

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 36 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 18 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

I (Incomplete) is a temporary grade status given to a student who has participated in the course and is in satisfactory academic standing but unable to complete academic work for unforeseeable, emergency, and justifiable reasons. Incompletes may only be issued after the twelfth (12) week of a regular semester class or after 75% of a short-term or summer or intersession class. An Incomplete Contract must be completed and the terms and conditions agreed upon by both the student and faculty. The condition for removal of the "I" and the grade to be assigned in lieu of its removal shall be stated by the instructor in the contract which will be held on file in the Admissions Office. The agreed upon terms and conditions must be satisfied no later than one year following the end of the academic term in which the "I" was assigned.

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.

Placement

The use of validated assessment measures to specify the highest course or courses a student is eligible to enroll in and recommendations about supports to successfully complete that course.

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 34 of this catalog.