



2014 | 2015 CATALOG

ENRICHING LIVES | BUILDING FUTURES





ANTELOPE VALLEY COLLEGE

2014-2015 Catalog

Antelope Valley Community College District
(661) 722-6300 • www.avc.edu

Antelope Valley College
3041 West Avenue K • Lancaster, CA 93536

Palmdale Center
1529 East Palmdale Boulevard • Palmdale, CA 93550

2 Antelope Valley College

Accredited By:

Antelope Valley College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 3402 Mendocino Avenue, Santa Rosa, CA 95403, (707) 569-9177, an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education. Reaffirmed Fall 2010.

Approved By:

California Community College Board of Governors
Office of Private Postsecondary Education for Training of Veterans
Board of Vocational Nursing and Psychiatric Technicians
Commission on Accreditation for Respiratory Care
Joint Review on Education in Radiologic Technology

College Reading and Learning Association
United States Immigration Service
Federal Aviation Administration
Board of Registered Nursing

A Member Of:

California Community and Junior College Association

Tri-Valley Alliance Consortium

Adopted Policy:

The Board of Trustees of Antelope Valley College has adopted the following statement pertaining to open enrollment and participation in classes: "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 regulations contained in Title 5 Section 51006 of the California Code of Regulations."

Nondiscrimination Policy and Complaint Procedure

The Antelope Valley Community College District does not discriminate 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 in any of its education policies, procedures, programs or practices as mandated by various state and federal laws including Title VI and VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act of 1967, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1990, Americans with Disabilities Act of 1990, California Fair Employment and Housing Act and California Education Code.

This nondiscrimination policy covers admission, access and treatment in district programs and activities, including but not limited to academic admission, financial aid, educational services and athletics, and application for employment. In compliance with California Education Code Section 87100 et seq., the district is an equal employment opportunity employer. Information on equal opportunity policies, grievance procedures covering discrimination complaints, or the filing of grievances may be obtained from these individuals:

Re: Limited English Proficiency Counselor

Contact:

Luis Echeverría, Counselor
Counseling Department, Student Services Building
3041 West Avenue K, Lancaster, California 93536-5426
(661) 722-6300 ext. 6338

Re: Title IX, Discrimination, Sexual Harassment

Americans with Disabilities Act (ADA), Section 504
Equal Employment Opportunity

Contact:

Mark Bryant, District Compliance Officer
Human Resources Office, Administration Building
3041 West Avenue K, Lancaster, California 93536-5426
(661) 722-6300 ext. 6311

The college recognizes its obligation to provide overall program accessibility throughout the college for handicapped persons. Contact the District Compliance Officer regarding ADA/Section 504 concerns to obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by handicapped persons.

Antelope Valley Community College District does not discriminate on the basis of disability in admission to, access to, or operation of its instruction, programs, services, or activities, or in its hiring and employment practice. The college provides reasonable accommodation to facilitate the participation of covered individuals with disabilities.

Questions, concerns, complaints and requests for reasonable accommodation or additional information may be forwarded to the District Compliance Officer located in the Administration Building; the office is open Monday through Friday, 8 a.m. to 4:30 p.m., (661) 722-6300 ext. 6311 or ext. 6360 (voice/relay).

The lack of English language skills will not be a barrier to admission and participation in the college's vocational education programs. People with a background in a language other than English may obtain assistance regarding programs and services by contacting the limited English proficiency counselor in the Student Services Building. Appointments may be scheduled by calling (661) 722-6300 ext. 6338.

Inquiries regarding federal laws and regulations concerning nondiscrimination in education or the district's compliance with those provisions may also be directed to:

Office for Civil Rights (OCR)
U.S. Department of Education
50 Beale Street, Suite 7200
San Francisco, California 94105
Phone: (415) 486-5555
www.ed.gov/about/offices/list/ocr/docs/howto.html

Acreditado Por:

El Colegio Comunitario de Antelope Valley está acreditado por la Comisión de Acreditación para Junior Colleges y Colegios Comunitarios de la Asociación Occidental de Escuelas y Universidades, 3402 Mendocino Avenue, Santa Rosa, CA 95403, (707) 569-9177, una entidad institucional de acreditación reconocida por la Comisión de Reconocimiento para Acreditación Postsecundaria, y el Departamento de Educación de los Estados Unidos. Reafirmado en el otoño del 2010.

Aprobado Por:

California Community College Board of Governors	College Reading and Learning Association
Office of Private Postsecondary Education for Training of Veterans	United States Immigration Service
Board of Vocational Nursing and Psychiatric Technicians	Federal Aviation Administration
Commission on Accreditation for Respiratory Care	Board of Registered Nursing
Joint Review on Education in Radiologic Technology	

Socio De:

California Community and Junior College Association	Tri-Valley Alliance Consortium
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Política Adoptada:

La junta directiva de Antelope Valley College ha adoptado la siguiente declaración referente a la matrícula abierta y la participación en clases: “Se ha resuelto, que la política del Distrito sea, a menos que esté específicamente exenta por ley o regulación, que cada curso, sección de curso, o clase, reportada al estado para ayuda financiera, y que cuando el Distrito la ofrezca y la mantenga, deberá estar completamente disponible para que cualquier persona que haya sido admitida al College y que cumpla con los pre-requisitos como han sido establecidos conforme a las regulaciones contenidas en el Título 5 Sección 51006 del Código de Regulaciones de California.”

Norma Contra la Discriminación y Procedimiento de Agravio

El Distrito del Colegio Universitario de la Comunidad de Antelope Valley no discrimina por motivos de raza, credo religioso, color, nacionalidad original, linaje ancestral, discapacidad física, discapacidad mental, condición médica, estado civil, sexo, edad, orientación sexual, o condición de ex-combatiente de la guerra de Vietnam en ninguna de sus políticas educacionales, procedimientos, programas o prácticas según lo disponen diversas leyes estatales y federales incluyendo el Título VI y el Título VII de la ley de Derechos Civiles de 1964, la ley contra la Discriminación de empleo por Motivos de Edad de 1967, el Título IX de las Enmiendas Educativas de 1972, el Artículo 504 de la ley de Rehabilitación de 1990, la ley para Estadounidenses con Discapacidades de 1990, la ley de Equidad en el Empleo y la Vivienda, y el Código Educacional de California.

Esta norma contra la discriminación abarca la admisión, el acceso, y el trato en los programas y actividades del distrito, incluyendo pero no limitados a, admisión académica, asistencia económica, servicios de educación y atletismo, y solicitudes de empleo. En cumplimiento con el Código Educacional de California, sección 87100 et seq., el distrito es un empleador que ofrece igualdad en las oportunidades de empleo. Información acerca de las políticas referentes a la igualdad de oportunidades, procedimientos de agravio que abarquen denuncias de discriminación, o la presentación de agravios, puede ser solicitada a estas personas:

Re: Dominio Limitado del Idioma Inglés

Contáctese con:

Luis Echeverría – Consejero
Departamento de Consejería, Edificio de Servicios Estudiantiles
3041 West Avenue K, Lancaster, California 93536-5426
(661) 722-6300 ext. 6338

Re: Título IX, Discriminación, Acoso Sexual,
Americanos con Discapacidades (ADA), Sección 504,
Igualdad para Oportunidades de Empleo

Contáctese con:

Mark Bryant, Oficial de Conformidad del Distrito
Oficina de Recursos Humanos, Edificio Administrativo
3041 West Avenue K, Lancaster, California 93536-5426
(661) 722-6300 ext. 6311

El colegio universitario reconoce su obligación de brindar a las personas discapacitadas un acceso general a sus programas en todos sus establecimientos. Para obtener información acerca de la existencia y ubicación de servicios, de actividades e instalaciones que sean accesibles y puedan ser utilizadas por personas discapacitadas, o otros temas concernientes con la ley ADA/ Artículo 504, puede comunicarse con el Oficial de Conformidad del Distrito.

El Distrito del Colegio Universitario de la Comunidad de Antelope Valley no discrimina por motivos de discapacidad en la admisión, el acceso y ejercicio de la instrucción, programas, servicios, o actividades, o en sus procedimientos de contratación y empleo. El colegio universitario ofrece adaptaciones razonables en sus funcionamientos con el fin de posibilitar la participación de las personas discapacitadas que estén cubiertas bajo la ley.

Si tiene preguntas, inquietudes, quejas, o solicitudes de adaptación razonable o información adicional, puede comunicarse con el Oficial de Conformidad del Distrito. Su oficina se encuentra en el edificio de Administración, está abierta de Lunes a Viernes de 8:00 a.m. hasta las 4:30 p.m., y el número de teléfono es (661) 722-6300 ext. 6311 (voz) o ext. 6360.

La carencia de aptitud en el idioma Inglés no constituirá un obstáculo para la admisión y participación en los programas educativos vocacionales del colegio universitario. Las personas cuyo idioma principal no sea el Inglés pueden obtener asistencia con respecto a nuestros programas y servicios comunicándose con el consejero para el dominio limitado del idioma Inglés en el edificio de Servicios Estudiantiles (SSV). Pueden concertarse citas por teléfono llamando al número (661) 722-6300 ext. 6338.

Si tiene inquietudes con respecto a leyes y reglamentos federales referentes a la no-discriminación en la educación o al cumplimiento del distrito con dichas disposiciones, también puede comunicarse con:

Office for Civil Rights (OCR) (Oficina de Derechos Civiles)
U. S. Department of Education (Ministerio de Educación de EE.UU.)
50 Beale Street, Suite 7200
San Francisco, California 94105
Teléfono: (415) 486-5555
www.ed.gov/about/offices/list/ocr/docs/howto.html

President's Welcome

2014-2015

From its humble beginnings in a classroom at Antelope Valley Joint Union High School in 1929 with an enrollment of 20 students, Antelope Valley College has grown to a campus of over 135 acres with an enrollment of 14,000 students. Celebrating its 85th Anniversary has gained a national reputation for its service to the community and industry. Today, the college offers 74 degree and certificate programs, training opportunities for career enhancement, basic skills instruction, and lifelong learning opportunities.



The ongoing generosity of the community has provided for the college state-of-the-art facilities. Among the additions are the Health and Science Building, Performing Arts Center, Maintenance and Operations Building, and renovation and expansion of our athletic complex. Successful grant applications, especially for support of Science, Technology, Engineering and Math, also known as the STEM disciplines, has augmented facilities on campus; supported our expansion of offerings at the college's Palmdale Center; and established an engineering collaborative with California State University, Long Beach.

The contemporary curriculum offerings of the college prepare students for transfer to prestigious four-year colleges and universities in the University of California system, the California State University system, and outstanding private institutions such as the University of Southern California, Brigham Young University, and Stanford University. For example, the University of California, Los Angeles (UCLA) accepts large numbers of the Antelope Valley College Honors Program students enrolled in the Transfer Alliance Program (TAP). Additionally, the college boasts outstanding offerings in the Visual and Performing Arts and Intercollegiate Athletics.

Further, throughout its history, the college has maintained strong partnerships with business and industry in the Antelope Valley, developing programs of study to ensure entry into professional careers in fields such as public safety, health sciences, aviation, business, and engineering. These strong ties to local industry also ensure workplace opportunities for our graduates in the technical trades, among them, aviation, automotive, manufacturing and fabrication, electronics and welding.

Antelope Valley College is a very special place that prides itself on the professionalism and expertise of its administration, faculty and staff. Every employee of the college is dedicated to your success as a student at the college, and as a citizen in your community. I have every confidence you will find your time at Antelope Valley College to be well-spent and enriching.

On behalf of the Board of Trustees of Antelope Valley College, and the entire college community: Welcome. Thank you for choosing to share your collegiate experience with us. We stand ready to support your personal journey to achieving your goals.

Ed Knudson
Superintendent/President

Board of Trustees

Mr. Jack Seefus	President
Mr. Lew Stults	Vice-President
Mr. Steve Buffalo	Clerk
Mr. Michael Adams	Member
Ms. Barbara Gaines	Member
Mr. Christopher Dundee	Student Representative

Administration

Mr. Ed Knudson	Superintendent/President
Dr. Bonnie Suderman	Assistant Superintendent/Vice-President Academic Affairs
Dr. Erin Vines	Assistant Superintendent/Vice-President Student Services
Mr. Mark Bryant	Assistant Superintendent/Vice-President Human Resources and Employee Relations
Mr. Newton Chelette	Academic Dean
Dr. Karen Cowell	Academic Dean
Dr. Charlotte Forte-Parnell	Academic Dean
Dr. L. Tom O'Neil	Academic Dean
Dr. Leslie Uhazy	Academic Dean
<i>position vacant</i>	Dean Counseling and Matriculation
Ms. LaDonna Trimble	Dean Enrollment Services
Dr. Meeta Goel	Dean Institutional Effectiveness, Research and Planning
Dr. Jill Zimmerman	Dean Student Life
Ms. Diana Keelen	Executive Director Business Services
Mr. Doug Jensen	Executive Director Facilities Services
Mr. Richard Shaw	Executive Director Information Technology Services
Ms. Bridget Razo	Executive Director Institutional Advancement and Foundation
Ms. Elizabeth Diachun	Executive Director Marketing and Public Information
Ms. Dawn McIntosh	Director Auxiliary Services
Mr. Tim Wiley	Director CalWORKs
Dr. Katarina Orlic-Babic	Director Child Development Center
<i>position vacant</i>	Director Financial Aid
<i>position vacant</i>	Director Human Resources
Ms. Ann Steinberg	Director Job Placement
Dr. Louis Lucero	Director Office for Students with Disabilities
Ms. Sharon Dalmage	Director Palmdale Center
Mr. Terry Cleveland	Director Risk Management and Environmental Health
Ms. Michelle Hernandez	Director Student Activities and Community Outreach
Mr. Gary Roggenstein	Director Student Services and Extended Opportunity Programs & Services
Ms. Linda Noteboom	Director STAR
Ms. Katherine Mergliano	Manager Computer Systems
Ms. Debbie Clark-Hackenberg	Supervisor Accounting/Budget
Mr. Douglas Toms	Supervisor Custodial
Ms. Debra Smith	Supervisor Food Service
Mr. Ken Mercado	Supervisor Grounds
Mr. Daniel Owens	Supervisor Maintenance

6 Divisions

ACADEMIC AFFAIRS - DR. BONNIE SUDERMAN, VICE-PRESIDENT

NEWTON CHELETTE, DEAN

Activity Kinesiology
Adaptive Physical Education
Art
Athletic Training
Dance

Digital Media
Film and Television
Health Education
Intercollegiate Athletic Program
Music

Music - Commercial
Photography/Commercial Photography
Recreational Leadership
Theatre Arts

DR. KAREN COWELL, DEAN

Accounting
Aeronautical and Aviation Technology
Air Conditioning and Refrigeration
Aircraft Fabrication and Assembly
Auto Body
Automotive Technology
Business
Clothing and Textiles - Fashion Design
Computer Applications
Computer Information Science

Drafting/Computer Aided Design
Electrical Technology
Electronics Technology
Emergency Medical Technology
Engineering
Fire Technology
Home Health Aide
Interior Design
Management
Marketing

Medical Assisting
Nutrition and Foods
Office Technology
Radiologic Technology
Real Estate
Registered Nursing
Respiratory Care
Sheriff's Academy
Vocational Nursing
Welding

DR. CHARLOTTE FORTE-PARNELL, DEAN

Basic Skills
Communication Studies
Deaf Studies/Interpreting
Distance Education

English
English as a Second Language
Foreign Languages
Journalism

Learning Assistance
Learning Center
Reading
Student Success Center

DR. L. TOM O'NEIL, DEAN

Administration of Justice
Anthropology
Child and Family Education
Child Development Center
Corporate and Community Services
Economic Development

Economics
Education
Family and Consumer Sciences
History
Palmdale Center

Philosophy
Political Science
Psychology
Sociology
Work Experience

DR. LESLIE UHAZY, DEAN

Agriculture/Park Landscape Mgt.
Anatomy
Astronomy
Biology
Botany

Chemistry
Earth Science
Geography/GIS
Geology
Mathematics

Microbiology
Physical Science
Physics
Physiology
Water Treatment

STUDENT SERVICES - DR. ERIN VINES, VICE-PRESIDENT

COUNSELING & MATRICULATION — VACANT

Enrollment Services	Extended Opportunity Programs & Services (EOP&S)	
CalWORKs	Human Development	Office for Students with Disabilities (OSD)
Career/Transfer Center	Matriculation	S.T.A.R.
Counseling Services		

ENROLLMENT SERVICES — LADONNA TRIMBLE, DEAN

Academic Records	Audit/Credit by Examination	Graduation
Admissions and Records	Enrollment Management	Transcripts
Athletic Verification	Extenuating Circumstances Petition	

STUDENT LIFE — DR. JILL ZIMMERMAN, DEAN

Associated Student Organization	International Student Program	SOAR High School
Commencement	Job Placement	Student Activities
Financial Aid	Outreach/Information and Welcome Center	Veteran's Affairs Program
Student Health Services		

Philosophy

Antelope Valley Community College District is a comprehensive community college in the California Community College System dedicated to providing services to a broad range of students with a variety of educational goals. The district is dedicated to providing educational programs and services as expressed in the California Master Plan for Higher Education. Likewise, the district is committed to equal educational opportunity and reinforces that commitment through a program of active affirmation of diversity.

Antelope Valley Community College District is dedicated to meeting the dynamic needs of a changing community. The district addresses the educational needs of a diverse and evolving population. The district recognizes that it is uniquely capable of responding to the requirements of regional business, industry and public service, as well as the social and cultural needs of the Antelope Valley.

Antelope Valley Community College District affirms the rights of the individual and respects human dignity. The programs and activities offered foster the individual's ability to think clearly, critically, and independently to meet the demands of an increasingly complex society. The student is the primary concern of the Community College District. The curriculum, activities, and services are designed to help students understand their physical, cultural, ethnic, and social environment. The preservation of academic freedom provides an environment in which students and faculty can examine ideas freely. 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, of all administrative officers, and of all students.

This philosophy is reflected in the curriculum, the student-faculty relationships, the services and resources, and the policies of the Antelope Valley Community College District.

Mission

Antelope Valley Community College District provides a quality comprehensive education to a diverse community of learners by placing student success and student-centered learning as our

number one priority through high quality educational standards and innovative programs and services in a professional, team-driven environment.

We are committed to student success, offering value and opportunity to all members of our community.

We offer:

Associate Degree Programs

Associate degree programs comprised of general education courses, proficiency requirements, designated courses in a specific major or area of emphasis. Associate degrees provide students with “the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding.”

Career Technical Programs

Certificate and degree programs comprised of “essential career technical instruction” in a variety of business, technical, and occupational courses designed to enhance students' knowledge and skills leading to employment, career advancement, certification, and state or federal licensure. We award both Chancellor's Office approved Certificates of Achievement and locally approved Certificates of Proficiency.

Transfer/General Education Courses

Transfer/general education courses in communication and critical thinking, the physical and biological sciences, arts and humanities, social and behavioral sciences, and technical education. Completion of these courses allows students to fulfill degree requirements or enroll in upper division courses and programs at accredited four-year institutions through our articulation agreements.

Basic Skills Courses

Basic skills courses in reading, writing, mathematics, English as a Second Language, and learning and study skills. These courses offer students essential foundation skills that are necessary for success in college-level, degree-applicable courses.

Student Support and Instructional Support

A variety of services in academic, career, and personal counseling; in library instruction and course support;

in learning assistance. These services support the needs of students in pursuing and achieving their educational goals.

Workforce Preparation and Economic Development

Workforce programs, job preparation courses (non-degree applicable), and a variety of services that contribute to the educational and economic well being of the community.

Personal Enrichment and Professional Development

Community service offerings, non credit, not-for-credit classes and services that develop the knowledge, skills, and attitudes necessary for students to be effective members of the community. These classes enhance the community's social, cultural, and economic well being. Non-credit course offerings may lead to a Certificate of Completion and/or Certificate of Competency.

Institutional Learning Outcomes (ILOs)

Antelope Valley College recognizes the significance and value of instilling in students what they must possess upon their departure from community college.

- **Analyze diverse perspectives from a variety of disciplines and experiences that contribute to the development of self-awareness.**
- **Value and apply lifelong learning skills required for employment, basic skills, transfer education, and personal development.**
- **Demonstrate a breadth of knowledge and experiences from the humanities, social and behavioral sciences, arts, natural sciences, and mathematics.**
- **Solve problems using oral and written communication, critical thinking and listening skills, planning and decision-making skills, information literacy, and a variety of technologies.**
- **Demonstrate good citizenship and teamwork through respect, tolerance, cultural awareness, and the role of diversity in modern society.**
- **Identify career opportunities that contribute to the economic well being of the community.**

Vision

To provide quality education that enriches lives and builds futures.

Governance

AVC is a public community college which operates under the Board of Trustees of the Antelope Valley Community College District.

History

Antelope Valley College held its first classes on Sept. 10, 1929 as an extension of Antelope Valley Joint Union High School in Lancaster. Then known as Antelope Valley Junior College, the college was established by high school officials as a way to provide local residents with access to the first two years of a college education in what was then a remote, rural area.

The average daily attendance at the college was 13 during the 1929-30 school year. The stock market crash in October 1929 and subsequent Great Depression led to challenging times for the new college.

Alfalfa farmers in the area were hard hit by the Great Depression. The college suffered serious financial difficulties as teachers took pay cuts to keep the tiny college viable.

The college shared classrooms on the high school campus where the existing Antelope Valley High School stands.

In June 1931, Aubrey Byron Chase became the first graduate of the college. He went on to become a military chaplain and a Baptist minister.

Average daily attendance (ADA) at the college reached 100 by 1939. However, with the outbreak of World War II, attendance plummeted to the same level as the first year of the college. There were pressures to close the college, yet trustees and staff held out through the war years.

Enrollment began to grow steadily after the end of the war, partly due to the GI Bill of Rights that provided higher education opportunities to veterans and partly because Antelope Valley began developing an aircraft industry.

The college launched its first vocational programs as it moved toward becoming the comprehensive community college it is today.

Another milestone in the development came in 1957 when Dr. Lowell F. Barker was hired as the college's first president – a break from directors who oversaw the college prior to that time.

Groundbreaking was held in

September 1959 for a new college campus on 110 acres at Avenue K and 30th Street West. The new campus – designed to accommodate 1,500 students -- opened two years later.

Officials realized it was time to pull away from the high school governance structure. In December 1961, local voters approved creation of a separate community college district. In another election in spring 1962, voters elected the first board of trustees to govern the college district: Ross Amspoker, Louis Massari, Charlotte R. Rupner, Glen Settle and Chester Wolowicz.

July 1, 1962 marked the official start of the new college district.

The college continued to grow, as did the surrounding community. In the 1970s, the campus added a blackbox theater, music building, consumer education building and arts building surrounding what is known as the Fine Arts Quad. Other buildings were added on the north side of the campus to accommodate technical programs such as automotive technology, welding and electronics.

As student enrollment grew at the college during the 1980s, officials secured state money in the early 1990s for construction of a new library in the heart of the campus, along with an administration building.

More construction followed including a Child Development Center, two-story Applied Arts Building, three-story Business Education Building, and Technical Education Building.

The college expanded its size to approximately 135 acres through land purchases.

AVC began to host upper division and graduate level programs offered by California State University, Bakersfield. California State University, Bakersfield-Antelope Valley now has its own satellite campus at AVC's Lancaster campus.

AVC responded to the needs of south valley residents by establishing a Palmdale site, currently at 1529 E. Palmdale Blvd., Palmdale. Approximately 2,000 students are served at the Palmdale Center.

Overall enrollment at Antelope Valley College is approximately 16,000 students.

Officials continue to expand and update labs and classrooms to serve students. The Performing Arts Theatre opened in 2011. The 107,000 square foot, state of the art, Health and Science Building followed

in 2012. Planning continues for the next phases of construction and expansion.

Demographics and Description

The Antelope Valley Community College District consists of 1,945 square miles of semiarid terrain located north of the mountains that separate Antelope Valley from the Los Angeles basin. The college district includes 40 percent of the land mass of Los Angeles County, as well as a small section in the southwestern part of Kern County.

Major residential centers in the valley include the incorporated cities of Lancaster and Palmdale, and the smaller communities of Quartz Hill, Antelope Acres, Rosamond, Littlerock, Pearblossom, Acton, Sun Village and Lake Los Angeles. Residential areas such as Leona Valley, Green Valley, Lake Hughes and Lake Elizabeth exist in outlying regions.

For the first half of the 20th century, the basic industry of Antelope Valley was agriculture. By the late 1950s, aircraft and aerospace industries began to dominate the economy. The region's dry climate and high percentage of sunny days make it an ideal location for aircraft manufacturing and testing.

There are two principal centers of the aircraft industry. One center is located at Plant 42. The other is at Edwards Air Force Base, located outside the Antelope Valley Community College District, but a significant percentage of civilian employees live within the district.

A large portion of the valley's population also commutes to jobs in the Los Angeles basin.

The college itself contributes directly to the economic health of Antelope Valley, with 850 employees. Their combined income is more than \$30 million, and they spend most of it locally.

AVC's student body consists of a wide range in ages—from teenagers to senior citizens, with the average age of 27. Women make up the majority of the student body with 60 percent of the population. In fall 2007, 13,597 students attended AVC.

Degrees and Programs

AVC offers Associate in Science and Associate in Arts Degrees for both transfer and non-transfer students. Per

SB 1440, AVC also offers Associate in Science for Transfer and Associate in Arts for Transfer Degrees. Technical, trade, business, health sciences, and service programs are offered for the occupational student.

Instructional Programming

Regular Session: AVC operates on the semester system with the academic year divided into a fall and spring semester of approximately 16 weeks each. Although the majority of classes contained in the catalog are semester courses, there are a certain number of short-term courses available each semester. Several weeks prior to each semester, an online class

schedule is available at www.avc.edu.

Intersession: AVC operates an intersession each year between the fall and spring semesters. The maximum unit load for a student during the intersession is six semester units.

Summer Session: AVC operates a summer session each year. The maximum unit load for a student during the summer session is nine semester units. Several training and recreational programs have been sponsored or cosponsored by AVC as special features of the summer session.

Evening and Saturday Classes: Many of the same college-level classes that are offered during the day are also offered in the evening and on Saturdays

in all academic fields, business, technical, vocational and semiprofessional areas. Also offered are courses and programs other than those available in the weekly, daytime schedule: namely, offerings of a community service nature, courses for adults, and classes designed to provide training for persons employed during daytime hours. The college is committed to the same high quality of instruction in the evening and Saturday courses as those that are offered during the day. Evening classes are courses scheduled to begin at or later than 4:30 p.m.

Fall 2014 Academic Calendar

Registration	Consult enrollment dates at www.avc.edu
Semester begins.....	August 18
*Last day to Add (full-term courses)	In Person - August 29.....On Web - September 1
*Last day to drop with refund (full-term courses)	In Person - August 29.....On Web - September 1
Labor Day (College closed)	September 1
Last day to drop without a "W" (full-term courses)	September 1
Last day to submit Petition for Credit by Exam.....	September 12
Last day to elect pass/no pass (credit/no credit) option	August 29
Last day to drop with a "W" (full-term courses).....	November 7
Veteran's Day (College closed).....	November 11
Priority filing date for Spring 2015 Graduation	October 15
Priority filing date for Summer 2015 Graduation application	November 15
Thanksgiving (College closed)	November 27
Local Holiday	November 28-29
Semester ends.....	December 6

Intersession 2015 Academic Calendar

Registration	Consult enrollment dates at www.avc.edu
Semester begins.....	January 5
*Last day to Add	To be determined
*Last day to drop with refund (full-term courses)	To be determined
Last day to submit Petition for Credit by Exam.....	No challenge exams available during intersession
Last day to elect pass/no pass (credit/no credit) option	To be determined
Last day to drop without a "W" (full-term courses)	To be determined
Dr. Martin Luther King Jr. Day (College closed).....	January 19
Last day to drop with a "W" (full-term courses).....	To be determined
Semester ends.....	February 7

Spring 2015 Academic Calendar

Registration	Consult enrollment dates at www.avc.edu
Semester begins.....	February 9
Lincoln's Day (College closed).....	February 13
Local Holiday.....	February 14
Washington's Day (College closed).....	February 16
*Last day to Add	In Person - February 20 On Web - February 22
*Last day to drop with refund (full-term courses)	In Person - February 20 On Web - February 22
Last day to drop without a "W" (full-term courses)	February 22
Last day to submit Petition for Credit by Exam.....	March 6
Last day to elect pass/no pass (credit/no credit) option	February 20
Spring Break (No classes).....	April 6-11
Priority filing date for Fall 2015 Graduation.....	April 15
Last day to drop with a "W" (full-term courses).....	May 8
Memorial Day (College closed).....	May 25
Semester ends.....	June 5
Graduation.....	June 5

Summer 2015 Academic Calendar

Registration	Consult enrollment dates at www.avc.edu
Semester begins.....	June 15
*Last day to Add	In Person - To be determined On Web - To be determined
*Last day to drop with refund (full-term courses)	In Person - To be determined On Web - To be determined
Last day to submit Petition for Credit by Exam.....	No challenge exams available during summer
Last day to elect pass/no pass (credit/no credit) option	To be determined
Last day to drop without a "W" (full-term courses)	To be determined
Independence Day (College closed).....	July 3
Local Holiday	July 4
Last day to drop with a "W" (full-term courses).....	To be determined
Semester ends.....	August 7

*Some course dates differ from date posted

WELCOME TO ANTELOPE VALLEY COLLEGE

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Notice:

Antelope Valley College reserves the right to change or delete without notice any of the materials, information, requirements, regulations published in this catalog. The catalog is not to be regarded as a contract between the College and the students.

Eligibility for Admission, Regular Status

Academic Eligibility: All high school graduates are eligible for admission to Antelope Valley College.

All 16 and 17 year old students who have not graduated from high school may apply to take the examination for a "Certificate of Proficiency." If the student successfully passes the exam, the State Board of Education will award a certificate of proficiency, which authorizes the holder to enroll at Antelope Valley College on the same basis as high school graduates. For exam information go to <http://www.chspe.net>.

A non-high school graduate 18 years of age or older, who is capable of profiting from the instruction offered, is eligible for admission to Antelope Valley College (State Education Code Section 76000, amended, effective 1/1/91). State Education Code is available at <http://ccr.oal.ca.gov> and in the Antelope Valley College library.

Admissions applications are submitted through the web using OpenCCCApply online admissions application at www.avc.edu. New students must submit an application prior to registration. Returning students that have not attended for more than one year must submit a new application prior to registration. Spanish admission applications are available in Admissions and Records and the Welcome Center and at www.avc.edu.

Special Admittance of Minor Students:

Advanced Academic and Vocational Education

Students presently in K-12 grade level who have not yet received a high school diploma, California proficiency or GED and are under the age of 18 may, with college approval, enroll at Antelope Valley College. Students must consult their school guidance office and obtain permission from their school principal or designee and parent or guardian. For further criteria and forms contact Admissions and Records or www.avc.edu. State and Federal law states that parents of community college students **do not** have a right of access to their children's student records, regardless of age. Board of Governors Fee Waivers (BOGFW) are available to students, but

no other form of financial aid is available for students who are specially enrolled.

Eligibility for International Students

International students planning to apply for admission with a F-1 student visa must provide official TOEFL (Test of English as a Foreign Language) score unless English is the student's native language, received a high school diploma from the United States, or has completed English 101 at a regionally accredited institution (official transcript). A TOEFL score of 45 on the internet-based (iBT) testing or 450 on the paper based testing is required. In addition, a sponsor or the student must submit an original bank statement proving financial capability. No financial aid is available for international students with the exception of scholarships. Deadlines for scholarship applications are available from Financial Aid. Health insurance is mandatory for all international students prior to the start of your first term at Antelope Valley College.

For more information on requirements for admission of international students, please call (661) 722-6300, ext. 6342.

Residence Eligibility

A student whose legal residence is within the State of California will be required to pay a per-unit enrollment fee.

You are considered a California resident for tuition purposes if:

1. You have lived in California for at least one year and one day prior to the residency determination date (the first day of the semester you plan to attend), and
2. You can prove you intend to stay in California.

Students who do not meet these requirements will be classified as non-residents and will be required to pay nonresident fees. **Nonresident students pay both the \$46 per unit enrollment fee and the \$190 per unit nonresident tuition.** NOTE: The per unit enrollment fee may change without notice, subject to mandates issued by the State of California.

Military members that live in California while on active duty will be classified as residents of California for tuition purposes.

(See pages 20–21 for Glossary of Terms.)

Military members who are not California residents at the time of discharge from the service but have been stationed in California for more than one year will also be classified as California residents for a one-year period from the date they are released from the service. After the one-year period, residency classification for such individuals will be evaluated based on California residency requirements for tuition purposes.

Family members of active duty military personnel who are not California residents but who are being sponsored by an active duty military member stationed in California will be classified as California residents for a one-year period from the date of entry into California. After the one-year period, residency classification for family members will be evaluated based on California residency requirements for tuition purposes. Family members will be reclassified as nonresidents if they do not meet the California residency requirements.

Evaluation of Transcripts

Transcripts received from other schools which a student has attended will be examined at the time of enrollment to assist students with selection of classes.

Transcripts submitted become the property of Antelope Valley College and cannot be returned to the student nor forwarded to another institution.

The Financial Aid Office reserves the right to require some or all academic transcripts to be submitted to the Admissions and Records Office.

Program Planning

After the student's transcripts and/or placement results are available, new students must complete an online orientation and attend a first semester workshop for the purpose of educational planning, academic advisement and counseling. If a student plans to transfer to another college or university, it is the student's responsibility to consult the catalog of that institution to determine course requirements. Counselors are available to assist in selecting transferable classes.

Class Schedule

A copy of the class schedule is available online at the college's website at www.avc.edu prior to the beginning of

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the term. The class schedule will include: summer, fall, intersession, and spring. **NOTE:** The online schedule is subject to change.

Cancellation of Classes

Insufficient enrollment for any class may warrant course cancellation without advance notice. Students should consult the Web to select alternate classes.

Semester Unit Load

The normal load for a full-time student at the college is 15 units per semester. For most purposes, the official designation of a “full-time” student is one who is enrolled in 12 or more semester units, while a “part-time” student is one who is enrolled in fewer than 12 semester units. A student may not enroll for more than 19 units per semester without the written approval of the Dean of Counseling and Matriculation. The maximum number of units a student can enroll in for the summer is 9 units, and the maximum number of units a student can enroll in for the intersession is 6 units.

Registration

Registration is accomplished through the web at www.avc.edu by logging into myAVC. Returning students that have not attended for more than one year will be required to reapply prior to registering.

Late Registration

Late registration begins the first day of class for each semester. Should an instructor have openings in a closed class, he/she may allow additional students to enroll in his/her class. Students must be present at the first class meeting to be considered for enrollment. Once a class begins, students must have an instructor assigned Add Authorization Code (AAC) to enroll. Classes with a registration restriction may require an AAC and an instructor signature.

Drop/Withdrawal Policy

(Title 5, Section 55023, 55024, 51861)

It is the student’s responsibility to withdraw from any classes for which he/she registers, regardless of whether the student has attended the class. Semester drop deadlines are posted on the Admissions and Records web page.

Since course drop dates differ, individual course drop deadlines may be found in the schedule of classes.

For fall and spring full-term classes, students that drop by the end of the second week will not receive a notation on their academic record. For summer, intersession and short-term classes, see the online schedule of classes for course drop deadlines since the last day to drop without a notation may differ. Students also have the responsibility of officially withdrawing from college and for observing established deadlines. Otherwise “F” grades may be assigned.

Students are permitted to have three enrollments for non-repeatable courses. An enrollment occurs when a student receives an evaluative or nonevaluative symbol on an academic record.

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 circumstances.

Student Fees and Expenses

Enrollment Fee: Every effort is made to keep expenses as low as possible. Beginning with the Fall 1984 semester, all California Community Colleges began collecting the “California Community College Enrollment Fee” approved by the State Legislature and the Governor. Under the new fee program designed to partially defray the cost of education and instruction materials students are required to pay an **enrollment fee of \$46 per unit**, for each semester. **NOTE:** The per unit enrollment fee may change without notice, subject to mandates issued by the State of California.

Nonresident Tuition: Tuition will be charged to students who qualify as nonresidents including out-of-state students and international students. The tuition rate for the 2014–15 school year is \$190 per semester unit, payable at the time of registration. Nonresidents are also required to pay the enrollment fee. (The tuition rate is recalculated each year based on cost per student and is therefore subject to change.) Additional information regarding residency requirements may be obtained from the Admissions and Records Office.

Instructional Materials Fees: Materials fees will be charged to students in certain credit and non-credit courses

when such materials are necessary to achieve the required objectives of a course and will be of continuing value to the student outside of the classroom. The instructional materials fee must be paid at the same time as enrollment.

Parking Fee: A parking permit is required to park a vehicle anywhere on campus. A semester permit can be purchased for \$15 or a permit can be purchased **in combination with the Associated Student Organization sticker for a total of \$20, fall and spring semester only.** Parking permits for the summer session are \$7.50. In lieu of a semester permit, students may purchase daily permits from vending machines located in each parking lot. These permits are 50 cents and are good only on the day they are purchased. Parking without a permit or with a permit improperly displayed may result in a \$33 parking citation. Parking at the Palmdale location does require a parking permit. Student will be responsible for replacing lost parking permits.

Associated Student Organization Fee: The Associated Student Organization (ASO) is an elected group of students who represent and advocate on behalf of AVC students. ASO’s main purpose is to work on behalf of all AVC students to enhance their educational and social experience at AVC. Any student at AVC can participate in ASO and are encouraged to do so. ASO is active on all AVC shared governance activities and other college-wide committees. In addition, ASO and the Inter Club Council (ICC) bring issues and activities forward that support students in their academic and social lives. The ASO also provides activities and services housed in the Student Lounge located in the Student Center.

Students can purchase an ASO sticker for \$10 each semester (\$7.50 during the summer and intersession) and receive a number of benefits such as free admission to all home athletics events (except post season, tournaments, and playoffs), discounts at local restaurants and businesses, plus much more. One of the great advantages of the ASO sticker is students can buy a combined parking permit and ASO sticker for \$20 for fall and spring semester. This purchase must be made at the Cashier’s Office.

Student Representation Fee:

The student representation fee of \$1 provides support of governmental affairs representatives to express the opinions and viewpoints of community colleges regarding issues before city, county and district government offices and agencies at the local, state and federal level.

Students may, for religious, political, financial, or moral reasons, request a refund of the student representation fee by completing the Student Representation Waiver form from the Student Life and College Activities Office. (SSV 180)

Student Health Services Fee: AVC offers Health Services for students on a regular basis. This is accomplished by the Student Health Fee of \$19 per Fall and Spring semesters and \$16 for each winter intersession and summer term. Physical, dental and mental health services are available for students as well as health education and prevention activities held throughout the year. Students are required to pay the Student Health Services Fee except for religious reasons. Students must come to the Student Life and College Activities office to complete the waiver each semester and term prior to paying fees.

To make appointments for physical, dental and mental health services, stop by the Student Life and College Activities office, SSV 180, or call the Student Health Services line (661) 722-6300 ext. 6683.

AVC also offers a number of student health insurance plans offered by private insurance companies. Although AVC does not endorse any of the plans, these policies are offered at reduced costs for students. Insurance plans cover injury and sickness, dental and vision, and prescriptions. Students are encouraged to research each plan carefully before making a selection. Brochures are available at the Student Life and College Activities Office in the Student Services Building.

Housing Expenses: Antelope Valley College does not maintain on-campus housing. Costs in the community vary greatly with apartment rentals ranging from \$550 to \$850 monthly.

Estimated College Expenses: The following are estimated costs of college attendance for a nine-month academic year. These figures include costs of enrollment fee, books and supplies, food and housing, miscellaneous personal

expenses and transportation.

Student living at home	\$10,934
Student living away from home	\$17,702

Add \$190 per semester unit for tuition plus enrollment fee if you are not a California resident.

Failure to Pay Fees and Expenses:

The college cannot extend credit for expenses of admission. In the event that the student does become indebted to the college due to library fines, athletic expenses, student loans, or any other reason, Antelope Valley College will not release any copies of the student's transcripts as stated under Title 5, Section 59410, "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 Antelope Valley College library.

Refund of Fees and Expenses

Refund of Enrollment Fees: Fees will be refunded for full-term length classes dropped during the first two weeks of instruction. The first week of instruction is the first week of the fall and spring semesters. For short-term classes, the refund period is shorter. No refunds will be made for full-term length classes after the end of the second week of instruction.

Refund of Nonresident Tuition: Refund of the nonresident tuition fee can be made only when the student negotiates a total withdrawal from the college. Refunds are not available for a reduction of program. The request for refund must be submitted in writing and accompanied by the registration receipt. Refund of the basic tuition fee will be made according to the following schedule:

Regular Semesters	
1 st week of instruction	90% of the original fee paid
2 nd week of instruction	75% of the original fee paid
3 rd week of instruction	50% of the original fee paid
4 th week of instruction	25% of the original fee paid

Summer Sessions	
1 st week of instruction	90% of the original fee paid
2 nd week of instruction	50% of the original fee paid
3 rd week of instruction	25% of the

original fee paid

For the purpose of this section, the first week of instruction is the first week of the term, semester, or session.

No refunds shall be made for withdrawal unless the written request for refund is date-stamped by Admissions and Records. The request must be postmarked before midnight of Friday of the third week following that in which instruction begins for regular semesters or academic quarters, or the second week following that in which the instruction begins for summer sessions and sessions less than academic quarters. Refunds shall not exceed the amount of tuition paid and will be processed only when accompanied by the receipt issued at the time of payment.

Refund of Instructional Materials Fees:

The instructional materials fee will be refunded on a prorated basis. Requests for refunds must be in writing accompanied by a drop slip signed by the instructor with the amount of materials fee to be refunded.

Parking Permit Refund Policy:

The Parking Permit Fee will be refunded in full to those students who negotiate a total withdrawal from the college within the first two weeks of instruction. Request for refund must be in writing and accompanied by the student's parking permit, receipt and drop slip. The request must be received by the Cashier's Office no later than the Monday of the third week of the semester.

Associated Student Organization Refund Policy:

The ASO sticker will be refunded in full to those students who totally withdraw from all classes within the first two weeks of instruction and request a refund in writing. Request for refund must be accompanied by the student's Associated Student Organization sticker, the receipt and drop slip. Refund checks will be mailed to the address on file with Admissions and Records.

Refund of Student Health Services Fee:

The Student Health Services Fee will be refunded in full to those student who totally withdraw from all classes within the first two weeks of instruction.

Federal Refund Policy

Students receiving Title IV Federal Financial Aid may be required to repay all or a portion of the funds received

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based upon withdrawal date from all classes. Students who owe a repayment to the Title IV programs are not eligible for funding at AVC or any other college or university. Contact the Financial Aid Office for additional information.

Title IV Federal Financial Aid includes Pell Grants, Supplemental Educational Opportunity Grants, Federal Work Study, and Direct Loans.

Student Rights to Privacy of Educational Records

The Family Educational Rights and Privacy Act of 1974 (Section 438, Public Law 93-380), as amended, requires that educational institutions provide the student access to official education records and an opportunity for a hearing if such records are inaccurate, misleading, or otherwise inappropriate. In addition, the college must obtain the written consent of the student before releasing information about the student with the exception of those persons or agencies specified in the act. These rights extend to both present and former students of the college.

The Act provides that the college may release certain types of "directory information," unless the student submits in writing to the Dean of Enrollment Services that certain or all such information not be released without the student's consent. "Directory Information" is defined as the student's name, address, telephone number, date and place of birth, major field of study, participation record in college sponsored activities and sports, weight and height (if an athletic team member), dates of attendance, degrees and awards, and the educational institution of most recent attendance.

Education records will be made available for inspection and review during working hours to presently and formerly enrolled students within five days following the filing of a request form

with the Dean of Enrollment Services. Education records generally include documents and information related to admission, enrollment in classes, grades and related academic information.

Should a student wish to challenge any information in the education records, the student may file a written request with the President to remove information recorded and alleged to be: (a) inaccurate; (b) an unsubstantiated personal conclusion or inference; (c) a conclusion or inference outside of the observer's area of competence; or, (d) a statement not based on the personal observation of a named person. Attempts will be made to resolve the problem within 30 days after a challenge is made. The student may appeal the president's decision and submit a written appeal to the Board of Trustees.

ROTC Program

The Reserve Officers Training Corps (ROTC) program offers a variety of two, three and four-year scholarships, many of which pay the full cost of tuition, books and administrative fees.

ROTC is a college-level program designed to select and train highly qualified men and women to become commissioned military officers. After graduation from college and completion of all service specific ROTC training requirements, graduates are commissioned in one the United States military services (Air Force, Army, Navy/Marine Corps) as a reserve officer.

Typical service is four years; service duration for pilots and navigators is longer. These individuals serve in a broad range of duties from actual flying to engineering to administrative and a host of other fields, depending on the individual's background.

The Army ROTC program is available to Antelope Valley College students

through California State University, Northridge (CSUN). Army, Air Force ROTC and Navy/Marine Corps ROTC programs are available through the Extension Division at the University of California, Los Angeles (UCLA) and Air Force ROTC is also available at Loyola Marymount University, the University of Southern California and the University of California, Santa Barbara. Navy/Marine Corps ROTC is also available at the University of Southern California.

The academic hours earned are counted toward A.A./A.S. degree requirements at Antelope Valley College. To enter ROTC a student must be a United States citizen prior to entering the last two years of the program, be able to pass a medical exam, be of high moral character, be in good academic standing in school and plan to transfer to a four-year institution after completing course work at Antelope Valley College.

Entry into the last two years of the program is on a competitive basis.

For CSUN Army ROTC program information call (818) 677-7855. For UCLA ROTC program information call (310) 825-1742 (Air Force); (310) 825-7381(Army); (310) 825-9075 (Navy/Marine Corps). For the University of Southern California Navy/Marine Corps ROTC program information call (213) 740-2663. For Loyola Marymount University Air Force ROTC program information call (310) 338-2770. For the University of Southern California Air Force ROTC program information call (213) 740-2670. For Air Force ROTC at the University of California, Santa Barbara program information call (310) 825-1742.

A Partnership

Matriculation: Student Success and Support Program is the process which brings the college and a student who enrolls for credit into an agreement for the purpose of developing and realizing the student's educational objectives. This agreement acknowledges responsibilities of both parties to enable students to attain their objectives efficiently through the college's established programs, policies and requirements. Matriculation is a process designed to help students be successful in reaching their educational goals. All students, except those exempted on the basis of locally established criteria are required to complete matriculation requirements.

Matriculation Services

The college provides matriculation services organized in several interrelated components.

1. **Orientation:** Acquaints students with college facilities, programs, services, academic expectations, procedures, policies, rights and responsibilities.
2. **Assessment:** Measures students' abilities in language, computation, learning and study skills, and assesses students' interests and values related to the world of work. In addition to helping students with course selection, assessment results are used to determine referral to specialized support services.
3. **Counseling/Advisement:** A process in which students meet with a counselor to develop an individual educational plan, choose specific courses, and update their plans periodically.

Student Responsibilities

Each matriculated student is expected to:

1. Express at least a broad educational intent at entrance and be willing to declare a specific educational goal following the completion of 15 semester units of degree applicable credit course work.
2. Attend classes regularly and complete assigned course work.
3. Cooperate in the development of a student educational plan after declaring a specific educational goal, abide by the terms of this plan or approved revisions and make continued progress toward the defined

The Basic Components of Your Partnership with AVC

The college agrees to:

- Assess your basic educational skills and career goals.
- Orient you to the college's programs, services and policies.
- Provide top-quality instruction.
- Provide a wide variety of courses.
- Offer support services to assist you in achieving your educational objectives.

You agree to:

- Declare an educational goal.
- Attend classes.
- Complete assigned coursework in your courses.
- Meet with a counselor to complete an educational plan.
- Seek out support services as needed.
- Make progress toward your educational goal each semester.

TOGETHER, WE CAN CONTRIBUTE TO YOUR EDUCATIONAL AND PERSONAL SUCCESS!

educational goal.

Student Rights

Each matriculated student is entitled to:

1. Participate in the process of developing his/her student educational plan.
2. Be given equal opportunity to engage in the educational process regardless of gender, marital status, physical handicap, race, color, religion or national origin.
(A student who alleges he/she has been subject to unlawful discrimination may file a grievance with the V.P. of Student Services.)
3. Challenge any prerequisite, corequisite, or limitation on enrollment by filing a Prerequisite Challenge form at the Counseling Center in the lobby of the Student Services building. A petition can be filed for any of the following reasons:

- a. The prerequisite, corequisite, or limitation on enrollment is not valid because it is not necessary for success in the course for which it is required.
- b. The student has the knowledge or ability to succeed in the course despite not meeting the stated prerequisite, corequisite, or limitation on enrollment.
- c. The prerequisite, corequisite, or limitation on enrollment is discriminatory or is being applied in a discriminatory manner.

d. The prerequisite, corequisite, or limitation on enrollment is not reasonably available.

4. Request a waiver of any matriculation requirement on the basis of extraordinary circumstances by filing a petition with the Dean of Counseling and Matriculation.
5. Review the matriculation regulations of the California Community Colleges and exemption criteria developed by the District and file a complaint when he/she believes the college has engaged in any practice prohibited by these regulations. The regulations are available and complaints may be filed with the Dean of Counseling and Matriculation.

Special Accommodations

Alternative matriculation services are available for students who require special accommodations in the educational setting.

1. Students with physical, visual, communication or learning disabilities are advised to contact the Office for Students with Disabilities.
2. Students who speak English as their second language may request to speak with a bilingual counselor in the Counseling Center.

Exemptions

Students can be exempted from participating in Orientation and Assessment matriculation activities based on the

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following criteria.

Orientation Exemptions

1. Students who have completed an associate degree or higher from an accredited college or university.
2. Students who enroll in less than 12 units *and* have one of the following educational goals:
 - a. Advancement in current job/career (upgrade job skills).
 - b. Maintain a certificate or license (e.g., nursing, real estate).
 - c. Personal development (intellectual, cultural, recreational).
3. Students who are matriculated at another college or university and are attending AVC concurrently.

Assessment Exemptions

1. Students who have completed an associate degree or higher from an accredited college or university.
2. Students who enroll only in courses that have no prerequisites, corequisites, or advisories for recommended preparation.
3. Students who meet one of the alternative assessments for writing placement, reading placement, mathematics placement, and English as a second language placement listed below.

Placement Testing Alternatives

Students may be excused from taking English and/or mathematics placement test(s) by providing proof (e.g., transcripts, test result reports, etc.) of one of the following:

Writing

1. College Board Advanced Placement English Test score of 3 or higher (results in credit for ENGL 101 or ENGL 101, 102 depending on exam taken).
2. Satisfactory completion of writing courses at other regionally accredited colleges or universities.
3. Completion of ACT Compass writing placement tests at other California Community Colleges.
4. Passing of the CSU English Equivalency Exam (results in credit for ENGL 101, 102).
5. California State University System Early Assessment Program (EAP): “Ready for CSU or participating CCC College-level English courses.” Eligible for ENGL 101.

Reading

1. Satisfactory completion of reading courses at other regionally accredited colleges or universities.
2. Completion of ACT Compass reading placement tests at other California Community Colleges.

Mathematics

1. College Board Advanced Placement Calculus Test score of 3 or higher (results in credit for MATH 150 or MATH 150, 160 depending on test taken).
2. Satisfactory completion of math courses at other regionally accredited colleges or universities.
3. Completion of the ACT Compass and MDTP (Math) placement tests at other California Community Colleges.
4. California State University System Early Assessment Program (EAP): “Ready for CSU or participating CCC College-level math courses.”

English as a Second Language

1. Satisfactory completion of ESL courses at other colleges or universities.
2. Completion of the ACT Compass placement test at other California Community Colleges.

Note: Assessment tests other than the ACT Compass (Reading, Writing Skills, ESL) or MDTP (Math) are not valid at AVC.

Counseling/Advisement Exemptions

1. Students who have completed an associate degree or higher from an accredited college or university.
2. Students who enroll in less than 12 units and have one of the following educational goals:
 - a. Advance in current job/career (upgrade job skills).
 - b. Maintain a certificate or license (e.g., nursing, real estate).
 - c. Personal development (intellectual, cultural, recreational).
3. Students who are matriculated at another college or university and are attending AVC concurrently.

Students who meet these criteria may request to be exempt from part or all of the matriculation components by filing a Matriculation Waiver form with the Dean of Enrollment Services.

Assessment

Writing, Reading and Math Placement Exams

The writing, reading and math placement exams are intended to assess your language and computation skills. The scores from these exams along with additional criteria result in placement recommendations for writing, reading and math courses. These placement recommendations will assist you in selecting courses that are sensible and realistic based on your background and skill levels. Additionally, several courses across the curriculum carry enrollment conditions that are stated in terms of placement recommendations from our assessment.

Students may retake each section of the assessment test one time prior to enrolling in their initial basic skills course sequences. Retesting to exit a basic skills course is not allowed. Placement is valid for three years. Any retesting appeals must be made through the Dean of Counseling and Matriculation. Petition to repeat assessment form can be requested in the Assessment Center.

Policies stated here regarding exemptions to matriculation activities shall not take precedence over any existing state or federal regulations.

Prerequisites, Corequisites, Advisories on Recommended Preparation, and Limitations on Enrollment Definitions

Prerequisite – A condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. A prerequisite will assure that a student has the skills, concepts and/or information necessary for success in the course; on the other hand, a student who has not met the prerequisite is *highly unlikely to receive a satisfactory grade in the course*. (See Satisfactory Completion of Prerequisites.) Prerequisites are enforced and a student will be blocked from enrolling if the student does not meet the stated prerequisite (see below for challenge procedure).

Corequisite – A condition of enrollment

consisting of a course that a student is required to simultaneously take in order to enroll in another course. Corequisites are enforced and a student will be blocked from enrolling if the student does not meet the stated prerequisite (see below for challenge procedure).

Advisory – A condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

Limitation on Enrollment – A condition of enrollment which limits how students qualify for a particular course or program. These limitations apply to courses that include public performance or intercollegiate competition where a tryout or audition is necessary. Additionally, some courses require formal admission to a particular program in order to enroll (e.g., Associate Degree Nursing Program and Licensed Vocational Nursing Program). Limitations on enrollment are enforced and a student will be blocked from enrolling if the student does not meet the stated limitation (see below for challenge procedure).

Satisfactory Completion of Prerequisites

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P”. Students who enroll in classes for which they do not meet the prerequisites will be involuntarily dropped. Students will be notified of this involuntary drop.

Challenge Procedure

A prerequisite, corequisite, or limitation on enrollment challenge as required by Title 5, Section 55003 requires the submission of a Prerequisite Challenge form. This form can be obtained from the Counseling Center in the Student Services Building. A student may file a Prerequisite Challenge form for one or more of the following reasons:

1. The student has the documented knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite (T5: 55003).
2. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available (T5: 55003).
3. The prerequisite or corequisite has not been established in accordance with the district’s AP&P process for establishing prerequisites and corequisites (T5: 55003).
4. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner (T5: 55003).
5. The prerequisite or corequisite is in violation of this section (T5: 55003) which states that “a prerequisite will assure that a student has the skills, concepts, and/or information necessary for success in the course.

It is the responsibility of the student to provide compelling evidence and documentation to support a prerequisite challenge. If there is no documentation provided, the challenge will automatically be denied. Contact the Counseling Center in the lobby of

the Student Services building to initiate a prerequisite challenge. NOTE: If space is available in the course when a student files a challenge, the district will allow the student to register in that course and resolve the challenge within five working days from the time the challenge was submitted and date stamped. If the challenge is upheld or the district fails to resolve the challenge within the five working-day period, the student shall be allowed to remain in the course. If the challenge is denied, the student will be automatically withdrawn from the course.

English as a Second Language Assessment

Students with limited proficiency in English should take a special assessment test. The assessment is designed to evaluate the student’s level of proficiency in listening comprehension, grammar, vocabulary and reading.

The results of the assessment will be used to assist students in choosing the appropriate level and type of ESL courses offered by the college.

Evaluación de Inglés como Segundo Idioma

Los estudiantes con habilidad limitada en el Inglés deben tomar una evaluación especial para demostrar su destreza en el uso del Inglés. Este evaluación determinará el nivel de comprensión oral, gramática, vocabulario, y lectura del estudiante.

Los resultados de la evaluación se usarán para asistir al estudiante a escoger el nivel y tipo apropiado de cursos de ESL que sean ofrecidos por Antelope Valley College.

20 Glossary of College Terms

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. The complete Academic Honesty Policy is on Page 35 of this catalog.

Academic Renewal

Process by which a student may petition AVC to eliminate previous substandard work from grade point calculations and credit. Details for academic renewals are listed on Page 32 of this catalog.

Academic Year (Title 5, Section 55701)

An Academic Year includes, at a minimum, 175 days of instruction and/or 32 weeks of instruction. The academic year does not include summer or other intersessions.

Add Authorization Code (AAC)

A four digit code that may be used by a student to add a class online after the class begins. The codes may not be used after the published registration add date.

Advisory on Recommended Preparation

A condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

Assessment

Assessment is a process of gathering information about individual students to facilitate student success. Assessment may include, but is not limited to, information regarding the student’s study skills, English language proficiency, computational skills, aptitudes, goals, learning skills, career aspirations, academic performance, and need for special services.

Associate in Arts/Science Degree (A.A./A.S.)

The graduation document issued by AVC for completing 60 units, with a cumulative grade point average of 2.0 or higher, including requirements in general education and 18 or more units in a designated major or area of emphasis. Additional information is detailed on Page 49 of this catalog.

Associate in Arts/Science for Transfer Degree (AA-T/AS-T)

The graduation document issued by AVC for completing 60 units, with a cumulative grade point average of 2.0 or higher, including requirements in general education (IGETC/CSU GE) and 18 or more units in a designated major or area of emphasis. Additional information is detailed on Page 49 of this catalog.

Bachelor of Arts/Science Degree (B.A./B.S.)

University or college degree earned upon completion of four years (approx. 120 semester units) of college level work. Additional information is detailed on Page 48 of this catalog.

Certificate of Achievement

Awarded for completion of occupational/career programs as defined by AVC. These certificates have been reviewed and approved by the Academic Policies & Procedures Committee (AP&P), the Board of Trustees and the Chancellor’s Office.

Certificate of Proficiency

Locally approved certificate programs may consist of one or more courses totaling from 6-17 units that lead to an occupationally relevant set of skills. These certificates have been reviewed and approved by Academic Policies & Procedures Committee (AP&P) and the Board of Trustees.

Class Schedule

Issued prior to each semester’s registration period on the college’s website at www.avc.edu, lists the days and hours of each class offered, its location, faculty, material fee and other pertinent class information. The class schedule may include: summer, fall, intersession, and spring.

Continuous Enrollment

Continuous attendance for catalog rights is defined as attendance in either fall and/or spring semesters in each calendar year. Note: a student will lose catalog rights if there is no course notation (Grade, W, I, Pass/No Pass, RD) on the transcript for two consecutive, primary (fall/spring) semesters. Summer and intersession cannot be used to maintain continuous enrollment.

Corequisite

A condition of enrollment consisting of a course that a student is required to

simultaneously take in order to enroll in another course. Additional information about corequisites is detailed on Page 19 of this catalog.

Credit

Certification of a student’s successful completion of a course, usually expressed in number of units earned.

Curriculum

All the classes offered by a college or classes offered in a particular subject.

Disqualification

The procedure of dismissing a student from AVC for poor academic and/or progress achievement for three consecutive semesters. Details for dismissal are listed on Page 34 of this catalog.

Distance Education

Title 5, Section 55000 defines Distance Education as a means of instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology. Antelope Valley College currently offers Online courses.

Online Courses

Certain courses are offered online to provide an opportunity for students to complete the majority of the course requirements from a remote location. Participants will have the chance to interact with the instructor and other students using a variety of technologies. Classes may occasionally meet on campus in the traditional classroom to insure that students are familiar and competent with the technologies being utilized, or for testing purposes. These courses will assist students with nontraditional work schedules and/or home responsibilities in the pursuit of their education. The class schedule provides a listing of the courses being offered online each semester.

Educational Program (Title 5, Section 55000 (g))

An Educational Program is an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education. All Educational Programs must be approved by Academic Policies & Procedures Committee (AP&P), the Board of Trustees, and the Chancellor’s Office.

General Education (Breadth Requirements)

A specific group of course requirements, usually outside of and in addition to the student's major, that must be met in order to obtain an Associate or Bachelor's degree.

Incomplete Grade

Grade which an instructor may give to the student who at the end of the term has not completed all the required course work due to an unforeseeable emergency and justifiable reason. All course work must be completed and a final letter grade assigned within one year from the end of the semester in which the "I" grade was assigned. An Incomplete Contract must be completed and signed by both the instructor and the student and submitted to the Admissions and Records Office when instructors submit semester grades.

Limitation on Enrollment

A condition of enrollment which limits how students qualify for a particular course or program. Additional information is detailed on Page 19 of this catalog.

Pass/No Pass Option (“P”/“NP”) (Title 5, Section 55022)

Type of class grading in which the student is given the grade of "P" (pass) or "NP" (no pass) rather than a letter grade of an "A," "B," "C," "D" or "F." A "P" grade indicates that the work was equivalent to "A," "B" or "C" and unit credit is given. An "NP" grade indicates that the work was less than satisfactory and no units are awarded. "P" and "NP" grades are not counted toward the student's grade point average. Some classes are offered on a "P/NP" basis only, while others may be taken as "P/NP" at the student's option. Additional details for "P/NP" are listed on Page 29 of this catalog. **NOTE:** Pass notation does not demonstrate competency for proficiency requirements.

Prerequisite

A condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. A prerequisite will assure that a student has the skills, concepts and/or information necessary for success in the course; on the other hand, a student who has not met the prerequisite is highly unlikely to receive a satisfactory grade in the course. Prerequisites are enforced and a student will be blocked from enrolling or involuntarily dropped

after enrolling if the student does not meet the stated prerequisite. Additional information on completion of prerequisites is listed on Page 18 of this catalog.

Probation, Academic

Student is placed on academic probation after attempting 12 semester units at AVC when the student's grade point average in units attempted is less than 2.0. Additional information on probation is detailed on Page 34 of this catalog.

Probation, Progress

After enrolling in at least 12 units of AVC credit, a student 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. Additional information on progress probation is detailed on Page 34 of this catalog.

Program Change

Official process of adding or dropping a class/classes from a student's course of study. Students should confer with a counselor prior to such action.

Registration

Official process of enrolling in classes. The process must be repeated each semester in which the student wishes to enroll. Additional information about registration is detailed on Page 14 of this catalog.

Residence Determination Date

The residence determination date is the day immediately preceding the opening day of instruction of the semester as set by the district governing board. Additional information on residency is listed on Page 13 of this catalog.

Satisfactory Grade

According to Title 5, Section 55023, a satisfactory grade is a grade of "A," "B," "C" or "P".

Subject to Dismissal

Severest form of warning as a result of poor grades or lack of progress.

Transcript

A copy of the student's academic record at a college, including course units and grades earned, and semesters of attendance.

Transfer Courses

Classes which are accepted for credit at four-year colleges toward a Bachelor's degree. The course descriptions in this catalog specify whether a course is transferable to the CSU and/or UC.

Transfer General Education Certification

A process wherein AVC verifies that the student transferring to a campus of the California State University (CSU) or University of California (UC) systems has met or partially met the General Education requirements for transfer. Certification occurs only upon student request to the transcript department.

Unit (or Credit)

A value which indicates the amount of credit given to a class on a student transcript. It often reflects the amount of time required for class attendance. Thus, a three-unit (or three-credit) lecture class would require class attendance for three hours per week.

Waitlist

Waitlists are a way for students to express interest in enrolling in a closed course. If a seat opens before the course begins, student on the waitlist may be given an opportunity to register. Students on the waitlist are not guaranteed enrollment.

Withdrawal

Process by which the student officially drops any class or all classes in a semester. Additional information on withdrawal is detailed on Page 33 of this catalog.

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Admissions and Records

722-6300 ext. 6504

The major functions of the Admissions and Records department are admitting and registering students, processing grades, verifying graduation requirements, issuing student transcripts and enrollment verifications. The efforts of the Admissions and Records Office culminate in producing an accurate and timely official student transcript which supports AVC students with employment, transfer or other personal growth endeavors.

Assessment Center

722-6300 ext. 6341

The Assessment Center provides placement exams in the areas of math, English, reading and English as a Second Language. The center provides proctoring services for students enrolled in other institutions.

Basic Skills Programs

722-6300 ext. 6844

AVC is committed to insuring that all students pursuing a substantial curriculum are well grounded in the basic skills, particularly reading, writing and math. To that end, the college has instituted comprehensive assessment procedures and developed special programs of instruction in basic skills.

In recognition of the vital role of basic skills mastery in a successful education experience, the college will advise students to pursue such instruction when indicated by a thorough assessment of basic skills.

Bookstore **722-6300 ext. 6185**

The Marauder Bookstore is operated as a service to the students of the college. The responsibility for its operation is under the direction of the Bookstore Operations Supervisor. The bookstore is located in the Student Center.

Textbooks can be ordered online at www.marauderbookstore.com

Refund Policy:

Refunds will be granted in full only if the following conditions are met:

- Cash register receipt must accompany all returns or exchanges.
- New texts must be in new condition. If not, refund will be 75 percent of the new price.

- Time Limit: Refunds will be given one week from date of purchase for all terms.
- No refunds on the following: clothing, supplies, reviews, software, study aids, gifts and non-text books.
- After refund period, books must be returned within 24 hours of purchase. Receipt is required.
- Textbooks sold wrapped must be returned unopened. If a wrapped package is opened, no refund can be granted.
- Any text containing loose pages or software is nonreturnable if opened. Returned checks are sent to an off-campus collection agency.

Charge card refunds will be credited and forwarded to the credit card agency. No cash refunds will be made on credit cards.

CalWORKs **722-6300 ext. 6326**

The CalWORKs program is to assist students who are currently receiving cash aid from the county. The primary purpose of the CalWORKs program is to prepare students to make a successful transition from welfare to employment. CalWORKs participants are required to participate in educational and other work activities a minimum of 20/35 hours per week.

Antelope Valley College has a long history of successful CalWORKs students, some earning Associate degrees and certificates. CalWORKs students are provided with resources to support their different needs to further their educational success.

The CalWORKs program staff is committed to creating an environment which promotes: A spirit of truth, mutual understanding and respect; education and training that leads to family self-sufficiency; student empowerment and advocacy; student success; development of the whole person; development and achievement of individual goals, lifelong learning skills.

Students receive the following support services from the CalWORKs program: career counseling; academic counseling; case management; coordination and advocacy with Los Angeles and Kern County Department of Public Social Services; books, supplies and special fees request, childcare coordination and support; referrals to

the college, to community resources, to job development, and to work study employment.

The goal of the AVC CalWORKs staff is to assist students in pursuing personal and professional opportunities by offering workshops that meet the diverse needs of students as they move toward greater economic security and personal fulfillment.

Students receiving cash aid and working with the county/GAIN to develop a Welfare-to-Work plan could be eligible for services through the CalWORKs program at AVC.

Career Center/Transfer Center **722-6300 ext. 6340**

The Career/Transfer Center, located in the Student Services Building, houses two services. The career services include a complete library of career and occupational information. Career assessment and career planning information is available through Kuder Journey and Eureka, two computerized career assessment and information systems.

These programs help identify careers to explore and provide job descriptions, projected career trends, salary data, scholarship availability and training requirements for most careers.

The Career Center also offers the Myers-Briggs Personality Inventory, career related internet links and college search programs.

Transfer services are provided to assist students who are interested in transferring to a four-year college or university. These services link Antelope Valley College with the campuses of the University of California, the campuses of the California State University and provides information on private colleges and universities throughout the nation.

The Center provides services to anyone interested in transferring, with a special emphasis on students who have been historically underrepresented at four-year colleges and universities. Transfer services offered include:

- Personalized conferences with representatives from four-year colleges/universities.
- Transfer advisement.
- Admission, housing, and financial aid/scholarship information and assistance.
- CSU and UC application and fee

waiver information.

- Library of college/university catalogues and programs.
- Online articulation of AVC courses with four-year university curricula.
- UC and CSU admission application assistance workshops.
- Higher education transfer seminars.
- Campus tours of CSU and UC campuses throughout the year.
- Annual College Day event.

Child Development Center

722-6300 ext. 6500

The Antelope Valley College Child Development Center (CDC) is an on-campus instructional laboratory which provides developmental programs for children two to five years of age. The state preschool provides a subsidized half-day program to eligible three, four and five-year-old children. The CDC is licensed by the State of California. The purposes of the CDC are to:

- Provide a comprehensive program of services for children two to five years of age.
- Serve as a model center for the education and care of young children.
- Demonstrate family-centered early childhood education practices through home/school collaboration and parent education.
- Serve as a professional development site for Early Childhood Education Certificate preparation.

The CDC is open 7:45 a.m.-4:45 p.m. Monday through Friday, with morning and/or afternoon sessions. Enrollment is open to students, faculty, staff and the community. Application forms are available at the Child Development Center.

Counseling Center

722-6300 ext. 6338

(Title 5, Section 51018)

Academic and Career Counseling

For academic or career counseling, counselors are available to:

- Assist students in self-understanding and self-acceptance (clarifying values and understanding abilities, interests and limitations).
- Assist students in their consideration of life goals by relating interests, skills, abilities and values to careers, the world of work and the nature and purpose of higher education.

- Assist students in developing educational and career plans consistent with life goals and objectives (alternative courses of action, alternative career considerations and selection of courses).
- Assist students in developing decision making skills.
- Provide accurate information about institutional policies, procedures, resources and programs.
- Make referrals to other institutional or community support services.
- Assist students in evaluation or reevaluation of progress toward established goals and educational plans.

ESL Counseling

For persons whose native language is not English, Antelope Valley College offers classes in English as a Second Language (ESL). Students who need assistance for ESL assessment and selecting appropriate ESL courses should contact the Counseling Center. For assistance in Spanish, call 722-6300 ext. 6338. Appointments with a Spanish/English bilingual counselor may be scheduled by calling or coming into the Counseling Center.

Consejería para Inglés como Segundo Idioma (ESL)

Antelope Valley College ofrece clases de Inglés como Segundo Idioma (ESL) para personas cuyo idioma nativo no es el Inglés. Los estudiantes que necesiten asistencia para nuestra evaluación de ESL y para seleccionar los cursos apropiados de ESL pueden llamar al Centro de Consejería. Para asistencia en Español, llame al 722-6300 ext. 6338. Para hacer una cita con un consejero bilingüe en Español / Inglés puede llamar o acercarse al Centro de Consejería.

Students are encouraged to schedule an individual appointment with a counselor to make most efficient use of the services outlined above.

CSUB (661) 952-5000

California State University, Bakersfield has a wide variety of academic programs offered on the Antelope Valley College campus. These include certificate, baccalaureate, graduate and teaching credential programs that are offered as complete programs. Current baccalaureate offerings include

Communications, Economics, English Environmental Resources Management, Liberal Studies (Elementary Education), Psychology and Sociology. Certificate programs include Drug and Alcohol Counseling. Masters' programs include Educational Curriculum and Instruction, Educational Administration and Special Education. Students may receive academic advising and student services at the CSUB Antelope Valley campus office.

Extended Opportunity Program and Services

(EOP&S) 722-6300 ext. 6363

Extended Opportunity Programs and Services (EOP&S) is a California Community College program to assist low-income, educationally disadvantaged, students who want to attend college. The Antelope Valley College EOP&S receives State and District funds to recruit, enroll and support these students that may not otherwise seek higher education.

EOP&S provides: priority registration, special orientation to college, counseling, books, grants, enrichment courses, career and transfer assistance as well as appropriate referral to additional services as needed. Our professional, para-professional and student staff members are genuinely concerned with the academic success and personal development of each student in the program.

Cooperative Agencies Resources for Education (CARE)

EOP&S-eligible students who are TANF participants with at least one child under the age of 14 and single head-of-household may also be eligible to receive additional grants and services.

Apply at the EOP&S (SSV 230) for these popular programs as early as possible prior to the beginning of the fall or spring semesters due to limited funding.

Financial Aid

722-6300 ext. 6337

The purpose of the financial aid program is to provide financial assistance to students who, without such aid, would be unable to attend Antelope Valley College. It is directed toward insuring that a student will not be denied a college education because of lack of personal resources. Although it is expected

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that students and parents will make a maximum effort to meet the cost of education, financial aid is available to fill the gap between family resources and the annual educational expenses.

Financial aid is available from various sources such as federal and state programs, community organizations and individual donors. Aid can be awarded in the form of grants, loans, college work-study employment, scholarships or a combination of these.

The amount of financial aid awarded to students is determined by the difference between their educational expenses and the financial contribution their families can make toward these expenses.

The **priority deadline is March 2nd** preceding the next academic year of enrollment. Students may continue to apply for financial aid after the priority deadline. Go to www.fafsa.ed.gov to apply online.

General Eligibility Requirements

Financial aid programs are available only to students who meet the following eligibility requirements:

1. A student must be a United States citizen or an eligible noncitizen.
2. A student must demonstrate financial need.
3. A male born after December 31, 1959, must be registered with Selective Service. Applications can be obtained at the local post office.
4. A student must be enrolled in an eligible program which leads to an A.A./A.S. degree or a one to two-year program leading to a certificate.
5. A student may not owe a refund on any grant received from any college or be in default on a federal loan.
6. A student must maintain satisfactory academic progress as defined by the Financial Aid Office.

A student must have a complete file in the Financial Aid Office to be considered for any program. Completing the Free Application for Federal Student Aid (FAFSA) is the first step in applying for financial aid. Complete information on the available sources of financial aid at AVC can be obtained in the Financial Aid Office located in the Student Services Building.

Federal Student Financial Aid Programs

1. *Federal Pell Grants* - To receive a Pell Grant a student must be enrolled in an eligible program at AVC.

2. *Federal Supplemental Educational Opportunity Grant (FSEOG)* - This is awarded to students with exceptional financial need.

3. *Federal Work-Study (FWS)* - This program provides jobs for students who have a need and must earn a portion of their educational expenses. The purpose of this program is to promote the part-time employment of college students. Jobs are available on campus such as teacher aides, library assistants, and clerks. Students should contact Job Placement to locate a job.

4. *Federal Direct Loan Program* - These are low-interest loans made by the Department of Education. A student may borrow up to the annual limit determined by class standing each school year. Repayment begins six months after the borrower ceases to be enrolled at least halftime.

State Programs

1. *Board of Governors Fee Waiver (BOGFW)* - This waives the mandatory college enrollment fee required by the State of California. The fee waiver can be processed quickly and students can register immediately for classes. To be eligible for the BOGFW, a student must be a California resident and have completed the Free Application for Federal Student Aid (FAFSA). Students who have not completed the FAFSA may qualify for a fee waiver by completing the Board of Governors Enrollment Fee Waiver Application. Eligibility criteria for the BOGFW Application include the following: students or their families must be receiving TANF (Temporary Aid to Needy Families)/CalWORKs, SSI (Supplemental Security Income), or General Assistance, or the student must meet the income limit based on family size. For example, a family of four must have had a total income for last year of less than \$35,325. Students should come to the Financial Aid Office in the month prior to registration to apply for this fee waiver or apply online at www.cccapply.org.

2. *AB-540 Board of Governors Fee Waiver (BOGFW)* - Students need to complete the AB-540 BOG Fee application available in the financial aid office (FAO). If you (the student) have not had your AB 540 status determined by Admissions

and records please visit the office to obtain the valid determination. Fee Waiver eligibility cannot be determined until your AB-540 status is verified. Beyond the AB-540 Fee Waiver, AVC students may complete the online 2014-15 Dream Act application starting January 2014 to receive Cal Grants, Chafee Grants and some scholarships beginning with the Fall 2014 semester at all CSU, UC, California Community Colleges, and private four year colleges/universities. More information on the California Dream Act can be accessed at www.CalDreamAct.org. To access the California Dream Act application, go to the following link:

<https://dream.csac.ca.gov>

3. *Cal Grant A* helps low and middle-income students pay tuition and fees at California State University and University of California campuses, independent colleges and some private occupational career schools in California. Cal Grant A recipients who choose to attend a community college may be eligible for a Community College Reserve Grant (CC Reserve). CC Reserve recipients may hold their award in reserve up to two years until they transfer to a four-year school.

4. *Cal Grant B* is for high-potential students from disadvantaged or low-income families who otherwise would not be able to pursue a postsecondary education. At a community college, the award is limited to a subsistence grant for non-tuition costs.

5. *Cal Grant C* helps vocationally oriented students acquire marketable job skills within a short time period. A Cal Grant C may not be used to pursue a four-year degree program, graduate study, course prerequisites or general education.

The student applies for the Cal Grant Program prior to March 2nd, preceding the next academic year they will enroll, or prior to September 2nd of the year they are enrolled.

Other sources of financial assistance for students include: (1) Aid to Families with Dependent Children (AFDC) and the Food Stamp Program, available through the County welfare offices; (2) Veteran's benefits (apply at AVC); (3) Department of Vocational Rehabilitation for disabled students; and (4) scholarships.

Information and Welcome Center/Outreach

722-6300, ext. 6331

The Information and Welcome Center/Outreach, located in the Student Services lobby, provides information on college programs, policies and procedures and services. It promotes the college to prospective students from elementary to high school and to community agencies and groups. Guided campus tours, welcome tables, high school orientations, college and financial aid workshops are just some of the sponsored events.

Information Technology Services

722-6300 ext. 6535

Antelope Valley College (AVC) has more than 2,500 computers available for student, faculty and staff access, offering Internet service, e-mail and a diverse selection of software applications. The Information Technology Services (ITS) area provides a stable information technology (IT) infrastructure and protects the accessibility, integrity and availability of the District's IT resources.

Services and support provided by ITS include:

- Internet-based resources and interaction capabilities for students, including on-line registration and payment services, course-based e-mail, file sharing and other functions. (<http://myavc.avc.edu/>)
- More than 30 computer labs, including designated labs open to any enrolled student.
- E-mail accounts and e-mail management for AVC students, faculty and staff.
- Campus web site. (<http://www.avc.edu/>)
- Telephone and telecommunications services.
- Network print services (over 800 printers) and shared file services.
- On campus Help Desk support for all IT services.
- Support for electronic databases and other automated Library services.
- Support for online learning (coordinated by the Distance Education Committee).
- Support for video conferencing services (scheduling facilitated through the Instructional Multimedia Center).

- Student records and administrative database system for students and faculty.
- Assistance in developing alternative media (such as Braille documents or closed captioned videos) or implementing assistive technologies (such as computer screen enlargers/magnifiers or specialized computer pointing devices) to accommodate persons with disabilities (coordinated by the Office for Students with Disabilities, OSD).
- Identification cards for students and employees (facilitated by the Office of Student Development).
- District Software Library providing license management for software products.
- Technical training, on-line time reporting, calendar system, telephone directory, electronic forms and documents, and other IT services for employees.
- Standardized computer and printer configurations and procurement management.
- Mandated reporting and administrative computing services.

Instructional Multimedia Center (IMC) 722-6300 ext. 6451

The Instructional Multimedia Center (IMC) is located on the first floor of the Business Education building. The IMC houses equipment and multimedia for student, staff and faculty use. Students are encouraged to use the IMC as a resource for term paper research, to reinforce and improve study skills or for personal growth. The IMC houses media from all disciplines ranging from "Becoming a Master Student" to "Jerry Maguire"—all the right tools to help students study smarter and get better grades.

Job Placement Center

722-6300 ext. 6358

The Job Placement Center (JPC) is a resource and information center available to current students, alumni, and community members. The JPC assists students to become fully prepared to search for employment opportunities that are in line with their educational goals and career objectives. Students are encouraged to apply for employment opportunities on-and-off campus, work study, work experience programs or

internships that will provide the skills and experience needed to secure part-time employment while in college and/or permanent employment once they have completed their certificate or degree. Students, alumni, and community members are encouraged to use the JPC services including, videotaped mock interviews, resume consultation, job seeking skills, and other workshops that meet their individual needs and the needs of our local economy.

Learning Center

722-6300 ext. 6458

The Learning Center helps to provide academic support for students enrolled in all AVC classes. Enrolled students can receive tutorial assistance for most classes as well as assistance in analyzing their learning styles and improving their study skills. Tutors work with students individually and in small groups to both understand the course material and learn new study strategies. Supplemental Instruction is available for historically difficult courses. Faculty Learning Specialists in the areas of math, writing and academic skills work one-to-one with students to diagnose basic skills or study strategies deficiencies and to create an individual learning plan for improvement. The Learning Center presents study skills workshops on topics such as time management, memory improvement, test-taking skills, etc., as well as math and writing workshops targeted to specific skills for math and composition classes.

The Learning Center also offers courses in Math Anxiety, Math Study Strategies, and Math for Nursing, in addition to three transfer-level courses—Introduction to Tutoring, Advanced Tutoring, and Master Tutor—that are nationally certified.

The faculty and staff of the Learning Center provide services in the following ways:

- One-to-one tutorials.
- Group tutorials.
- Workshops and reviews.
- Computer-assisted instruction.
- Consultation with a faculty Learning Specialist.
- Use of computers for word processing.
- Internet access.
- Videos, DVDs and audio cassettes.
- Web-based instructional services and materials.

Programs of the Learning Center include:

Academic Skills Center

722-6300 ext. 6461

The Academic Skills Program helps students learn to “study smarter, not harder” by providing individual consultation with a faculty Learning Specialist who uses a series of diagnostic techniques to evaluate the student’s study skills and weaknesses and assists the student with the development of a study strategy tailored to the individual learner. Additionally, workshops on a variety of study techniques are offered throughout the semester. Flyers announcing these topics are available in the Learning Center and on the Learning Center’s Website at www.avc.edu located under Student Services. Unscheduled (Fast Track) workshops are available by request. Handouts, videos and DVDs on various study skills are also available. The Learning Specialist also provides academic support for students on academic or financial aid probation as well as early intervention for students at risk. Call the Academic Skills Learning Specialist to make an appointment.

ESL Study Center

722-6300 ext. 6574

The ESL Study Center provides individual and small group tutoring by appointment in skill areas such as culture, vocabulary, grammar, pronunciation, reading, writing, listening, and speaking. Workshops, led by an instructor, include grammar, pronunciation, and other topics. Computer programs are available for individual practice in all skill areas. No appointment is necessary for these services, which enhance classroom instruction provided at various ESL levels. Grammar assistance is also provided to students not enrolled in ESL classes.

Math Center 722-6300 ext. 6232

The Math Center provides tutoring for all levels of math and math related classes. Tutoring is offered on a drop-in basis for all students who are enrolled in classes at AVC. Group tutoring is available for students who are enrolled in Math 65, 70, 80 and 102. Students can check out math software, videos, DVDs and Web-based materials for all math

classes. The Math Learning Specialist assists students by offering individual conferences and workshops. The Math Learning Specialist teaches classes regarding Managing Math Anxiety, Math Study Strategies, Math for Nursing, Dosage Calculation and Beginning and Advanced Tutoring. The Math Learning Specialist and the Tutorial Specialist offer class visits, tours, and 4 by 4 sessions.

Reading Center

722-6300 ext. 6863

Students who wish to learn how to better use their textbook as a study tool, how to integrate lecture notes with the material from the text, or how to improve vocabulary, etc., can find many resources in the Reading center. The center provides one-to-one and group tutorial services for reading courses as well as cross-curricular reading support. The center also provides Computer Assisted Instruction, work-shops, handouts, and media dealing with reading related study skills.

Supplemental Instruction

722-6300 ext. 6237

Supplemental Instruction (SI) is the Learning Center program that addresses the needs of students in historically difficult classes. It focuses on integrating study strategies with course content. Supplemental Instruction Leaders attend class and meet outside the class in the Learning Center with groups of students to discuss difficult concepts, review notes, develop study aids, develop testing skills and prepare for upcoming tests. The schedule for SI group meeting times is announced in class and posted in the Learning Center.

General Tutoring Center

722-6300 ext. 6233

The Tutoring Program provides weekly group tutorial appointments for selected classes of AVC students who have an Associated Student Organization sticker or are served through EOP&S. The focus of the sessions will be on mastering the course content as well as the study skills necessary to be a successful student. Students can request appointments by stopping by the tutorial desk or calling. Students are expected to attend these sessions weekly. Students who miss two scheduled appointments

may be dropped from the tutorial center.

Writing Center

722-6300 ext. 6228

Trained tutors assist writers (beginning through advanced) in planning and preparing writing assignments across the curriculum, revising for clarity, and building writing skills. Instructor-led workshops on a variety of topics such as essay planning and organization, reducing writing anxiety, MLA and APA formats, research paper, grammar and punctuation, and essay test-taking are offered throughout the semester. Handouts, computer programs, instructional videos, and Web-based materials are available to help students polish their writing skills. Access to writing handbooks and dictionaries is also provided.

Other Learning Center Services

The Learning Center is not an open computer lab, but students can use a computer for word processing and Internet access for support of a class when space is available. In addition, students can check out videos and DVDs on academic support related topics. Computer-assisted instructional materials, handouts and other self-study materials are also available.

Another service located in the Learning Center is the **DSS High-Tech Center**, 722-6300 ext. 6231, which provides specialized adaptive computerized hardware and software, including screen reading programs, dictation programs and cognitive retraining programs, etc.

Learning Disabilities

Program 722-6300 ext. 6162

Special services and disability related counseling are available for students with learning disabilities. Students experiencing significant difficulty in one or more of the areas of listening, speaking, reading, writing, reasoning, or mathematical skills, despite good overall ability, can be tested to find out if they are eligible for this program.

Students who qualify may receive a number of support services. Services available include liaison with instructors, special arrangements for testing, use of tape recorders, recorded textbooks, Kurzweil 3000, notetakers, academic and

vocational advisement and registration assistance.

Library 722-6300 ext. 6455

Students should consider the AVC Library their first stop when researching topics for papers or class projects. The Library provides access to periodical databases, print and electronic reference materials, and a collection of over 50,000 print and electronic books to support the college curriculum and students' pursuit of educational goals. All Library databases and e-books are accessible both on and off campus through EBSCO Discovery Service (EDS), which is the gateway to our electronic resources.

Our Library faculty are available to assist with basic and in-depth research questions and to offer instruction in the use and evaluation of library and Internet resources. These librarians help students develop search strategies and improve their information literacy skills. The Library reference desk is the point of contact for students (and faculty) seeking assistance from librarians on their information needs. Library faculty also teach credit courses in Library Studies (transferable to CSU), both in-class and online through Blackboard.

Additional services available from the AVC Library include online tutorials and research guides, group study rooms, copy machines, and computers to use for online research purposes. Research Methods Workshops are also available. Librarians, in collaboration with other faculty, use these workshops to teach students the research skills needed to complete specific assignments. The Library also offers services and resources at the Palmdale Center. For more information visit the Library's website at: www.avc.edu/student-services/library/

Office for Students with Disabilities (OSD)

722-6300 ext. 6360

The Office for Students with Disabilities provides special services to students with physical and cognitive disabilities which limit them educationally or vocationally. The program promotes the concept of equal educational opportunity for the disabled through integration into regular college classes and activities. Special support services are provided as needed and may

include registration assistance, academic and career counseling, equipment loan, ASL interpreters, real time captioning, closed captioning of videotapes, readers, notetakers and alternative text production.

An adaptive physical education class (KIN 101) offers students an individualized exercise program, including swimming and weight training.

A complete program with support services is also available for students with learning disabilities. This program focuses on student strengths and weaknesses in reading, writing, math and study skills. A student educational contract is developed for each student.

The OSD maintains working relationships with the Department of Rehabilitation, private rehabilitation agencies, local high schools and other community organizations. Services are also provided to students with temporary disabilities.

Scholarships 722-6300 ext. 6337 (Title 5, Section 55750)

Antelope Valley College has numerous scholarships, which are donated directly to AVC by individuals, clubs, and organizations in the community. Applicants are considered for all awards for which they qualify. The application deadline is early spring. Scholarships are awarded primarily in the spring for the coming school year. Scholarships are available for new students and continuing at AVC, as well as for students transferring to a four-year school. Scholarships can be based on your career or academic interest, merit based, community service, ethnicity, leadership, community involvement, or other criteria. Antelope Valley College also receives information from independent scholarships, which we make available to students. Some of the criteria include specific career field, ethnicity, merit and/or transferring students. To review the off campus scholarships, stop by the Financial Aid Office.

SOAR 722-6300 ext. 6509

AV SOAR (Students On the Academic Rise) is a high school with the Antelope Valley Union High School District which is located on the Antelope Valley College campus. Students take both high school classes and college classes

simultaneously with the goal of earning their high school diploma in four years and an associate degree. SOAR provides a supportive, flexible and academically enriched environment with an emphasis in mathematics, science and engineering. SOAR high school is designed to promote academic achievement, social maturity and enhanced economic opportunities through the completion of high school and success in college.

STAR Student Support Services 722-6300 ext. 6084

S.T.A.R. (Student Transfer and Academic Retention) is a federally funded TRIO Student Support Services Program designed to identify promising students and help them to excel in college. The program provides academic and instructional encouragement through the use of Peer Mentors who monitor, support, and tutor these students. A full time counselor provides educational plans, career advisement, and personal counseling. The goal of S.T.A.R. is to help students do well in college so they can obtain their Associates degree and/or transfer to a 4-year university.

Eligibility is determined by these federal guidelines: students are eligible to apply if they are first generation (which means that neither of their parents have graduated from a 4-year university), have a documented financial need, are a U.S. citizen or resident alien, and/or are a documented disabled student. Additional eligibility is further determined by academic potential and demonstrated academic need for the program. Students must be enrolled in and maintain, 9 semester units. The program is funded to serve 160 students per year which are selected from the applicant pool. Applications are available in the S.T.A.R. office, SSV 208. Call 661-722-6300 ext. 6084 with questions.

Services provided:

- Priority registration
- Computer lab
- Counseling
- Peer mentoring
- Tutoring in math and English
- Progress monitoring and personal support
- Financial aid and scholarship application assistance
- Supplemental grant aid
- Academic, goal setting and career

advisement

- Computer literacy and research skills instruction
- Academic enrichment workshops
- Cultural enrichment activities
- Academic copies made for free

Veterans Services

722-6300 ext. 6342

The Veterans Resource Center (VRC) is located in SSV 126. The center is designed to recognize and support veteran students as they make the transition from the military to student life. The VRC's mission to provide student veterans, service members, and their families with the resources, support, and advocacy needed to be successful in the classroom and ultimately in life.

The VRC provides a dedicated area to connect and relax with other students who share common backgrounds, experiences, and goals. Camaraderie is the key objective. The VRC helps to provide a true network for veterans to learn about other benefits available to them on campus and in the community.

Student Life and College Activities

722-6300 ext. 6354

The Student Life and College Activities Office is designed to assist students in the development of citizenship and leadership. Students can become involved in all aspects of leadership, government and college activities through a number of volunteer opportunities.

Student Governance Opportunities

Each spring semester, an election is held to fill the Student Trustee position. The Student Trustee serves as a member of the AVC Board of Trustees and advises the Board on issues as they prepare to vote on college matters. Qualifications for the Student Trustee can be obtained from the Student Development and College Activities Office.

Associated Student Organization

Associated Student Organization (ASO) has an elected Executive Board and Senators. Students can also become involved by serving on ASO and AVC committees or joining a club. ASO provides a number of services for students with the purchase of an ASO sticker such as free admission to all home athletic events (except post season, tournaments and playoffs), discounts to local restaurants and businesses, and other campus programs and activities.

Student Clubs and Organizations

All registered students are eligible for membership in AVC clubs and organizations of their choice. Students are encouraged to form additional organizations to meet their needs and interests. All new clubs and organizations are a part of the Inter-Club Council (ICC) after approval from the Board of Trustees. Having a minimum of 10 students, a faculty advisor and completing the necessary paperwork is all that is needed to begin. The Student Life and College Activities Office assists all clubs in processing paperwork and in maintaining all the club's financial records and banking needs.

Student Activities

Student Activities Council (SAC) is the student-run programming group of the Student Life and College Activities Office. Students who want to be a part of planning campus-wide activities are encouraged to join. New ideas are welcome. Through SAC, students interact with campus clubs, organizations and offices to provide social, cultural, educational and recreational opportunities for students.

Additional questions or information about eligibility and qualifications for any of the services listed may be obtained in the Student Life and College Activities Office located in SSV 180.

ANTELOPE VALLEY COLLEGE
CELEBRATING OVER 84 YEARS!

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. 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 ten percent (or second week, whichever is less) for full term courses, of the semester receive no notation on their academic record. After such time 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. **NOTE:** Pass notation does not demonstrate competency for proficiency requirements.

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

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additional work required because of the 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 \$15 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 \$15 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), and University of California at Irvine (UCI). 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 letters of recommendation

AVC Grades Eligibility

3.25 in 12 or more academic units.

3. Establish eligibility for ENGL 101 and MATH 102.
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 several local public and private schools and organizations. For a list of articulated courses or for more information, please contact the Counseling office in your local high school or contact AVC's Admissions and Records Office. **NOTE:** Credit by Articulation is not transferable to other colleges or universities.

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 be eligible to repeat the course once without an Extenuating Circumstances Petition approval. Only the most recent grade will be used in calculating the grade point average; 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

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grade will be used in calculating the grade point average. **NOTE:** Students will be permitted to withdraw and receive a “W” and/or a substandard grade in a class on no more than three occasions. After two enrollments students will be required to submit an Extenuating Circumstances petition for the third and final enrollment at AVC.

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 5 years 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 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

(Title 5, Section 55041)

Regulations governing the repetition of credit courses have designated the following types of courses as repeatable:

- Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor’s degree.
- Intercollegiate athletics
- Intercollegiate academic or vocational competition where enrollment in the course and courses that are related in content is limited to no more than four times for semester work. This enrollment limitation applies even if the student receives a substandard grade or “W” during one or more of

the enrollments in such a course or petitions for repetition due to special circumstances.

- Instances when such repetition is necessary for a student to meet legally mandated training requirements as a condition of continued paid or volunteer employment. (Title 5, Section 55040-55043, and 55253)
- A student may be permitted to repeat a course due to significant lapse of time. AVC designates five years as significant.
- A student may repeat a course as a result of a significant change in industry or licensure standards such that repetition is necessary for employment or licensure.

A sequence of courses may include more than four courses, but students are limited to a maximum of four enrollments in any family. Further, all grades, including “W” will count toward the four course enrollment limitation and used for computing the grade point average. These repeatable courses are identified in the catalog 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 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.

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.

Official Communication to Students (AP 5041)

Students are responsible for reading all official communications from Antelope Valley College (AVC). Methods of communication are students’ AVC email, United States Postal Service and printed publications, including (but not limited to), the AVC Catalog, Schedule of Classes, and Student Handbook.

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

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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 proceeding the census day.”

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 courses must follow the prescribed class withdrawal date procedure. The prescribed withdrawal dates for each class is published in the schedule of classes. Failure to do so will result in the student’s being awarded grades by the instructor for each class in which the student registered.

Students will be permitted to withdraw and receive a “W” in a class on no more than three occasions. After two enrollments students will be required to submit an Extenuating Circumstances petition for consideration of the third and final enrollment at Antelope Valley College. An enrollment occurs when a student receives an evaluative or nonevaluative symbol on their academic record.

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 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 coursework:

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 Progress/ 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 via their AVC email of the probation status. Students that are on probation will have a probation hold placed on their record. Students with an Academic Probation/Progress I status, will be required to complete the online Probation/Progress I workshop at <http://www.avc.edu/student-services/counseling/probworkshop/>. A student with a status of Academic /Progress Probation II will be required to attend the “Mastering Academic Success” workshop. Contact the Counseling Department by calling (661) 722-6300 extension 6338 to schedule a workshop.

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 will be notified of their dismissal from the college by their AVC email. Dismissal students are required to attend a dismissal workshop. Contact the Counseling Department by calling (661) 722-6300 extension 6338 to schedule a workshop

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.

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. 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 Reinstatement. If the appeal is denied, the student may not enroll at AVC until at least one semester has elapsed and a new Appeal for Reinstatement has been submitted and approved. Readmitted students will 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 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 super-

vised 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

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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.

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Policy/Complaint Procedure

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. 6303 .

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:

Mr. Mark Bryant
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;

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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 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. AVC crime stats can be found online at <http://ope.ed.gov/security/> or 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.

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.

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 (AB subscore may be used)	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.)

CALIFORNIA STATE UNIVERSITY

- 1 California Polytechnic State University, San Luis Obispo
- 2 California State Polytechnic University, Pomona
- 3 California State University, Bakersfield
- 4 California State University, Channel Islands
- 5 California State University, Chico
- 6 California State University, Dominguez Hills
- 7 California State University, Fresno
- 8 California State University, Fullerton
- 9 California State University, Hayward
- 10 California State University, Long Beach
- 11 California State University, Los Angeles
- 12 California State University, Monterey Bay
- 13 California State University, Northridge
- 14 California State University, Sacramento
- 15 California State University, San Bernardino
- 16 California State University, San Marcos
- 17 California State University, Stanislaus
- 18 California Maritime Academy
- 19 Humboldt State University
- 20 San Diego State University
- 21 San Francisco State University
- 22 San Jose State University
- 23 Sonoma State University



UNIVERSITY OF CALIFORNIA

- A University of California, Berkeley
- B University of California, Davis
- C University of California, Irvine
- D University of California, Los Angeles
- E University of California, Riverside
- F University of California, San Diego
- G University of California, San Francisco
- H University of California, Santa Barbara
- I University of California, Santa Cruz
- J University of California, Merced

48 Postsecondary Education in California

Postsecondary Education in California

Postsecondary education is defined as the educational instruction beyond high school. California has more than 2,500 educational institutions and agencies which offer education in both academic and vocational majors.

The State of California publicly and financially supports three segments of education which include:

1. Ten University of California campuses (UC),
2. Twenty-three California State University campuses (CSU) and,
3. One hundred and twelve Community Colleges.

The map on the previous page designates the location of the UC and CSU campuses, as well as the location of AVC.

The educational goals that can be attained in post-secondary education are numerous.

Credit Certificates (Title 5, Section 55070)

A Certificate of Achievement is a designated sequence of courses that are oriented to an occupational career or general education. Most certificates are designed to be completed in two years or less.

Associate Degree (Title 5, Section 55063)

An Associate Degree consists of a designated sequence of courses in a specified major or area of emphasis, plus courses identified for general education and electives. Degrees are either A.A. or A.S. (Associate in Arts or Science) and require two years or four semesters of full-time college study.

Bachelor's Degree

Major courses plus general education and minor electives, 124-140 total semester units required. Usually referred to as B.S. or B.A. (Bachelor of Science or Arts) degrees. Normally requires four years of full-time work. You may complete the first two years at a community college and then transfer to a four-year university.

Master's Degree

Bachelor's degree plus graduate courses in specialized area. Bachelor's degree 124-140 semester units plus 30 or more graduate units. Usually referred to as M.S. or M.A. (Master of Science or Arts). Normally requires two additional years of full-time work after completion of bachelor's degree.

Doctorate Degree

Master's degree plus advanced graduate courses in specialized area. Units vary, depending on field of study. Usually referred to as Ph.D. or Ed.D. (Doctor of Philosophy or Doctor of Education). Normally requires three to five additional years of full-time work after completion of master's degree. Dissertation required.

Associate Degree Requirements

(Title 5, Section 55063)

Graduation from Antelope Valley College with the associate in arts or associate in science degree requires the completion of a minimum of 60 semester units, see requirements 1 through 6.

Antelope Valley College awards the associate in science degree or the associate in arts degree to students who pursue majors offered in the following divisions: Business, Computer Studies and Economic Development; Health Sciences; Language Arts; Math, Science and Engineering; Kinesiology, Athletics and Dance; Social and Behavioral Sciences; Technical Education; and Visual and Performing Arts. In the course description section of this catalog, all courses that apply to the associate degree or certificates are designated as (AVC).

The completion of an associate in arts or an associate in science degree does not ensure that a student can transfer directly to a four-year college or university. Students interested in transferring should refer to the Transfer Requirements section in this catalog.

Application for Graduation

Antelope Valley College awards degrees three times annually following the fall, spring and summer semesters. Students must apply for graduation to earn their degree or certificate. Applications are due by October 15 for spring/summer graduates and by April 15 for fall graduates. Applications can be completed online, or students can print the application from the AVC website at www.avc.edu and mail in. After review, a preliminary evaluation will be sent to the students' myAVC e-mail account showing the progress toward the degree. Students will receive information on participating in the annual commencement ceremony from Student Development during spring term. While participation in the commencement ceremony is encouraged, it is not mandatory and does not indicate the completion of a degree or certificate.

1. General Education Requirements

General Education (GE) is designed to introduce the students to the variety of means through which people comprehend the changing world. It reflects the

conviction of AVC that those who receive their degrees must possess in common certain basic principles, concepts, and methodologies both unique to and shared by the various disciplines. College educated persons should be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most importantly, GE should lead to better self understanding.

Courses or a combination of courses which meet GE philosophy and objectives will:

1. Provide an introduction to basic concepts, principles, and methodology of study common to a given discipline;
2. Lead to better self understanding in relationship to the physical environment, culture, economy and society;
3. Provide an opportunity to examine values while proposing solutions for major social problems; and,
4. Provide a breadth of knowledge and experiences which contribute to a well-rounded education.

- Courses in natural science present critical thinking and problem solving methods. These courses also explore the relationship that exists between people and science;
- Courses in the social and behavioral sciences focus on people as members of society. These courses should promote appreciation of how societies and social subgroups operate.
- Courses in the humanities present the cultural activities and artistic expressions of human beings. These courses help students in developing aesthetic understanding and the ability to make value judgements;
- Courses in language and rationality present principles of languages which lead toward logical thought, clear and precise expression, and critical evaluation of communication;
- Courses or a combination of courses in the performing and visual arts and physical education provide both theory and practice;
- Courses in foreign language include substantive content of the culture of the relevant country;
- Ethnic studies and multicultural courses are offered in at least one of the required GE categories.

Courses which emphasize occupational competency do not meet GE objectives.

Double Counting: While a course might satisfy more than one general education requirement, it may not be counted more than once for these purposes. A course may be used to satisfy both a general education requirement and a major or area of emphasis requirement.

Requirements:

A minimum of 3 semester units in Areas A, B, C, D1, D2, E and F to total a minimum of 21 units.

Area A - Natural Sciences

Courses in the Natural Sciences are those which examine the physical universe, its life forms and its natural phenomena. To satisfy the GE requirement in natural sciences, a course shall be designed to help the student develop an appreciation and understanding of the scientific method, and encourage the understanding of the relationships between science and other human activities.

Select at least 3 units

ANTH 101, 101L
ASTR 101, 101L
BIOL 100, 101, 102, 103, 104, 110,
120, 170, 201, 202, 204, 205
CHEM 101, 102, 110
ELTE 101
ERSC 101
GEOG 101, 101L, 102, 102L
GEO 101, 101L, 102, 102L
PHYS 101, 102, 110
PSCI 101

Area B - Social & Behavioral Sciences

Courses in the Social and Behavioral Sciences are those which focus on people as members of society. To satisfy the GE requirement in social and behavioral sciences, a course shall be designed to develop an awareness of the method of inquiry used by the social and behavioral sciences. It shall be designed to stimulate critical thinking about the ways people act and have acted in response to their societies and should promote appreciation of how societies and social subgroups operate.

Select at least 3 units

ANTH 102, 103, 112, 140
BUS 101
ECON 100, 101, 102, 110
GEOG 105, 106
HIST 101, 102, 104, 105, 107, 108,

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109, 110, 111, 112, 113, 114, 118, 119
POLS 101, 103, 200, 201, 202, 203
PSY 101, 201, 212, 234, 236
SOC 101, 105, 110, 111, 112, 115, 120

Area C - Humanities

Courses in the Humanities are those which study the cultural activities and artistic expression of human beings. To satisfy the GE requirement in the humanities, a course shall be designed to help the student develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and help the student develop aesthetic understanding and an ability to make value judgements.

Select at least 3 units

ART 100, 101, 102, 103, 104, 110, 113, 132, 135, 136, 137, 140, 145, 150
CHIN 101, 102, 201, 202
COMM 114, 214
DA 101
DFST 101, 102, 105, 201, 202
ENGL 102, 113, 221, 225, 230, 231, 235, 236, 240, 242, 246, 250, 253, 256, 257, 259, 265, 279
FREN 101, 102, 201, 202, 203
FTV 101, 103, 107, 108, 201, 251, 261
GER 101, 102, 201, 202, 203
HIST 115
LATN 101, 102, 201
MUS 101, 105, 111, 131, 201, 202
MUSC 102, 103, 107
PHIL 105, 106, 108, 109
PHOT 107
SPAN 101, 101HL, 102, 102HL, 201, 202
THA 101, 102, 103, 110, 130, 225

Area D - Language & Rationality

Courses in Language and Rationality are those which develop for the student the principles and applications of language toward logical thought, clear and precise expression and critical evaluation of communication in whatever symbol system the student uses.

Select 3 units from (1) and select 3 units from (2)

1. Academic Composition

Courses fulfilling the written composition requirement shall be designed to include both expository and argumentative writing.
ENGL 101

2. Communication and Analytical Thinking

Courses fulfilling the communication and analytical thinking requirement include oral communication, mathematics, logic, statistics, computer languages and programming, and related disciplines.

BUS 113
CA 103
CIS 101, 111, 141, 157
COMM 101, 103, 107, 109, 112, 114, 115, 217, 219
ENGL 102, 103
GEOG 201, 205
MATH 102, 102A and 102B, 115, 120, 124, 125, 130, 135, 140, 148, 150
PHIL 101, 110, 201

Area E - Additional Breadth

Courses in this area are designed to expand the acquisition and utilization of knowledge in GE and/or self understanding. **Courses must be taken from a discipline not previously selected.**

Select at least 3 units

From areas A, B, C, D2 or
HD 100, 101, 103, 105, 198
HE 101, 120, 201
LIB 105, 107
NF 100, 103, 110, 150
Any DA activity course(s) from DA 102-205, except DA 107A-C, 108, 109 and 111
Any KIN activity course(s) from KIN 101-180, or up to 4 units for military experience

Area F - Diversity Studies

The primary focus of courses meeting the Diversity Studies requirement will deal, in depth, with non-dominant groups in the State of California and the United States. These groups of people are defined as African-American, Hispanic, Asian-Pacific Islander, Native American and Women. Courses meeting the Diversity Studies requirement will deal with more than one group. Courses will deal with one non-dominant group in comparison to the dominant group or other non-dominant group(s). Issues of racism and sexism will be explicitly covered.

Select 3 units

ANTH 112
BUS 212
CFE 116
COMM 114, 217, 219

ECON 110
ENGL 250, 253, 256, 257, 259
FTV 201, 203
HE 201
HIST 110, 111, 113
MGT 212
MUSC 107
POLS 202
SOC 105, 110
THA 239

2. Proficiency Requirements

Proficiency requirements exist for the areas of Reading, Writing and Math. Students must demonstrate competency in each of these areas in order to be eligible for the associate degree.

A. READING

Eligibility for College Level Reading (AVC assessment) or Completion of READ 099 with a minimum grade of "P" (Pass), or completion of an Associate Degree or higher from a regionally accredited institution of higher education.

B. WRITING

Completion of ENGL 101 with a minimum grade of "C." NOTE: Completion of ENGL 101 with a "P" (Pass) option does not satisfy this requirement.

C. MATHEMATICS

Completion of MATH 102 or higher or CIS 121 with a satisfactory grade or placement by AVC assessment into a math course higher than MATH 102.

3. Major and/or Area of Emphasis Requirements

Students must receive a minimum grade of "C" or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate.

Major requirements may be satisfied by: (Title 5, Section 55063)

A. Completing specific major requirements listed in the AVC catalog,

or

B. Completing requirements for the Liberal Arts and Sciences Degree.

4. Electives

The remaining number of units (up to 60) are considered electives. Any course that has already been counted toward (1) the general education requirements, or (2) the major, cannot be used as an elective.

5. Grade Point Average Requirement

A cumulative grade point average of 2.0 (“C” average) is required.

6. Residence Requirement

Of the required 60 units, “at least 12 semester...units must be completed in residence at the college granting the degree.” Title 5, Section 54000 et seq. Title 5 of the California Code of Regulations is available at <http://ccr.oal.ca.gov> and in the Antelope Valley College Library.

7. Requirements for Two or More Associate Degrees

To be eligible for multiple associate degrees, a student must complete all graduation requirements for each degree.

Liberal Arts and Sciences Degree: Option I, II, or III

This degree will provide students with an opportunity to earn an AA degree in one of three major areas of study: math and sciences; social/behavioral sciences; or arts and humanities. It is designed for students who wish to explore different disciplines (subject areas) *before* deciding on a definite major program prior to transferring to a four-year university, or for students who may not be planning to transfer but wish to earn a degree in a particular area of study that interests them.

Students planning to transfer to a four-year university are cautioned that this degree may not meet all of the lower division requirements for transfer into a particular major; however, through careful educational planning with a counselor, this degree would offer a solid foundation in the transfer process. Students should consult with a counselor for specific information regarding their intended major at the university of their choice.

Degree Requirements:

Requirements for the Liberal Arts and Sciences Degree (*Option I, II, or III*) may be satisfied by completing a total of 60 units comprised of the following:

- a minimum of 18 core course units chosen exclusively from *one of the options* listed below. Student must receive a minimum grade of “C” or better in all required core courses in

order to qualify for the degree;

- 21 units of AVC/General Education (GE) requirements; and
- enough elective units to complete the required balance of 60 total units.

Double Counting: *While a course might satisfy more than one general education requirement, it may not be counted more than once for these purposes. A course may be used to satisfy both a general education requirement and a major or area of emphasis requirement.*

Math and Sciences - Option I:

The following area of study allows students to take courses that will prepare them for possible majors within the many fields of Science, including the Allied Health field, Nursing preparation, Health Sciences, and related fields. Courses in mathematics emphasize mathematical and quantitative reasoning skills. Courses in the sciences examine the physical universe—its life forms and its natural phenomena—allowing students to learn about the methodologies of science as an investigative tool and to understand the influence scientific knowledge has on society.

Select a minimum of 18 units from the following courses:

Choose at least 6 units from courses listed below:

ANTH 101
 ASTR 101, 101L
 BIOL 101, 103, 110, 120, 201, 202, 204
 CHEM 101, 102, 110, 120
 ERSC 101
 GEOG 101
 GEOL 101, 101L, 102
 PHYS 101, 102, 110, 120, 211
 PSCI 101

AND at least 6 units from the courses listed below:

MATH 115, 125, 130, 140, 150, 160, 220, 250

Social/Behavioral Sciences - Option II:

Program Learning Outcomes

1. Students will demonstrate an awareness of the methods of inquiry used by professional social and behavioral scientists, including research, critical analysis, and synthesis.
2. Students will be able to critically evaluate the behaviors, attitudes, and beliefs of diverse cultures.

The following area of study allows students to take courses that will prepare them for possible majors within the fields of Psychology, History, Sociology, Political Science, and related disciplines. Courses in the social and behavioral sciences explore a variety of theories, perspectives, and experiences as to how people have behaved and continue to behave in response to particular times, places, events, and societies. The courses are designed to stimulate critical thinking and encourage students to evaluate how societies and social sub groups operate in the world.

Select at least 18 units from the following courses:

AJ 206
 ANTH 102, 103, 112
 ECON 100, 101, 102, 110
 GEOG 105
 HIST 101, 102, 104, 105, 107, 108, 109, 110, 111, 112, 113, 114, 119
 POLS 101, 103, 200, 202, 203
 PSY 101, 201, 212, 233, 234, 235, 236
 SOC 101, 105, 110, 112, 115

Arts and Humanities - Option III:

The following area of study allows students to take courses that will prepare them for possible majors within a variety of liberal arts disciplines. Courses in arts and humanities promote critical thinking and emphasize the cultural, humanistic, and artistic expression of people throughout the world, past and present. Students will learn to evaluate and interpret how people have developed aesthetically to the world around them.

Select at least 18 units from the following courses:

Choose at least 6 units from courses listed below:

ART 100, 101, 102, 103, 104
 DA 101
 FTV 101, 107, 108, 203
 MUS 101, 105
 MUSC 102, 103, 107
 PHOT 107
 THA 101, 110

AND at least 6 units from courses listed below:

CHIN 101*, 102*
 ENGL 221, 222, 225, 227, 230, 231, 236, 240, 242, 246, 250, 253, 256, 257, 259, 265, 279
 FREN 101*, 102*, 201, 202, 203
 FTV 201, 203
 GER 101*, 102*, 201, 202, 203

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HIST 115
LATN 101*, 102*, 201
PHIL 105, 106, 108
PHOT 107
SPAN 101*, 102*, 201, 202

TRANSFER NOTES: All courses listed in the options above are transferable to CSU/UC and may be applied to the appropriate areas of the CSU General Education Breadth and the UC General Education (IGETC) patterns. Those courses marked with an *asterisk can only be used for Foreign Language proficiency listed in IGETC section "Language Other Than English." These courses may also be used for CSU GE Breadth Humanities credit Area C-2.

Students wishing to transfer to the California State University system must select additional General Education courses from *either* the "CSU General Education pattern or from the "Intersegmental General Education Transfer Core Curriculum (IGETC)" pattern listed in the [Transfer Information](#) section of this catalog.

Students wishing to transfer to the University of California system must select additional General Education courses *only* from the "Intersegmental General Education Transfer Core Curriculum (IGETC)" pattern listed in the [Transfer Information](#) section of this catalog.

Credit Courses Not Transferable/Not Applicable to the Associate Degree and Certificate Programs

Effective Fall 1988, selected credit courses shall not apply to the associate degree and certificate programs.

Students who enroll in credit courses not applicable to the degree or certificate can use these credits for eligibility purposes, i.e., full-time status, intercollegiate athletic status and financial aid status. In the course description section of this catalog, these courses are designated as: **Credit course not applicable to the associate degree and certificate programs.** Grades will not count in calculating the GPA when received in credit courses not applicable to the associate degree and certificate programs. All courses that do apply to

the associate degree or certificates are designated as (AVC).

The list of credit courses not applicable to the associate degree and certificate programs include:

Basic Skills Courses:

ENGL 095, Composition Skills
ENGL 097, Composition Portfolio A
ENGL 099, Composition Portfolio B
ESL 018, ESL Reading and Writing 1
ESL 019, ESL Skills Building 1
ESL 020, ESL Vocab & Pronunciation 2
ESL 023, ESL Grammar 2
ESL 028, ESL Reading and Writing 2
ESL 029, ESL Skills Building 2
ESL 030, ESL Vocab & Pronunciation 3
ESL 033, ESL Grammar 3
ESL 038, ESL Reading and Writing 3
ESL 039, ESL Skills Building 3
ESL 040, ESL Vocab & Pronunciation 4
ESL 043, ESL Grammar 4
ESL 048, ESL Reading and Writing 4
ESL 049, ESL Skills Building 4
ESL 058, ESL Reading and Writing 5
ESL 059, ESL Skills Building 5
MATH 065, Basic Math
MATH 070, Elementary Algebra
MATH 070A, Elementary Algebra-First Half with SAS
MATH 070B, Elementary Algebra-Second Half with SAS
MATH 080, Plane Geometry
READ 095, Basic Reading Strategies for College Success
READ 099, Critical Reading and Study Skills

Academic Support Courses:

ENGL 090, Grammar and Mechanics
LAC 020, Managing Writing Anxiety
LAC 098, Math for Nursing
LAC 099, Dosage Calculation
MATH 020, Managing Math Anxiety
MATH 021, Math Study Strategies

Certificate Programs

(Title 5, Section 55070, 55072)

At Antelope Valley College (AVC) there are two types of educational programs which lead to certificates of achievement.

1. There are programs that lead to certification or licensing by agencies other than AVC, usually state or federal agencies, after an examination or further training. Such programs at AVC usually lead to the associate in arts degree as well.
2. There are programs that lead to

Certificates of Achievement from AVC (see list on next page) that have been reviewed by the Academic Policies & Procedures Committee, the Board of Trustees, and the Chancellor's Office. These certificates are comprised of 1) a minimum of 18 or more semester units (or 27 or more quarter units) of degree-applicable coursework designed as a pattern of learning experiences intended to develop certain capabilities that may be oriented to career or general education, or 2) a designated sequence of courses consisting of 12 or more semester units (or 18 or more quarter units) of degree-applicable credit coursework. These certificate programs will be consistent with the mission of the college, meet a demonstrated need, be feasible, and adhere to guidelines on academic integrity which may be developed by the Chancellor, the Academic Senate for California Community Colleges, or other appropriate statewide bodies. Such programs are usually less than two years in length and may or may not lead to an associate in arts or science degree. Courses taken in these programs at AVC will apply toward an associate degree.

To avoid delays in completing your certificate of achievement, it is important that you recognize that many courses are not offered every semester (including a very limited summer school offering). Note how certain designated courses are offered on a rotating basis (either fall or spring) and develop your educational plan very carefully. Required courses that are rarely offered or potential problems should be discussed with the appropriate division dean as early in the planning process as possible.

Filing for Certificate Programs:

An application for a certificate may be completed online or students can print the application from the AVC website at www.avc.edu. Awarded certificates will be posted to the student permanent record three times annually following the fall, spring and summer semesters. Students will receive information on participating in the annual commencement ceremony from Student Development during spring term. While participation in the commencement ceremony is encouraged, it is not mandatory and does not indicate the completion of a certificate.

DEGREES AND CERTIFICATES

Subject Area						Subject Area					
Degree or Certificate Title						Degree or Certificate Title					
	AA-T	AS-T	AA	AS	C		AA-T	AS-T	AA	AS	C
Accounting- (pg. 60)						Digital Photographic Imaging			AA		C
Professional Bookkeeping				AS	C	Digital Printing			AA		C
Administration of Justice (pg. 63)			AA			Graphic Design			AA		C
Aeronautical & Aviation Technology- (pg. 67)						Interactive Media-Web Design			AA		C
Aircraft Airframe				AS	C	Video Design & Production			AA		C
Aircraft Powerplant				AS	C	Drafting/Computer Aided Design (pg. 156)				AS	C
General Aircraft Maintenance				AS	C	Education- Instructional Aide (pg. 161)			AA		C
Agriculture/Park & Landscape Management- (pg. 71)						Electrical Technology (pg. 164)				AS	C
Environmental Horticulture				AS	C	Electronics Technology (pg. 167)				AS	C
Landscaping Construction				AS	C	Engineering (pg. 171)				AS	
Air Conditioning & Refrigeration- (pg. 76)						Engineering Technology				AS	C
Air Conditioning Specialist				AS	C	English- (pg. 175)					
Air Conditioning & Refrig. Specialist				AS	C	English - Transfer			AA		
Refrigeration Specialist				AS	C	English - Non-Transfer			AA		
Aircraft Fabrication and Assembly Tech (pg. 80)				AS	C	Family and Consumer Sciences- (pg. 188)					
Art-						Child and Family Development			AA		
Art History			AA-T			Clothing and Textiles			AA		
Studio Art			AA-T			Consumer Services			AA		
Auto Body- (pg. 92)						Interior Design			AA		
Collision Repair Specialist				AS	C	Nutrition and Foods			AA		
Collision Repair & Refinishing Specialist				AS	C	Fire Technology (pg. 193)				AS	C
Refinishing Specialist				AS	C	Firefighter I Academy					C
Automotive Technology- (pg. 96)						Wildland Fire Technology				AS	
Driveability, Emissions & Electrical				AS	C	IGETC - General Education (pg. 56)					C
Engine and Drive Trains				AS	C	Interior Design (pg. 217)			AA		C
Biological Sciences (pg. 101)				AS		Kinesiology (pg. 222)			AA		
Business- (pg. 105)						Liberal Arts and Sciences- (pg. 51)					
Business Administration				AS		Option I - Math and Sciences			AA		
General Business				AS	C	Option II - Social/Behavioral Sciences			AA		
Child and Family Education (pg. 111)			AA		C	Option III - Arts and Humanities			AA		
School-Aged Child Care			AA		C	Management (pg. 234)				AS	C
Clothing and Textiles - Fashion Design (pg. 118)			AA		C	Small Business Management				AS	C
Communication Studies (pg. 121)		AA-T				Marketing (pg. 238)				AS	C
Computer Applications (pg. 125)				AS	C	Mathematics (pg. 241)		AS-T		AS	
Computer Networking Core					C	Medical Assisting- (pg. 248)					
Computer Networking Multi-Platform				AS	C	Clinical Medical Assistant				AS	C
Computer Information Science- (pg. 125)						Medical Assistant				AS	C
Business Computer Info. Science				AS	C	Music (pg. 251)			AA		
Computer Software Developer				AS	C	Music, Commercial - (pg. 257)					
CSU - General Education (pg. 57)					C	Level I - General					C
Deaf Studies- (pg. 140)						Level II - Performance Specialty					C
American Sign Language			AA		C	Nursing Science-					
Interpreter Training			AA		C	Licensed Vocational Nurse (pg. 312)					C
Digital Media (pg. 145)						Registered Nursing (pg. 295)				AS	
Computer Animation			AA		C						

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DEGREES AND CERTIFICATES (CONT.)

Subject Area Degree or Certificate Title	AA-T	AS-T	AA	AS	C
Office Technology- (pg. 264)					
Administrative Assistant				AS	C
Administrative Medical Assistant				AS	C
Office Specialist				AS	C
Photography-Commercial (pg. 271)					
Commercial Photography			AA		C
Physical Sciences (pg. 276)				AS	
Political Science	AA-T				
Radiologic Technology (pg. 284)				AS	
Real Estate (pg. 291)				AS	
Real Estate Broker					C
Real Estate Salesperson					C
Respiratory Care (pg. 302)				AS	
Sociology	AA-T				
Welding (pg. 318)				AS	C
Low-Unit Certificates of Achievement					
Fire Technology (pg. 193)					
Wildland Fire Technology					C
Geosciences (pg. 206)					
Geographic Information Systems (GIS)					C

Resident Requirement:

All certificate of achievement programs require a minimum of 12 units completed in residence at AVC with a minimum of 9 of those units completed in the certificate coursework.

Grade Point Average:

All certificate of achievement programs require a minimum GPA of 2.0 ("C" average) unless otherwise stated.

IGETC and CSU GE: Certificates of Achievement (Title 5, Section 55070)

A General Education Certificate of Achievement ensures that students have a broad background in a variety of disciplines at the college and university level in order to appreciate the breadth of human knowledge and the responsibilities of concerned and engaged citizens. General Education courses will provide students with skills that include the ability to read critically, to write and communicate with clarity, to evaluate and draw well-informed conclusions and inferences from information gleaned from

many sources, and to access the wealth of technical, scientific, and cultural information that is increasingly necessary in our global community. It is through General Education that students gain an appreciation of how diverse cultures lead us to be more creative thinkers with different perspectives and insights from which to view human endeavors.

In order to be awarded either Certificate of Achievement (IGETC or CSU GE), students must complete a minimum of 39 units, with grades of "C" or better. No class may be used to satisfy requirements in more than one of the five general areas. Courses taken at other accredited institutions can be certified by Antelope Valley College. Students should consult with a counselor for the most current requirements. (See pages 55-58)

- Completing the IGETC Certificate ensures that students planning to transfer to a CSU or UC campus have satisfied their lower division General Education requirements and will not be required to satisfy any further lower division requirements upon transfer.
- Completing the CSU GE Certificate

ensures that students planning to transfer to one the CSU campuses have satisfied their lower division General Education requirements and will not be required to satisfy any further lower division requirements upon transfer.

Local Certificates: Certificate of Proficiency

Locally approved Certificates of Proficiency may consist of one or more courses totaling from 6-17 units that lead to an occupationally relevant set of skills. These programs are shorter in duration and narrower in scope than the achievement certificate programs of 18 units or more, and they usually provide instruction related to occupational advancement. They may also meet the needs of continuing education for those in an evolving profession or meet a demonstrated local need that is recognized by the community and verified by the college.

These locally approved certificate programs do not require Chancellor Office approval, nor can they appear on a student's transcript. Locally approved certificates are:

- Grounds Maintenance
- Office Support Award

Low-Unit Certificates: Certificate of Achievement

These low unit certificate of achievement programs are Chancellor Office approved and can appear on a student's transcript. These low-unit certificates of achievement are:

- Geographic Information Systems
- Wildland Fire Technology

Catalog Rights Policy

Provided that continuous attendance is maintained, AVC students may elect the degree requirements in effect at:

1. The time they entered AVC; or
2. The time they graduate from AVC.

A student will lose catalog rights if there is no course notation (Grade, W, I, Pass/No Pass, RD) on the transcript for two consecutive, regular (fall/spring) semesters. Summer and intersession terms cannot be used to establish catalog rights nor to maintain continuous attendance.

Once catalog rights are established,

absence related to attendance at another accredited institution of higher learning shall not be considered an interruption, providing the absence does not exceed two years.

The “Catalog Rights Policy” sets forth the criteria used for determining the degree requirements under which students may graduate. New students should check AVC’s online catalog (www.avc.edu) for the most up to date version, which may include changes to academic policies or procedures as a result of new or revised legislation, course prerequisites, or other academic concerns.

NOTE: Those students, regardless of catalog rights, who receive a substandard grade (D, F, NP) for a course have the opportunity to repeat the course once. If on the subsequent attempt the course has a current prerequisite, corerequisite, or limitation on enrollment that was not in effect the first time the course was taken, the student must meet the most recent academic requirement.

Changes in Majors

Students changing major will be subject to the major requirements in effect at the time of the change, but will be allowed to continue with previously established non-major requirements (general education, proficiencies, etc.).

56 Transfer Information

Preparation for Transfer to Four-Year Institutions

(Title 5, Section 51022[b])

The most important actions a student can take to prepare for transfer are:

1. Read the Antelope Valley College Catalog carefully, paying special attention to the sections on transfer and certification of General Education requirements.
2. Discuss educational plans with a counselor.
3. Plan a course of study being careful to select courses that will be accepted by a transfer school toward a degree there.
4. Become familiar with one or more transfer school catalogs; catalogs are available in the Transfer Center.
5. Review application booklets for information about the application process and deadlines for prospective transfers.

It is important that a prospective transfer student plans a program that is similar to the freshman and sophomore years at a particular four-year school. This is why it is so important that the student reviews transfer school catalogs to see which courses are required of lower division students.

The Antelope Valley College Catalog identifies courses that are transferable and which count toward a bachelor's degree. The catalog also contains information about General Education (GE) requirements and how a student can meet some or all of the lower division general education at Antelope Valley College.

Even with these assurances, *it is important that a student works closely with a counselor in planning a program of study* so that the student completes as many transfer requirements as possible.

Requirements for the Associate in Arts for transfer (AA-T) or Associate in Science for transfer (AS-T)

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established

variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

At the time of catalog publication, a student may earn an AA-T/AS-T in the following areas:

Art History, AA-T
Communication Studies, AA-T
Mathematics, AS-T
Political Science, AA-T
Sociology, AA-T
Studio Arts, AA-T

Additional majors are being developed. Please see a counselor and www.avc.edu for more information.

Transferability of AVC Courses

Many courses are designated as transferable to either the CSU or UC Systems. The designation for UC transferable courses is based on the most current UC transferable course list. *Students are cautioned that many of these courses will only transfer as elective credit.* Students desiring to continue at a four-year school should follow the requirements listed in the four-year school's catalog and work closely with a counselor to ensure that courses will meet major and general education requirements upon transfer.

Intersegmental General Education Transfer Curriculum (IGETC)

The IGETC is a series of courses that community college students can use to satisfy lower division general education requirements at any CSU or UC campus for most majors. The IGETC will provide an option to the California State University General Education Requirements.

Completion of the IGETC is not a requirement for transfer to a CSU or UC, nor is it the only way to fulfill the lower-division, GE requirements of the CSU or UC prior to transfer. Students may find it advantageous to take courses fulfilling CSU's general education requirements or those of a particular UC campus.

Completion of all of the requirements in the IGETC will permit a student to transfer from a community college to a campus in either the California State University or University of California system without the need, after transfer, to take additional lower-division general education courses to satisfy campus general education requirements.

The course requirements for all areas must be completed before the IGETC can be certified. All courses must be completed with grades of "C" or better. Additionally, the IGETC must be completed and certified before the student enrolls at a CSU or UC campus. Requirements for the IGETC cannot be completed once the student enrolls at a CSU or UC campus.

The following information is based on the 2014–15 IGETC list. Consult with a counselor for the most current requirements, which are subject to change.

AREA 1 – English Communication

CSU – Three courses required, minimum of one from Group A, B and C.

UC – Two courses required, minimum of one from Group A and B.

Group A: English Composition

One course, 3 semester units/4–5 quarter units.

ENGL 101

Group B: Critical Thinking–English Composition

One course, 3 semester units/4–5 quarter units. Course selected must have English Composition as a prerequisite.

ENGL 102, 103

PHIL 201

Group C: Oral Communication (CSU only)

One course, 3 semester units/4–5 quarter units.

COMM 101, 103

AREA 2 – Mathematical Concepts and Quantitative Reasoning

One course, 3 semester units/4–5 quarter units.

MATH 115, 124, 125, 130, 140, 148, 150, 160, 220, 230, 250

AREA 3 – Arts and Humanities

At least three courses, 9 semester units/12–15 quarter units. At least one course from the Arts and one from the Humanities.

Arts:

ART 100, 101, 102, 103, 104

DA 101

ENGL 235, 236, 246

FTV 101, 107, 108, 203

MUS 101, 105

MUSC 102, 103, 107

THA 101, 110

Humanities:

CHIN 201, 202

ENGL 221, 222, 225, 227, 230, 231,

235, 236, 240, 242, 246, 250, 253,

256, 257, 259, 265, 279

FREN 201, 202, 203

FTV 201, 203

GER 201, 202, 203

HIST 115

LATN 201

PHIL 105, 106, 108, 109

PHOT 107

SPAN 201, 202

THA 239

AREA 4 – Social and Behavioral Sciences

At least three courses, 9 semester units/12–15 quarter units. Courses from at least two disciplines or an interdisciplinary sequence.

AJ 206

ANTH 102, 103, 112

ECON 100, 101, 102, 110

GEOG 105

HIST 101, 102, 104, 105, 107, 108,

109, 110, 111, 112, 113, 114, 119

POLS 101, 103, 200, 202, 203

PSY 101, 201, 212, 233, 234, 235, 236

SOC 101, 105, 110, 112, 115

AREA 5 – Physical and Biological Sciences

At least two courses required, 7–9 semester/quarter units. One Physical Science course and one Biological Science course; at least one must include a lab.

Physical Sciences:

ASTR 101, 101L#

CHEM 101#, 102#, 110#, 120#

ERSC 101#

GEOG 101, 101L#

GEO 101, 101L#, 102, 102L#

PHYS 101#, 102#, 110#, 120#,

211#

PSCI 101#

Biological Sciences:

ANTH 101, 101L#

BIOL 101#, 103#, 110#, 120#, 201#,

202#, 204#, 205#

Meets laboratory requirement.

Language Other Than English (UC Requirement ONLY)

Proficiency equivalent to two years of high school in the same language with a grade of “C.” **OR** earn a score of 3 or higher on the AP Foreign Language test, **OR** 550 on the College Board Achievement Test in Foreign Language, **OR** complete one of the foreign language courses listed below.

CHIN 102, 201, 202

DFST 102, 201, 202

FREN 102, 201, 202, 203

GER 102, 201, 202, 203

LATN 102, 201

SPAN 102, 102HL, 201, 202

CSU Graduation Requirement in U.S. History, Constitution and American Ideals 6 units

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

HIST 107 and POLS 101

HIST 108 and POLS 101

HIST 109 and POLS 101

HIST 110 and POLS 101

The California State University System (CSU)

The CSU system is composed of 23 campuses which serve more than 315,000 students. CSU has more than 1,400 bachelor’s and master’s degree programs in over 200 different subject areas and a variety of teaching and school service credential programs. CSU campuses offer undergraduate and graduate programs

providing liberal arts education as well as preparation for occupations such as business, engineering, the arts, and science and health professions.

A community college student may transfer a maximum of 70 semester units to a campus of the CSU. Courses that are transferable to the CSU are designated as (CSU) in the description of courses in this catalog. Please be cautioned that some of these courses will only transfer as elective credit.

Eligibility for Admission to the CSU System

All CSU campuses have the same admission requirements for transfer students. Some exceptions occur at campuses or in programs where there are more applicants than can be admitted. In general, however, a student will qualify for most campuses and programs if the student has a 2.0 GPA or better in all transferable units and meets one of the following standards:

1. If a student was eligible for admission to the CSU from high school—i.e., had satisfied the subject requirements and achieved the required scores on the eligibility index—a student is eligible to transfer at any time, provided that a 2.0 GPA is maintained in transferable college courses.
NOTE: Consult the CSU Application Packet for information on required high school subjects and eligibility index.
2. If a student earned the required scores on the eligibility index, but had not satisfied the required college preparatory high school subjects, a student may take college courses in the subjects that were missing and be eligible to transfer upon their completion, provided the student maintains a 2.0 GPA in transferable courses.
3. If a student was ineligible for admission from high school because the student lacked required subjects and did not achieve the required scores on the eligibility index, the student must do three things:
 - a. Complete 56-60 transferable semester units at AVC (depending on the campus selected);
 - b. Establish a minimum 2.0 GPA at AVC; and,
 - c. Complete a minimum of 39

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semester units from the CSU General Ed. Requirements. Of these 39 units a student must include courses from A-1, A-2, A-3 and B-4 with a minimum evaluative grade of "C" before he/she matriculates to a CSU campus.

General Education Requirements for the CSU System

A candidate for a bachelor's degree from the California State University system shall complete a minimum of 48 semester units in general education courses. A student may complete 39 of the 48 required units at Antelope Valley College. In addition to these 39 units of lower division general education courses, students must complete 9 units of upper division course work at a California State University campus. AVC will certify general education for students who meet the 12 units residency requirement of Antelope Valley College. No more than 30 units may be certified in categories B, C and D. No class may be used to satisfy requirements in more than one of the five general areas. Courses taken at other institutions can be certified by Antelope Valley College.

The following information is based on the 2014–15 CSU GE list. Consult with a counselor for the most current requirements, which are subject to change.

A. English Language Communication and Critical Thinking (9 units)

Select at least 3 units from each of the following sub-categories.

A-1 **Oral Communication
COMM 101, 103

A-2 **Written Communication
ENGL 101

A-3 **Critical Thinking
COMM 115
ENGL 102, 103
PHIL 101, 106, 110, 201

** Courses in this area must be completed with a grade of "C" or better to be certified.

B. Scientific Inquiry and Quantitative Reasoning (9–12 units)

Select at least one course from physical sciences, one course from life sciences, and one course from mathematics/quantitative reasoning. One science course shall include a laboratory

component/activity.

B-1 Physical Science

ASTR 101
CHEM 101*, 102*, 110*, 120*
ERSC 101*
GEOG 101, 102
GEOL 101, 102
PHYS 101*, 102*, 110*, 120*, 211*
PSCI 101*

B-2 Life Science

ANTH 101
BIOL 101*, 102*, 103*, 104, 110*, 120*, 201*, 202*, 204*, 205*

B-3 Laboratory Activity

ANTH 101L
ASTR 101L
GEOG 101L, 102L
GEOL 101L, 102L

B-4 **Mathematics/Quantitative

Reasoning
CIS 121
MATH 115, 124, 125, 130, 135, 140, 148, 150, 160, 220, 250

* Class includes a laboratory component. Credit will also be granted for Area B-3.

** Courses in this area must be completed with a grade of "C" or better to be certified.

C. Arts and Humanities (9 units)

Select one course from the arts and one course from the humanities. Select the remaining units from C-1 or C-2. No more than 4 units of performance or art activity classes shall be chosen. Performance/activities are indicated in *bold & italics*.

C-1 Arts (Art, Dance, Music, Theatre)
ART 100, 101, 102, 103, 104, **110, 113, 132, 135, 137, 140, 145, 160, 210, 213**

COMM 103, 112, 114
DA 101

FTV 101, 107, 108, 201, 203
HIST 115

MUS 101, 105, 111, **131, 132, 151, 153, 185, 231, 232, 251A, 251B, 253A, 253B**

MUSC 102, 103, 107

PHOT 107, **250**
PHTC **101, 101L, 150, 150L, 201, 201L**

THA 101, 102, 110, **120D***, 121***, 130, 225**

*** Course must be taken for 2 or more units to qualify for Area C-1

C-2 Humanities (Literature, Philosophy, Foreign Languages)

CHIN 101, 102, 201, 202

COMM 112

DFST 201, 202

ENGL 111, 112, 221, 222, 225, 227, 230, 231, 235, 236, 240, 242, 246, 250, 253, 256, 257, 259, 265, 279

FREN 101, 102, 201, 202, 203

FTV 203

GER 101, 102, 201, 202, 203

LATN 101, 102, 201

PHIL 105, 106, 108, 109

PHOT 107

SPAN 101, 101HL, 102, 102HL, 201, 202

THA 239

D. Social Sciences (9 units)

Select from at least two different disciplines.

D-1 ANTH 102, 103, 112, 140

D-2 ECON 100, 101, 102, 110

D-3 POLS 202

SOC 110

D-4 COMM 217

D-5 GEOG 105, 106

D-6 HIST 101, 102, 104, 105, 107, 108, 109, 110, 111, 112, 113, 114, 118, 119

D-7 CFE 102

D-8 POLS 101, 103, 200, 201, 202, 203

D-9 PSY 101, 201, 212, 230, 232, 233, 234, 235, 236

D-10 AJ 206

SOC 101, 105, 110, 111, 112, 115

E. Lifelong Learning and Self-Development (3 units)

Select 3 units, or DD 214 for 4 units

CFE 102

COMM 103, 107, 219

HD 101, 105

HE 101, 120

NF 100, 103

PSY 212, 236

SOC 111

Requirements for

American Institutions (6 units)

Select one pair. Courses used to satisfy the American Institutions requirement may also apply to Category D above.

HIST 107 and POLS 101

HIST 108 and POLS 101

HIST 109 and POLS 101

HIST 110 and POLS 101

Major Requirements at CSU Campuses

Refer to CSU catalogs and consult a counselor. CSU catalogs are available

in the Transfer Center, Room SSV 101, Student Services Building.

The University of California System (UC)

The University of California system is made up of ten campuses located throughout California—in Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, San Francisco, Santa Barbara and Santa Cruz. All of these campuses have certain features in common—uniform admission requirements, highly qualified faculty and excellent libraries. All maintain the same high academic standards. Nine of the campuses offer comprehensive undergraduate programs with a variety of individual specialties. The San Francisco campus is unique because all of its programs are in the health sciences. Each campus has its own character and distinctive features which contribute to the diversity of the University as a whole.

A community college student may transfer a maximum of 70 semester units to a campus of the UC. Courses that are transferable to the UC are designated as (UC) in the description of courses in this catalog. The designation for UC transferable courses is based on the most current UC transferable course list. Please be cautioned that some of these courses will only transfer as elective credit.

Eligibility for Admission to the UC System

All UC campuses have the same admission requirements for transfer students. Some exceptions occur at campuses or in programs where there are more applicants than can be admitted. The way a transfer student can meet the UC's admission requirements is:

If a student was ineligible for admission from high school due to lack of required subjects and did not achieve the required scores on the eligibility index, the student must do three things:

1. complete 60 transferable semester units at AVC;
2. establish a minimum 2.4 GPA* at AVC; and,
3. complete college courses to make up any high school subject deficiencies (refer to the UC application packet for options to clear subject deficiencies).

* Earning a 2.4 GPA does not guarantee admission to all programs at the University of California. Certain programs and/or campuses may be impacted and therefore require additional criteria for acceptance.

Major Requirements at UC Campuses

Refer to the UC catalogs and consult a counselor. UC catalogs are available in the Transfer Center, Room SSV 101, Student Services Building.

Independent Colleges and Universities

Admission and graduation requirements for independent schools vary according to the institution. To determine specific requirements, check the catalog of the school of your choice. Antelope Valley College's Transfer Center has a catalog file of many independent institutions.