

Policies and Regulations

including academic honesty and dishonesty,
student behavior, substance abuse,
digital information network: acceptable use policy,
liability, student rights, academic standards,
credit by examination, credit from other institutions,
contract education, honors,
probation, dismissal, and renewal,
grievances

Academic Honesty and Dishonesty

Responsibilities and Definitions for Students

Irvine Valley College actively promotes academic and institutional honesty. Academic dishonesty runs counter to a healthy intellectual environment, and tarnishes the educational opportunities offered. The following policy defines such acts. Students, faculty, and administrators are responsible for addressing this serious issue.

Student acts of academic dishonesty include (but are not limited to) such deeds as:

1. FALSIFICATION OF OFFICIAL COLLEGE DOCUMENTS

Falsification involves actions that are intended to deceive.

No student shall:

- a. forge signatures on official documents such as admissions cards and financial aid applications, etc.
- b. change or attempt to change official academic records without proper sanction.
- c. misrepresent or falsify successful completion of prerequisites.
- d. provide false information, such as immigration materials, during the admission or matriculation process.
- e. falsify one's identification or falsely use another's identification.

2. PLAGIARISM

Plagiarism is the misrepresentation of someone else's words, ideas or data as one's own work. Students should be advised to state the source of ideas when these are known, since this lends strength to their answers and is part of the ethics of scholarship.

The following acts do constitute plagiarism, and thus,

No student shall:

- a. intentionally represent as one's own work the work, words, ideas or arrangement of ideas, research, formulae, diagrams, statistics, evidence of another.
- b. take sole credit for ideas that resulted from a collaboration with others.
- c. paraphrase or quote material without citing the source in the text.
- d. submit as one's own a copy of or the actual work of another person, either in part or in entirety, without appropriate citation (e.g., term-paper mill products).
- e. share computer files and programs or written papers and then submit individual copies of the results as one's own individual work.
- f. copy another student's test answers.
- g. copy, or allow another student to copy, a computer file that contains another student's assignment, homework, lab reports, or computer programs and submit it, in part or in its entirety, as one's own.
- h. submit substantially the same material in more than one course without prior authorization from each instructor involved.
- i. submit work as one's own when one has received so much

assistance from others that the work ceases to be one's own.

- j. reproduce another professional or student's work so closely that any reasonable person would conclude plagiarism had occurred.

The following do not constitute plagiarism:

- k. Cases in which the idea comes from the past reading and a student cannot reasonably recall or determine the exact source. The use of ideas which are judged to have become common knowledge does not constitute plagiarism. It would, however, constitute plagiarism if the student, being aware that the idea was not his or her own, expressly claimed authorship for the idea.
- l. Instances in which the idea came from informal discussions with other members of the academic community which were not initiated with the deliberate intent of providing information on the topic in question. However, if the source of an idea is remembered, the source must be acknowledged.
- m. Instances when students are specifically instructed by the instructor of that course that borrowing of other's work is considered appropriate.

3. CHEATING

Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he/she has mastered knowledge on a test or evaluation that he/she has not mastered.

No student shall:

- a. knowingly procure, provide, or accept examination materials or descriptions of such materials, except when authorized by the instructor.
- b. complete, in part or in total, any examination or assignment for another person.
- c. knowingly allow any examination or assignment to be completed, in part or in total, for himself or herself by another person (e.g., take-home exams which have been written by someone else).
- d. copy from a nearby student's test, paper or lab report.
- e. use unauthorized sources of information such as: crib sheets, answers stored in a calculator, or unauthorized electronic devices.
- f. Store answers in electric devices and allow other students to use the information without the consent of the instructor.
- g. employ aids excluded by the instructor in undertaking course work.
- h. look at another student's exam during a test.
- i. use texts or other reference materials (including dictionaries) when not authorized to do so.
- j. alter graded class assignments or examinations and then resubmit them for regrading or reconsideration.

(Continued)

4. FABRICATION

Fabrication is the intentional use of invented information or the falsification of research or other findings with the intent to deceive.

The following cases do constitute fabrication.

- a. Citation of data or information not actually in the source indicated.
- b. Listing sources in a bibliography not used in the academic exercise.
- c. Submission in a paper, lab report or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence.
- d. Submitting as your own any academic exercises (e.g., written work, printing, sculpture, etc.) prepared totally or in part by another.
- e. Taking a test for someone else or permitting someone else to take a test for you.

This list is not intended to be an all-inclusive list of offenses. Students should consult their instructor if in doubt about the honesty of an action.

Inquiries about the Academic Honesty and Dishonesty Policy and its enforcement should be directed to Dr. Vern M. Hodge, Vice President of Student Services, (949) 451-5214.

Student Behavior

Students in the South Orange County Community College District are responsible for regulating their own conduct and for respecting the rights and privileges of others. Irvine Valley College students are expected to conduct themselves in a manner compatible with the function of the college as an educational institution and to respect and obey all civil and criminal laws. Failure to show respect for the standards as set forth by the South Orange County Community College District is cause for disciplinary action.

Guidelines for student conduct are set forth in the California Education Code, California Administrative Code, Title 5, policies of the Board of Trustees, and all civil and criminal codes.

In compliance with California Education Code Section 66300 and in keeping with the above, the following regulations have been established to effectively and efficiently guide the approved educational programs, approved student activities, and community services.

Code of Conduct

A student may be disciplined for one or more of the following causes related to college activity or attendance.

1. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, district or college personnel.
2. Assault, battery, or any threat of force or violence upon a student, district or college personnel, or upon an authorized college visitor [Calif. Ed. Code, Section 76033(b)].
3. Willful misconduct resulting in injury or death to a student or college or district personnel or an authorized college visitor, or willful misconduct resulting in cutting, defacing, theft, or other injury to any real or personal property owned by the district, college personnel, or students in attendance at the colleges or programs of the district [Calif. Ed. Code, Section 76033(c)].
4. The unlawful use, sale, or possession on district property of, or presence on district property under the influence of any controlled substance or any poison classified as such by the Business and Professions Code [Calif. Ed. Code, Section 76033(d)].
5. Willful or persistent smoking in an area where smoking has been prohibited by law or regulation of the governing board [Calif. Ed. Code, Section 76033(e)].
6. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct [Calif. Ed. Code, Section 76033(f)].
7. The forgery, alteration, or misuse of district or college documents, records or identification, or knowingly furnishing false information to the district or college [Calif. Ed. Code, Section 76033(a)].
8. Cheating or plagiarizing in relation to a district or college course or an academic program (see college policy, pages 28–29).
9. The unauthorized entry or use of district property.
10. Disorderly, lewd, indecent, or obscene conduct on district-owned or controlled property or at district-sponsored or supervised functions.
11. The possession or use of any firearms, explosives, dangerous chemicals, or other potentially harmful implements or substances while on district property or at a college-sponsored function without the prior authorization of a college president.
12. The obstruction or disruption, on or off campus, of the district's educational or administrative process or administrative process or any other district function.
13. The violation of any previous order issued by a college president that is not inconsistent with any of the other provisions of this policy. This order may be given by its publication in the student newspaper or by posting a notice on an official bulletin board designated for this purpose.
14. Any other cause not previously listed which is identified as good cause by the disciplinary panel [Calif. Ed. Code, Section 76037].
15. Attempting to perform any previously identified act that constitutes a cause for disciplinary action.

Vandalism

Persons shall be held responsible for any damage to district property caused by their careless or wrongful acts. The district shall take appropriate action to recover the costs of repairing or replacing damaged property.

Debts Owed to the College

Failure to return college equipment, defaulting on student loans, failure to redeem returned checks, or non-payment of Library or Health Center fees may result in a student's transcript being withheld, as well as permission to register for classes being denied.

Animals or Pets on Campus

No animals or pets of any kind are allowed within the boundaries of any college. This restriction also applies to animals and/or pets confined in any vehicle parked within the college boundaries. In connection with special class assignments, the college president or an appointed designee may grant approval to a student to bring an animal or pet on campus. When such approval is granted, the student shall control and supervise the animal or pet at all times while on campus.

Note: This policy does not apply to the use of a guide dog, signal dog, or service dog, specially trained for assisting a totally or partially blind person, deaf person, person whose hearing is impaired or a physically handicapped person, or the instructional use of animals or animals indigenous to the college's grounds.

Substance Abuse

DISTRICT PHILOSOPHY

The South Orange County Community College District has long recognized that an academic community is harmed in many ways by the abuse of alcohol and the use of other drugs. This high-risk behavior is exemplified by decreased productivity of members of the student body, serious health problems, strained social interaction, as well as forms of vandalism.

Problems associated with the illicit use and abuse of substances have a pervasive impact upon our academic community and are not associated with a singular socioeconomic group or age level. The processes of education and learning are especially impaired by alcohol abuse and the use of illicit drugs. The South Orange County Community College subscribes to the basic philosophy of the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse.

CAMPUS STANDARDS OF CONDUCT

Irvine Valley and Saddleback colleges are dedicated to the elimination of the use of illicit drugs and alcohol abuse. The colleges are making significant efforts to create an environment that promotes and reinforces good health. These include responsible living; respect for community and campus standards and regulations; and the intellectual, social, emotional, ethical, and physical well-being of all members of the campus community.

Within this context, the South Orange County Community College District and California State law prohibit the unlawful possession, use, distribution, manufacture or dispensing of illicit drugs and alcohol by students on college property or as part of any college activity. (California Education Code, Section 76033 (a) and South Orange County Community College District Board Policy and Administrative Regulations 5401—Code of Conduct.)

CAMPUS LEGAL SANCTIONS

Students are reminded that violations of these provisions may lead to the imposition of a disciplinary sanction under South Orange County Community College District Administrative Regulations 5401.

All violations of policy will be handled on an individual basis affording each student the right to due process. Procedures of this process are described in Administrative Regulation 5401. Sanctions which may be imposed include reprimand, probation, suspension, and expulsion.

It is the colleges' belief that all disciplinary sanctions should provide the opportunity for personal growth; to that end, counseling and referral for individual assessment may be included as a condition of any sanction.

The Federal Controlled Substances Act provides penalties of up to 15 years' imprisonment and fines up to \$25,000 for unlawful distribution or possession with intent to distribute narcotics. For unlawful possession of a controlled substance, a person is subject to up to one year imprisonment and fines up to \$5,000. Any person who unlawfully distributes a controlled substance to a person under twenty-one years of age may be punished by up to twice the term of imprisonment and fine otherwise authorized by law.

Criminal Sanctions under California law for the unlawful possession or distribution of illicit drugs and alcohol include the following:

1. Imprisonment in State prison for possession of specified controlled substance, including opium derivative and cocaine (Health and Safety Code Section 11350).
2. Imprisonment in State prison for two to four years for possession for use of specified controlled substances, including opium derivatives and cocaine (Health and Safety Code Section 11351).
3. Imprisonment in State prison for three to five years for possession for sale of cocaine base (Health and Safety Code Section 11351.1).
4. Fine not exceeding \$50,000 for possession for sale of heroin (Health and Safety Code Section 11352.2).
5. Fine of not more than \$100 for the possession of less than 28.5 grams of marijuana; imprisonment in county jail and/or fine of not more than \$500, or imprisonment in State prison for possession of concentrated cannabis (Health and Safety code Section 11357).
6. Imprisonment in State prison for possession for sale of marijuana (Health and Safety Code section 11359).
7. Misdemeanor penalties for possession, sale or distribution of alcoholic beverages on school property (Business and Professions Code, Section 25608).
8. Misdemeanor penalties for sale or furnishing of alcoholic beverages to minors (Business and Professions Code, Section 25658).
9. Fines for attempt to purchase of alcoholic beverages by persons under the age of 21 (Business and Professions Code, Section 25658.5).

HEALTH RISKS

The foundation of the philosophy concerning alcohol and drug abuse for Irvine Valley College/Saddleback College is the firm commitment to an educational program that provides adequate information and counseling to help all members of the academic community to make informed and responsible decisions concerning the use of any controlled substance.

To become dependent upon chemicals such as illicit drugs and/or alcohol is to put your health at risk. Chemical dependency is a condition in which the use of mood-altering substances such as drugs or alcohol is associated with problems in any area of life on a more or less continuing basis. One does not, however, have to be addicted or chemically dependent to suffer health risks from the use of illicit drugs or alcohol.

Alcohol and illicit drugs (in all the many forms) may, and often do, impair physical coordination and judgment, diminish control over impulsive behavior, and cause many short- and long-term health consequences.

Alcohol-related illnesses now represent the third leading cause of death in the United States, exceeded only by cancer and heart disease, and medical research has established very strong evidence that alcohol abuse contributes significantly to cancer and heart disease. There is clear evidence of serious negative effects on babies due to use of illicit drugs and alcohol by the mother during pregnancy.

Campus Referral Sources:

Health and Wellness Center: (949) 451-5221

Counseling Center: (949) 451-5319

Parking Regulations

Parking on campus is by permit only, except at meters and in those areas designated for FREE parking (white curbs). Payment is required for parking in coin-operated metered spaces during the hours posted on each meter. Students are reminded not to park in spaces marked for STAFF or CARPOOL, or in DISABLED spaces. An appropriate disabled parking permit is always required to park in designated disabled spaces.

Citations are issued for violations of the District's Traffic and Parking Regulations. Penalties range from \$15.00 to \$250.00, depending on the type of violation. An appeal process is available, and instructions are printed on each citation.

Beginning on the first class meeting day of each full-semester or summer session, the requirement to display a valid student parking permit in student or other non-reserved parking areas is waived for two calendar weeks. This waiver does not apply at metered, staff, carpool, disabled, or any other posted/reserved space. Citations will be issued for parking violations at these locations.

The South Orange County Community College District annually determines the cost of parking permits (see Fees and Refunds, page 24) and the fees charged to park at meters or to purchase daily permits from dispensers. Parking permits may be purchased through online or telephone registration or at the Bursar's Office.

Complete copies of the college's Traffic Rules and Regulations are available at the Information Desk in the Administration Building (A 100) or the Parking and Information Office (A 552). For additional information, call (949) 451-5200.

Digital Information Network: Acceptable Use Policy

Use of College Computers, E-Mail, Internet Services, Telephones, Faxes and Related Electronic Devices

The South Orange County Community College District (SOCCCD) digital information network is intended to enhance the availability of educational materials and opportunities for students. The network consists of computers, computer networks, e-mail and voice mail systems, Internet services, audio and video conferencing and related electronic peripherals such as cellular phones, modems and fax machines. The District encourages broad and extensive use of the network for educational purposes. However, personal, recreational or commercial use of the system for non-academic matters is not permitted.

Student e-mail privileges are designed solely for educational purposes. Chain letters, chat rooms, Multiple User Dimensions (MUDs), or multi-player game servers are not allowed, with the exception of those bulletin boards or chat groups that are created by academic staff for specific instructional purposes. The District reserves the right to monitor network and e-mail use for the purpose of determining whether a violation of District policy or law has occurred, and to take disciplinary action when appropriate.

Guidelines for permitted uses of the information network are defined in SOCCCD Administrative Regulation 4000.2, Electronic Communications.

Liability Notice

Throughout the academic year, many classes will meet at off-campus locations. The college will not provide transportation to these sites, and students enrolled in these classes are responsible for making their own transportation arrangements. College personnel may assist in coordinating this transportation and/or may recommend travel time, routes, carpooling, etc.; however, the student does not have to follow these recommendations. The South Orange County Community College District is in no way responsible, nor does it assume liability, for any injuries or losses resulting from this non-sponsored transportation. If you ride with another student, that student is not an agent of, nor driving on behalf of the District.

Throughout the school year, the District may sponsor voluntary field trips and excursions in which you may want to participate. Under the California Code of Regulations, Subchapter 5, Section 55450, if you participate in a voluntary field trip or excursion, you hold the District, its officers, agents, and employees harmless from all liability or claims that may arise out of or in connection with your participation in this activity.

Student Rights

Crime Awareness

Irvine Valley College seeks to offer the safest possible campus environment for its students and employees. Sworn and armed Campus Safety Officers are on duty 24 hours per day, seven days a week to patrol the campus and enforce the laws of the State of California, and the rules and regulations adopted by the South Orange County Community College District Board of Trustees.

A crime statistics disclosure pamphlet is available at the college bookstore or at the following offices at Irvine Valley College: Admissions and Records, Registration, Campus Safety, Community Education, and President's Office. For further information, students may contact the Campus Safety Office, (949) 451-5200.

Accommodations for Students with Disabilities

The colleges of the South Orange County Community College District shall make reasonable accommodations for qualified students with disabilities (Title 5, Calif. Code of Regulations, Sections 56000-56020). Students with disabilities have the right to receive reasonable academic adjustments to create an educational environment where they have equal access to instruction without fundamentally altering any course, educational program, or degree. The procedure by which students with verified disabilities may request academic adjustments shall be published annually by the colleges. The colleges shall employ reasonable means to inform all students, faculty, and staff about the support services available to qualified students with disabilities (Title 5, Calif. Code of Regulations, Section 56020).

Student Privacy Rights: Releasing Student Records

Under the provisions of the Family Education Rights and Privacy Act of 1974, all students are guaranteed the right to the privacy of their records. Irvine Valley College, in compliance with this law, provides students access to specified official records of their work at the college. Students have the right to challenge the content of their records—including the grade they received in a class—on the grounds that it is inaccurate, misleading, or otherwise inappropriate. Those wishing to challenge the information in their files should contact the Vice President of Student Services, who will initiate a hearing.

Irvine Valley College will not release student records unless the college has received the student's prior written consent with the following notable exceptions. As required under the provisions of the Family Education Rights and Privacy Act of 1974, Irvine Valley College will make public without student consent only certain directory information. This information consists of the following: a student's name; city of residence; major field; participation in officially recognized activities and sports; weight, height and age if a member of an athletic team; dates of attendance; degree and awards received; and the most recent previous educational institution or agency attended by the student. Also, the college will release student information to state, local and federal government authorities as required as a part of performance of official duties.

A standard fee has been established to cover the cost of furnishing copies of some college records to the student. Students wishing to have a copy of other records will be charged the actual reproduction cost. Copies of transcripts of course work completed at other institutions must be obtained from those institutions.

The Family Education Rights and Privacy Act applies to educational records only and does not include administrative records.

Instructional and Course Materials Fees

In accordance with Title 5, California Code of Regulations, Part VI, Sections 59400 through 59408, the policy for requiring students to provide instructional and other materials and establishing the provisions for assessing the students a fee for a credit or non-credit course shall conform to the following guidelines:

1. The materials shall be tangible personal property which are owned or primarily controlled by an individual student.
2. The material is of a continuing value to the student outside of the classroom setting, which can be taken from the classroom setting, and which is not wholly consumed, used up or rendered valueless as it is applied in achieving the required objectives of a course which are to be accomplished under the supervision of an instructor during class hours.
3. The material shall not be solely or exclusively available from the district except if it is provided to the student at the district's actual cost; and:
 - a. The material is otherwise generally available, but is provided by the district for health and safety reasons; or
 - b. The material is provided in lieu of other generally available but more expensive material which would otherwise be required.

Any materials not meeting these guidelines will be provided by the district to students at no cost to the student.

Nondiscrimination and Harassment Policy

The South Orange County Community College District prohibits discrimination on the basis of race, color, sex, religion, national origin, ethnic group identification, ancestry, age, physical or mental disability, medical condition, military service, sexual orientation, marital status, pregnancy, or any other basis prohibited by law. The District is committed to providing equal opportunities for all individuals in employment and in all programs and activities which it conducts. Therefore, no student enrolled in or employee employed by the South Orange County Community College District or applicant for enrollment in or employment with the South Orange County Community College District; or others who might receive the benefits of college activities, programs, and services shall be excluded from participation in, denied benefits of, or be subject to discrimination in any process, position, program, service, or activity, on any basis prohibited by law.

Individuals who feel they have been subjected to discrimination or harassment, including sexual harassment, may want to file an informal complaint. [Note that using the informal process is not a prerequisite for filing a formal complaint. Any person may directly file a formal complaint as set forth below.] Individuals wishing to file informal complaints and/or seeking additional information pertaining to the District's policies and procedures should contact the Vice President of Student Services for Irvine Valley College, Rm. A 119, (949) 451-5214.

Academic Policies and Standards

As stated above, whenever possible, complaints should be resolved informally. If the informal process does not resolve the matter and/or if the complainant wishes to pursue formal procedures, then he or she may file a formal written complaint with the Director of Human Resources located at the Office of Human Resources, 28000 Marguerite Parkway, Mission Viejo, Library Room 325, California 92692-3635.

Complaint forms and other materials, including the District's Sexual Harassment Policy and Complaint Procedure, are available on the South Orange County Community College District website located at www.socccd.cc.ca.us.

Student Right-to-Know Disclosure

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the South Orange County Community College District and Irvine Valley College to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 1999, a cohort of all certificate, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population at Irvine Valley College, nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, 39.7 percent attained a certificate or degree or became "transfer prepared" during a three-year period, from Fall 1999 to Spring 2002. Students who are "transfer prepared" have completed 56 transferable units with a GPA of 2.0 or better.

Based on the cohort defined above, 23.7 percent transferred to another postsecondary institution, (UC, CSU, or another California Community College) prior to attaining a degree, certificate, or becoming "transfer prepared" during a five-semester period, from Spring 2000 to Spring 2002.

	Completion Rate	Transfer Rate
Statewide	34.8%	23.6%
Irvine Valley College	39.7%	23.7%
Difference	4.9%+	0.1%+

Information about Student Right-to-Know rates for Irvine Valley College and how they should be interpreted can be found at the California Community Colleges' Student-Right-to-Know Information Clearinghouse web site: <http://srtk.cccco.edu>.

Courseload Limits

An average workload of 15-16 units each semester is necessary for a student to graduate within a two-year period. Students may carry a maximum of 19 units (12 in the summer session), not including work experience or independent study, without restriction. A student who wishes to be considered for an overload must have a cumulative 3.0 grade point average and must file a petition at least two calendar weeks prior to the first day of registration. Petitions are available in the Counseling Office.

The South Orange County Community College District does not specify a minimum load except when the student must meet certain eligibility requirements for financial aid, student employment, Social Security certification, veterans enrollment certification, insurance eligibility, international student status, athletic eligibility, or other special programs. Eligibility for veterans benefits requires enrollment in the required units for each week of the certification period. The load requirement is as follows:

Full-time:	12 or more units
Three-quarter time:	9-11.5 units
One-half time:	6-8.5 units

Remedial Coursework Limit

No more than 30 semester units of credit may be awarded to a student for remedial coursework. Courses in this category include English reading and writing courses one level below transfer-level composition (Writing 1) and mathematics courses below elementary algebra (Math 251).

The following students are exempted from this limitation:

1. Students who are enrolled in one or more courses of English as a Second Language.
2. Students identified as having a learning disability.

The college may grant a waiver to the 30-unit remedial course limitation to any student who demonstrates significant and measurable progress toward the development of skills needed for successful enrollment in college-level courses. Waivers are given only for specified periods of time or specified numbers of units.

Students who have exhausted the unit limitation will be referred to appropriate noncredit adult education programs.

Class Attendance

Students are expected to attend classes regularly, and an instructor may take a student's failure to attend class into consideration in the computation of grades. An instructor may drop students who fail to attend the first meeting of any class for which they have officially enrolled unless prior arrangements have been made with the instructor. Instructors may also drop a student from a class when the student is absent for a total of six cumulative instructional hours. However, it is always the student's responsibility to withdraw officially from classes. In no case should students presume they have been dropped by the instructor.

Repeating Courses

Courses may be repeated only under two circumstances.

1. Most courses may be repeated only when the student has earned a substandard grade—that is, "D," "F," or "NC." Previous grades and credits for courses which are repeated for this reason will be disregarded in the computation of the student's grade point average. When these courses are repeated, only one grade may be suppressed, and previously recorded course work shall remain on the student's transcript. To have a grade suppressed, the student must earn a grade of "C" or better. The transcript will show which courses were excluded for purposes of grade point calculation, insuring a true and complete academic history. Only courses repeated for a letter grade may be used to suppress previously earned substandard grades of "D" or "F." The course must be repeated at the college where it was originally taken to be considered for suppressing substandard grades, and the course must be an exact match.

Most courses completed with a satisfactory grade may be repeated after a period of five years has elapsed in order that students may have the opportunity to review previously acquired knowledge. In the case of mathematics, courses completed with a satisfactory grade may be repeated after three years. Students should contact the Office of Admissions and Records for assistance in these circumstances.

Once students have completed an advanced course in the sequential core curriculum of a particular subject, they cannot go back and take a lower-level course in that subject area. However, students may enroll in ancillary classes with lower core prerequisites.

2. The second situation applies to courses in which skill development may require instruction over more than one semester. These classes are identified in the catalog and involve skills progression requiring intensive individual instruction in specific areas. The model under which a course may be repeated is presented by a code which includes "R" plus the mode for repeating (for example, R-A). This code appears at the end of any repeatable course described in the "Programs and Courses" section of this catalog. Courses designated as NR cannot be repeated except as noted in paragraph 1, this section.

Students who have repeated courses to the maximum number of units allowed may enroll through Community Education for additional hours of instruction in specifically Board-approved courses with a Community Education enrollment card signed by the instructor. Information about such courses is available in department and school offices. Courses taken through Community Education are not available for college credit and will not appear on the college transcript.

Final Examinations

Final examinations of at least two hours are held in all subjects according to the schedule published by the Vice President of Instruction in the class schedule. No student will be excused from any final examination without approval from the Vice President of Instruction.

Exam Policy

The South Orange County Community College District maintains both instructional and grade grievance processes, which are governed by Board Policy 5505. As a part of both of these processes, students may file grievances up to 90 days after the official posting of grades by the Office of Admissions and Records for a given semester.

Since many of these grievances involve questions about exams, Irvine Valley College has adopted an exam policy, which was passed by the Instructional Council on April 12, 1994. This policy states that instructors need to clearly inform their students at the beginning of each semester of the manner in which they shall pass back exams, including the length of time that all non-final exams and papers are to be kept by the instructor. Students shall also be informed at this time of the grade grievance process, in which the burden of proof lies with the student—hence, students should keep their passed-back exams and papers to be prepared in the event of a grievance.

Additionally, instructors shall keep each student's final examination, and any papers not returned to the students, for 90 days after the posting of grades for a given semester. After that time, instructors may discard student exams and papers.

Grades

The state legislature mandates a grading policy for all California community colleges (Title 5, California Code of Regulations, Section 55758). In compliance with this mandate, the South Orange County Community College District Board of Trustees has established the following provisions under Board Policy 5300, Grading Policy.

Academic Record Symbols and Grade Point Average

Letter grades will be averaged on the basis of their numerical grade point equivalencies to determine a student's grade point average (GPA). The highest grade will receive four points and the lowest grade will receive no (0) points using the following evaluative symbols:

	Definition	Grade Point
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
CR	Credit (equivalent to "A," "B," or "C"; units are earned but are not counted in GPA)	
NC	No Credit (equivalent to "D" or "F"; no units are earned, and units are not counted in GPA)	

Note: Grades earned in nondegree applicable courses do not count in the calculation of students' grade point averages for degrees or certificates.

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. The conditions for removal of the "I" will be stated by the instructor in a written record, which will also contain the grade to be assigned in lieu of removal of the "I." A final grade is assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

The "I" agreement with the course instructor must be completed within one year following the end of the term in which it was assigned. A student may petition for a time extension due to unusual circumstances by following the petition procedure in the Office of Admissions and Records.

The "I" symbol will not be used in calculating grade point average or units attempted, but excessive "I"s are used as a factor in progress probation and dismissal procedures.

IP: Work in Progress

The "IP" symbol is used to denote that the class extends beyond the normal end of an academic term. It indicates that work is "in progress" and that assignment of a substantive grade must await its completion. The "IP" symbol will remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit will be assigned and will appear on the student's record for the term in which the course is completed. The "IP" symbol is not used in calculating the grade point average.

RD: Report Delayed

The "RD" symbol is used when there is a delay in reporting the grade of a student due to circumstances beyond the student's control. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" will not be used in calculating grade point averages.

W: Withdrawal

The "W" symbol is used to denote a student's withdrawal from a class or classes through 65% of a term (the last day of the 11th week of classes for regular, full-term classes). The academic record of a student who remains in a class beyond 65% of a term must reflect one of the following symbols: "A," "B," "C," "D," "F," "CR," "NC," "I," "IP."

No notation ("W" or otherwise) will be made on the academic record of a student who withdraws during the first four weeks of a full-term course or during the first 30% of a course offered in a shorter than full-term period. Withdrawal from class anytime between the end of the fourth week and 65% of a term (the last day of the 11th week of regular, full-term classes) will be recorded as a "W" on the student's record.

The "W" is not used in calculating grade point averages, but excessive "W"s are used as factors in progress probation and dismissal procedures.

A student may request permission to withdraw from a class after the last day of the 11th week of the semester by following the petition procedure in the Office of Admissions and Records. All requests for this exception must include complete written details of the student's circumstances, and only reasons of extreme emergency clearly beyond the student's control will be considered.

Notification of Grades

Grades become available online as they are submitted to the Office of Admissions and Records following final exams. However, official transcripts including the semester's grades are not available until approximately three weeks after the semester ends. Students may access their grades by logging on to "MySite," a student web site for the district. Grades are not available by mail or by telephone.

Credit/No-Credit Option

Students may be evaluated on a credit/no-credit grading basis in either

of the two following categories: (a) courses in which all students are evaluated on the credit/no-credit basis, or (b) courses in which each student may elect to be graded on either a credit/no-credit or a letter grade basis. Students must declare the credit/no-credit option within the first 30 percent of the term by submitting a signed credit/no-credit form to the Office of Admissions and Records.

A Credit ("CR") grade indicates satisfactory (a letter grade of "C" or better) work in the class and units awarded with such a grade. No grade points are assigned, however, and the grade is not used to compute the grade point average.

A No Credit ("NC") grade indicates less than satisfactory work (a letter grade of "D" or "F"); and with such a grade, no units are earned, nor is the grade used to compute the grade point average. However, units attempted for which "NC" (as defined in Section 55758 of Title 5, California Code of Regulations) is recorded will be considered in probation and dismissal procedures.

Note: In lieu of the traditional letter grade, the CR/NC option is offered so that students may explore subject areas of interest outside of their major areas of competence or known abilities without being overly concerned with a grade or with jeopardizing their grade point average. There are a number of factors that students—especially transfer students—should consider before making the decision to opt for completion of a course on a Credit/No-Credit basis:

- Taking a course on a Credit/No-Credit basis is not similar to auditing. Students are held to attendance regulations and must complete all examinations and required coursework.
- Some colleges and universities specify that courses required for a major be completed on a graded ("A"- "F") basis.
- Students required to complete 56 units of coursework with a grade point average of 2.4 prior to admission to the University of California must complete at least 42 of the required units on a graded ("A"- "F") basis. Courses to remedy a University of California admissions deficiency are not acceptable if completed on a "Credit" basis.
- Students planning to apply to competitive admissions programs should complete specifically required courses on a graded basis.
- "No Credit" ("NC") grades are considered by the South Orange County Community College District in determination of progress probation (these regulations are described below under "Academic Standards").
- Students planning to graduate from the South Orange County Community College District must establish a minimum 2.0 grade point average of 12 units in residence.
- Credit/No-Credit grades may not be converted to traditional letter grades except through a petition filed at the Office of Admissions and Records; such a grade change requires taking an appropriate examination and specific approval by the Board of Trustees.
- Standards for the Dean's List or other academic honors require completion of a minimum of 12 units in letter-graded courses.

Credit by Examination

Specific Course Credit Policy

Irvine Valley College may grant credit by examination to a student for previous experience, training, or instruction equivalent to a specific course offered by the college—provided it is a course for which the student has not received prior high school or college credit, has not attempted credit by examination, and has never enrolled. The course should be one whose content, in the opinion of the department and the instructor assigned, lends itself to testing by examination.

Credit by examination may be granted only for a course listed in the college catalog and only to a student who is registered in the South Orange County Community College District and is in good standing. A student may not receive credit by examination for any course which is a prerequisite to a course for which the student has already received credit. A minimum 2.0 grade point average in at least 12 units completed at Irvine Valley College is required to attempt credit by examination. Units earned through credit by examination will not be counted in determining the 12 semester units required in residence for graduation.

The procedures for securing permission to obtain Credit by Examination for a specific course are as follows:

1. The student submits a Credit by Examination petition form to the Office of Admissions and Records, where eligibility will be determined. Petitions are available at the Office of Admissions and Records
2. The student contacts an instructor who teaches the course for which Credit by Examination is requested. If it is the judgment of the instructor that the course content can be tested by examination and that the student possesses sufficient background, previous training and/or skills to attempt the examination, the instructor signs the form.
3. The student, following policies and procedures developed within the school, obtains the approval of the appropriate instructional dean.
4. Following endorsement, the request is forwarded to the Vice President of Instruction for final approval. (The Vice President of Instruction will forward the approved petition to the Office of Admissions and Records.)
5. The initiating instructor prepares, administers, and grades the examination. The instructor must forward the grade to the Office of Admissions and Records.
6. A grade of Credit ("CR") or No Credit ("NC") will be assigned, and the course will be identified as "Credit by Examination" on the student's transcript.

Advanced Placement (AP) Examinations

Specific course credit may be earned by students who satisfactorily passed specific College Board Advanced Placement (AP) Examinations during high school. All of the Advanced Placement Examinations are listed below with the specific course credit listed or with the notation "No course credit given." Students should submit official Advanced Placement Examination transcripts to the Office of Admissions and Records.

ADVANCED PLACEMENT TESTS

School of Humanities and Languages

Art History—No course credit given

English: Language and Composition—No course credit given

English: Literature and Composition—Credit for Literature 1 with a score of 4 or better

English: International English Language (not available)—No course credit given

French: Language—No course credit given

French: Literature—No course credit given

German: Language—No course credit given

History: United States—No course credit given

History: European—No course credit given

Latin: Vergil—No course credit given

Latin: Literature—No course credit given

Spanish: Language—No course credit given

Spanish: Literature—No course credit given

World History—No course credit given

School of Life Sciences and Technologies

Biology—Credit for Biology 1/1L with a score of 3 or better

Environmental Science—Credit for Environmental Studies 1 with a score of 3 or better

School of Math, Computer Science and Engineering

Calculus AB—Credit for Math 3A with a score of 3 or better

Calculus BC—Credit for Math 3B with a score of 3 or better

Statistics—Credit for Math 10 with a score of 5

Computer Science A—No course credit given

Computer Science AB—No course credit given

School of Physical Sciences and Technologies

Chemistry—Credit for Chemistry 3 with a score of 3, 4 or 5

Physics B—Credit for Physics 2A with a score of 5

Physics C—Credit for Physics 4A with a score of 5

School of Social and Behavioral Sciences

Economics: Microeconomics—Credit for Economics 20 with a score of 3 or 4*; credit for Economics 1 with a score of 5

Economics: Macroeconomics—Credit for Economics 20 with a score of 3 or 4*; credit for Economics 2 with a score of 5

Government and Politics: United States—No course credit given

Government and Politics: Comparative—No course credit given

Human Geography—No course credit given

Psychology—Credit for Psychology 1 with a score of 5

*Credit for Economics 20 may only be awarded once

School of Fine Arts

Music Theory—No course credit given

Studio Art: General Portfolio—No course credit given

Studio Art: Drawing Portfolio—No course credit given

College Level Examination Program (CLEP)

The South Orange County Community College District recognizes the College Level Examination Program (CLEP) in accordance with the guidelines below:

General Examination: A student, by successfully completing the General Examination (25th percentile or higher), may earn up to 12 ungraded units applicable to the Associate in Arts degree and Associate in Science degree as follows:

General Examination	Application Toward Associate Degrees	Units
English	No credit	0
Humanities	Humanities and Fine Arts	3
Mathematics	Mathematics	3
Social Science	Social Science	3
Natural Science	Natural Science (non-laboratory)	3

No credit will be given for CLEP in any area in which the student has earned college credit prior to completion of the CLEP examination.

Subject Examination: Each academic school of the college may recognize the Subject Examination if a single examination measures the competency associated with the successful completion of a specific Irvine Valley College course. Generally, however, specific course credit by examination will be attained through the Specific Course Credit policy.

Credit for CLEP is awarded upon completion of 12 units in residence at Irvine Valley College. Additional information regarding the College Level Examination Program may be obtained from the Counseling Office.

CLEP scores will not be used for general education certification for the California State University System. In addition, credit granted on the basis of CLEP does not necessarily transfer to other colleges. Students planning to use CLEP credit for college transfer purposes will need to consult the transfer institution regarding its policy pertaining to the CLEP program.

Credit from Other Institutions

Tech Prep Articulation Program

Irvine Valley College maintains faculty-approved formal course and program articulation agreements with the Irvine Unified School District and the Coastline Regional Occupational Program. Seven disciplines have been articulated: accounting, keyboarding, word processing, web site development, computer graphics, personal computer applications, and local area network classes including Internetworking Technologies and Hardware Concepts.

These agreements permit students to receive advanced placement and/or college credit for selected high school or Regional Occupational Program (ROP) coursework completed with a grade of "B" or better. Advanced placement allows students to waive an introductory college course. After completing at least 12 units of coursework at Irvine Valley College with a 2.0 GPA, students may file a petition for Career Pathway (Tech Prep) credit with the Irvine Valley College Office of Admissions and Records. A maximum of 10 college units will be awarded to any individual student for high school coursework.

Please note: Courses completed at a high school or Regional Occupational Program through the Tech Prep Articulation program may not be applied to transfer agreements that Irvine Valley College holds with four-year colleges and universities. Students should consult an IVC counselor for information about agreements such as the Intersegmental General Education Transfer Curriculum or the California State University General Education List.

Saddleback College Credit

In order to ensure that students of the South Orange County Community College District receive full transfer credit for all courses taken at either Irvine Valley College or Saddleback College, the Board of Trustees has directed that full reciprocity shall exist between the two colleges. However, the curriculum at Irvine Valley College is distinct from the curriculum at Saddleback College, and articulation agreements with other colleges and universities differ. Therefore, students planning to repeat a course or make up a substandard grade must repeat the course at the college where the identical course is offered. Questions or problems with reciprocity or articulation should be addressed to the Dean of Students and Counseling or articulation officer at Irvine Valley College.

Transfer Credit

Irvine Valley College grants credit for college units earned at regionally accredited institutions of higher education (no more than four units may be awarded for sectarian courses). Students must arrange to have transcripts sent to the Office of Admissions and Records and apply for evaluations with the Counseling Office. Questions about transferring credit should be addressed to the Counseling Office or Transfer Center at Irvine Valley College.

Military Service Credit

Irvine Valley College will award a student six semester units of general elective credit for a minimum of one year of active, honorable military service. In addition, the college will award credit for work completed successfully in military service schools, not to exceed 15 semester units, according to the recommendations of the American Council of Education as stipulated in the Guide to the Evaluation of Educational Experiences in the Armed Services and with the approval of the specific department or school from which the units are to be awarded. Credit will be granted after completion of 12 units in residence and upon application for an evaluation for an associate degree.

The American Association of Community and Junior Colleges has designated the South Orange County Community College District as a Servicemen's Opportunity College. In order to meet the unique educational demands of active duty service personnel and their dependents, Irvine Valley College provides the following services: contract for degree; special counseling services; special tutorial services; and special service-oriented entrance, residence, transfer, and credit requirements. Interested students should contact the Counseling Office.

Contract Education

Contract education provides an option when a student's special needs preclude regular enrollment and attendance in courses outlined in the catalog or when it becomes necessary to meet the particular curricular needs of one or more students. The student, an instructor, and the appropriate administrator prepare a learning contract that specifies the learning content, as well as the methodology of study and means and criteria for evaluation.

Independent Study: Regular Course

A student may, because of special circumstances, petition to take one of the courses listed in the catalog on an individual independent-study basis. A petition must be approved both by the instructor who will supervise the contract study and by an appropriate administrator. Petitions for regular (catalog-listed) courses on an independent-study basis are available in the school offices. Completed petitions should be filed with the Office of Instruction, which will coordinate the enrollment process through the Office of Admissions and Records.

Independent Study: Individual Project

With the consent of the instructor and the appropriate administrator, a student may pursue advanced study after completing the introductory offering in a particular field. The student, in cooperation with the instructor, prepares and executes a petition for contract education which includes a written academic contract outlining the project or study; specific student objectives and responsibilities; and instructor responsibilities for conference and evaluation of the individual learning project. The independent study petition (petition for contract education) is available in the school offices. Completed petitions should be filed with the Office of Instruction, which will coordinate the enrollment process through the Office of Admissions and Records. In unusual cases, enrolled students may add an independent study beyond the tenth day of instruction with written approval from the Office of Instruction.

Special Studies Workshops

Special Studies Workshops can be used by groups of students after they have completed an introductory course for advanced study

with an instructor; for nontraditional educational experiences not available through regular course offerings; and for nondepartmental interdisciplinary study. In addition, such workshops may be used to experiment with pilot courses or to meet particular community educational needs. The instructor and a group of students execute a learning contract which clearly delineates the contracted hours and areas of study, as well as the means by which students will master the subject matter and be evaluated. Special Studies Workshops require the approval of the appropriate administrator and the Vice President of Instruction. Approval is dependent upon adherence to district policy on minimal class size and conformity to established standards of academic rigor. Students will use the same petition form as used for the independent study options. These forms are available only in the school offices, and they must be filed in the Office of Admissions and Records within the first two weeks of any given semester to complete enrollment.

Cooperative Work Experience

Cooperative Work Experience is a method of education which combines work experience gained by students on the job with regular academic instruction integral to the community college curriculum. Based on the principle that individuals may develop most effectively through an educational pattern which incorporates experiences beyond the campus, these structured work activities in business, industry, government and human services are designed to enrich the student's college studies and enhance the student's development. In this program, the institution assumes the responsibility for integrating work experience into the educational process. The title "Cooperative Work Experience" refers to the cooperation of outside agencies and educators in combining to improve the total educational program for the students. Interested students should enroll in Cooperative Work Experience 168.

Honors

Graduation Honors

In recognition of academic excellence, students are awarded graduation honors as follows:

Summa Cum Laude: 4.0 GPA

Magna Cum Laude: 3.75 to 3.99 GPA

Cum Laude: 3.50 to 3.74 GPA

Graduation honors are determined using all academic work completed that is counted toward the degree. The academic transcript of work completed within the South Orange County Community College District and all work for which an official transcript has been received from other accredited institutions (used as transfer credit) will be included in the calculation to determine graduation honors. In addition, in order to qualify, students must have completed 24 semester units of academic work at Irvine Valley College or Saddleback College.

Graduation honors will be indicated in the commencement program and on the student's diploma and transcript. However, for candidates—those students with final grades not yet submitted—the commencement program will note "candidate," as their degrees have not yet been confirmed. When final grades are determined, a recalculation of grades will be completed and, if the student qualifies, the graduation honor will be noted on his or her degree.

Dean's List

The Irvine Valley College Dean's List recognizes exemplary academic achievement by full-time students who maintain a minimum 3.5 grade point average while completing 12 or more graded units of study. Courses offered on a Credit/No-credit basis only or courses in which a student elects the Credit/No-credit option may not be used to meet eligibility requirements for inclusion on the Dean's List.

The Dean's List is published at the beginning of each academic term in recognition of full-time students who have achieved or maintained these high academic standards during the previous term. Students who have earned this honor will have appropriate notations on their grade reports and official college transcripts. Membership continues for as long as the minimum requirements for placement are maintained.

Honor Societies

The Irvine Valley College Honor Societies include three organizations: the Omega Sigma Rho chapter of Alpha Gamma Sigma (the California honor society for two-year colleges), the Alpha Omega Mu chapter of Phi Theta Kappa (the international honor society for two-year colleges), and Psi Beta (the national honor society in psychology for community college students).

Alpha Gamma Sigma and Phi Theta Kappa

To qualify for membership in Alpha Gamma Sigma, a student must have completed 12 semester units at Irvine Valley College and have an Irvine Valley College cumulative grade point average of 3.0. To qualify for membership in Phi Theta Kappa, a student must have completed 12 semester units at Irvine Valley College and have an Irvine Valley College cumulative grade point average of 3.5. Membership is not automatic: students must apply each semester for membership and pay semester dues before they are formally inducted into the societies.

Psi Beta

To qualify for membership in Psi Beta, a student must have completed at least one college psychology course with a grade of "B" or higher, have completed 12 semester units, and have a cumulative grade point average of 3.0. After paying a one-time-only fee, membership is for life.

All members will have a notation on their official transcripts for every semester they maintain membership standards in Alpha Gamma Sigma, Phi Theta Kappa and/or Psi Beta. Members are also eligible for chapter, state, and national merit and transfer scholarships. For more information about Alpha Gamma Sigma, students may call (949) 451-5260; for Phi Theta Kappa, (949) 451-5384; for Psi Beta, (949) 451-5387 or (949) 451-5447.

Honors Program

The Irvine Valley College Honors Program is designed to meet the needs of academically talented and highly motivated students. Students may enroll in Honors-designated courses that meet the general education transfer requirements for most campuses in the University of California and California State University systems. Honors classes are noted in the schedule by the letter "H" before the ticket number.

To join the program, **students who are NEW to Irvine Valley College** must submit an application packet containing:

- An application form
- Transcripts demonstrating a 3.5 GPA and Writing 1 eligibility
- A letter of recommendation
- A personal letter of application

CONTINUING IVC students who wish to join the program must submit an application packet containing:

- An application form
- Transcripts demonstrating completion of at least 12 hours of transfer-applicable coursework with a 3.25 GPA and Writing 1 eligibility
- A personal letter of application
- The names of two Irvine Valley College (or Saddleback) faculty who will comment on behalf of the applicant

The Honors Program will also consider applications from high school juniors and seniors who seek concurrent enrollment at Irvine Valley College.

For special consideration by transfer institutions and for recognition on the transcript, Honors Program students must complete a minimum of 15 units of Honors-designated coursework during their academic career at Irvine Valley College.

Application forms are available in the Honors Program Office, Room A211, Irvine Valley College, or from the college Web site: www.ivc.edu/academics/honors. For further information about the program, students may contact Professor Dorothy Sherling, Honors Program Director, by calling (949) 451-5300 or by sending an e-mail to honorsprogram@ivc.edu.

Probation, Dismissal and Renewal

Academic Probation

A student who has attempted at least 12 semester units at Irvine Valley College and/or Saddleback College is placed on academic probation when the earned grade point average in all units attempted is less than 2.0. A student on academic probation for a grade point deficiency will be removed from probation when his or her accumulated grade point average reaches 2.0 or higher.

Progress Probation

A student who has enrolled in at least 12 semester units at Irvine Valley College and/or Saddleback College is placed on progress probation when the percentage of all units in which he or she has enrolled and for which entries of "W," "I" and "NC" are recorded reaches or exceeds 50 percent. A student on progress probation shall be removed from probation when the percentage of units in the "W," "I" and "NC" category drops below 50 percent.

Dismissal

Any student whose cumulative grade point average falls below 1.75 after three consecutive semesters will be subject to dismissal. A student who remains on progress probation for three consecutive semesters will also be subject to dismissal. A combination of low scholarship and continued progress probation for three consecutive semesters may likewise result in dismissal.

Veterans Dismissal

Irvine Valley College enforces a policy relative to standards of conduct and progress expected by the Department of Veterans Affairs. The Veterans Office is required to notify the Department of Veterans Affairs (DVA) of veterans and/or eligible dependents who complete two consecutive semesters on academic or progress probation, regardless of the amount of units. The DVA may terminate benefits, unless it can be shown that the student is pursuing an appropriate objective and has a reasonable chance for success in the chosen programs. Students should consult the Veterans Office for details.

Readmission after Dismissal

Students who have been dismissed from either Irvine Valley College or Saddleback College may apply for readmission after one semester of non-attendance by following the petition procedure in the Office of Admissions and Records. Students who are readmitted and fail to maintain a grade point average of 1.75 or higher during the semester following readmission will be dismissed.

Academic Renewal

Under certain circumstances, students may elect to have previously completed courses disregarded in the computation of their cumulative grade point average (GPA). This process is known as academic renewal, defined in accordance with Title 5, California Code of Regulations, Sections 55764, 55765. The various restrictions include the following:

1. A petition must be filed in the Office of Admissions and Records.
2. Accompanying the petition must be evidence that
 - (a) previous work in question was substandard (less than "C" or the equivalent), and
 - (b) the previous substandard work does not reflect the student's current performance or capabilities.
3. Previous substandard work will be disregarded only by the term, not by the individual course—that is, all courses completed in a given term will be disregarded, including those for which the student received a passing grade.
4. No more than two semesters of full-time work or 30 units of part-time work may be disregarded.
5. Only work completed three years or more before the date of petition may qualify for academic renewal.
6. The student must have completed a minimum of 30 semester units in the South Orange County Community College District with a 2.50 GPA subsequent to the substandard work in question.
7. When coursework is disregarded in the computation of the cumulative GPA, the student's academic record will be annotated; all coursework remains on record, insuring a true and complete academic history.
8. Academic renewal by the South Orange County Community College District does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institutions.
9. A student may request academic renewal only once.

Grievances

A student whose work falls below standard may be placed on either academic or progress probation. In both cases, it is the responsibility of the student to confer with a counselor regarding the probationary status and/or to use the services provided by the college—including basic skills courses, tutoring services and faculty conferences—to bring his or her work back to par. The college reserves the right to require counseling and regulation of the student's program on the basis of his or her achievement.

When students have a concern regarding instruction, they should attempt to solve the problem informally by discussing it with an instructor or an appropriate college official. Processes for mediating grade grievances and instructional grievances are governed by Board Policy 5505.

Grade Grievance

Note to the Student: By far, the great majority of differences arise as a result of grades assigned. By law, the instructor is solely responsible for the grades assigned; no instructor may be directed to change a grade except in certain narrow circumstances authorized by the California Education Code, Section 76224 (a).

Section 76224 (a)

"When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final."

When a student believes that the District grading policy has not been followed, the student should discuss this concern with the appropriate course instructor.

Following are the procedures to be used when a grievance is contemplated. The procedure should be completed within 90 days after the availability of grades for the semester during which the student was enrolled in the given course.

Grade Grievance Procedure

STAGE 1

Prior to filing a grievance, an attempt must be made to solve the problem. The student is expected to contact his/her instructor directly to discuss their differences when grades are available to the student. At this stage most differences will be resolved. This contact should be conducted in the privacy of the instructor's office whenever possible, and the pertinent issues should be well defined so that they may be discussed as objectively as possible.

If the problem cannot be resolved at this level, then the student may progress to Stage 2 after informing the instructor that he/she plans to file a grievance.

STAGE 2

The student submits a written request for a meeting with the instructor's division/school administrator to resolve the grievance.

The written request must include, in detail, the grievant's basis for initiating the grievance.

The student shall initiate this request within five (5) school days after meeting with the instructor, and the division/school administrator or designee shall meet with the instructor and student within five (5) school days of reception of the formal request and all relevant data supplied by the student in an attempt to resolve the issue at this level. Any such meeting regarding a grade grievance will be closed to all observers.

At this stage, if the issue cannot be resolved to the satisfaction of the instructor and student, the division/school administrator or designee assumes the responsibility for arriving at a decision regarding the validity of the grievance and appropriate action to be taken. If the action to be taken is to change a grade due to error, the incorrect grade shall be removed from the student's record. Within two (2) school days, the decision and proposed action of the division/school administrator or designee will be communicated in writing with copies to the following:

- (1) Student involved.
- (2) Faculty member involved.
- (3) Appropriate vice president of instruction or designee.
- (4) Office of Admissions and Records.

The division/school administrator's decision completes the South Orange County Community College District Grade Grievance Procedures.

DOCUMENTATION STATEMENT

If the action to be taken is to change a grade due to a finding of fraud or bad faith or incompetency or more than one of the above, the new grade shall be the final grade.

DEFINITION OF TERMS

Fraud: A deliberate misrepresentation of the truth or a fact used to take money, rights, or other privilege or property away from a person or persons may be found to be fraud.

Bad Faith: Bad faith may be found in an instance of an intent to deceive, in an act of dishonesty.

Incompetency: Incompetency may be found in a lack of ability, qualifications, fitness, or performance.

Instructional Grievance Procedure

Following are the procedures to be used when a grievance is contemplated. The instructional grievance procedure should be completed within 90 days after the conclusion of the semester during which the student was enrolled in the given course.

STAGE 1

Prior to filing a grievance, an attempt must be made to solve the problem. The student is expected to contact his/her instructor directly to discuss their differences during the semester in which the problem occurs. At this stage most differences will be resolved. This contact should be conducted in the privacy of the instructor's office whenever possible, and the pertinent issues should be well defined so that they may be discussed as objectively as possible.

If the problem cannot be resolved at this level, then the student may progress to Stage 2 after informing the instructor that he/she plans to file a grievance.

STAGE 2

The student submits a written request for a meeting with the instructor's division/school administrator to resolve the grievance. If no other division/school or program policy exists, the mediation committee will consist of the following:

- (1) Division/school administrator or designee (committee chair). The designee shall serve in the administrative capacity of the division/school administrator.
- (2) The student lodging the grievance and an on-campus representative designated by him/her.
- (3) The faculty member involved and/or an on-campus representative designated by him/her.

The written request must include, in detail, the grievant's basis for initiating the grievance.

The student shall initiate this request within five (5) school days after meeting with the instructor, and the division/school administrator or designee shall convene the mediation committee within five (5) school days of receipt of the formal request and all relevant data supplied by the student.