

ACADEMIC POLICIES AND STANDARDS

ACADEMIC FREEDOM

The South Orange County Community College District Board of Trustees seeks to encourage and protect academic freedom and responsibility. The District is committed to the free pursuit and dissemination of knowledge, and it seeks to foster the integrity of the teaching-learning process. The Board of Trustees, administration, faculty, staff, and students all bear an obligation to protect, preserve, and promote academic freedom within the institution.

CATALOG RIGHTS

Irvine Valley College issues a new catalog each year. The information published in the catalog is in effect for the academic year beginning with the fall semester and concluding with the summer session.

The courses required for a specific degree or certificate, or general education may change from one catalog to the next and, therefore, may change during the period of time that a student attends the college. Catalog rights, established when a student first takes classes at the college, protect the student from being held for additional requirements that may be added to a later catalog.

For the purposes of meeting graduation or certificate requirements, students may elect to meet the requirements of either

1. The catalog which was in effect at the time they began taking courses at Irvine Valley College, or
2. Any catalog that is or has been in effect during the time that they have maintained continuous enrollment before graduation, or
3. The catalog that is in effect at the time they file an application for a degree or certificate.

Students maintain catalog rights by maintaining continuous enrollment in the South Orange County Community College District—that is, by receiving

a letter grade of “A,” “B,” “C,” “D,” “F,” “CR,” “NC,” “RD,” “W,” “MW,” “I” or “IP” on their transcripts for at least one course per academic year. Documented military or medical leave will not be considered an interruption of enrollment. Absence related to an approved educational leave or for attendance at another accredited institution of higher learning is not considered an interruption, providing the absence does not exceed two years.

If a program requires that students complete specific courses within an established time frame, then recency requirements may supersede catalog rights.

COURSELOAD LIMITS

An average courseload of 15-16 units each semester or term is necessary for a student to graduate within a two-year period. Students may carry a maximum of 19 units, not including work experience or independent study, without restriction. A student who wishes to exceed the 19-unit maximum limit 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 the semester. Petitions are available in and must be submitted to the Counseling Center.

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

BASIC SKILLS COURSEWORK LIMIT

Courses in the basic skills category include those numbered 300-399 in writing, Special Services, English as a Second Language (ESL), and mathematics. In most cases, students may not enroll in more than 30 semester units of basic skills coursework.

The following students are exempted from this limitation:

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

The college may grant a waiver to the 30-unit basic skills course limitation to any student who demonstrates significant and measurable progress toward the development of the 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.

For waivers or further information regarding this policy, students should contact the Office of Admissions and Records.

CLASS ATTENDANCE

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.

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.

Students may be disciplined for academic dishonesty as described in the following.

Falsification

Falsification involves any conduct in academic work, records or programs that is intended to deceive, including, but not limited to, the following acts:

1. Forging signatures on official documents such as admissions cards and financial aid applications.
2. Changing or attempting to change official academic records without proper sanction.
3. Misrepresenting or falsifying successful completion of prerequisites.
4. Providing false information, such as immigration materials, during the admission or matriculation process.
5. Falsifying one's identification or falsely using another's identification.
6. Logging in or otherwise gaining access to a computer, computer network or protected web site using the password or identity of another.
7. Citation of data or information not actually in the source indicated.
8. Including in a reference list of works cited a text or other information source which was not used in constructing the essay, paper or other academic exercise.
9. 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.

10. Submitting as the student's own work any academic exercises (e.g., written work, printing, sculpture, etc.) prepared totally or in part by another.
11. Taking a test for someone else or permitting someone else to take a test for the student.

Plagiarism

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.

Plagiarism is any conduct in academic work or programs involving misrepresentation of someone else's words, ideas or data as one's original work, including, but not limited to, the following:

1. Intentionally representing as one's own work the work, words, ideas or arrangement of ideas, research, formulae, diagrams, statistics, or evidence of another.
2. Taking sole credit for ideas and/or written work that resulted from a collaboration with others.
3. Paraphrasing or quoting material without citing the source.
4. Submitting 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 or Internet derived products).
5. Sharing computer files and programs or written papers and then submitting individual copies of the results as one's own individual work.
6. Submitting substantially the same material in more than one course without prior authorization from each instructor involved.
7. Modifying another's work and representing it as one's own work.

Cheating

Cheating is the use of any unauthorized materials, or information in academic work, records or programs, the intentional failure to follow express directives in academic work, records or programs, and/or assisting others to do the same including, but not limited to, the following:

1. Knowingly procuring, providing, or accepting unauthorized examination materials or study aids.
2. Completing, in part or in total, any examination or assignment for another person.
3. Knowingly allowing any examination or assignment to be completed, in part or in total, for himself or herself by another person (e.g., take-home exams or online assignments which have been completed by someone other than the student).
4. Copying from another student's test, paper, lab report or other academic assignment.
5. Copying another student's test answers.
6. Copying, or allowing another student to copy, a computer file that contains another student's assignment, homework lab reports, or computer programs and submitting it, in part or in its entirety, as one's own.
7. Using unauthorized sources of information such as crib sheets, answers stored in a calculator, or unauthorized electronic devices.
8. Storing answers in electric devices and allowing other students to use the information without the consent of the instructor.
9. Employing aids excluded by the instructor in undertaking course work.
10. Looking at another student's exam during a test.
11. Using texts or other reference materials (including dictionaries) when not authorized to do so.
12. Knowingly gaining access to unauthorized data.
13. Altering graded class assignments or examinations and then resubmitting them for regrading or reconsideration without the knowledge and consent of the instructor.

FINAL EXAMINATIONS

Final examinations are required for all credit courses. The final examination schedule is published in the class schedule, and students are responsible for taking all assigned final examinations as they are listed in the schedule. Students can petition to take a final examination early at the instructor's discretion.

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)	

Nondegree-Applicable Courses

"Nondegree-applicable" courses include basic skills and Emeritus Institute courses whose units may not be counted toward the total units required for a certificate or associate degree at Irvine Valley College.

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 semester 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 can be no longer than one year following the end of the semester 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 semester 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 semester (the last day of the 11th week of classes for regular, full-semester classes). The academic record of a student who remains in a class beyond 65% of a semester 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-semester course or during the first 30% of a course offered in a shorter than full-semester period. Withdrawal from class anytime between 30% and 65% of a semester 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 65% point 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 extenuating circumstances, and only reasons of extreme emergency clearly beyond the student's control will be considered. Petitions for this exception will be allowed only through the grade appeal opportunity, which expires 45 days after final grades are posted for a given semester.

MW: Military Withdrawal

The “MW” symbol is used for students who are members of active duty, reserve, or guard elements of the armed services and receive orders compelling a withdrawal from all courses. This grading option will have no adverse impact on students or their record and is not used to determine progress probation. Petition for this consideration must be accompanied by a copy of the activation or transfer orders and submitted to the Office of Admissions and Records.

GRADES FOR REPEATED COURSES

Students are allowed to repeat a course one time to alleviate a substandard grade (“D,” “F” “NC”). Additional retakes are permitted on a limited basis through a petition process filed at the Office of Admissions and Records. When a student is authorized to repeat a course due to earning a substandard grade, previous grades and credits for each repetition are disregarded in the computation of grade point averages. Only the most recent grade will be used to calculate the student’s grade point average. However, all previous work will remain on the transcript, ensuring a true and complete academic history.

Grade suppression due to course repetition will be permitted for the same course when taken at Irvine Valley College or for the equivalent course taken at Saddleback College. If the class is to be taken at Saddleback College, students must ensure the course is equivalent prior to taking it. The Counseling Center has a list of Saddleback College courses that are recognized as equivalent courses to those offered at Irvine Valley College.

GRADE NOTIFICATION

Grades are available through MySite after they are submitted to the Office of Admissions and Records following final exams. Official transcripts including the semester’s grades are not available until approximately three weeks after the semester ends. 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% of the semester (the drop date). Students may request the grading option change through their MySite account or in person at 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 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.

Before Choosing the Credit/No-Credit Option

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. See page 80 for a definition of progress probation.
- Students planning to graduate from the South Orange County Community College District must establish a minimum 2.0 grade point average for at least 12 units in residence completed at Irvine Valley College.
- 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.

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 transcript and diploma.

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 enrolled in 12 or more graded units of study each semester. 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 through the Office of Instruction at the beginning of each academic semester in recognition of full-time students who have achieved or maintained these high academic standards during the previous semester.

Students who have earned this honor will have appropriate notations on their official college transcripts.

“*The honors program at IVC allowed me to apply for universities I had previously considered beyond my reach. Because of the honors program at IVC I was able to apply for an Ivy League with a good chance of getting in. I am confident that I have the ability to succeed wherever I end up thanks to the quality of education that I have received while attending IVC.*”

— Ava Mary Neyer
Winner of an IVC Honors Program Scholarship, 2007
(accepted at Columbia University)

CREDIT BY EXAMINATION

Specific Course Credit

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 approval from the dean, 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.

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 (AA) and Associate in Science (AS) degree as follows:

General Examination	Application toward AA/AS	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 Office of Admissions and Records.

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.

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 in the chart on the following page with the specific course credit listed or with the notation “AP credit not accepted.” AP exams not included in the chart do not have an IVC course for which credit is granted. Students should submit official Advanced Placement Examination transcripts to the Office of Admissions and Records.

CREDIT FOR ADVANCED PLACEMENT (AP) EXAMS BY SCHOOL

FINE ARTS		
AP Exam	IVC Course for Which Credit Is Granted	AP Score
Art History	Art 20	3
Music Theory	Music 1 and Music 3	3
Studio Art	Art 80	3 (plus portfolio approval)
HUMANITIES AND LANGUAGES		
AP Exam	IVC Course for Which Credit Is Granted	AP Score
English Language	Writing 201 and Writing 301	4
English Literature	Literature 1	4
European History		AP credit not accepted
French Language	French 3	3
	French 4	4
	French 5	5
Spanish Language	Spanish 3	3
	Spanish 4	4
U.S. History		AP credit not accepted
World History		AP credit not accepted
LIFE SCIENCES AND TECHNOLOGIES		
AP Exam	IVC Course for Which Credit Is Granted	AP Score
Biology	Biology 1/1L	3
Environmental Science	Environmental Studies 1	3
MATH, COMPUTER SCIENCE AND ENGINEERING		
AP Exam	IVC Course for Which Credit Is Granted	AP Score
Calculus AB	Math 2	3
	Math 2 and Math 3A	4
Calculus BC	Math 3A	3
	Math 3A and Math 3B	4
Computer Science A		AP credit not accepted
Computer Science AB	Computer Science 37	3
	Computer Science 37 and Computer Science 41	4
Statistics	Math 10	3
PHYSICAL SCIENCES AND TECHNOLOGIES		
AP Exam	IVC Course for Which Credit Is Granted	AP Score
Chemistry	Chemistry 3	3
Physics B	Physics 2A	3
Physics C	Physics 4A	3
SOCIAL AND BEHAVIORAL SCIENCES		
AP Exam	IVC Course for Which Credit Is Granted	AP Score
Macroeconomics	Econ 20	3 or 4
	Econ 2	5
Microeconomics	Econ 20	3 or 4
	Econ 1	5
Comparative Government and Politics	Political Science 12	3
U.S. Government and Politics	Political Science 1	3
Human Geography	Geography 2	3
Psychology	Psychology 1	3

CREDIT FROM OTHER INSTITUTIONS

Tech Prep Articulation

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 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 may be awarded to any individual student toward certificate completion.

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

Students of the South Orange County Community College District may receive full transfer credit for all courses taken at either Irvine Valley College or Saddleback College. However, the colleges' curriculum, articulation agreements, and accreditation are distinct, and separate transcripts are issued at each college.

Students who have questions or problems concerning course equivalencies between Saddleback College and Irvine Valley College should contact the Counseling Center prior to registration.

Questions regarding student transcripts should be directed to the registrar in the Office of Admissions and Records.

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 all transcripts to be evaluated for transfer credit sent to the Office of Admissions and Records prior to applying for a degree or transfer certification. Applications for degrees or transfer certifications cannot be accepted without all official transcripts on file from all colleges where there is an expectation of transfer credit.

Questions regarding specific courses for which a student is seeking transfer credit should be addressed to the Counseling Center or Transfer Center at Irvine Valley College.

Transfer Credit from Foreign Institutions

Students seeking evaluation of foreign coursework must provide a transcript evaluated by an accredited evaluation and translation service (see the Counseling Center or International Student Center for referrals). Students must turn in the official evaluation to the Office of Admissions and Records for inclusion in their record and then set up an appointment with the Counseling Center so that their transfer work may be evaluated. Coursework from foreign institutions cannot be used for CSU or IGETC certification except to validate the foreign language requirement.

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, beyond basic training, 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 to the Office of Admissions and Records.

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 Center.

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.

Cooperative Work Experience (CWE)

Cooperative Work Experience (CWE) 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 (CWE 168). Students should consult with their CWE coordinator to ensure that they enroll in the appropriate unit value of their CWE course.

Independent Study

Petitions for regular (catalog-listed) and individual project (contract education) courses on an independent-study basis are available in the Office of Instruction or Office of Admissions and Records. Petitions should be filed with the Office of Instruction, which coordinates the enrollment process through the Office of Admissions and Records. Special Part-time Students (K-12) are not eligible for independent study courses. Enrollment in independent study courses is not permitted after the 30% point (the drop date) of the regular class term.

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.

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.

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 Office of Instruction or Office of Admissions and Records. They must be filed in the Office of Instruction within the first two weeks of any given semester to facilitate enrollment.

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 and 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 semester, not by the individual course—that is, all courses completed in a given semester 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 with a 2.50 GPA subsequent to the substandard work in question. Work taken at other regionally accredited colleges may be considered.
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.

PROBATION

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.

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. K-12 students identified for academic probation will not be permitted to take IVC classes until after high school graduation.

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. K-12 students identified for progress probation will not be permitted to take any further IVC classes until after high school graduation.

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. Because dismissal is a district process, grades at both Irvine Valley College and Saddleback College are taken into account.

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 (located in the Financial Aid 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 automatically dismissed. Students who drop all courses after their readmission is approved will have to go through the readmission process should they decide to return to Irvine Valley College at another time.

GRADE GRIEVANCE POLICY AND PROCEDURE

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).

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.

The District's grade grievance policy (Board Policy 5505) outlines the procedures for challenging grades given in any course of instruction offered in the District.

Contact Information

Board policies are accessible online at the South Orange County Community College District web site: www.socccd.org/board/boardpolicies.asp

Grievance forms are available online at www.ivc.edu/policies/grade grievance.aspx.

For further information about the Grade Grievance Policy and the appeal process, students may contact the following individuals:

Craig Justice, Ph.D.
Vice President of Instruction
Room A 107 • (949) 451-5212

Gwendolyn M. Plano, Ed.D.
Vice President of Student Services
Room A 119 • (949) 451-5214

Elizabeth L. Cipres, Ed.D.
Dean of Counseling and Library Services
Room SC 2101 • (949) 451-5410

Definition of Terms

MISTAKE: An unintentional act, omission or error by the instructor or the college.

FRAUD: A deception deliberately practiced in order to secure unfair or unlawful gain.

BAD FAITH: An intent to deceive or to act in a manner contrary to law and/or a grade assigned in violation of the protections described in California Education Code and Title 5, California Code of Regulations, guaranteeing students' rights to participate in college programs free from discrimination and harassment. If it is determined that a grade was the result of discrimination or harassment, the grade may be changed as a remedy for the discrimination or harassment.

INCOMPETENCE: A lack of ability, legal qualification, or fitness to discharge a required duty.

Informal Resolution

Any student who believes he or she has a grade grievance should make a reasonable effort to resolve the matter on an informal basis with the faculty member who assigned the grade or that person's dean or designee prior to requesting a grievance hearing. If informal resolution of the problem is not possible, the student may elect to pursue a formal grievance.

Formal Grievance Process

A. FILING THE STATEMENT OF GRIEVANCE FORM

The first stage of the formal grievance process is completing and filing a written, signed Statement of Grievance form stating the basis for the grade grievance. The student must file the form with the appropriate dean or designee no later than 45 business days after the student knew or should have known of the grade in the course. The form must be filed whether or not the student has initiated efforts at informal resolution, if the student wishes the grievance to become official.

Students may obtain the Statement of Grievance form online at www.ivc.edu/policies/grade grievance.aspx.

B. REQUESTING A GRIEVANCE HEARING

The second stage of the formal grievance process is requesting and filing a Request for Grievance Hearing form. The student must file the request form with the appropriate dean or designee within 30 business days after filing the Statement of Grievance.

Students may obtain the Request for Grievance Hearing form online at www.ivc.edu/policies/grade grievance.aspx.

The student may withdraw the written Statement of Grievance and/or Request for a Grievance Hearing at any time. The notice of withdrawal must be in writing and filed with the appropriate dean or designee.

C. THE GRIEVANCE HEARING PANEL

Within 15 business days following receipt of the Request for Grievance Hearing, the Grievance Hearing Panel meets to select a chair and determine on the basis of the Statement of Grievance whether there are sufficient grounds for a hearing. The panel consists of the appropriate dean or designee, a representative appointed by the Associated Student Government and a faculty member appointed by the Academic Senate. The panel's determination is regulated by specific requirements set forth in Board Policy 5505. These include but are not limited to whether the grievance is frivolous, without foundation, or filed for purposes of harassment, and whether it was filed by a duly enrolled student in a timely manner.

If the panel determines that the written Statement of Grievance does not meet the requirements

as set forth in Board Policy 5505, the chair will notify the student in writing within five days of the Hearing Panel decision that the Request for a Grievance Hearing has been rejected. The notice will include the specific reasons for the rejection of a hearing and the procedures for appeal.

If the panel determines that the written Statement of Grievance does meet each of the requirements, the chair will schedule a grievance hearing no later than 45 business days from the decision of the Hearing Panel. All parties to the grievance will be notified in writing by the chair of the date, time and location of the grievance hearing 10 business days prior to the grievance hearing

D. HEARING PROCEDURES

The hearing will be closed and confidential. It will include the presentation of oral and written testimony relevant to the issues alleged in the grievance by each party. The burden shall be on the

grievant to prove by a preponderance of the evidence that the facts alleged are true. Further details concerning the conduct of the hearing are described in Board Policy 5505.

E. HEARING PANEL DECISION

Within 15 business days following the close of the hearing, the Grievance Hearing Panel will prepare a written decision that includes specific factual findings regarding the grievance and the specific conclusions regarding whether a legal basis for a grievance has been established.

The Hearing Panel decision will also include a specific statement regarding the relief to be afforded the grievant, if any. The Hearing Panel decision will be based only on the record of the hearing, and not on matters outside the record. The record consists of the written Statement of Grievance, any written response by the respondent and the oral and written evidence produced at the hearing.

Appeal Process

Written Statement of Appeal

Within 10 business days following the Grievance Hearing Panel decision regarding the merits of the grievance, any party to the grievance may file a written Statement of Appeal with the college president stating the specific basis for the appeal. This statement will be sent to all parties.

The college president will review the record of the hearing and the documents submitted in connection with the appeal, but will not consider any matters outside the formal record. The college president may decide to sustain, reverse or modify the decision of the Grievance Hearing Panel. The president's decision will be in writing and will include a statement of reasons for the decision. The college president's decision shall be final.

The decision on appeal will be reached within 20 business days after receipt of the appeal documents, and copies of the decision will be sent to all parties.

Students may obtain the Statement of Appeal form online at www.ivc.edu/policies/grade grievance.aspx.

STUDENT RIGHTS

NONDISCRIMINATION AND HARASSMENT POLICY

The South Orange County Community College District is committed to providing an academic and work environment free of unlawful discrimination and harassment. Federal and state laws and District policies afford students and employees the right to work or learn in an environment free from discriminatory intimidation, ridicule and insult.

The District prohibits illegal harassment including the acts of students, employees, and non-employees. Prompt and equitable action, including appropriate disciplinary action, will be taken against any student, employee (supervisory or otherwise), or agent of the District, who engages in such conduct. The action will be prompt, effective, and commensurate with the severity of the offense.

General Harassment

Discrimination and/or harassment based on gender, race, age, color, religion, national origin, ethnicity, disability, sexual orientation or any legally protected characteristic, or the perception that a person has one or more of these characteristics is illegal and violates District policy.

Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment. Harassment comes in many forms, including but not limited to the following conduct:

- **Verbal:** Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's race, gender, sexual orientation, or other legally protected status.
- **Visual or Written:** The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation, or other legally protected status.

- **Environmental:** A hostile academic or work environment exists where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation or other legally protected status; or gratuitous comments regarding gender, race, nationality, sexual orientation or other legally protected status that are not relevant to the subject matter of the class or activities on the job.

Sexual Harassment

In addition to the above, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature 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 educational environment; or
- submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the college.

Complaint Procedures

Informal Procedures

The District strongly encourages students and staff who believe they are being harassed to file a complaint in a timely manner. Since failure to report harassment impedes the District's ability to stop the behavior, the District strongly encourages that such complaints be made within 30 days of the alleged incident. Any complaint not involving employment may be made orally or in writing within one year of

the date of the alleged discrimination or harassment.

The District has established "designated officers" who are charged with receiving complaints and coordinating their investigation. The designated officer will explain the rights and options available to the individual bringing charges of unlawful discrimination or harassment. If there is a simple misunderstanding or the individual does not wish to file a formal complaint, the individual may elect to pursue an informal resolution process. The informal process is not a prerequisite for filing a formal complaint.

Individuals who believe they have been subjected to unlawful discrimination, including harassment, may report complaints to the designated officer for Irvine Valley College:

Vice President of Student Services
Irvine Valley College
5500 Irvine Center Drive
Irvine, California 92618
(949) 451-5214

Formal Procedures

If an informal process does not resolve the matter and/or the complainant wishes to pursue formal charges, he or she may elect to follow formal complaint procedures. Formal complaints of unlawful discrimination or harassment must be filed in writing on a form prescribed by the State Chancellor. Approved complaint forms are available from any one of the following sources:

The Office of the Vice President of Student Services

Irvine Valley College
5500 Irvine Center Drive
Irvine, California 92618
(949) 451-5214

The Office of the Director of Human Resources

South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, California 92692
(949) 582-4348 or (949) 582-4850

Irvine Valley College web site:
www.ivc.edu/policies/harassment.aspx

SOC CCD web site:
www.socccd.org/hr/HRforms.asp

**State Chancellor of the California
 Community Colleges web site:**
www.ccco.edu

Upon receiving a formal written complaint, the District will determine whether the complaint has met the necessary requirements, which include but are not limited to whether it was filed in a timely manner, on an appropriate form, and whether it alleges unlawful discrimination as stipulated in Title 5, section 59300.

The District will investigate properly filed complaints according to procedures prescribed in Board policy. The District will complete its investigation within 90 days of receiving the complaint and report its administrative determination. The District must provide written notice to both the complainant and the State Chancellor of whether there is probable cause to sustain the charges raised in the complaint; a description of the action taken, if any, to prevent similar problems from occurring in the future; the proposed resolution of the complaint; and the complainant's right to appeal to the District and the State Chancellor.

Further Information

For more comprehensive information about discrimination and harassment, students are encouraged to read the Harassment Policy and Complaint Procedure brochure, available in the Office of Student Services, Room A 119, at Irvine Valley College. The brochure is also available for downloading from the SOCCCD web site: www.socccd.org/hr/HRforms.asp.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Irvine Valley College will make reasonable accommodations and/or academic adjustments for qualified students with disabilities in order to create an educational environment where they have equal access to instruction without fundamentally altering any course, educational program, or degree.

Students with verified disabilities who believe they have not been provided with reasonable academic accommodations are encouraged to contact the Disabled Student Program and Services Office at (949) 451-5630, SC 171.

Students with verified disabilities who have specific questions or problems concerning disability discrimination should contact the Office of the Vice President of Student Services, ADA/504 Officer, Room A 119, (949) 451-5214. Formal complaints may be submitted to this office.

CRIME AWARENESS

Irvine Valley College seeks to offer the safest possible campus environment for its students and employees. Campus Police 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, the Campus Police Office (CP 100), Campus Police Substation (SC 140), President's Office, Information Desk, and Student Services Center lobby. For further information, students may contact the Campus Police Office at (949) 451-5200.

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, (949) 451-5214, Room A 119, who will initiate a hearing.

Irvine Valley College will not release student records unless the college has received the student's prior written consent except in the following circumstances:

1. Release will be made as required under the provisions of the Family Education Rights and Privacy Act. The college will make public specific directory information, which includes a student's name, dates of attendance, degrees and awards received by the student, and participation in officially recognized activities and sports programs. Additionally, athletes may have weight, height, and high school they graduated from released as needed.
2. Release will be made as required by the Solomon Act to the military services.
3. Release will be made to federal, state and local government authorities as required in the performance of official duties.

A standard fee of \$15 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 MATERIAL FEES

In accordance with Title 5, California Code of Regulations, 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 the 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.

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 2002, 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, a "completer" is a student who attained a certificate or degree or became 'transfer prepared' during a three-year period, from Fall 2002 to Spring 2005. A student who completed 56 transferable units with a GPA of 2.0 or better is considered "transfer-prepared." A student who transferred to another post-secondary institution, prior to attaining a degree, certificate, or becoming "transfer-prepared" during a five-semester period, from Spring 2003 to Spring 2005, is a "transfer student."

COMPLETION RATE

Statewide	36%
Irvine Valley College	34.7%

TRANSFER RATE

Statewide	29.6%
Irvine Valley College	30.5%

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://srk.cccco.edu/index.asp>.

NOTE: The above 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.

Additionally, the rates do not describe other important features about the college and its students.

Students who completed at least 12 credit units at IVC and enrolled in either transfer-level Math or English had a 53% transfer rate to a four-year institution within six years. This is the number one transfer rate for such students in Orange County and seventh in the California Community College system.

STUDENT CODE OF CONDUCT

Requirements for student conduct are set forth in the California Education Code, Title 5 of the California Code of Regulations, policies of the Board of Trustees, and in the California Penal Code.

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 expulsion.

Students 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.
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.
4. The unlawful use, sale, or possession on district property of, or presence on district property while under the influence of any controlled substance or any poison classified as such by state or federal law.
5. Willful or persistent smoking in an area where smoking has been prohibited by law or by policy of the Board of Trustees or administrative regulation.
6. Disorderly, lewd, indecent, or obscene conduct on district-owned or controlled property or at district-sponsored or supervised functions.
7. Sexual assault (as defined in Board Policy 5404) on any student, faculty or staff member of the South Orange County Community College District, upon on-campus or off-campus grounds or facilities maintained by the district, or upon grounds or facilities maintained by affiliated student organizations.
8. The possession or use of any firearms, explosives, dangerous chemicals, deadly weapons, or other potentially harmful implements or substances while on district property or at a college-sponsored function without the prior authorization of the college president.
9. The obstruction or disruption, on or off campus, of the district's educational or administrative process or any other district function.
10. Physical abuse, on or off campus property, of the person or property of any member of the campus community or of members of his or her family or the threat of such physical abuse when related to a District or college program or activity.
11. Misrepresentation of oneself or of an organization as an agent of the District or college.
12. Soliciting or assisting another to do any act which would subject a student to discipline.
13. Theft of, or non-accidental damage to, campus property, or property in the possession of or owned by, a member of the campus community.
14. Use, possession, or distribution of alcoholic beverages and/or illegal narcotics/drugs on District premises, or at District-sponsored events, or appearances on District property or at District sponsored events while under the influence of alcohol or illegal narcotics/drugs unless otherwise provided by law and District policy.
15. Unauthorized recording, dissemination, and publication of academic presentations or materials. This prohibition applies to a recording made in any medium, including, but not limited to, handwritten or typewritten class notes.
16. Actions of force or threat of force to injure, intimidate, oppress or threaten because of the other person's race, color, religion, ancestry, national origin, disability, gender, or sexual orientation, or because of the perception that the other person has one or more of these characteristics.
17. Violation of copyright laws.
18. Academic dishonesty, including, but not limited to falsification, plagiarism, cheating or fabrication, which compromises the integrity of an assignment, a college record or a program. See "Academic Honesty and Dishonesty," in the Academic Policies section.

DISCIPLINARY ACTION

When there is a violation of the Student Code of Conduct, a request for disciplinary action may be initiated in writing by district or college employees.

If the conduct occurred in the classroom, the instructor may remove the student from class for that day and the next class meeting if the student interfered with the instructional process. The instructor will report the student's removal from class to the college president or designee immediately. If the student is a threat to himself or herself or others, the instructor must contact Campus Police immediately.

If the conduct did not occur in the classroom, the college employee discovering the conduct will submit a written report to the college president or designee. The president or designee will send a notice by mail to the student charged with the violation and request a meeting with the student. The notice will include a written explanation of the charges that have been made.

The college president or designee will review all documentation related to the case to determine whether further disciplinary action is required.

Range of Disciplinary Actions

Disciplinary actions range from a verbal reprimand, to a written reprimand, to disciplinary probation, to suspension, to expulsion:

Verbal reprimand:

A warning that the conduct is not acceptable.

Written reprimand:

Becomes part of the student file for a minimum of five years or longer at the discretion of the college president or designee, and is considered in the event of future violations.

Disciplinary Probation:

A specific period of conditional participation in campus and academic affairs, which may involve any or all of the following:

- Ineligibility for all student government roles;
- Removal from any student government position;
- Revocation of the privilege of participating in college and/or student-sponsored activities;
- Ineligibility for membership on an athletic team;
- Limitation of courses and/or instructors the student may take;
- Termination of state and/or local financial aid.

Suspension:

The Board of Trustees, the college president or the president's designee may suspend a student for cause. Suspension will be accompanied by a hearing conducted by the Disciplinary Hearing Panel. Suspension may involve

- Removal from one or more classes for the remainder of the school term.
- Removal from all classes and activities of the District and its colleges for one or more terms. During this time, the student may not be enrolled in any class or program within the District.

Expulsion:

The Board of Trustees may expel a student for cause when other means of correction fail to bring about proper conduct or when the presence of the student causes a continuing danger to the physical safety of the student or others. Expulsion shall be accompanied by a hearing conducted by the Disciplinary Hearing Panel.

For further information, students may contact the President's Office at Irvine Valley College or refer to the South Orange County Community College District Administrative Regulation 5401, available in the college library.

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.

SUBSTANCE 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 Regulation 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 Regulation 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.

ACCEPTABLE USE POLICY

Digital Information

Use of College Computers, E-Mail, Internet Services, Telephones, Faxes, and 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 conferences; 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 South Orange County Community College District Administrative Regulation 4000.2, Electronic Communications.

ANIMALS/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 must 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.

PARKING REGULATIONS

Parking on campus is by permit only Monday through Sunday, seven (7) days a week, 24 hours a day. Green curbed (timed) parking areas do not require a permit. No overnight parking is allowed without approval from the Campus Police Department. Violation of this regulation will result in the vehicle being towed at the owner's expense.

Students are reminded not to park in spaces marked for **STAFF** or in **DISABLED** spaces.

Disabled Parking

There are disabled spaces in each parking lot. A valid campus **student/staff parking permit is required, in addition to the California Disabled Placard** to park in designated disabled spaces.

Citations

Citations are issued for violations of the District's traffic and parking regulations. Penalties range from \$20.00 to \$250.00, depending on the type of violation. An appeal process is available, and instructions are printed on each citation.

Beginning of Semester Waiver

Beginning on the first class meeting day of each full semester, the requirement to display a valid student parking permit in student or other non-reserved parking areas is waived for two calendar weeks. The waiver also applies to the first week of the first summer session, beginning on that first class meeting day. This waiver does not apply at STAFF, 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 and the fees charged to purchase daily permits from dispensers.

Students may purchase parking permits when they register online or at a later time through MySite or at the Bursar's Office in the Student Services Center. Permits purchased through online registration will be mailed directly to the student.

Complete copies of the college's parking regulations are available at the Campus Police Office located in Lot #8 near the Baseball Field, in the Student Services Center (SC 140), or online. For additional information, students may call (949) 451-5200.

Lost or Stolen Permits

Students who lose their parking permit must go to the Bursar's Office to purchase a new one. No replacement permits will be issued free of charge.

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, 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.

COURSE INFORMATION

COURSE NUMBERS

- 1–299** Intended for associate degree and occupational certificate programs.
- 1–99** Generally transfer to both CSU and UC. UC credit provisions, if any, are explained on the UC Course List, page 45. Many general education courses are numbered in this range
- 100–199** Generally transfer to CSU but not to UC. Many general education courses are numbered in this range.
- 200–299** May occasionally carry transfer credit to four-year institutions; it is up to the receiving institution to make that determination. Courses in this range include those intended for continuing education (whether related to employment or personal development), for skill development, and for college preparatory purposes. **Please note:** Students may count only one English course below transfer-level freshman composition as credit toward the associate degree. Writing 1 is the first transfer-level composition course at Irvine Valley College; Writing 201 is the only 200-level English course that may be applied for associate degree credit.
- EXP 289** "EXP 289" is the designation for new courses that are being considered for, but are not yet officially part of, the regular college curriculum. For this reason, these courses are considered "experimental." EXP 289 courses may carry transfer credit to four-year institutions; it is up to the receiving institution to make that determination.
- 300–399** Basic skills or college preparatory courses. Courses in this range are not applicable to associate degrees or certificates, nor do they carry transfer credit to four-year institutions. These courses do not count toward the 60-unit requirement for graduation and are not used in calculating students' grade point averages for associate degrees or certificates. There is also a state-imposed restriction limiting students to taking no more than 30 units of basic skills classes.
- 400–** Courses numbered 400 and above do not apply toward degrees or certificates, nor do they carry transfer credit to four-year institutions.

UC TRANSFER STATEMENTS

A number of courses in the IVC catalog include statements to clarify their transfer status to the University of California (UC) during the current academic year.

UC credit pending: New IVC courses numbered from 1 to 99 that are currently under review by the University of California.

UC credit proviso (see UC course list): Courses numbered from 1 to 99 for which the University of California has noted a number of transfer conditions. Credit provisions may include the amount of credit allowed when a course is taken in combination with other courses; corequisite courses required in order for a course to be UC transferable; limitations on transfer credit granted in such areas as physical education activity courses; limitations on credit granted for courses with overlapping content; and other similar conditions (see page 45).

For the 2007-2008 UC Approved Course List, see page 45. Students should consult the Counseling Center for the most up-to-date information about UC course transferability and for answers to questions about the transferability of specific courses. In addition, students should access www.assist.org, the official source for California articulation and student transfer information.

CALIFORNIA ARTICULATION NUMBER (CAN)

The California Articulation Number (CAN) System identifies some of the transferable, lower division, introductory (preparatory) courses commonly taught on California college campuses. The system assures students that CAN courses on one participating campus will be accepted in lieu of the comparable CAN courses on another participating campus. For example, CAN ART 14 on one campus will be accepted for CAN ART 14 on every other participating campus. Each campus retains its own numbering system, but adds the CAN designation parenthetically in its publications. It is expected that most campuses throughout the state will qualify courses to use the California Articulation Numbers. Counseling offices, academic advising offices, and articulation officers can provide the most current listings of CAN courses and campuses participating in the CAN System.

COURSEWORK STANDARDS AND EXPECTATIONS

In a **lecture** class, the preponderance of the student's work is done outside of class—e.g., reading, working on assignments, writing papers, preparing for class and/or performing other required homework or coursework. A typical three-unit lecture class requires at least six additional hours of student work per week.

In a **laboratory** class, the majority of the student's work is done in class. A lab class may require additional hours of student work per week.

In a **learning center**, virtually all of the student's work may be done in class.

In all cases, students carrying a full-time class load of 15 units should expect average workloads of 45 hours per week, inclusive of time spent in class.

REPEATABLE COURSE MODELS

A limited number of courses may be repeated. All such courses are designated with an "R" code—R-A, R-E or R-I—at the close of the course description, which specifies limitations governing the accumulation of credit. A number following the repeat model indicates how many times the course may be repeated. For example, "R-E-3" means that the course may be repeated three times. Repeatable models are as follows:

MODEL A COURSES (R-A): These are separate and distinct courses in a skill-building sequence. Any combination of courses within the sequence (beginning, intermediate, advanced) may be taken a maximum of four times combined.

MODEL E COURSES (R-E): These courses have one course number and title but use a different syllabus each time the course is offered. The course may be taken a total of four times to afford development through supervised practice or group assignments.

MODEL I COURSES (R-I): These courses often have a number of versions with varying unit values. A student may repeat the course up to a maximum number of units as specified in the course description in the catalog.

An "**NR**" at the end of a course description indicates that the course **may not be repeated**.

Note: Students who have earned a substandard grade—that is "D," "F" and/or "NC"—in a course are allowed to repeat the course one time regardless of whether or not it is designated as repeatable by one of the above models (see page 22). Otherwise, **courses not identified in the catalog as repeatable by one of the above models may not be repeated**. Any student registering to repeat a course not identified as repeatable or repeating a course more often than permitted will be withdrawn from the course.

Please read page 22 for important information about repeating courses.

READING COURSE DESCRIPTIONS

If no prerequisite is noted, none is required; and any student may enroll in the course.

Weekly class hours, lecture, laboratory, and/or learning center (see explanation below)

Prerequisite—mastery of subject at a certain level is necessary for success in this class. See page 24.

Corequisite—concurrent (simultaneous) enrollment in or prior successful completion of a companion course and/or lab is required. See page 26.

Limitation on enrollment—special conditions apply for entry into a course. See page 26.

Recommended preparation—certain preparation is advised before students enter the course. See page 26.

Course ID Course Title

ANTH 1: INTRODUCTION TO PHYSICAL ANTHROPOLOGY

3 Units

Units of Credit

3 hours lecture

Transfers: CSU, UC

Physical Anthropology is the study of human biology within the framework of evolution, with an emphasis on the interaction between biology and culture. The course introduces students to the principles of evolution and natural selection, the fossil evidence of human evolution, primate behavior, and the biological basis of human variation. (CAN ANTH 2) NR

Course may not be repeated.

BIO 6: CELLULAR BIOLOGY

3 Units

3 hours lecture

Transfers: CSU, UC

Prerequisite: Bio. 1, Chem. 1B and Math 253.

This course presents an analysis of living systems at the cellular level. It examines the structure and function of prokaryotic and eukaryotic cells and their organelles; the energetics and biochemistry of metabolism; the processes of intracellular transport; and the process of protein synthesis. (BIOL 6+6L: CAN BIOL 2; Bio. 6+6L+5+2: CAN BIOL SEQ A) NR

California Articulation Number (CAN). See page 90.

WR 280: WRITING CONFERENCE

.5 Unit

1.5 hours learning center

Corequisite: WR 201 or WR 301

This credit/no-credit corequisite course offers one-on-one conference instruction with English instructors for students enrolled in Writing 201 and Writing 301. Students must spend at least 24 hours in the Humanities Center during the semester and participate in no less than four conferences in order to receive credit.

R-E-3

Limits on course repeatability and credit accumulation.

See page 91.

IA 12: INTERCOLLEGIATE WOMEN'S BASKETBALL

1 or 2 Units

5 or 10 hours lab

Transfers: CSU, UC credit proviso (see UC course list)

Limitation: Students must meet the COA eligibility requirement and pass a physical examination prior to intercollegiate competition.

This course gives students an opportunity to train for and participate in women's intercollegiate basketball. R-E-3

Course carries transfer credit to UC, but some restrictions may apply. See page 90 for UC transfer statements. See page 45 for the UC Course List.

MUS 70: BEGINNING JAZZ IMPROVISATION

2 units

1.5 hours lecture, 1.5 hours lab

Transfers: CSU, UC

Recommended Preparation: Music theory (Mus. 1), chord construction and previous instrumental or vocal experience/training.

This course introduces basic techniques of jazz improvisation, including scales and chord constructions, with applications toward performance. This is not a beginning instruments class. R-E-3