. Questions about this policy may be directed to the Maricopa Community Colleges Equal Employment Opportunity/ Affirmative Action (EEO/AA) Office.

**Examples of Policy Violations (AR 5.1.9)**

It shall be a violation of Maricopa Community College's Sexual Harassment Policy for any employee, student or campus visitor to:

- A. Make unwelcome sexual advances to another employee, student or campus visitor;
- B. Make unwelcome requests for sexual favors, whether or not accompanied by promises or threats with regard to the employment or academic relationship;
- C. Engage in verbal or physical conduct of a sexual nature with another employee, student or campus visitor, that may threaten or insinuate, either explicitly or implicitly, that the individual's submission to, or rejection of, the sexual advances will in any way:
  1. Influence any personnel decision regarding that person's employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development; or
  2. Influence his or her grades, participation in or access to academic programs, class standing or other educational opportunities;

- D. Engage in verbal or physical conduct of a sexual nature that:
  1. Has the purpose or effect of substantially interfering with an employee's ability to do his or her job; or with a student's ability to learn or participate in a class; or
  2. Which creates an intimidating, hostile or offensive work or academic environment;
- E. Commit any act of sexual assault or public sexual indecency against any employee or student whether on Maricopa Community Colleges property or in connection with any Maricopa Community Colleges-sponsored activity;
- F. Continue to express sexual interest in another employee, student or campus visitor after being informed or on notice that the interest is unwelcome (reciprocal attraction is not considered sexual harassment);
- G. Engage in other sexually harassing conduct in the workplace or academic environment, whether physical or verbal, including, but not limited to, commentary about an individual's body (or body parts), sexually degrading words to describe an individual, sexually offensive comments, sexually suggestive language or jokes, innuendoes, and sexually suggestive objects, books, magazines, computer software, photographs, cartoons or pictures.

**Additional Policy Violations (AR 5.1.10)**

Supervisors, managers, administrators and faculty who disregard or fail to report allegations of sexual harassment (whether reported by the person who is the subject of the sexual harassment or a witness) are in violation of this policy.

**Responsibility for Policy Enforcement (AR 5.1.11)**

Every Maricopa Community Colleges employee and student must avoid offensive or inappropriate sexual and/or sexually harassing behavior at work or in the academic environment.

Employees and students are encouraged (but not required) to inform perceived offenders of this policy that the commentary/conduct is offensive and unwelcome.

**Amorous Relationships (AR 5.1.12)**

An amorous relationship that might be appropriate in other circumstances may be inappropriate if one of the individuals in the relationship has a professional responsibility toward, or is in a position of authority with respect to, the other, such as in the context of instruction, counseling, advisement or supervision. An element of power is often present in such a context and it is incumbent upon those with authority not to abuse that power.

**Complaints (AR 5.1.13)**

- A. Employees
 

Employees who experience sexual harassment at work (by a supervisor, co-employee, student or visitor) are urged to report such conduct to the direct attention of their supervisor their college president or to the Maricopa Community Colleges EEO/AA Office. If the complaint involves the employee's supervisor or someone in the direct line of supervision, or if the employee for any reason is uncomfortable in dealing with his or her immediate supervisor, the employee may go directly to the Maricopa Community Colleges EEO/AA Office.



**B. Students**

Students who experience sexual harassment in the academic environment (by a faculty member, administrator, campus visitor or other student) are urged to report such conduct to the Vice President of Student Affairs (or equivalent) at each individual campus. A student may also contact the Maricopa Community Colleges EEO/AA Office to obtain the name and phone number of the college official designated to respond to sexual harassment complaints.

**C. General - Applicable to Both Employees and Students**

Complaints will be investigated according to procedures established by the Maricopa Community Colleges EEO/AA Office. Copies of these procedures may be obtained in the college president's office, Office of the Vice President of Student Affairs and the Maricopa Community Colleges EEO/AA Office.

The college/center/MCCCD will investigate all complaints as professionally and expeditiously as possible.

Where investigation confirms the allegations, appropriate responsive action will be taken by the college/center/MCCCD.

The Maricopa Community Colleges EEO/AA Office phone number is 480-731-8885.

**Confidentiality (AR 5.1.14)**

Records will be maintained in a confidential manner to the extent permitted by law and insofar as they do not interfere with Maricopa Community Colleges' legal obligation to investigate and resolve issues of sexual harassment.

**Violations of Law (AR 5.1.15)**

An employee or student may be accountable for sexual harassment under applicable local, state, and/or federal law, as well as under Maricopa Community Colleges policy. Disciplinary action by Maricopa Community Colleges may proceed while criminal proceedings are pending and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

**False Statements Prohibited (AR 5.1.16)**

Any individual who knowingly provides false information pursuant to filing a discrimination charge or during the investigation of a discrimination charge, will be subject to appropriate disciplinary action, up to and including, employment termination or academic dismissal.

**Retaliation Prohibited (AR 5.1.17)**

Retaliation against an employee or student for filing a sexual harassment complaint, or participating in the investigation of a complaint, is strictly prohibited. Maricopa Community Colleges will take appropriate disciplinary action, up to and including employment termination or academic dismissal if retaliation occurs.

**PETITION SIGNATURE SOLICITATION (AR 2.4.8)**

A. This regulation shall govern access to college premises by representatives who wish to solicit signatures on petitions for the purpose of submission of a ballot proposition to voters, or nomination of a candidate for elective office, in a city-, county- or state-wide election.

B. Each college president shall designate general hours of accessibility for solicitation and a location on college premises where all representatives on behalf of any candidate or ballot proposition may solicit signatures. The location shall be in a common area where the solicitation will not serve as an obstruction to student activities or otherwise disrupt the college environment.

C. All solicitation must take place in designated areas. Standard space may include one or two tables and chairs. Campus restrictions regarding amplification will apply. Representatives may not distribute or make available to students, employees, or college visitors any tangible item, except for informational literature about the proposed candidate or ballot initiative.

D. Representatives shall notify the designated official at each college or center of their intent to be present on college premises no fewer than three working days prior to soliciting signatures. Upon obtaining authorization, representatives shall be provided a written version of this regulation.

**SOLICITATION (AR 2.4.9)****A. Definitions**

A "solicitor" is any non-Maricopa Community Colleges-affiliated entity that would, on the premises of any Maricopa Community College or Center, purport to sell or promote any product, service, or idea, but does not include such an entity that would enter the premises for the purposes of promoting, opposing, or soliciting petition signatures in connection with any political candidate or initiative, or referendum ballot.

A "special event" is a college-sponsored event conducted on college premises for the benefit of students that is based on a particular theme, and for which the college has deemed it essential to invite the participation of solicitors whose products, services or ideas are pertinent to the special event's theme.

**B. Requirements**

1. A solicitor must notify the designated official at each college or center of their intent to solicit on college or center premises. A solicitor who would purport to sell any product or service is responsible for obtaining any necessary tax licenses and must submit to the designated official a certificate of commercial liability insurance and pay to the college or center, in consideration for the opportunity for solicitation, a fee in the amount of \$50 per day or \$125 per full week.
2. Campus restrictions regarding location, time, date, and use of amplification may apply. All requests for space shall be granted on a first-come, first-served basis only upon completion of the requirements contained in this regulation.
3. All solicitation must take place at tables in designated areas. Standard space will be one or two tables and chairs. Solicitors may be limited to no more than fifty (50) hours of solicitation activity per semester at each college or center.

By requesting the opportunity for solicitation on the premises of a college or center, a solicitor warrants that it may lawfully sell or promote its product, service or idea and that such activity does not violate any law, and does not violate any trademark, copyright, or similar proprietary interest. The activity of any solicitor may not violate any existing Maricopa contract.

The president of every college or center shall establish for such location restrictions governing the activities of solicitors. Such restrictions shall supplement, but shall not replace or waive, this regulation.

A college may waive the fee prescribed in this regulation for any solicitor's participation in a special event if the college determines that such participation will be of particular educational benefit to the interests of that college's students; the participation is sponsored by a club, organization, or academic division; and the participation is approved by the college's Student Life and Leadership department. A college may waive both the fee and the insurance certificate requirements prescribed in this regulation for a student purporting to sell or promote a product or service at a special event, provided that:

- a. Such product or service presents low risk of harm to a potential user;
  - b. The product or service is not food or food-related and;
  - c. The student is soliciting solely on his or her own behalf and not pursuant to any sales agreement, commission agreement, or similar affiliation or contractual relationship with another entity.
4. Any solicitor who violates this regulation may be deemed a trespasser on college or center premises, and therefore subject to appropriate prosecution within the discretion of the College Safety department and other responsible officials at the college or center. The Maricopa County Community College District, its colleges and centers, assume no responsibility - financial or otherwise - for the acts or omissions of any vendor whose presence on college premises pursuant to this regulation is approved by any college official.

#### **CHILDREN ON CAMPUS (AR 2.4.10)**

Children (younger than 18) may not attend any class unless they are officially registered for the class.

Children will not be allowed on campus unless participating in an authorized college program or under the supervision of an adult.

#### **CRIME AWARENESS AND CAMPUS SECURITY ACT (AR 2.4.11)**

Federal legislation requires the college to maintain data on the types and number of crimes on college property as well as policies dealing with campus security. To obtain additional information on this subject, contact the college Safety and Security Department.

#### **WORKPLACE VIOLENCE PREVENTION (AR 2.4.12)**

It is the policy of the Maricopa Community Colleges to promote a safe environment for its employees, students, and visitors. The Maricopa Community Colleges are committed to working with its employees to maintain an environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.

Violence, threats, harassment, intimidation, and other disruptive behavior in our facilities will not be tolerated, and it is the responsibility of all members of the Maricopa Community Colleges to report any occurrence of such conduct. Every employee, student and visitor on Maricopa Community College District property is encouraged to report threats or acts of physical violence of which he/she is aware. All reports will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.

This policy applies to employees and students, as well as independent contractors and other non-employees doing business with the Maricopa Community Colleges. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both. The Chancellor is hereby instructed to enact all administrative regulations necessary to implement this policy.

#### **STUDENT RIGHT TO KNOW (AR 2.4.13)**

Under the terms of the Student Right To Know Act, the college must maintain and report statistics on the number of students receiving athletically related student aid reported by race and sex, the graduation rate for athletes participating in specific sports reported by race and sex, the graduation rate for students in general, reported by race and sex and other similar statistics. To obtain copies of these reports, contact the Office of Admissions and Records.

#### **STUDENT RIGHTS AND RESPONSIBILITIES**

##### **COPYRIGHT ACT COMPLIANCE (AR 2.4.5)**

Students are expected to comply with the provisions of the Copyright Act of 1976 pertaining to photocopying of printed materials, copying of computer software and videotaping. In order to assist students in complying with the Copyright Law, appropriate notices shall be placed on or near all equipment capable of duplicating copyrighted materials.

##### **Copyright Regulation (AR 3.2)**

- A. It is the intent of the Governing Board of the Maricopa County Community College District to adhere to the provisions of the U.S. Copyright Law (Title 17, United States Code, Section 101, et seq.). Though there continues to be controversy regarding interpretation of the Copyright Law, this policy represents a sincere effort by the Board to operate legally within the District.
- B. The Governing Board directs the Chancellor or his designee(s) to develop and distribute to employees guidelines that (1) clearly discourage violation of the Copyright Law and (2) inform employees of their rights and responsibilities under the Copyright Law.
- C. Each college president or provost and the Chancellor shall name an individual(s) at each district location who will assume the responsibilities of distributing copyright guidelines, act as a resource person regarding copyright matter and provide training programs on current copyright laws.
- D. Employees are prohibited from copying materials not specifically allowed by the (1) Copyright Law, (2) fair use guidelines, (3) licenses or contractual agreements, or (4) other permission.

- E. The Governing Board disapproves of unauthorized duplication in any form. Employees who willfully disregard this Board policy and/or the aforementioned copyright guidelines do so at their own risk and assume all liability for their actions.
- F. In order to assist employees and students in complying with the Copyright Law, appropriate notices shall be placed on or near all equipment capable of duplicating copyrighted materials.

### What Students Should Know About Copyright

#### What is copyright?

Copyright is a protection afforded under federal law for various types of creative works. A work is copyrightable if it is an original work of authorship fixed in a tangible medium of expression. Copyrightable works include literary, musical or dramatic works; motion pictures and other audiovisual works; choreographic works and pantomimes; sound recordings; and architectural works. The owner of a copyright in a particular work has the exclusive right to copy, display, perform, distribute, and create a derivative version of the work. Generally, then this means that you may not duplicate, show or perform a copyrighted work unless it is expressly allowed under the Copyright Act or you have the prior permission of the copyright holder.

A copyright exists in a work at the time it becomes fixed in some tangible medium of expression. Neither registration of the copyright with the federal government nor a copyright notice on the work itself is required for copyright protection.

#### What is copyright infringement?

Generally, copyright infringement occurs when you copy, display, perform, distribute or create a derivative version of a copyrightable work either without the permission of the copyright holder or when such activity is not otherwise allowed under an exception provided by federal copyright law. The penalties for infringement include significant damages--potentially in excess of \$100,000 for each work infringed.

#### How does copyright law affect information I obtain off the Internet?

Copyright law covers works in both traditional and new media, including digital media. Copyrightable materials are often available on the Internet without any indication of their copyrighted status. As a rule of thumb, you should assume that everything you find on the Internet is copyrighted, unless otherwise. Even popular activities, such as file swapping or copying software, or pictures from the Internet, may be copyright infringement and should be avoided.

The Digital Millennium Copyright Act, which Congress enacted in 2000, affords greater protection for copyright holders of digital works. Generally, then, even if a work appears solely in a digital form, it is likely subject to copyright law protections.

New technology has made many creative works widely available through the Internet. For example, the technology known as Peer to Peer (P2P) allows for the transmission of music, videos, movies, software, video games and other materials--most of which is subject to copyright protection.

Remember that a copyright exists in a work at the time it becomes fixed in some tangible medium of expression. That means that an image you have downloaded from the Internet, as well as a video or musical performance is almost certainly subject to copyright protection. When you download these works, transfer them to a disk or other medium, or send them to a friend, you are infringing on the rights of the copyright holder. Trafficking in such material without the permission of the copyright holder, then, violates copyright law. This includes unauthorized music file sharing over the Internet.

According to a statement recently issued by representatives of the motion picture, recording and songwriting industries, uploading and downloading copyrighted works over the Internet is theft: "It is no different from walking into the campus bookstore and in a clandestine manner walking out with a textbook without paying for it."

#### Why is it important for a student to be aware of copyright law?

Copyright infringement is expressly prohibited by the U.S. Copyright Act. Anyone who infringes another's copyright in a creative work is subject to liability, and could be required to pay large sums in damages.

In addition, as the law clearly prohibits copyright infringement, using any college resources--such as photocopiers, desktop and laptop computers, printers, central computing facilities, local-area or college-wide networks, Internet access, or electronic mail--for the purpose of infringing a copyright in any work may be grounds for student discipline. According to Maricopa Community College District administrative regulation, "students are expected to comply with the provisions of the Copyright Act of 1976 pertaining to photocopying of printed materials, copying of computer software and videotaping."

Moreover, under the Maricopa Community Colleges Computing Resource Standards, a student is prohibited from the "use of software, graphics, photographs, or any other tangible form of expression that would violate or infringe any copyright or similar legally-recognized protection of intellectual property rights." The Standards also prohibit "transmitting, storing, or receiving data, or otherwise using computing resources in a manner that would constitute a violation of state or federal law . . . ."

A student who violates these policies, then, can be disciplined at any of the Maricopa Community Colleges. This discipline could include suspension or even expulsion.



**Does copyright law allow me to download files from a college web site?**

Thanks to recent changes to copyright law colleges and universities are allowed to transmit copyrighted images, recordings, and other materials over the Internet in connection with distance learning offerings. These changes allow for the performance of non-dramatic literary works or musical works, as well as the display of "reasonable and limited portions" of any work in an amount comparable to that typically displayed in a live classroom setting. Use of the works must, however, be "an integral part" of the distance-learning class session, and available solely to students enrolled in the class. In addition, the transmission of the copyrighted works must be under the direction or actual supervision of a faculty member.

Even though the college does not hold the copyright to these works, or even have the express permission of the copyright holder, they may be delivered over the Internet to students in distance learning classes.

The fact that the law authorizes such use of copyrighted materials, though, does not allow a student in these classes to freely download, copy, or re-transmit the works. They are intended solely for use by the institution in connection with distance instruction; any other use would likely constitute a violation of copyright law. To learn more about copyright, go to:

<http://www.dist.maricopa.edu/legal/>

and click on "Intellectual Property." While you're there, you should read the Maricopa Community Colleges' Copyright Guidelines. You should also review the complete text of the Computer Resource Standards which can be found under the "Information Technology" link. The Standards also appear in college catalogs and student handbooks.

**TAPING OF FACULTY LECTURES (AR 3.4)**

The Maricopa Community Colleges acknowledge that faculty members are, by law, afforded copyright protection in their classroom lectures and, therefore, may limit the circumstances under which students may tape (audio/visual) their classes.

Each faculty member shall inform his/her students within the first week of classes to his/her policy with regard to taping. Failure to do so will accord students the right to tape lectures.

Students with disabilities that render them unable to take adequate lecture notes are entitled to reasonable accommodation to remedy this inability. Accommodation may require a faculty member to exempt a student from his/her taping policy.

**TECHNOLOGY RESOURCE STANDARDS (AR 4.4)****Introduction**

The Maricopa County Community Colleges District (MCCCD) provides its students and employees access to information resources and technologies. Maricopa recognizes that the free exchange of opinions and ideas is essential to academic freedom, and the advancement of educational, research, service, operational and management purposes, is furthered by making these resources accessible to its employees and students.

At Maricopa, technological resources are shared by its users; misuse of these resources by some users infringes upon the opportunities of all the rest. As Maricopa is a public institution of higher education, however, the proper use of those resources is all the more important, Maricopa requires users to observe Constitutional and other legal mandates whose aims are to safeguard and appropriately utilize technology resources that are acquired and maintained with public funds.

**General Responsibilities**

Technology resources (including, but not limited to, desktop and laptop systems, printers, central computing facilities, District-wide or college-wide networks, local-area networks, access to the Internet, electronic mail and similar electronic information) of the Maricopa County Community Colleges District are available only to authorized users, and any use of those resources is subject to these Standards. All users of Maricopa's technology resources are presumed to have read and understood the Standards. While the Standards govern use of technology resources District-wide, an individual community college or center may establish guidelines for technology resource usage that supplement, but do not replace or waive these Standards.

**Acceptable Use**

Use of Maricopa's technology resources, including websites created by employees and students, is limited to educational, research, service, operational, and management purposes of the Maricopa County Community College District and its member institutions. Likewise, images and links to external sites posted on or transmitted via Maricopa's technology resources are limited to the same purposes.

It is not Maricopa's practice to monitor the content of electronic mail transmissions, files, images, links or other data stored on or transmitted through Maricopa's technology resources. The maintenance, operation and security of Maricopa's technology resources, however, require that network administrators and other authorized personnel have access to those resources and, on occasion, review the content of data and communications stored on or transmitted through those resources. A review may be performed exclusively by persons expressly authorized for such purpose and only for cause. To the extent possible in the electronic environment and in a public setting, a user's privacy will be honored. Nevertheless, that privacy is subject to Arizona's public records laws and other applicable state and federal laws, as well as policies of Maricopa's Governing Board all of which may supersede a user's interests in maintaining privacy in information contained in Maricopa's technology resources.

Frequently, access to Maricopa's technology resources can be obtained only through use of a password known exclusively to the user. It is the user's responsibility to keep a password confidential. While Maricopa takes reasonable measures to ensure network security, it cannot be held accountable for unauthorized access to its technology resources by other users, both within and outside the Maricopa community. Moreover, it cannot guarantee users protection against loss due to system failure, fire, etc.



Much of the data contained in Maricopa records that are accessible through use of technology resources is confidential under state and federal law. That a user may have the technical capability to access confidential records does not necessarily mean that such access is authorized. A user of Maricopa's technology resources is prohibited from the unauthorized access to, or dissemination of, confidential records.

Violation of any provision of the Standards could result in immediate termination of a user's access to Maricopa's technology resources, as well as appropriate disciplinary action. A violation of the Standards should be reported immediately to the appropriate administrator.

#### **Prohibited Conduct**

The following is prohibited conduct in the use of Maricopa's technology resources:

1. Posting to the network, downloading or transporting any material that would constitute a violation of Maricopa County Community College District contracts.
2. Unauthorized attempts to monitor another user's password protected data or electronic communication, or delete another user's password protected data, electronic communications or software, without that person's permission.
3. Installing or running on any system a program that is intended to or is likely to result in eventual damage to a file or computer system.
4. Performing acts that would unfairly monopolize technology resources to the exclusion of other users, including (but not limited to) unauthorized installation of server system software.
5. Hosting a website that violates the .EDU domain request.
6. Use of technology resources for non-Maricopa commercial purposes, including to advertise personal services, whether or not for financial gain.
7. Use of software, graphics, photographs, or any other tangible form of expression that would violate or infringe any copyright or similar legally-recognized protection of intellectual property rights.
8. Activities that would constitute a violation of any policy of Maricopa's Governing Board, including, but not limited to, Maricopa's non-discrimination policy and its policy against sexual harassment.
9. Transmitting, storing, or receiving data, or otherwise using technology resources in a manner that would constitute a violation of state or federal law, or MCCCCD policy or administrative regulation including, but not limited to, obscenity, defamation, threats, harassment, and theft.
10. Attempting to gain unauthorized access to a remote network or remote computer system.

11. Exploiting any technology resources system by attempting to prevent or circumvent access, or using unauthorized data protection schemes.

12. Performing any act that would disrupt normal operations of computers, workstations, terminals, peripherals, or networks.

13. Using technology resources in such a way as to wrongfully hide the identity of the user or pose as another person.

14. Allowing any unauthorized access to Maricopa's technology resources.

#### **Disclaimer**

The home page of a website must display, or link to, the following disclaimer in a conspicuous manner:

All information published online by MCCCCD is subject to change without notice. MCCCCD is not responsible for errors or damages of any kind resulting from access to its Internet resources or use of the information contained therein. Every effort has been made to ensure the accuracy of information presented as factual; however errors may exist. Users are directed to countercheck facts when considering their use in other applications. MCCCCD is not responsible for the content or functionality of any technology resource not owned by the institution.

The statements, comments, or opinions expressed by users through use of Maricopa's technology resources are those of their respective authors, who are solely responsible for them, and do not necessarily represent the views of the Maricopa County Community College District.

#### **Complaints and Violations**

Complaints or allegations of a violation of these standards will be processed through Maricopa's articulated grievance procedures or resolution of controversy.

Upon determination of a violation of these standards, Maricopa may unilaterally delete any violative content and terminate the user's access to Maricopa's technology resources. It is the user's responsibility to demonstrate and/or establish the relevance of content in the event that a content complaint is made official. Users retain the right to appeal through Maricopa's grievance procedures or resolution of controversy.

#### **HAZING PREVENTION REGULATION (AR 2.6)**

The Maricopa County Community College District (MCCCCD) strives to exceed the changing expectations of our many communities for effective, innovative, student-centered, flexible and lifelong educational opportunities. Our employees are committed to respecting diversity, continuous quality improvement and the efficient use of resources. We are a learning organization guided by our shared values of: education, students, employees, excellence, diversity, honesty and integrity, freedom, fairness, responsibility and public trust.

Central to the vitality and dignity of our community of learners is an environment that produces broadly educated responsible citizens, who are prepared to serve and lead in a free society. Academic instruction, co-curricular activities and community involvement come together to meet this goal. All members of the Maricopa Community Colleges' community, through the best of their abilities, must be provided the opportunity to contribute in a safe, orderly, civil and positive learning environment. One factor that inhibits the achievement of the above stated purpose is the practice of hazing.

1. Hazing by any student, employee or other person affiliated with the Maricopa Community Colleges is prohibited.
2. "Hazing" is defined as any intentional, knowing or reckless act committed by a student or other person in any MCCCDC college or affiliated educational setting, whether individually or in concert with other persons, against another student, and in which both of the following apply:
  - a. The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any club/organization that is affiliated with Maricopa Community Colleges; and,
  - b. The act contributes to a substantial risk of potential physical injury, mental harm or personal degradation, or causes physical injury, mental harm or personal degradation.
3. Any solicitation to engage in hazing is prohibited.
4. Aiding and abetting another person who is engaged in hazing is prohibited.
5. Victim consent is not a defense for violation of the Maricopa Community Colleges Hazing Prevention Regulation.
6. All students, faculty and staff must take reasonable measures within the scope of their individual authority to prevent violations of the Maricopa Community Colleges Hazing Prevention Regulation.
7. Hazing activities and situations include, but are not limited to, the following:
  - a. Pre-pledging, illegal pledging or underground activities.
  - b. Acts of mental and physical abuse, including, but not limited to: paddling, slapping, kicking, pushing, yelling, biting, duck-walking, line-ups, tuck-ins, belittling, excessive exercise, beating or physical abuse of any kind, and the potentially forced consumption of any food or beverage that contributes to or causes physical injury, mental harm or personal degradation.
  - c. Sleep deprivation (activities that deprive prospective and/or current students and/or members of the opportunity of a minimum of six hours sufficient sleep each day).
  - d. Encouraging or forcing use of alcohol or drugs.
  - e. Any type of student club/organization scavenger hunt, quest, road trip or activity that would physically or psychologically endanger prospective and/or current students and/or members or others.
  - f. Stroking or physically touching in an indecent or inappropriate manner. See Sexual Harassment policy 5.1.8

- g. Student club/organization activities that subject prospective and/or current students and/or members or others to public nuisance or spectacle.
  - h. Aiding or abetting theft, fraud, embezzlement of funds, destruction of public, personal or private property, or academic misconduct.
  - i. Being required to wear odd or look-alike apparel that contributes to or causes physical injury, mental harm or personal degradation.
  - j. Personal services that contribute to or cause physical injury, mental harm or personal degradation.
8. Alleged violations of this regulation by students or student organizations can be reported to the vice president of student affairs office for investigation by any member of the college community. The vice president of student affairs office will investigate the complaint in accordance with the student disciplinary code, all other college and Maricopa Community Colleges policies, and local and state laws.

Alleged violations of the Maricopa Community Colleges hazing prevention regulation or interference with an investigation under this regulation by students or student organizations are subject to sanctions under the student disciplinary code.

The student disciplinary code shall govern all proceedings involving such a complaint. Decisions arrived at as outcomes of the proceedings shall be final, pending the normal appeal process.

9. Alleged violations of the Maricopa Community Colleges hazing prevention regulation by any faculty or staff member can be reported to the vice president of student affairs office for investigation by any member of the college community. The vice president of student affairs office will investigate the complaint in accordance with college and Maricopa Community Colleges policies, and local and state laws.
- Any Maricopa Community Colleges faculty or staff member who knowingly permitted, authorized or condoned the alleged hazing activity is subject to disciplinary action in accordance with college and Maricopa Community Colleges policies, and local and state laws.
10. If the vice president of student affairs office receives a report or complaint of an alleged hazing activity involving physical injury, threats of physical injury, intimidation, harassment or property damage, or any other conduct that appears to violate Arizona state law, the college will report such conduct to the appropriate college safety office. The said college safety office will investigate, respond to and report on the alleged hazing activity in accordance with all college, district, local, state and federal guidelines, policies and laws.
  11. Should the proceedings outlined above substantiate an occurrence of hazing activity – where students or student organizations knowingly permitted, authorized or condoned the hazing activity – the college can recommend the following sanctions against student clubs/organizations:

- a. Censure: Censure can include the required completion of a program designed with the intent of eliminating the hazing activity. The programs will be devised with the cooperation of all involved parties and monitored by the vice president of student affairs' office.
  - b. Probation: The student club(s)/organization(s) will be placed on probation for a specified period of time. Conditions of probation will be determined by the vice president of student affairs' office and outlined in writing to the student club(s)/organization(s). The probationary term will be monitored by the vice president of student affairs' office.
  - c. Suspension: The student club(s)/ organization(s) will be suspended. The terms of the suspension can be defined in the sanction, including criteria the student club(s) /organization(s) must meet within a specified time to be considered for admission or renewal of college recognition status.
  - d. Revocation: The student club(s) / organization(s) will have its status revoked, with the loss of all college associations, recognitions and privileges. The national or international office of an organization, if so affiliated, will be requested to revoke the charter of an organization.
12. The Maricopa Community Colleges hazing prevention regulation is not intended to prohibit or sanction the following conduct:
- a. Customary athletic events, contests or competitions that are sponsored by any of the Maricopa Community Colleges.
  - b. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate co-curricular experience or a legitimate military training program.
13. For the purposes of the Maricopa Community Colleges hazing prevention regulation: "Organization" is defined as an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with Maricopa Community Colleges, whose membership consists primarily of students enrolled at Maricopa Community Colleges and that may also be classroom-related or co-curricular in nature.

#### ABUSE-FREE ENVIRONMENT (AR 2.4.7)

##### A. Substance Abuse/Misuse Statement

Drug abuse and misuse has become a national issue and is receiving national attention, particularly in the academic community. The insidious effects of the abuse of these agents are also felt by all walks of life and economic levels. Therefore, as an education providing institution, we are responsible to provide knowledge and guidelines about prevention, control, and treatment of the abuse/misuse of alcohol, illegal and legal drug uses and misuses.

This policy statement has been constructed on the belief that higher education has a responsibility to face safety and health factors of substance abuse/misuse issues forthrightly and innovatively. We believe that the

community college needs to adapt programs applicable to their community as well as to our individual student's needs. The policy statements should be comprehensive, understood by those expected to comply, realistic and enforceable, consistently applied, and cover foreseeable dangers.

Construction of this statement has been founded on concerns of individual safety, educational quality, and legal liability. It is recognized that each individual is responsible for his/her actions and must be afforded an opportunity to develop knowledge, skills and talent, and be willing to share community responsibilities. The Maricopa Community College District has an equal "duty to care" responsibility and a commitment to substance abuse/misuse education for all students and employees.

The Maricopa Community College District shall:

1. Visibly demonstrate a performance of the Maricopa Community College District "duty to care".
2. Comply with requirements for federal funds.
3. Describe what the college does about substance abuse/misuse (alcohol, drugs, anabolic steroids).
4. Inform/educate members of the academic community of adverse effects of these substances.
5. Inform/educate the academic community about the policies concerning substance misuse and abuse.
6. Discourage illegal drug abuse and legal substance misuse.
7. Provide individual and group counseling.
8. Provide assistance and guidance to obtain treatment and rehabilitation of any identified problem.

To achieve these objectives, the program must provide an environment capable of:

1. Developing and implementing substance misuse/abuse prevention programs.
2. Providing educational training and prevention programs for the college and community it serves.
3. Providing timely and accurate information dissemination.
4. Establishing supportive counseling programs as needed.
5. Establishing a strong on-going evaluation of services.
6. Providing assistance to obtain treatment and rehabilitation of substance abuse/misuse.
7. Clarifying the college regulations for control of alcohol and drug use.
8. Providing procedures that the college will follow to correct and stabilize emergency situations.

Each college will identify key people to provide emergency services and to contact and work with outside agencies.

The Maricopa Community College District is committed to establishing a preventative substance abuse program at each college designed to affect positively the problems of irresponsible use of alcohol and the use and abuse of illegal substances. A main focus of the program will be on education of the campus community and assistance to individuals.

The Maricopa Community College District fully supports disciplinary action for misconduct and the enforcement of state laws governing the use of alcohol and the use, abuse, possession or distribution of controlled substances or illegal drugs.

## B. Student Program to Prevent Illicit Use of Drugs and Abuse of Alcohol

### 1. Introduction and Purpose

The recent adoption by Congress of the Drug-Free Schools and Communities Act amendments of 1989 (Public Law 101-226) requires federal contractors and grantees to certify that they will provide a drug-free school. As a recipient of federal grants, the District must adopt a program toward accomplishing this goal. While federal legislation has been the impetus for creation of the program, the administration and Governing Board recognize that substance abuse is a problem of national proportions that also affect students at Maricopa Community Colleges. Based upon that concern, it is intended that this program on prevention of alcohol and drug abuse on college campuses will go beyond the strict dictates of the law and will serve as a comprehensive educational and resource tool.

The Maricopa Community Colleges are committed to maintaining learning environments that enhance the full benefits of a student's educational experience. The Maricopa Community College District will make every effort to provide students with optimal conditions for learning that are free of the problems associated with the unauthorized use and abuse of alcohol and drugs. Part of the educational mission of Maricopa Community Colleges, in conjunction with this program, is to educate students about positive self-development, the benefits of a healthy lifestyle and the health risks associated with substance abuse.

The purpose of this program is to:

- a. Ensure that the Maricopa Community Colleges working and learning environment for students and the public is safe, orderly and free of illegal activity.
  - b. Comply with the Drug-Free School and Communities Act of 1989, and other relevant substance abuse laws.
  - c. Provide students with access to appropriate treatment and rehabilitation assistance for problems associated with substance use or abuse.
2. Standards of Conduct
- In the student handbooks of the Maricopa Community Colleges under codes of conduct, the following are examples of behavior that is prohibited by law and/or college rules and policies:
- a. Drinking or possession of alcoholic beverages on the college campus.
  - b. Misuse of narcotics or drugs.
3. Sanctions for Violation of Standards of Conduct
- Disciplinary actions include, but are not limited to:
- a. Warning,

- b. Loss of privileges,
- c. Suspension, or
- d. Expulsion.

### 4. Legal Consequences of Alcohol and Other Drugs

#### a. Laws Governing Alcohol

The State of Arizona sets twenty-one as the "legal drinking age." An underage person who buys, receives, possesses or consumes alcoholic beverages is guilty of a misdemeanor and may be subject to a fine and imprisonment for up to six months.

The Uniform Act Regulating Traffic on Highways prohibits driving while under the influence of intoxicating liquor or drugs (DWI). Drivers charged with DWI who refuse to be tested face suspension of their licenses or permits to drive for twelve months. A driver whose test results show a blood or breath alcohol concentration of 0.08 or more will have his/her license or permit to drive suspended or denied for not less than ninety consecutive days. The punishment for DWI ranges from not less than twenty-four consecutive hours in jail and a fine of not less than \$250 for a first offense to a minimum of six months in jail and revocation of the driver's license for three years upon a third offense.

#### b. Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance:

- ♦ First conviction: Up to one year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.
- ♦ After one prior drug conviction: At least fifteen days in prison, not to exceed two years and fined at least \$2,500 but not more than \$250,000, or both.
- ♦ After two or more prior drug convictions: At least ninety days in prison, not to exceed three years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provisions for possession of crack cocaine:

Mandatory at least five years in prison, not to exceed twenty years and fined up to \$250,000, or both, if:

- 1) First conviction and the amount of crack possessed exceeds five grams.
- 2) Second conviction and the amount of crack possessed exceeds three grams.
- 3) Third or subsequent crack conviction and the amount of crack possessed exceeds one gram.
  - Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment. (See special sentencing provisions re: crack)
  - Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.
  - Civil fine of up to \$10,000 (pending adoption of final regulations).



- Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses.

- Ineligible to receive or purchase a firearm.

- Miscellaneous: Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

**Note:** These are only Federal penalties and sanctions.

c. State Penalties and Sanctions

Title Thirteen, Chapter 34 of the Arizona Revised Statutes lists drug offenses and their penalties. Following is list of drugs that are frequently misused with a description of the potential penalties attached to a conviction.

1) Marijuana: A first offense for possession or use of marijuana in an amount of less than one pound constitutes a class 6 felony and carries a possible prison term of one and one-half years and a fine of not less than seven hundred fifty dollars. The sale of marijuana in an amount of less than one pound carries a prison sentence of four years and a fine of at least seven hundred fifty dollars.

2) LSD: Possession, use and sale of LSD are felonies carrying sentences from four to five years and fines of not less than one thousand dollars.

3) Heroin and Cocaine: Possession, use and sale of heroin are felonies carrying sentences from four to seven years and a fine of not less than two thousand dollars.

**C. Alcoholic Beverages - Usage Regulation (AR 4.13)**

1. No alcoholic beverage is allowed on or in the premises owned (by the State) and/or leased/rented by the Maricopa Community Colleges for District-approved educational purposes, except as provided herein.
2. No purchase of alcoholic beverages is allowed from any funds under the jurisdiction of the Governing Board of the District.
3. Lawful occupants of residential housing under the jurisdiction of the Governing Board, if over the age of 21 years and not otherwise lawfully barred from such practice, may possess and consume alcoholic beverages in the privacy of their respective leased housing facility. Guests of such occupants over the age of 21 years shall have the same privilege. No alcohol is permitted in public areas (nor common areas of a dormitory) at any time.
4. The personal or individual purchase of alcoholic beverages by individuals attending District approved functions held in places serving alcoholic beverages is a personal and individual responsibility. Administrative discretion shall be exercised in the approval of the location of such activities, as such decision pertains to the nature of the group involved.

**D. Other Health Concerns**

General Guidelines Concerning AIDS

Neither a diagnosis of AIDS nor a positive HIV antibody test will be part of the initial admission decision for those applying to attend any of the Maricopa Community Colleges. The Maricopa Community Colleges will not require screening of students for antibody to HIV.

Students with AIDS or a positive HIV antibody test will not be restricted from access to student unions, theaters, cafeterias, snack bars, gymnasiums, swimming pools, recreational facilities, restrooms, or other common areas, as there is not current medical justification for doing so.

Where academically and logistically feasible, students who have medical conditions, including AIDS, may seek accommodation in order to remain enrolled. Medical documentation will be needed to support requests for accommodation through the Office of Disability Resources and Services or the Office of Vice President of Student Affairs.

The Maricopa Community Colleges acknowledge the importance of privacy considerations with regard to persons with AIDS. The number of people who are aware of the existence and/or identity of students who have AIDS or a positive HIV antibody test should be kept to a minimum. When a student confides in a faculty member, knowledge of the condition should be transmitted to the appropriate dean who will make the determination if the information should be further disseminated. It should be remembered that mere exposure to the person in a classroom does not constitute a need to know the diagnosis. It is, therefore, unnecessary to document in a student's file the fact that he or she has AIDS unless the information is to be used for accommodation reasons. Sharing confidential information without consent may create legal liability.

Students are encouraged to contact the Office of Disability Resources and Services and/or the vice president of student affairs for the types of services available in the district or community on matters regarding AIDS or the HIV virus.

**DISABILITY RESOURCES & SERVICES - ELIGIBILITY FOR ACCOMMODATIONS & REQUIRED DISABILITY DOCUMENTATION (AR 2.8)**

**PURPOSE---** to specify the disability documentation requirements that will qualify (i.e., support current and essential needs) Maricopa County Community College District students for reasonable and appropriate accommodations through each college's disability services office or designated professional. This regulation is implemented in accordance with the American's with Disabilities Act.

**GENERAL ELIGIBILITY REQUIREMENTS**

Each applicant with a disability must meet MCCCDC admissions requirements, or be enrolled as an MCCCDC student, and must provide disability resource services (DRS) with required documentation verifying the nature and extent of the disability prior to receiving any accommodation. The disability services office coordinator/program advisor is responsible for evaluating documentation and determining accommodation eligibility.

### SPECIFIC ELIGIBILITY REQUIREMENTS PHYSICAL DISABILITIES -- REQUIRED DOCUMENTATION

The student must submit a written, current diagnostic report of any physical disabilities that are based on appropriate diagnostic evaluations administered by trained and qualified (i.e., certified and/or licensed) professionals (e.g., medical doctors, ophthalmologists, neuropsychologists, audiologists). Disability diagnosis categories include:

1. Orthopedic Disability
2. Blind or Visual Impairment
3. Deaf or Hard-of-Hearing
4. Traumatic Brain Injury
5. Other Health-Related/Systemic Disabilities

#### The Written Diagnostic Report Must Include:

- a) A clear disability diagnosis, including a clinical history that establishes the date of diagnosis, last contact with the student, and any secondary conditions that might be present.
- b) The procedures used to diagnose the disability.
- c) A description of any medical and/or behavioral symptoms associated with the disability.
- d) A discussion of medications, dosage, frequency, and any adverse side effects attributable to their use that the student has experienced.
- e) A clear statement specifying functional manifestations (i.e., substantial limitations to one or more major life activities and degree of severity) due to the disability and/or medications for which the student may require accommodations.
- f) A recommendation for accommodation, including rationale. If the accommodation recommendations are specific to limitations in learning (e.g., reading, mathematics, written expression), an appropriate psycho-educational or neuropsychological evaluation must be administered to document ability/achievement discrepancies.

#### Specific Learning Disabilities-Required Documentation

The student shall submit a written diagnostic report of specific learning disabilities that is based on current appropriate, comprehensive, psycho educational evaluations using adult normed instruments.

The assessment or evaluation which leads to the diagnosis must be administered by a trained and qualified (i.e., certified and/or licensed) professional (e.g., psychologist, school psychologist, neuropsychologist, or educational diagnostician) who has had direct experience with adolescents and adults with learning disabilities.

#### An Appropriate Psycho-Educational Evaluation Must Include Comprehensive Measures In Each Of The Following Areas:

1. Aptitude (the evaluation must contain a complete intellectual assessment, with all sub-tests and standard scores reported).

2. Academic achievement (the evaluation must contain a comprehensive achievement battery with all sub-tests and standard scores reported) the test battery should include current levels of functioning in the relevant areas, such as reading (decoding and comprehension), mathematics, and oral and written expression.
3. Information processing (the evaluation should assess specific information processing areas such as short- and long-term memory, sequential memory, auditory and visual perception/processing, processing speed, executive function, and motor ability).

#### Examples Of Measures

- a) Wechsler Adult Intelligence Scale-Revised (WAIS-R)
- b) Wechsler Adult Intelligence Scale-Third Edition
- c) Stanford Binet Intelligence Scale-Fourth Edition
- d) Woodcock-Johnson Psycho-Educational Battery-Revised: Tests Of Cognitive Ability
- e) Kaufman Adolescent And Adult Intelligence Test

#### Achievement

- a) Wechsler Individual Achievement Tests (WIAT)
- b) Woodcock-Johnson Psycho-Educational Battery-Revised: Tests Of Achievement (W-Jr)
- c) Stanford Test of Academic Skills (TASK)
- d) Scholastic Abilities Test for Adults (SATA)

#### Information Processing

- a) Subtests of The Wais-R Or Wais-Third Edition
- b) Subtests on The Woodcock-Johnson Psycho-Educational Battery-Revised: Tests Of Cognitive Ability

#### Diagnostic Report

The diagnostic report must include the following information:

1. A diagnostic interview that addresses relevant historical information, past and current academic achievement, instructional foundation, past performance in areas of difficulty, age at initial diagnosis, and history of accommodations used in past educational settings and their effectiveness.
2. A list of all instruments used in the test battery.
3. Discussion of test behavior and specific test results.
4. A diagnostic summary statement with the following information:
  - a) A clear and direct statement that a learning disability does or does not exist, including a rule-out of alternative explanations for the learning problems. Terms such as "appears," "suggests," or "probable" used in the diagnostic summary statement do not support a conclusive diagnosis.
  - b) A clear statement specifying the substantial limitations to one or more major life activities.
  - c) A psychometric summary of scores.
  - d) A recommendation for accommodations, including rationale.

Diagnosis of specific learning disabilities that do not contain psycho-educational measures may not be used for determining eligibility for academic accommodations. For example, school plans such as individualized education plans (IEPS) or 504 plans are not adequate documentation; however, they can be included with the required evaluation. DRS reserves the right to request reassessment when questions regarding previous assessment or previous service provision arise.

**Attention Deficit Hyperactivity Disorder (ADHD) / Attention Deficit Disorder (ADD) -- Required Documentation**

The student shall submit a current diagnosis of attention deficit hyperactivity disorder (ADHD)/attention deficit disorder (ADD) that is based on appropriate diagnostic evaluations administered by trained and qualified (i.e., certified or licensed) professionals (e.g., psychiatrists, psychologists, or neuropsychologists).

**The Diagnostic Report Must Include:**

1. A diagnostic interview addressing relevant historical information, past and current academic achievement, age at initial diagnosis, discussion of medication, and history and effectiveness of accommodations in past educational settings.
2. The procedures used to diagnose the disability (including a list of all instruments used in the assessment).
3. Discussion of the testing results and behavior, including the symptoms that meet the criteria diagnosis. If the student was evaluated while on medication, the effect this may have had on performance must be noted.
4. DSM-IV diagnosis (including all five axes)
5. A diagnostic summary statement that includes the following information:
  - a) A clear statement that ADHD/ADD does or does not exist, including a rule-out of alternative explanations for behaviors. Terms such as "appears," "suggests," or "has problems with" used in the diagnostic summary statement do not support a conclusive diagnosis.
  - b) A clear statement specifying the substantial limitations to one or more major life activities and the degree of severity. If the limitations are in learning (e.g., reading, mathematics, and written expression), an appropriate psycho-educational evaluation must be administered to document ability/achievement discrepancies.
  - c) A recommendation regarding medications or medical evaluation(s).
  - d) A recommendation for accommodations, including rationale.

**Psychological Disabilities -- Required Documentation**

If the diagnostic report is more than one year old, a letter from a qualified professional that provides an update of the diagnosis with a description of the individual's current level of functioning during the past year, and a rationale for the requested accommodations must be submitted.

**The Diagnostic Report Must Include The Following:**

1. A clinical interview, relevant historical information, age at initial diagnosis, duration and severity of the disorder.
2. Discussion of medications review of past and current academic achievement, and history of disability accommodations and their effectiveness.
3. The procedures used to diagnose the disability (include a list of all instruments used in the assessment and test scores as applicable).
4. Discussion of the assessment results.
5. DSM-IV diagnosis (include all five axes).
6. A diagnostic summary statement that includes the following:
  - a) A clear statement that a disability does or does not exist. Terms such as "appears," "probable," and "suggests" used in the diagnostic summary statement do not support a conclusive diagnosis.

- b) A clear statement specifying the substantial limitations to one or more major life activities. If the limitations are in learning (e.g., reading, mathematics, and written expression), an appropriate psycho-educational evaluation must be administered to document ability/achievement discrepancies.
- c) A discussion of medications and their possible impact on academic functioning (e.g., concentration, attention, sedation)
- d) A recommendation for essential accommodations relative to the diagnosed disability, including rationale.
- e) The duration for which these accommodations should be provided based on the current assessment.
- f) A recommendation regarding reevaluation to determine ongoing need for disability accommodations (e.g., one semester, one year, two years).

**Temporary Impairments**

Some disabilities are temporary and may require accommodations for a limited time. Each case is considered individually. The following documentation is required:

1. Written correspondence on letterhead from a qualified professional stating diagnosis, functional limitations necessitating the accommodation, and the estimated length of time services will be needed.
2. Services may be provided for ten (10) working days pending receipt of documentation. If documentation is not received by that time, services will be cancelled.

**Special Considerations**

A requirement for documentation prescribed in this regulation may be considered at the discretion of each college's disability services office or designated professional if, in the professional opinion of the responsible college's disability services office or designated professional, such consideration is in the best interest of the student and will neither undermine the integrity of any college offering nor violate any mandate under state or federal law. All situations shall be considered on an individual, case-by-case basis. Reasonable accommodation is required for students with known disabilities. MCCCDC will make every attempt to provide "preferred" accommodations, however, "the most effective and reasonable" accommodation may be determined to meet sufficient accessibility needs.

**ACADEMIC MISCONDUCT (AR 2.3.11)****A. Definitions**

1. Academic Misconduct - includes misconduct associated with the classroom, laboratory or clinical learning process. Some examples of academic misconduct are cheating, plagiarism, and excessive absences.
2. Cheating - includes, but is not limited to, (a) use of any unauthorized assistance in taking quizzes, tests, assessment tests or examinations; (b) dependence upon the aid of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments; or (c) the acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.



3. Plagiarism - includes, but is not limited to, the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Information gathered from the internet and not properly identified is also considered plagiarism.

#### B. Sanctions

Any student found by a faculty member to have committed academic misconduct may be subject to the following sanctions: sanctions 1, 2, 3, and 4 may be imposed by a faculty member. The faculty member may recommend to the department chairperson and the appropriate dean that sanctions 5, 6, or 7 be imposed. College suspension or expulsion will be imposed only by the appropriate vice president.

1. Warning - A notice in writing to the student that the student has violated the academic code.
2. Grade Adjustment - Lowering of a test, assignment or academic misconduct has occurred but is confronted with facts that rebut that belief to the extent that reasonable doubt occurs, the disciplinary due process procedures should be invoked to determine guilt or innocence.
3. Discretionary Sanctions - Additional academic assignments determined by the faculty member.
4. Course Failure - Failure of a student from a course where academic misconduct occurs.
5. Disciplinary Probation - A written reprimand in response to academic misconduct. Disciplinary probation is for a designated period of time and includes the probability of more severe sanctions if the student commits additional acts of academic misconduct.
6. College Suspension - Separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. (A suspension from one Maricopa Community College will apply to all other colleges/centers in the District.)
7. College Expulsion - Permanent separation of the student from the college. (Expulsion from one Maricopa Community College will apply to all colleges/centers in the District.)

#### C. Appeal of Sanctions for Academic Misconduct

Students can appeal sanctions imposed for academic misconduct by following the instructional grievance process (AR 2.3.5).

#### DISCIPLINARY STANDARDS

##### A. Disciplinary Probation and Suspension (AR 2.5.1)

According to the laws of the State of Arizona, jurisdiction and control over the Maricopa Community Colleges are vested in the District Governing Board. The Governing Board and its agents--the chancellor, administration and faculty--are granted broad legal authority to regulate student life subject to basic standards of reasonableness.

In developing responsible student conduct, the Maricopa Community Colleges prefer mediation, guidance, admonition and example. However, when these means fail to resolve problems of student conduct and responsibility, appropriate disciplinary procedures will be followed.

Misconduct for which students are subject to disciplinary action falls into the general areas of:

1. Cheating on an examination, assessment tests, laboratory work, written work (plagiarism); falsifying, forging or altering college records.
2. Actions or verbal statements which threaten the personal safety of any faculty, staff, students, or others lawfully assembled on the campus, or any conduct which is harmful, obstructive, disruptive to, or interferes with the educational process or institutional functions.
3. Violation of Arizona statutes, and/or college regulations and policies.
4. Use of college computer resources such as the internet in violation of TECHNOLOGY RESOURCE STANDARDS (AR 4.4) which may result in notification of law enforcement authorities.

#### B. Disciplinary Removal from Class

A faculty member may remove a student from class meetings for disciplinary reasons. If a faculty member removes a student for more than one class period, the faculty member shall notify the department/division chair and the appropriate dean in writing of the problem, action taken by the faculty member, and the faculty member's recommendation. If a resolution of the problem is not reached between the faculty member and the student, the student may be removed permanently pursuant to due process procedures.

#### STUDENT DISCIPLINARY CODE (AR 2.5.2)

##### Purpose

The purpose of this policy is to help ensure a healthy, comfortable and educationally productive environment for students, employees and visitors.

##### Article I: Definitions

The following are definitions of terms or phrases contained within this document:

- A. "College" means Maricopa Community Colleges or a designated college or center. "College president" also refers to center provost.
- B. "Student" means any person taking courses at the college whether full-time or part-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the college are considered "students".
- C. "Faculty member" means any person hired by the college or District to conduct classroom instruction.
- D. "College official" means any person employed by the college or District, performing assigned administrative or professional responsibilities pursuant to this Student Code. The college president/provost shall designate the college official to be responsible for the administration of the Student Code.



- E. "College community" means students, faculty members, college officials or any other persons employed by the college. A person's status in a particular situation shall be determined by the college president.
- F. "College premises" means all land, buildings, facilities and other property in the possession of or owned, used or controlled by the college or District.
- G. "Organization" means a group that has complied with the formal requirements for college recognition.
- H. "Judicial body" means any person or persons authorized by the college president/provost to determine whether a student has violated this Student Code and to recommend imposition of sanctions.
- I. "Judicial advisor" means a college official authorized on a case by case basis by the college president/provost to impose sanctions upon students found to have violated this Student Code. The college president/provost may authorize a judicial advisor to serve simultaneously as a judicial advisor and the sole member or one of the members of a judicial body. Nothing shall prevent the college president/provost from authorizing the same judicial advisor to impose sanctions in all cases.
- J. "Appellate boards" means any person or persons authorized by the college president/provost to consider an appeal from a judicial body's determination that a student has violated this Student Code or from the sanctions imposed by the judicial advisor. Nothing shall prevent the college president/provost from acting as the appellate board.
- K. The term "shall" is used in the imperative sense.
- L. The term "may" is used in the permissive sense.
- M. The term "policy" is defined as the written regulations of the college and/or District as found in, but not limited to, this Student Code and Governing Board policy.

#### Article II: Judicial Authority

- A. The college president/provost shall determine the composition of judicial bodies and appellate boards and determine which judicial advisor, judicial body and appellate board shall be authorized to hear each case.
- B. The judicial advisor shall develop procedures for the administration of the judicial program and rules for the conduct of hearings that are consistent with provisions of this Student Code.
- C. Decisions made by the judicial advisor shall be final, pending the normal appeal process.

#### Article III: Prescribed Conduct

- A. Jurisdiction of the College  
Generally college jurisdiction and discipline shall be limited to conduct which occurs on college/center premises and/or during college sponsored or supervised activities, or which adversely affects the college community and/or pursuit of its objectives.
- B. Conduct - rules and regulations  
Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

1. Acts of dishonesty, including but not limited to the following:
  - a. Furnishing false information to any official, college employee or office.
  - b. Forgery, alteration or misuse of any college document, record or instrument of identification.
  - c. Tampering with the election of any college-recognized student organization.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings or college activities, including its public service functions on or off campus, or other authorized non-college activities, when the act occurs on college premises.
 

A faculty member may remove a student from a class meeting for disciplinary reasons. If a faculty member removes a student for more than one class period, the faculty member shall notify the appropriate vice president in writing of the problem, action taken by the faculty member, and the faculty member's recommendation. If a resolution of the problem is not reached, the student may be removed permanently pursuant to appropriate due process procedures.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or conduct which threatens or endangers the health or safety of any person.
4. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property.
5. Failure to comply with direction of college officials or law enforcement officers in the performance of their duties and/or failure to identify one's self to these persons when requested to do so.
6. Unauthorized possession, duplication or use of keys to any college premises, or unauthorized entry to or use of college premises.
7. Violation of published Governing Board policy, college rules or regulations.
8. Violation of federal, state or local law on college/center premises or at college-sponsored or supervised activities.
9. Use, possession, or distribution of narcotic or other controlled substances except as expressly permitted bylaw.
10. Use, possession or distribution of alcoholic beverages or public intoxication.
11. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises.
12. Participation in a college demonstration that disrupts the normal operations of the college and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any college building or area; intentional obstruction that unreasonably interferes with freedom of movement, or either pedestrian or vehicular, on campus.

13. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college sponsored or supervised activities.
  14. Conduct which is disorderly, lewd or indecent; breach of the peace; or aiding, abetting or procuring another person to breach the peace on college premises or at activities sponsored by or participated in by the college.
  15. Attempted or actual theft or other abuse of technology time, including but not limited to:
    - a. Unauthorized entry into a file, to use, read or change the contents or for any other purpose
    - b. Unauthorized transfer of a file
    - c. Unauthorized use of another user's identification and password
    - d. Use of technology facilities to interfere with the work of another student, faculty member or college official
    - e. Use of technology facilities to send obscene or abusive messages
    - f. Use of technology facilities to interfere with normal operation of the college computing system
    - g. Use of technology facilities for students' personal benefit
  16. Abuse of the judicial system, including but not limited to:
    - a. Falsification, distortion or misrepresentation of information before a judicial body
    - b. Disruption or interference with judicial proceedings
    - c. Institution of a judicial proceeding knowingly without cause
    - d. Attempting to discourage an individual's proper participation in, or use of, the judicial system
    - e. Attempting to influence the impartiality of the member of a judicial body prior to, and/or during the course of, the judicial proceeding
    - f. Harassment, either verbal or physical, and/or intimidation of a member of a judicial body prior to, during and/or after a judicial proceeding
    - g. Failure to comply with the sanctions imposed under this Student Code
    - h. Influence or attempting to influence another person to commit an abuse of the judicial system.
- D. Violation of Law and College Discipline
1. When a student is charged only with an off-campus violation of federal, state or local laws but not with any other violation of this Student Code, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the college community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to confess such charges, although not actually admitting guilt, e. g., "no contest" or "nolo contendere".
  2. College disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Code, for example, if both violations result from the same factual situation, without regard to the pendency to civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out before, during, or after civil or criminal proceedings off campus.
  3. When a student is charged by federal, state or local authorities with a violation of law, the college will not request or agree to special considerations for that individual because of his or her status as a student. If the alleged offense is also a subject of a proceeding before a judicial body under this Student Code, however, the college may advise off campus authorities of the existence of this Student Code and of how such matters will be handled internally within the college community. The college will cooperate fully with the law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting within their personnel capacities, remain free to interact with governmental representatives as they deem appropriate.

#### Article IV: Judicial Policies

##### A. Charges and Hearings

1. Any member of the college community may file charges against any student for his conduct under this Student Code. Charges shall be prepared in writing and directed to the judicial advisor responsible for administration of the college judicial system. Any charge should be submitted within thirty (30) days of the incident. The judicial advisor will rule on the timeliness of the charges.
2. The judicial advisor may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the judicial advisor. Such dispositions shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the judicial advisor may later serve in the same matter as the judicial body or a member thereof.
3. All charges shall be presented to the accused student in written form. A time shall be set for a hearing, not less than five (5) nor more than fifteen (15) working days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the judicial advisor.
4. Hearings shall be conducted by judicial body according to the following guidelines:
  - a. Hearings normally shall be conducted in private.

- b. Admission of any person to the closed hearing shall be at the discretion of the judicial body, and/or its judicial advisor.
  - c. In hearings involving more than one accused student, the chairperson of the judicial body, in his or her discretion, may permit the hearing concerning each student to be conducted separately.
  - d. The complainant and the accused shall have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. Both the complainant and the accused are responsible for presenting their own cases and, therefore, advisors are not permitted to speak or participate directly in any hearing before a judicial body.
  - e. The complainant, the accused, and the judicial body shall have the privilege of presenting witnesses, subject to the right of cross-examination.
  - f. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the chairperson.
  - g. All procedural questions are subject to the final decision of the chairperson of the judicial body.
  - h. After the hearing, the judicial body (if consisting of multiple members) shall determine by majority vote whether the student violated the designated sections of this Student Code. The judicial body shall render written findings of fact and conclusions and forward these along with recommended sanctions as outlined in Article IV, Section B to the judicial advisor within three (3) working days of the conclusion of the hearing.
  - i. The judicial body's determination shall be made on the basis of whether it is more likely than not that the accused student violated this Student Code.
5. There shall be a single verbatim record, such as a tape recording, of all hearings before the judicial body. The record shall be the property of the college and/or District.
  6. No student may be found to have violated this Student Code solely because student failed to appear before a judicial body. In all cases, the evidence and support of the charges shall be presented and considered.
- B. Sanctions**
1. The following sanctions may be imposed upon any student found to have violated the Student Code:
    - a. Warning - a written notice to the student that the student is violating or has violated institutional regulations.
    - b. Probation - a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
    - c. Loss of Privileges - denial of specified privileges for a designated period of time.
    - d. Restitution - compensation for loss, damage or injury.
    - e. Discretionary Sanctions - work assignments, service to the college, or other related discretionary assignments. (Such assignments must have the prior approval of the judicial advisor).
    - f. College Suspension - separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. (College suspension applies at all of the Maricopa Community Colleges.)
    - g. College Expulsion - permanent separation of the student from the college. (College expulsion applies at all of the Maricopa Community Colleges)
  2. More than one of the sanctions listed above may be imposed for any single violation.
  3. Other than college expulsion, disciplinary sanction shall not be made part of the student's academic record, but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged of disciplinary actions upon the student's application to the judicial advisor. Cases involving the imposition of sanctions other than suspension or expulsion shall be expunged from the student's confidential record five (5) years after final disposition of the case.
  4. The following sanctions may be imposed upon groups or organizations:
    - a. Those sanctions listed above in Section B 1. a through d.
    - b. Deactivation - loss of all privileges, including college recognition for a designated period of time.
  5. All sanction(s) shall be determined and imposed by the judicial advisor based upon the findings and conclusions of the judicial body. The judicial advisor will consider the recommendations for sanction(s) of the judicial body but will not be bound by its recommendations. The judicial advisor will forward the sanctions s/he determines to be appropriate along with the findings and conclusion to the accused student within two (2) working days after receipt of the judicial body's findings.
- C. Interim Suspension**
- In certain circumstances, appropriate college/center officials may impose an interim suspension prior to the hearing before a judicial body.
1. Interim suspension may be imposed only:
    - a. To insure the safety and well-being of members of the college community or preservation of college property;
    - b. To insure the student's own physical or emotional safety and well-being; or
    - c. If the student poses a definite threat of disruption of or interference with the normal operations of the college.

2. During the interim suspension, the student shall be denied access to the college including classes and/or all other activities or privileges for which the student might otherwise be eligible, as the judicial advisor deems appropriate.

D. Appeals

1. A decision reached by the judicial body or a sanction imposed by the judicial advisor may be appealed by accused students or complainants to an appeal board within five (5) working days of receipt of the decision. Such appeals shall be in writing and shall be delivered to the judicial advisor or his/her designee.
2. An appeal shall be limited to the review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:
  - a. To determine whether the original hearing was conducted fairly and in accordance with this Student Code prescribed procedures
  - b. To determine whether the decision reached regarding the accused student was conformed with the standard established in Article IV section A #4 i
  - c. To determine whether the sanction(s) imposed was appropriate to the violation
  - d. To consider new evidence
3. If an appeal is upheld by the appellate board, the matter shall be remanded to the original judicial body and judicial advisor for reopening of the hearing to allow consideration of the original determination and/or sanction(s).

In cases involving appeals by students accused of violating this Student Code, review of the sanction by the appellate board may not result in more severe sanction(s) for the accused student. Instead, following an appeal, the appropriate college official may, upon review of the case, reduce but not increase the sanctions imposed by the judicial advisor.

4. In cases involving appeals by persons other than students accused of violating this Student Code, the appropriate college official may, upon review of the case, reduce or increase the sanctions imposed by the judicial advisor or remand the case to the original judicial body and judicial advisor.

**Article V: Interpretation and Revision**

- A. Any question of interpretation regarding the Student Code shall be referred to person designated in Article I #13, or his/her designee, for final determination.
- B. The Student Code shall be reviewed every three (3) years under the direction of the Vice-Chancellor for Student Development and Community Affairs.

**STUDENT RECORDS (2.5.3)**

**A. Definitions**

For the purposes of this policy, the Maricopa County Community College District has used the following definition of terms.

1. College - includes all colleges, educational centers, skill centers and District office.
2. Educational Records - any record (in handwriting, print, tapes, film, or other media) maintained by the college or an agent of the college which is directly related to a student, except:
  - a. A personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute
  - b. An employment record of an individual whose employment is not contingent on the fact that s/he is a student, provided the record is used only in relation to the individual's employment
  - c. Records maintained by the colleges security unit, if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction and the security unit does not have access to education records maintained by the community college
  - d. Alumni records which contain information about a student after he or she is no longer an attendant of the community college and the records do not relate to the person as a student

**B. Annual Notification**

Students will be notified of their further rights annually by publication in the college catalog and/or the student handbook:

Rights of Access to Educational Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.

Students should submit to the college admissions and records department written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes to be inaccurate or misleading.

Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.



If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the college or District in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the college or District has contracted (such as an attorney, auditor, or collection agent); a person serving on the Governing Board; or a person assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the college discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the US Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:  
Family Policy Compliance Office  
US Department of Education  
400 Maryland Ave., S.W.  
Washington, DC 20202-4605

### C. Student Directory

A Maricopa community college may release directory information about any student who has not specifically requested the withholding of such information. Students who do not want directory information released may so indicate during the admissions process or notify the Office of Admissions and Records.

At any Maricopa community college, directory information is defined as a student's name, address, telephone number, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, dates of attendance, part-time or full-time status, most recent previous educational agency or institution attended by the student, college within the Maricopa Community Colleges where the student has been enrolled, photograph of student, and electronic mail address.

### D. Use of Educational Records for Advisement Purposes

All colleges within the Maricopa Community Colleges have access to the computerized degree audit program. During the advisement process, each student may have his or her academic record reviewed for coursework taken at any of the District's colleges or centers.

The institution retains the right to exercise discretion in determining the release of directory information.

### E. Disclosure to Parents

In accordance with federal law, college officials may disclose educational records to parents of minors or to parents of a student who have established the student's status as a dependent according to the Internal Revenue Code of 1986, section 152, without the written consent of the student.

## HANDBOOK INFORMATION

### STUDENT EMPLOYMENT (AR 2.5.4)

#### A. District Student Employees

##### 1. Introduction

Students may be employed by the college as student help. District regulations require that students be hired in essential jobs and that they be properly trained and supervised.

##### 2. Philosophy and Workload for Student Employees

a. It shall be the philosophy of Maricopa Community College District that a student may work to augment college and living expenses, however, the scholastic endeavor should be foremost. Sufficient time should be allotted for classroom attendance, homework, out-of-class study and participation in activities.

b. A workload of twenty (20) hours per week should be established as the maximum number of hours a student employee may work on campus. All student employees shall be enrolled in a minimum of three (3) semester credit hours. Any combination of day and evening hours would meet this requirement. Any student employee having special reasons to work over 20 hours per week or having dropped below three (3) credit hours should request his/her immediate supervisor to obtain approval from the college president or his/her designee.

c. During the summer sessions, students may be eligible for employment if they were enrolled for a minimum of three (3) semester credit hours at the end of the spring semester, or if they have been accepted for admission for the fall semester. Exceptions to the three (3) semester credit hours may be made by the president, or his/her designee. Summer shall be designated as the time from the official end of the spring semester to the beginning of classes for the fall semester.

##### 3. Student Employee Benefits

As student employees, there are no entitlements to employee benefits; i.e., vacation, retirement, sick leave, health and life, or disability insurance. Students will, however, be covered under Worker's Compensation Insurance.

4. Student Employment Records  
Student employee records will be maintained at the Financial Aid office, the office of the fiscal agent or the Career/Placement Office and will be reviewed periodically by the vice president of student affairs.
5. Student Compensation  
The hourly rate of pay for student employees shall coincide with the policies of the District Salary Schedule.
6. Employee Contracts and Forms  
Contact the Financial Aid Office and/or Placement Office.
7. Student Employee Grievance Procedure  
Part-time student employees working for one of the Maricopa Community Colleges may wish to file a grievance relating to certain working conditions or violation of student employment regulation. Please refer to the Non-Instructional Complaint Resolution Process (AR 2.3.5).

#### B. Student Security Guards

1. Introduction and Philosophy  
Students may be employed by the college as student help. If student guards do not come from the ranks of Administration of Justice classes, they must undergo appropriate training to qualify them as student guards. This training program is outlined in the regulation.
2. Workload of Student Security Guards
  - a. Student security guards shall be enrolled for a minimum of three (3) semester hours.
  - b. Student security guards shall be limited to 20 hours per week when the workweek starts at 7:00 a.m. on Monday and concludes at 11:00 p.m. on Friday. Additional hours may be worked if guards are assigned special duty at games or activities held on campus during the weekend, or if guards are assigned a shift on Saturday and Sunday, between 7:00 a.m. and 11:00 p.m.
3. Students not in Administration of Justice Program
  - a. Use of student other than those in Administration of Justice Program:
    - 1) Selection of the student must be personally approved by the vice president of student affairs and chief of security.
    - 2) Selection of a student should not extend beyond one semester without the approval of the vice president of student affairs.
    - 3) Selected student must undergo a special training program directed by the chief of security and approved by the vice president of student affairs.
  - b. Recommended program for students other than those in Administration of Justice programs:  
Students employed by campus security who are not majors in the Administration of Justice program should be given at least twenty (20) hours of training with pay before being allowed to function independently as a campus security guard. This training should include, but not be limited to instruction in:
    - 1) Wearing of the uniform, general appearance, and demeanor
    - 2) The use of the various security report forms and how to properly complete them to provide requested information; general report writing methods
    - 3) Public relations methods used on the campus
    - 4) Crime prevention methods used on the campus; patrol methods used in buildings and grounds.
    - 5) Basic techniques for interviewing students, faculty and visitors relative to the incidents
    - 6) Laws and regulations governing the actions of campus security personnel concerning rendering of assistance to students, faculty and visitors on the campus
    - 7) Basic first aid
4. Student Security Guards Employee Benefits  
As student employees there are not entitlements to employee benefits; i.e., vacation retirement, sick leave, health and life, or disability insurance. Students will, however, be covered under Worker's Compensation Insurance.
5. Student Employment Records  
The student security guard's employment records will be maintained at the office of the chief of security and reviewed periodically by the vice president of student affairs.

#### Student Governance (AR 2.5.5)

Student governing bodies derive their authority from the Maricopa County Community College District Governing Board that exists in accordance with Arizona Revised Statutes. The administration of the District is vested in the Chancellor who delegates responsibility for each college to the college president who serves in a management and policy implementation capacity having the ultimate responsibility for all activities of the college. The president shall designate the administrator(s) (i.e., directors of student leadership) at each college who will be charged with the responsibility for working with the college student governing body(ies) in the development of college student activities and programs.

A representative form of student governance may exist at each college/center as well as Districtwide to provide an effective means of communication among students, faculty, staff and administration and to provide student input in college and District matters. Eligibility requirements are to be met and spelled out in detail in each student governance constitution. These constitutions shall establish the minimum requirements for the elective/appointive officers. All student government constitutions shall be submitted to the Governing Board legal services to ensure compliance with federal and state laws, and the Maricopa Community Colleges Governing Board Administrative Regulations. Since Rio Salado Community College is a countywide non-campus college, the president shall ensure that opportunities exist for student involvement.

College student constitutions should be reviewed annually by student governance. The appropriate vice president or designee of each college shall be responsible for submitting any changes to the president of the college for transmittal to the Governing Board General Counsel.

#### A. Officers/Members

All reference in this document to positions will designate whether the position is an officer position or a member position.

Each student governance constitution shall define which of its elected positions (maximum of 5) within its structure shall be designated as officers. The persons filling those positions shall be referred to, in this document, as officers. Persons filling all other positions, elected or appointed, shall be referred to as members (excluding non-voting committee members).

All positions filled by election shall be considered as elected positions, even though the person filling the position may have been appointed to fill an unexpired term of another individual.

#### B. Designation

Colleges with two (2) student governments shall designate the governments as "day" or "evening." Colleges with one (1) government shall be considered day students, for the purposes of this document.

#### C. Eligibility for Office

All student governance constitutions shall prescribe that all persons selected or appointed as officers shall be enrolled in and maintain a minimum of six (6) credit hours for day student governments, three (3) credit hours for evening student governments. Officers shall have and maintain a minimum cumulative grade point average of 2.50 and be in good standing (not on probation) according to the written district policy. Convicted felons shall be ineligible for office (ARS §13-904). The constitution may, however, set more rigid requirements, if so desired by college student governance.

#### D. Tenure of Position

Tenure in any student governance position shall be determined by the respective student governance constitutions. In no case shall any student be allowed to serve in any combination of officer/member positions beyond a total of ten (10) semesters.

Tenure in any combination of officer positions shall be limited to four (4) semesters.

#### E. Removal from Office

Provisions shall be made in all student governance constitutions for removal for cause of individuals from elected or appointed student governance positions.

#### F. Remuneration Limitations

1. Student body officers may receive financial support and/or a letter grade in a leadership class during their terms of office as authorized in their respective student governance constitutions. Student body officers (maximum 5) may receive up to twenty (20) hours per week in financial support and/or up to six (6) credit hours in leadership classes per semester. Remuneration shall be for services rendered and not for merely holding the office.
2. For qualifying students, Federal Work Study (FWS) funds may be used in accordance with Federal guidelines.
3. The allowance for awarding honorariums or scholarships for executive student officers is a maximum of \$200.00.
4. Compensation may be received for both honorariums/scholarships and college employment in the same semester.

#### G. Amending Student Constitutions

College student constitutions should be reviewed annually by student governance. The appropriate dean or designee of each college shall be responsible for submitting any constitutional changes to the president of the college for transmittal to the Governing Board General Counsel.

#### H. Student Governance Advisors

College organization advisors will be provided for in each student governance constitutions. Such advisors shall be full-time or part-time employees of the Maricopa Community Colleges.

Recommendations for appointment of an advisor may be submitted to the appropriate dean or college president. Recommendations for dismissal of an advisor with just cause may be submitted to the appropriate vice president or college president.

#### I. Legal/Fiscal/Financial Matters

Authority and responsibility beyond the scope specifically covered in student policies, or interpretation of such matters within laws, board policies, etc. shall rest with the offices of General Counsel and Chancellor, respectively.

#### J. Final Authority

In the event of a complete breakdown of the governance body, the college president will serve as the final authority.

## Student Clubs/Organizations

Student clubs/organizations range from professional or technical organizations and cultural clubs to clubs just for fun. A booklet listing all chartered and recognized clubs is available in the Office of Student Life and Leadership in the Hannelly Center.

All on-campus events must take place on Sophomore Square. Facility request forms may be obtained in the Office of Student Life and Leadership.

For information about forming a new Phoenix College student organization, contact the Office of Student Life and Leadership.

Student Leadership & Involvement Opportunities (throughout campus)

Adults Who Are Returning to Education (A.W.A.R.E.)

American Society of Interior Design (A.S.I.D.)

Amnesty International

Asociacion Latina Estudiantil (A.L.E.)

Black Student Union (B.S.U.)

Business Club

Chess Club

Christian Fellowship Club

Comics, Gaming and Images (C.G.I.)

Dental Assisting Students' Association (D.A.S.A)

Ebony and Ivory

The Fashion Network

Future Teachers of America

International Student Club

John Paul Theatre Troupe

Latin Dance Club

Latter-Day Saints Students

Meriadoc Society (Classical Studies Program)

Model United Nations

Movimiento Estudiantil Chicanos de Aztlan (M.E.Ch.A.)

Native American Student Association (N.A.S.A.)

Rainbow Spectrum

Student Activities, Involvement, and Leadership (S.A.I.L.)

Phoenix College Ambassadors (Recruitment and Retention Office)

Phoenix Composers Alliance

Phi Theta Kappa Mu Sigma and Rho Pi chapters

Student American Dental Hygienist Association (S.A.D.H.A.)

Student Nurse Organization (S.N.O.)

Technical Communicators

Students of Sign (S.O.S.)