

# Academic Policies and Procedures

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## ACADEMIC HONESTY/ DISHONESTY POLICIES

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 or how to avoid other forms of academic dishonesty should be discussed with your instructor to avoid unintentional academic dishonesty.

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.

- 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.
- 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.
- Other disciplinary procedures (e.g., dismissal, removal, etc.) will be used only if the student disrupts the class or is otherwise abusive or threatening or violates any other college policy.
- 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:
  - Copying either in part or in whole from another's test or examination;
  - Discussion of answers or ideas relating to the answers on an examination or test when such discussion is prohibited by the instructor;
  - Obtaining copies of an exam without the permission of the instructor;

- Using notes, "cheat sheets," or otherwise utilizing information or devices not considered appropriate under the prescribed test conditions;
- Altering a grade or interfering with the grading procedures in any course;
- Allowing someone other than the officially enrolled student to represent the same;
- 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:

- Review – no action.
- An oral reprimand with emphasis on counseling toward prevention of further occurrences.
- A requirement that work be repeated.
- A reduction of the grade earned on the specific work in question, including the possibility of a failing grade or no credit for the work.
- A reduction of the course grade as a result of item 4 above including the possibility of a failing grade for the course, if a failing grade for the work produces such a result.
- Referral to the office of the 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:

- No copies of software may be made except in the following cases:
  - 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.
  - 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.
  - 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.
- 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.

- 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 not reflective of a student's present level of demonstrated ability, this policy will allow alleviation of substandard work. Academic renewal cannot be used to set aside course work which has been used to meet degree, certificate or certification requirements.

When courses are alleviated, grades in courses remain on the student's record but are not used in the computation of the GPA. Academic renewal does not provide an exception to the course repetition policy.

### CRITERIA

Substandard coursework completed in the Grossmont-Cuyamaca Community College District may be alleviated subject to all of the following criteria:

- The student has requested the action formally and has presented evidence that coursework is substandard and not representative of present scholastic ability and level of performance.
- At least one year has elapsed and the student has completed, at any accredited post-secondary institution, at least 15 units of coursework with at least a 2.0 GPA. All courses taken subsequent to the course(s) or semester to be alleviated will be used in computing the GPA. Units completed with P/NP will not count towards the fulfillment of this requirement.
- The student may select Option I or Option II. The student may not apply for both.

Option I: A maximum of any 24 units of substandard coursework (grades D or F only) may be alleviated. This option may be approved twice subject to a total of 24 units.

Option II: Two complete semesters in which the semester GPA is below 2.0 may be alleviated. Courses taken at Cuyamaca College and Grossmont College during the same semester shall be combined and counted as one semester.

### PROCEDURE

- The student must formally request a review of substandard work to be alleviated.
- All transcripts from previously attended colleges must be on file in the Admissions & Records Office.
- The Petitions Committee shall review all requests for academic renewal. The committee will determine if all criteria have been met. Determination by the committee shall be final.
- 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.
- 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, 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 add period for each class, a student may add courses by following the procedure as outlined in the class schedule. Visit the website [www.cuyamaca.edu](http://www.cuyamaca.edu).

Students may only enroll in 18 units per semester or 8 units in summer session.

Students may enroll in more than 18 units per semester or 8 units in summer session with an overload petition. Overload petitions can be submitted prior to the start of the semester if the class is still open and with approval from a counselor. Overload petitions must be submitted with an add code and approval by a counselor.

## ATTENDANCE REQUIREMENTS

Instructors are obligated at the beginning of the semester to announce their policy regarding excessive absences. 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

Based on GCCCD Board policy, Cuyamaca College permits auditing of courses as follows:

1. Audit enrollment will not be permitted until students have completed the allowable number of repeat 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 the day following census.

2. A nonrefundable audit fee of \$15 per unit plus any required student or instructional materials fee (e.g., health fee, materials fee) shall be payable at the time of enrollment as an auditor. **Fees are not refundable.**
  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 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.
- Courses that may be audited will be listed in the course schedule.

## CANCELLATION OF COURSES

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

## CATALOG RIGHTS

For purposes of graduation from Cuyamaca College, a student who maintains continuous attendance in the Grossmont-Cuyamaca Community College District may elect to meet the requirements in effect at the time they began their studies in the Grossmont-Cuyamaca Community College District, or any catalog year thereafter. Catalog rights will start upon enrollment in the Grossmont-Cuyamaca Community College District and are maintained by continuous enrollment.

## CONTINUOUS ENROLLMENT

Students may maintain their continuing student status for catalog rights purposes provided that they receive an official grade on their permanent record in the Grossmont-Cuyamaca Community College District. Students must attend at least one semester during an academic year without missing two consecutive semesters. Summer sessions are not included in determining continuous enrollment status.

## 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, world languages, etc.) implies competency in the prerequisite courses; therefore, the college does not grant credit toward graduation for courses taken out of sequence.

## DROPPING COURSES

A student desiring to drop courses or an entire program must use *WebAdvisor*. 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.

Late withdrawal from a class after the drop deadline may 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 in the Admissions and Records Office with documentation for review by the Petitions Committee. Late withdrawal results in a "W" on your transcript and no refund of enrollment fees as per Title 5 section 55024 and 58508.

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 probation or disqualification calculations.

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

Once a substandard grade or withdrawal is recorded on your transcript it becomes a part of the student's permanent record.

## EMERGENCY ABSENCES OF SHORT DURATION

Emergency absences may be requested through the instructor. Instructors may 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. Instructors shall notify their Division Dean 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 below 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 session.

#### CREDIT BY EXAMINATION PROCEDURE

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

Courses for which Credit by Examination may be given: ART 120, 124; ASTR 110; AUTO 141; CADD 115; GD 110; MUS 118, 232, 233.

## 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 Dean of Counseling and Enrollment Services has been designated by the institution to coordinate the inspection and review procedures for student education records.

#### WHAT IS DIRECTORY INFORMATION?

Directory information is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The Grossmont-Cuyamaca Community College District has defined directory information to include:

- Name, address, phone number, email address, dates of attendance and enrollment status (full-time, part-time)
- Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members
- Degrees and awards received by students, including honors, scholarship awards, athletic awards, Vice President's and President's recognition

If you wish to opt-out of directory information, please visit the Admissions and Records Office to submit your request.

## GRADE NOTIFICATION

Final 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 *WebAdvisor* at [www.cuyamaca.edu](http://www.cuyamaca.edu). Select the View/Print Grades option for the requested semester and year.
- **IN PERSON** - Grades for the previous semester are available to students who present a photo I.D. at the Admissions and Records Office.

## GRADES-FINAL

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 directed to the dean of the department.

## GRADING SYSTEM

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

- A+**
- A** Excellent
- A-**
- B+**
- B** Good
- B-**
- C+**
- C** Satisfactory
- D** Passing, less than satisfactory
- F** Failing
- W** Withdrawal (issued to students who withdraw before the final drop deadline). Students who are enrolled after the final drop date must receive a letter grade (A-F).
- EW** Excused Withdrawal: The "EW" symbol may be used as described in, and in accordance with Title 5, section 55024. (1) "Excused Withdrawal" (EW) occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting his or her ability to complete a course(s) and may include a job transfer outside the geographical region, an illness in the family where the student is the primary caregiver, when the student who is incarcerated in a California state prison or county jail is released from custody or involuntarily transferred before the end of the term, when the student is the subject of an immigration action, or other extenuating circumstances as described in (a)(2), making course completion impracticable. In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer. Upon verification of these conditions and consistent with the district's required documentation substantiating the condition, an excused withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. The withdrawal symbol so assigned shall be an "EW." (2) Excused withdrawal shall not be counted in progress probation and dismissal calculations. (3) Excused withdrawal shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt. (4)

In no case may an excused withdrawal result in a student being assigned an "FW" grade.

**MW** Military Withdrawal awarded to active or reserve military personnel upon receipt of military orders compelling a withdrawal from courses.

**P** Pass formerly CR (Credit), (C or higher) units are not calculated in GPA.

**NP** No Pass formerly NC (No Credit), (less than a C) units are not calculated in GPA. Pass or No Pass may be assigned only if the course is indicated as pass/no pass or if the student has elected this option.

**I** Incomplete - Incomplete academic 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; awarding of an "I" is at the discretion of the instructor.

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.

Both the instructor and the student must complete and sign the Incomplete Grade Contract form. Procedural details are printed on the back of that form.

**IP** In progress - The IP symbol 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 will 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.

**RD** Report Delayed - The RD symbol 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 due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" is not used in calculating GPA.

P, NP, W, EW, MW, I, IP and RD grades are not used in computation of grade point average but the W, NP and I are used for purposes of progress alert and disqualification status.

#### GRADE POINT AVERAGE

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

- A+** 4.0 grade points per unit earned
- A** 4.0 grade points per unit earned
- A-** 3.7 grade points per unit earned
- B+** 3.3 grade points per unit earned
- B** 3.0 grade points per unit earned
- B-** 2.7 grade points per unit earned

**C+** 2.3 grade points per unit earned

**C** 2.0 grade points per unit earned

**D** 1.0 grade points per unit earned

**F** 0.0 grade points per unit attempted

Grade point average 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 grade point average; hence, students should pay constant attention to their own grade point standing.

## COMMENCEMENT CEREMONY

The Cuyamaca College Commencement ceremony is held every May or June for students who graduated in the Fall of the previous year, and candidates for Spring and Summer graduation. Summer graduates must meet with a counselor to facilitate participation in the Commencement ceremony.

Information regarding the Commencement ceremony is available in the Student Affairs Office. Students wishing to apply to receive a degree or certificate must file a Petition for Graduation in the Admissions and Records Office. Deadlines are printed in the catalog and class schedule.

## GRADUATION WITH HONORS

Students who have earned a 3.5 or better GPA in all degree-applicable 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. An 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 ("Pass" 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 to 3.9 GPA during any semester are placed on the Vice President'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 ("Pass" 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 to 3.9 GPA during any semester are placed on the District Vice President's List.

Part-time students are eligible for the Vice President'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 ("Pass" grades not included) and (2) were enrolled in fewer than 12 units per semester.

## MINIMUM LOAD REQUIREMENTS

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

- 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.
- Veteran Affairs certification for Chapters 30, 31, 32, 33, 35 and 1606.

#### Fall or Spring Semester

Full-time	12 units	
Three-quarter time		9-11 ½ units
One-half time		6-8 ½ units
One-quarter time		3-5 ½ units

#### Summer Session

Calculated on an individual class basis. Contact the Veterans Certifying Official in the Veterans Center for detailed information.

- International students with an "F-1" visa issued by Cuyamaca College. Requirement: 12 or more units a semester.
- Enrollment verifications for insurance benefits that a student is attending full-time. Requirement: 12 or more units a semester or 6 or more units for summer session.
- Athletics - 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.
- Student Government - 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.
- Financial Aid - Enrollment status for financial aid purposes are as follows:

Full-time:	12 or more units
¾ time:	9 – 11.5 units
½ time:	6 – 8.5 units
Less than ½ time:	0.5 – 5.5 units

This applies to the fall and spring semesters and the summer session.

## PASS/NO PASS GRADING OPTION

The Pass/No Pass (P/NP) 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 "P/NP"

basis providing the course is not part of a Degree or Certificate of Achievement. 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 "P" 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 "P," when appropriate, toward graduation.

Some courses in the curriculum are offered exclusively on a "P/NP" basis. Credit units earned in these courses are exempt from the 12 unit restrictions. In all other courses that are not part of a Degree or Certificate of Achievement, the election to be graded on a "P/NP" basis is at the option of the student. Students electing to be graded on a "P/NP" 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 "P/NP" deadline has passed, the decision is irrevocable.

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

A "NP" grade indicates unsatisfactory completion of course requirements but will not be counted as units attempted in computing GPA. "NP" 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 "P" grades.

## PRE-COLLEGIATE BASIC SKILLS COURSES

Remedial coursework consists of pre-collegiate basic skills courses. The need for such coursework shall be determined using appropriate assessment instruments, methods, or procedures. Units earned in pre-collegiate basic skills courses may not be applied toward a degree or certificate. No student shall be required to enroll in remedial English or mathematics coursework that lengthens their time to complete a degree unless placement research that includes consideration of high school grade point average and coursework, shows that those students are highly unlikely to have success in transfer-level coursework in English and Mathematics.

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.

## PREREQUISITES, COREQUISITES, RECOMMENDED PREPARATIONS, AND LIMITATIONS ON ENROLLMENT

Prerequisites, Corequisites and Recommended Preparations are listed in the Course Descriptions section of the catalog under each course listing.

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.

### GROUND 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. Students who challenge a prerequisite or corequisite after the start of the semester should speak with the Placement Center.

For more information about prerequisite clearance and challenges, please visit [cuyamaca.edu/prereqs](http://cuyamaca.edu/prereqs)

## PROBATION, DISMISSAL AND READMISSION

Cuyamaca College believes that students who can benefit 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 who has attempted a minimum of 12 semester units at Grossmont-Cuyamaca Community College District (GCCCD) and whose cumulative grade point average falls below a 2.0 in courses receiving letter grades ("W" courses excluded) shall be placed on academic probation. The student will be notified of the significance of probation and the services available.
2. *Lack-of-Progress Probation:* Any student who has enrolled in a total of at least 12 semester units at GCCCD shall be placed on lack-of-progress probation when the student's cumulative units indicate 50 percent or more units of "W," "I" or "NP." The student will be notified of the significance of probation and the services available.
3. *Removal from Probation:*
  - a. Any student on academic probation shall be removed from probation when the cumulative GPA at GCCCD has improved to 2.0.
  - b. Any student on lack-of-progress probation shall be removed from probation when the cumulative units of "W," "I" or "NP" recorded at GCCCD are less than 50 percent of the total units attempted.

### DISMISSAL

Any student dismissed 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 the summer session.

1. *Academic Dismissal:* Any student on academic probation whose semester GPA falls below 2.0 shall be academically dismissed. 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 Dismissal:* Any student who is on lack-of-progress probation and whose semester work indicates 50 percent or more units of "W," "I" or "NP" will be dismissed. Any student on lack-of-progress probation whose semester work indicates fewer than 50 percent units of "W," "I" or "NP," but whose cumulative records show 50 percent or more units of "W," "I" or "NP," will be continued on lack-of-progress probation.

If, at the end of the third consecutive semester in which the student earned a cumulative GPA of less than 2.0 or whose cumulative records show the percentage of units is W,

I or NP is greater than 50%, the student will be dismissed. A notice that the student is dismissed will be sent to the student informing him/her that he/she is dismissed.

**READMISSION**

After being dismissed, a student may not attend either college in the district for one semester. The student may attend summer school. Any student believing to be unjustifiably dismissed may file a petition with documentation to the Admissions and Records Office requesting that such dismissal 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 should be submitted no later than ten working days prior to the published add deadline.

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

**PROGRAM DISCONTINUANCE**

Cuyamaca College adheres to the GCCCD Governing Board Policy when elimination of a program is determined. When a program is discontinued, students are notified in writing of the program discontinuance. Students are given a timeline for completing the program and are advised of options.

**COURSE REPETITION**

Repetition of courses at Cuyamaca College is allowable only in certain situations.

**SUBSTANDARD WORK**

A course may be repeated in order to alleviate substandard academic work (D, F or NP) or if a "W" (withdrawal) was recorded. Students will be allowed to enroll in a course three times under this policy. Military withdrawals do not count in terms of repetition restrictions. If the course is offered at both colleges in the district, the student may repeat the course at either college. Only the last grade will be included in determining GPA and only those units will count towards graduation.

Students with extenuating circumstances may seek approval to enroll in a course a fourth time by submitting a petition to the Admissions and Records Office. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. The student must provide appropriate documentation. If approved, only the last grade will be included in determining GPA.

**SPECIAL CIRCUMSTANCES**

A student may not repeat a course in which a "C" grade or higher was earned unless one of the following special circumstances apply.

1. A course may be repeated due to a significant lapse of time of no less than 36 months if there is an approved recency prerequisite for the course or program, or another institution of higher education to which the student seeks to transfer has a recency requirement. Only the last grade will be included in determining GPA.
2. A student with a disability may repeat a special class any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation.
3. A course may be repeated if there are extenuating circumstances which justify the repetition. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. The student must file a petition with appropriate documentation. Only the last grade will be included in determining GPA.
4. A student may repeat a course in occupational work experience as long as he/she does not exceed the limits on the number of units of cooperative work experience stated in the course description. The grade received each time shall be included for purposes of calculating the student's GPA.
5. A student may repeat a course any number of times if it is determined to be legally mandated. Proper documentation must be submitted to the Admissions & Records Office. Only the last grade will be included in determining GPA.
6. A student may repeat a course as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for employment or licensure. Proper documentation must be submitted to the Admissions & Records Office. Only the last grade will be included in determining GPA.

Academic renewal does not provide an exception to the course repetition policy. All courses that are repeated shall be recorded on the student's permanent academic record using an appropriate symbol.

**REPEATABLE COURSES**

A course may be repeated if it is specifically designated as a "repeatable" course in the course listings. Repeatable courses are as follows:

- A. A course that is required to meet major requirements of the California State University (CSU) or University of California (UC). Proper documentation must be submitted to the Admissions & Records Office.
- B. Intercollegiate athletics courses and their accompanying conditioning courses.
- C. Intercollegiate academic or vocation competition courses. Enrollment is limited to four times for semester courses and applies even if the student receives a "W" or substandard grade.

The grade received each time a student takes a "repeatable course" shall be included in the student's grade point average (GPA).

**COURSES RELATED IN CONTENT**

A student may not take courses in Art, Exercise Science, or Music that are related in content and have a similar primary educational activity more than four times. The limitation applies if a student receives a substandard grade or "W" during one or more of the enrollments.

A maximum of four enrollments in each of the groupings below in the Grossmont-Cuyamaca Community College District is allowed. Enrollment includes: course completed, W, NP, F, Incomplete.

	Cuyamaca College	Grossmont College
<b>Studio Arts Foundation:</b>		
ART 120	√	√
ART 129	√	√
ART 148	√	
<b>Digital Arts Foundation:</b>		
ART 171	√	√
ART 172	√	√
ART 175	√	√
GD 105	√	
GD 126	√	
<b>Digital Arts-Drawing and Illustration:</b>		
ART 177	√	√
ART 184	√	√
ART 240	√	√
GD 225	√	
<b>Human Figure Drawing:</b>		
ART 230	√	√
ART 231	√	√
ART 232	√	√
ART 233	√	
<b>Drawing Foundations:</b>		
ART 124	√	√
ART 125	√	√
ART 224	√	
ART 225	√	
ART 241	√	
ART 242	√	
<b>Painting Foundations:</b>		
ART 121	√	√
ART 220	√	√
ART 221	√	√
ART 222	√	√
<b>Watercolor Painting:</b>		
ART 135	√	
ART 235	√	
ART 236	√	
<b>Photography Foundations:</b>		
PHOTO 150	√	√
PHOTO 151	√	√
GD 210	√	
GD 211	√	
GD 212	√	
<b>Total Body Fitness:</b>		
ES 004ABC	√	√
ES 006ABC	√	√
ES 021ABC	√	√
ES 024ABC	√	√
ES 011	√	
ES 019ABC	√	
<b>Mind/Body and Flexibility Fitness:</b>		
ES 026	√	√
ES 027	√	√
ES 028ABC	√	√
ES 013	√	
<b>Muscle Development:</b>		
ES 005ABC	√	√
ES 023ABC	√	√
ES 014ABC	√	

	Cuyamaca College	Grossmont College
<b>Cardiovascular Fitness:</b>		
ES 007ABC	.....√	.....√
ES 008ABC	.....√	.....√
ES 009ABC	.....√	.....√
ES 017ABC	.....√	.....√
ES 010	.....√	.....√
<b>Combative Sports:</b>		
ES 180ABC	.....√	.....√
ES 185ABC	.....√	.....√
ES 180	.....√	.....√
<b>Racquet Sports:</b>		
ES 060ABC	.....√	.....√
ES 076ABC	.....√	.....√
<b>Individual Sports:</b>		
ES 125ABC	.....√	.....√
ES 130ABC	.....√	.....√
ES 012	.....√	.....√
ES 037ABC	.....√	.....√
<b>Team Sports/Gym:</b>		
ES 155ABC	.....√	.....√
ES 175ABC	.....√	.....√
<b>Team Sports/Field:</b>		
ES 170ABC	.....√	.....√
ES 171ABC	.....√	.....√
ES 172ABC	.....√	.....√
ES 176ABC	.....√	.....√
<b>Vocal Ensembles:</b>		
MUS 136	.....√	.....√
MUS 137	.....√	.....√
MUS 236	.....√	.....√
MUS 237	.....√	.....√
MUS 138	.....√	.....√
MUS 139	.....√	.....√
MUS 238	.....√	.....√
MUS 239	.....√	.....√
MUS 158	.....√	.....√
MUS 159	.....√	.....√
MUS 258	.....√	.....√
MUS 259	.....√	.....√
<b>Jazz/Popular Ensembles:</b>		
MUS 108	.....√	.....√
MUS 109	.....√	.....√
MUS 208	.....√	.....√
MUS 209	.....√	.....√
MUS 156	.....√	.....√
MUS 157	.....√	.....√
MUS 256	.....√	.....√
MUS 257	.....√	.....√
MUS 166	.....√	.....√
MUS 167	.....√	.....√
MUS 266	.....√	.....√
MUS 267	.....√	.....√
<b>Non-Western Ensembles:</b>		
MUS 154	.....√	.....√
MUS 155	.....√	.....√
MUS 254	.....√	.....√
MUS 255	.....√	.....√
<b>Large Instrumental Ensembles:</b>		
MUS 148	.....√	.....√
MUS 149	.....√	.....√
MUS 248	.....√	.....√
MUS 249	.....√	.....√
MUS 150	.....√	.....√
MUS 151	.....√	.....√
MUS 250	.....√	.....√
MUS 251	.....√	.....√
MUS 152	.....√	.....√
MUS 153	.....√	.....√
MUS 252	.....√	.....√
MUS 253	.....√	.....√

## SEXUAL HARASSMENT

**Legal Background:** Guidelines of Title VII of the Civil Rights Act focus upon sexual harassment as an unlawful practice. "Sexual harassment like harassment on the basis of color, race, religion or national origin, has long been recognized by the Equal Employment Opportunity Commission as a violation of Section 703 of Title VII of the Civic Rights Act as amended" (Federal Register, April 11, 1980). Interpretation of Title IX of the Education Amendments similarly delineates sexual harassment as discriminatory and unlawful.

**Definition:** Sexual harassment is defined in GCCCD Policy 3430 as the following:

Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from, or in, the work or educational setting when:

- Submission to the conduct is made a term or condition of an individual's employment, academic status, or progress;
- Submission to or rejection of the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or education environment; or
- Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual.

**Process:** Complaints must be filed within 180 days of the date the alleged unlawful discrimination occurred, except that this period shall be extended by no more than 90 days following the expiration of the 180 days if the complainant first obtained knowledge of the facts of the alleged violation after the expiration of the 180 days (California Code Regulations, Title 5, Section 59328e).

If the alleged harasser is a student, initial action on the complaints shall be the joint responsibility of the Dean, Student Affairs, and the Director of Employee and Labor Relations.

If the alleged harasser is an employee, initial action on the complaint shall be the joint responsibility of the employee's immediate supervisor and the Director of Employee and Labor Relations.

## 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 in any program of instruction within the District, to include distance programs, 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).

- Causing, attempting to cause, or threatening to cause physical injury to another person.
- Possession, sale or otherwise furnishing any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from the Vice President of Student Services or designee.
- Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in California Health and Safety Code Sections 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
- Committing or attempting to commit robbery or extortion.
- Causing or attempting to cause damage to District property or to private property on campus.
- Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
- Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
- Committing sexual harassment as defined by law or by District policies and procedures.
- Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation or any other status protected by law.
- Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
- Willful misconduct that results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
- Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
- Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty as defined by the College's academic integrity standards.
- Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
- Unauthorized entry upon or use of District facilities.
- Lewd, indecent or obscene conduct or expression on District-owned or controlled property, or at District sponsored or supervised functions.
- Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts



on District premises, or the violation of lawful District regulations, or the substantial disruption of the orderly operation of the District.

- Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative procedure.
- Engaging in physical or verbal intimidation or harassment of such severity or pervasiveness as to have the purpose or effect of unreasonably interfering with a student's academic performance, or District employee's work performance, or of creating an intimidating, hostile or offensive educational or work environment.
- Engaging in physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions, authorized curricular or co-curricular activities or prevention of authorized guests from carrying out the purpose for which they are on District property.
- Sexual assault and sexual exploitation as defined in Education Code section 76033(g), (h).
- Misconduct where good cause exists (Education Code Section 76033).

#### TYPES OF DISCIPLINARY ACTIONS

Types of Student Conduct Action Student Conduct 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 cause for further Student Conduct action.
- **Student Conduct 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 Student Conduct action to be taken in accordance with these procedures.
- **Removal from Class by Instructor (Education Code 76032):** An instructor 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, and if required the consent of the CSSO or designee. Nothing herein will prevent the College President or Designee or CSSO from recommending further Conduct 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 instructor shall immediately report the removal 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 removal. The Administrator shall arrange for a conference between the student and appropriate college personnel regarding the removal. Instructors are not obliged to provide makeup opportunities for class work, including quizzes, tests or examinations, missed during the two (2) class periods of removal. 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 Sections 69810 and 69813, for the period of suspension.
- **Immediate Interim Suspension:** The College President, the President's designee, or the CSSO 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. A reasonable opportunity shall be afforded the suspended person to have a hearing within ten (10) days of the time that the CSSO or designee, or the College President became aware of the infraction unless mutually agreed upon by the student and the designated Administrator that more time is required. 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 according to the provisions above. In the event that a student does not request a hearing within the ten (10) days or contact the College President, CSSO or his or her designee or Administrator, to establish a mutually agreed upon time for hearing, the College where the infraction occurred will proceed with a due process AP 5520 Student Discipline Procedures (Page 6 of 14) Grossmont-Cuyamaca Community College District hearing twenty (20) days after the point that the aforementioned administrators became aware of the infraction with or without the accused student being present. Students placed on Immediate Interim Suspension shall have holds placed on all records and transcripts pending the outcome of the due process hearing (Education Code Section 66017). Instructors are not obliged to provide makeup opportunities for class work, including quizzes, tests or examinations, missed during the period of suspension.
- **Short-Term Suspension:** Temporary exclusion from student status, or other privileges or activities, one (1) or more classes for a period of up to ten (10) consecutive days of instruction. Faculty members are not obliged to provide makeup opportunities, including quizzes, tests or examinations, for class work missed during the period of suspension.
- **Long-term Suspension:** Temporary exclusion from student status, or other privileges or activities, the remainder of the current semester and/or one or more terms. Instructors are not obliged to provide makeup opportunities for class work missed, including quizzes, tests or examinations, during the period of suspension. If any student is suspended or

expelled from the GCCCD, he or she shall not be present on any of the campuses or at the District Office without authorization from the College President, CSSO, or the District Vice Chancellor of Human Resources and must be escorted by a District Public Safety officer. The student may not attend any official campus sanctioned events or activities during the term of the suspension.

- **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 responsible of theft, vandalism, or willful destruction of District or College property.
- **Educational Sanctions:** Educational sanctions may be assigned instead of, or in addition to those specified in this section at the discretion of the Administrator. Educational sanctions may include, but are not limited to, reflection papers, participation in alcohol or drug education programs, or meeting with college officials.
- **Community Service:** Community Service may be assigned instead of, or in addition to, those specified in this section at the discretion of the Administrator. Community Services assignments will require a student to perform unpaid work of benefit to the College community. Community Service provides an opportunity for the student to contribute positively to their community. The assigned tasks shall support and supplement services existing on campus. The Dean of Student Affairs shall approve the community service site. Student must present hours to the Dean of Student Affairs upon completion. Referral: A student may be referred by the Administrator to any college/community resource deemed necessary for the assistance of the student.

## STUDENTS RIGHTS, GRIEVANCES, AND DUE PROCESS

The educational philosophy of the Grossmont-Cuyamaca Community College District ("District" or "College") set forth by board policy BP 1300 Educational Philosophy 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 this document 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. These procedures shall be available to any student who reasonably believes a college decision or action has

adversely affected his/her status, rights or privileges as a student. It is the responsibility of the student to submit evidence of alleged unfair or improper action for investigation. These procedures shall include, but not be limited to, grievances regarding:

- Course grades, to the extent permitted by Education Code Section 76224(a), which provides: "When grades are given for any course of instruction taught in a community college District, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final." "Mistake" may include, but is not limited to errors made by an instructor in calculating a student's grade and clerical errors;
- The exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120.

This Student and Grievance Procedure does not apply to:

- The challenge process for prerequisites, corequisites, advisories, and limitations on enrollment; an appeal of residence decision determination; or the determination of eligibility, disqualification or reinstatement of Financial Aid. 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 or directed to the administrator in charge of the specific area of concern.
- Alleged violations of sexual harassment policies, sex discrimination in education programs and activities as prohibited by Title IX of the Higher Education Amendments of 1972 (see AP 3435).
- Actions dealing with student discipline, alleged discrimination on the basis of ethnic group identification, religion, age, gender, color, sexual orientation, physical or mental disability. These should be directed to the Dean of Student Affairs and the Vice Chancellor of Human Resources.
- Parking citations (i.e., "tickets") and complaints regarding citations must be directed to the Campus and Parking Services Office.
- Law Enforcement citations (i.e., "tickets") and complaints regarding citations must be directed to the Campus and Corresponding Police Agency.
- 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 race, nationality, ethnic group identification, religion, age, gender, color, sexual orientation, physical or mental disability, or other legally protected status, 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  
(619) 644-7572

#### **Grossmont College**

Dean, Student Affairs  
8800 Grossmont College Drive  
El Cajon, CA 92020  
(619) 644-7600

#### **Cuyamaca College**

Dean, Student Affairs Office  
900 Rancho San Diego Parkway  
El Cajon, CA 92019  
(619) 660-4295

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

#### **Definition of Student Grievance Terms**

**Academic Senate:** The elected representative body of the faculty at each College of the District.

**Administrator:** The College President or other person or persons designated by him or her.

**Dean of Student Affairs:** The Dean of Student Affairs at each college of the District or their designee.

**Associated Student Government:** The elected student representative body at each college of the District.

**Chief Student Services Officer:** The Vice Presidents of Student Services at each College of the District.

**College President or Designee:** The Chief Executive Officer (CEO) at each College of the District or an Administrator selected by the CEO to represent him or her in matters of Student Conduct.

**Days:** Days during which College is in session and regular classes are held, including summer and intersession days, and excluding Saturdays and Sundays, unless otherwise specified in the procedures.

**Decision:** The final outcome of the Grievance Council. This includes tie votes or no decision.

**District or GCCCD:** The Grossmont-Cuyamaca Community College District (GCCCD), including all Colleges, programs and offerings.

**Formal Grievance Hearing Committee:** The Formal Grievance Hearing Committee is appointed by the College President and shall consist of two (2) students, two (2) faculty members, and one (1) college administrator, supervisor or staff member.

**Grievance Council:** The Grievance Council is composed of the Chief Student Services Officer, the Vice President of Instruction and the Chief Business Officer of the college or their designees.

**Grievant:** A grievant is a person currently enrolled, or a person who has filed an application for admission to the college, or a former student of the District, including both in-person and online. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a) and must file their grievance within one (1) year of the date that a reasonable person would have had knowledge, but not to exceed one (1) year (to be determined by the Formal Grievance Committee).

**Instructor:** Any academic employee of the District who is the instructor of record for a class in which a student is enrolled, or a counselor who is providing or has provided services to the student, or other academic

employees who provide services related to the student's educational program.

**Party:** The student grievant or any persons alleged to have been responsible for the student's alleged grievance, together with their representatives. Party shall not include the Formal Grievance Hearing Committee, members of the Grievance Council, or the Dean of Student Affairs.

**Respondent:** Any party who is a student and who is claimed by a grievant to be responsible for the alleged grievance.

**Student:** A currently enrolled student, a person who has filed an application for admission to, or a former student at any college within

#### **INFORMAL RESOLUTION**

All parties involved are encouraged to seek an informal resolution. Informal meetings and discussion between persons directly involved in a grievance are essential at the outset of any dispute and should be encouraged. 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.

The College President shall appoint the Dean of Student Affairs to assist students in seeking resolution by informal means. The role of the Dean of Student Affairs is that of a facilitator of the grievance process, and not that of an advocate for either the Grievant(s) or the Respondent(s). The Dean, Student Affairs and the student may also seek the assistance of the Associated Student Organization or any other appropriate resource(s) in attempting to resolve a grievance informally.

#### **REQUEST FOR FORMAL GRIEVANCE HEARING**

If the student believes the issue has not been resolved satisfactorily, the student may obtain a Written Statement of Grievance form from the Office of Student Affairs, specifying the time, place, nature of the complaint, the specific policy or regulation alleged to have been violated, if any, and the remedy or correction requested. This Statement shall be submitted to the Dean of Student Affairs. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a) and must file their grievance within one (1) year of the date the grade was awarded.

Following submission of the Written Statement of Grievance, the student may, if appropriate, schedule a meeting with the Dean of Student Affairs to explore student rights and responsibilities and receive assistance with an informal resolution.

- During the informal resolution stage of the grievance process, the Dean of Student Affairs shall facilitate informal meetings and discussions that may lead to a resolution of the grievance.
- The Dean of Student Affairs may gather information, communicate with all parties

and attempt to mediate an informal resolution.

At the end of fifteen (15) days, barring any exigent circumstance, following the receipt of the Written Statement of Grievance by the 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.

The request for a Formal Grievance Hearing shall be made in writing to the Dean of Student Affairs within five (5) days, barring any exigent circumstance, following the conclusion of the information resolution process. If the Grievant fails to exercise his/her due process rights within this time frame, no further action shall be taken. Any exception to these time restrictions will be granted at the discretion of Dean of Student Affairs and will only be granted in extremely exigent circumstances.

Following receipt of the Formal Grievance Hearing Form from the Grievant, upon request from either Party, the Grievant(s) or Respondent(s), the Dean of Student Affairs shall meet with the Grievant(s) and Respondent(s) to outline their rights and responsibilities.

### FORMAL GRIEVANCE HEARING COMMITTEE

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.

### FORMAL GRIEVANCE HEARING COMMITTEE DETERMINATION OF STANDING

Within ten (10) days following receipt of the Formal Grievance Hearing Request, 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 includes 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 or retaliation.

If the Formal Grievance Hearing Committee rejects the request for a Formal Grievance Hearing, the grievant and the 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 via the Dean of Student Affairs 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 Dean of Student Affairs, in writing, within five (5) days.

The Dean of Student Affairs shall schedule a Formal Grievance Hearing which shall commence within twenty (20) days barring any exigent circumstances, following the decision to grant a Formal Grievance Hearing. All parties to the grievance shall be given no less than five (5) days, barring any exigent circumstance, notice of the date, time and place of the hearing.

### HEARING PREPARATION

The Dean of Student Affairs shall be responsible for making the necessary arrangements for the Hearing. Arrangements shall include scheduling a room, providing for a tape recorder, providing notice to the parties, notifying members of the Grievance Hearing Committee, and any other arrangements deemed necessary.

Parties requesting accommodations in accordance with the Americans with Disabilities Act of 2008 or Section 504 of the Rehabilitation Act (1973) may do so by contacting the Dean of Student Affairs in writing at least five (5) days in advance of the needed accommodation.

During the Formal Grievance Hearing stage of the grievance process, the Dean of Student Affairs shall coordinate the preparation and shall prepare the chairperson on conduct of the hearing, including providing any additional necessary training to committee members. The Dean of Student Affairs shall sit with the Formal Grievance Hearing Committee but shall

not serve as a member or vote. The Dean of Student Affairs shall ensure that the entire grievance process is conducted in an orderly, fair, and respectful manner.

**Right to Representation:** The Grievant(s) or the Respondent(s) shall represent themselves. Parties are allowed an advisor of their choice whose role is to advise, not represent. The advisor shall not be an attorney or a person acting as an attorney. The advisor's name shall be submitted to the Dean of Student Affairs no later than 48 hours prior to the hearing. If the student needs assistance finding an advisor, the Dean of Student Affairs can assist in finding an advisor. The Grievance Hearing Committee may also request legal assistance through the College President. Any legal advisor provided to the hearing committee may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

The Dean of Student Affairs shall have the authority to exclude from the hearing any individuals who fail to conduct themselves in an orderly, fair, and respectful manner.

### CONDUCT OF THE HEARING

**Opening:** The committee chairperson shall call the hearing to order, introduce the participants, and announce the purpose of the hearing

**Review of Alleged Grievance:** The chairperson shall distribute copies of the Formal Grievance Hearing Form submitted by the Grievant to the members of the Grievance Hearing Committee and read them aloud on to the record.

**Burden of Proof:** The burden shall be upon the grievant to prove by a preponderance of evidence ("more likely than not" that the facts alleged are true.

**Statements:** Unless the Grievance Hearing Committee determines to proceed otherwise, beginning with the Grievant(s), each party to the grievance shall be permitted to make or waive an opening statement. Thereafter, the Grievant(s) shall make the first presentation, followed by the Respondent(s). The Grievant(s) may present rebuttal evidence after the Respondent(s)' evidence. The burden shall be on the Grievant(s) to prove by a preponderance of evidence that the facts alleged are true and that a grievance has been established as specified above.

**Evidence:** Formal rules of evidence shall not apply. All relevant information is admissible, including but not limited to testimony of witnesses, physical objects, police reports, photographs, copies of documents, and signed and dated declarations of witnesses shown to be unavailable to attend the hearing. 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. The Chairperson shall make all determinations as to the relevance and/or admissibility of evidence and testimony.

**Exclusion of Witnesses:** Hearings shall be closed and confidential. Only persons participating in the hearing shall be present during the hearing. All witnesses shall be excluded except when testifying. Both Parties shall be entitled to call witnesses presented by the other. Either party may recall a witness, who again may be questioned by both parties and the committee. A member of the Formal Grievance Hearing Committee may ask questions at any time upon recognition by the chairperson.

**Conclusion:** First the Grievant(s), and then the Respondent(s), shall be afforded the opportunity to make or waive a final statement.

**Formal Grievance Committee Decision:** Upon conclusion of the Hearing, the Formal Grievance Hearing Committee shall retire to deliberate with only members of the Grievance Committee present. Only those committee members present throughout the entire hearing may vote on the decision. The Formal Grievance Hearing Committee's deliberations shall not be tape-recorded and shall be confidential and closed to all Parties. With permission of the Grievance Hearing Committee, the Dean of Student Affairs and/or legal counsel retained on behalf of the Committee may be consulted during deliberations to assist in procedural matters.

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, barring any exigent circumstance, this committee shall issue a written recommendation that includes a rationale 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), Respondent(s) and Dean of Student Affairs.

**Tape Recording:** The Dean of Student Affairs shall be responsible for tape recording the hearing and arranging for safe storage of the grievance file, including tape(s) and documents, for a period of no less than seven (7) years. 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 verbally 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.

**Absence of the Party:** If either Party, Grievant(s) or Respondent(s), do not appear, and no satisfactory explanation for the absence is made at the earliest opportunity, or if either Party leaves the Hearing before its conclusion, the Formal Grievance Hearing Committee shall determine if the hearing should proceed without the party. The committee will decide whether they can make a determination of the information that was presented to that point.

#### **GRIEVANCE COUNCIL**

The Grievance Council shall be composed of the Chief Student Services Officer, the Vice President of Instruction/Academic Affairs, 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**

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, barring any exigent circumstance, 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, barring any exigent circumstance, 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, barring any exigent circumstance.

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.

The decision of the Grievance Council is final. Further complaints may be submitted to the California Community College State Chancellor's Office ([www.cccco.edu/Complaint-Process-Notice](http://www.cccco.edu/Complaint-Process-Notice)).

#### **GENERAL PROVISIONS**

The facts of any Grievance action and the reasons shall be recorded on the student's records subject to access, review and comment by the student as authorized by the Family Education Rights and Privacy Act (FERPA) and Education Code Sections 76200 Legislative Intent through Section 76246. All access or release of such records to members of the public shall also be in accordance with applicable State and Federal laws.

The grievance file, including tapes and all documents, shall be retained in a secure location on campus for a period of seven (7) years. The Grievant(s) and the Respondent(s) may have access, upon request, to the files and tapes through the Dean of Student Affairs. The individual making the request shall pay the costs of any copies requested.

The records shall be available only to officers or employees of the GCCCD and only used when necessary to represent the College or District in litigation or other legal or administrative proceedings.

Any specified time limits stated in these procedures may be shortened or lengthened by mutual concurrence of all parties.

Technical departures from these procedures and errors in its application shall not constitute grounds to invalidate action against a student unless, in the opinion of the College President

or Designee, the technical departure or error prevented a fair determination of the issue.

## **STUDENT SUCCESS AND SUPPORT PROGRAM**

The Student Success and Support Program is designed to assist students in planning and achieving their educational goals. The College will provide:

Orientation – all new students must participate unless exempt (see below)

Assessment – all new students must participate unless exempt (see below)

Counseling for course selection and assistance in creating a student education plan

Referrals to specialized support services

Follow-up services to evaluate students' progress and referral to appropriate interventions

Each student has the responsibility to:

Participate in assessment, orientation and advisement

Identify an academic and career goal

Declare a specific course of study

Develop a Student Educational Plan in consultation with a counselor no later than the term after completion of 15 semester units of degree applicable credit coursework

#### **EXEMPTIONS**

A student may challenge and be exempted from the Student Success and Support Program requirements based on one or more of the following criteria;

- Has completed an associate degree or higher;
- Has enrolled at the college for a reason other than career development or advancement, transfer, attainment of a degree or certificate of achievement, or completion of a basic skills or English as a Second Language course sequence;
- Has completed these services at another community college;
- Is enrolling at the college to take a course that is legally mandated for employment or in response to a significant change in industry or licensure standards;
- Is a special admit student pursuant to Education Code 76001.

Any student exempted from orientation, assessment, counseling, advising, or student education plan development shall be notified and may be given the opportunity to participate in those services.

## **CUYAMACA COLLEGE COMPLAINT PROCEDURES**

There are established procedures for resolving complaints from not only prospective and current students, but also community members. For example, as a standard practice, the first step should be to seek a resolution at the local level with the appropriate department. If the complainant does not feel

that the issue has been solved at this level to his or her satisfaction, the complainant is able to pursue the matter through the established chain of command. The process must be clearly stated and in compliance with Federal regulation (HEA Title 1V, CFR, Sections 600.9 and 668.4 (3) (b) since all Title 1V eligible institutions must not only have, but also state its administered complaint process.

#### **PROCESS FOR SUBMITTING ALL TYPES OF COMPLAINTS BY PROSPECTIVE AND CURRENT STUDENTS:**

Send an email to the department supervisor detailing a summary of the problem, including the steps taken to resolve the issue, and the desired outcome. If, after meeting with the department supervisor, you are not satisfied with the outcome, contact the Administrator of the appropriate Department or Division. If, after meeting with the Administrator of the appropriate Department or Division, you are not satisfied with the outcome and have taken the appropriate steps to resolve the matter through the established chain of command, contact the Vice President of that Division.

#### **PROCESS FOR SUBMITTING ALL TYPES OF COMPLAINTS BY COMMUNITY MEMBERS:**

Send an email, detailing a summary of the problem, including the steps taken to resolve the issue and the desired outcome to the Vice President of Administrative Services, Vice President of Instruction or the Vice President of Student Services or the College President.

#### **PROCESS FOR SUBMITTING UNRESOLVED COMPLAINTS FROM PROSPECTIVE STUDENTS, CURRENT STUDENTS, AND/OR COMMUNITY MEMBERS TO THE STATE LEVEL:**

Although it is our goal to resolve complaints at the campus level, there may be times when a complainant is not satisfied with the outcome. In these situations, the complainant is encouraged to contact the California Community Colleges Chancellor's Office. The form to submit your complaint can be found at [www.cccco.edu/Complaint-Process-Notice](http://www.cccco.edu/Complaint-Process-Notice). There is a separate link for discrimination complaints.

#### **PROCESS FOR SUBMITTING DISCRIMINATION COMPLAINTS:**

##### **Filing a Complaint**

A student or employee of a community college district who wishes to file a complaint alleging that they were subjected to unlawful discrimination may do so by filing a complaint with their community college district.

Unlawful discrimination complaints can be directed to: Vice Chancellor Human Resources, [Tim.Corcoran@gcccd.edu](mailto:Tim.Corcoran@gcccd.edu)

For additional information regarding the process and appeals, please refer to [www.cccco.edu/About-Us/Chancellors-Office/Divisions/General-Counsel/Programs/College-District-Discrimination-Appeals](http://www.cccco.edu/About-Us/Chancellors-Office/Divisions/General-Counsel/Programs/College-District-Discrimination-Appeals)

#### **PROCESS FOR SUBMITTING ACCREDITATION COMPLAINTS:**

If you are submitting a complaint that pertains to the institution's compliance with academic program quality and accrediting standards, please submit the information to the Accrediting Commission for Community and Junior Colleges (ACCJC), which accredits

the academic programs of the California Community Colleges. The link to submit your complaint can be found at [accjc.org/complaint-process/](http://accjc.org/complaint-process/). (Nothing in this disclosure should be construed to limit any right you may have to take civil or criminal legal action to resolve your complaints.)

## **STUDENT RIGHT-TO-KNOW RATES**

For Fall 2014 Cohort:

COMPLETION RATE: 26.07 %

TRANSFER RATE: 9.87 %

In compliance with the Student-Right-To-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of our college district to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2014, 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 above. These rates do not represent the success rates of the entire student population at the College nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, a Completer is a student who attained a certificate or degree or became 'transfer prepared' during a three-year period from Fall 2014 to Spring 2017. Students who have completed 60 transferable units for a GPA of 2.0 or better are considered 'transfer-prepared'. Students who transferred to another post-secondary institution, prior to attaining a degree, certificate, or becoming 'transfer-prepared' during a five-semester period from Spring 2015 to Spring 2017 are transfer students.

## **TUTORING**

We Make Good Students Better! Tutoring services are free, and students may begin using services at any point in the semester. Learning Assistants -- most of whom are current or former Cuyamaca students, themselves -- help students adapt to college, learn course skills and content, refine general study skills and strategies, and become more confident, independent learners. Tutoring is offered in online, email, and in-person formats through various campus locations as well as through the Cuyamaca Virtual Tutoring Center. For more information and/or to request an appointment, please click on the blue "Tutoring" link in your course Canvas container, email [cuyamaca.tutoring@gcccd.edu](mailto:cuyamaca.tutoring@gcccd.edu), visit the Tutoring website at [www.cuyamaca.edu/tutoring](http://www.cuyamaca.edu/tutoring), or leave a voicemail at (619) 660-4525.

## **UNIT VALUE AND STUDENT LOAD**

College work is measured in terms of the semester Carnegie unit. In lecture courses, one hour in the classroom and two hours of study preparation per week constitute one unit of work. In the laboratory, three hours in the classroom per week with no outside study time constitute one unit of work. The number

of units of credit is listed with each course description.

Full-time load is defined as a minimum of 12 units per semester (fall/spring). The load for full-time students planning to graduate in four semesters is 15-16 units per semester. Students desiring to enroll in more than 18 units during the fall and spring term and more than 8 units during summer, must obtain approval from a Counselor.

The winter intersession is considered part of spring; therefore, if the combination of winter and spring units goes over 18 units a unit overload approval will be needed.

<b>Overload</b>	<b>Maximum Units Students are Able to Register for:</b>
Fall Semester	18 units total for the entire semester
Spring Semester	18 units total for the entire semester
Summer Semester	8 units total for the entire semester

To receive unit overload approval all of the requirements below must be met:

1. Earned a minimum of 12 units with a cumulative college GPA of 3.0 in college coursework.
2. Currently not on probation or dismissal status.

\*Final recommendation is based on the discretion of the Counselor.

## **WORK EXPERIENCE REQUIREMENTS**

In order to participate in Cooperative Work Experience Education, students shall be enrolled as specified in Title 5, Section 55250.

The unit value for work experience or field experience is one semester unit for 75 hours of paid work experience or 60 hours of unpaid work experience completed during the course. The maximum occupational work experience units allowable in one semester is eight.

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.

## **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. These courses are at times referred to as Independent Study courses.

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. Coursework is degree-applicable, but not transferable.

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 special study courses.

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 session classes.