

General Information

**Cuyamaca
College**



AIR FORCE AND ARMY RESERVE OFFICERS TRAINING CORP

Cuyamaca College has entered into an agreement which permits students to enroll in the AFROTC or AROTC at San Diego State University. For further information contact the AFROTC at (619) 594-5545, or the AROTC (619) 594-2808.

COMMUNITY LEARNING

Community Learning is the "Pathway to Credit." The Grossmont-Cuyamaca Community College District integrates its resources and functions with community life. Community Learning recognizes that education is a lifelong process of importance to all age groups. Educational opportunities such as noncredit and fee-based courses are provided to all community members through Community Learning.

Community Learning's noncredit and fee-based courses afford students an opportunity to increase their personal and/or professional skills and knowledge in several areas. Noncredit and fee-based classes carry no units of credit and the progress of the students is not graded. Classes are held on the college campuses and at various locations throughout our district.

Community Learning offers a wide variety of classes such as Feng Shui, 40-Hour Hazwoper, Painting, Fitness, Food Handler's Training courses and more. Programs for kids in art, science and sports are available. In addition, yoga, computer and several personal and professional skills classes are offered designed specifically to meet the needs of adults in the community.

The **PREVIEW** is a free publication listing Community Learning classes and events for the general public. Distributed three times each year, the PREVIEW can be obtained by calling (619) 660-4350 or writing:

Community Learning
Cuyamaca College
900 Rancho San Diego Parkway
El Cajon, CA 92019-4304

EVENING AND OFF-CAMPUS CLASSES

Evening and off-campus classes do not differ in academic quality from those in the regular day program. They are parallel in title and number, prerequisites, course content, outside work required, examinations and instructor qualifications. Classes may be offered in local middle schools, high schools, community or business facilities.

HERITAGE OF THE AMERICAS MUSEUM

Cuyamaca College is the home of the Heritage of the Americas Museum, a cultural and educational center featuring the prehistoric and historic art, culture and natural history of the Americas. There are fossils as old as 450

million years exhibited in the Natural History wing. Artifacts representing ancient cultures of the Americas are presented in the Archaeology and Anthropology wings, and the Art wing displays the art of the world from ancient Chinese jade, including a rare burial suit from the Han Dynasty, to modern painting and sculpture.

The museum also serves as an adjunct to the instructional programs of Cuyamaca and Grossmont Colleges in a variety of academic disciplines. There is a research library of more than a thousand books related to the Museum's collections. Students and faculty find the museum to be a valuable research facility and a fascinating place to visit.

LEARNING SKILLS PROGRAM

The Learning Skills Program is designed to assist students in attaining basic proficiency in reading, writing and other skills necessary to succeed in college-level courses. The program components are as follows:

1. **ASSESSMENT:** All new students are encouraged to participate in the assessment process. These results, along with advisement from a counselor, assist a student in selecting courses.
2. **BASIC SKILLS COURSES:** Courses in English, mathematics and personal development have been designed to develop the skills necessary for students to be successful in college-level courses.
3. **TUTORING:** The College offers academic tutoring at no cost to students enrolled at Cuyamaca College. Tutoring is available in a variety of subjects at several locations on campus.
 - a. **General Tutoring Center:** Individual and group tutoring is available. Any questions regarding tutoring can be answered in the General Tutoring Center, located in the LRC, or by calling (619) 660-4306.
 - b. **Reading and Writing Center:** The Reading and Writing Center provides assistance for individual academic reading and writing needs. During the Fall 2007 semester the center will be located in L136. For Spring 2008 the center will have moved to the new Communication Arts Building, room B167.
 - c. **Math Study Center:** The Math Study Center, located in N104, offers math tutoring assistance.
 - d. **Supervised Tutoring (198):** Supervised tutoring courses use a variety of educational tools to assist students with various learning needs. These courses can be used to assist students to strengthen prerequisite skills prior to enrolling in a specific course or to receive supplemental assistance while enrolled in another course. Supervised tutoring courses may be repeated with different content in various departments. There is no fee charged and no credit given for supervised tutoring. For more information, see "198 Courses – Supervised Tutoring" under Academic Policies.

ONLINE COURSES

Cuyamaca College offers a variety of courses entirely online and blended classes (partially online). For courses taught entirely online, there are no real-time class meetings.

Some online courses require an orientation on campus and some require on-campus exams. Online courses require that students have dependable access to the Internet through their own Internet Service Provider or through one of the college's computer labs.

If you are self-motivated, self-disciplined, have good basic computer skills, and are able to read and follow instructions carefully, online courses may be a good option for you. Online courses are transferable to most four-year colleges and universities. Some of the same instructors who teach regular courses also teach online courses. Online courses include Art, Biology, Business, Business Office Technology, Child Development, CIS, Communication, Economics, English, Graphic Design, Health Education, History, Humanities, Library Research, Math, Music, Ornamental Horticulture, Personal Development, Philosophy, Political Science, Psychology, Real Estate, Religious Studies and Sociology.

OPEN-ENTRY/OPEN-EXIT COURSES

Cuyamaca College offers three primary disciplines in the open-entry/open-exit format: Business Office Technology (BOT), Computer and Information Sciences (CIS) and Exercise Science (Fitness Center). Open-entry/open-exit courses are self-paced, individualized courses that allow you to start at different times throughout the semester and to work at your own pace. You may choose to complete your work during any hours that the BOT Lab or Fitness Center is open.

- To complete a course in BOT, attend an orientation, follow the course syllabus, turn in assignments, and take tests. Individual assistance is always available.
- To complete a CISCO flex course, visit H127 during Flex Lab hours during the first week of classes for orientation.
- To complete a course in the Fitness Center, attend an orientation, purchase the applicable Fitness Manual, and complete 20-40 hours of exercise/workout in the Fitness Center. Individualized assistance is always available.

PARKING AND TRAFFIC REGULATIONS

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT PARKING REGULATION INFORMATION

The following information is only a summary of the Grossmont-Cuyamaca Community College District Parking Regulations Brochure. The Parking Regulations brochure is published in accordance with the California Vehicle Code and applicable District Policies. For a complete copy of the brochure, please contact the District Police Parking Unit at (619) 660-4481.

All vehicles must display a valid college-parking permit while parked on campus property. The responsibility for finding a legal parking space, as well as knowing where and when a parking permit is valid, rests with the vehicle operator and/or owner. The purchase of a permit does not guarantee a space to park. For the safety of the college

community, all California Vehicle Codes are enforced. **Also, all persons on college grounds are primarily responsible for their own safety and property.**

STUDENT PARKING PERMITS

Student Parking Permits may be purchased during registration (see class schedule for details). Permits not purchased during registration are available at the College Cashier's Office. To refund or exchange a parking permit, see "Refund Schedule" under Admission Information or the class schedule.

Motorcycle permits are no longer required if the Motorcycle Parking areas are used.

AUTO PARKING PERMIT

This type of permit has multiple uses and MAY BE TRANSFERRED to another vehicle owned and/or operated by the purchaser. Auto Parking Permits must be displayed so that the color and/or expiration date is clearly visible and displayed properly.

The Auto Parking Permit is only valid when displayed:

1. Completely attached to the rear window either side, inside lower corner.
2. Convertibles, open vehicles, or vehicles with dark tint on the back windows must completely affix the permit to the front windshield, either side, inside lower corner.
3. Hanging from the rear view mirror completely attached to the plastic permit hanger provided by the College.

PERMIT HANGERS

A free plastic permit hanger is available from the Admissions and Records Office, the Cashier's Office, most Student Services Offices, and the District Police Office.

DISABLED PARKING PERMITS

All vehicles utilizing Disabled Parking must have a state issued identification placard, i.e., Department of Motor Vehicles issued placard, DP or DV plates.

Students who have a current California Disabled Placard are not required to purchase a parking permit.

LOST OR STOLEN PERMITS

The college is not responsible for lost or stolen permits. Lost or stolen permits must be replaced by purchasing a new permit at the Cashier's Office.

REPLACEMENT PERMITS

To replace a damaged permit, bring your old permit to the Cashier's Office and you will be issued a new permit for a \$2 replacement charge.

VISITOR PARKING

- **Parking Meters** - Meters are expressly intended for visitors. Parking Permits are not valid at meters. All meters have a two-hour time limit.
- **One-Day Permit** - May be purchased from the Yellow Permit Dispensers. One-day permits are valid in student lots only. Dispensers are located between Student Lot 1 and 4 and Lot 5.

PARKING CITATION PAYMENTS

Fees resulting from citations are payable at the Cashier's Office within the first 21 days. Timely payments may also be mailed to the address listed on the citation.

CITATION REVIEW PROCEDURES

You may obtain a Request for an Administrative Review Form at the District Police Office. The Administrative Review must be completed and returned **within 21** days of the date of your citation.

Remember to remove your keys and lock your vehicle!

POLICIES REGARDING NONDISCRIMINATION

Cuyamaca College does not discriminate on the basis of race, color, national origin, religion, gender, disability or age in any of its policies, procedures or practices. This non-discrimination policy covers admission and access to, and treatment and employment in, Cuyamaca College's programs and activities, including vocational education.

Inquiries regarding the equal opportunity policies, the filing of grievances, policies on academic accommodations, appeals, substitutions and waivers based on disabilities, or to request a copy of Cuyamaca College's grievance procedures may be directed to:

Section 504 and ADA Coordinator
Cuyamaca College
900 Rancho San Diego Parkway
El Cajon, CA 92019-4304
(619) 660-4239
TDD (619) 670-3996

Cuyamaca College recognizes its obligation to provide overall program accessibility for those with disabilities. Contact the Section 504 and ADA Coordinator to obtain information as to the existence and location of programs, services, activities and facilities on campus, and for a geographical accessibility map.

Inquiries regarding Federal laws and regulations concerning non-discrimination in education or the College's compliance with those provisions may also be directed to:

Office for Civil Rights
U.S. Department of Education
221 Main Street, Suite 1020
San Francisco, CA 94105

REVISION OF REGULATIONS

Any regulation adopted by the Grossmont-Cuyamaca Community College District Governing Board has the same force as a printed regulation in the catalog and supersedes any ruling on the same subject which may appear in the catalog or official bulletin of the college.

SATURDAY COURSES

Cuyamaca College offers a variety of courses on Saturdays to provide flexibility for students seeking to complete General Education transfer requirements or specific program requirements for an Associate degree. Working adults and students trying to maximize the number of units they are able to take each semester may find Saturday courses the perfect option. These courses are typically all day long or may include one evening per week. Some programs such as Paralegal Studies and Real Estate offer more condensed courses over five to eight weeks allowing students to take two courses per semester on Saturdays.

Saturday courses that fulfill General Education requirements are transferable to most four-year colleges and universities such as SDSU and UCSD. Some of the same instructors who teach during the week also teach on Saturdays.

STUDENT EQUITY PLAN

The Grossmont-Cuyamaca Community College District recognizes that California's economic and social future depends upon the success of all its citizens, particularly those enrolled in institutions of higher education. Therefore, the District has developed a Student Equity Plan.

The intent of the Student Equity Plan is to move our District toward achieving student equity by ensuring that the composition of students who enroll, are retained, transfer or achieve their occupational goals mirrors the diversity of the population of the District's service area. The Student Equity Plan is subject to on-going coordination, evaluation and revision. It guarantees that student equity and student success are explicit and integral parts of the District's priorities.

STUDY ABROAD PROGRAMS

Cuyamaca College annually sponsors Study Abroad Programs which enable students to immerse themselves in a foreign language environment. During these programs students are housed with host families, which not only allows the students to become more proficient in a foreign language, but also gives them the opportunity to experience firsthand a foreign culture. Countries which are usually visited include Mexico, Costa Rica, Guatemala, Peru, Spain and other parts of Europe.

For more information, contact Dr. Ezequiel Cardenas, Foreign Languages Department, (619) 660-4216, ezequiel.cardenas@gcccd.edu.

SUMMER SESSION

The College offers a summer session that includes courses and programs also available in the regular academic year. College and legal regulations including residence, fees, veterans and withdrawal procedures, apply.

Admission Information

**Cuyamaca
College**



ADDRESS CHANGE

A change of address and e-mail address should be immediately reported to the Admissions and Records Office. You may change your address information online on *WebConnect* (www.cuyamaca.edu) or in the Admissions and Records Office.

ADMISSION AND REGISTRATION

The college year is divided into three sessions: fall and spring semesters and a summer session. A spring intercession is also available between the fall and spring semesters. Courses offered during the various sessions are similar in scope and maintain equivalent standards. The same requirements for admission, enrollment and graduation apply to all students, regardless of the time of day or period of the year they attend classes. The college library, laboratories and other facilities are available throughout each session.

ADMISSION PROCEDURES

Students should observe the following admission procedures:

1. Submit an Application for Admission online at www.cuyamaca.edu or in the Admissions and Records Office.
2. Request official transcripts to be sent to Cuyamaca College from all colleges attended in the United States. An official transcript is one that has either been sent directly to Cuyamaca College from the issuing institution or one that is hand carried in a sealed envelope. Transcripts submitted by students who never enroll are kept on file for two years.

Cuyamaca College accepts credit from institutions accredited by one of the six regional accrediting associations and foreign transcripts evaluated by either Academic Credentials Evaluation Institute (ACEI) or International Education Research Foundation (IERF). Please refer to the specific guidelines in this catalog regarding the evaluation of foreign transcripts.
3. Take the English and Math Assessment. The recommendations that result from this assessment will be helpful in selecting appropriate English and math classes and in planning a successful college program. Students may obtain clearance from the assessment process if they have:
 - taken an English and math class at a college and received a grade of Credit or a minimum grade of "C," or
 - earned an Associate Degree or higher, or
 - completed an Advanced Placement Examination, or
 - completed the assessment process at a local college.

To obtain a clearance, you are required to bring to the Counseling Center one of the following:

- a grade report, or
 - a transcript or diploma, or
 - a copy of your Advanced Placement Examination results with scores of 3, 4 or 5, or
 - assessment scores from any local college.
4. Arrange for a counseling appointment for program advisement.
 5. Complete the formal registration process as outlined in the class schedule.

ADMISSION REQUIREMENTS

High school graduates or equivalent, or students who are over 18 years of age and have the ability to benefit from the instruction offered, may attend Cuyamaca College.

While it may be advisable for a student to qualify for a high school diploma through a local adult school, non-graduates over 18 years of age may be admitted directly to Cuyamaca College.

Transfers from accredited colleges and universities are eligible for admission to Cuyamaca College.

High school students who are in the 11th and 12th grades may attend with the approval of the appropriate high school official, the appropriate college official and the student's parents.

ASSESSMENT

The faculty, staff and administration of Cuyamaca College are committed to students' success. Programs for student success have been designed which include a component that encourages new, readmit and transfer students to participate in an assessment process. Counselors review the results of the assessments with students to help them select courses and develop an educational plan. The Assessment Office provides individual and group testing of English, mathematics and ESL. The Assessment Office also provides Ability to Benefit (ATB) tests for financial aid purposes. Assessments for suitability to major area of study and/or vocational programs are either self-initiated and conducted by the Career and Student Employment Center or administered within the framework of a Personal Development Counseling course. The Assessment Office is located in Z200 in the Student Services One Stop Center. For more information, call (619) 660-4426 or visit our website at www.cuyamaca.edu/assessment.

ENROLLMENT VERIFICATIONS

Each student who has an academic record on file at Cuyamaca College and who is not in arrears to the college with regards to fees, tuition, loans or other charges may request verification of enrollment (commonly used to verify enrollment for insurance purposes, scholarships, student worker eligibility, etc.) from the Admissions and Records Office. Verification of enrollment may be obtained at \$3 per copy. Exception: This charge will not be assessed for student loan deferments. An emergency or rush verification of enrollment will be provided for \$5 per copy.

FEES

Cuyamaca College is part of the California Community College system and requires enrollment, student center construction and health services fees for all students, payable at the time of registration. The Board of Governors Waiver Program provides methods to assist low income students pay these fees. Eligibility requirements are available in the Financial Aid Office.

Students may purchase daily or semester parking permits. If a student elects to purchase a multi-car parking permit, the permit may be used on any number of vehicles, but entitles the student to the use of a single parking space per permit. See "Parking and Traffic Regulations" for more information.

Students are required to purchase their own textbooks and supplies and may be required to pay for equipment which is lost or broken after it has been issued.

All students are encouraged to support the student activity program through the purchase of a Student Benefit Card.

INSTRUCTIONAL MATERIALS

Students may be required to purchase instructional and other materials required for a credit or non-credit course, provided that such materials are of continuing value to a student outside of the classroom setting, and provided that such materials are not solely or exclusively available from the District.

INTERNATIONAL STUDENT PROGRAM

ADMISSION

1. Applications for admission must be received by the following deadlines:
 - Fall semester – June 1
 - Spring semester – November 1All application materials must be received by the above deadlines.
2. TOEFL scores must be submitted in order to be considered for admission. The minimum score is 450 or a 133 TOEFL computer score or a 45 TOEFL internet score. The TOEFL test must be completed by the application deadline.
3. New students must enroll in the appropriate level English class.

FULL-TIME STATUS

An international student must maintain a minimum of 12 units each Fall and Spring semester at Cuyamaca College.

FINANCIAL RESOURCES

1. Each international student must submit a complete financial statement. The financial statement must indicate the ability of the student to finance the year's education to the satisfaction of the Admissions and Records Office (approximately \$16,480 per year).
2. An international student attending Cuyamaca College must pay international student tuition and other fees as required by the Governing Board.
3. Financial aid is not available for international students.
4. All employment requires approval by petition to the International Student Committee. In some instances an international student may, after completing at least two semesters, work on campus for 20 hours per week. Working off campus while attending college requires approval by the Immigration and Naturalization Service and the International Student Committee.

HEALTH

Cuyamaca College **strongly** recommends that international students obtain a health and accident insurance policy. The Health and Wellness Center has information on where to acquire such a policy.

HOUSING

Cuyamaca College does not have on-campus housing; however, we do work with a homestay agency and have many apartments nearby.

GRADING STANDARDS

International students are subject to all Cuyamaca College grading, probation and disqualification standards.

ADVANCED DEGREES

International students with an associate degree or its equivalent are considered beyond the scope of community colleges and are discouraged from applying to Cuyamaca College.

NOTIFICATION OF ADMISSION

Students will be notified of their acceptance to Cuyamaca College as soon as their application materials are received and approved. Students need to be available for preregistration orientation and educational counseling two weeks prior to the start of each semester.

REFUND SCHEDULE

The refund schedule for international student tuition, nonresident tuition, enrollment, student center construction and health services fees is as follows:

- Full semester courses:
 - 100% refund through first two weeks of instruction
 - 0% refund after second week of instruction
- 8 week courses:
 - 100% refund through first week of instruction
 - 0% refund after first week of instruction
- Other short-term classes:
 - Contact the Admissions and Records Office or see the current class schedule for dates.

NONRESIDENT TUITION REFUND

Refunds after the refund deadline will be made for the following reasons only:

1. *Erroneous determination of nonresident status.* If a student is erroneously determined to be a nonresident and, consequently, a tuition fee is paid, such fee is refundable in full, provided acceptable proof of state residence is presented within the period for which the fee was paid.
2. *Compulsory military service.*

RESIDENCY INFORMATION

Each person enrolled or applying for admission to any California community college will provide such information and evidence of residence as deemed necessary by the District Governing Board to determine residence classification. Falsification of residency information may result in admission to the college being denied. Guidelines for determining residency are outlined in the California Administrative and Education Codes. The determination of a person's classification will be made in accordance with the provisions of these policies and the residence determination date for the semester or session for which the person proposes to attend. The following is a summary of residency guidelines and is by no means complete. Changes may have been made in the statutes and regulations since the time this catalog was published. For more information, contact the Residency Specialist in the Admissions and Records Office.

I. RESIDENCE CLASSIFICATION

- A. A "resident" is a person who has been both physically present, and has established intent to make California his/her residence for more than one year immediately preceding the residence determination date (Section 54020 of Title 5 of the California Administrative Code). The "residence determination date" is the day immediately preceding the first day of instruction of the semester or session to which the person seeks admission.
- B. A "nonresident" is a person who has not been both physically present or established intent to make California his/her residence for more than one year immediately preceding the residence determination date. Persons so classified, unless they qualify under one or more of the exceptions later enumerated, will be required to pay a tuition fee as established by the Grossmont-Cuyamaca Community College District Governing Board.

II. DETERMINATION OF RESIDENCE

- A. Residence. To determine a person's place of residence, the following rules are observed:
 1. Every person has, in law, a residence.
 2. Every person who is married or 18 years of age, or older, and not precluded from doing so, may establish residence.
 3. There can only be one residence.
 4. Residence is the place where one remains when not called elsewhere for labor or other special or temporary purposes, and to which one returns in seasons of repose.
 5. A residence cannot be lost until another is gained.
 6. Residence can be changed only by the union of act and intent.
 7. A man or woman may establish his or her residence. A person's residence shall not be derived from that of his or her spouse.
- B. Adults. Persons 18 years of age or older may establish residence in accordance with Section A.
- C. Minors. Persons under 18 years of age may establish residence in accordance with the following:
 1. A married minor may establish his/her own residence.
 2. If the parents are permanently separated, the residence of the minor is the residence of the parent with whom the minor lives.
 3. If both parents are deceased, and there is no court-appointed guardian, the minor may establish his/her own residence.
 4. The residence of an unmarried minor who has a parent living cannot be changed by his or her own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control, unless the minor qualifies for the two-year care and control or the self-support exception.

5. A person who is a minor, and resides with either the father or mother (or both), may be classified as a resident of California if the parent (or parents) with whom the minor lives has established residence in California for more than one year prior to the residence determination date.

III. FACTORS TO BE CONSIDERED IN DETERMINING RESIDENCE

- A. Residence is established only by the union of both physical presence and intent. No one factor is decisive, however, the college may look for certain objective manifestations of subjective intent on the part of one asserting that residence status has been established, or has been maintained in spite of an absence from California.

The following factors may be used to demonstrate evidence of maintaining physical presence:

1. Carrying on of a business or employment in California.
2. Maintaining active savings and checking accounts in California banks.
3. Ownership of residential property or continuous occupancy of rented or leased property in California.
4. Active resident membership in service or social clubs.

The following factors may be used to demonstrate intent to reside in California:

1. Filing California personal income taxes as a resident.
2. Registering to vote and voting in California elections.
3. Possession of a California Driver's License or California Identification Card from the Department of Motor Vehicles.
4. Possession of California resident vehicle license plates.
5. Petitioning for a divorce or lawsuit as a resident of California.
6. Carrying on of a business or employment in California.
7. Possession of a California resident hunting or fishing license.
8. Licensing from California for professional practice.
9. California address on federal income tax forms and W-2 forms.
10. Maintaining a California address as the home of record on military records and on the Leave and Earnings Statement (LES) while in the armed forces.

- B. Factors that are inconsistent with a claim for California residence include, but are not limited to, the following:

1. Filing California State income taxes as a nonresident or filing income taxes as a resident in another state.
2. Maintaining a driver's license in another state.
3. Maintaining vehicle registration in another state.
4. Maintaining voter registration and voting in another state.
5. Attending an out-of-state institution as a resident of that state.
6. Petitioning for a divorce or lawsuit as a resident in another state.

- C. The Cuyamaca College admissions/residency questionnaire shall contain a variety of questions directed at establishing the residency classification of a person.

- D. *Exceptions.*

1. Persons who have attended a California high school for at least three years and have graduated from a California high school, or have attained the equivalent status, are exempt from paying nonresident tuition. This exemption applies to persons who would usually be classified as nonresidents, including undocumented immigrants. Nonimmigrant aliens, including persons on F and B visas, are not eligible for this exemption.
2. A minor who remains in California after resident parents establish residence elsewhere (within one year immediately prior to the residence determination date), may retain resident status until the minor has attained the age of majority and has resided in California long enough to establish residence, so long as, once enrolled, continuous full-time attendance is maintained. Nothing in this section will require attendance during summer intersession or any session beyond the normal academic year.
3. A minor who has been entirely self-supporting and actually present in California for more than one year immediately preceding the residence determination date, with the intention of acquiring a residence therein, shall be entitled to resident classification until he/she has resided in California the minimum time necessary to become a resident. Certain requirements must be met.

4. A minor shall be entitled to resident classification if, immediately prior to enrolling at a California community college, the minor has lived with and been under the continuous direct care and control of any adult or adults, other than a parent, for a period of not less than two years, provided that the adult or adults having such control have been domiciled in California for more than one year immediately prior to the residence determination date. This exception shall continue until the student has attained the age of majority and has resided in California the minimum time necessary to become a resident so long as continuous full-time attendance is maintained.
5. An unmarried minor alien will be entitled to resident classification if the minor and the minor's parents have not been precluded by the Immigration and Nationality Act from establishing domicile in the United States, provided that the parents have established residence in California for more than one year prior to the residence determination date for the semester or session for which the minor proposes to attend. An exception is made to minors, for establishing residency, if the minor is a U.S. citizen and his/her parents are undocumented aliens.
6. A person who is an adult alien will be entitled to resident classification if he/she is not precluded by the Immigration and Nationality Act from establishing domicile in the United States, provided that he/she has established residence in California for more than one year prior to the residence determination date for the semester or session for which he/she proposes to attend.
7. A person classified as a nonresident shall not obtain resident classification, as a result of maintaining continuous attendance at an institution, without meeting the other requirements of obtaining such classification.
8. An undergraduate student who is a dependent (natural or adopted child, stepchild or spouse) of a member of the armed forces of the United States stationed in California on active duty, is exempt from paying nonresident tuition for the duration of his/her enrollment at a California community college. Graduate dependents are exempt from paying nonresident tuition for one year from the date of his/her arrival in California. If the member of the armed forces, whose undergraduate dependent is in attendance at Cuyamaca College (1) is transferred, on military orders, to a place outside of California, or (2) retires from active duty, the dependent shall not lose his or her exemption status for the one year duration it takes to establish residency. After one year has elapsed, the dependent is subject to reclassification according to the policies stated in this section.
9. An undergraduate student who is a member of the armed forces of the United States stationed in California on active duty, except a member assigned for educational purposes to state-supported institutions of higher education, shall be exempt from paying nonresident tuition for the duration of his/her enrollment at a California community college. Graduate active military students are exempt from paying nonresident tuition for one year from the date of his/her arrival in California. After one year has elapsed, the student is subject to reclassification according to the policies stated in this section.
10. An undergraduate student who was a member of the armed forces stationed in California on active duty for more than one year immediately prior to being discharged, shall be exempt from paying nonresident tuition for up to one year for the time he/she lives in California after being discharged. This one year waiver after the discharge date allows the time necessary to establish residence. After one year has elapsed, the student is subject to reclassification according to the policies stated in this section.
11. A person who is an apprentice, as defined in Section 3077 of the Labor Code, will be entitled to resident classification.
12. A person holding a valid credential authorizing service in the public schools of California and who is employed by a school district in a full-time position requiring certification qualifications for the college year in which the person enrolls, shall be entitled to resident classification if such person meets any of the following requirements:
 - a. Holding of a provisional public school credential and enrollment in courses necessary to obtain another type of credential authorizing service in the public schools.
 - b. Holding a public school credential issued pursuant to Section 44250 and enrollment in courses necessary to fulfill credential requirements.
 - c. Enrollment in courses necessary to fulfill the requirements for a fifth year of education prescribed by subdivision (b) of Section 44259.
13. A person who is a full-time employee of a California community college, California State university or college, the University of California, or the California Maritime Academy; or the child or spouse of that person, may be entitled to resident classification until he/she has resided in California the minimum time necessary to become a resident.

14. For purposes of the nonresident tuition fee, a community college district shall disregard the time during which a person living in the district resided outside of California if:

- a. The change of residence to a place outside of California was due to a job transfer and was made at the request of the person's employer or the employer of the person's spouse or, in the case of a person who resided with and was a dependent of the person's parents, the change of residence was made at the request of an employer of either of the person's parents.
- b. Such absence from California was for a period of not more than four years.
- c. At the time of application for admission to a college maintained by the district, the person would qualify as a resident if the period of the person's absence from California was disregarded.

A nonresident tuition fee shall not be charged to a person who meets each of the conditions specified in subdivisions a. to c., inclusive.

IV. REVIEW AND APPEAL OF CLASSIFICATION

Any person, following a final decision on residence classification by the college, may make a written appeal to the Chancellor of the District or designee within 30 calendar days of notification of final decision by the campus regarding classification. The Chancellor, on the basis of the Statement of Legal Residence, pertinent information contained in the file of the Dean of Admissions and Records, and information contained in the person's appeal, will make the determination and notify the person by United States Mail, postage prepaid.

V. RECLASSIFICATION AND FINANCIAL INDEPENDENCE

Students must complete reclassification forms, which are available in the Admissions and Records Office, for a change in classification from nonresident to resident status. Students will be requested to provide appropriate documentation to prove California residence, for more than one year prior to the residence determination date, for the semester or session which the student is claiming resident status.

Education Code Section 68044 requires that the financial independence of a nonresident student seeking reclassification as a resident be included in the factors to be considered in the determination of residence.

VI. NONRESIDENT TUITION

A person classified as a nonresident will be required to pay nonresident tuition, in addition to other fees required by the college. Nonresident tuition must be paid at the time of registration.

VII. INTERNATIONAL STUDENT TUITION

A nonresident person who is a citizen and resident of a foreign country will be required to pay international student tuition, in addition to other fees required by the college. International student tuition must be paid at the time of registration.

TRANSCRIPTS

Each student who has an academic record on file at Cuyamaca College and who is not in arrears to the college with regard to fees, tuition, loans or other charges may request transcripts from the Admissions and Records Office. Two transcripts of records are provided without charge; additional copies may be obtained at \$3 per copy. An emergency or rush transcript will be provided for \$5 per copy.

TRANSFER CREDIT

EVALUATION OF U.S. TRANSCRIPTS

Courses taken at a regionally accredited college or university and designated as appropriate for general education, Associate Degree or baccalaureate credit by that institution will be accepted by Cuyamaca College for credit. Cuyamaca College adheres to California policies governing reciprocity and acceptance of general education credit. The extent to which transfer courses satisfy specific certificate and degree requirements is determined by a review of comparability to courses in the Cuyamaca College curriculum.

Courses completed at institutions without regional accreditation or taken at a regionally accredited institution as part of a professional program (medical, dental, veterinary, optical, etc.) are not generally accepted.

EVALUATION OF FOREIGN TRANSCRIPTS

Transcripts (educational credentials) issued in foreign countries from non-American system institutions and those in languages other than English require special handling. Each foreign transcript must be translated into English and submitted to one of the companies listed below for an official evaluation.

Cuyamaca College accepts the evaluation of foreign transcripts **only** from the following **two** academic evaluations companies:

1. **Academic Credentials Evaluation Institute, Inc. (ACEI)**
P.O. Box 6908
Beverly Hills, CA 90212 USA
TEL (310) 275-3530
FAX (310) 275-3528
www.acei1.com
2. **International Education Research Foundation (IERF)**
P.O. Box 366S
Culver City, CA 90231-366S USA
TEL (310) 390-6276
FAX (310) 397-7686

You will need to contact the evaluation company you select for their particular foreign transcripts evaluation procedure. Once completed, have the evaluation report mailed to the Evaluations Office, Cuyamaca College, 900 Rancho San Diego Parkway, El Cajon, CA 92019.

CUYAMACA COLLEGE'S PROCEDURE FOR THE EVALUATION OF FOREIGN TRANSCRIPTS

1. We must receive a detailed evaluation report from one of the companies listed above with **subject breakdowns, course descriptions** and **grades** from the *official* foreign transcripts. The official report must be **in English** and in a *sealed* envelope.
2. The official report will be reviewed by the Cuyamaca College Evaluations Office regarding the possible clearing of general education courses for graduation.
3. **English** and **speech** courses on any evaluation report will be awarded elective credit only.
4. Courses will **only** be used to satisfy major requirements with the approval of the department on a "Modification of Major" form.
5. Courses will **not** be used for General Education Breadth or IGETC certifications.
6. In some instances, additional documentation such as the course syllabus or detailed course description, may be needed before an evaluation of foreign coursework can be completed.
7. Official transcripts will not be required by Cuyamaca College since the official transcripts are submitted to the evaluation service.

TRANSFER CREDIT - MILITARY SCHOOLS

Credit may be granted for military service schools as recommended in the publication *A Guide to Evaluation of Educational Experiences in the Armed Forces*, published by the American Council on Education. Credit will be granted for those training courses substantially similar to coursework offered by Cuyamaca College.

Military credit will be counted toward graduation as general education or elective credit only, unless specifically accepted by a department for use within a student's major. A maximum of 20 units of military credit will be allowed.

Students wishing to receive credit for military training should have their official military transcripts sent from the appropriate service (AART, SMART, CGIT, or CCAF) and should then meet with a Counselor to request an Evaluation of Military Credit.

VETERANS SERVICES

Upon filing an application for admission to Cuyamaca College a veteran should immediately contact the Veterans Specialist in Admissions and Records. The military form DD-214 must be presented to the Veterans Office.

Veterans must request official transcripts of all previous college work to be sent to the Admissions and Records Office. An official transcript is one that has been sent directly to Cuyamaca College from the issuing institution.

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

A veteran may not repeat a course and receive veterans' benefits where a "D" or "F" grade was received unless the course is required for graduation or a grade of "C" is required for the degree.

Veterans should pay special attention to add/drop deadlines and consult the campus Veterans Office when any change in enrollment is made.

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

Veterans should be aware that short-term classes and other flexible schedules may create change of training time affecting benefits. Check with the Veterans Specialist in the Admissions and Records Office before registering for a course that does not begin on the first date of the semester and end on the last date of the semester.

Services for Students

**Cuyamaca
College**

30
years

& Growing



ASSOCIATED STUDENT GOVERNMENT OF CUYAMACA COLLEGE (ASGCC)

Cuyamaca College supports the organization of students known as the Associated Student Government of Cuyamaca College (ASGCC). The association promotes the following objectives:

- To serve as an active student voice in the operation of the college, including both shared governance and the management of student activities.
- To provide an opportunity for leadership experience and training for students.
- To enhance, wherever possible, the general excellence of the college, uniting the interests of all persons – students, faculty, administration, staff and the local community.

ASSOCIATED STUDENT GOVERNMENT (ASG) SHARED GOVERNANCE

Since virtually all major decisions made at Cuyamaca College affect students in some way, student input to the various decision-making bodies is relevant, necessary and welcomed. ASGCC has adopted a constitution which established an organized student voice at Cuyamaca College. This voice is facilitated by the ASGCC and is a critical constituency among the college governance structure.

Associated Student Government meetings are held weekly; dates and times are posted on the ASGCC bulletin board. For more information, please call (619) 660-4273. All members of the college community are welcome to attend. Additional information regarding student government is available in the ASG Office, the Student Center and the Student Affairs Office.

ASSOCIATED STUDENT GOVERNMENT SERVICES AND ACTIVITIES

With the support of the student body, the ASGCC plans, organizes, promotes, sponsors and finances a comprehensive program of activities and services for all Cuyamaca College students. The activities program is organized to achieve the following objectives:

- To provide opportunities for the development of the social and cultural interests of the entire college community.
- To afford avenues for the enrichment of each individual's life through sharing and enjoying a group spirit of mutual responsibility, leadership and creativity.
- To promote college spirit and community awareness. The variety of departments, clubs and facilities permits a student to experience a broad spectrum of interest, including but not limited to, music, art, drama, sports, ecology, community service and business.

STUDENT AFFAIRS OFFICE

The Assistant Dean of Student Affairs acts in an advisory role to the Associated Student Government of Cuyamaca College. Opportunities are provided for students to organize, meet, and work together to extend their academic learning process through campus involvement

and participation. By providing this educational culture, the Student Affairs Office helps foster the intellectual, social, and emotional growth of the campus community.

Facilitating student complaints and grievances in compliance with District policies and helping students learn about college policies and procedures is a major component of this office.

In addition, overseeing ASGCC and Student Trustee elections and the yearly Commencement ceremonies are some of the primary responsibilities of this office.

Students interested in obtaining club charters and ASGCC candidate petitions should come to the Student Affairs Office which is located in Z113.

STUDENT BENEFIT COYOTE CARD

A Student Benefit Coyote Card may be purchased for \$10. This card entitles a student to free admission to all college-sponsored athletic events, 10% off all supplies and important products from the College Bookstore, as well as special college and community discounts.

The Student Benefit Coyote Card not only benefits students, it also helps the ASGCC to support various activities and programs on campus.

For additional information, please contact the Student Center at (619) 660-4274 or the Student Affairs Office at (619) 660-4292.

ATHLETICS AND RELATED ACTIVITIES

Cuyamaca College participates in and supports excellent intercollegiate programs. Men's intercollegiate programs include basketball, golf, soccer, track and cross-country. Women's athletic teams include soccer, track, cross-country, basketball, volleyball and tennis.

HONOR SOCIETY/PHI THETA KAPPA

Phi Theta Kappa (PTK) is an honors organization reflecting the hallmarks of scholarship, leadership, service and fellowship. The programs of the Society are designed to give the members opportunities for personal growth in all areas, encouraging the more balanced individual. The organization was created in 1918. Cuyamaca College has an honor society chapter. The requirements for admission as a provisional member are:

- Academic excellence as defined by a GPA of 3.50 or better,
- Must have completed a minimum of twelve (12) semester units at Cuyamaca College that qualify for an Associate Degree program, and
- Each prospective student must pay a non-refundable administration processing fee of \$15 at the time of filing application and profile forms for provisional membership admission.

Students must apply for membership.

COLLEGE STUDENT ORGANIZATIONS/CLUBS

Cuyamaca College offers a wide spectrum of special interest and program-related clubs for student participation.

Information on how to organize a new club or join an existing one is available in the Student Affairs Office. College clubs include Phi Theta Kappa, EOPS Club, Club Abled, International Club (ICC) and many others from which to choose.

An Inter-Club Council, consisting of representatives from each college club on campus, exists to coordinate events and activities and share ideas.

In accordance with Sections 76035, 32050 and 32051 of the Education Code of the State of California, the Governing Board of the Grossmont-Cuyamaca Community College District has ruled that secret fraternities, sororities or clubs may not be formed. Moreover, Section 32051 of the Education Code forbids the practice of hazing by organizations or individuals either on or off the Cuyamaca College campus.

CULTURAL ACTIVITIES

As part of the educational offering, Cuyamaca College presents a year-long series of cultural events. Among the presentations are lectures by persons of note in the political and science disciplines, artists in the fields of music and dance, art festivals, film series, and other events that add variety to the intellectual and cultural life of the college community. These include both day and evening programs which are open to students and the general public.

A selected day each month serves as "College Hour," when college-wide and specialized activities are held as enriching experiences outside of classroom academic life.

BOOKSTORE

Barnes & Noble Bookstores, Inc., the world's largest bookseller, manages the Cuyamaca College Bookstore. The bookstore carries all required course textbooks and supplies, as well as Cuyamaca College emblematic giftware and clothing. A portion of the revenues generated by the bookstore is paid to the Grossmont-Cuyamaca Community College District and reallocated for the improvement and expansion of college programs.

CAREER AND STUDENT EMPLOYMENT CENTER

The College Career and Student Employment Center provides career planning and employment assistance to all students, staff and community members. The Career Center provides assistance in the areas of career assessment, career exploration, goal setting, decision-making, labor market information, and the education and training required. Information regarding various careers is available in the Career Center Library, through workshops, career fairs and individual appointments with professional staff. Career assessment tests are available to help students explore their interests, skills, work values and personality type as an aid in making career decisions. A career library is available, as well as computerized occupational information which contains information on local, state and national trends, salaries and skills for various jobs. Internet access is also available.

The Career and Student Employment Center also refers students to on-campus and off-campus job openings and assists students with employment skills such as developing resumes, interviewing and job search skills. Jobs are open to Cuyamaca students and alumni. Jobs are posted on the "Cuyamaca Job Link" on the Internet. For job referral services, students must apply in person at the Center. Jobs are also posted on the Employment Bulletin Board located across from the Administration building. Students register by completing a Student Application Form, presenting their Social Security Card and picture identification. The use of computers is available to perform job search and create resumes. Over 200 employer files containing employment information are also available in the Center.

The Career and Student Employment Center is located in Z200 in the Student Services Center (next to Counseling) or you can call (619) 660-4450. Visit us at our website at www.cuyamaca.edu/careerserv/ for more information.

CHILD DEVELOPMENT CENTER

The Child Development Center program is a critical component of the academic program and mirrors the teachings of the Child Development Department. Child Development students use the Center as a lab school for observations and work experience. The Center serves children of students, faculty, staff and the community with a professional and quality program. The Center's educational philosophy is built on a partnership of children, families and staff, with respect and value for each participant. The Center is open year round, following the College schedule for closures. Hours of operation are Monday through Friday, 7:45 am to 5:15 pm. The Center accepts children from 18 months to 5 years old (pre-kindergarten).

COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

CARE is a state-funded program designed to recruit and assist single parent students who are EOPS eligible and receiving TANF/CalWORKs or with a child 13 years of age or under who receives CalWORKs. CARE provides support services and possible grant funds to promote academic success and to assist students in attaining their career and vocational goals. Contact the EOPS office in the Student Services One-Stop Center for more information, or call (619) 660-4204.

COUNSELING

The mission of the Counseling Center at Cuyamaca College is to provide quality educational, career, occupational and personal counseling and create a climate and structure in which each student has a maximum opportunity for self-fulfillment. The Counseling Department is committed to helping students achieve their educational and career goals. Whether the goal is to take one course, earn a certificate or an Associate Degree, or transfer to a four-year college, Cuyamaca Counselors are available to assist. The department's commitment is to provide quality educational,

career, occupational and personal counseling and create a climate and structure in which each student has a maximum opportunity for self-fulfillment.

PERSONAL COUNSELING

The Cuyamaca College Counseling Center is staffed with professional counselors who offer individual counseling for students who want assistance in coping with the problems they face in everyday life. Issues relating to self-esteem, anxieties, relationships, and academic performance are common obstacles for college students.

ACADEMIC ADVISING

Planning is an important step in achieving academic success. Each semester, all students are encouraged to meet with a counselor prior to registration for academic advising, course selection and setting up a student educational plan.

CAREER ASSESSMENT AND ADVISING

The Counseling Center, in conjunction with the Career Center, specializes in assisting students in choosing a college, a particular major and/or career goal.

TRANSFER PLANNING

The Counseling staff, in conjunction with the University Transfer Center, provides the most current information to assist in the smooth transition to four-year colleges and universities.

Counseling is located in Z200 in the Student Services One Stop Center, or you can call (619) 660-4429 for information or visit us at our website at www.cuyamaca.edu/counseling.

CUYAMACA COLLEGE CalWORKs

The Cuyamaca College CalWORKs (California Work Opportunities and Responsibility to Kids) Program helps students who receive family cash assistance fulfill their Welfare-to-Work program requirements and provides additional support services. CalWORKs assists eligible students arrange subsidized child care, obtain necessary textbooks and supplies, and provides on-campus, paid work study. Our CalWORKs counselors work with each student to develop an education plan that leads to self-sufficiency and meets Welfare-to-Work requirements. In addition to providing counseling services for each student, our counselors help students access campus and community resources.

If you are a current Welfare-to-Work participant, or believe that you could benefit from family cash aid, contact the CalWORKs office in the Student Services One-Stop Center for more information at 619-660-4344. Let us be your liaison with your County CalWORKs Welfare-to-Work staff.

DISABLED STUDENTS PROGRAMS AND SERVICES (DSPS)

Disabled Students Programs and Services provides support services to students with disabilities to enhance their probability for success. These services are considered over and above other services that are available to all students.

Students who have a disability and require special services and/or equipment in order to succeed in college are asked to contact DSPS, where qualified staff members are available to assist with these needs. Academic and disability related counseling are available along with the following services: registration assistance, special parking, transportation assistance on campus, special equipment, high tech computer lab usage, interpreters for the deaf, readers for the blind, note-takers, learning disabilities assessment, additional tutoring, special classes, speech-language strategies, TTY (619-660-4386), and referrals to other colleges and outside agencies such as the Department of Rehabilitation, the Access Center and the Computer Training Center at Grossmont College.

DISABLED STUDENTS: ACADEMIC ACCOMMODATIONS AND APPEALS

Cuyamaca College recognizes that a disability may prevent a student from demonstrating required math, reading, and writing competencies or from completing course requirements necessary for an AA/AS degree in the same manner as nondisabled students. The college also recognizes the need to accommodate students with documented disabilities to the greatest extent possible without compromising a disabled student's course of study and without compromising the integrity of any student's degree. Contact the DSPS Office for further information.

Affiliation with DSPS is not mandatory in order to receive accommodations. For further information contact the College ADA-504 Coordinator.

ACCESS AND REGULATIONS

Questions regarding accessibility, Title 5 regulations, VATEA, Americans with Disabilities Act, Section 504 and other laws regarding the disabled should be addressed with DSPS personnel.

DISTRICT PUBLIC SAFETY DEPARTMENT

The Public Safety Department provides 24 hour-a-day police services to persons and property on college grounds, facilities, parking lots, and at adjacent or offsite locations. However, all persons on college grounds are primarily responsible for their own safety and property.

District Police Officers are sworn officers in compliance with the California Education Code and the California Penal Code, and have full law enforcement authority throughout the state. District Police Officers are vested with full law enforcement powers and responsibilities as local police and sheriff's deputies in your home community.

In addition to the District Police Officers, the Department employs uniformed student Community Service Officers who provide building security, escorts, and assistance with special events.

The District Police have established Memorandums of Understanding (MOUs) with local law enforcement agencies in which our two colleges are located. The MOUs between

the District Police and local law enforcement agencies have been in effect since 1998. The mutual agreements allow the District Police to have primary operational responsibility for law enforcement and investigative services on college district property, with the assurance that local law enforcement agencies can be called for assistance and mutual aid as appropriate. Copies of these agreements are available to the public at the Public Safety Department headquarters, located on the Grossmont campus, and are also available at the Public Safety office at the Student Services One-Stop Center on the Cuyamaca campus.

EMERGENCY SPEED DIALING PAY PHONES

At least one phone in each group of pay phones throughout both campuses is equipped with emergency speed dialing.

Dialing the pound sign (#) and one (1) will immediately connect the caller to the Public Safety Department. These phones are easily identified by a sign above the phone.

EMERGENCY CALL BOXES

Emergencies and other requests for services can also be reported to the District Police by using one of the colored Emergency Call Boxes located throughout both campuses.

Emergency directions in Braille are also on each phone to assist the visually impaired. More information is available through Disabled Students Programs and Services.

CRIME REPORTING PROCEDURES

Public Safety Department personnel are available 24 hours-a-day. Emergencies, criminal activities, or other incidents may be reported at any time, day or night, by calling:

EMERGENCIES	911
DISTRICT POLICE	(619) 644-7654
EL CAJON POLICE	(619) 579-3311
S.D. SHERIFF	(858) 565-5200

OFF-CAMPUS CRIME INFORMATION

The San Diego County Sheriff's Department and the El Cajon Police Department may provide the District Police with crime data for the areas surrounding both college campuses. The District Police will notify the college community when security problems arise.

DISTRICT PROPERTY

District property may not be removed from the campus without prior written authorization from the department Dean or area supervisor. Unauthorized removal of District property from the campus is a violation of the law and violators may face prosecution by the District.

CRIME PREVENTION

One of the most essential ingredients of any successful crime prevention program is an informed public. It is the goal of the District Police to inform students and staff in a timely manner of any criminal activity or security problem that may pose a reasonable threat to their safety. Such information will be distributed to students through this brochure, newsletters, posted notices, or student publications. Faculty and staff are informed through inter-department memos, bulletins and newsletters.

Individuals who need to be on campus other than during regular scheduled work hours must secure authorization from the department chairperson or supervisor prior to their arrival. The District Police should also be notified of their presence. Many campus rooms and areas are protected by intrusion alarms, so before entering these areas, the District Police should be contacted. It is the responsibility of those using rooms, offices or other areas to lock access doors, turn off lights and close all windows. Facilities Services staff and Public Safety Department personnel will check many campus areas during off-hours, but the primary responsibility for security lies with the user.

CRIME STATISTICS

Statistics are generated annually by the Public Safety Department for all criminal offenses specified by Federal Law. The published statistics reflect only those crimes that have occurred within the District's jurisdiction and have been reported to the Public Safety Department. The primary jurisdiction of the District Police is the area on both the Grossmont and Cuyamaca College campuses, and the geographic areas contiguous to the campuses or District property, including sidewalks and streets bordering each campus and District property.

Each year the crime statistics for both campuses are submitted to the U.S. Department of Education. These crime statistics are also provided on the Internet by the U.S. Department of Education at: <http://ope.ed.gov/security>

INCIDENTS	2001	2002	2003	2004
GC = Grossmont				
CC = Cuyamaca	GC/CC	GC/CC	GC/CC	GC/CC
Alcohol Possession	0/0	0/20	2/1	3/1
Simple Assault	5/0	5/3	4/1	2/1
Aggravated Assault	2/0	0/1	0/0	0/0
Auto Burglary	5/2	15/7	10/0	28/12
Burglary	1/3	16/10	6/0	2/1
Drug/Narcotic Offenses	0/0	0/1	3/1	5/0
Hate Crimes	1/0	1/0	0/0	0/0
Homicide	0/0	0/0	0/0	0/0
Robbery	0/0	0/1	0/0	0/1
Rape	0/0	0/0	0/0	0/0
Sex Offenses	2/2	1/0	1/1	1/0
Stolen Vehicle	1/1	2/0	4/3	27/5
Weapons Possession	1/0	2/0	2/0	1/0
Arson	0/0	0/2	0/0	0/0
Arrests:				
Alcohol	0/0	0/0	0/0	0/0
Drug/Narcotic	0/0	0/0	3/0	5/0
Weapons Possession	0/0	0/0	0/0	1/0

8800 Grossmont College Drive
 El Cajon, CA 92020-1799
 (619) 644-7010
 Website: www.gcccd.edu

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

The EOPS Program at Cuyamaca College is designed to recruit, inform and assist students who have been identified as economically and educationally disadvantaged. Eligible students are provided with the necessary academic and personal support services to enable them to succeed at Cuyamaca College. Services may include, but are not limited to, financial assistance through work study and/or grants, orientation to college, priority registration, instructional support services, peer advising and advocacy, personal and academic counseling and transfer advising. Contact the EOPS office in the Student Services One-Stop Center for more information, or call (619) 660-4293.

FINANCIAL AID

PURPOSE OF FINANCIAL AID

The purpose of financial aid is to help students who might not otherwise be able to attend school. Although the primary responsibility for meeting college costs rests with the student and/or his or her family, it is recognized that many families have limited resources and are unable to meet the cost of post-secondary education. For this reason, Financial Aid Programs have been established to provide assistance to students with documented financial need. Financial need exists when the cost of education exceeds the resources available to a student. The cost of education includes fees, books and supplies, room and board, personal expenses and transportation. Student earnings from employment, as well as savings, veterans benefits, social security, TANF/CalWORKs and/or expected contribution from parents' income and assets, are some of the resources considered available to a student for the cost of education.

Financial need is determined by the information provided by applicants on the Free Application for Federal Student Aid (FAFSA). If need analysis shows financial circumstances are not sufficient to meet need, Cuyamaca College will attempt to meet the need by offering assistance through the financial aid programs available. The total amount of financial aid cannot exceed documented financial need, and the monies must be used solely for educationally-related costs while attending Cuyamaca College.

FINANCIAL AID PROGRAMS

GRANTS

Board of Governors Waiver: The State of California through the Board of Governors Fee Waiver program (BOGFW) provides several ways to assist students with paying the mandatory fees (enrollment fee, health services fee and the student center construction fee). Methods A, B and C waive the enrollment fees. Method B also waives the health fee. Method A waives all the mandatory fees. Students eligible for BOGFW A, B, or C also have parking permit fees over \$20 waived. The program also has a special classification BOGFW that will pay for the enrollment fees only. If applications have not been

processed for the BOGFW by the time of registration, fees will be charged and a refund will be made upon approval of the application. To apply for the BOGFW, please go to: www.cuyamaca.edu/finaid and click on "Apply for a Fee Waiver online" on the left-hand side of the webpage. Students who apply for financial aid by submitting a Free Application for Federal Student Aid will also be considered for a waiver. For more information, please visit the Financial Aid office in the Student Services Center.

Bureau of Indian Affairs: BIA Grants provide money to help meet the cost of education for Native American students. The amount of the grant varies according to individual agencies of the BIA. Students may apply if they are at least one-quarter American Indian, Eskimo or Aleut, as certified by the BIA and/or tribal group serviced by the BIA, have financial aid eligibility and scholastic ability, are working toward an undergraduate degree, and have completed all of the application requirements. To apply, contact the specific agency that serves the tribe where the student or the student's parent(s) are enrolled. The agency will provide the student with a specific BIA Grant application. Complete the appropriate items and send to the Financial Aid Office. FAFSA must also be completed. Watch for deadlines – each agency establishes its own deadline.

Cal Grant A: Cal Grant A is a grant administered by the California Student Aid Commission (CSAC). This grant is for California residents only. It provides assistance to students from low and middle income families who will be attending tuition-charging institutions after leaving Cuyamaca College. Cal Grant A pays all tuition charges at public California colleges or universities and up to \$9,708 of tuition charges at private California colleges or universities. To apply for this program, submit a FAFSA and a GPA Verification form postmarked by March 2, prior to the academic year.

Cal Grant B: Cal Grant B is a grant administered by CSAC. It provides access costs for low income students up to \$1,551 per year for up to four years. This grant is for California residents only. To apply for this program, submit a FAFSA and a GPA Verification form postmarked by March 2, prior to the academic year.

Cal Grant C: Cal Grant C is a grant administered by CSAC. Cal Grant C is for vocational students from low and middle income families. The maximum award is \$576. This grant is for California residents only. To qualify, the student must be enrolled in an approved vocational course of study from four months to two years in length. Cal Grant C's are awarded for the length of the vocational course. To apply for this program, submit a FAFSA and a GPA Verification form postmarked by March 2, and September 2, prior to the academic year.

Cal Grant Community College Deadline: Community college students who miss the March 2, priority deadline may continue to apply for a limited number of special community college Cal Grants (A or B) until September 2. Students must list a community college first on their FAFSA and submit the FAFSA and a GPA Verification form postmarked by September 2.

Federal Work Study (FWS): FWS is a federally-funded program which gives students the opportunity to earn part or all of their financial need by working on campus while in school. Jobs available include teacher's aide, clerk, groundskeeper, custodian and lab assistant. The student's wage will be determined by the type and difficulty of the work to which the student is assigned.

This type of part-time work can add to the student's educational experience and can be a valuable asset when seeking employment after graduation.

Extended Opportunity Programs & Services Grant (EOPS): EOPS is a state-funded program designed primarily for the orientation, recruitment and retention of California residents who are considered educationally disadvantaged (as determined by EOPS), have not completed more than 70 units of degree applicable course work, are enrolled full-time, and qualify for the Board of Governors Waiver, Method A or B. The EOPS Program also offers grants and support services such as tutoring and peer counseling. Grant awards range from \$100 to \$900 per academic year.

Cooperative Agencies Resources for Education Grant (CARE): CARE is a state-funded program designed to recruit and assist single parent recipients of TANF/CalWORKs who are full-time students eligible for the EOPS Program. Students must have at least one child under 13 years of age or under. Grants are given to assist students with childcare costs.

Federal Pell Grant: The Federal Pell Grant is available for undergraduate study until students receive their first bachelor's degree to a maximum of five years. Federal Pell Grants range from \$100 to \$4,310 per academic year depending upon the "Expected Family Contribution" (as determined by the federal government), the cost of attendance and the student's enrollment status. Undergraduate students who have submitted a valid Student Aid Report (SAR) may qualify for the Federal Pell Grant.

Federal Supplemental Educational Opportunity Grant (FSEOG): FSEOG is a federal grant program for undergraduate students who have "exceptional need" and who have not received a bachelor's degree. First priority will be given to students enrolled full-time with an Expected Family Contribution (EFC) of 900 or below. Generally, the maximum FSEOG award at Cuyamaca College will be \$900 per academic year.

LOANS

Federal Family Educational Loan Program

Federal Stafford Loan (FSL): An FSL is a low-interest loan made to the student by a lender such as a bank, credit union or savings and loan association to help the student pay for his or her education. These loans are insured by the guarantee agency in the student's state and reinsured by the Federal Government. The interest rate is fixed at 6.8%. Grade level one students may borrow up to a maximum of \$3500 (subsidized and/or unsubsidized Stafford loan) per academic year. Grade level two students may borrow up to a maximum of \$4500 (subsidized and/or unsubsidized Stafford loan) per academic year. Total borrowing may not exceed \$23,000 for

all undergraduate study. To apply for a Subsidized or Unsubsidized Federal Stafford Loan, a student must first apply for Federal Financial Aid via the FAFSA.

Subsidized Federal Stafford Loan: These loans are available to students who demonstrate financial need. Students who are eligible to apply for an FSL based upon need qualify to have the Federal Government pay the interest on their loan while they are in school and during deferment periods.

Unsubsidized Federal Stafford Loan: These loans are available to students who do not qualify for need-based financial aid. Students are responsible for monthly interest payments (or capitalization of interest) from the date the loan is disbursed.

Emergency Book Loan Fund: The Emergency Book Loan Program provides 30-day interest free loans to enable students experiencing a temporary shortage of funds to purchase their books. Students must be enrolled in a minimum of six units and are required to have a co-signer who is at least 21 years of age whose full-time employment can be verified. Depending on the student's enrollment status, loans can range from \$75 to \$150. These monies are made available through donations from the Associated Students of Cuyamaca College, Grossmont-Cuyamaca Community College District Foundation, Grossmont-Cuyamaca Alumni Association, Cuyamaca College Faculty and the Spring Valley Rotary Club.

OTHER SOURCES OF FUNDS

Other assistance programs are available for students through government agencies such as the County Department of Social Services, Social Security Administration and Veterans Administration. Each of these have offices in the local area with counselors to provide detailed guidance. When a student applies for assistance through the Financial Aid Office, documentation of the money received from these programs is required.

Check with the Career Center and Job Placement Office regarding job announcements. A bulletin board located in the hallway between the D and E buildings also has notices of jobs available.

WITHDRAWALS AND REPAYMENT OF FINANCIAL AID FUNDS

Students receiving federal financial aid who *withdraw from all of their classes during the first 60% of a term*, will be required to repay a portion of the federal grants that they have received. That is because a student must "earn" their financial aid. Financial aid is "earned" for each day you are enrolled in the semester.

For example, if a semester starts on August 21 and withdraw from all of your classes on October 23, you will have "earned" 63 days worth of financial aid eligibility. The amount you have to repay will depend on the number of days you were enrolled compared to the number of days in the semester. For example, if there are 121 days in the semester, you would have only earned 52% of the aid you received (63 days/121 days in the term = 52%). If you had received a \$1500 Pell Grant award for the semester, you

would have only earned \$780 of the Pell Grant (\$1500 x 52% = \$780). Because you have received \$720 more financial aid than you "earned" (\$1500 - \$780 = \$720), you will be required to repay half of the amount you did not earn. The amount you would be required to pay back in this case would be no more than \$360.

Please note: If you fail all of your classes in a term, you will have only earned 50% of the Pell and/or SEOG that you received and you will be billed for the amount you did not earn. This rule applies even if you were enrolled in classes for the whole term.

If you are required to repay funds to the federal government, you will be billed and have 45 days to repay the funds in full or to set up a repayment schedule. You will be ineligible for any further financial aid at any college in the United States until you have repaid the funds in full or you have set up a repayment schedule and make repayments according to the repayment schedule.

BUDGETS

Cuyamaca College has a diverse student population which means that people have different economic lifestyles and obligations. The budgets used by the Financial Aid Office are expressions of average costs for the student population; they are intended to provide sufficient funds for most students in most circumstances. These budgets are not and cannot be intended to meet each person's full financial responsibilities. For a student who comes to Cuyamaca College relatively free of past obligations, these budgets should provide a sufficient economic base for a student to survive financially and attend school.

Since one purpose of the budget is to fairly distribute the available dollars among all eligible students, it is impossible to take into account all of the situations in which people find themselves or all of the consumer choices they make. People make their own budget decisions about what is most important to them. They may choose to share a low-rent apartment in order to have a car, or they may choose to live alone within biking distance of the campus. The choices are there for each individual.

The following budgets for the 2007-2008 academic year are based on full-time (12 semester units or more) enrollment at Cuyamaca College:

Housing Status	Living with Parent(s)	Living Away From Parent(s)	Living with Relatives/ Friends
Fees	\$ 598	\$ 598	\$ 598
Books and Supplies	1,200	1,200	1,200
Food and Housing	3,000	8,500	5,900
Personal Expenses	1,500	1,800	1,800
Transportation	<u>900</u>	<u>900</u>	<u>900</u>
TOTAL	\$7,198	\$12,998	\$10,398

For disabled students, additional allowances may be made for documented special costs that are educationally related but not covered by other assisting agencies. For the current academic year budget, please check with the Financial Aid Office.

Contact the Financial Aid Office, located in the Student Services One-Stop Center, for further information regarding eligibility, programs available, applications or other information.

HEALTH & WELLNESS CENTER

Room A111

Telephone: (619) 660-4200

To promote the health and well-being of students, the Health & Wellness Center is maintained by a registered nurse and support staff who evaluate and care for the health needs of Cuyamaca College students. Services are available on a confidential basis. Services include first aid and urgent care; blood pressure, glucose, vision and hearing screenings; tuberculosis clearance testing; body composition analysis; and illness and injury assessment, care and referral to community resources. The Center is also a health education resource providing up to date information and direction on subjects including nutrition, illness prevention, substance abuse, birth control, sexually transmitted diseases, and much more.

The mandatory health fee which supports the Center's programs also provides for insurance coverage should a student be injured during a supervised, on-campus or school-related activity. Report all accidents and injuries to the Center. Insurance forms are available.

Students that depend exclusively upon prayer for healing according to the teaching of a bona fide religious sect, denomination or organization may petition for an exemption from the health fee by submitting a written request to the Office of Admissions and Records. Requests for exemptions will be reviewed by the Dean of Admissions and Records and the Assistant Dean for Student Affairs.

HIGH SCHOOL AND COMMUNITY RELATIONS (OUTREACH)

The office of High School and Community Relations (Outreach) is the official representative of Cuyamaca Community College. Outreach is Cuyamaca's link to local high schools and the community. For information about admissions requirements, academic programs, and other student services, the Outreach office is the campus resource.

Specific services provided by the Outreach staff include distribution of printed information about the college and its programs to students, teachers, counselors, and other members of the community. Visits to schools for career fairs, college nights, peer advising, and interactive multimedia presentations are also part of the Outreach program. Tours of the college campus are provided for individuals, classes and schools.

Outreach invites all prospective students and interested members of the community to take advantage of the programs and services offered. To find out how, please contact the High School and Community Relations (Outreach) office, located in Z300 or call (619) 660-4264.

INTERCOLLEGIATE ATHLETICS

The mission of the Cuyamaca College Athletics Department is to provide all student athletes quality intercollegiate sports that will complement the college's instructional programs, enhance student life on campus, and foster community interest and support.

The Cuyamaca College Coyotes' Cross Country, Soccer, Volleyball, Basketball and Tennis teams compete in the Pacific Coast Conference, which consists of the following colleges: Grossmont, Imperial Valley, Mira Costa, Palomar, San Diego City, San Diego Mesa, San Diego Miramar, and Southwestern. Men's golf is hosted into the Orange Empire Conference and competes against Cypress, Fullerton, Golden West, Irvine Valley, Orange Coast, Riverside, Saddleback, Santa Ana, Palomar, and Santiago Canyon Colleges. Track and Field is hosted in the Foothills Conference.

Cuyamaca College has won conference championships in women's tennis, men's and women's soccer, men's and women's cross country, and men's and women's track and field. State championships have been awarded to men's and women's cross country and many track and field individual events. Cuyamaca coaches have had numerous coaching excellence awards in soccer, tennis, cross country and track and field.

Student athletes must be continuously and actively enrolled in 12 or more units during the sport season. 24 units must be completed for eligibility between the first and second season of competition. Athletes follow an educational plan and maintain a minimum 2.0 GPA. Authority for eligibility must be verified by the Athletics Director. Academic achievement and high level athletic performance is strongly connected for Cuyamaca sports participation. Advancing student athletes to 4-year universities is a primary goal of the Athletics Department.

LEARNING RESOURCES CENTER (LIBRARY SERVICES) – LRC

The LRC offers both print and electronic information resources for students. Librarians assist students in using the online public access catalog, electronic periodical databases and the Internet to locate books, periodical articles and other resources. Materials not available at the Cuyamaca Library are routinely provided through interlibrary loan.

Students are actively encouraged to become trained researchers in the complex and changing world of information literacy. Learning opportunities range from one-on-one reference assistance to formal group orientations designed to meet specific course objectives. A one unit online course is available to students who would like a more comprehensive introduction to research methods (LIR 110 - Research Methods in an Online World).

The LRC's open computer labs contain PC and Macintosh computers. Desktop publishing and other software necessary to support the instructional program are

provided. This lab is available to faculty and to currently enrolled Cuyamaca and Grossmont College students for general use.

STUDENT PICTURE I.D. CARD

A Student Picture I.D. Card is required for access to library check-out services, the Fitness Center, Tutoring Center, and may be required for some laboratory classes. After you have completed the registration process (new students must wait 24 hours), please come to the Student Picture I.D. Office for this FREE card. You must present a valid government issued identification card and your Class and Fee statement to verify payment of mandatory fees. The office is in the Student Services Center, Building Z200, in room 203 next to Counseling. Every Cuyamaca College student is issued one Student Picture I.D. Card while attending Cuyamaca College.

STUDENT SUCCESS PROGRAM

MATRICULATION

Matriculation is a process that promotes and sustains the efforts of community college students to achieve their educational goals successfully through a coordinated program of instruction and support services. The College provides an admissions process, orientation, basic skills assessment, advising and counseling. See "Student and College Responsibilities/Expectations" under Academic Policies. Within Matriculation, there are five components that help insure student success:

1. **Admission** – A current application must be on file with the Admissions and Records Office in order to receive a registration appointment.
2. **Orientation** – An orientation session introduces the student to the College's programs, services, academic regulations, expectations and campus facilities. All new students should attend an orientation session.
3. **Assessment** – Multiple measures are used to recommend placement into English and/or math courses. These measures include testing and other validated criteria. All new students should participate in assessment. To receive an exemption from this component, review the "Exemption Criteria" which follow and see a counselor.

Exemption Criteria - Students may be exempted from assessment if they meet one of the following criteria:

- Completed an AA degree or higher at another accredited college or university.
- Concurrently matriculated at another accredited college or university and has documentation of matriculated status, i.e., assessment scores.
- Enrolling in a course for educational/personal enrichment that does not require English or math as a prerequisite, corequisite or advisory (recommended preparation).

NOTE: Students should see a counselor if they meet the above criteria.

Review of Placement Recommendation – If a student does not agree with the recommended course placement, an appointment can be made with a counselor to discuss the procedures for challenges to prerequisites. See “Prerequisites, Corequisites, Recommended Preparations and Limitations on Enrollment – Challenge Procedure” for more details.

4. **Counseling and Advisement** – Each student should meet with a counselor to initiate a Student Educational Plan (SEP) that outlines the appropriate courses needed to reach the student's identified educational goal. The student should meet with a counselor on an on-going basis to revise and/or update the SEP, as necessary. Please contact the Counseling Center at (619) 660-4429 for an appointment.
5. **Follow-up** – The faculty have access to an Early Alert program to notify students about their academic progress. Students are advised to contact their instructor(s) to discuss specific challenges they are encountering in class. Students are also encouraged to utilize the Counseling Center, Career Center and Tutoring Center to receive assistance when needed.

TUTORING

GENERAL TUTORING CENTER

The General Tutoring Center provides assistance at no cost to currently enrolled Cuyamaca College students seeking help with coursework. Tutoring is available in a variety of subjects including business, child development, computer science, foreign languages, graphic design, all sciences and social science courses. Study groups are available for certain subjects.

The General Tutoring Center is located in the LRC, with all tutoring by appointment only. Appointments can be made by stopping by the Center. For more information call (619) 660-4306

MATH STUDY CENTER

The Math Study Center is located in N104. For students enrolled in any math class, free tutoring assistance is available. For more information, call (619) 660-4396.

READING AND WRITING CENTER

The Reading and Writing Center, located in L136, provides reading and writing help for students in the full range of disciplines taught at Cuyamaca College. For more information, call (619) 660-4463.

ESL STUDENTS

For ESL students, tutoring is available in both the Reading and Writing Center (L136) and in the General Tutoring Center in the LRC.

UNIVERSITY TRANSFER CENTER

The University Transfer Center assists students with the process of transferring to four-year colleges and universities by providing the most current information available to ensure a smooth transition. This is achieved by providing quality programs and services that support student success through a Transfer Resource Center. The community college is the crucial link between the K-12 system and the four-year academic institutions, and the University Transfer Center is the focus for that smooth transition. It promotes coordination with student services units and instruction within the college, and attempts to strengthen ties with the external agencies that affect student transfer.

Students have access to a current catalog collection of California public universities, articulation agreements, CSU and UC admissions applications, college handbooks and a video collection of four-year universities and private colleges. In addition, the Center has a computer lab which allows students to access the various university web pages. Some of the top web locations for students are: www.csumentor.edu; www.universityofcalifornia.edu; and www.assist.org. Our website, www.cuyamaca.edu/transfer_center, provides the student with comprehensive transfer information to assist in the transfer process.

The University Transfer Center hosts representatives from four-year universities to assist students in planning for transfer, provides application workshops for transfer to the UC and CSU, and holds a Transfer Achievement Celebration to honor those students who will be going on for a bachelors degree. For additional information stop by the University Transfer Center in Z200 in the Student Services One Stop Center or call (619) 660-4425.

Academic Policies

**Cuyamaca
College**



STUDENT AND COLLEGE RESPONSIBILITIES/EXPECTATIONS

COLLEGE RESPONSIBILITIES	COLLEGE EXPECTATIONS OF STUDENT	STUDENT RESPONSIBILITIES
1. ☒ Provide quality instructional programs.	Student will make a commitment to the college.	☐ Attend all sessions of all classes. Arrive on time to all class sessions.
2. ☒ Provide a list of course objectives, instructor expectations as to class attendance, grading and assignments. Treat students with respect and courtesy.	Student will attend classes and obtain written materials on instructor expectations and class objectives.	☐ Read all materials distributed. Prepare all class assignments. Hand in all homework by the deadline . Treat faculty and staff with respect and courtesy.
3. ☒ Publish a statement of required materials a student must submit.	Student will be aware of required materials and submit them by the deadline.	☐ Submit an application; request transcripts from other colleges; take assessment test and/or obtain a waiver if applicable.
4. ☒ Publish steps that must be completed prior to registering for classes.	Student will seek out information about, attend and participate in all college required activities.	☐ Participate in assessment, orientation and advisement sessions.
5. ☒ Publish important information in the catalog, schedule of classes, matriculation handbook and on college forms.	Student will purchase a college catalog. Student will obtain and read information published.	☐ Obtain and read published materials. Request clarification of any information that is not clear.
6. ☒ Publish deadlines, procedures and forms for class schedule changes, withdrawals, refunds, grade options, certificate or degree requirements and graduation.	Student will read published materials and obtain required forms to complete in an efficient manner and submit in a timely fashion.	☐ Read procedures. Seek clarity if needed. Accurately complete forms. Submit information by deadline .
7. ☒ Publish policies, procedures and forms necessary for completion of educational goal.	Student will determine educational goal and major as early in the college experience as possible.	☐ Seek assistance from a counselor in determining an educational goal, a major and in developing an educational plan .
8. ☒ Provide services to assist in the academic and personal growth of the student.	Student will determine what service would be of benefit and will seek the assistance of faculty/staff to provide it.	☐ Determine help needed and seek provider of service. Ask professional staff to direct you.
9. ☒ Provide activities, events, and services that may bring enjoyment and personal growth to the student.	Student will select those activities and services which may help the college experience become personally rewarding.	☐ Select and become actively involved through participation in college events/services.
10. ☒ Publish fee charges.	Student will read and be aware of fee charges.	☐ Pay all charges and debts by due date .
11. ☒ Publish a student code of conduct and administer it consistently.	Student will be aware of and observe all college rules and regulations.	☐ Observe all college rules and regulations.

ACADEMIC HONESTY

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

ACADEMIC HONESTY/ DISHONESTY POLICIES

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

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

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

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

1. Academic dishonesty is normally dealt with as an academic action by the instructor, reflected in the student's grade in the particular course rather than through college disciplinary procedures.
2. No specific departmental, divisional or institutional procedures are established for academic dishonesty other than the normal process for review and appeal of an instructor's grading procedures.
3. Other disciplinary procedures (e.g., dismissal, suspension, etc.) will be used only if the student disrupts the class or is otherwise abusive or threatening or violates any other college policy.
4. Academic dishonesty is defined as the act of obtaining or attempting to obtain credit for work by the use of any dishonest, deceptive or fraudulent means. Examples of academic dishonesty would include but not be limited to the following:
 - a. Copying either in part or in whole, from another's test or examination;

- b. Discussion of answers or ideas relating to the answers on an examination or test when such discussion is prohibited by the instructor;
- c. Obtaining copies of an exam without the permission of the instructor;
- d. Using notes, "cheat sheets," or otherwise utilizing information or devices not considered appropriate under the prescribed test conditions;
- e. Altering a grade or interfering with the grading procedures in any course;
- f. Allowing someone other than the officially enrolled student to represent the same;
- g. Plagiarism, which is defined as the act of taking the ideas, words or specific substantive material of another and offering them as one's own without giving credit to the source.

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

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

COMPUTER SOFTWARE COPYRIGHTS

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

1. No copies of software may be made except in the following cases:
 - a. Normally an archive copy of software is allowed for protection against accidental loss or damage. Archive copies of software should be securely stored and not used except to be recopied if the operational copy becomes damaged.
 - b. Some software, when site licensed by the producer, may permit unlimited copies for use within the college. Such copies must be made only by the person or persons authorized to make copies by the terms of the site license. In this case, duplicates shall be clearly labeled as Cuyamaca College copies of licensed software.
 - c. Some software, in particular programming languages, allow code to be copied and incorporated within user-written software. Such use is generally permitted as long as the software is for personal use and not sold, rented or leased. If distribution or commercial use is intended for software so produced, clearance must be secured from the copyright owner for the use of the incorporated code, and with the college for use of the equipment during production.

2. The intended or unintended piracy, damage, alteration or removal of any college acquired software may be treated as an act of theft or malicious destruction. Cuyamaca College may elect not to extend computer services to persons who have been identified as engaging in these acts.
3. The user is responsible for complying with whatever terms or conditions are specified in the license agreement or copyright statement which accompanies individual software acquisition.

ACADEMIC RENEWAL

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

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

CRITERIA

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

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

PROCEDURE

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

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

ACCESS TO EDUCATIONAL PROGRAMS

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

ADDING COURSES

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

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

ADVANCED PLACEMENT (AP) EXAMINATION PROGRAM

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

High school students who intend to participate in this program should make the necessary arrangements with the College Board to send scores to Cuyamaca College. To obtain credit and advanced placement, the student should contact the Evaluations Office. Students transferring to a four-year college or university will also need to send their scores to the transfer institution. Students must check with the transfer institution to see how the AP credit is awarded, as it may differ from Cuyamaca College.

The following chart indicates the score necessary, the units earned, and the course equivalents for each of the examinations for which credit is offered at Cuyamaca College. If transferring to a four-year institution, check with a counselor to see how the four-year institution will award AP credit.

Examination	Score	Credit Allowed Toward Degree	Cuyamaca Equivalents*
Art History	3,4,5	6 semester units	ART 140,141
Biology	3,4,5	4 semester units	BIO 130,131
Chemistry	3,4,5	10 semester units	CHEM 141,142
Computer Science A	3,4,5	4 semester units	CS 182
Economics			
Macro	3,4,5	3 semester units	ECON 120
Micro	3,4,5	3 semester units	ECON 121
English			
Language & Composition	3,4,5	3 semester units	ENGL 120
Composition & Literature	3,4,5	6 semester units	ENGL 120,122***
French Language	3,4,5	10 semester units	FREN 120,121
History			
American	3,4,5	6 semester units	HIST 108,109**
European	3,4,5	6 semester units	HIST 105,106
Math			
Calculus AB	3,4,5	5 semester units	MATH 180
Calculus BC	3,4,5	4 semester units	MATH 280
Music List & Lit	3,4,5	3 semester units	MUS 110
Music	3,4,5	8 semester units	MUS 105, 106
Physics: C	3,4,5	5 semester units	PHYC 190
Political Science			
Govt./Politics: American	3,4,5	3 semester units	POSC 121**
Govt./Politics: Comparative	3,4,5	3 semester units	POSC 124
Spanish Language	3,4,5	10 semester units	SPAN 120,121
Statistics	3,4,5	3 semester units	MATH 160

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

**For students planning to transfer to the CSU, satisfies part of the American history, institutions and ideals and U.S. Constitution requirements. Does not satisfy California government requirement.

***English 122 cannot be used to satisfy Critical Thinking (A3) for CSU certification.

ATTENDANCE REQUIREMENTS

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

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

AUDITING COURSES

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

1. Audit enrollment will not be permitted until students have completed the allowable number of repeats in practice or performance courses. Courses are determined through agreement between the department and the appropriate administrator. Priority class enrollments are given to students desiring to take the course for credit. No student will be permitted to enroll for audit purposes until Monday of the second week of instruction.
2. A nonrefundable audit fee of \$15 per unit plus any required student or instructional materials fee shall be payable at the time of enrollment as an auditor.
3. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged a fee to audit three or fewer semester units per semester. If the student drops below the 10-unit level, the \$15 per unit audit fee will be assessed.
4. Audit enrollment will be based on "seats available" and will not be used to count toward minimum enrollment requirements. If a class closes after an auditor has been admitted, the auditor may be asked to leave to make room for the credit students. Instructor discretion is strongly recommended. Audit enrollments which allow faculty to be eligible for a large class bonus will not be counted.
5. No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for that course.
6. Permission to audit a class is done at the discretion of the instructor and with the instructor's signed permission.
7. No credit will be received for auditing a course. The College will not maintain any attendance or academic records for MIS reporting.

Check the class schedule for courses approved for audit.

CANCELLATION OF COURSES

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

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

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

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

CLEP General Education

A student may earn up to a maximum of 18 units on the general examinations of CLEP. Credits received under CLEP are applicable to appropriate General Education requirements for the Associate in Arts degree & Associate in Science degree at Cuyamaca College. Note that CLEP cannot be used in G.E. Breadth and is not permissible towards requirements for the University Transfer Studies Degree. Credit will be awarded in the following manner:

English Composition with Essay

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

Minimum score: 500 Units granted: 3

Humanities

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

Minimum score: 450 Units granted: maximum of 6

Mathematics *

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

Minimum score: 500 Units granted: 3

Natural Sciences

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

Minimum score: 450 Units granted: 3

Social Sciences and History

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

Minimum score: 450 Units granted: maximum of 6

CLEP Subject Examinations

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

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

CONTINUOUS ATTENDANCE

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

COURSES TAKEN OUT OF SEQUENCE

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

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

CREDIT/NO CREDIT GRADING OPTION

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

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

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

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

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

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

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

DROPPING COURSES

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

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

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

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

EMERGENCY ABSENCES OF SHORT DURATION

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

EXAMINATIONS

FINAL EXAMINATIONS

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

CREDIT BY EXAMINATION

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

1. The student be registered at Cuyamaca College and be in good standing.
2. The course be listed in the Cuyamaca College catalog and identified in the class schedule as one for which Credit by Examination may be granted.
3. The unit value may not be greater than that listed for the course in the catalog.
4. Units earned in this manner do not count toward the 12 units required in residency.

5. Students have not enrolled in, or completed, the same course or an advanced course at any college in the area in which Credit by Examination is requested.
6. Petitions for Credit by Examination must be submitted by the end of the second week of classes for a semester or by the end of the first week of classes for a summer intersession.

CREDIT BY EXAMINATION PROCEDURE

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

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

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

GRADE FORGIVENESS

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

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

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

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

GRADE NOTIFICATION

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

- **VIA THE INTERNET** - Grades are available by logging on to *WebConnect* at www.cuyamaca.edu. Select the View/Print Grades option for the requested semester and year.
- **BY PHONE** - Grades will be available through **College Connection**. Call (619) 668-4040 and select the grade option.
- **IN PERSON** - Grades for the previous semester are available to students who present a photo I.D. at the Admissions and Records Office.
- **BY MAIL** - Students may have their grades mailed to them by submitting a written request (including their student identification number) and a stamped, self-addressed envelope to the Admissions and Records Office.

GRADES-FINAL

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

GRADING SYSTEM

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

- A** Excellent
- B** Good
- C** Satisfactory
- D** Pass, less than satisfactory
- F** Failing
- W** Withdrawal (issued to students who withdraw by the drop deadline). Students who are enrolled after the drop deadline must receive a grade (A-F, CR/NC).
- CR** Credit ("C" or better) units are not calculated in GPA.
- NC** No Credit (less than a "C") units are not calculated in GPA. ("CR" or "NC" may be assigned only if the course is indicated as Credit/No Credit or if the student has elected this option.)
- I** Incomplete work for unforeseeable, emergency and justifiable reasons, at the end of the term, may result in an "I" symbol being entered in the student's record. An incomplete grade may be given only after the student has contacted the instructor. The condition for removal of the "I," as well as the grade to be assigned in lieu of its removal, shall be stated by the instructor on the appropriate form and filed with the Admissions and Records Office.
The "I" may be made up no later than one semester following the end of the term in which it was assigned. The "I" symbol shall not be used in calculating units attempted nor for grade points. A student may petition for extension of the time limit for removal of the incomplete. The petition must include evidence of approval from the instructor.
- IP** In Progress. The "IP" symbol shall be used only in courses which are offered on an "open entry/open exit" basis. It indicates that work is "in progress," but that assignment of a grade must wait its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate grade and unit credit shall be assigned and appear on the student's permanent record for the term in which the course is completed. The "IP" shall not be used in calculating grade point averages.
If a student enrolled in an "open-entry/open exit" course is assigned an "IP" at the end of an attendance period and does not re-enroll in that course during the subsequent attendance period, the instructor will assign a grade to be recorded on the student's permanent record for the course.
- MW** Military Withdrawal occurs when a member of the U.S. Military receives orders compelling withdrawal from courses. MW's shall not be counted in progress probation or dismissal calculations.

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

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

Unless otherwise noted, students must receive a grade of Credit or "C" or better in order for a course to be counted as fulfilling a prerequisite requirement.

GRADE POINTS

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

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

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

Grades earned in non-associate degree applicable courses will not be included when calculating the degree applicable grade point average.

GRADUATION CEREMONY

The Cuyamaca College Commencement ceremony is held each June, recognizing those students who have received their Associate Degrees and/or Certificates of Achievement the previous Summer, Fall and current Spring semester. Certificate of Proficiency recipients are not eligible to participate in Commencement. Information regarding the Commencement Ceremony is available from the Student Affairs Office. Students wishing to apply to receive a degree or certificate must file a Petition for Graduation. Degree and Certificate Petition in the Admissions and Records Office. Deadlines are printed in the class schedule each semester. Please refer to "General Degree and Certificate Information" and "Degree Requirements" under Transfer Information for complete information.

GRADUATION WITH HONORS

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

Official transcripts from all colleges attended must be on file in the Admissions and Records Office. However, if no

course work on a transcript from another college is used to meet any degree requirement, students may exclude that entire transcript from being used to compute their overall GPA for graduation. Students electing this option need to make this request at the time they file an Evaluation for Graduation Request form in the Admissions and Records Office. Official transcript must be on file prior to request for exclusion. This option only applies to the GPA used to determine graduation with honors from Cuyamaca College. It will not affect transfer GPA and other colleges and universities may not calculate GPA for honors status the same way.

HONORS

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

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

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

MATRICULATION APPEALS INFORMATION

PARTICIPATION IN MATRICULATION SERVICES

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

COMPLAINT OF UNLAWFUL DISCRIMINATION

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

- Level 1 Meet with the Chairperson of Counseling (or designee) to discuss the situation and seek solutions to the problem within three working days. A record of the discussion and the solution is filed at this time.

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

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

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

MINIMUM LOAD REQUIREMENTS

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

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

Fall or Spring Semester

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

Summer Session

Calculated on an individual class basis. Contact the Veterans Specialist in the Admissions and Records Office for detailed information.

3. International students with an "F-1" visa issued by Cuyamaca College. Requirement: 12 or more units a semester.
4. Enrollment verifications for insurance benefits that a student is attending full-time. Requirement: 12 or more units a semester or 5 or more units for summer session.

5. Athletics - Eligibility to participate in Pacific Coast Conference intercollegiate athletics. Requirement: 12 or more units in courses for which NEW units of credit may be earned. Students should see Pacific Coast Conference and Cuyamaca College regulations for additional requirements.
6. Student Government - Eligibility to participate in student government as an office holder or in intercollegiate activities other than athletics. Requirement: 6 or more units during the semester of participation.

POLICIES RELATING TO STUDENTS

POLICY

WHERE TO FIND IT

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

PREREQUISITES, COREQUISITES, RECOMMENDED PREPARATIONS, AND LIMITATIONS ON ENROLLMENT

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

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

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

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

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

Grounds for challenge are:

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

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

Challenge Procedure

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

PROBATION AND DISQUALIFICATION

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

PROBATION

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

DISQUALIFICATION

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

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

REINSTATEMENT

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

with petitions. To facilitate the official adding of courses prior to the published add deadline, a petition for reinstatement should be submitted no later than ten working days prior to the published add deadline.

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

REMEDIAL COURSE LIMIT

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

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

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

REPETITION OF COURSES

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

SUBSTANDARD WORK

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

SPECIAL CIRCUMSTANCES

SPECIAL NEEDS

Subject to the provisions above, additional repetitions of special specific classes are permitted to provide accommodations to a student's educational limitations pursuant to state and federal nondiscrimination laws when such repetitions are essential to completing a student's preparation for enrollment into other regular or special classes.

PASSED COURSE

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

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

MANDATED TRAINING

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

STUDENT CODE OF CONDUCT

GROUNDINGS FOR DISCIPLINARY ACTION

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

- Academic dishonesty, such as cheating or plagiarism, or knowingly furnishing false information to the District and/or the College.
- Forgery, alteration or misuse of District or College documents, records, or identification.
- Obstruction or disruption of instructional, counseling, administrative, public service or other authorized District or College functions or activities.
- Assault or battery, abuse or any threat of force or violence or hazing directed toward any person on District-owned or controlled property, or at District or College-sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any such person, or stalking of any District or College student or staff member.

- Theft of or willful damage to District property or theft or willful damage to property of a member of the District or College community, such as visitors, students or employees on District property or at an authorized District or College activity.
- Unauthorized entry onto or use of District or College facilities.
- Violation of District or College rules or regulations including District or College policies concerning student organizations, use of District or College facilities, or the time, place, and manner of student expression (Education Code 76120).
- Use, possession, or distribution of alcoholic beverages, narcotics, or controlled substances on campus, except as expressly permitted by law, or presence on District property or at a District or College authorized event while under the influence thereof.
- Willful failure to comply with directions of District or College officials, including faculty and staff acting in the performance of their duties.
- Disorderly, lewd, indecent, or obscene conduct, expression, or language on District-owned or controlled property or at District or College-sponsored or supervised functions.
- Use of slander, libel or verbal abuse in any way to cause defamation or character assassination.
- Possession or use of explosives, dangerous chemicals, deadly weapons, or any item used to threaten bodily harm to any person on District property or at a District or College function without prior authorization of the Chancellor or designee.
- Misrepresentation of oneself or of an organization to be an agent of the District or College.
- Conduct that is in violation of Federal, State, or local laws or ordinances while on District premises or at District or College-sponsored or supervised activities.
- Abuse of computer facilities or use of computers for other than authorized assigned work including, but not limited to: unauthorized entry into a file to read, use, copy, or change its contents; unauthorized transfer of a file; unauthorized use of another individual's identification or password; use of District or College computing facilities to interfere with the work of another member of the District or College community; use of computers for unauthorized activities; and unauthorized use of computers to display material of a sexual nature or other material that creates a hostile environment for persons in the immediate vicinity.
- Attempting any of the causes for disciplinary action identified above.
- **Disciplinary Probation:** Specific period of conditional participation in campus and academic affairs that may involve exclusion from designated privileges or extracurricular activities. If a student violates any condition of probation, or is charged a second time with a violation of the Standards of Student Conduct during the probationary period, it shall be grounds for revocation of the student's probationary status and for further disciplinary action to be taken in accordance with these procedures.
- **Faculty-Initiated Suspensions:** A faculty member may remove, for good cause, any student from his or her class for up to two (2) class sessions. The student shall not return to the class during the period of the removal without concurrence of the instructor. Nothing herein will prevent the College President or designee from recommending further discipline in accordance with these procedures based on the facts that led to the removal. As used in this rule, "good cause" includes those offenses listed in the Student Code of Conduct. The faculty member shall immediately report the suspension to the respective Division Administrator and to the College President or designee. If the student is a minor, the College President or designee shall schedule a conference with the student and the student's parent or guardian regarding the suspension. The faculty member is not obliged to provide make up opportunities for class work missed during the two (2) class periods of suspension.
- **Suspension or Termination of Financial Aid:** In the event a student is suspended for willfully and knowingly disrupting the orderly operation of the campus, this action will result in ineligibility for State financial aid, as defined in Education Code Section 69813, for the period of suspension. (Education Code Section 69810).
- **Short-Term Suspension:** Temporary exclusion from student status, or other privileges or activities, for a specified period of time, not to exceed ten (10) days (Education Code Section 76031).
- **Immediate Interim Suspension:** The College President may order immediate suspension of a student when he or she concludes that immediate interim suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an immediate interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) days, unless mutually agreed upon by the student and administrator that more time is required.
- **Withdrawal of Consent to Remain on Campus:** The College President or designee may notify any person as to whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he or she must promptly leave or be escorted off campus by District Public Safety. If consent is withdrawn by the College President's designee, a written report must be promptly made to the College President. The person from whom consent has been withdrawn may submit a

TYPES OF DISCIPLINARY ACTION

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

- **Warning:** Written or oral notice to the student that continuation or repetition of misconduct may be causes for further disciplinary action.
- **Reprimand:** Written censure for violation of specific regulations.

written request for a hearing on the withdrawal within the period of the withdrawal. The request shall be granted no later than seven (7) days from the date of receipt of the request. The hearing will be conducted in accordance with provisions of this procedure, relating to interim suspensions. In no case shall consent be withdrawn for longer than fourteen (14) days from the date upon which consent was initially withdrawn. Any person as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest (California Penal Code 626.4).

- **Long-term Suspension:** Temporary exclusion from student status, or other privileges or activities, for the remainder of the current semester.
- **Expulsion Subject to Reconsideration:** Permanent termination of student status, subject to reconsideration by the Board of Trustees after a specified length of time. Reconsideration may be requested in accordance with the procedure for Reconsideration.
- **Permanent Expulsion:** Permanent termination of student status. There shall be no right of reconsideration of a permanent expulsion at any time. On its own motion, the Board of Trustees may reconsider such actions at any time.
- **Restitution:** Appropriate restitution shall be sought from any student found guilty of theft, vandalism or willful destruction of District or College property.

STUDENT GRIEVANCE AND DUE PROCESS PROCEDURES

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

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

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

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

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

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

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

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

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

INFORMAL RESOLUTION

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

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

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

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

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

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

FORMAL GRIEVANCE HEARING

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

FORMAL GRIEVANCE HEARING COMMITTEE COMPOSITION

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

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

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

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

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

No person shall serve as a member of the Formal Grievance Hearing Committee if that person has been personally involved in any matter giving rise to the grievance, has made any public statement on the matters at issue, or could otherwise not act in a neutral manner. The grievant(s) or the respondent(s) may challenge for cause any member of the Formal Grievance Hearing Committee prior to the beginning of the Hearing by addressing a challenge, in writing, to the College President who shall determine whether cause for disqualification has been shown. If the College President believes that sufficient grounds for removal of a member of the Formal Grievance Hearing Committee have been presented, the College President shall remove the challenged member or members and replace them with another member or members from the standing panel.

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

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

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

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

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

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

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

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

CONDUCT OF THE HEARING

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

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

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

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

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

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

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

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

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

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

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

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

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

GRIEVANCE COUNCIL

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

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

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

APPEAL PROCESS

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

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

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

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

STUDENT ADVOCATE - PANEL COMPOSITION AND ROLE

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

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

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

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

TIME LIMITS

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

STUDENT RIGHT-TO-KNOW RATES

Completion Rate: 37.2%

Transfer Rate: 42.3%

From 2002 Cohort Data

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of our college district 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 above. These rates do not represent the success rates of the entire student population at the College nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, a Completer is a student who attained a certificate or degree or became 'transfer prepared' during a three-year period, from Fall 2002 to Spring 2005. Students who have completed 56 transferable units with a GPA of 2.0 or better are considered "transfer-prepared." Students who transferred to another post-secondary institution prior to attaining a degree, certificate, or becoming "transfer-prepared" during a five semester period, from Spring 2003 to Spring 2005, are transfer students.

UNIT VALUE AND STUDENT LOAD

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

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

WORK EXPERIENCE REQUIREMENTS

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

PARALLEL PLAN

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

ALTERNATE PLAN

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

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

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

198 COURSES—SUPERVISED TUTORING

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

199 COURSES—SPECIAL STUDY

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

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

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

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

298 COURSES—SELECTED TOPICS

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

299 COURSES—SELECTED TOPICS

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

Transfer Information **and** Degree Requirements



SAN DIEGO STATE
UNIVERSITY



Cuyamaca
College



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TRANSFER INFORMATION

The following section of the catalog is designed to assist students who plan to further their education in a four-year institution. Although every effort has been made to assure the accuracy of the following transfer information at the time of catalog publication, changes may occur. Students are encouraged to make an early selection of the four-year institution and to check its catalog for more precise information. Counselors are available to assist students with program selection and planning. It is recommended that students utilize ASSIST (www.assist.org) to access course equivalencies with many UC and CSU campuses. ASSIST is the recognized source of statewide articulation data.

Students who plan to transfer to a four-year institution may meet general education transfer requirements through the University Transfer Studies major. For requirements, see "University Transfer Studies" under Associate Degree Programs and Certificates.

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

The Intersegmental General Education Transfer Curriculum (IGETC) is a general education package which community college transfer students can take to fulfill lower division general education requirements for either the CSU or UC system.

Completion of the IGETC is not a requirement for transfer to a CSU or UC campus, nor is it the only way to fulfill lower division general education requirements. Students should see a counselor before deciding on an alternative that best meets their own needs.

IGETC TRANSFER CURRICULUM 2007–2008

Attention Students: IGETC choices for transfer may differ between Cuyamaca and Grossmont. If you plan to attend both colleges, it is strongly recommended that you visit the Counseling Centers or visit the individual college websites at www.gcccd.edu for specific information.

Up-to-date at time of catalog printing. Please see a counselor for changes.

There is no catalog year or rule of continuing attendance for IGETC certification. A course is certifiable if, and only if, it was on the IGETC list at the time the course was taken. Please check with a counselor if you have any questions.

All courses must be completed with a grade of "C" or better or "CR."

AREA 1 – ENGLISH COMMUNICATION

CSU: 3 courses required, one from each group
UC: 2 courses required, one from groups A and B

- A. English Composition:** ENGL 120
- B. Critical Thinking:** ENGL 124
- C. Oral Communication:** COMM 122

AREA 2 – MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

(1 course, 3 semester units)

- BIO 215*
- MATH 120*, 125*, 126*, 160, 175, 176, 178*, 180*, 245, 280, 281, 284, 285
- PSY 215*

AREA 3 – FINE ARTS AND HUMANITIES

(At least 3 courses, 9 semester units)

At least one course from Fine Arts and one from Humanities.

A. Fine Arts:

- ART 100, 140, 141, 144, 145
- MUS 110, 111, 115, 116
- THTR 110

B. Humanities:

- ARAM 220
- ARBC 121, 220, 221
- ASL 121, 220, 221
- ENGL 122, 201, 202, 207, 214, 221, 222, 231, 232, 270, 271, 275, 276, 277
- FREN 121, 220, 221
- HIST 100*, 101*, 105, 106, 210
- HUM 110, 120, 140, 155
- NAKY 121
- PHIL 110, 115, 117, 140, 160
- RELG 100, 120, 130, 140, 150, 200, 210, 215
- SPAN 121, 141, 145, 220, 221

AREA 4 – SOCIAL AND BEHAVIORAL SCIENCES

(At least 3 courses, 9 semester units)

Courses from at least two disciplines.

- A.** ANTH 120
- B.** ECON 110*, 120, 121
- C.** HIST 118, 119, 130, 131, 180*, 181*; PSY 125
- D.** HIST 122*, 123*
- E.** GEOG 106, 130
- F.** HIST 108, 109, 114, 115, 118*, 119*, 122, 123, 124, 130*, 131*, 275, 276, 277
- G.** CD 125
- H.** POSC 120, 121, 124, 130
- I.** PSY 120, 125, 134, 138, 140, 165, 170, 220; CD 125
- J.** SOC 120, 125, 130; PSY 138

AREA 5 – BIOLOGICAL AND PHYSICAL SCIENCES

(At least 2 courses required, 7-9 semester units)

One Biological Science course and one Physical Science course; at least one must include a laboratory (laboratory courses are underlined).

A. Physical Sciences:

- ASTR 110, 112
- CHEM 115, 116, 120, 141, 142, 231
- GEOG 120, 121
- GEOL 104, 110
- OCEA 112
- PHYC 110*, 120*, 121, 130*, 131*, 190*, 200*, 210*
- PSC 110

B. Biological Sciences:

- ANTH 130
- BIO 112, 128, 130, 131, 140, 141, 210, 220*, 221

AREA 6 – LANGUAGE OTHER THAN ENGLISH

UC: 1 course, 3 semester units, any of the following courses.

Students shall demonstrate proficiency in a language other than English equal to two years of high school study. Those students who have satisfied the CSU or UC freshman entrance requirement in a language other than English will have fulfilled this requirement.

ARAM 121, 220
ARBC 120, 121, 220, 221
ASL 120, 121, 220, 221
FREN 120, 121, 220, 221
NAKY 120, 121
SPAN 120, 120B, 121, 220, 221

**AMERICAN INSTITUTIONS REQUIREMENT: CSU
GRADUATION REQUIREMENT IN U.S. HISTORY,
CONSTITUTION AND AMERICAN IDEALS**

(2 courses, 6 semester units)

(Not part of IGETC; may be completed prior to transfer)

Courses used to meet this requirement may not be used to satisfy requirements for Area 4 Social Sciences in IGETC. UC students meet the American Institutions requirement with a one-year course in U.S. history and government in high school with a grade of "C" or better. Students who have not met this requirement should discuss with a counselor ways to meet this deficiency. Check with a counselor for approved combinations of courses or go to www.assist.org.

*Indicates that transfer credit may be limited by UC or CSU or both. Please consult with a counselor.

CALIFORNIA ARTICULATION NUMBER SYSTEM (CAN)

The California Articulation Number (CAN) System identifies many transferable, lower division, preparation courses commonly taught on California college and university 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 ECON 2 on one campus will be accepted for CAN ECON 2 on every other participating campus. Each campus retains its own numbering system but adds the CAN designation parenthetically in its publications.

The CAN System changes due to the ongoing changes in Articulation Agreements. It is very important to check with the Counseling Office to verify the status of all CAN numbered courses.

The following is an approved list of CAN numbers for the current catalog:

Cuyamaca College	California Articulation Number
ANTH 120	CAN ANTH 4
ANTH 130	CAN ANTH 2
ART 120	CAN ART 14
ART 121	CAN ART 10
ART 124	CAN ART 8
ART 129	CAN ART 16
ART 140	CAN ART 2
ART 140+141	CAN ART SEQ A
ART 141	CAN ART 4
ART 230	CAN ART 24
BIO 130+131	CAN BIOL 2
BUS 120+121	CAN BUS SEQ A
BUS 120	CAN BUS 2
BUS 121	CAN BUS 4
BUS 125	CAN BUS 12
CD 125	CAN FCS 14
CHEM 115	CAN CHEM 6
CHEM 141	CAN CHEM 2
CHEM 141+142	CAN CHEM SEQ A
CHEM 142	CAN CHEM 4
CIS 110	CAN CSCI 2
COMM 122	CAN SPCH 4
COMM 145	CAN SPCH 6
CS 181	CAN CSCI 18
ECON 120	CAN ECON 2
ECON 121	CAN ECON 4
ENGL 120	CAN ENGL 2
ENGL 120+122	CAN ENGL SEQ A
ENGL 122	CAN ENGL 4
ENGL 126	CAN ENGL 6
ENGL 221	CAN ENGL 8
ENGL 221+222	CAN ENGL SEQ B
ENGL 222	CAN ENGL 10
ENGL 231	CAN ENGL 14
ENGL 231+232	CAN ENGL SEQ C
ENGL 232	CAN ENGL 16
ENGR 125	CAN ENGR 2
ENGR 200	CAN ENGR 8
ENGR 210	CAN ENGR 12
ENGR 218	CAN ENGR 10
ENGR 260	CAN ENGR 4
FREN 120	CAN FREN 2
FREN 120+121	CAN FREN SEQ A
FREN 121	CAN FREN 4
FREN 220	CAN FREN 8
FREN 220+221	CAN FREN SEQ B
FREN 221	CAN FREN 10
GEOG 120	CAN GEOG 2
GEOG 130	CAN GEOG 4
HIST 100	CAN HIST 14
HIST 101	CAN HIST 16
HIST 105	CAN HIST 2
HIST 105+106	CAN HIST SEQ A
HIST 106	CAN HIST 4
HIST 108	CAN HIST 8
HIST 108+109	CAN HIST SEQ B
HIST 109	CAN HIST 10
MATH 120	CAN MATH 2
MATH 160	CAN STAT 2
MATH 170	CAN MATH 8
MATH 175	CAN MATH 10
MATH 178	CAN MATH 30
MATH 180	CAN MATH 18
MATH 180+280	CAN MATH SEQ B
MATH 180+280+281	CAN MATH SEQ C
MATH 280	CAN MATH 20
MATH 281	CAN MATH 22
MATH 285	CAN MATH 24
MATH 284	CAN MATH 26
OH 121	CAN AG 10
OH 140	CAN AG 14
PHIL 110	CAN PHIL 2
PHIL 115	CAN PHIL 8
PHIL 117	CAN PHIL 10
PHIL 130	CAN PHIL 6
PHIL 140	CAN PHIL 4
PHYC 120 or 130	CAN PHYS 2
PHYC 120+121	CAN PHYS SEQ A
PHYC 121 or 131	CAN PHYS 4
PHYC 190	CAN PHYS 8
PHYC 190+200+210	CAN PHYS SEQ B
PHYC 200	CAN PHYS 12
PHYC 210	CAN PHYS 14
POSC 121	CAN GOVT 2
PSY 120	CAN PSY 2
PSY 140	CAN PSY 10
PSY 215	CAN PSY 6
SOC 120	CAN SOC 2
SOC 130	CAN SOC 4
SPAN 120	CAN SPAN 2
SPAN 120+121	CAN SPAN SEQ A
SPAN 121	CAN SPAN 4
SPAN 220	CAN SPAN 8
SPAN 220+221	CAN SPAN SEQ B
SPAN 221	CAN SPAN 10
THTR 110	CAN DRAMA 18

UNIVERSITY OF CALIFORNIA

The University is an integral part of the public education system of California. Its campuses usually accept at full unit value transfer courses completed with satisfactory grades in the public community colleges of the state. Students intending to continue their studies at the University will find it advantageous to complete their lower division requirements at Cuyamaca College. A maximum of 70 semester units, acceptable toward an advanced degree, is honored by the University campuses. However, students should become familiar with specific requirements of the particular campus to which transfer is planned by examining the University catalogs and separate bulletins of the various schools and colleges of the University. Counselors should be consulted in planning transfer programs.

Any applicant who was ineligible for admission to the University in freshman standing because of low scholarship or a combination of low scholarship and incomplete subject preparation (omission, or grades of "D" or lower) may be admitted when the following conditions are met: he/she has established a minimum of 60 acceptable semester units passed with a GPA of 2.4 or better, and has satisfied by appropriate courses subject requirements for admission in freshman standing.

The campuses of the University of California are located in:

Berkeley	Riverside
Davis	San Diego
Irvine	San Francisco (Medical Center)
Los Angeles	Santa Barbara
Merced	Santa Cruz

Articulation agreements have been completed with most campuses of the University of California (see www.assist.org). An Intersegmental General Education Transfer Curriculum pattern acceptable at all University of California campuses is available. Specific courses required for major preparation should be discussed with a counselor.

To apply for admission to the University as an undergraduate, please see Cuyamaca's Transfer Center staff. Submit your completed application and the related materials to the same office on or soon after the appropriate date.

UCSD TRANSFER ADMISSION GUARANTEE (TAG)

Students may be guaranteed admission to one of the colleges at UCSD if they meet the course requirements in a signed transfer admission guarantee (TAG). Some majors at UCSD are impacted. Guaranteed admission to UCSD does not ensure admission to impacted majors upon transfer, but UCSD will accept such student as pre-majors and will assign them the same status as students who have completed their lower-division preparation at UCSD. Students interested in this program are advised to see a counselor prior to developing their first semester schedule, although the actual contract and academic plan will not be developed until the student has completed at least 20 semester units of applicable course work with a minimum GPA of 2.8.

Courses taken under this contract are guaranteed to apply toward the completion of college general education requirements at UCSD. Requirements are updated in the fall of each year and are therefore subject to change. Certain restrictions apply; see the official TAG Contract in the Counseling Center or University Transfer Center.

The student must submit an official UC Admission Application for admission within the published deadlines for the quarter applicable on the TAG contract (see UC Admission Application for filing dates). The student must comply with all UC requirements and deadlines.

Depending on the choice of college at UCSD, additional course work may be required. In some instances these courses may have to be taken after admission to UCSD. Students are strongly encouraged to work closely with a counselor if they have an interest in this program.

UCSD TAG G.E. Requirements:

Select a one-year sequence (two semesters) from one department in each of the following areas:

A. Writing: ENGL 120 and 124

B. Humanities: Complete a two-course sequence from one subject:

- 1) ART 140 and 141
- 2) ENGL 221 and 222, or 231 and 232, or 270 and 271
- 3) HIST 100 and 101, or 105 and 106
- 4) HIST 114 and 115
- 5) HUM 110 and 120
- 6) MUS 110, 111, 115, 116, 118 (any two)
- 7) PHIL 110, 115, 117, 140 (any two)

C. Foreign Language: Complete two semesters in the same language:

- 1) ASL 120, 121, 220
- 2) ARBC 120, 121, 220, 221
- 3) ARAM 120, 121, 220
- 4) FREN 120, 121, 220, 221
- 5) SPAN 120, or 120A and 120B, or 121, 220, 221

If you have had nine years or more of instruction in a non-English speaking institution, or from a country where English is not the primary language of instruction, there will be no lower-division credit given at UCSD in that language. The TAG language requirement will be waived upon receipt of an **OFFICIAL TRANSCRIPT** (sent directly from your home institution to UCSD). If you are unable to obtain a transcript from your country, you must complete the Foreign Language requirement.

D. Social Science: Complete a two-course sequence from one subject:

- 1) ANTH 120 and 130
- 2) ECON 120 and 121
- 3) HIST 108 and 109, 118 and 119, or 130 and 131, or 150 and 151, or 180 and 181
- 4) POSC 121, 124, 130 (any two)
- 5) PSY 120 and 138, or 120 and 140, or 120 and 165, or 120 and 170, or 120 and 220
- 6) SOC 120 and 130

E. Calculus or Natural Science: Complete a two-course sequence from one subject:

- 1) BIO 130 and 140, or 130 and 141, or 130 and 210, or 130 and 220
- 2) CHEM 141 and 142
- 3) MATH 180, 280, 281, 284, 285 (any two)
- 4) PHYC 120 and 121, or 130 and 131, or 190, 200, 210 (any two)

Please see a counselor for additional lower-division G.E. requirements for the various UCSD colleges that may be completed prior to transfer. Preparation for the major may be accessed by going to www.assist.org.

COURSES ACCEPTED FOR TRANSFER TO THE UNIVERSITY OF CALIFORNIA

The most current list of UC transferable courses is available in the Counseling Office. Also, please check the course descriptions for each course for UC transferability. There are limitations on 199 and 299 courses; please check the UC transferable list on the ASSIST web site (www.assist.org).

UNIVERSITY OF CALIFORNIA CREDIT LIMITATION FOR 2007-2008

Up-to-date at time of catalog printing.

Biology	No credit for BIO 128, 130 & 131 if taken after BIO 210, 220, 221. BIO 215 combined with MATH 160 and PSY 215: maximum credit, one course. BIO 128, 130, and 131 combined: maximum credit, four units.
CADD Technology	CADD 115, 120ABCD, 125 and ENGR 119 combined: maximum credit, one course.
Chemistry	No credit for CHEM 115, 116 and 120 if taken after CHEM 141. CHEM 115, 116 and 120 combined: maximum credit, one course.
Economics	No credit for ECON 110 if taken after ECON 120 or 121.
Engineering	ENGR 119, CADD 115, 120ABCD, 125 combined: maximum credit, one course.
ESL	103 and 106 combined: maximum credit, eight units.
Exercise Science	ES 200 and 255 combined: maximum credit, three units. Maximum of four units of credit for Physical Activity courses.
Health Education	HED 120 and 122 combined: maximum credit, one course.
History	HIST 118, 130 and 180 combined: maximum credit, one course. HIST 119, 131 and 181 combined: maximum credit, one course.
Math	Credit only for MATH 120 (3 units) or 125 and 126 combined (6 units). MATH 160, BIO 215 and PSY 215 combined: maximum credit, one course. MATH 175 and 176 combined: only one course. MATH 178 and 180 combined: maximum credit, one course.
Physical Science	No credit for PSC 110 if taken after a college course in Astronomy, Chemistry, Earth Science or Physics.
Physics	No credit for PHYC 110 if taken after PHYC 120 or 130 or 190. PHYC 120 and 121 combined with PHYC 130/131 or PHYC 190, 200, 210: maximum credit, one series. Deduct credit for duplication of topics
Psychology	PSY 215 combined with BIO 215 and MATH 160: maximum credit, one course.
Spanish	SPAN 120 and 120A, 120B combined corresponds to two years of high school study. SPAN 120A and 120B combined with SPAN 120: maximum credit, five units. SPAN 120A and 120B must both be taken in order for transfer credit to be granted.

THE CALIFORNIA STATE UNIVERSITY

As with the University of California, the California system of state universities is a member of the higher education family. Its many campuses provide upper division educational programs for graduates or transfers from over 100 California public community colleges.

Cuyamaca College students wishing to transfer to a California State University may choose from the following campuses:

Bakersfield	Northridge
Channel Islands	Pomona
Chico	Sacramento
Dominguez Hills	San Bernardino
East Bay	San Diego
Fresno	San Francisco
Fullerton	San Jose
Humboldt	San Luis Obispo
Long Beach	San Marcos
Los Angeles	Sonoma
Maritime	Stanislaus
Monterey Bay	

UPPER-DIVISION TRANSFER ADMISSION REQUIREMENTS

A student is eligible for admission to the California State University with 60 transferable semester units (84 quarter units) if the student:

- Has a college grade point average of 2.00 or better (2.40 for non-California residents in all transferable college units attempted).
- Is in good standing at the last college or university attended.
- Has completed or will complete prior to transfer at least 30 semester units (45 quarter units) of courses equivalent to general education requirements with a grade of "C" or better. The 30 units must include all of the general education requirements in communication in the English language (English composition, oral communication, and critical thinking) and at least one course of at least 3 semester units (4 quarter units) required in college level mathematics.

IMPACTED CAMPUSES MAY HAVE STRICTER REQUIREMENTS; SEE A COUNSELOR.

All California State University campuses are on a "Common Admissions Program." Applications are available online at www.csumentor.edu and at the Cuyamaca College Transfer Center.

GENERAL EDUCATION BREADTH REQUIREMENTS FOR THE CALIFORNIA STATE UNIVERSITY 2007-2008

Attention Students: CSU GE Breadth choices for transfer may differ between Cuyamaca and Grossmont. If you plan to attend both colleges, it is strongly recommended that you visit the Counseling Centers or visit the individual college websites at www.gcccd.edu for specific information.

Up-to-date at time of catalog printing. Please see a counselor for any additional changes.

There is no catalog year or rule of continuing attendance for General Education Breadth Requirements certification. A course is certifiable if, and only if, it was on the General Education Breadth Requirements list at the time the course was taken. Please check with a counselor if you have any questions.

The California State University system has established a requirement of 48 semester units in general education as part of a baccalaureate degree. At least nine of the 48 semester units must be upper division courses. A student attending a community college may complete 39 of the 48 semester units prior to transfer.

The 48 semester units are distributed as follows:

1. A minimum of nine (9) semester units in communication in the English language to include both oral communication and written communication, and in critical thinking, to include consideration of common fallacies in reasoning.
2. A minimum of twelve (12) semester units to include inquiry into the physical universe and its life forms, with some immediate participation in laboratory activity, and into mathematical concepts and quantitative reasoning and their applications.
3. A minimum of twelve (12) semester units among the arts, literature, philosophy and foreign languages.
4. A minimum of twelve (12) semester units dealing with human social, political and economic institutions and behavior and their historical background.
5. A minimum of three (3) semester units in study designed to equip human beings for lifelong understanding and development of themselves as integrated physiological and psychological entities.

Cuyamaca College students will be certified as completing up to 39 lower division semester units of general education at Cuyamaca College for California State University campuses upon completion of the requirements for Areas A through E listed below (**courses which are listed in more than one category may be used to certify only one requirement**).

NOTE: General Education course choices for transfer and the Associate degree may differ between Cuyamaca College and Grossmont College. Each college strongly recommends that students visit the Counseling Centers for specific information if they plan to attend both campuses.

AREA A – COMMUNICATION IN THE ENGLISH LANGUAGE AND CRITICAL THINKING

This requirement is fulfilled by taking a minimum of 3 courses, at least one from each category (minimum 9 semester units).

1. **Oral Communication:**
COMM 120, 122
2. **Written Communication:**
ENGL 120
3. **Critical Thinking:**
COMM 145
ENGL 122, 124
PHIL 125, 130

AREA B – PHYSICAL UNIVERSE AND ITS LIFE FORMS

This requirement is fulfilled by taking a minimum of 3 semester units in each category (minimum 9 semester units). One lab course must be included (laboratory courses are underlined).

1. **Physical Sciences:**
ASTR 110, 112
CHEM 115, 116, 120, 141, 142, 231
ET 110
GEOG 120, 121
GEOL 104, 110
OCEA 112
PHYC 110, 120, 121, 130, 131, 190, 200, 210
PSC 110, 111
2. **Life Sciences:**
ANTH 130
BIO 112, 115, 122, 128, 130, 131, 140, 141, 210, 220, 221
OCEA 112
3. **Mathematics/Quantitative Reasoning:**
BIO 215, PSY 215
MATH 120, 125, 126, 160, 170, 175, 176, 178, 180, 245, 280, 281, 284, 285

AREA C – ARTS, LITERATURE, PHILOSOPHY AND FOREIGN LANGUAGES

This requirement is fulfilled by taking a minimum of 9 semester units, with at least 1 course in each category.

1. **Arts:**
ART 100, 120, 124, 129, 140, 141, 144, 145
HUM 110, 120, 140
MUS 110, 111, 115, 116
RELG 140
THTR 110
2. **Humanities:**
ARAM 120, 121, 220
ARBC 120, 121, 220, 221, 250, 251
ASL 120, 121, 220, 221
COMM 124
ENGL 122, 201, 202, 207, 214, 217, 221, 222, 231, 232, 270, 271, 275, 276, 277
FREN 120, 121, 220, 221, 250, 251
HIST 100, 101, 105, 106, 210
HUM 110, 120, 140, 155
NAKY 120, 121, 220, 221
PHIL 110, 115, 117, 140, 160
RELG 100, 120, 130, 140, 150, 200, 210, 215
SPAN 120, 120A & 120B†, 121, 141, 145, 220, 221, 250, 251

AREA D – SOCIAL, POLITICAL AND ECONOMIC INSTITUTIONS AND BEHAVIOR; HISTORICAL BACKGROUND

This requirement is fulfilled by taking a minimum of 9 semester units, with courses taken in at least 2 categories.

1. ANTH 120
2. ECON 110, 120, 121
3. ANTH 120; HIST 118*, 119*, 130*, 131, 180*, 181*; PSY 125; SPAN 145
4. HIST 122*, 123*, 210
5. GEOG 106, 130
6. HIST 108*, 109*, 114*, 115*, 118*, 119*, 122*, 123*, 124, 130*, 131, 180*, 181*, 275, 276, 277
7. CD 125; COMM 110; HED 251; PSY 165; SOC 125, 130
8. POSC 120, 121*, 124, 130, 140*
9. PSY 120, 125, 134, 138, 140, 165, 170, 220; CD 125
10. SOC 120, 125, 130; PSY 138

AREA E – LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT

This requirement is fulfilled by taking 3 semester units from any of the following courses:

- CD 125
- HED 120, 122, 155, 158, 251
- PDC 124
- PSY 134, 140, 220
- SOC 125

† Will receive general education credit for SPAN 120B only after completion of SPAN 120A.

AMERICAN INSTITUTIONS REQUIREMENT (CSU GRADUATION REQUIREMENT)

*Fulfills part of the CSU U.S. History, Constitution and American Ideals requirement. Although this requirement is not part of the general education requirement, all students must complete course work in U.S. History, Constitution and Government. May be completed prior to transfer. Two courses (minimum of six units) are required – these courses may also be used to meet part of the requirements in Area D. Please check with a counselor for approved combinations of courses or visit www.assist.org.

COURSES ACCEPTED FOR TRANSFER TO THE CALIFORNIA STATE UNIVERSITY (CSU)

See Course Descriptions for information regarding CSU transferability. Courses that meet specific general education requirements are identified under the heading "General Education Breadth Requirements for the California State University" in this section. Some campuses place limits on the transferability of special studies (199) and selected topics (299) courses. Check with the specific campus you plan to attend concerning their policy on these courses.

INDEPENDENT CALIFORNIA COLLEGES AND UNIVERSITIES

California's fully accredited independent colleges and universities provide a host of options at undergraduate, graduate and professional levels for students planning to continue their education beyond community college.

Students who transfer to independent colleges or universities find they are given academic credit for most, if not all, of their community college studies. Virtually all institutions give full credit for general education courses and usually for other courses designated for transfer by the community college.

Some colleges and universities stipulate a certain number of completed units before considering students eligible for transfer. Others do not, and will accept students at any time. The requirements are outlined in the respective college catalogs, available upon request from the Admissions and Records Office, Counseling Center or Library.

Information regarding financial aid provided at private four-year institutions may be obtained at the Financial Aid Office.

GENERAL DEGREE AND CERTIFICATE INFORMATION

General Degrees

Cuyamaca College provides occupational and general education for the student who plans to complete formal education at the community college level. In addition, the college provides the lower division requirements in general education and pre-professional majors for those students who plan to transfer to upper division colleges and universities.

To assist the student in educational planning, this section of the catalog describes the graduation requirements for the Associate in Science degree, Associate in Arts degree and certificate programs.

Granting of the AS or AA degree to a student indicates successful completion of basic and general educational requirements, plus evidence of proficiency in a specialized field. In addition, certificates are available to those who have attained well-defined levels of competency in specific areas. As a member of the Western Association of Schools and Colleges and the National Commission of Accrediting, most courses taken at Cuyamaca College are fully accepted on transfer by the University of California, all California State University campuses and other universities throughout the United States.

Technical-Occupational Degrees

The emphasis on career planning and education at Cuyamaca College is evidenced by the number of available programs leading to the AS degree. (Students may petition for the AA degree upon presenting evidence of special need to the Petitions Committee.) In curriculum planning for career education, citizens advisory committees composed

of persons from various fields of specialization give of their time in order to insure quality courses that furnish the student with proficiencies essential to employment, retention on the job and for living a more productive and full life.

The AS degree program consists of 18 or more units of technical or occupational courses in the area of concentration. The major area is designated on the diploma.

Students enrolled in degree programs are required to take general education courses in areas such as biological and physical sciences, social and behavioral sciences, humanities, and written and oral communication.

Many of the units earned in programs at Cuyamaca College are accepted toward the bachelor degree at four-year institutions. Persons wishing to discuss career planning should consult with a counselor or a representative of the program in which they have special interest prior to registration.

General Major Degrees

Cuyamaca College recognizes that the educational program of any student should be composed of courses which are meaningful and appropriate. To meet this goal, the College provides for maximum flexibility by combining courses in a general major. Students may design the major which best meets their needs. If the student wishes to meet the requirements for a particular major at a selected four-year college or university, a course of study can be designated to meet the pattern suggested in the catalog of the transfer institution.

The student not intending to transfer, or who is as yet undecided, can create a major program by combining a minimum of 18 units selected in consultation with a counselor.

Technical-Occupational Certificates

A Certificate of Achievement may be awarded for successful completion of a prescribed course of study. To qualify for a certificate, a student must:

1. Complete all courses which are listed for the major area in the Associate Degree section of this catalog.
2. Achieve a "C" average (2.0 GPA) for all courses which are to be applied toward the certificate.
3. Complete at least one required course at Cuyamaca College during the semester in which the certificate is earned. All courses taken for the certificate must be graded courses (A-F).
4. File a petition for the certificate in the Admissions and Records Office before the deadline of the semester in which the requirements will be completed. (See Academic Calendar for deadline dates.)
5. The student may choose to meet requirements in a catalog published after admission provided continuous attendance is maintained. A student not in continuous attendance at Cuyamaca College should be aware that he/she must meet certificate requirements listed in the catalog in effect at the time of readmission unless he/she has applied for and been granted a leave of absence.

General Education Student Learning Outcomes

Cuyamaca College has adopted *Student Learning Outcomes* as an integral part of the General Education course pattern. All general education courses incorporate selected outcomes in the following areas: Thinking Skills; Quantitative Skills; Communication Skills; Lifelong Learning Skills; Adaptability to Change; and Enhancement of Personal Values. As well, courses are designed to include specific *Student Learning Outcomes* in the following areas:

- Interdisciplinary linkages: Promote an appreciation for the interdisciplinary and interdependent nature of courses in the curriculum.
- Information competency: Demonstrate competency in retrieving, organizing and using information.
- Writing-across-the-curriculum: Demonstrate competency in writing skills as a course and general education requirement.
- Diversity: Develop knowledge of different cultures, abilities and lifestyles; strengthen respect and the ability to work effectively with individuals from diverse populations.
- Workplace skills: Develop knowledge and specific applicable skills that are transferable to the workplace.

DEGREE REQUIREMENTS

A.S. OR A.A. GENERAL EDUCATION REQUIREMENTS:

AREA A – LANGUAGE AND RATIONALITY

(Minimum of 6 semester units)

This requirement is met by taking one course from each of the two areas:

1. **Written Communication:**
ENGL 110, 120
2. **Oral Communication and Analytical Thinking:**
COMM 120, 122, 137
MATH 103, 110, 120, 125, 150, 160, 170, 175, 176, 178, 180, 245, 280, 281, 284
PHIL 125, 130
PSY 215

AREA B – NATURAL SCIENCES

(Minimum of 4 semester units)

This requirement is met by taking a course that includes a laboratory (laboratory courses are underlined):

ANTH 130
ASTR 110, 112
BIO 112, 115, 122, 126, 128, 130, 131, 140, 152, 210, 220, 221
CHEM 115, 116, 120, 141
ET 110
GEOG 120, 121
GEOL 104, 110
OCEA 112, 113
PHYC 110, 120, 121, 130, 131, 190, 200, 210

AREA C – HUMANITIES

(Minimum of 3 semester units)

This requirement is met by taking one of the following courses:

ARAM 120, 121, 220
ARBC 120, 121, 145, 220, 221, 250, 251
ART 100, 120, 124, 129, 140, 141, 144, 145
ASL 120
COMM 124, 145
ENGL 122, 201, 202, 207, 214, 217, 221, 222, 231, 232, 270, 271, 275, 276, 277
FREN 120, 121, 220, 221, 250, 251
HIST 100, 101, 105, 106, 210
HUM 110, 120, 140, 155
MUS 110, 111, 114, 115, 116, 117
NAKY 120, 121, 220, 221
PHIL 110, 115, 117, 140, 160, 170
RELG 100, 120, 130, 140, 150, 200, 210, 215
SPAN 120, 120A & 120B*, 121, 141, 145, 220, 221, 250, 251
THTR 110, 120, 121

AREA D – SOCIAL AND BEHAVIORAL SCIENCES

(Minimum of 3 semester units)

This requirement is met by taking one of the following courses:

ANTH 120
CD 125
ECON 110, 120, 121
GEOG 106, 130
HED 120, 122, 201
HIST 108, 109, 114, 115, 118, 119, 122, 123, 124, 130, 131, 132, 180, 181
POSC 120, 121, 124, 130, 140
PSY 120, 125, 134, 138, 140, 165, 170, 220
SOC 120, 125, 130

ADDITIONAL REQUIREMENTS:

(Minimum 6 semester units)

This requirement is met by selecting two additional courses.

The two courses must come from two different areas:

- Area B, Natural Sciences
- Area C, Humanities
- Area D, Social and Behavioral Sciences

*Will receive general education credit for SPAN 120B only after completion of SPAN 120A.

NOTE: General Education course choices for transfer and the Associate Degree may differ between Cuyamaca College and Grossmont College. Each college strongly recommends that students visit the Counseling Centers for specific information if they plan to attend both campuses.

DEGREE REQUIREMENTS:

Cuyamaca College will confer the Degree of Associate in Science or Associate in Arts upon students who successfully complete the following requirements:

1. A minimum of 60 semester units of college work.
English composition course credit: Students may receive credit for only one English composition course below transferable freshman composition (ENGL 120) toward degree requirements.

2. Competency Requirements
 - A. Completion of ENGL 110 with a grade of "C" or better, or a grade of "CR".
 - B. Completion of MATH 103 or a higher numbered mathematics class with a grade of "C" or better, or a grade of "CR" or completion of MDTP Assessment placing into a class higher than MATH 103 or 110.
3. Exercise Science Degree Requirements

With the exception of the University Transfer Studies degree, two activity courses in exercise science are required for graduation from Cuyamaca College. These courses are marked with an asterisk in the "Course Descriptions" section.

 - A. If medical reasons necessitate exclusion from exercise science, a medical statement must be on file with the Admissions and Records Office. Adaptive exercise science classes are available.
 - B. Veterans who have completed at least one year of honorable active service will receive two units of credit for exercise science which will satisfy the activity requirement for graduation. To receive credit for military service, a DD-214 or appropriate military records must be submitted to the Admissions and Records Office.
4. Achievement of a "C" average (2.0 GPA) in all college work counted toward degree requirements.
5. A maximum of 12 "CR" semester units taken in regular course work at this institution may be counted toward the 60 semester units required for graduation but shall not be included as part of the requirements for the major.
6. Residency
 - A. Students enrolled at Cuyamaca College during the semester in which they will have met all graduation requirements may obtain their degree from Cuyamaca College if they have satisfactorily completed AT LEAST 12 DEGREE APPLICABLE SEMESTER UNITS of approved course work at Cuyamaca College.
 - B. Students enrolled at another college during the semester in which all graduation requirements are met but who wish to obtain their degree from Cuyamaca College must have taken AT LEAST 45 DEGREE APPLICABLE SEMESTER UNITS of approved course work at Cuyamaca College.
 - C. Active military personnel may obtain their degree from Cuyamaca College if they have met all graduation requirements and have completed at least 12 semester units of approved course work at Cuyamaca College, regardless of whether or not they are enrolled during the term in which they graduate.
7. Petition for Graduation
 - A. It is the responsibility of the student who expects to graduate to file a written petition for graduation on the form provided by the Admissions and Records Office. The application should be filed prior to the deadline for the semester in which the student plans to complete requirements for a degree. (See Academic Calendar for deadline dates.)
 - B. Official transcripts from all colleges attended must be on file in the Admissions and Records Office.
- C. The student may choose to meet requirements in a catalog published after admission provided continuous attendance is maintained. A student not in continuous attendance at Cuyamaca College should be aware that he/she must meet degree requirements listed in the catalog in effect at the time of readmission unless he/she has applied for and been granted a leave of absence.
8. Philosophy of General Education

The General Education Program offers the following opportunities:

 - A. Development of verbal and quantitative learning skills.
 - B. Exposure to a wide spectrum of beliefs or principles of knowledge in the natural sciences, social sciences and the humanities.
 - C. Understanding and critical examination of cultural heritages and their implications for the future.
 - D. Development of the power of critical thinking, the ability to evaluate personal values, and the ability to understand and respond to general audience media presentations on general education subjects.
 - E. An approach to learning in an interdisciplinary manner to develop the ability to integrate general education knowledge.
 - F. Establishment of a broad base of intellectual and physical skills for a lifetime of continual learning.
9. Major Requirements

See "Associate Degree Programs and Certificates" for the major areas for the AS and AA degrees.
10. Additional Associate Degree

An additional associate degree may be earned under the following conditions:

 - A. Having received an AA or AS degree, the student may qualify for an additional AA or AS degree with the exception of an AA degree, General Major.
 - B. Having received a bachelor's degree or higher, the student may qualify for an AA or AS degree with the exception of an AA degree, General Major.
 - C. All General Education requirements as specified by the current catalog are met.
 - D. Completion of a major as specified in this catalog with a minimum of 12 remaining required semester units in the major completed at Cuyamaca College subsequent to the preceding degree(s) at any college.
11. Multiple Majors

Multiple majors differ from additional associate degrees (see section above) in that the student with a multiple major works simultaneously toward the completion of more than one major. Multiple majors must be available and meet general education requirements from the same catalog year. An AS degree with a multiple major can be earned by completion of all general education requirements plus the courses required for both majors as outlined in this catalog. Those students electing to graduate with a multiple major will receive a single diploma with both majors listed. The General Major may not be included as part of the multiple major.

*A grade of "CR" (Credit) represents a "C" grade or better.