

## Open Enrollment of Classes (Title 5, Section 51006)

Antelope Valley College maintains that all courses are open to any person who has been admitted to the college and who meets the course prerequisites. The governing board of the District has adopted a resolution to this effect, as follows:

“Be it resolved, that the policy of this District is that, unless specifically exempted by statute or regulation, 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 the college and who meets such prerequisites as may be established pursuant to Section 55003 of Division 6 of Title 5 of the California Code of Regulations.” Title 5 of the California Code of Regulations is available at <http://ccr.oal.ca.gov> and in the AVC Library.

## Grading Policy (Title 5, Section 55021)

Each course provides for measurement of student performance in terms of the stated course objectives and culminates in a formal, permanently recorded grade. The grade is based on demonstrated proficiency in subject matter and the ability to demonstrate that proficiency, at least in part, by means of essays, or, in courses where the curriculum committee deems them to be appropriate, by problem-solving exercises or skills demonstrations by students. Title 5 of the California Code of Regulations is available at <http://ccr.oal.ca.gov> and in the AVC Library.

## Grading System (Title 5, Section 55021 and 55023)

Final grades are issued at the end of each semester and are available on the Web at [www.avc.edu](http://www.avc.edu). Their significance is as follows: “A,” Excellent; “B,” Good; “C,” Satisfactory; “D,” Passing, less than satisfactory; “F,” Failing; “I,” Incomplete; “W,” Withdrawal; “P,” Pass; “NP,” No Pass; and “RD,” Report Delayed. Title 5 of the California Code of Regulations is available at <http://ccr.oal.ca.gov> and in the AVC Library.

### Grade Points

A system of grade points is used

to determine a student’s standing for graduation or transfer. Grade points are assigned to the respective grades as follows: for each unit of credit, the scholarship grade of “A” is assigned 4 points; “B,” 3 points; “C,” 2 points; “D,” 1 point; “F,” “W” and “I,” no points. A student’s work is considered satisfactory when he/she maintains an average of “C” or 2.0 grade point average (GPA) or higher. According to Title 5, Section 55023, a satisfactory grade is a grade of “A,” “B,” “C” or “P”.

### Withdrawal Grades (Title 5, Section 55024)

Students who withdraw from class before thirty percent (or fourth week, whichever is less) for full term courses, of the semester receive no notation on their academic record. After thirty percent of the semester a record of all classes will be entered on the permanent record for all students. A notation of “W” will be made indicating a withdrawal from a specific course. A student may withdraw from full-term length classes up to the 12th week of the semester. The academic record of a student who remains in class beyond the 12th week must reflect a grade of “A,” “B,” “C,” “D,” “F” or “I” (incomplete).

**A student who completes a course by taking a final exam or turning in a final paper or project is not eligible for a late withdrawal under any circumstance.**

### Incomplete Grades

Incomplete academic work for unforeseeable emergency and justifiable reasons at the end of the term may result in an “I” symbol being entered in a student’s record. The condition for removal of the “I” and the grade to be assigned in lieu of its removal will be stated by the instructor in a written record to be filed in the Admissions and Records Office where the original of the record will be forwarded to the student. This record will remain on file until the “I” is made up or the time limit has passed. A final grade will be assigned when the work stipulated has been completed and evaluated or when the time limit for completing the work has passed.

The “I” may be made up no later than one year following the end of the term in which it was assigned. A student may petition for an extension of time due to unusual circumstances before the time limit has passed.

The “I” symbol will not be used in calculating units to determine grade point average.

### Pass/No Pass Option

Students attending AVC have the option, up to the end of the fourth week of classes (full term), of taking classes for a grade of Pass/No Pass in lieu of a grade of “A,” “B,” “C,” “D” or “F.” Students exercising the Pass/No Pass option must fulfill all course requirements. Classes in which this option is available are indicated with an asterisk (\*) before the title of the course in the class schedule and catalog.

The following policies govern Pass/No Pass courses at AVC:

- A maximum of 12 Pass/No Pass units may be applied toward fulfillment of requirements for the A.A. or A.S. degree.
- A maximum of 6 Pass/No Pass units may be applied toward requirements for a certificate.
- A maximum of 6 units per semester may be taken for Pass/No Pass.
- A grade of “A,” “B” or “C” earned for a class will be posted to the transcript as a grade of “Pass.” A grade of “D” or “F” will be posted as a grade of “No Pass.” The unit value of the class will be listed on the transcript, but grade points will not be posted to the record or counted in computing the GPA.

Students are cautioned that other colleges and universities may restrict the acceptance of courses taken on a Pass/No Pass basis, especially for satisfaction of general education and major requirements. Students planning to transfer should check college catalogs for applicable policies.

The Pass/No Pass option is elected by the student per the deadline specified in the class schedule and cannot be reversed.

### Audit Policy

Education Code 76370 permits community colleges to allow individuals to audit courses, that is, to sit in without participating in class activities or being required to take exams. The intent is to provide individuals with opportunities to explore areas of interest without being subject to the demands of class activities or evaluation and grading. An additional intent is that faculty will not have additional work required because of the

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presence of individuals auditing courses.

In accordance with Education Code 76370, students at Antelope Valley College and community members will be permitted to audit courses only if the admission of auditors will not result in credit students being denied access to a course. However, auditing may not be appropriate for all sections of a course or for all courses even if class seats are available.

Audit petition forms are available from Admissions and Records in the Student Services Building. The forms will not be accepted until after the first week of classes; instructor approval and payment of fees to the cashier is required prior to attending classes.

### *Fees*

A fee of \$36 per unit will be charged with the exception that students enrolled in ten or more units of credit classes at AVC will not be charged to audit 3 or fewer units. These students will be charged to audit more than 3 units at the \$36 per unit rate. NOTE: The per unit enrollment fee may change without notice, subject to mandates issued by the State of California.

### *Responsibilities*

Students and other individuals will be invited to participate in class activities at the discretion of the instructor; however, the instructor is not required to evaluate in any way class activities and projects. Auditors may not take quizzes and examinations and will not receive a grade.

An individual auditing a course will not be permitted to change his or her audit status to a credit status. An individual enrolled in a class for credit will not be permitted to change his or her credit status to an audit status.

Individuals who are auditing a course and are not enrolled in any courses as credit students will not be entitled to any of the services or privileges provided to currently enrolled students. State Education Code is available at <http://ccr.oal.ca.gov> and in the AVC Library.

## Dean's and President's Lists

Antelope Valley College publishes a Dean's List and President's List each fall and spring semester to recognize those of its students who excel academically. Students who earn between a 3.5 and 3.74

grade point average (GPA) are recognized on the Dean's List; those earning between a 3.75 and 4.0 GPA are recognized on the President's List. To be eligible for either list, students must complete at least 12 units in a given semester. Courses taken on a pass/no pass basis will not be used in computing GPA.

## Graduation with College Honors

There are three levels of graduation with honors based solely on the student's graduating grade point average.

- 3.25-3.49 cum laude (honors)
- 3.50-3.74 magna cum laude (high honors)
- 3.75-4.00 summa cum laude (highest honors)

Students who earn this honor may purchase a gold tassel.

## Honors Transfer Alliance Program

The Honors Transfer Alliance Program (TAP) offers a series of specially designed classes and contract options for motivated, academically outstanding students. The program stresses writing, research and critical thinking skills. Several core courses, designed to meet transfer requirements, are offered over a two year schedule with a number of honors contracts offered each semester in additional courses. All honors courses are listed as such on the student's transcript. Students who complete six honors classes/contracts and other program requirements are recognized as graduates of the Honors TAP program during the annual Honors Convocation.

In addition, students who graduate from the Honors TAP program receive priority consideration for admission to the University of California at Los Angeles (UCLA), the University of California at Santa Cruz (UCSC), the University of California at Riverside (UCR), the University of California at Irvine (UCI), Chapman University and Pomona College. Some of these universities offer students transferring through the Honors TAP program additional benefits (from financial aid to housing to library privileges).

Eligibility and enrollment into the Honors TAP program include:

1. Completed application returned to the Honors Coordinator.

2. Attached transcript(s) as follows:
  - Post-High School Eligibility
  - Un-weighted Cumulative (Grades 10-12) 3.5 GPA
  - 1600 SAT score recommended\* (optional)
  - \*SAT score can be replaced by one or more letter of recommendation
  - AVC Grades Eligibility
  - 3.25 in 12 or more academic units.
3. Establish eligibility for ENGL 101.
4. Submit an essay of at least two pages as a writing sample.
5. Secure approval from the Honors Coordinator.

## Independent Study

(Title 5, Sections 55230 et seq.)

A college level course which is accepted for completion of an appropriate educational sequence leading toward an associate degree and which is recognized upon transfer by an institution of the University of California or the California State University system as meeting either elective or major requirements for a baccalaureate degree may be offered as independent study. Independent study of up to five units can be taken and must be approved by the instructor, dean and Vice President of Academic Affairs.

## Acceptance of Credits from Regionally Accredited Colleges and Universities

Institutions accredited by the following agencies will be automatically accepted by Antelope Valley College (AVC): MSA, NWCCU, NCA-HLC, NCA-CASI, NEASC-CIHE, NEASC-CTCI, SACS, WASC-AACJC & WASC-ACSCU.

## Acceptance of Non-Traditional Education & Test Credit

The Non-Traditional and Test Credit sources listed below are accepted by AVC for College and/or Transfer credit providing the student achieved the minimum score required. Students must consult with an AVC counselor and submit official documentation of credit.

## Sources of Nontraditional Credit

1. Military Programs and Experience
    - a. Community College of the Air Force
    - b. DANTES Subject Standardized Tests
    - c. Military Service Schools
    - d. Military Service - Basic Training (DD 214 required for verification)
  2. Non-Regionally Accredited Institutions  
Transfer credits from non-regionally accredited institutions or other professional/vocational institutions will be considered if:
    - a. The institution from which the credits were earned was authorized as a degree granting institution by the state in which it resided at the time the credits were earned **and**
    - b. The institution generated a transcript of student performance that listed course titles and units of credit in either semester or quarter units **and**
    - c. The course description of record/syllabus is determined to be equivalent to the course description of record of a similar course at Antelope Valley College or as a course fitting the General Education pattern of CSU Breadth or IGETC.
  3. Law Enforcement Training
    - a. California "Post" Academy
    - b. California Highway Patrol
    - c. L.A. Police Department Academy
  4. Registered Nursing - LVN Advanced Placement
  5. Federal Aviation Administration (FAA)
    - a. FAA Academy—Airway Systems Specialist
    - b. ASE Auto Body/Automotive Certification
    - c. Airframe and Powerplant License
    - d. SpaceTEC Aerospace Technology Certification
  6. Cal State University English Equivalency Exam
  7. Corporate Training Programs
  8. Foreign Colleges or Universities
- Note: Evaluation must be completed by an approved foreign credentials evaluation service - the list of approved agencies is available in the Counseling Center.**
9. Advanced Placement Exams of the

College Entrance Examination Board (AP) (See Page 46)

10. College-level Examination Program (CLEP) (See Page 47)

See Pages 46-47 for charts of approved courses for Credit for Advanced Placement Exams and for the College Level Examinations Program (CLEP).

## Credit by Articulation (2+2)

Articulation in education is a process that contractually allows two or more educational systems to move students from one program/course within an educational level to the next level without loss of time or resources. The goal is to offer high school students: (1) A seamless educational transition from high school to AVC without duplicating course content and/or competencies; (2) College credit; (3) Attainment of prerequisite requirements to enable students to enroll in more advanced college courses; and (4) Incentives to pursue postsecondary education through AVC.

The College currently has articulation agreements in many courses with the Antelope Valley Union High School District. For a list of articulated courses, or for more information, contact AVC's Admissions and Records Office.

## Credit by Examination

Board approved May, 2004.

Students requesting credit by examination must be currently enrolled students actively participating in courses for that semester, and be in good academic standing. (Students may not be registered in the class they wish to challenge by exam.) Students may receive credit by examination for a course only if it has been designated by the Antelope Valley College faculty and is listed in the AVC catalog. Students may challenge a maximum of four courses during their enrollment at AVC. (A list of courses for which credit by examination may be granted is also available in the Counseling Center.)

It is the responsibility of the faculty in the discipline who normally teach the course to determine the nature and content of the examination based upon the policies and procedures approved by the curriculum committee (AP&P). The examination must clearly measure the students' mastery of the course content as listed in the Course Outline of Record.

A separate examination must be given for each course for which credit by examination is granted. Faculty may accept an examination conducted at a location other than the college if prior arrangements have been made. (Credit may be awarded for prior experience or learning only if a course has been designated as such.) Credit received is not applicable for financial aid, veteran's pay, or athletic eligibility.

Grades shall be awarded according to the standard grading scale ("A"- "F"). Before taking the examination, students may request a pass/no pass option only if that option is normally available for the course. Pass will be granted to any student who satisfactorily passes the examination with a "C" or better. The result of the examination, with grade and grade points, is entered on the students' record and shall be clearly annotated to reflect that credit was earned by examination. Units for which credit is earned by examination shall not be counted in determining the 12 semester hours of credit in residence required for a degree or certificate.

Cited from Title 5, Section 55050; and State Education Code is available at <http://ccr.oal.ca.gov> and in the AVC Library.

A student currently wishing to challenge a course will have to pay the current per unit fee for courses. This fee may be subject to change without notice.

Students desiring to challenge a course by examination should submit a petition to the Office of Admissions and Records before the end of the fourth week of the semester. Challenge examinations must be completed by Friday of the seventh week of the semester.

Challenge examinations are permitted only in the fall and spring semesters; summer challenge examinations may be permitted for special circumstances.

In the event that a student does not complete the challenge examination, a student may submit a petition for extenuating circumstances for a **refund**. This form is available in Admissions and Records or on the Web.

## Repeating a Course

If a student receives a substandard grade ("D," "F" or "NP") in a course, he/she may repeat the course once. Only the most recent grade will be used in calculating the grade point average;

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however, the previous grade will be coded on the transcript and by law must remain legible. Should a student transfer to another college, Antelope Valley College cannot guarantee the most recent grade will be used in calculating the grade point average.

Repetition of courses for which substandard work has not been recorded (grades “A,” “B,” “C” or “P”) may be permitted only upon petition by the student and with the written permission of the Dean of Enrollment Services. Grades awarded for courses repeated under the provisions of this section shall be included when calculating a student’s GPA.

Special circumstances under which a student may be allowed to repeat a course in which he/she has received a grade of “A,” “B,” “C” or “P” are as follows:

1. A period of time has elapsed since the last time the student completed the class, and the student can justify the need to repeat the class as a “refresher course” prior to advancing on to the next higher level of course work.
2. The student needs to repeat the class as a “refresher class” because comprehension of the course material is directly related to success on the job.
3. When a student with a disability repeats a class, the previous grade and credit shall be disregarded in the computation of grade point average.
4. Other special circumstances as deemed appropriate by the Dean of Enrollment Services.

### Repeatable Courses

Certain specified courses may be repeated if they meet the following criteria set forth in Title 5, Section 55041 and have been reviewed and approved by the AP&P Committee.

“Each identified course is one in which the course content differs each time it is offered, and...the student who repeats it is gaining an expanded educational experience.” In addition, each repeatable course must prove one of the following justifications:

1. Skills or proficiencies are enhanced by supervised repetition and practice in class; or
2. Active participatory experience in individual study or group assignments is the basic means by which learning objectives are obtained; or

3. “Instances when such repetition is necessary for a student to meet legally **mandated training** requirements as a condition of continued paid or volunteer employment...Such courses may be repeated for credit any number of times, regardless of whether or not substandard work was previously recorded, and the grade received each time shall be included for purposes of calculating the student’s grade point average.” As stated in Title 5, Section 55040-55043, 55253.

4 A student may request to repeat a repeatable course to have a substandard grade excluded (before the maximum allowable repeatability is completed) from the student’s GPA by submitting a Petition for Extenuating Circumstances to the Dean of Enrollment Services for consideration.

These repeatable courses are identified in the catalog and schedule by the symbol **(R)** and a number which represents the total number of times the course can be repeated, e.g. **(R3)** means the course may be taken for a total of four times. Students who complete a course for the maximum number of times should request to audit the course for any additional participation in that course.

### Academic Renewal

A student may petition through the Dean of Enrollment Services to have up to 30 semester units of course work taken at Antelope Valley College eliminated from the computation of Antelope Valley College total grade point average. The approval or disapproval of the petition will take place administratively pursuant to rules stated herein and those approved by the Governing Board. A student may petition for academic renewal only once, and all units up to 30 must have been taken in consecutive semesters of attendance excluding summer sessions and intersessions. Only “D” and “F” grades may be eliminated from the computation of the GPA under the Academic Renewal Policy.

The student seeking academic renewal must present evidence that the previously recorded work was substandard academic performance and is not reflective of more recently demonstrated academic ability.

Evidence of recent academic ability will be determined by one of the following:

- 12 semester units with at least a 3.0 GPA
- 18 semester units with at least a 2.5 GPA
- 24 semester units with at least a 2.0 GPA

Work taken in the last semester being petitioned must have been completed at least 24 months prior to the date the academic renewal petition is submitted by the student.

### Petitions for Extenuating Circumstances

Petitions are formal requests for an exception to or waiver of college procedures (refunds, grade changes, grade removals, etc.) Extenuating circumstances are verified cases of accidents, illness, family, or work obligations and other circumstances beyond the control of the student. Petitions without justifiable documentation are subject to denial and will be returned to the student.

Petitions for changes of grade are done informally with the instructor. If a satisfactory resolution does not occur, the student may appeal the grade to the Division Dean and then to the Vice President of Academic Affairs. Students have one year to appeal after the grade is awarded.

Extenuating Circumstance Petitions may be obtained from Admissions and Records. All petitions will be forwarded to the Petition Committee and/or its designee. Once a determination has been made, notification will be sent by mail or e-mail. Students wishing to appeal the decision regarding a petition should speak with the Dean of Enrollment Services.

### Classroom Decorum

It is not always clear to students what is expected of them when they enter the college classroom. Even though most instructors advise their students the first day of class about the importance of maintaining certain courtesies in the classroom, in order for teaching and learning to take place, students may still have some questions. The following list of “what to do” and “what not to do” may serve as a guide for students and enable them to establish a positive relationship with their professors and to help them become successful students.

#### DO

1. Come to class on time.

2. Attend class consistently.
3. Complete assignments prior to class.
4. Come prepared to participate in class discussion and activities.
5. Enter the classroom quietly when unavoidably late to class.
6. Notify your professor in advance of an absence when possible or when you are unable to stay for the full class period.

#### **DO NOT**

1. Bring children or food to class.
2. Whisper and chat with other students during class.
3. Read or work on other subjects during class time.
4. Noisily enter or leave a class that is in progress.
5. Use curse words in the classroom.
6. Ask if you missed anything important after returning to class from a previous absence.
7. Disrupt the class with distraction or crude behavior.
8. Bring pets.

### **Attendance Policy**

Regular attendance and consistent study are the two factors which contribute most to success in college work. A college student is expected to attend all sessions of the classes in which he/she is enrolled. Failure to attend class can result in a drop or dismissal from class.

When the number of hours a student is absent in a specific course exceed the number of hours the course meets per week, the student may be dropped from the course. If the course is less than sixteen weeks, the faculty will determine at what point the student may be dropped for excessive absences (typically in excess of 1/16th of the course has been missed).

The attendance policy for tardies and/or leaving class early for each course is established by the instructor and should be stated in writing in the syllabus. At the instructor's discretion, tardies and/or leaving class early may be equated to absence(s). While it is the responsibility of the instructors to communicate attendance policies and to apply them equally to all students, it is the responsibility of the students to know the policy in each of their classes and to be aware of their current attendance status.

### **Online Attendance Policy**

Online students are subject to the same attendance policy as are on-ground students. Refer to the Attendance Policy in the current catalog.

Student attendance in online courses is defined as "active participation" in the course, as described in the instructor's course syllabus. Active participation is typically defined as submitting an assignment (such as an exam, exercise, or project element), participating in the discussion forums, or by engagement in other academic events that indicate an online presence within a specified time frame.

Online courses at minimum will have weekly mechanisms that will determine a student's active participation. Instructors will identify specific activities that must be completed during the first week of the course. A student's failure to complete the specific activities by the posted due date will be dropped as a NO SHOW unless the student has made prior arrangements with the instructor.

Student participation will be monitored throughout the course by the instructor. Students who fail to maintain active participation in the online course, as defined in the course syllabus, may be dropped from the course.

### **Attendance Information First Day of Class Drop Policy**

The first class week of each course is the time that instructors will distribute syllabi, discuss course requirements, and explain what is expected in terms of the attendance and grading policies. Therefore, it is especially important that students attend the first class session of each course. **Students may be dropped if they do not attend the first session regardless of the reason for non-attendance. This is done to allow waiting students an opportunity to enroll. Students should notify instructors by telephone, e-mail, or memo to request an exception to policy.**

#### **Adding Classes**

Students may enroll in open classes, without instructor approval, until the day before class begins. Once open registration closes, and before the census day (late registration period), students may only add classes with an AAC and

in some cases an add/drop form that is signed by the instructor. Students must meet corequisite and/or prerequisite requirements, which are checked at time of registration. Students may register for classes which begin after regular session starts by Web until the day before class starts.

At the end of open registration when a course is closed, it will remain closed regardless of drop activity, and only the instructor or dean of the division/area may approve student enrollment into a closed class until the last date to add a course. Approval of the Dean of Enrollment Services is required to add a semester length course after the last date to add. After the last date to add, and only under extenuating circumstances will a dean of a division or area recommend to the Dean of Enrollment Services to add students to classes.

#### **Dropping Classes**

##### **(Title 5, Section 55024)**

Following registration, students may withdraw from any course by using the Web registration system or in person registration through the last day to drop with a "W" date. However, non-attendance does not release the student from his/her responsibility to drop. Failure to drop will result in a failing grade.

**Inactively enrolled students must be dropped before the census day (usually the 3rd week for full term courses) in accordance with Title 5, Section 58004.**

"Districts shall clear the rolls of inactive enrollment. Inactive enrollment in a course is defined as follows:

As of each census day, any student who has: (1) been identified as a "no show," or (2) officially withdrawn from the course, or (3) been dropped from the course.

A **no show** student is defined as: An enrolled student who has not attended one or more courses at any time.

"A student shall be dropped if no longer participating in the course, except if there are extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, other circumstances beyond the control of the student, and other conditions defined by the governing board and published in regulations. The drop date shall be the end of business on the day immediately preceding the census day."

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If a student's absences in a specific class exceed the number of hours the class meets per week, the student may be prohibited from further attendance in the class and may be dropped by the instructor.

### Withdrawal From a Class (Title 5, Section 55024)

A student planning to withdraw from one or more classes must follow a prescribed class withdrawal date procedure. Failure to do so will result in the student's being awarded grades by the instructor for each class in which the student is registered. (For further information, see Withdrawal Grades.)

Students will be permitted to withdraw and receive a "W" in a class no more than four times. Students may be permitted to enroll in a class after having received four "W" symbols as long as the student will receive a grade other than a "W" upon completion of the course, unless:

1. The student withdraws from the class prior to thirty percent of the term.
2. In the case in which extenuating circumstances exist, the student may petition to the Dean of Enrollment Services for a withdrawal in which no apportionment is received by the District.

A student planning to withdraw from all classes and leave school must also pay all loans, fines, fees and resolve any other outstanding obligations. Antelope Valley College will not provide student transcripts under the State Education Code, Section 76225, "...Student privileges, diploma or transcripts may be withheld until the student pays a proper financial obligation due the District." State Education Code is available at <http://ccr.oal.ca.gov> and in the AVC Library.

Students may withdraw from a class by using the Web or in person.

Students should refer to [www.avc.edu](http://www.avc.edu) and click the look-up classes link. Select the appropriate subject and click the specific CRN for withdrawal deadlines and other critical dates.

### Remedial Coursework Limit

(Title 5, Section 55035)

The Board of Trustees adopted the following policy on remedial coursework limit.

A student's need for remedial coursework shall be determined using appropriate assessment instruments, methods, or procedures administered pursuant to Chapter 6 (commencing with Section 55500) of Division 6. However, no student shall receive more than 30 semester units of credit for remedial coursework. Students having exhausted the unit limitation shall be referred to appropriate adult noncredit education services provided by college, adult school, community-based organization, or other appropriate local providers with which the district has an established referral agreement.

The following students are exempt from the limitation on remedial course work:

1. Students enrolled in one or more courses of English as a Second Language (ESL).
2. Students identified by the district as having a learning disability as defined in Section 56014 of Title 5.

The governing board of a district will provide a waiver of the limitation on remedial coursework with respect to any student who shows significant, measurable progress toward the development of skills appropriate to his or her enrollment in college-level courses. Such waivers, if granted, will be provided pursuant to locally developed standards which are reviewed and approved by the governing board. The standards will include provisions which ensure that waivers are only given for specified periods of time or for specified numbers of units.

A student who does not attain full eligibility status for college-level work within the limit will, unless provided with a waiver, be dismissed and referred to adult noncredit education courses.

A student will upon successful completion of appropriate "remedial coursework," or upon demonstration of skills levels which will reasonably assure success in college-level courses, request reinstatement to proceed with college-level coursework.

### Academic Probation and Dismissal

#### Placement on Probation:

1. A student who has attempted at least 12 semester units of AVC credit shall be placed on academic probation

when the earned GPA in all units attempted at AVC is less than 2.0.

2. A student who has enrolled in at least 12 semester units of AVC credit shall be placed on progress probation when the percentage of all units in which a student has enrolled and for which entries of "W," "I" and "NP" are recorded reaches or exceeds 50 percent.

A student who has been placed on probation shall be notified by mail of the probationary status. A hold will be placed on the student which will prevent the student from registering. The student is required to attend a probation workshop to have the hold removed. Students can sign up to attend a workshop through the Counseling Department in person or by calling 722-6300 ext. 6338.

#### Removal from Probation:

1. A student on academic probation because a 2.0 GPA has not been maintained shall be removed from probation when a cumulative GPA of 2.0 or better is attained.
2. A student on progress probation for excessive "W," "I" and "NP" grades shall be removed from probation when the percentage of all units in which the student has enrolled and for which entries of "W," "I" and "NP" were recorded drops below 50 percent.

#### Dismissal:

At the end of each semester, students on probation shall be dismissed when one of the following conditions applies:

1. The earned grade point average in all units attempted at Antelope Valley College is less than 2.0 in each of three consecutive semesters.
2. The number of units for which "W," "I" and "NP" grades have been assigned has warranted probationary status for three consecutive semesters.
3. A combination of (1) and (2) above occurs for three consecutive semesters.

Students shall be notified by mail of their dismissal from the college and shall be urged to confer with a counselor within one week of receipt of such notification.

Students who believe they have been dismissed in error or have an unusual circumstance they believe warrants an exception to the dismissal may file an Appeal for Readmission following the process outlined below under

“Reinstatement.”

Nonacademic reasons for dismissal from class or from the college include excessive absences, unsatisfactory classroom conduct, poor citizenship, or deliberate or willful falsification of information on any document supplied the college. Grades in all classes carried at the time of dismissal will be awarded according to the grading policy. A student who is dismissed for other than academic reasons is not eligible for readmission for the duration of the semester. Students dismissed for nonacademic reasons may be dismissed for one to four semesters.

**Attention Veterans:** For students who are eligible to receive educational benefits from the Veterans Administration, if the earned grade point average in all units attempted at AVC is less than 2.0 in each of three consecutive semesters, the college will not certify the student's enrollment to the Veterans Administration for payment of benefits until the student's earned grade point average is 2.0 or better.

### Reinstatement:

A student who has been dismissed from AVC may appeal the dismissal by filing an Appeal for Readmission. If the appeal is denied, the student may not enroll at AVC until at least one semester has elapsed and a new Appeal for Readmission has been submitted and approved. Readmitted students may be required to meet with a counselor to make a plan and determine conditions for readmission. The plan may include, but is not limited to, limiting units, repeating failed courses, meeting with a counselor each semester until such time as they are removed from probationary status, or other conditions as necessary to help assure the student's success.

## Student Discipline

These policies and procedures are reprinted from the AVC Board Policies Section 5500, Board Approved 02/06/06.

### General Provisions

.1 The Board of Trustees of the Antelope Valley Community College District expects students to conduct themselves in a manner consistent with the educational purposes of the college. Student conduct must reflect the standards of behavior as defined in pursuant sections (Education Code Sections 76030–76037). Student

conduct should reflect consideration for the rights of others and students are expected to cooperate with all members of the college community.

.2 Students shall also respect federal and state laws, board regulations, college regulations, and applicable provisions of civil law.

.3 College personnel are responsible for communicating appropriate student conduct and for reporting violations thereof. The vice president of student services or designee has the right to administer suitable and proper corrective measures for misconduct.

.4 Nothing in this article shall be construed to limit the authority of the board of trustees to adopt additional rules and regulations as long as they are not inconsistent with the requirements of this article. These additional rules may, among other things, prescribe specific rules and regulations governing student behavior, along with applicable penalties for violations of the adopted rules and regulations, and may clarify appropriate due process procedures, including procedure by which students shall be informed of these rules and regulations. (CA Ed. Code 76037)

.5 A student may be removed, suspended, or expelled only for conduct associated with college activities or college attendance. Students may be disciplined for harassment, threats, or intimidation, unless constitutionally protected. Violation of any law, ordinance, regulation or rule pertaining to the parking of vehicles shall not be cause for suspension or expulsion of a student from the college. (CA Ed. Code 76034, 66301 (d))

.6 A student may be suspended by the board of trustees, the college president, or vice president of student services for good cause, or when the presence of the student causes a continuing danger to the physical safety of the student or others. The board of trustees may exclude students of filthy or vicious habits, or students suffering from contagious or infectious diseases, or any student whose physical or mental disability is such as to cause his or her attendance to be inimical to the welfare of other students. (CA Ed. Code Sections 76020 and 76030)

.7 Good Cause

Good cause may be established by using appropriate investigation standards, such as:

- a) Interview of witnesses.
- b) Review of a Campus Security Report(s), if applicable.
- c) Review of written statements, if applicable.
- d) Review of pertinent documents, if applicable.
- e) Review of any other evidence, if applicable.

## Guidelines for Student Conduct

These policies and procedures are reprinted from the AVC Board Policies Section 5500, Board Approved 02/06/06.

Good cause includes, but is not limited to, the following offenses:

### .1 Academic Violations

- a) Violation of the **Academic Honesty Policy:** Dishonesty, including but not limited to, cheating, or plagiarism. Plagiarism – from the Latin word for “kidnap” – involves using another's work without giving proper credit, whether done accidentally or on purpose. This includes not only words and ideas, but also graphs, artwork, music, maps, statistics, diagrams, scientific data, software, films, videos and the like. Plagiarism is plagiarism whether the material is from published or unpublished sources. It does not matter whether ideas are stolen, bought, downloaded from the Internet, or written for the student by someone else – it is still plagiarism. Even if only bits and pieces of other sources are used, or outside sources reworded, they must still be cited. To avoid problems, students should cite any source(s) and check with the instructor before submitting an assignment or project. **Students are always responsible for any plagiarism in their work.**

An instructor who determines that a student has cheated or plagiarized has the right to give an “F” grade, or numerical equivalent, for the assignment or examination.

Antelope Valley College reserves the right to utilize

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electronic means to investigate possible academic violations. Enrollment in any class implies student agreement and consent that all assignments are subject to submission for textual similarity review to an electronic database.

- b) Violation of class assignments, examination rules, e.g., communicating or transferring information to another student, using any materials such as books, notes, etc., other than those expressly allowed for the exam, looking at another student's exam, etc.
- c) Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including, but not limited to, handwritten or typewritten class notes, except as permitted by any college policy or administrative procedure.

### .2 General College Violations

- a) Forgery, alteration, or misuse of college documents, records, identification, or knowingly furnishing false information to the college. Abuse of and/or tampering with the registration process.
- b) Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other college activities, including, but not limited to, its community service functions, or of other authorized activities on college premises.
- c) Engaging in an expression which is obscene, libelous, or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful college administrative procedures, or the substantial disruption of the orderly operation of the college.
- d) Unauthorized entry into or use of college supplies, equipment, and or facilities.
- e) Violation of college policies or of campus regulations including, but not limited to, campus regulations concerning student organizations, the use of college facilities, or the

time, place, and manner of public expression, library procedures, college bills, debts, and parking.

- f) Theft of or damage to property of the college, or of a member of the college community, or campus visitor, or knowingly receiving stolen college or private property on campus.
- g) Use of personal portable sound amplification equipment and other electronic devices (radios, cell telephones, pagers, and tape players, etc.) in a manner that disturbs the privacy of other individuals and/or the programs of the college.

### .3 Computer Usage Violations

Theft or abuse of computer resources, including, but not limited to:

- a) Unauthorized access to a file, database, or computer to use, read, or change the contents, or for any other purpose.
- b) Unauthorized transfer of a file.
- c) Unauthorized use of another person's identification and password.
- d) Use of computing facilities to interfere with the work of another student, faculty member, or college official.
- e) Use of computing facilities to send obscene or abusive messages, or to defame or intentionally harm other persons.
- f) Use of computing facilities to interfere with normal operation of the college computing system.
- g) Use of computing facilities for student's personal financial gain or for solicitation of any kind.
- h) Violation of applicable AVC "Computer Use Guidelines" or posted lab regulations.

### .4 Behavior Violations

- a) Disorderly, lewd, indecent, or obscene conduct, or habitual profanity or vulgarity on college-owned or controlled property, or at college-sponsored or supervised functions.
- b) Assault, battery, or verbal abuse or conduct that threatens or endangers the health or safety of a student, college personnel, or campus visitor.
- c) Hazing or any act that injures, degrades, or disgraces or tends to injure, degrade, or disgrace

any student, college personnel, or campus visitor.

- d) Gambling on district property.
- e) Failure to identify oneself when on college property or at a college-sponsored or supervised event, upon the request of a college official acting in the performance of their duties.
- f) Actions, which result in injury or death of a student, college personnel, or campus visitor, or damage to property owned by the district.
- g) Failure to comply with directions of college officials acting in the performance of their duties, open and persistent defiance of the authority of college personnel, or persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- h) Unauthorized entry on the campus or into the facility to which access has been denied after suspension or dismissal, during the suspension period. (CA Penal Code 626.2)
- i) Committing or attempting to commit extortion.
- j) Committing sexual harassment as defined by law or by college policies and procedures.
- k) Engaging in harassing or discriminatory behavior based on race, sex, (i.e., gender), sexual orientation, religion, age, national origin, disability, or any other status protected by law.

### .5 Substance Violations

- a) Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, or unlawful possession of, or offering, arranging, or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5, on college property, or at any college sponsored event.
- b) Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the governing board.

## .6 Weapons Violations

- a) Possession or use of any dangerous or deadly weapon or instrument on any college-owned or controlled property or at any college-sponsored or supervised function. For purposes of these guidelines, a “dangerous or deadly weapon or instrument” includes, but is not limited to any: firearm, shotgun, rifle pistol, air rifle, BB gun, folding pocket knife with a blade longer than two and one-half inches, dirk, dagger, locking blade knife, switch blade knife; brass knuckles, blackjack, billy club, nun-chuck sticks, sling shot, taser, stun gun, shocker, razor blade, acid, metal pipe, sharpened wood or metal trap, or any other weapon, instrument or object designed or modified to inflict physical harm on another person or animal. In the interest of protecting students, college personnel, or campus visitors, the college retains discretion to determine what constitutes a dangerous or deadly weapon or instrument. Certain exceptions can be made for classes or college-sponsored events. Prior written authorization from the vice president of student services, or designee, must be obtained before these items can be brought on-campus or to a college-sponsored event.
- b) Possession or use of replica or imitation weapons on any college-owned or controlled property or at any college-sponsored or supervised function.
- c) Possession or use of firecrackers, fireworks, pyrotechnics, or any other explosive device on any college-owned or controlled property or at any college-sponsored or supervised function.

## .7 Students who engage in any of the above are subject to the measures outlined in Administrative Procedure 5520.

## Procedures for Discipline Related to Standards of Conduct

These policies and procedures are reprinted from the AVC Board Policies Section 5500, Administrative Procedure

5520, Board Approved 02/06/06.

The purpose of this procedure is to provide a prompt and equitable means to address violations of the standards of student conduct, which guarantees the student or students involved the due process rights guaranteed them by state and federal constitutional protection. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

These administrative procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by state and federal constitutions, and by Education Code 76120, and will not be used to punish expression that is protected.

### Definitions

**District** – The Antelope Valley Community College District.

**Student** – Any person currently enrolled as a student at any college or in any program offered by the District.

**Instructor** – Any academic employee of the district in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student’s educational program.

**Short-Term Suspension** – Exclusion of the student by the vice president of student services (or designee) for good cause from one or more classes for a period of up to 10 consecutive days of instruction.

**Long-Term Suspension** – Exclusion of the student by the vice president of student services (or designee) from one or more classes for the remainder of the school term, or from all classes and activities of the college from one or more terms.

**Withdrawal of Consent to Remain on Campus** – Withdrawal of consent by the vice president of student services (or designee) for any person to remain on campus in accordance with California Penal Code Section 626.4 where there is reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.

Upon receiving information that the Student Code of Conduct may have been violated, written notification to the student or students will be sent outlining

the allegations, and instructing them to schedule an appointment with the vice president of student services. With the exception of a minor, who must be accompanied by a parent or guardian, the student shall not have an advisor or legal representation at this meeting unless approved/permitted by the vice president of student services.

The board of trustees provides the following sanctions for violation of the Student Code of Conduct. One or more of the sanctions listed below may be imposed for any single or multiple violation(s). Any times specified in these procedures may be shortened or lengthened, if there is mutual concurrence by the parties.

### .1 Admonition

An oral statement to the offender that the student has violated district rules.

### .2 Reprimand

A reprimand is a warning stating that the continued conduct of the type described in the reprimand may result in a subsequent formal action against a student by the district.

a) **Verbal:** Verbal notification to the student by a college staff member in a position of authority that continuance of the conduct may be cause for further disciplinary action. A record of the fact that a verbal reprimand has been given may become part of a student’s record at the college for a period of up to one year.

b) **Written:** A written notification to a student by the vice president of student services to cease and desist from conduct determined to violate the standards of student conduct. Written reprimands may become part of a student’s permanent record at the college.

The college is not required to provide an appeal process for students who receive a verbal or written reprimand.

### .3 Temporary Suspension by Instructor

a) An instructor may suspend for cause any student from his/her class for the day of suspension and the class following.

b) The instructor shall immediately report the suspension (verbally and subsequently in writing) to his/her dean and vice president of student services. A decision will then be made concerning further disciplinary action.

- c) The student shall not return to the classroom from which he/she was suspended during the suspension, without the concurrence of the instructor, the instructor's dean and the vice president of student services.
  - d) No instructor shall be allowed to suspend a student without first apprising the student of the reason for suspension and permitting such student to present his/her version of the incident causing suspension.
  - e) If the student is a minor, the instructor shall ask the parent or guardian of the student to attend a parent conference regarding the suspension as soon as possible. A college administrator shall attend the conference if the instructor or parent or guardian so requests.
  - f) Nothing herein will prevent the vice president of student services from recommending further disciplinary procedures in accordance with these procedures based on the facts that led to the removal, or of the student's previous violations.
- .4 Disciplinary Probation  
Disciplinary probation is a formal action of the district against a student for misconduct, and the action may result in the student being removed from all college organization offices and being denied the privilege of participating in all college or student sponsored activities, including public performances. Disciplinary probation may be imposed on a student for a period not to exceed one year. The college is not required to provide an appeal process for students who are placed on disciplinary probation.
- .5 Restitution  
Financial compensation for damage to or misappropriation of property. Restitution may take the form of appropriate service to repair or otherwise compensate for damages.
- .6 Campus Community Service  
In-kind campus community service may be imposed for violations of the code of conduct.
- .7 Withdrawal of Consent to Remain on Campus  
The vice president of student services (or designee) may notify any person for 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. If consent is withdrawn by the vice president of student services (or designee), a written report must be promptly made to the student's discipline file.

The person from whom consent has been withdrawn may submit a written request for a meeting on the withdrawal within the period of the withdrawal. The request (for a meeting) shall be granted not later than seven days from the date of receipt of the request.

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 (Penal Code Section 626.4).

.8 Suspension

- a) Suspension from any or all classes of the college and from use of any district facilities. The college president or the vice president of student services may suspend a student for good cause as follows:
  - From one or more classes for a period of up to 10 days of instruction.
  - From one or more classes for the remainder of the school term.
  - From all classes of the college for one or more terms. During the period of suspension, a student shall not be permitted to enroll in classes at the college. (CA Ed. Code Section 76031)
  - From the use of district facilities and all available services.

- b) In all cases of suspension, the student shall receive official notice from the vice president of student services (or designee) by "Certified Mail – Return Receipt Requested," or by hand-delivery with a signed receipt. If delivery is refused, the written notification will be considered as being received, and the suspension will go forward.

- c) The suspension of any student from the college for a period of more than 10 days shall be accompanied by a prompt hearing. If an immediate suspension is

required in order to protect lives or property and/or to ensure the maintenance of order, a reasonable opportunity shall be afforded the suspended student for a hearing within 10 days of the suspension. (CA Ed. Code Section 66017)

.9 Expulsion

- a) The expulsion of a student must be accompanied by a hearing before the college hearing panel. (See Appeals Involving Maximum Suspensions).
- b) In cases of expulsion, the president shall recommend action to the board of trustees after receiving the vice president of student services' recommendation(s) and supporting documentation, including college hearing panel recommendations.
- c) After board action, the president shall notify the student by "Certified Mail – Return Receipt Requested," or by hand-delivery with a signed receipt. If delivery is refused, the written notification will be considered as being received, and the board action will go forward. The expulsion may be imposed for a specified or unspecified time, and shall include all programs, services, and activities of the college.
- d) For expulsions imposed for an unspecified time, the student may, after a reasonable time (not less than one year), request in writing that the college president removes the expulsion. If approved by the college president, he/she shall make that recommendation to the board of trustees. The president shall notify the student of the board's decision.

### Appeals Involving Maximum Suspensions

These policies and procedures are reprinted from the AVC Board Policies Section 5500, Board Approved 02/06/06.

.1 College Hearing Panel

The college hearing panel for any disciplinary action shall be composed of one administrator, one faculty member, and one student. A quorum of three members must be present for the hearing to take place.

The vice president of student services, the president of the academic

senate and the ASO president shall each, at the beginning of the academic year, establish a list of at least five persons who will serve on student disciplinary hearing panels. The vice president of student services shall appoint the college hearing panel member from the names on these lists. However, no administrator, faculty member, or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel. All members of the hearing panel will be asked to sign a written statement attesting to their neutrality.

#### .2 College Hearing Panel Chair

The vice president of student services shall appoint one member of the panel to serve as the chair. The decision of the college hearing panel chair shall be final on all matters relating to the conduct of the hearing, unless there is a vote by both other members of the panel to the contrary.

#### .3 Conduct of the Hearing

- a) Students will be notified, in writing, of the date, time, and place of the hearing. They must advise the vice president of student services or designee, in writing, if they will be present. The hearing will occur whether they attend or not.
- b) The members of the hearing panel shall be provided with a copy of the allegation(s) against the student and any written response provided by the student before the hearing begins.
- c) The facts supporting the allegation(s) shall be presented by a college representative who shall be the vice president of student services.
- d) The college representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter. The student shall not have any other representation, except as provided in item g).
- e) Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.
- f) Unless the hearing panel determines to proceed otherwise, the college representative and the

student shall each be permitted to make an opening statement. Thereafter, the college representative shall make their first presentation, followed by the student. The college representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the college representative to prove, by substantiation of evidence, that the facts alleged are true.

- g) The student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. If the student wishes to be represented by an attorney, a request must be presented not less than five days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request legal assistance. The college hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel, but shall not be a member of the panel, nor vote with it.
- h) Hearings shall be closed and confidential.
- i) Witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.
- j) The hearing shall be recorded by the college, either by tape recording or stenographic recording, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give statements. In the event the recording is by tape recording, the college hearing panel chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. Tape recording shall remain in the custody of the district, either at the college or the district office, at all times, unless released to a professional transcribing service. The student may request a copy (in writing) of the tape recording.
- k) All testimony shall be taken under

oath; the oath shall be administered by the college hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used, unless the witness is unavailable to testify. A witness who refuses to be tape-recorded is not available.

- l) Within five days following the close of the hearing, the hearing panel shall prepare and send to the president a written decision. The decision shall include specific factual findings regarding the allegation(s), and shall include detailed conclusions regarding whether any specific section of the standards of student conduct were violated. The decision shall also include a specific disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on matters outside of that record. The record consists of the original allegation(s), the written response, if any, of the student, and the oral and written evidence produced at the hearing.

#### .4 President's Decision

##### a) Long-Term Suspension

Within five days following receipt of the college hearing panel's recommended decision, the president shall render a final written decision. The president may accept, modify, or reject the findings, decisions, and recommendations of the college hearing panel. If the president modifies or rejects the college hearing panel's decision, the president shall review the record of the findings and conclusions, and shall prepare a new written decision, which contains specific factual findings and conclusions. The decision of the president shall be final.

##### b) Expulsion

Within five days following receipt of the college hearing panel's recommended decision, the president shall review their recommendation. The president may accept, modify, or reject the findings, decisions, and recommendations of the college hearing panel. If the president modifies or rejects the college hearing panel's

decision, the president shall review the record of the hearing, and shall prepare a new written decision, which contains specific factual findings and conclusions. The president's decision shall be forwarded to the board of trustees in cases in which the expulsion is upheld.

### .5 Board of Trustees Decision

- a) The Board of Trustees shall consider any recommendation from the president for expulsion at the next regularly scheduled meeting of the board after receipt of the recommended decision.
- b) The board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting. Any such request must be made, in writing, no less than five days prior to the date of the meeting. (Education Code Section 72122)
- c) The student shall be notified in writing, by registered or certified mail or by personal service, at least three days prior to the meeting, of the date, time, and place of the board's meeting. If delivery is refused, the recommendation will be submitted to the board, regardless of whether the student is present.
- d) The student may, within 48 hours after receipt of the notice, request that the hearing be held as a public hearing. Even if a student has requested that the board consider an expulsion recommendation in a public meeting, the board will hold any discussion that might be in conflict with the right of privacy of any student, other than the student requesting the public meeting, in closed session.
- e) The board may accept, modify, or reject the findings, decisions, and recommendations of the president. If the board modifies or rejects the decisions, the board shall review the record of the hearing, and shall prepare a new written decision, which contains specific factual findings and conclusions. The decision of the board shall be final.
- f) The final action of the board on the expulsion shall be taken at a

public meeting, and the result of the action shall be a public record of the district. (CA Ed. Code Section 72122)

## Student Due Process

### Student Rights and Grievances

According to Administrative Procedure 5530, the purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. A request for due process shall be filed with the Vice-President of Student Services. These procedures shall be available to any student who reasonably believes a college decision or action has adversely affected his or her status, rights or privileges as a student. The procedures shall include, but not be limited to, grievances regarding:

- Sex discrimination as prohibited by Title IX of the Higher Education Amendments of 1972
- Sexual harassment
- Financial aid
- Illegal discrimination
- Course grades, to the extent permitted by Education Code Section 76224(a), which provides: "When grades are given for any course of instruction taught in a community college District, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final."
- The exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120.

This procedure does not apply to:

- Student disciplinary actions, which are covered under separate Board policies and Administrative Procedures.
- Police citations (i.e. "tickets"); complaints about citations must be directed to the County Courthouse in the same way as any traffic violation.

### Student Right to Challenge Contents of Record

Administrative Procedure 5045 allows that any student may file a written request with the Superintendent/President

or designee to correct or remove information recorded in his or her student records that the student alleges to be: (1) inaccurate; (2) an unsubstantiated personal conclusion or inference; (3) a conclusion or inference outside of the observer's area of competence; or (4) not based on the personal observation of a named person with the time and place of the observation noted.

### Grade Changes

According to Administrative Procedure 4231, in any course of instruction in a California Community College District for which grades are awarded, the instructor of the course shall determine the grade to be awarded to each student. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetency. The removal or change of an incorrect grade from a student's record shall only be done upon authorization by the instructor of the course.

In the case of fraud, bad faith, or incompetency, the final determination concerning removal or change of grade will be reviewed by a three-faculty member peer review panel. The panel will consist of faculty who are outside the discipline area, examining methods of evaluations, making a determination on the correctness, good faith, and competency of the grade award by the instructor of the course, based on the Official Course of Record. If the panel determines that the process and criteria are fair and appropriate for the discipline and level of course, the grade stands. If the panel determines that the process and criteria were unfair and inappropriate for the discipline (instructor did not follow the Official Course of Record) then, the instructor will be asked to reevaluate the grade for all students enrolled in that term.

A final determination will be presented to the Vice President of Academic Affairs.

### Student Request for Change of Grade

Students who wish to appeal a final grade must do so within one year from the date the final grade was issued.

### Complaint Regarding Faculty

According to the faculty collective bargaining agreement, students are

encouraged to consult informally with the instructor for purposes of resolving complaints other than those involving complaints about discrimination or sexual harassment. (Please see the section on Discrimination/Sexual Harassment for more information about the procedures to be followed for complaints regarding discrimination or sexual harassment). If the difficulties are not resolved or the student does not wish to meet with the instructor, the student must meet with the dean of the division in which the instructor serves.

If there is a reasonable substance to the complaint, the supervisor will request that the complaint be put in writing, including the nature of the complaint and a summary of the substantiating evidence. An informal meeting between the faculty member and the complainant will be held to discuss the complaint and attempt to resolve the problem. If the complainant is not willing to meet with the faculty member, the complaint will be dropped. If the problem is not resolved to the satisfaction of all parties after the faculty member, complainant, and supervisor have met and conferred, a copy of the complaint may be placed in the personnel file of the faculty member.

If the immediate supervisor decides that further action is necessary, the complainant and faculty member will be notified of the recommended action. Within three working days following receipt of the immediate supervisor's decision, either party, if dissatisfied with the proposed solution of the complaint, may appeal to the vice president having jurisdiction. The vice president may conduct whatever investigation and consultation deemed necessary for an acceptable resolution to the complaint. A written decision shall be submitted by the district vice president within five working days following receipt of the appeal.

Either party, if dissatisfied, may appeal the vice president's decision to the college president.

### Discrimination/Sexual Harassment

In accordance with Board Policy 3410, it is the policy of Antelope Valley Community College District to maintain a learning and working environment that is free from discrimination on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental

disability, medical condition, marital status, sex, age, sexual orientation, or Vietnam era veteran's status, or because he or she is perceived to be in a protected category or associated with those in a protected category.



### Policy/Complaint Procedure

The policy regarding discrimination and sexual harassment as well as the Discrimination Complaint Form is available in the Office of Human Resources and Employee Relations.

Students or employees with complaints of discrimination, sexual harassment, Title IX violations, or Americans with Disabilities Act (ADA) matters involving Section 504 should direct them to the District Compliance Officer at (661) 722-6300 ext. 6311 .

Copies of the complaint procedure are available from the Office of Human Resources and Employee Relations.

The Vice President of Human Resources and Employee Relations, who serves as the District's Compliance Officer, is the administrator responsible for receiving complaints of discrimination based on age as well as disability, race, religion and sex, including sexual harassment.

Questions or concerns should be directed to:

Michael Shane Turner  
District Compliance Officer  
Antelope Valley College  
Office of Human Resources and  
Employee Relations  
3041 West Avenue K  
Lancaster, CA 93536-5426  
(661) 722-6300 ext. 6311

### Sex Discrimination

Sex discrimination is defined as the differential treatment of students and staff within the college community on the basis of sex in employment, educational programs and activities.

Sex discrimination examples in the treatment of students include, but are not limited to:

- Admissions.
- Access to programs and facilities.
- Vocational education.
- Physical education.
- Competitive athletics.
- Graduation requirements.

- Student rules, regulations and benefits.
- Treatment of married and/or pregnant students.
- Financial assistance.
- Extracurricular activities.
- Comments consistently targeted only at one gender.

Sexual harassment and/or sex discrimination and the associated behaviors as stated, but not limited to the examples, are unacceptable within the college environment and during any off-campus college-sponsored activities. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

This policy covers all individuals in the workplace. Antelope Valley College will not tolerate, condone, or allow sexual harassment and/or sex discrimination, whether engaged in by employees or non-employees who conduct business with the district. The district encourages reporting of all incidents of sexual harassment and/or sex discrimination, regardless of who the offender may be, or the offender's relationship to the district. Sanctions shall be taken against any student, employee, or non-employee conducting business with the district who engages in sexual harassment and/or sex discrimination.

### Sexual Harassment

#### Purpose of Policy

The purpose of the district's sexual harassment policy is to:

1. Prohibit and discourage any person in the work or education setting from sexually harassing any other person including students in the work or educational setting;
2. Provide a harassment-free work and educational environment;
3. Remedy in a speedy manner and consequences of sexual harassment;
4. Provide on-going education and awareness of the problem of sexual harassment; and,
5. Provide information about how to pursue claims of sexual harassment.

#### General Definitions

To be unlawful, gender-based harassment has to be pervasive and severe enough to alter the conditions of the victim's employment or educational environment. Trivial, isolated incidents will not necessarily create a hostile atmosphere. Moreover, the conduct

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generally must be repetitive, although when physical behavior is involved, a one-time occurrence sometimes will be sufficient.

Generally, sexual harassment occurs when unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature:

1. Is made either explicitly or implicitly a term or condition of an individual's education status or employment.
2. Is used as a basis for educational or employment decisions affecting such individual.
3. Creates an intimidating, hostile or offensive educational or working environment.

### *Specific Examples*

For the purpose of further clarification, sexual harassment includes but is not limited to:

1. Continuing unsolicited and/or unwelcome written, verbal, physical and/or visual contact with sexual overtones.

Written examples include, but are not limited to: suggestive or obscene letters, notes, invitations.

Verbal examples include, but are not limited to: derogatory comments, innuendoes, slurs, jokes, epithets.

Physical examples include, but are not limited to: assault, touching, impeding or blocking movement.

Visual examples include, but are not limited to: leering, gestures, display of sexually offensive objects or pictures, cartoons, or posters.

2. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment, however, this type of situation could create a hostile environment for others.)
3. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution. For example, within the work environment, either implying or actually withholding support for an appointment, promotion, or change of assignment; suggesting a poor performance evaluation will be prepared, or suggesting probation will be failed. Within the educational environment, either implying or

actually withholding grades earned or deserved; or suggesting a scholarship recommendation or college application will be denied.

4. Within the work environment, engaging in implicit or explicit coercive sexual behavior which is used to control, influence, affect the career, salary and/or work environment of another employee. Within the educational environment, engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the educational opportunities, grades and/or learning environment of a student.
5. Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.
6. A pattern of conduct that would cause discomfort and/or humiliate a reasonable person at whom the conduct was directed and that includes one or more of the following:
  - a. Unnecessary touching, patting, hugging, or brushing against a person's body.
  - b. Remarks of a sexual nature about a person's clothing or body; or remarks about sexual activity or speculations about previous sexual experiences.

### *General Provisions and Guidelines*

#### Charges/Complaints

1. Filing  
Charges/complaints should be in writing and shall be filed with the district compliance officer or designee. Any charge/complaint received, whether in writing or not, shall be investigated.
2. Content of Charge/Complaint  
The charge/complaint shall identify the offending person or persons; include reference to specific examples of offensive conduct, including dates, times and places; identify the remedy sought; and describe the informal efforts made to correct the situation.
3. Review and Disclosure of Charge/Complaint  
The district compliance officer or designee shall review the charge/complaint. As soon as reasonably possible after receipt of the charge/complaint, the student, employee, or

other person who is accused of sexual harassment will be informed of the contents of the charge/complaint.

#### 4. Time Limits

A charge/complaint shall be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known of the facts underlying the allegation of unlawful discrimination\*.

Reference: Education Code Sections 66250, et seq.; 87100, et seq. Title 5, Section 53000, et seq.

## Drug-Free Campus Policy

### Board Policy 3550

Be it resolved, that it is the policy of the Antelope Valley Community College District to maintain a drug-free campus. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in all buildings, property, facilities, service areas and satellite centers of the District.

Further, all students are required to comply with this policy as a condition of their continued enrollment and any student violating this policy will be subject to disciplinary action which may include suspension.

Students who need drug counseling or rehabilitation are encouraged to seek assistance for personal counseling in the Counseling Center.

## Campus Crime Awareness and Safety

Colleges and universities that receive federal funding are required by the Jeanne Clery Act to disclose information about crime occurring on and in the immediate vicinity of campus. Find Clery Act information at [www.securityoncampus.org](http://www.securityoncampus.org). AVC crime stats can be found online at <http://ope.ed.gov/security/> or [www.avc.edu](http://www.avc.edu). A copy of the yearly report can be requested from the AVC Campus Police.

California law requires that certain statutorily defined sex offenders notify community college law enforcement officials that they are present on campus in specific capacities. For further information regarding registration and compliance with Penal Code 290.01, see the Campus Police Department web page at [www.avc.edu](http://www.avc.edu).

## Adult Education Courses

Noncredit courses are designed to meet the special needs and capabilities of those students who do not desire or need to obtain unit credit. These courses provide remedial, developmental, skill-upgrade training and other general education opportunities. These courses and programs are further defined categorically under the State Education Code, Section 84711, whereby state funding is authorized for nine specific categories as follows: parenting; elementary and secondary basic skills; ESL; citizenship; programs for persons with substantial disabilities; short-term vocational programs; older adults; Family and Consumer Sciences; health and safety. See current offerings as listed in the class schedule. State Education Code is available at <http://ccr.oal.ca.gov> and in the Antelope Valley College Library.

## Community Services Offerings

Community Services Offerings do not receive state apportionment; therefore, a fee assessment is necessary in order for AVC to offer the courses. No credit or grade is given. See current offerings as listed in the class schedule.

**Refund policy:** No refunds will be made after the beginning of the first session of the class. A complete refund of fees will be made for classes cancelled by the college. Student-initiated refunds must be received by the Community Services Office no later than three working days prior to the beginning of the class or before any stated registration deadline. See the complete refund policy listed in the community education section of the class schedule.

## The Academic Senate (Title 5, Sections 53200-53206)

The Antelope Valley College Academic Senate represents the faculty, ensuring effective participation in the formation of college policies on academic and professional matters. The Antelope Valley College Academic Senate is composed of representatives of all academic divisions, academic support faculty and adjunct faculty. In addition, at-large representatives are elected by all full-time faculty, and a student delegate is appointed by the Associated Student Organization. There are four officers on

the Senate Executive Committee. The Senate meets bimonthly throughout the academic school year.

In accordance with the California Code of Regulations, the Board of Trustees consults collegially with the Academic Senate in the eleven areas of academic and professional matters specified by Title 5 either through:

- rely primarily (the advice and judgment of the Academic Senate)
- Curriculum, including establishing prerequisites.
- Degree and certificate requirements.
- Grading policies.
- Educational program development.
- Standards or policies regarding student preparation and success.
- Policies for faculty professional development activities.

### AND

mutual agreement (the governing board, or its designees, and Academic Senate shall reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations)

- College governance structures, as related to faculty roles.
- Faculty roles and involvement in accreditation processes.
- Processes for program review.
- Processes for instructional planning and budget development.
- Other academic and professional matters as mutually agreed upon.

## Academic Freedom Policy (Board Policy 4030)

The Academic Freedom policy of the Antelope Valley Community College District is part of the Antelope Valley College Faculty Collective Bargaining Agreement with the District (Article VII, Section 7.0, Academic Freedom).

Academic Freedom Policy:

Freedom of expression is a legal right protected by the Constitution of the United States. This right is especially important in the academy. Academic freedom in the pursuit and dissemination of knowledge in an educational environment shall be ensured and maintained. Such freedom shall be recognized as a right of all members of the faculty, whether of tenure or non-tenure rank.

To ensure this freedom, faculty shall not be subjected to censorship or discipline solely on the grounds that he or she has expressed opinions or views,

or provided access to opinions or views, which are controversial or unpopular. Antelope Valley College faculty have a special responsibility to insist that their institution does not yield to ephemeral passion or heavy community pressures to take hasty actions that may infringe on freedom of expression.

Faculty have responsibility to present the subject matter of their courses as announced to students and as approved by the faculty in their collective responsibility for the curriculum. However, since instructors are responsible for implementing the learning process, they therefore have the freedom to select materials, methods of application, and procedures in carrying out their job duties. A faculty member is also free to present and discuss subject matter in a practical and relevant format. In areas of controversy, one has the right to express an opinion related to subject matter, and an expression of differing points of view should be allowed and encouraged. Within and beyond the academic community, a faculty member is free to speak or write, as a citizen, without fear of institutional censorship or discipline.

A faculty member is entitled to freedom in research and in publication and shall have exclusive right to all materials, which are the product of that person's mind and talent, unless there is a mutually acceptable contract to the contrary.

If academic freedom of a faculty member is either impeded or brought into question, the code of ethics shall be consulted and the grievance policy shall be followed.

## Institutional Code of Ethics (Administrative Procedures 3050)

The employees of Antelope Valley Community College District are committed to providing a high quality learning environment to help our students successfully achieve their educational goals and objectives. To support this commitment, college employees adhere to the following standards of ethical and professional behavior related to their duties.

Antelope Valley Community College District employees:

- Are honest and accountable in all actions and activities.
- Demonstrate personal and

professional integrity in supporting the mission of the college.

- Are fair and respectful in all interactions with colleagues, students, and the public.
- Avoid conflicts of interest, or its appearance, between their obligations to the District and private business or personal commitments and relationships.
- Address issues and work with people without prejudice.
- Act within applicable laws, codes, regulations, and District policies and procedures.
- Respect the personal values, beliefs and behaviors of others.
- Maintain confidentiality regarding information about students or staff obtained in the course of their duties.
- Protect District assets.
- Maintain a working and learning environment free from harassment as defined by District policies.
- Maintain and enhance job effectiveness and competency through professional development.
- Respect the integrity and professionalism of administrators, faculty, staff and students.
- Make every reasonable effort to create an equal-access learning environment that will help students succeed.

7/10/06

### Intercollegiate Athletics

Antelope Valley College is committed to providing equal education opportunities in athletics for men and women. Both men and women may compete in intercollegiate basketball, cross-country, track and golf. Men may compete in baseball and football. Women may compete in soccer, softball, tennis and volleyball.

To be eligible for an intercollegiate sport, a student must be enrolled in a minimum of 12 units. To be eligible for the second season of the same sport, a student must pass a minimum of 24 units with a minimum 2.0 GPA between seasons of competition. Of these 24 units at least 18 shall be in course work counting toward an associated degree, remediation, transfer and/or certification. To be eligible for a second sport, a student must have a cumulative 2.0 GPA calculated from his/her first season of competition in any intercollegiate sport.

All student athletes are required to participate in the academic support program for athletes. The purpose of the program is to provide the student athlete with the support services necessary to achieve their educational objectives. Components of the program are: development of an individual educational program, attendance in study hall, assistance in scheduling of classes and registration, advisement on the rules that are pertinent to eligibility and transferability and monitoring academic performance.

### Student Newspaper

**722-6300 ext. 6496**

The *AVC Examiner* is the official student newspaper and Web site. Both publications are student-centric in that they are entirely managed and run by students, under the supervision of a faculty adviser.

The newspaper and Web site have three basic purposes: to provide an opportunity for the practical application of journalistic skills to students enrolled in college journalism classes; to serve as a medium for the dissemination of information of interest to the campus at large, including students, faculty, classified employees and the administration; and to foster a public relations medium between the college and the community.

### Transcripts/Enrollment Verification

Official transcripts may be requested in the Transcript Office or by mail. The Transcript Office, (661) 722-6300 ext. 6130, will provide information on current transcript fees or visit [www.avc.edu/student-services/transcripts](http://www.avc.edu/student-services/transcripts).

Enrollment verifications may be obtained at the Transcript Office. Requests will be processed on a first come, first served basis. Students must pay all fees associated with their enrollment before transcript and verification requests can be processed. Transcript and Verification services are not provided by e-mail or fax.

### Credit for Advanced Placement Exams (AP)

Examination	Score	Credit Granted	*AVC Course Equivalent
Art History	3, 4, 5	3 / 3	ART 101 / 102
Biology	3, 4, 5	4	BIOL 101 / 101L
Chemistry	3, 4, 5	5 / 5	CHEM 110 / 120
Computer Science:			
Computer Science A	3, 4, 5	3	CIS 111
Computer Science AB	3, 4, 5	3 / 3	CIS 111 / 113
Economics:			
Macroeconomics	3, 4, 5	3	ECON 101
Microeconomics	3, 4, 5	3	ECON 102
English:			
English Language and Composition	3, 4, 5	3	ENGL 101
English Composition and Literature	3, 4, 5	3 / 3	ENGL 101 / 102
French:			
French Language	3, 4, 5	5 / 5	FREN 101 / 102
French Literature	3, 4, 5	5 / 5	FREN 201 / 202
German:			
German Language	3, 4, 5	5 / 5	GER 101 / 102
German Literature	3, 4, 5	3 / 3	GER 201 / 202
Government & Politics:			
United States	3, 4, 5	3	POLS 101
Comparative Government	3, 4, 5	3	POLS 103
History:			
United States	3, 4, 5	3 / 3	HIST 107 / 108
European	3, 4, 5	3 / 3	HIST 101 / 102
World	3, 4, 5	3 / 3	HIST 104 / 105
Latin	3, 4, 5	5 / 5	LATN 101 / 102
Mathematics:			
Calculus AB	3, 4, 5	5	MATH 150
Calculus BC	3, 4, 5	5 / 5	MATH 150 / 160
Statistics	3, 4, 5	4	MATH 115
Music:			
Theory	3, 4, 5	3 / 2	MUS 151 / 153
Music Listening and Literature	3, 4, 5	3	MUS 101
Physics:			
Physics B	3, 4, 5	4 / 4	PHYS 101 / 102
Physics C (Mechanics)	3, 4, 5	5	PHYS 110
Physics C (Elect. & Mag.)	3, 4, 5	5	PHYS 120
Psychology	3, 4, 5	3	PSY 101
Spanish:			
Spanish Language	3, 4, 5	5 / 5	SPAN 101 / 102
Spanish Literature	3, 4, 5	5 / 5	SPAN 201 / 202

\*AP exams can be used to satisfy AVC General Education requirements.

\*AP exams can be used to satisfy CSU General Education Certification and IGETC requirements except "Critical Thinking."

\*Credit granting practices at UC campuses and other institutions may vary. Consult the appropriate catalog for clarification.

(This information is subject to change. Please check with a counselor for most current requirements.)

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### College Level Examination Program (CLEP)

Subject Examinations	Minimum Score For Credit	Credits Awarded (Semester)	AVC Course Equivalency**
Accounting, Introductory	50	4	ACCT 201
American Government*	50	3	POLS 101
American History I	50	3	HIST 107
American History II	50	3	HIST 108
Business Law, Introductory	50	3	BUS 201
Calculus with Elementary Functions	50	5	MATH 150
Chemistry, General	50	5 / 5	CHEM 110 / 120
College Algebra	50	4	MATH 130
College French, Levels 1 & 2			
Level 1, Second Semester	50	5 / 5	FREN 101 / 102
Level 2, Fourth Semester	62	5 / 5	FREN 201 / 202
College German, Levels 1 & 2			
Level 1, Second Semester	50	5 / 5	GER 101 / 102
Level 2, Fourth Semester	63	3 / 3	GER 201 / 202
College Spanish, Levels 1 & 2			
Level 1, Second Semester	50	5 / 5	SPAN 101 / 102
Level 2, Fourth Semester	66	5 / 5	SPAN 201 / 202
Information Systems & Computer Applications	50	3	CIS 141
Freshman English	50	3	ENGL 101
General Biology	50	4	BIOL 101
Human Growth Development*	50	3	PSY 235
Macroeconomics, Principles of*	50	3	ECON 101
Microeconomics, Principles of*	50	3	ECON 102
Management, Principles of	50	3	MGT 101
Marketing, Introductory	50	3	MKTG 101
Psychology, General*	50	3	PSY 101
Sociology, Introductory*	50	3	SOC 101
Western Civilization I:	50	3	HIST 101
Western Civilization II:	50	3	HIST 102
Mathematics	50	6	AVC/D(2)
Natural Sciences	50	6	AVC/A
Biological	50	3	AVC/A
Humanities	50	6	AVC/C
Analyzing and Interpreting Literature	50	6	AVC/C
Social Sciences & History	50	6	AVC/B

\* Essay required for credit at Antelope Valley College.

\*\*The UC does not grant credit for any CLEP exams. CLEP exams may NOT be used to satisfy CSU G.E. requirements. However, the application of CLEP credit to major requirements can vary from campus to campus. Check the appropriate catalog.

(This information is subject to change. Please check with a counselor for most current requirements.)