

ACADEMIC HONESTY/ DISHONESTY POLICIES

Your instructors are eager to help you succeed in your studies at Cuyamaca College. But success means more than just receiving a passing grade in a course. Success means that you have mastered the course content so that you may use that knowledge in the future, either to be successful on a job or to continue with your education.

Your success depends on a combination of the skills and knowledge of your instructors and your own hard work. You will reach your future goals only if you gain new knowledge from every course you take. That knowledge becomes yours, and can be used by you only if it is gained through your own personal efforts. Receiving a grade in a course without acquiring the knowledge that goes with it diminishes your chances for future success.

While in college, you are also shaping the principles which will guide you throughout the rest of your life. Ethical behavior and integrity are a vital part of those principles. A reputation for honesty says more about you, and is more highly prized, than simply your academic skills.

For that reason, academic honesty is taken very seriously by the Cuyamaca College faculty. The following guidelines have been prepared so that you will understand what is expected of you in maintaining academic honesty.

1. Academic dishonesty is normally dealt with as an academic action by the instructor, reflected in the student's grade in the particular course rather than through college disciplinary procedures.
2. No specific departmental, divisional or institutional procedures are established for academic dishonesty other than the normal process for review and appeal of an instructor's grading procedures.
3. Other disciplinary procedures (e.g., dismissal, suspension, etc.) will be used only if the student disrupts the class or is otherwise abusive or threatening or violates any other college policy.
4. Academic dishonesty is defined as the act of obtaining or attempting to obtain credit for work by the use of any dishonest, deceptive or fraudulent means. Examples of academic dishonesty would include but not be limited to the following:
 - a. Copying either in part or in whole, from another's test or examination;
 - b. Discussion of answers or ideas relating to the answers on an examination or test when such discussion is prohibited by the instructor;
 - c. Obtaining copies of an exam without the permission of the instructor;
 - d. Using notes, "cheat sheets," or otherwise utilizing information or devices not considered appropriate under the prescribed test conditions;
 - e. Altering a grade or interfering with the grading procedures in any course;
 - f. Allowing someone other than the officially enrolled student to represent the same;

- g. Plagiarism, which is defined as the act of taking the ideas, words or specific substantive material of another and offering them as one's own without giving credit to the source.

Options may be taken by the faculty member to the extent that the faculty member considers the cheating or plagiarism to manifest the student's lack of academic performance in the course. One or more of the following actions are available to the faculty member who suspects a student has been cheating or plagiarizing:

1. Review – no action.
2. An oral reprimand with emphasis on counseling toward prevention of further occurrences.
3. A requirement that work be repeated.
4. A reduction of the grade earned on the specific work in question, including the possibility of no credit for the work.
5. A reduction of the course grade as a result of item 4 above, including the possibility of a failing grade for the course.
6. Referral to the office of the Assistant Dean of Student Affairs for further administrative action, such as suspension or expulsion.

COMPUTER SOFTWARE COPYRIGHTS

Computer software is protected by the Federal Copyright Act of 1976. The following guidelines apply to the use of College acquired software:

1. No copies of software may be made except in the following cases:
 - a. Normally an archive copy of software is allowed for protection against accidental loss or damage. Archive copies of software should be securely stored and not used except to be recopied if the operational copy becomes damaged.
 - b. Some software, when site licensed by the producer, may permit unlimited copies for use within the college. Such copies must be made only by the person or persons authorized to make copies by the terms of the site license. In this case, duplicates shall be clearly labeled as Cuyamaca College copies of licensed software.
 - c. Some software, in particular programming languages, allow code to be copied and incorporated within user-written software. Such use is generally permitted as long as the software is for personal use and not sold, rented or leased. If distribution or commercial use is intended for software so produced, clearance must be secured from the copyright owner for the use of the incorporated code, and with the college for use of the equipment during production.
2. The intended or unintended piracy, damage, alteration or removal of any college acquired software may be treated as an act of theft or malicious destruction. Cuyamaca College may elect not to extend computer services to persons who have been identified as engaging in these acts.
3. The user is responsible for complying with whatever terms or conditions are specified in the license agreement or copyright statement which accompanies individual software acquisition.

ACADEMIC RENEWAL

When previously recorded Cuyamaca College work is substandard and not reflective of a student's present level of demonstrated ability, and when a student would be required to take additional units simply to raise the grade point average (GPA) to meet an educational goal, this policy will allow alleviation of substandard work. If a student is otherwise eligible for graduation, academic renewal may not be used to raise the GPA in order to qualify for graduation with honors. Academic renewal cannot be used to set aside semesters containing course work which has been used to meet degree, certificate or certification requirements. Two semesters may be alleviated; only complete semesters may be alleviated, i.e., not individual courses. Summer intersession, if it is to be alleviated, will be counted as a semester.

When courses are alleviated, grades in courses taken during the semester to be alleviated remain on the student's record but are not used in the computation of the GPA.

CRITERIA

Substandard work completed at Cuyamaca College may be alleviated subject to all of the following criteria:

1. The student has requested the action formally and has presented evidence that work completed in the semester(s) under consideration is substandard and not representative of present scholastic ability and level of performance.
2. There is evidence that the student would find it necessary to complete additional units and enroll for one or more additional semesters in order to qualify for the completion of an educational goal.
3. Since the end of the semester to be alleviated, one or more years have elapsed and the student has completed 20 units with at least a 2.5 GPA, or 30 units with at least a 2.0 GPA. Work completed at another accredited institution can be used to satisfy this requirement. Units completed with "CR" (Credit) grades will be excluded and not counted toward fulfillment of this requirement.

PROCEDURE

1. The Petitions Committee shall review all requests for academic renewal.
2. The student must formally request a review of substandard work to be alleviated. The committee will determine if all criteria have been met and if one or two semesters shall be alleviated. Determination by the committee shall be final.

3. In the event of admission to Cuyamaca College as a transfer student from other colleges where course work has been alleviated, such alleviated course work will be counted toward the maximum of alleviated work allowed. (A student is allowed a total of two semesters, regardless of the number of institutions attended.) If the other institution allowed alleviation of partial semesters, the work in question shall be counted as one semester of alleviation for the purposes of this policy.
4. When such action is taken, the student's permanent academic record shall be annotated so that it is readily evident to all users of the record that no work taken during the alleviated semester(s), even if satisfactory, may apply toward degree requirements. However, all work will remain legible on the record insuring a true and complete academic history.

ACCESS TO EDUCATIONAL PROGRAMS

It is the policy of the Grossmont-Cuyamaca Community College District Governing Board that, unless specifically exempted by statute, every course, course section or class reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to Cuyamaca College and who meets such prerequisites as may be established pursuant to Title 5 of the California Code of Regulations, Sections 55200-55202 and 58102-58108.

ADDING COURSES

During the official program adjustment period, a student may add courses by following the procedure as outlined in the class schedule. Please see the class schedule for specific dates for last day to add all classes.

Students may not enroll in more than 18 units a semester (or 8 units in summer intersession) without the approval of a counselor.

ADVANCED PLACEMENT EXAMINATION PROGRAM

Cuyamaca College grants credit toward its associate degrees for successful completion of examinations of the Advanced Placement Program of the College Board. Students who present scores of three or higher will be granted 3 to 6 semester units of college credit.

High school students who intend to participate in this program should make the necessary arrangements with their high schools and should indicate at the time they take the Advanced Placement Examinations that their test scores be sent to Cuyamaca College. To obtain credit and advanced placement, the student should contact the Evaluations Office.

The following chart indicates the score necessary, the units earned, and the course equivalents for each of the examinations for which credit is offered.

Examination	Score	Credit Allowed Toward Degree	Cuyamaca Equivalents*
Art History	3,4,5	6 semester units	ART 140,141
Art Studio	3,4,5	3 semester units	ART 124
Biology	3,4,5	4 semester units	BIO 130,131
Chemistry	3,4,5	5 semester units	CHEM 141
Economics			
Macro	3,4,5	3 semester units	ECON 120
Micro	3,4,5	3 semester units	ECON 121
English			
Language & Composition	3,4,5	6 semester units	ENGL 120,124
Composition & Literature	3,4,5	6 semester units	ENGL 120,122
French Language	3	6 semester units	FREN 120,121
	4,5	6 semester units	FREN 220,221
History			
American	3,4,5	6 semester units	HIST 108,109**
European	3,4,5	6 semester units	HIST 105,106
Math			
Calculus AB	3,4,5	5 semester units	MATH 180
Calculus BC	3,4,5	9 semester units	MATH 180 and 280
Music	3,4,5	3 semester units	MUS 110
Physics: C	3,4,5	5 semester units	PHYC 190
Political Science			
Govt./Politics: American	3,4,5	3 semester units	POSC 121**
Govt./Politics: Comparative	3,4,5	3 semester units	POSC 124
Spanish Language	3	6 semester units	SPAN 120,121
	4,5	6 semester units	SPAN 220,221
Statistics	3,4,5	3 semester units	MATH 160

*Credit may not be earned at Cuyamaca College for courses which duplicate credit already allowed for examinations as listed under Cuyamaca College course equivalents.

**Satisfies part of the American history, institutions and ideals and U.S. Constitution requirements. Does not satisfy California government requirement.

ATTENDANCE REQUIREMENTS

Instructors are obligated at the beginning of the semester to announce their policy regarding excessive absence. When absences exceed twice the number of hours that a class meets in one week for full semester-length classes, the instructor may institute an excessive absence drop. For short-term classes, the number of acceptable absences is proportionately shorter. Failure to attend the first class meeting may result in the student being dropped from the class.

It is the student's responsibility to officially withdraw from any classes not attended and to discuss anticipated absences with the instructor. Make-up work for absences is the responsibility of the student and must be completed to the satisfaction of the instructor.

AUDITING COURSES

Cuyamaca College permits auditing of courses as follows:

1. Audit enrollment will not be permitted until students have completed the allowable number of repeats in practice or performance courses. Courses are determined through agreement between the department and the appropriate administrator. Priority class enrollments are given to students desiring to take the course for credit. No student will be permitted to enroll for audit purposes until Monday of the second week of instruction.
2. A nonrefundable audit fee of \$15 per unit plus any required student or instructional materials fee (e.g., health fee of \$12, Ornamental Horticulture materials fee) shall be payable at the time of enrollment as an auditor.

3. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged a fee to audit three or fewer semester units per semester. If the student drops below the 10-unit level, the \$15 per unit audit fee will be assessed.
4. Audit enrollment will be based on "seats available" and will not be used to count toward minimum enrollment requirements. If a class closes after an auditor has been admitted, the auditor may be asked to leave to make room for the credit students. Instructor discretion is strongly recommended. Audit enrollments which allow faculty to be eligible for a large class bonus will not be counted.
5. No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for that course.
6. Permission to audit a class is done at the discretion of the instructor and with the instructor's signed permission.
7. No credit will be received for auditing a course. The College will not maintain any attendance or academic records for MIS reporting.

Check the class schedule for courses approved for audit.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Cuyamaca college awards credit for CLEP examinations in accordance with the policy listed below. Students are cautioned that CLEP policies vary among colleges in both the number of units awarded and acceptable scores for receiving credit. Students intending to transfer should check with the college counseling office or transferring institution to determine their policy.

To receive credit for CLEP scores, students must submit an official transcript to the Records Office. Contact the College Entrance Examination Board (CEEB) or the Defense Activity for Non-Traditional Education Support (DANTES) to request a transcript. The student's academic transcript will be annotated to designate credit awarded by credit-by-examination.

CLEP General Education

A student may earn up to a maximum of 18 units on the general examinations of CLEP. Credits received under CLEP are applicable to appropriate General Education requirements for the Associate in Arts degree & Associate in Science degree. Credit will be awarded in the following manner:

English Composition with Essay

It is mandatory that the essay portion of the CLEP exam be satisfactorily completed or no credit will be awarded. This exam will satisfy the English and Reading competency requirements (Area A-1).

Minimum score: 500 Units granted: 3

Humanities

The exam will satisfy the Humanities General Education requirement (Area C).

Minimum score: 450 Units granted: maximum of 6

Mathematics *

This exam will satisfy the Analytical Thinking General Education requirement (Area A-2).

Minimum score: 500 Units granted: 3

Natural Sciences

This exam will satisfy a Natural Sciences General Education requirement (Area B). (No LAB credit will be given for any National Science CLEP courses. Three (3) units of elective credit for students electing the two course option in Natural Sciences for General Education.)

Minimum score: 450 Units granted: 3

Social Sciences and History

This exam will satisfy the Social Sciences General Education requirement (Area D).

Minimum score: 450 Units granted: maximum of 6

CLEP Subject Examinations

Additional CLEP credit may be awarded for each satisfactory score on the CLEP subject examination. Please see a counselor for specific information regarding subject examinations.

***NOTE:** Students may not receive subsequent credit for any of the following courses: MATH 088, 090.

CONTINUOUS ATTENDANCE

Students are considered in "continuous attendance" for any semester in which they enroll and for the following semester. This allows a student to "stop out" for one semester and not enroll in classes while still maintaining continuing student status. Summer intersessions are not included under this policy.

Students who wish to withdraw from college for more than one semester and maintain continuous attendance must file for a Leave of Absence with the Admissions and Records Office.

Disqualified students must petition for re-admission should they wish to return to college.

COURSE CANCELLATION

Cuyamaca College reserves the right to cancel any course for which there is insufficient enrollment.

COURSES TAKEN OUT OF SEQUENCE

In all cases, a student enrolled in a course must have met course prerequisites.

Satisfactory completion of courses (i.e., English, mathematics, foreign languages, etc.) implies competency in the prerequisite courses; therefore, the college does not grant credit toward graduation for courses taken out of sequence.

CREDIT/NO CREDIT GRADING OPTION

The Credit/No Credit (CR/NC) grading option is offered so that students may explore subject areas of interest outside those of their known abilities or assumed competence without competing for grades with students who are majoring in that subject. Cuyamaca College encourages this kind of exploration.

In any course offered at Cuyamaca College, a student may elect to be graded on a "CR/NC" basis providing the course is not part of the major (this applies to the two-year AA and AS degree majors only). In all cases, a student enrolled in a course must have met course prerequisites.

A maximum of 12 credit units earned at Cuyamaca College with "CR" grades may be counted toward satisfaction of General Education and elective curriculum requirements for graduation. Grades received from other accredited institutions, as well as credits authorized for military courses and Advanced Placement examinations, may be applied as "CR," when appropriate, toward graduation.

Some courses in the curriculum are offered exclusively on a "CR/NC" basis. Credit units earned in these courses are exempt from the 12 unit restrictions. In all other non-major courses, the election to be graded on a "CR/NC" basis is at the option of the student. Students electing to be graded on a "CR/NC" basis shall establish that option in writing by the end of the fifth week of the semester. (Short-term classes will be allowed a proportionate amount of time.) Once the "CR/NC" deadline has passed, the decision is irrevocable.

A "CR" grade shall represent at least a satisfactory ("C" grade) level of performance but shall not be counted as units attempted in computing GPA.

A "NC" grade indicates unsatisfactory completion of course requirements but will not be counted as units attempted in computing GPA. "NC" grades will be taken into consideration in the determination of lack-of-progress probation and disqualification status.

Students intending to transfer to four-year colleges or universities should check the specific policies of those institutions pertaining to transferability of "CR" grades.

DROPPING COURSES

A student desiring to drop courses or an entire program must use **College Connection**, *WebConnect* or obtain an Add/Drop Card in the Admissions and Records Office. The student must initiate this withdrawal prior to the established deadline. Drops during the adjustment period do not appear on the transcript. Drops initiated after the adjustment period will result in a transcript entry of "W," which will be taken into consideration in determining lack-of-progress probation and disqualification. Students must clear all obligations to the college prior to withdrawal.

Withdrawal from a class after the drop deadline shall be authorized in the event of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student. The student must file a petition with documentation to the Petitions Committee.

Military withdrawals shall be authorized when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Military withdrawals shall not be counted in progress alert and dismissal calculations.

It is the student's responsibility to officially drop courses they are no longer attending. If a course is not officially dropped, you may receive an "F" for the course.

EMERGENCY ABSENCES OF SHORT DURATION

Emergency absences may be requested through the instructor. Instructors will be requested to provide make-up assignments for all work. Emergency absences will not be granted at the end of the semester when finals would be missed or course requirements not fulfilled.

EXAMINATIONS

FINAL EXAMINATIONS

Students may not be excused from final examinations. Instructors should not give final examinations at other than the regularly scheduled time. The instructor shall notify the Office of Instruction in writing if an early examination is being given to a student. This notification should include the title of the course, the reason why the early examination is authorized and the name of the student. In the event that severe illness or other emergency prevents the student from taking a final examination during the regularly scheduled time, the instructor may allow the student to make up the final examination according to provisions of the incomplete grade policy.

CREDIT BY EXAMINATION

Credit may be granted, subject to approval of the appropriate Department Chair, to any student who satisfactorily passes an examination approved and conducted by the appropriate department. Such credit requires that:

1. The student be registered at Cuyamaca College and be in good standing.
2. The course be listed in the Cuyamaca College catalog and identified in the class schedule as one for which Credit by Examination may be granted.
3. The unit value may not be greater than that listed for the course in the catalog.
4. Units earned in this manner do not count toward the 12 units required in residency.
5. Students have not enrolled in, or completed, the same course or an advanced course at any college in the area in which Credit by Examination is requested.

6. Petitions for Credit by Examination must be submitted by the end of the second week of classes for a semester or by the end of the first week of classes for a summer intersession.

CREDIT BY EXAMINATION PROCEDURE

1. Obtain and complete a petition for Credit by Examination from the Admissions and Records Office.
2. Obtain approval for taking an examination from the designated instructor. This approval should be obtained before the student registers for classes.
3. Take an examination on the established date.
4. Instructor forwards to the Admissions and Records Office certification that the examination was passed satisfactorily.
5. The student's academic transcript will be annotated for Credit by Examination credit.

EXERCISE SCIENCE REQUIREMENTS

With the exception of the University Transfer Degree, two activity courses in exercise science are required for graduation from Cuyamaca College. If medical reasons necessitate exclusion from exercise science, a medical statement must be on file with the Admissions and Records Office. Adaptive exercise science classes are available.

Veterans who have completed at least one year of honorable active service will receive two units of credit for exercise science which will satisfy the activity requirement for graduation. To receive credit for military service, a DD-214 or appropriate military records must be submitted to the Admissions and Records Office.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Cuyamaca College accords to students all rights under the Family Educational Rights and Privacy Act. No one outside the institution shall have access to nor will the institution disclose any information from the students' education records without the written consent of students except to persons or organizations providing student financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. At Cuyamaca College, only those employees acting in the students' educational interests are allowed access to student education records within the limitations of their need to know.

Cuyamaca student data is also submitted to the National Student Clearinghouse so that research may be conducted which informs studies regarding transfer rates, college performance and other college success indicators. The information shared is maintained with the strictest of confidence; individual names or data are not disclosed. If students wish to restrict their data from being shared with

the National Student Clearinghouse, they may complete a form at Admissions and Records which will restrict the release of their student data.

The Act provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decision of the hearing panel is unacceptable. The Associate Dean of Admissions and Records has been designated by the institution to coordinate the inspection and review procedures for student education records.

FINAL GRADES

In the absence of mistake, fraud, incompetency or bad faith, the determination of the student's grades by the instructor shall be final once they have been filed in the Admissions and Records Office. Questions regarding final grades should be brought to the attention of the Associate Dean of Admissions and Records.

GRADE FORGIVENESS

Grade Forgiveness, as defined by Cuyamaca College, is the omission of courses in which "D" or "F" grades are earned when computing GPA for granting of degrees.

Under the Cuyamaca College forgiveness policy, degree candidates must meet all the requirements as stated in the college catalog with the following exception:

Any course in which a "D" or "F" grade is earned may be forgiven without repeating only if that particular course is NOT being used to meet a degree requirement, and when the grade point average prior to forgiveness is below a 2.0, and the grade point average after grade forgiveness is 2.0 or better.

The grade forgiveness policy is automatically applied at the time of graduation.

GRADE NOTIFICATION

Grades are available approximately two weeks after the end of each term. Students may receive grades in the following ways:

- **VIA THE INTERNET** - Grades are available by logging on to *WebConnect* at www.cuyamaca.net. Select the View/Print Grades option for the requested semester and year.
- **BY PHONE** - Grades will be available through **College Connection**. Call (619) 668-4040 and select the grade option.

- **IN PERSON** - Grades for the previous semester are available to students who present a photo I.D. at the Admissions and Records Office.

- **BY MAIL** - Students may have their grades mailed to them by submitting a written request (including their student identification number) and a stamped, self-addressed envelope to the Admissions and Records Office.

GRADE POINTS

Academic achievement is reported in terms of grade point average (GPA). This is derived from the following weighting system:

- A** 4 grade points per unit earned
- B** 3 grade points per unit earned
- C** 2 grade points per unit earned
- D** 1 grade point per unit earned
- F** 0 grade points per unit attempted

GPA is computed by dividing total units attempted into total grade points earned. Decisions on probation and disqualification, scholarship, eligibility for graduation and transfer are all influenced or determined by GPA; hence, students should pay constant attention to their own grade point standing.

GRADING SYSTEM

Grades are earned in each course and recorded each semester on the student's permanent record. A copy of the permanent record is the transcript. Grades should be interpreted as follows:

- A** Excellent
- B** Good
- C** Satisfactory
- D** Pass, less than satisfactory
- F** Failing
- W** Withdrawal (issued to students who withdraw before the last day to drop). Students who are enrolled after the drop deadline must receive a letter grade (A-F).
- CR** Credit ("C" or better) units are not calculated in GPA.
- NC** No Credit (less than a "C") units are not calculated in GPA. ("CR" or "NC" may be assigned only if the course is indicated as Credit/No Credit or if the student has elected this option.)
- I** Incomplete work for unforeseeable, emergency and justifiable reasons, at the end of the term, may result in an "I" symbol being entered in the student's record. An incomplete grade may be given only after the student has contacted the instructor. The condition for removal of the "I," as well as the grade to be assigned in lieu of its removal, shall be stated by the instructor on the appropriate form and filed with the Admissions and Records Office.

The “I” may be made up no later than one semester following the end of the term in which it was assigned. The “I” symbol shall not be used in calculating units attempted nor for grade points. A student may petition for extension of the time limit for removal of the incomplete. The petition must include evidence of approval from the instructor.

IP In Progress. The “IP” symbol shall be used only in courses which are offered on an “open entry/open exit” basis. It indicates that work is “in progress,” but that assignment of a grade must wait its completion. The “IP” symbol shall remain on the student’s permanent record in order to satisfy enrollment documentation. The appropriate grade and unit credit shall be assigned and appear on the student’s permanent record for the term in which the course is completed. The “IP” shall not be used in calculating grade point averages.

If a student enrolled in an “open-entry/open exit” course is assigned an “IP” at the end of an attendance period and does not re-enroll in that course during the subsequent attendance period, the instructor will assign a grade to be recorded on the student’s permanent record for the course.

MW Military Withdrawal occurs when a member of the U.S. Military receives orders compelling withdrawal from courses. MW’s shall not be counted in progress probation or dismissal calculations.

RD Report Delayed may be assigned by the Admissions and Records Office only. It is to be used when there is a delay in reporting the grade of a student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. “RD” is not used in calculating GPA.

“CR,” “NC,” “W,” “I,” “IP” and “RD” grades are not used in computation of GPA, but “W,” “NC” and “I” are used for purposes of lack-of-progress probation and disqualification status.

Students must receive a grade of Credit or “C” or better in order for a course to be counted as a prerequisite, unless otherwise noted.

GRADUATION CEREMONY

The Cuyamaca College Commencement ceremony is held each June, recognizing those students who have received their degrees and/or certificates the previous Summer, Fall and current Spring semester. Students wishing to apply to receive a degree or certificate must file a Petition for Graduation. Degree and Certificate Petition deadlines are printed in the class schedule each semester. Please refer to “General Degree and Certificate Information” and “Degree Requirements” under Transfer Information for complete information.

GRADUATION WITH HONORS

Students who have earned a 3.5 or better GPA on all college work attempted graduate with honors.

Official transcripts from all colleges attended must be on file in the Admissions and Records Office. However, if no course work on a transcript from another college is used to meet any degree requirement, students may exclude that entire transcript from being used to compute their overall GPA for graduation. Students electing this option need to make this request at the time they file an Evaluation for Graduation Request form in the Admissions and Records Office. Official transcript must be on file prior to request for exclusion. This option only applies to the GPA used to determine graduation with honors from Cuyamaca College. It will not affect transfer GPA and other colleges and universities may not calculate GPA for honors status the same way.

HONORS

Students carrying 12 or more units at Cuyamaca College in which letter grades are earned (“credit” grades not included), who maintain a 4.0 GPA during any semester, are placed on the President’s List. Students who maintain a 3.5 or better GPA during any semester are placed on the Dean’s List.

Students carrying less than 12 units at either Cuyamaca College or Grossmont College, but carrying 12 or more units in which letter grades are earned (“credit” grades not included) at Cuyamaca and Grossmont Colleges, who maintain a 4.0 GPA during any semester, are placed on the District President’s List. Students who maintain a 3.5 or better GPA during any semester are placed on the District Dean’s List.

Part-time students are eligible for the Dean’s List if they (1) complete 12 units at Cuyamaca College in one academic year (July 1 through June 30) with a GPA of 3.5 or better (“credit” grades not included) and (2) were enrolled in fewer than 12 units per semester.

LEAVES OF ABSENCE

Any continuing Cuyamaca College student who is eligible to register may maintain his or her registration priority during an absence of one semester by taking an official leave of absence. The student may apply for such a leave with the Admissions and Records Office. The deadline for applying is Saturday of the second week of classes. No fee will be charged. The student may take no more than two such leaves, consecutively or separately, while enrolled at Cuyamaca College.

MATRICULATION APPEALS INFORMATION

PARTICIPATION IN MATRICULATION SERVICES

All students are encouraged to participate in Matriculation services which include assessment, orientation, counseling and advisement; however, if a student does not wish to take part in any or all of these services, the student shall meet with a counselor to discuss Non-Participation in Matriculation Services.

REVIEW OF PLACEMENT RECOMMENDATION

If a student does not agree with the recommended course placement, an appointment can be made with a counselor to discuss the procedures for challenges to prerequisites. See "Prerequisites, Corequisites, Recommended Preparations and Limitations on Enrollment – Challenge Procedure" in this section for more details.

COMPLAINT OF UNLAWFUL DISCRIMINATION

If a student feels that assessment, orientation, counseling, prerequisites or any other Matriculation procedure is being applied in a discriminatory manner, a process has been established to achieve a satisfactory resolution of the problem. This process includes:

- Level 1 Meet with the Chairperson of Counseling (or designee) to discuss the situation and seek solutions to the problem within three working days. A record of the discussion and the solution is filed at this time.
- Level 2 In the event a student complaint is not resolved at Level 1, the Chairperson of Counseling (or designee) will refer the student to the Matriculation Coordinator. The Matriculation Coordinator will discuss the complaint with the student and, if necessary, assist the student in preparing a written complaint to the Appeal Panel. An Appeal Panel composed of the Vice President of Student Development and Services, a counselor, the Gender Equity Coordinator, one student and one instructional faculty member will review the complaint and respond appropriately within 10 working days.

NOTICE: If the above procedure is followed and the student is not satisfied, and the complaint is predicated on an alleged unlawful discrimination on the basis of ethnic group identification, religion, age, gender, color, or physical or mental disability, and this complaint is not resolved to his/her satisfaction within 30 days of its filing, the student may file a formal complaint. If the student is interested in pursuing this option, please contact:

Vice Chancellor of Human Resources
 District Office
 Grossmont-Cuyamaca Community College District
 8800 Grossmont College Drive
 El Cajon, CA 92020

MINIMUM LOAD REQUIREMENTS

The College does not specify a minimum load except when the student desires to meet certain requirements such as:

1. Certification to the Department of Health, Education and Welfare that the student is attending full-time. Requirement: 12 or more units a semester, but a student should average 30 units a year.
2. Certification for Chapters 30, 31, 32, 35 and 1606.

Semester

- Full-time12 units
- Three-quarter time9-11½ units
- One-half time6-8½ units
- One-quarter time3-5½ units

Summer Intersession

Calculated on an individual class basis. Contact the Veterans Office on campus for detailed information.

3. International students with an "F-1" visa issued by Cuyamaca College. Requirement: 12 or more units a semester.
4. Certification for insurance benefits that a student is attending full-time. Requirement: 12 or more units a semester or 5 or more units for summer intersession.
5. Eligibility to participate in Pacific Coast Conference intercollegiate athletics. Requirement: 12 or more units in courses for which NEW units of credit may be earned. Students should see Pacific Coast Conference and Cuyamaca College regulations for additional requirements.
6. Eligibility to participate in student government as an office holder or in intercollegiate activities other than athletics. Requirement: 6 or more units during the semester of participation.

PLAGIARISM

Academic honesty is required of all students. Plagiarism – to take and pass off as one's own work the work or ideas of another – is a form of academic dishonesty. Penalties may be assigned for any form of academic dishonesty. Questions or clarification as to how to include the ideas and statements of others should be discussed with the instructor to avoid unintentional plagiarism.

POLICIES RELATING TO STUDENTS

POLICY	WHERE TO FIND IT
Academic Accommodations Policy	ASCC <i>Disabled Students Programs and Services</i> <i>Vice President, Instruction</i> <i>Vice President, Student Development and Services</i>
Academic Appeals	<i>Disabled Students Programs and Services</i>
Academic Policies and Procedures	<i>Admissions and Records</i> <i>College Catalog</i>
AIDS Policies and Resources for Community Colleges	<i>Health Services</i> <i>Reference Copies: Student Affairs</i>
American Disability Act (ADA)	<i>Disabled Students Programs and Services</i>
Bulletin Board Policies	<i>Student Affairs</i>
Campaign and Election Policies	ASCC Vice President <i>Student Affairs</i>
Compliance with Students with Disabilities Regulations Section 504 of the 1973 Rehabilitation Act	<i>Disabled Students Programs and Services</i>
District Drug Policy	<i>Health Services</i>
Family Educational Rights and Privacy Act of 1974	<i>Admissions and Records</i>
Matriculation Plan and Appeal Process	<i>Counseling Center</i>
Petition to Challenge Course Prerequisites, Corequisites, and Limitations on Enrollment	<i>Counseling Center</i>
Policy on Life Threatening Illnesses	<i>Health Services</i>
Policy on Sexual Harassment	<i>District Personnel Office</i> <i>Health Services</i> <i>Reference Copies: Student Affairs</i>
Student Code of Conduct	<i>Counseling Center</i> <i>Student Affairs</i> <i>Vice President, Instruction</i> <i>Vice President, Student Development and Services</i> <i>College Catalog</i>
Student Grievance and Due Process	<i>Counseling Center</i> <i>Student Affairs</i> <i>Vice President, Instruction</i> <i>Vice President, Student Development and Services</i> <i>College Catalog</i>
Title IX Prohibiting Sex Discrimination in Education	<i>Counseling Center</i>

PREREQUISITES, COREQUISITES, RECOMMENDED PREPARATIONS, AND LIMITATIONS ON ENROLLMENT

A *prerequisite* is a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.

A *corequisite* is a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course.

An *advisory or recommended preparation* is a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

Limitations on enrollment are conditions for enrollment in Honors courses or courses which include public performance or intercollegiate competition.

All courses shall be open for enrollment to any student who has been admitted to the college, except that students may be required to meet necessary and valid prerequisites. In addition, the District may also limit enrollment in a course based on health and safety considerations, facility limitations, or legal requirements imposed by statute or regulations.

Grounds for challenge are:

1. Student can demonstrate that the prerequisite has not been established following the District's policy or in accordance with Title 5.
2. Student can demonstrate that the course is discriminatory or applied in a discriminatory manner.
3. Student can demonstrate knowledge or skill needed to succeed in the course without the prerequisite.
4. Student can demonstrate that attainment of his/her educational goal will be unduly delayed because the prerequisite has not been made reasonably available (impacted programs).
5. Student can demonstrate that no threat is posed to self or others in a course which has a prerequisite established to protect health and safety.

Students should plan their schedules early and see a counselor for assistance.

Challenge Procedure

Students who believe that they have sufficient grounds may challenge a prerequisite, corequisite, or limitation on enrollment. A student may obtain a Petition to Challenge Prerequisites, Corequisites, and Limitations on Enrollment as well as a copy of the challenge procedure in the Counseling office no later than 10 working days prior to the published add deadline for the course being challenged. Students who challenge a prerequisite or corequisite after the start of the semester should speak with a counselor. Contact the Counseling Office for additional information.

PROBATION AND DISQUALIFICATION

Cuyamaca College believes that students who can profit from higher education should be allowed admission free of probationary status. Grades earned at other schools prior to admission to Cuyamaca College shall not be considered in determining probationary status.

PROBATION

1. *Academic Probation:* Any student whose scholarship falls below 2.0 in courses receiving letter grades for work attempted at Cuyamaca College shall be placed on academic probation.
2. *Lack-of-Progress Probation:* Any student who has enrolled in a total of at least 12 semester units (beginning with the Fall 1981 semester) at Cuyamaca College shall be placed on lack-of-progress probation when the student's cumulative units indicate 50 percent or more units of "W," "I" and/or "NC."
3. *Removal from Probation:*
 - a. Any student placed on academic probation shall be removed from probation when the cumulative GPA at Cuyamaca College has improved to 2.0.
 - b. Any student placed on lack-of-progress probation shall be removed from probation when the cumulative units of "W," "I" or "NC" recorded at Cuyamaca College are less than 50 percent of the total units attempted.

DISQUALIFICATION

Any student disqualified from a college within the Grossmont-Cuyamaca Community College District may not attend any college within the District during the next consecutive semester. The student may, however, attend summer intersession.

1. *Academic Disqualification:* Any student on academic probation whose semester GPA falls below 2.0 shall be academically disqualified. Any student on academic probation whose semester GPA equals or exceeds 2.0, but whose cumulative GPA for all units attempted remains below 2.0, shall be continued on probation.
2. *Lack-of-Progress Disqualification:* Any student who is on lack-of-progress probation and whose semester work indicates 50 percent or more units of "W," "I" or "NC" will be disqualified. Any student on lack-of-progress probation whose semester work indicates fewer than 50 percent units of "W," "I" or "NC," but whose cumulative records show 50 percent or more units of "W," "I" or "NC," will be continued on lack-of-progress probation.

REINSTATEMENT

Any student believing to be unjustifiably disqualified may file a petition with the Admissions and Records Office requesting that such disqualification be reconsidered. Students are encouraged to see a counselor for assistance with petitions. To facilitate the official adding of courses

prior to the published add deadline, a petition for reinstatement must be submitted no later than ten working days prior to the published add deadline.

Any veteran who petitions for readmission to the college following disqualification must meet with a counselor and have the counselor make a recommendation on the petition prior to being considered for readmission.

REMEDIAL COURSE LIMIT

Students may not receive credit for more than 30 units of remedial course work. This limit shall not apply to the following students:

- Students enrolled in one or more courses of English as a Second Language.
- Students identified by a college in the District as having a learning disability.

Students may be granted a waiver to the limitation upon petition to a college in the District. Waivers will be granted only when the student shows significant and measurable progress toward the development of skills necessary for college-level courses. Such waivers will be given only for a specified period of time or for a specified number of units.

REPETITION OF COURSES

A student is not obligated to repeat a course which he/she has failed unless it is a course required for graduation, transfer or is a prerequisite to another required course.

SUBSTANDARD WORK

1. A student may repeat any course in which a substandard final grade ("D," "F" or "NC") was earned. If the course is offered at both colleges in the District, the student may repeat the course at either college. A course may be repeated only once under this policy.
 - a. If the student elects to repeat the course at the same college he/she received the substandard grade, the original grade will be annotated.
 - b. If the student elects to repeat the course in which the substandard grade was earned at the other college in the District, a petition will need to be filed with the appropriate college's Petition Committee for action.
2. Upon completion of a repeated course, the original grade will be annotated and removed from the cumulative totals on the permanent record card in such a manner that all work remains legible, insuring a true and complete academic history. Only the last grade will be included in determining GPA and academic standing, and only those units will be counted toward graduation. No assurance can be provided that repeated course(s) will be treated in this manner by other institutions.

SPECIAL CIRCUMSTANCES

PASSED COURSE

A student may not repeat a course in which a grade of "C" or higher was earned except by petition under extenuating circumstances. If such circumstances do exist, the grade earned in the repeated course shall not be counted in calculating the student's GPA.

1. If the student attempts to repeat the course at the same college, the student will be administratively dropped. Once the student submits a petition and the request is approved, the student may be reinstated.
2. If the student attempts to repeat the course at the other college in the District, the student should file a petition to the appropriate Petitions Committee for action.

MANDATED TRAINING

Courses that are required for mandated training are designated as indefinitely repeatable without the need for a petition.

STUDENT CODE OF CONDUCT

GROUND FOR DISCIPLINARY ACTION

Student conduct must conform to District and College rules and regulations. If a Student Code of Conduct violation occurs while a student is enrolled, he or she may be disciplined for one or more of the following causes that must be District related. These categories of behavior are not intended to be an exhaustive list, but are examples of causes and are good and sufficient causes for discipline, including but not limited to the removal, suspension or expulsion of a student. Other misconduct not listed may also result in discipline if good cause exists (Education Code Section 76034).

- Academic dishonesty, such as cheating or plagiarism, or knowingly furnishing false information to the District and/or the College.
- Forgery, alteration or misuse of District or College documents, records, or identification.
- Obstruction or disruption of instructional, counseling, administrative, public service or other authorized District or College functions or activities.
- Assault or battery, abuse or any threat of force or violence or hazing directed toward any person on District-owned or controlled property, or at District or College-sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any such person, or stalking of any District or College student or staff member.
- Theft of or willful damage to District property or theft or willful damage to property of a member of the District or College community, such as visitors, students or employees on District property or at an authorized District or College activity.
- Unauthorized entry onto or use of District or College facilities.
- Violation of District or College rules or regulations including District or College policies concerning student organizations, use of District or College facilities, or the time, place, and manner of student expression (Education Code 76120).
- Use, possession, or distribution of alcoholic beverages, narcotics, or controlled substances on campus, except as expressly permitted by law, or presence on District property or at a District or College authorized event while under the influence thereof.
- Willful failure to comply with directions of District or College officials, including faculty and staff acting in the performance of their duties.
- Disorderly, lewd, indecent, or obscene conduct, expression, or language on District-owned or controlled property or at District or College-sponsored or supervised functions.
- Use of slander, libel or verbal abuse in any way to cause defamation or character assassination.
- Possession or use of explosives, dangerous chemicals, deadly weapons, or any item used to threaten bodily harm to any person on District property or at a District or College function without prior authorization of the Chancellor or designee.
- Misrepresentation of oneself or of an organization to be an agent of the District or College.
- Conduct that is in violation of Federal, State, or local laws or ordinances while on District premises or at District or College-sponsored or supervised activities.
- Abuse of computer facilities or use of computers for other than authorized assigned work including, but not limited to: unauthorized entry into a file to read, use, copy, or change its contents; unauthorized transfer of a file; unauthorized use of another individual's identification or password; use of District or College computing facilities to interfere with the work of another member of the District or College community; use of computers for unauthorized activities; and unauthorized use of computers to display material of a sexual nature or other material that creates a hostile environment for persons in the immediate vicinity.
- Attempting any of the causes for disciplinary action identified above.

TYPES OF DISCIPLINARY ACTION

Disciplinary actions that may be imposed for violations of the Student Code of Conduct include the following:

- **Warning:** Written or oral notice to the student that continuation or repetition of misconduct may be causes for further disciplinary action.
- **Reprimand:** Written censure for violation of specific regulations.
- **Disciplinary Probation:** Specific period of conditional participation in campus and academic affairs that may involve exclusion from designated privileges or extracurricular activities. If a student violates any condition of probation, or is charged a second time with a violation of the Standards of Student Conduct during the probationary period, it shall be grounds for revocation of the student's probationary status and for further disciplinary action to be taken in accordance with these procedures.
- **Faculty-Initiated Suspensions:** A faculty member may remove, for good cause, any student from his or her class for up to two (2) class sessions. The student shall not return to the class during the period of the removal without concurrence of the instructor. Nothing herein will prevent the College President or designee from recommending further discipline in accordance with these procedures based on the facts that led to the

removal. As used in this rule, “good cause” includes those offenses listed in the Student Code of Conduct. The faculty member shall immediately report the suspension to the respective Division Administrator and to the College President or designee. If the student is a minor, the College President or designee shall schedule a conference with the student and the student’s parent or guardian regarding the suspension. The faculty member is not obliged to provide make up opportunities for class work missed during the two (2) class periods of suspension.

- **Suspension or Termination of Financial Aid:** In the event a student is suspended for willfully and knowingly disrupting the orderly operation of the campus, this action will result in ineligibility for State financial aid, as defined in Education Code Section 69813, for the period of suspension. (Education Code Section 69810).
- **Short-Term Suspension:** Temporary exclusion from student status, or other privileges or activities, for a specified period of time, not to exceed ten (10) days (Education Code Section 76031).
- **Immediate Interim Suspension:** The College President may order immediate suspension of a student when he or she concludes that immediate interim suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an immediate interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) days, unless mutually agreed upon by the student and administrator that more time is required.
- **Withdrawal of Consent to Remain on Campus:** The College President or designee may notify any person as to whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he or she must promptly leave or be escorted off campus by District Public Safety. If consent is withdrawn by the College President’s designee, a written report must be promptly made to the College President. The person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the period of the withdrawal. The request shall be granted no later than seven (7) days from the date of receipt of the request. The hearing will be conducted in accordance with provisions of this procedure, relating to interim suspensions. In no case shall consent be withdrawn for longer than fourteen (14) days from the date upon which consent was initially withdrawn. Any person as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest (California Penal Code 626.4).
- **Long-term Suspension:** Temporary exclusion from student status, or other privileges or activities, for the remainder of the current semester.
- **Expulsion Subject to Reconsideration:** Permanent termination of student status, subject to reconsideration

by the Board of Trustees after a specified length of time. Reconsideration may be requested in accordance with the procedure for Reconsideration.

- **Permanent Expulsion:** Permanent termination of student status. There shall be no right of reconsideration of a permanent expulsion at any time. On its own motion, the Board of Trustees may reconsider such actions at any time.
- **Restitution:** Appropriate restitution shall be sought from any student found guilty of theft, vandalism or willful destruction of District or College property.

STUDENT GRIEVANCE AND DUE PROCESS PROCEDURES

The educational philosophy of the Grossmont-Cuyamaca Community College District set forth by Governing Board Policy 1300 states that “The Colleges recognize the worth of the individual and the fact that individual needs, interests, and capacities vary greatly.” With acceptance of this principle comes the recognition that divergent viewpoints may result and that a process by which these viewpoints can be aired and resolved must be established.

The purpose of these procedures is to provide a prompt and equitable means for resolving student grievances. In the pursuit of academic goals, the student should be free of unfair or improper action by any member of the campus community. The grievance procedure may be initiated by a student who reasonably believes he or she has been subject to unjust action or denied rights that have adversely affected his or her status, rights, or privileges as a student. It is the responsibility of the student to submit proof of alleged unfair or improper action.

Grievances pertaining to grades are subject to the California Education Code Section 76224(a) which states: “When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the faculty member of the course and the determination of the student’s grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.”

This Student Grievance and Due Process Procedure does not apply to the challenge process for prerequisites, corequisites, recommended preparations (advisories), and limitations on enrollment; an appeal of residence decision determination; or the determination of eligibility, disqualification or reinstatement of Financial Aid. These processes should be directed to the administrator in charge of the specific area of concern. Alleged violations of sexual harassment policies, actions dealing with student discipline, alleged discrimination on the basis of ethnic group identification, religion, age, gender, color, sexual orientation, physical or mental disability should be directed to the Assistant Dean of Student Affairs. This procedure does not apply to police citations (i.e., “tickets”). Complaints regarding citations must be directed to the Public Safety Office.

If it is reasonable to conclude that, if substantiated, discipline of an employee may follow from a violation, such grievance is not subject to this process. Allegations of this nature will be directed to the appropriate College administrator.

If the grievance is predicated on an alleged unlawful discrimination on the basis of ethnic group identification, religion, age, gender, color, sexual orientation, physical or mental disability, a complaint may be filed with the:

Vice Chancellor of Human Resources
District Office
Grossmont-Cuyamaca Community College District
8800 Grossmont College Drive
El Cajon, CA 92020

Information about grievance procedures and a copy of this document should be available to grievant(s) and/or the student respondent(s) upon request.

The appeal procedure for eligibility, disqualification, and reinstatement of Financial Aid may be obtained in the Financial Aid Office. Information about other procedures is listed in the schedule of classes, the College catalog, or may be obtained from the Chief Student Services Officer.

INFORMAL RESOLUTION

All parties involved should be encouraged to seek an informal remedy. Informal meetings and discussion between persons directly involved in a grievance are essential at the outset of the dispute and should be encouraged at all stages. An equitable solution should be sought before persons directly involved in the case have assumed official or public positions that might tend to polarize the dispute and render a solution more difficult.

In an effort to resolve the matter in an informal manner, the student may, if appropriate, schedule a meeting with the person with whom the student has the grievance, schedule a meeting with the person's immediate supervisor, and/or schedule a meeting with the appropriate College administrator.

If the matter is not resolved in an informal manner, the student may, if appropriate, schedule a meeting with the Assistant Dean of Student Affairs to explore student rights and responsibilities and receive assistance with an informal resolution.

- The Assistant Dean of Student Affairs may gather information, communicate with all parties and attempt to mediate an informal resolution.
- If the student believes the issue has not been resolved satisfactorily, the student may submit a written Statement of Grievance to the Assistant Dean of Student Affairs, specifying the time, place, nature of the complaint, the specific policy or regulation alleged to have been violated if any, and remedy or correction requested.

This statement must be submitted to the Assistant Dean of Student Affairs within thirty (30) days of the incident or thirty (30) days after the student learns of the basis for the grievance, whichever is later, but not to exceed one (1) year of the occurrence.

- At the end of ten (10) days following the receipt of the written Statement of Grievance by the Assistant Dean of Student Affairs, if there is no informal resolution of the complaint, the student(s) shall have the right to request a Formal Grievance Hearing.

FORMAL GRIEVANCE HEARING

- The student grievant(s) shall file a Formal Grievance Hearing Request Form with the Assistant Dean of Student Affairs no sooner than ten (10) days, but not more than fifteen (15) days from filing the written Statement of Grievance.
- The grievant(s) and/or the respondent(s) may request from the Assistant Dean of Student Affairs the assistance of a Student Advocate. The grievant(s) or the respondent(s) shall select an advocate from the panel established by the College President.
- Within five (5) days following receipt of the Formal Grievance Hearing Form, the Assistant Dean of Student Affairs shall meet with the grievant and all parties to outline their rights and responsibilities.

FORMAL GRIEVANCE HEARING COMMITTEE COMPOSITION

The College President shall establish annually a standing panel from which one or more Formal Grievance Hearing Committees may be appointed. The panel shall consist of a minimum of:

- Five (5) students recommended by the Associated Student Government;
- Five (5) faculty members recommended by the Academic Senate;
- Five (5) administrators, supervisors or staff selected by the College President.

The College President shall appoint a Formal Grievance Hearing Committee from the standing panel. The College President shall ensure that these Committee members have no possible conflict of interest in hearing the grievance. The Committee shall include two (2) students, two (2) faculty members, and one (1) College administrator, supervisor or staff member selected from the panel described above.

The Formal Grievance Hearing Committee shall select a chairperson from among its members.

Once a Formal Grievance Hearing has commenced, only those Committee members present throughout the Hearing may vote on the recommendation.

No person shall serve as a member of the Formal Grievance Hearing Committee if that person has been personally involved in any matter giving rise to the grievance, has made any public statement on the matters at issue, or could otherwise not act in a neutral manner. The grievant(s) or the respondent(s) may challenge for cause any member of the Formal Grievance Hearing Committee prior to the beginning of the Hearing by addressing a challenge, in writing, to the College President who shall determine whether cause for disqualification has been shown. If the College President

believes that sufficient grounds for removal of a member of the Formal Grievance Hearing Committee have been presented, the College President shall remove the challenged member or members and replace them with another member or members from the standing panel.

Within ten (10) days following receipt of the Formal Grievance Hearing Request Form, the Formal Grievance Hearing Committee shall meet to select a chairperson and to determine if the Formal Grievance Hearing Request fulfills all of the following requirements:

- The request contains facts/documentation which, if true, would constitute a grievance;
- The grievant is a student as defined in these procedures, which include applicants and former students;
- The grievant is personally and directly affected by the alleged grievance;
- The grievant conformed with the grievance procedures and the grievance was filed in a timely manner;
- The grievance is not clearly frivolous or without foundation, or not clearly filed for purposes of harassment.

If the Formal Grievance Hearing Committee rejects the request for a Formal Grievance Hearing, the grievant and the Assistant Dean of Student Affairs shall be notified in writing, within five (5) days, by the Committee's Chairperson. The specific reason(s) for rejection and the appeal process outlined in this document shall be included in this notification.

If the grievant(s) is dissatisfied with the decision of the Formal Grievance Hearing Committee not to grant a Formal Grievance Hearing, a written appeal may be filed with the Grievance Council within five (5) days after receipt of the Formal Grievance Hearing Committee's decision.

The Grievance Council's decision on the appeal is final.

If the request for a Formal Grievance Hearing satisfies all of the requirements listed above, the Committee Chairperson shall notify the grievant and the Assistant Dean of Student Affairs, in writing, within five (5) days.

The Assistant Dean of Student Affairs shall schedule a Formal Grievance Hearing which shall commence within ten (10) days following the decision to grant a Formal Grievance Hearing. All parties to the grievance shall be given no less than five (5) days notice of the date, time and place of the Hearing.

The student may represent him or herself or may be assisted by another person except that an attorney shall not represent him or her.

CONDUCT OF THE HEARING

Opening: The Committee Chairperson shall call the Hearing to order, introduce the participants, and announce the purpose of the Hearing.

Burden of Proof and Producing Evidence: Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues of the grievance. The grievant(s) and the respondent(s) have the right to question all witnesses and to review all documents presented to the Formal Grievance Hearing Committee.

Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

The burden shall be upon the grievant to prove by a preponderance of the evidence that the facts alleged are true.

Student Advocacy: The grievant(s) or the respondent(s) shall have the right to be assisted by a Student Advocate or by an individual of their choice. The grievant and the respondent(s) may assist him or herself, or may be assisted by a person of the party's choice, except that neither the grievant(s) or the respondent(s) shall be entitled to representation by legal counsel.

Exclusion of Witnesses: The Hearing shall be closed and confidential, unless it is the request of both parties that the Hearing be open to the public. Any such request must be made in writing no less than five (5) days prior to the date of the Hearing.

In a closed Hearing, witnesses shall not be present at the Hearing when not testifying unless both parties and the Formal Grievance Hearing Committee agree to the contrary.

Tape Recording: The Hearing shall be tape-recorded in accordance with the following procedures:

- All oral testimony shall be tape-recorded. If a person called upon to give oral testimony refuses to consent to being recorded, they may not testify at the Hearing.
- At the beginning of every Hearing, all parties present for the Hearing shall orally identify themselves by name for the tape recording.
- The Committee chairperson shall instruct all parties present for the Hearing to identify themselves when speaking and instruct all present that only one person is to speak at a time so the tape recording will be understandable.
- Only one tape recorder shall be allowed at the Hearing. No other recording device shall be allowed.

When the presentation of evidence is concluded, the Formal Grievance Hearing Committee's deliberations shall be confidential and closed to all parties. The Formal Grievance Hearing Committee's deliberations shall not be tape-recorded. Only those Committee members present throughout the entire Hearing may vote on the decision.

The grievance file, including tapes and all documents, shall be retained in a secure location on campus for a period of four (4) years. The grievant(s) and the respondent(s) may have access, upon request, to the files and tapes through the Assistant Dean of Student Affairs. The individual making the request pursuant to Board Rule shall pay the costs of any copies requested.

The Formal Grievance Hearing Committee shall meet and consider the relevance and weight of the testimony and evidence presented. This Committee shall reach a decision only upon the record of the Hearing and shall not consider matters outside of that record. Within five (5) days following the conclusion of the Hearing, this Committee shall issue a written recommendation that includes a statement of reasons for its conclusions.

The Committee's recommendation shall be forwarded to the Grievance Council through the Chief Student Services Officer with copies to the grievant(s) and the student respondent(s).

GRIEVANCE COUNCIL

The Grievance Council shall be composed of the Chief Student Services Officer, the Vice President of Instruction, and the Chief Business Officer of the College or designees.

Upon receipt of the Formal Grievance Hearing Committee's recommendation, the Chief Student Services Officer shall call a meeting of the Grievance Council.

The Grievance Council shall consider the Committee's recommendation, and any materials pertinent to the grievance, but shall not consider matters outside of the record. The Grievance Council shall render a written decision to the grievant(s) and the respondent(s) within five (5) days of receipt of the Formal Grievance Hearing Committee's recommendation.

APEAL PROCESS

If either party is dissatisfied with a Grievance Council's decision, a written appeal may be filed with the College President within five (5) days of receipt of the Grievance Council's decision. If the College President is a party to the grievance, the appeal will be submitted directly to the District Chancellor.

Within five (5) days, the Grievance Council, or the College President (or District Chancellor if the President is a party to the grievance) shall send copies of the appeal to each party.

The College President (or the District Chancellor if the President is a party to the grievance), after reviewing the record of the Formal Grievance Hearing Committee, shall make a decision on the appeal and notify the parties in writing within five (5) days.

The College President's (or the District Chancellor's if the College President is a party to the grievance) decision shall be in writing and shall include a statement of reasons for the decision. The College President's (or District Chancellor's) decision shall be final.

STUDENT ADVOCATE - PANEL COMPOSITION AND ROLE

The College President shall annually establish a standing panel from which the student who files the grievance or the respondent select Student Advocates. The panel shall consist of a minimum of:

- Two (2) students recommended by the Associated Student Government;

- Two (2) faculty members recommended by the Academic Senate;
- Two (2) administrators, supervisors or staff selected by the College President.

The Assistant Dean of Student Affairs will train the Student Advocate(s) regarding process, regulations and procedures. This training shall take place prior to the Student Advocate's assumption of the duties of this position.

The Student Advocate(s) shall assist the grievant(s) or the respondent(s) in understanding the grievance procedures, filling the appropriate forms, meeting all the timelines of these procedures, and communicating with College officials.

TIME LIMITS

Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

STUDENT RIGHT-TO-KNOW RATES

Completion Rate: 31.4%

Transfer Rate: 33.6%

From 1997 COHORT Data

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the Grossmont-Cuyamaca Community College District and Cuyamaca College to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 1997, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three year period. Their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population at Cuyamaca College, nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, 31.4% attained a certificate or degree or became 'transfer prepared' during a three year period, from Fall 1997 to Spring 2000. Students who are 'transfer-prepared' have completed 56 transferable units with a GPA of 2.0 or better.

Based on the cohort defined above, 33.6% transferred to another postsecondary institution, (UC, CSU, or another California Community College) prior to attaining a degree, certificate, or becoming 'transfer-prepared' during a five semester period, from Spring 1998 to Spring 2000.

UNIT VALUE AND STUDENT LOAD

A conventional college unit of credit represents three hours of the student's time each week for one semester: one hour in scheduled classroom lecture or discussion and two hours in outside preparation. For laboratory, the college unit represents three hours of work in the laboratory or in comparable experience under classroom supervision. Unit value may differ in certain courses where field experience is involved.

The usual unit load for a college student per semester is 15-16 semester units. No student will be allowed to register in more than 18 semester units a semester (or eight units in summer intersession) without the approval of a counselor.

WORK EXPERIENCE REQUIREMENTS

The unit value for work experience or field experience is one semester unit for each five hours of paid work experience per week or four hours of unpaid work experience per week completed during the course. Units will be awarded based upon a 15-week semester. The maximum occupational work experience units allowable in one semester are four in the parallel plan and eight in the alternate plan. In order to participate in Cooperative Work Experience Education, students shall be enrolled in the parallel or alternate plan as specified in Title 5, Section 55254.

PARALLEL PLAN

1. During regular semesters, students must enroll in a minimum of seven units including Cooperative Work Experience Education. Enrollment in an accredited secondary through four-year institution or equivalent course work may meet this requirement.
2. During summer intersession, students must enroll in one other class in addition to Cooperative Work Experience Education.

ALTERNATE PLAN

During regular semesters, concurrent enrollment will be limited to one other class.

Students must complete a minimum of three units in the program area at Cuyamaca College before becoming eligible to enroll in work experience. Check with the Program Coordinator for each discipline for specific requirements.

Specific work experience agreements between the employer-supervisor, the student and the instructor are required by the Grossmont-Cuyamaca Community College District Plan for Cooperative Work Experience Education. All requirements specified in the Plan must be met, including the submittal of records validating attendance and satisfactory completion of course objectives.

198 COURSES—SUPERVISED TUTORING

Supervised tutoring courses use a variety of educational tools to assist students with various learning needs. These courses can be used to assist students to strengthen prerequisite skills prior to enrolling in a specific course or to receive supplemental assistance while enrolled in another course. Supervised tutoring courses may be repeated with different content in various departments. There is no fee charged and no credit given for supervised tutoring.

199 COURSES—SPECIAL STUDY

The special study or project (199) is for the purpose of allowing students to increase their knowledge of a subject matter not included in regular course offerings.

Special studies shall be available to those students who have accumulated the skills and breadth of academic experience necessary to utilize this special learning method. Special study credit shall be limited to nine semester units at Cuyamaca College. The unit value for a special study or project will be determined on the basis of one semester unit for each 48 hours of work.

A typewritten one-page paper describing the goals and methods of the special study or project is to be written by the student and attached to the contract. This paper will be used as a criterion for acceptance or rejection of the proposal. This paper will also be used by the instructor to evaluate the extent to which the stated goals of the special study have been achieved. Grades will be assigned by the instructor based on the level of this achievement. The Cuyamaca College grading policy applies to 199's.

Contracts for special studies or projects are available in the Admissions and Records Office. The deadline for enrolling in a special study or project will be the end of the second week for full-term classes and the end of the first week for eight week and summer intersession classes.

298 COURSES—SELECTED TOPICS

Courses of this type are new and experimental and may be found in the various disciplines of the college. They are not regular catalog offerings and may be offered in a seminar, lecture and/or laboratory format. Course content and unit credit will be determined by the discipline offering the course. A description of the current offerings may be found in the class schedule. **Offered as Credit/No Credit - only. Non-associate degree applicable.**

299 COURSES—SELECTED TOPICS

Courses of this type are new and experimental and may be found in the various disciplines of the college. They are not regular catalog offerings and may qualify for general education credit on a course by course basis. May be offered in a seminar, lecture and/or laboratory format. Course content and unit credit will be determined by the discipline offering the course. A description of the current offerings may be found in the class schedule. These courses are associate degree applicable.