

**CATALOG COMMON PAGES 2011-2012**  
**MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT**  
Amended through the Administrative Regulations approval process on March 4, 2011

The following are a portion of the Administrative Regulations used in managing the day-to-day operations of the Maricopa County Community College District (MCCCD) and are subject to change. Administrative Regulations are amended, adopted, or deleted as necessary and are subject to a formal approval process. Administrative Regulations are referenced as "AR" followed by a regulation number, which corresponds with the regulations on the MCCCD web site:

[http://www.maricopa.edu/publicstewardship/governance/adminregs/adminregs\\_toc.php](http://www.maricopa.edu/publicstewardship/governance/adminregs/adminregs_toc.php)

Some regulations include reference to Arizona Revised Statutes from the State of Arizona and are noted as "ARS" followed by a reference number.

**1. GENERAL STATEMENT (AR 2.4.1)**

The Maricopa Community Colleges are dedicated to providing a healthy, comfortable and educationally productive environment for students, employees and visitors.

**2. NONDISCRIMINATION POLICY (AR 2.4.2)**

It is the policy of the Maricopa Community Colleges (consisting of Chandler-Gilbert Community College, the District Office, Estrella Mountain Community College, GateWay Community College, Glendale Community College, Maricopa Skill Center, Southwest Skill Center, Mesa Community College, Paradise Valley Community College, Phoenix College, Rio Salado College, Scottsdale Community College, and South Mountain Community College) to promote equal employment opportunities through a positive continuing program. This means that Maricopa will not discriminate, nor tolerate discrimination, against any applicant or employee because of race, color, religion, gender, sexual orientation, national origin, **citizenship status**, age, disability, veteran status **or genetic information**. Additionally, it is the policy of the Maricopa Community Colleges to provide an environment for each job applicant and employee that is free from sexual harassment, as well as harassment and intimidation on account of an individual's race, color, religion, gender, sexual orientation, national origin, **citizenship status**, age, disability, veteran status **or genetic information**.

This nondiscrimination policy covers all aspects of the employment relationship and admission to, access to, and treatment of students in the Maricopa Community Colleges' programs and activities including vocational education. This policy also prohibits discrimination on the basis of sexual orientation in the admission and treatment of students in the Maricopa Community Colleges' programs and activities and in the hiring, treatment, promotion, evaluation, and termination of employees.

**3. EQUAL OPPORTUNITY STATEMENT (AR 2.4.3)**

It is the policy of the Maricopa Community Colleges to promote equal employment opportunities through a positive continuing program. This means that Maricopa will not discriminate, nor tolerate discrimination, against any applicant or employee because of race, color, religion, gender, sexual orientation, national origin, **citizenship status**, age, disability, veteran status **or genetic information**. Additionally, it is the policy of the Maricopa Community Colleges to provide an environment for each job applicant and employee that is free from sexual harassment, as well as harassment and intimidation on account of an individual's race, color, religion, gender, sexual orientation, national origin, **citizenship status**, age, disability, veteran status **or genetic information**.

**AFFIRMATIVE ACTION STATEMENTS**

**1. Affirmative Action Policy Statement for Individuals with Disabilities**

In conformance with the provisions of Section 503 of the Rehabilitation Act of 1973, as amended, and the implementing regulations, 41 CFR 60-741.5 (a), as amended, Maricopa Community College District will not discriminate, or tolerate discrimination, against any applicant or employee because of physical or mental disability in regard to any position for which the known applicant or employee is qualified. Maricopa agrees to take affirmative action to employ, advance in employment and otherwise treat known qualified individuals with disabilities without regard to their physical or mental disability in all human resources selection and decision practices, such as the following: advertising, benefits, compensation, discipline (including probation, suspension, and/or termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training. Maricopa will also continue to administer these practices without regard to race, color, religion, gender, sexual orientation, national origin, **citizenship status**, age, disability, veteran status **or genetic information**.

Additionally, all applicants and employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Act.

- 2. Affirmative Action Policy Statement for Other Eligible Veterans, Special Disabled Veterans, and Vietnam Era Veterans**  
In conformation with the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Veterans Employment Opportunities Act of 1998, and the implementing regulations, 41 CFR 60-250(k), Maricopa County Community College District will not discriminate, or tolerate discrimination, against any applicant or employee because he or she is a special disabled veteran or Vietnam era veteran in regard to any position for which the known applicant or employee is qualified. Maricopa agrees to take affirmative action to employ, advance in employment, and otherwise treat known qualified special disabled veterans and Vietnam era veterans without discrimination based upon their disability or veteran status in all human resources section and decision practices, such as the following: advertising, benefits, compensation, discipline (including probation, suspension, and/or termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training. Maricopa will continue to administer these practices without regard to race, color, religion, gender, sexual orientation, national origin, **citizenship status**, age, disability, veteran status **or genetic information**. Additionally, Maricopa agrees to post all suitable job openings at the local office of the State employment service where the job opening occurs. This includes full-time, temporary greater than 3 days' duration, and part-time employment. Finally, all applicants, employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Act.

- 3. Notice of Americans with Disabilities Act (ADA)/Section 504 of the Rehabilitation Act/Title IX Coordinator**  
\_\_\_\_\_ (Name & Title), ADA/504/Title IX Coordinator (address and telephone number)

Under the ADA and Section 504, the District and its colleges recognize the obligation to provide overall program accessibility throughout its locations for persons with disabilities. The designated ADA/504/Title IX Coordinator at each college will provide information as to the existence and location of services, activities and facilities that are accessible to and usable by persons with disabilities. Requests for accommodation should be addressed to the coordinator. Likewise, under Title IX, there is an obligation to provide services and program accessibility in a gender-neutral manner.

Students with disabilities may request catalog information in an alternative format from the college ADA/504 Coordinator.

#### DECLARACIONES DE ACCIÓN AFIRMATIVA

- 1. Póliza de No Discriminación**

Es la póliza de los Colegios Comunitarios del Condado de Maricopa (The Maricopa Community Colleges) que consisten del Centro de Apoyo del Distrito, los colegios comunitarios de Chandler-Gilbert, Estrella Mountain, Gateway, Glendale, Mesa, Paradise Valley, Phoenix, Rio Salado, Scottsdale, South Mountain y el Centro de Capacitación de Maricopa, proveer igualdad en las oportunidades de empleo mediante un programa continuo positivo. Esto significa que Maricopa no discriminará o tolerará discriminación en contra de ningún aplicante o empleado debido a su raza, color, religión, género, orientación sexual, origen nacional, **ciudadanía**, edad, incapacidad, **estado de veterano/a o información genética**. Así mismo, es la póliza de los Colegios Comunitarios proveer para cada aplicante y empleado un ambiente libre de acoso sexual como también de acoso intimidación referente a raza, color, religión, género, orientación sexual, origen nacional, **ciudadanía**, edad, incapacidad, **estado de veterano/a o información genética**.

Esta póliza de no discriminación cubre todos los aspectos de contratación del empleado, ingreso, acceso a, y tratamiento de alumnos en los Colegios Comunitarios de Maricopa los cuáles incluyen también programas de educación vocacional. Esta póliza también prohíbe discriminación en base de orientación sexual en la admisión y tratamiento de estudiantes, en sus programas y actividades y en la contratación, tratamiento, promoción/ascensos, evaluación y despido de empleados.

- 2. Declaración de Igualdad de Oportunidad**

Es la póliza de los Colegios Comunitarios del Condado de Maricopa proveer igualdad en las oportunidades de empleo mediante un programa continuo positivo. Esto significa que Maricopa no discriminará o tolerará discriminación en contra de ningún aplicante o empleado debido a su raza, color, religión, género, orientación sexual, origen nacional, **ciudadanía**, edad, incapacidad, **estado de veterano/a o información genética**. Agregando, es la póliza de los Colegios Comunitarios proveer para cada aplicante y empleado un ambiente libre de acoso sexual como también de acoso e intimidación referente a la raza, color, religión, género, orientación sexual, origen nacional, **ciudadanía**, edad, incapacidad, **estado de veterano/a o información genética**.

- 3. Declaración de Acción Afirmativa**

Póliza y Declaración de Acción Afirmativa para Individuos con Incapacidades De acuerdo a lo que provee la Sección 503 de la Ley de Rehabilitación de 1973, como enmienda, y las leyes de implementación, 41 CFR 60-741.5 (a), declara que el Distrito de Colegios Comunitarios de Maricopa no discriminarán o tolerarán discriminación en contra ningún aplicante o empleado debido a su discapacidad/incapacitación física o mental referente a cualquier posición para la cuál el aplicante o empleado ha calificado. Maricopa promete tomar acción afirmativa para emplear, dar ascenso en empleo y tratar a dichos individuos con incapacidades sin hacer incapie en sus incapacidades físicas o mentales en la selección de recursos humanos y prácticas decisivas como son las siguientes: anuncios, beneficios, compensación, disciplina (incluyendo período de prueba, suspensión, y/o terminación de empleo por causa de paro forzoso), facilidades para empleados, evaluación de trabajo, reclutamiento, programas sociales/recreacionales y entrenamiento. Maricopa continuará llevando a cabo éstas prácticas de no discriminar por razones de raza, color, religión, género, orientación sexual, origen nacional, **ciudadanía**, edad, incapacidad, **estado de veterano/a o información genésica**. Asi mismo, todo los aplicantes y empleados estan protegidos en contra de coacción, intimidación, interferencia o discriminación por quejas o por ayudar en una investigación cubierta bajo éste Acto.

**4. Declaración de Póliza de Acción Afirmativa para Otros Veteranos Elegibles, Veteranos con Incapacitación Especial y Veteranos de la Era Vietnamita**

Conforme a la ley de Reajuste y Asistencia para los Veteranos de la Era Vietnamita de 1974, acta de Oportunidades de Empleo para Veteranos de 1998 y reglamentos de implementación, 41 CFR 60-250(k), el Distrito de Colegios Comunitarios del Condado de Maricopa no discriminará ni tolerará discriminación en contra de ningún aplicante o empleado veterano o veterano de la Era Vietnamita con discapacidad/incapacitación especial referente a cualquier posición la cual dicho aplicante o empleado califique. Maricopa promete aplicar acción afirmativa para emplear, ascender en empleo y tratar a dichos veteranos incapacitados y de la Era Vietnamita que califiquen sin discriminar base a su discapacidad/incapacitación o condición de veterano en todas las áreas de recursos humanos y decisiones como son las siguientes: anuncios, beneficios, compensación, disciplina (incluyendo período de prueba, suspensión, y/o despido por causa o paro forzoso), facilidades para empleados, evaluación de trabajo, reclutamiento, programas sociales/recreacionales y entrenamiento. Maricopa continuará llevando a cabo estas prácticas sin discriminar por razones de raza, color, religión, género, orientación sexual, origen nacional, **ciudadanía**, edad, incapacidad, **estado de veterano/a o información genésica**. Maricopa promete anunciar todas las oportunidades de empleo disponibles en la oficina local del servicio de empleo del Estado donde el empleo esté disponible. Esto incluye empleo de tiempo completo, temporal de más de tres días de duración y empleo de tiempo medio. Finalmente, todos los aplicantes y empleados están protegidos en contra de coacción, intimidación, interferencia o discriminación por quejas o por ayudar en una investigación cubierta sobre este Acto.

**5. Notificación del Acta de Americanos con Impedimentos (ADA)/Sección 504 del Acta de Rehabilitación/Coordinador del Título IX**

\_\_\_\_\_ (*Nombre y Posición*), ADA/504/Coordinador del Título IX (*dirección y número telefónico*) De acuerdo a ADA y a la sección 504, el distrito y sus colegios reconocen la obligación de proveer acceso a programas en todas sus localidades a personas incapacitadas. El coordinador designado de ADA/504/Título IX proveerá información tocante a la existencia y localidad de servicios, actividades y facilidades que son accesibles y de utilidad a personas incapacitadas. Solicitudes para acomodación deben ser dirigidas al coordinador. Del mismo modo, bajo el Título IX, hay obligación de proveer acceso a servicios y programas de una manera imparcial segun el género.

Estudiantes incapacitados pueden solicitar información de catálogo en una forma diferente por medio del Coordinador designado por ADA/504 en cada colegio.

**VISION**

**A Community of Colleges — Colleges for the Community** — working collectively and responsibly to meet the life-long learning needs of our diverse students and communities.

**MISSION**

The Maricopa Community Colleges provide access to higher education for diverse students and communities. We focus on learning through:

- University Transfer Education
- General Education
- Developmental Education
- Workforce Development
- Student Development Services
- Continuing Education

Community Education  
Civic Responsibility  
Global Engagement

## VALUES

The Maricopa Community Colleges are committed to:

### **Community**

We value all people – our students, our employees, their families, and the communities in which they live and work. We value our global community of which we are an integral part.

### **Excellence**

We value excellence and encourage our internal and external communities to strive for their academic, professional and personal best.

### **Honesty and integrity**

We value academic and personal honesty and integrity and believe these elements are essential in our learning environment. We strive to treat each other with respect, civility and fairness.

### **Inclusiveness**

We value inclusiveness and respect for one another. We believe that team work is critical, that each team member is important and we depend on each other to accomplish our mission.

### **Innovation**

We value and embrace an innovative and risk-taking approach so that we remain at the forefront of global educational excellence.

### **Learning**

We value lifelong learning opportunities that respond to the needs of our communities and are accessible, affordable, and of the highest quality. We encourage dialogue and the freedom to have an open exchange of ideas for the common good.

### **Responsibility**

We value responsibility and believe that we are each accountable for our personal and professional actions. We are responsible for making our learning experiences significant and meaningful.

### **Stewardship**

We value stewardship and honor the trust placed in us by the community. We are accountable to our communities for the efficient and effective use of resources as we prepare our students for their role as productive world citizens.

## GENERAL REGULATION (AR 2.1)

### **1. General Statement**

#### *Compliance with Policies, Rules and Regulations*

Every student is expected to know and comply with all current published policies, rules and regulations as stated in the college catalog, class schedule, and/or student handbook. Documents are available on each college's website.

Policies, courses, programs, fees and requirements may be suspended, deleted, restricted, supplemented or changed through action of the Governing Board of the Maricopa Community Colleges.

The Maricopa Community Colleges reserve the right to change, without notice, any materials, information, curriculum, requirements and regulations.

**Note:** *The regulations that comprise the student section contain language that appears in various sources such as the Catalog Common Pages and the Student Handbook. All areas became Administrative Regulations with the 1996 adoption of the Governance Model. Changes are made annually either through the Administrative Regulations approval process, or by Board approval for those items that fall under its statutory duty, such as Tuition and Fees. In an effort to prevent duplication, topics in this section may be incorporated by reference, as they are featured in other areas of the manual and are noted accordingly.*

The Maricopa County Community College District Vision, Mission and Values that are featured in the Common Pages are a part of approved Governing Board policy and are located in the policy section of the manual. As such, the following statement related to Outcomes Assessment that appears in the Common Pages is presented here as a general statement.

## **2. Outcomes Assessment**

The mission of the Maricopa Community Colleges is "to create and continuously improve affordable, accessible, and effective learning environments for the lifelong educational needs of the diverse communities we serve." In order to evaluate how successfully the Maricopa County Community College District accomplishes this mission, student outcomes will be assessed as part of the continuous improvement process.

Students may be asked to participate in a variety of assessment activities at each college. Assessment results will be used to improve educational programs, services and student learning.

## **ADMISSION/ REGISTRATION/ENROLLMENT**

### **ADMISSION POLICY (AR 2.2.1)**

Persons meeting the admissions criteria may attend any Maricopa Community College of their choice. Falsification of any admission materials or official college records may cause for denial or cancellation of admission. Exceptions to the admissions policies may be requested through the Admissions and Standards Committee. Admission is determined in accordance with state law (ARS §§15-1805.01 and 15-1821) and regulations of the Maricopa Community Colleges Governing Board.

### **Admission Classifications**

#### **1. Admission of Regular Students**

Admission to the community college in Arizona may be granted to any person who meets at least one of the following criteria:

- A. Is a graduate of a high school, which is accredited by a regional accrediting association as defined by the United States Office of Education or approved by a State Department of Education or other appropriate state educational agency.
- B. Has a high school certificate of equivalency.
- C. Is at least 18 years of age and demonstrates evidence of potential success in the community college.
- D. Is a transfer student in good standing from another college or university.

#### **2. Admission of Students Under 18 Years of Age**

- A. Admission to the community colleges in Arizona shall be granted to any student who is under age 18 and who completes course prerequisites and meets any one of the following requirements:
  - i. A composite score of 93 or more on the Preliminary Scholastic Aptitude Test (PSAT).
  - ii. A composite score of 930 or more on the Scholastic Aptitude Test (SAT).
  - iii. A composite score of twenty-two or more on the American College Test (ACT).
  - iv. A passing score on the relevant portions of the Arizona Instrument to Measure Standards test (AIMS).
  - v. The completion of a college placement test designated by the community college district that indicates the student is at the appropriate college level for the course.
  - vi. Is a graduate of a private or public high school or has a high school certificate of equivalency.
- B. A community college may limit the number of semester hours in which the student may enroll to not more than six (6) credit hours.
- C. Home schooled students are exempt from this sub-section.
- D. A student shall not be denied admission because of age, lack of a high school diploma or high school certificate of equivalency, grade in school, lack of permission of school officials or lack of concurrent enrollment in a public or private school, if the student has achieved at least a specified score on a college entrance examination.

#### **3. Specialized Vocational/Training Program**

Students who enroll in vocational courses may be admitted on an individual basis with the approval of college officials if the student meets the established requirements of the courses for which the student enrolls and the college officials determine that the student's admission is in the best interest of the student.

#### **4. Western Undergraduate Exchange Program**

The Western Undergraduate Exchange (WUE) program is a student exchange program coordinated by the Western Interstate Commission for Higher Education (WICHE) and administered by the Arizona Board of Regents. Through

WUE, students who reside in western states (Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming) and meet the eligibility requirements, pay 150 percent of the regular resident tuition plus fees. Students must mark prominently on the Student Information Form that they seek admission as WUE students. Students may not apply as out-of-state students and expect to receive the WUE tuition rate after admitted. Once admitted as WUE students, students may not petition for in-state residency. Further information may be obtained from the Admissions and Records Office/Office of Student Enrollment Services.

**5. Admission of F-1 Nonimmigrant Students**

Prospective students should contact the Admissions and Records Office/Office of Student Enrollment Services or designated office for the international student application form(s). When completed, the form(s) should be returned to the Admissions and Records Office/Office of Student Enrollment Services or the International Education office with all requested supporting documents. After the file has been reviewed, a notice will be sent to the applicant indicating either acceptance or denial of admission.

To be guaranteed consideration for admission, all application materials must be received by July 1 for the fall semester and November 1 for the spring semester.

Prospective students seeking admission based on F-1 nonimmigrant status must provide proof of secondary school completion with documentation comparable to a United States high school diploma or higher degree. It is recommended that F-1 nonimmigrant students have graduated in the upper 50% of their secondary school (high school or equivalent) in order to ensure success in academic classes at this college. Applicants for admission to the college must have high school and college (if applicable) transcripts sent directly from the high school or college to the Admissions and Records Office/Office of Student Enrollment Services or designated office. In addition, it is the applicant's responsibility to have all transcripts translated into English and evaluated by a foreign credential evaluation service if necessary.

**A. Admission to Academic Programs**

Applicants who wish to enroll in an academic program at the college must present evidence of English language proficiency. If the Test of English as a Foreign Language (TOEFL) is used to satisfy this requirement, the applicant must attain a score of at least 500 (on the paper-based TOEFL) or 61 (on the internet-based TOEFL, known as the iBT). If the International Language Testing System (IELTS) is used to satisfy this requirement, an IELTS overall Band Score of 5.5 or better is required, and a minimum IELTS individual Band Score of 5.0 on each module is recommended. The dean or director of Admissions and Records/Enrollment Services of the college may accept other proof of English language proficiency for admission purposes, such as the ASSET, ACCUPLACER, COMPASS or CELSA tests.

**B. Admission to an Intensive English Program**

Applicants for admission to an Intensive English Program are advised to check with individual colleges for their respective admission requirements. Applicants must provide evidence of at least an intermediate command of English by way of one or more of the following criteria:

- i. At least six years of English language instruction as shown by the applicant's school transcript(s);
- ii. A minimum TOEFL score of 400 (on the paper-based TOEFL) or 23 (on the internet-based test);
- iii. An original letter of recommendation from a teacher, school principal or headmaster/headmistress, or the director of an English language institute attesting to the applicant's proficiency at the intermediate level;
- iv. Other credentials, test scores, interview results, or evidence accepted by the coordinator of an intensive English program or the college's responsible designee. Students admitted to an Intensive English Program will not be allowed to enroll in courses outside those officially designated as part of the program unless and until they have met all of the prerequisites or other course requirements.
- v. Foreign students under certain types of visas may need special permission to enroll and should contact the appropriate college official.

**C. Financial Support**

Evidence of financial support will be required prior to issuance of the I-20 form. The colleges have no scholarship or financial aid provisions for foreign students; therefore, students must be fully prepared to meet the necessary financial obligations for the full time they will be in the United States. The colleges estimate a student's average expenses for 10 months to be:

Tuition and Fees	\$ 7,690(1)
Living Expenses	10,140(2)

Books	1,200 <sup>(3)</sup>
Health Insurance	1,000 <sup>(4)</sup>
Total	\$20,030 <sup>(5)</sup>

- D. **Dependent Financial Guarantee**  
Evidence of financial support for dependents of F-1 students (spouse and dependent children) is also required: \$5,000 for the first dependent and \$2,500 for each additional dependent.
- E. **Health Insurance**  
All F-1 students who have an I-20 issued by one of the Maricopa Community Colleges are required to purchase the Maricopa Community Colleges' international student health insurance plan. Health insurance coverage for dependents of F-1 students is highly recommended. The Maricopa Community Colleges contracts with an insurance provider annually to offer a health insurance plan for F-1 students. For more information contact the college Admissions and Records Office/Office of Student Enrollment Services or designated international student office.

*Footnotes:*

(1) Based on 2011-2012 tuition and fee schedule .

(2) Based on estimated living expenses for two (2) semesters (10 months).

(3) Based on average new and used textbook prices. Assumes books are sold at the end of the semester.

(4) Based on the 2009-2010 insurance premiums for the mandatory Maricopa Community Colleges' International Student Health Plan.

(5) Applicants must provide evidence of this minimum amount of financial support before an I-20 is issued.

**ADMISSION INFORMATION (AR 2.2.2)**

Students must file a Student Information Form with the Admissions and Records Office/Office of Student Enrollment Services at the college of attendance. There is no charge for this service.

**1. Student Status**

- A. Freshman—A student who has completed fewer than 30 credit hours 100-level courses and above.
- B. Sophomore—A student who has completed 30 credit hours or more in 100-level courses and above.
- C. Unclassified—A student who has an associate degree or higher.

**2. Student Identification Number**

Disclosure of the social security number is voluntary (ARS §15-1823). However, students must use social security numbers for reporting information pertaining to potential educational tax credits and for processing federal financial aid applications and Veterans Administration benefits.

**3. Residency for Tuition Purposes (Appendix S-1)**

All students are classified for tuition purposes under one of the following residency classifications:

- A. Maricopa County resident
- B. Out-of-County resident
- C. Out-of-State resident (including F-1 non-immigrant students)

Residency for tuition purposes is determined in accordance with state law (ARS §§15-1801et seq.) and regulations of the Maricopa Community Colleges Governing Board. All of the Maricopa Community Colleges are subject to the above statutes and regulations. Students who have questions about their residency should contact the Admissions and Records Office/Office of Student Enrollment Services for clarification.

**A. Implementation**

- i. Domicile status must be established before the student registers and pays fees. It is the student's responsibility to register under the correct domicile status.
- ii. Enforcement of domicile requirements shall be the responsibility of the Chancellor of the Maricopa Community Colleges. The Chancellor has charged the Director of Admissions and Records or other designee at each college to make the initial domicile classification. In determining a student's classification, the college may consider all evidence, written or oral, presented by the student and any other information received from any source which is relevant to determining classification. The college may request written sworn statements or sworn testimony of the student.
- iii. A request for review of the initial classification may be made to a district review committee. The request must be in writing, signed by the student and accompanied by a sworn statement of all facts relevant to the matter. The request must be filed with the admissions officer of the college within ten days of receipt of notification of classification as a non-resident. **Failure to properly file a request for review within the prescribed time limit constitutes a waiver of review for the current enrollment period.** The decision of the review committee shall be final.

B. Definitions

- i. "Armed Forces of the United States" means the Army, the Navy, the Air Force, the Marine Corps, the Coast Guard, the commissioned corps of the United States Public Health Services, the National Oceanographic and Atmospheric Administration, the National Guard, or any military reserve unit of any branch of the Armed Forces of the United States.
- ii. "Continuous attendance" means enrollment at one of Maricopa Community Colleges as a full-time or part-time student for a normal academic year since the beginning of the period for which continuous attendance is claimed. Students need not attend summer sessions or other such intercession beyond the normal academic year in order to maintain continuous attendance.
- iii. "Maricopa County resident" means an individual who has lived in Maricopa County for at least fifty (50) days before the first day of classes of the semester. In-state residency must be established prior to country residency for those moving from other states. Refer to section C for guidelines.
- iv. "Domicile" means a person's true, fixed, and permanent home and place of habitation. It is the place where he or she intends to remain and to which he or she expects to return when he or she leaves without intending to establish a new domicile elsewhere.
- v. "Emancipated person" means a person who is neither under a legal duty of service to his parent nor entitled to the support of such parent under the laws of this state.
- vi. "Full-time student" means one who registers for at least twelve (12) credit hours per semester.
- vii. "Part-time student" means one who registers for fewer than twelve (12) credit hours per semester.
- viii. "Parent" means a person's father, or mother, or if one parent has custody, that parent, or if there is no surviving parent or the whereabouts of the parents are unknown, then a guardian of an unemancipated person if there are not circumstances indicating that such guardianship was created primarily for the purpose of conferring the status of an in-state student on such unemancipated person.

C. Criteria for Determining Residency

- i. In-State Student Status
  1. Except as otherwise provided in this article, no person having a domicile elsewhere than in this state is eligible for classification as an in-state student for tuition purposes.
  2. A person is not entitled to classification as an in-state student until the person is domiciled in this state for one year preceding the official starting day of the semester, except that a person whose domicile is in this state is entitled to classification as an in-state student if the person meets one of the following requirements:
    - a. The person's parent's domicile is in this state and the parent is allowed to claim the person as an exemption for state and federal tax purposes.
    - b. The person is an employee of an employer which transferred the person to this state for employment purposes or the person is the spouse of such an employee.
    - c. The person is an employee of a school District in this state and is under contract to teach on a full-time basis, or is employed as a full-time non-certified classroom aide, at a school within that school District. For purposes of this paragraph, the person is eligible for classification as an in-state student only for courses necessary to complete the requirements for certification by the state board of education to teach in a school District in this state. No member of the person's family is eligible for classification as an in-state student if the person is eligible for classification as an in-state student pursuant to this paragraph, unless the family member is otherwise eligible for classification as an in-state student pursuant to this section.
    - d. The person's spouse has established domicile in this state for at least one year and has demonstrated intent and financial independence and is entitled to claim the student as an exemption for state and federal tax purposes or the person's spouse was temporarily out of state for educational purposes, but maintained a domicile in this state. If the person is a non-citizen, the person must be in an eligible visa status pursuant to federal law to classify as an in-state student for tuition purposes.
  3. The domicile of an unemancipated person is that of such person's parent.

4. An unemancipated person who remains in this state when such person's parent, who had been domiciled in this state, removes from this state is entitled to classification as an in-state student until attainment of the degree for which currently enrolled, as long as such person maintains continuous attendance.
  5. A person who is a member of the Armed Forces of the United States and who is stationed in this state pursuant to military orders or who is the spouse or a dependent child of a person who is a member of the armed forces of the United States and who is stationed in this state pursuant to military orders is entitled to classification as an in-state student. The student does not lose in-state student classification while in continuous attendance toward the degree for which he or she is currently enrolled.
  6. A person who is a member of the armed forces of the United States or the spouse or a dependent of a member of the armed forces of the United States is entitled to classification as an in-state student if the member of the armed forces has claimed this state as the person's state of home record for at least twelve consecutive months before the member of the armed forces, spouse or dependent enrolls in a university under the jurisdiction of the Arizona Board of Regents or a community college under jurisdiction of a community college district governing board. For purposes of this subsection, the requirement that a person be domiciled in this state for one year before enrollment to qualify for in-state student classification does not apply.
  7. Beginning in the fall semester of 2011, a person who is honorably discharged from the armed forces of the United States shall be granted immediate classification as an in-state student on honorable discharge from the armed forces and, while in continuous attendance toward the degree for which currently enrolled, does not lose in-state student classification if the person has met the following requirements:
    - a. Registered to vote in this state.
    - b. Demonstrated objective evidence of intent to be a resident of Arizona which, for the purposes of this section, include at least one of the following:
      1. An Arizona driver license
      2. Arizona motor vehicle registration
      3. Employment history in Arizona
      4. Transfer of major banking services to Arizona
      5. Change of permanent address on all pertinent records
      6. Other materials of whatever kind or source relevant to domicile or residency status
  8. A person who is a member of an Indian tribe recognized by the United States Department of the Interior whose reservation land lies in the state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student.
- ii. Alien In-State Student Status
1. An alien is entitled to classification as an in-state refugee student if such person has been granted refugee status in accordance with all applicable laws of the United States and has met all other requirements for domicile.
  2. In accordance with the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (P.L. 104-208; 110 Stat. 3009-546), a person who was not a citizen or legal resident of the United States or who is without lawful immigration status is not entitled to classification as an in-state student pursuant to ARS §15-1802 or entitled to classification as a county resident pursuant to ARS §15-1802.01. A student will be assessed out-of-state tuition until such time that documentation of status is received in the office of Admissions and Records/Enrollment Services and (eligibility for) residency is determined. Documentation must be provided prior to the end of the term in which residency classification is being requested. Documentation received after the end of the term will be used for residency determination in subsequent terms.
  3. In establishing domicile, the alien must not hold a visa that prohibits establishing domicile in this state. After meeting other domicile requirements, students holding valid, unexpired visas in the following categories may be classified as in-state students:
    - A Foreign Government Official or Adopted Child of a Permanent Resident
    - E Treaty Traders

G Principal Resident Representative of Recognized Foreign Member Government to International Staff

K Spouse or Child of Spouse of a U.S. Citizen, Fiancé or Child of Fiancé of U.S. Citizen

L Intracompany Transferee, or Spouse or Child

N6 NATO-6

V Spouses and Dependent Children of Lawful Permanent Residents

4. Students who hold visas as listed in section 3 above, or who were issued a visa of a type other than those listed in section 3 above and have submitted an I-485 to Citizenship and Immigration Services (CIS), may establish residency if other domicile requirements have been met. Residency eligibility for I-485 applicants may be considered one year after the date on the CIS Notice of Action letter (I-797) confirming application for permanent resident status. Students must provide required residency documentation in addition to the Notice of Action for residency consideration. In establishing domicile, the alien must be in a status that does not prohibit establishing domicile in this state for at least one year immediately preceding the official starting date of the semester. In the event that an alien student's parent is domiciled in this state and is allowed to claim the student as an exemption for state or federal tax purposes (3.c.i.2.a), the student's parent, in order to establish domicile, must hold a valid, unexpired visa in one of the categories listed in section 3 above.

iii. Presumptions Relating to Student Status

Unless there is evidence to the contrary, the registering authority of the community college or university at which a student is registering will presume that:

1. No emancipated person has established a domicile in this state while attending any educational institution in this state as a full-time student, as such status is defined by the community college district governing board or the Arizona Board of Regents, in the absence of a clear demonstration to the contrary.
2. Once established, a domicile is not lost by mere absence unaccompanied by intention to establish a new domicile.
3. A person who has been domiciled in this state immediately before becoming a member of the Armed Forces of the United States shall not lose in-state status by reason of such person's presence in any other state or country while a member of the Armed Forces of the United States.

iv. Proof of Residency

When a student's residency is questioned, the following proof will be required.

1. In-State Residency

a. An affidavit signed by the student must be filed with the person responsible for verifying residency.

b. Any of the following may be used in determining a student's domicile in Arizona:

1. Arizona income tax return
2. Arizona Voter registration
3. Arizona Motor Vehicle registration
4. Arizona Driver's license
5. Employment history in Arizona
6. Place of graduation from high school
7. Source of financial support
8. Dependency as indicated on federal income tax return
9. Ownership of real property
10. Notarized statement of landlord and/or employer
11. Transfer of major banking services to Arizona
12. Change of permanent address on all pertinent records
13. Other relevant information

2. County Residency

- a. An affidavit signed by the student must be filed with the person responsible for verifying domicile to prove continuous residency in a county for fifty (50) days, and
  - b. Any of the following may be used to determine a student's county residency:
    - 1. Notarized statements of landlord and/or employer
    - 2. Source of financial support
    - 3. Place of graduation from high school
    - 4. Ownership of real property
    - 5. Bank accounts
    - 6. Arizona income tax return
    - 7. Dependency as indicated on a Federal income tax return
    - 8. Other relevant information
- D. **Concurrent Enrollment in Arizona Public Institutions of Higher Education (ARS §15-1807) (Appendix S-3)**  
 Under Arizona Revised Statutes §15-1807, it is unlawful for any non-resident student to register concurrently in two or more public institutions of higher education in this state including any university, college or community college for a combined student credit hour enrollment of more than six (6) credit hours without payment of non-resident tuition at one of such institutions. Any non-resident student desiring to enroll concurrently in two or more public institutions of higher education in this state including any university or community college for a combined total of more than six (6) credit hours who is not subject to non-resident tuition at any of such institutions shall pay the non-resident tuition at the institution of his choice in an amount equivalent to non-resident tuition at such institution for the combined total of credit hours for which the non-resident student is concurrently enrolled.

**OTHER ADMISSION INFORMATION (AR 2.2.3)**

1. **Veterans**

By Arizona statute, any failing grades from any Arizona university or community college that were received prior to military service will not be used to determine admission to the community college for the honorably discharged veterans with two years' service in the Armed Forces of the United States. Students admitted or readmitted to the community college under this statute are subject to progression, retention, graduation and other academic regulations and standards. (Also see Withdrawal - Appendix S-7)

2. **Ability to Benefit—Classifications**

Federal guidelines require that students without a high school diploma or certificate of equivalency who are applying for financial aid must demonstrate the ability to benefit. Evaluation during the admission process results in the student being admitted to the college with the status of Regular, Regular with Provisional Requirements or Special.

- A. **"Regular"** status, for the purpose of 2.2.3.2, is granted to an individual admitted to the college who is a high school graduate or has a GED certificate. A student without a high school diploma or GED certification and beyond the age of compulsory high school attendance may be a regular status student if the student has been assessed to benefit from college instruction by receiving qualifying scores on approved assessment instruments. All regular status students must be pursuing a degree/certificate or be in an eligible program.
- B. **"Regular with Provisional Requirements"** status, for the purpose of 2.2.3.2, is granted to a student admitted to the college who is not a high school graduate, does not have a GED certificate, and is beyond the age of compulsory high school attendance but has been assessed to benefit from college instruction requiring developmental/remedial coursework and is pursuing a degree/certificate or be in an eligible program.
- C. **"Special"** status, for the purpose of 2.2.3.2, is granted to a student admitted to the college for concurrent enrollment or pursuing one or more courses of special interest and who meets all the requirements for admission.

3. **Transcripts**

The Maricopa Community Colleges reserve the right to require an official transcript for admission to specific programs. For verification of course requisites and for determination of academic standing the official transcript must be mailed directly from the source institution to the college Admissions and Records Office/Office of Student Enrollment Services. It is the student's responsibility to ensure that official transcripts have been received and are complete.

Students entering as high school graduates may be required to submit high school transcripts. Students entering as GED recipients may be required to present a copy of the high school equivalency certificate or official report of qualifying GED scores.

4. **Educational Assessment**

All students are encouraged to undergo an educational assessment to determine course placement. Prospective

students who do not possess a high school diploma or GED equivalence certificate are required to complete an educational assessment to determine their ability to benefit from college instruction. See Student Course Placement Process ([AR 2.2.7](#))

#### **CREDIT FOR PRIOR LEARNING (AR 2.2.4)**

The Maricopa Community Colleges recognize that learning takes place in a variety of situations and circumstances. Many students have significant, demonstrable learning from experiences outside the traditional academic environment. Therefore, prior learning, not life experience, is the basis for the award of college credit. Students may be awarded no more than 30 credit hours, unless required by a specific program of study, within the Maricopa Community Colleges using one or more of the following assessment methods recommended by the [Council for Adult and Experiential Learning \(CAEL\)](#) and the [American Council on Education \(ACE\)](#):

- Articulated Programs
- Credit By Evaluation
- College-Level Equivalency Examinations.

Credit awarded for prior learning does not count as hours in residence for graduation requirements. Exceptions may be granted at some MCCD colleges for specially approved programs. No more than 20 credit hours may be applied to AGEC. Credit received through Prior Learning Assessment is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. Therefore, students are strongly advised to meet with a program advisor or contact the college or university they plan to attend. For further information on Prior Learning Assessment, contact the Admissions and Records Office/Office of Student Enrollment Services.

##### **1. Credit by Evaluation**

The Maricopa Community Colleges offer credit by evaluation. The American Council on Education (ACE) evaluates military training and experiences as well as non-collegiate sponsored training programs and recommends credit awards based on this evaluation. The numbers of credits listed in the ACE guide are recommendations only.

A college is not required to grant a student the number of credits recommended. The credits are included on a student's transcript.

##### **A. Educational Experiences in the Armed Services**

The Maricopa Community Colleges may award credit for military experiences based on the ACE Guide to the Evaluation of Educational Experiences in the Armed Services. A student may receive college credit if:

- i. Training parallels a discipline area offered through the Maricopa Community Colleges, and
- ii. Credit meets a program requirement or is used as elective credit.

Upon request, individuals who have successfully completed Basic Training, four (4) credit hours in Physical Education will be awarded as indicated in the ACE Guide and the Community College of the Air Force Catalog. Official documentation of military training is required.

##### **B. College Credit Recommendation Service (CREDIT)**

ACE evaluates training programs offered by business, industry, and government and publishes its credit recommendations in *The National Guide to College Credit for Workforce Training*. If a student has received training that appears in the guide, he or she may receive college credit if:

- i. training parallels a discipline area offered through the Maricopa Community Colleges, and
- ii. credit meets a program requirement or is used as elective credit.

##### **C. Departmental Credit by Evaluation**

Students may apply for Departmental Credit By Evaluation in certain courses by obtaining the appropriate form in the Admissions and Records Office/Office of Student Enrollment Services, and completing applicable paperwork and other requirements of the college, including payment of required fee. See fee schedule for appropriate fee. Fees are not refundable if a student fails to obtain credit. Students may not request:

- i. The evaluation of a course a second time;
- ii. The evaluation of a course while currently enrolled in the course;
- iii. To establish credit in a previously completed course; and
- iv. To establish credit for a lower level of a course in which credit has been received. Exceptions may be granted at some MCCCDC colleges for their unique programs of study.

Certain departments have additional requirements that must be met before credit may be granted through departmental credit by evaluation. When credit is granted as outlined above, a notation of "credit by evaluation," and the number of credits will appear on the student's transcript. These credits are not used in computing the grade point average. Credit by evaluation is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities.

##### **2. College-Level Equivalency Examinations**

ACE has published credit recommendations for a number of national standardized examinations such as the ones listed below in the *Guide to Educational Credit By Examination*. The Maricopa Community Colleges use these recommendations as guidelines to award credit for equivalent Maricopa Community Colleges coursework as well as elective credit. Scores must be sent directly to the Admissions and Records Office/Office of Student Enrollment Services from the specific testing company(s) before credit is awarded. **All equivalency is subject to future review and possible catalog change.**

A. Advanced Placement Examinations

Students who have taken an advanced placement course of the College Entrance Examination Board (CEEB) in their secondary school and who have taken an Advanced Placement Examination of the CEEB may receive course credit with a score of 3, 4 or 5. Scores must be received directly from CEEB before credit is awarded.

English AP Recommendation:

Exam	Score	Credit Hours/Equivalency
English-Language and Composition	5 or 4	6 credit hrs/ENG 101, ENG 100, AA, AC, AD, eligible for Honors ENG 102
English-Literature and Composition	5 or 4	6 credit hrs/ENG 101 ENH 110 eligible for Honors ENG 102

Math AP Recommendation:

Exam	Score	Credit Hours/Equivalency
Math-Calculus AB	5,4, or 3	MAT 220 or MAT 221
Math-Calculus BC	5, or 4	MAT 220 or MAT 221, and MAT 230 or MAT 231, upon completion of MAT 241 MAT220 or MAT221
	3	MAT220 or 221
Computer Science A and AB	4 or 5	CSC 100

B. College Level Examination Program

The Maricopa Community Colleges may award credit to individuals who have received a score of 500 or more for the 1986 version of the College Level Examination Program (CLEP) General Examinations (610 on the 1978 version) and who meet or exceed the American Council on Education (ACE) recommended scores for awarding credit on the CLEP subject examinations. The ACE credit-granting score recommendation will be 50 (on the 20-80 scale) for all CLEP computer-based exams beginning July 1, 2001.

- Credit received through CLEP is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities.
- Rio Salado College and Paradise Valley Community College are national CLEP test sites. For more information on registering for the CLEP examinations, contact Rio Salado College or Paradise Valley Community College.

*English Composition:*

Students pursuing credit for ENG 101 must take the English Composition with Essay. The Maricopa Community Colleges do not award credit for ENG 102 through CLEP examination.

*Foreign Languages:*

Credit earned through CLEP examination for French, German, and Spanish meets the language proficiency requirements of the Maricopa Community Colleges. For CLEP examinations taken prior to July 1, 2001, the Maricopa Community Colleges will grant credit based on the scaled scores indicated below:

Course	Spanish	French	German	Credit
101	40-49	39-48	39-45	4 (101)
102	50-54	49-53	46-50	8 (101, 102)
201	55-61	54-62	51-59	12 (101, 102, 201)
202	62-80	63-80	60-80	16 (101, 102, 201, 202)

At the discretion of the individual college, an oral exam at the 202 level may be administered.

C. Defense Activity for Non-traditional Education Support Examination Program

The Maricopa Community Colleges may award credit for the Defense Activity for Non-Traditional Education Support (DANTES) Examination Program to individuals who meet or exceed the ACE recommended scores for awarding credit on the DANTES subject examinations. The Maricopa Community Colleges do not award credit for ENG 102 through DANTES examination. Credit received through DANTES is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities.

The Assessment Center at Rio Salado College is a national test site. For additional information on registering for DANTES examinations, call (480) 517-8560.

D. American College Testing Proficiency Examination Program

The Maricopa Community Colleges may award credit for the American College Testing Proficiency Examination Program (ACT-PEP) based on the scores earned.

E. Departmental Credit By Examination

Students may apply for Departmental Credit By Examination in certain courses by obtaining the appropriate form in the Admissions and Records Office/Office of Student Enrollment Services, paying the required fee, and completing the examination and other requirements of the college. See fee schedule for appropriate fees.

Students may not request:

- i. To challenge a course a second time;
- ii. To challenge a course while currently enrolled in the course;
- iii. To establish credit in a previously completed course; and
- iv. To establish credit for a lower level of a course in which credit has been received.
  - Exceptions may be granted at some MCCCDC colleges for their unique programs of study.
  - Certain departments may have additional requirements that must be met before credit may be granted through departmental credit by examination.
  - Only grades of A, B, C, D or P earned as a result of this examination will be recorded on the student's transcript. Fees are not refundable after the examination has been administered, regardless of results.
  - When credit is granted as outlined above, a notation of "credit by examination," a grade and the number of credits will appear on the student's transcript. The grade is used in computing the grade point average.

**College Level Examination Program (CLEP)**

NOTE: The changes to English Composition CLEP were agreed upon at their respective Articulation Task Force (ATF) meetings prior to approval by APASC members in April, 2008. These cut scores, which represent equivalencies, were implemented July 1, 2009.

Table Revised August 2010

Examination	MCCCDC			
	General	Score	Sem. Hrs.	Equivalency
English Composition (Replaced by College Composition)		50 (July 1, 2001- June 30, 2010), 600 (1986 version), 500 (1978 version)	3	With essay qualifies for ENG101
Humanities		50 (July 1, 2001 or later), 500 (prior to July 1, 2001)	6	Elective Credit
Mathematics		50 (July 1, 2001 or later), 500 (prior to July 1, 2001)	3	MAT122
Natural Sciences		50 (July 1, 2001 or later), 500 (prior to July 1, 2001)	8	Elective Credit*
Social Sciences & History		50 (July 1, 2001 or later), 500 (prior to July 1, 2001)	5	Elective Credit

<b>Subject</b>			
Accounting, Principles of	ACE Score	6	ACC Elective Credit
American Government	ACE Score	3	POS110
American Literature	ACE Score	6	ENH241, 242
Analyzing & Interpreting Literature	ACE Score	3	Elective Credit
Biology	ACE Score	8	BIO Elective Credit*
Calculus (Previously Calculus with Elem Functions)	ACE Score	4	MAT221
Chemistry	ACE Score	9	CHM Elective Credit*
College Algebra (1993) (Replaces College Algebra [1979])	ACE Score	3	MAT152
College Algebra – Trigonometry	ACE Score	3	MAT152
College Composition (Replaces English Composition with Essay)	ACE Score	3	With essay qualifies for ENG101
English Literature	ACE Score	3	Elective Credit
French Language, Level 1 (Previously French Language)	50-54 55-61	4 8	FRE101 FRE101, 102
French Language, Level 2 (Previously French Language)	62-65 66-80	12 16	FRE101, 102, 201 FRE101, 102, 201, 202
Freshman College Composition	ACE Score	3	With Essay ENG101
German Language, Level 1 (Previously German Language)	39-45 46-50	4 8	GER101 GER101, 102
German Language, Level 2 (Previously German Language)	51-59 60-80	12 16	GER101, 102, 201 GER101, 102, 201, 202
Human Growth & Development	ACE Score	0	No Credit
Information Systems & Computer Applications	ACE Score	3	CIS Elective Credit
Intro to Educational Psychology	ACE Score	3	EDU Elective Credit
Introductory Business Law	ACE Score	3	GBS Elective Credit
Introductory Psychology	ACE Score	3	PSY101
Introductory Sociology	ACE Score	3	SOC101
Mathematics, College	ACE Score	3	MAT142
Macroeconomics, Principles of (Replaces Introductory Macroeconomics)	ACE Score	3	ECN211
Management, Principles of	ACE Score	3	MGT Elective Credit
Marketing, Principles of	ACE Score	3	MKT271
Microeconomics, Principles of (Replaces Introductory Microeconomics)	ACE Score	3	ECN212
Spanish Language, Level 1 (Previously Spanish Language)	50-54 55-65	4 8	SPA101 SPA101, 102
Spanish Language, Level 2 (Previously Spanish Language)	66-67 68-80	12 16	SPA101, 102, 201 SPA101, 102, 201, 202
Trigonometry	ACE Score	3	MAT182
U.S. History I – Early Colonization to 1877	ACE Score	6	HIS103
U.S. History II – 1865 to the Present	ACE Score	3	HIS104

Western Civilization I – Ancient Near East to 1648	ACE Score	6	HIS100, 101
Western Civilization II – 1648 to the Present	ACE Score	3	HIS102
*The general studies requirement in natural sciences (SQ and SG) and Literacy and Critical Inquiry (L) are not satisfied by CLEP			

### Advanced Placement Credit

NOTE: The changes to AP scores to include Japanese were agreed upon at their respective Articulation Task Force (ATF) meetings prior to approval by APASC members in April, 2008. These cut scores, which represent equivalencies, were implemented fall 2009.

Table Revised August 2010

Examination	Score	MCCCD	Sem. Hrs.
Art – History	5 or 4	ARH101, 102	6
	3	ARH101 or 102	3
Art—Studio Art (2-D Design) (Previously Art – Studio – General)	5	ART111, 112	6
	4	ART112	3
Art—Studio Art (Drawing) (Previously Art – Studio – Drawing)	5	ART111, 112	6
	4	ART111	3
Biology	5 or 4	BIO181, 182	8
	3	BIO100 or Equivalent	4
Chemistry	5 or 4	CHM151/151LL and CHM152/152LL or CHM154/154LL	8 or 9
	3	CHM151, 151LL	4
Calculus AB (Previously Mathematics – Calculus AB)	5, 4, or 3	MAT220 or MAT221	4 or 5
Calculus BC (Previously Mathematics – Calculus BC)	5 or 4	MAT220 or MAT221 and MAT 230 or MAT231 upon completion of MAT241	8 to 10
	3	MAT220 or MAT221	4 or 5
Comparative Government and Politics (Previously Political Science – Comparative Government and Politics)	5 or 4	POS140	3
Computer Science A	5 or 4	CSC100	3
Computer Science AB	5 or 4	CSC100	3
Economics –Macroeconomics	5 or 4	ECN211	3
Economics –Microeconomics	5 or 4	ECN212	3
English – Language & Composition	5 or 4	ENG100AA, AC, AD and ENG101	6
English – Literature & Composition	5 or 4	ENG101 and ENH110	6
Environmental Science	5 or 4	No Credit	3
European History (Previously History – European)	5 or 4	HIS101, HIS102	6
	3	HIS101	3
French – Language	5, 4, or 3	FRE101, 102, 201, 202	16
French – Literature	5, 4, or 3	FRE101, 102, 201, 202	16
German – Language	5, 4, or 3	GER101, 102, 201, 202	16
German – Literature	5, 4, or 3	GER101, 102, 201, 202	16
Japanese Language and Culture (Previously Japanese – Language)	5	JPN101, 102, 201 and 202	20
	4	JPN101, 102 and 201	15
	3	JPN101 and 102	10
Latin: Vergil (Previously Latin – Language)	5	LAT101, 102, 201, 202	16
	4	LAT101, 102, 201	12
	3	LAT101, 102	8
Music Theory	5 or 4	MTC105	3

(Previously Music)			
Physics B	5 or 4 3	PHY111, PHY112 PHY111	8 4
Physics C – Electricity & Magnetism	5,4 or 3	PHY112 with laboratory course work	4
Physics C – Mechanics	5,4 or 3	PHY111 with laboratory course work	4
Psychology	5 or 4	PSY101	3
Spanish – Language	5, 4, or 3	SPA101, 102, 201, 202	16
Spanish – Literature	5, 4, or 3	SPA101, 102, 201, 202	16
Statistics	5, 4, or 3	MAT206	3
U.S. Government and Politics (Previously Political Science – American Government)	5 or 4	POS110	3
U.S. History (Previously History – American)	5 or 4	HIS103, HIS104	6

**F. International Baccalaureate Diploma/Certificate**

Students who present an International Baccalaureate Diploma/Certificate may qualify for college credit. MCCCDCollege grants credit for college-level courses only. Credit is awarded according to the "International Baccalaureate Diploma/Certificate Credit" table.

**International Baccalaureate Diploma/Certificate Credit**

Table Revised August 2010

Examination	Score	Sem. Hrs.	MCCCDCollege Equivalency
Biology	7, 6, or 5 4	8 4	BIO181, 182 BIO182
Chemistry	7, 6, or 5 4	9 4	CHM151, 152 CHM151
Economics	7, 6, or 5 4	6 3	ECN211, 212 ECN211
English A	7, 6, or 5 4	6 3	ENG101, ENG100AB, AC, AD ENG100AB, AC, AD
English B	No Credit		None
Foreign Language A or B	7, 6, or 5 4	8 4	Foreign Language 101, 102 Foreign Language 101
History (Previously History – American)	7, 6, or 5 4	6 3	HIS103, 104 HIS103
History (Previously History – European)	7, 6, or 5 4	6 3	HIS101, 102 HIS101
Geography (Previously Human Geography)	5, 4, or 3	3	GCU102
Mathematics HL Mathematics SL Mathematical Studies SL Further Mathematics SL (Previously Mathematics)	7, 6, 5, or 4	4	MAT221
Physics	7, 6, or 5 4	8 4	PHY111, 112 PHY111
Visual Arts (Previously Art/Design)	7, 6, or 5 4	6 3	ART111, 112 ART112

**3. Health Care Integrated Educational System (HCIES) Credit for Prior Learning**

*National/Regional Credential Recognition*

Students who have recognized credentials related to healthcare may request an evaluation for course competency

equivalency on a case-by-case basis through the Integrated Competency Assessment Network (ICAN). For more information contact the ICAN office at (480) 731-8240 or by email at [ican@domail.maricopa.edu](mailto:ican@domail.maricopa.edu). Website: <http://healthcare.maricopa.edu/healthcarecourses.php> When national or regional credentials are determined to be equivalent to the competencies demonstrated in corresponding courses, the recognition of external credentials will fulfill graduation credit requirements for the identified courses through Credit by Evaluation.

#### *Credit by Examination and Credit by Skills Demonstration Assessment*

Health care students may apply for credit for prior learning in certain courses. *Specific information and required forms can be found on <http://healthcare.maricopa.edu/healthcarecourses.php>* Credit by Examination in the HCIES is determined through the use of HCIES Competency Assessment Tests (CATs) and/or Skills Demonstration Assessment under the direction of the HCIES Integrated Competency Assessment Network (I CAN). Students may apply for HCIES Health Care Pathway/Program Advanced Placement in certain courses by obtaining the appropriate form(s) in the Admissions and Records Office/Office of Student Enrollment Services, paying the required fee(s), and successfully completing the examination and/or skills demonstration and other requirements of the college. See fee schedule for appropriate fee. Fees are not refundable if a student fails to obtain credit. Students may not request:

- A. To challenge a course a second time;
- B. To challenge a course while currently enrolled in the course;
- C. To establish credit in a previously completed course; or
- D. To establish credit for a lower level of a course in which credit has been received.

Certain health care pathways/programs have additional requirements which must be met before credit may be granted through HCIES credit by examination and credit by skills demonstration assessment.

Grades of A, B, C, D, or P, earned as a result of examination or skills assessment will be recorded on the student's transcript. Fees are not refundable after the examination/skills demonstration has been administered, regardless of results. A grade of P/Z is not used in computing the grade point average.

When credit is granted as outlined above, a notation of "Credit by Examination," "Credit by Evaluation," or "Credit by Skills Demonstration," and the number of credits will appear on the student's transcript. If a grade is assigned, it will be used in computing the grade point average.

#### **4. Transfer Credit**

##### **A. Transfer Credit into MCCC**

A student enrolling into one of the Maricopa Community Colleges after having attended another post-secondary institution can have course work evaluated for transfer credit. To be eligible for evaluation, course work must appear on an official transcript from the institution that offered the course work. The official transcript must be mailed directly from the source institution to the Admissions and Records/Enrollment Services Office of the receiving institution. The Admissions and Records/Enrollment Services Office at the receiving institution will complete a course-by-course evaluation for all submitted transcripts upon student request. The award of transfer credit shall not express or imply that all transfer credit will be fully applicable toward all Maricopa associate's degree and certificate requirements. In addition, the age of credit may be considered in applying credit towards degrees and certificate programs. Transfer credit that may be applied to meet associate's degree and certificate requirements at a Maricopa Community College is not necessarily transferable to other colleges and universities. The processes and policies that govern the award of transfer credit are as follows:

- i. **Inter-Institutional:** Acceptance of courses that fulfill requirements other than general education is determined by individual Maricopa Community Colleges. Credits accepted in transfer from other Maricopa Community Colleges do not necessarily apply to all Maricopa degree and certificate programs.
- ii. **Maricopa Skill Center and the Southwest Skill Center:** The Maricopa Community Colleges have agreements with the Maricopa Skill Center and the Southwest Skill Center in limited areas of study. Students who have participated in these agreements may be granted credit for prior learning. No fees will be assessed for credits awarded for prior learning. Articulated course/program credit is transferable within the Maricopa Community Colleges, but may not necessarily be transferable to other universities and colleges. Students should contact the Admissions and Records/Enrollment Services Office for specific items related to these agreements.
- iii. **Arizona Public Community Colleges and Universities:** A course that meets general education requirements at any Arizona public community college district or university will be accepted in

transfer to meet comparable general education requirements at any of the Maricopa Community Colleges provided the course was completed with a grade of C or higher (2.0 on a 4.0 scale). On an exception basis, P-grades may be allowed in the Arizona General Education Curriculum (AGEC) for credit transferred if documentation collected by the community college indicates that the P-grade is a C or better. The P-grade exception does not apply to credits awarded by AGEC granting/receiving institutions.

Acceptance of courses that fulfill requirements other than general education is determined by individual Maricopa Community Colleges.

- iv. **Domestic Institutions (U.S.):** The evaluation and award of community college transfer credit for course work originating at U.S. institutions that are regionally accredited will be based on official transcripts from all institutions previously attended. Regionally accredited institutions of higher education are those that are fully accredited by New England Association of Schools and Colleges, Middle States Association of Colleges and Schools, North Central Association of Colleges and Schools, Northwest Association of Schools and Colleges, Southern Association of Colleges and Schools, and/or Western Association of Schools and Colleges. Courses from institutions that have earned candidate status from a regional accrediting association will be reviewed on a case-by-case basis.

The Admissions and Records/Enrollment Services Office at the receiving institution will complete a course-by-course evaluation for all submitted transcripts upon student request, and will determine the acceptance and applicability of transfer credit toward associate's degree and certificate requirements.

- v. **Foreign Institutions:** Credits from foreign institutions will be reviewed for acceptance. It is the student's responsibility to have all transcripts translated into English and evaluated by an international Credential Evaluation Service before submitting them to the college.
- vi. **Limitations on the Award of Transfer Credit:** Generally, the Maricopa Community Colleges will not award credit for courses completed at institutions not regionally accredited.

#### B. **Transfer Credit from MCCCC**

The Maricopa Community Colleges have developed formal agreements to facilitate the transfer of credit to four year colleges and universities. This is accomplished through the development of course and program articulation agreements. The Maricopa Community Colleges articulate with private, public, and international baccalaureate degree granting institutions that have achieved full accreditation or candidacy status with a regional accreditation commission. Maricopa transfer agreements are on behalf of the District as a whole and not with individual colleges within the district. Courses taken at any of the Maricopa Community Colleges are equally transferable by institutions wishing to articulate. Students planning to transfer to a university may be required to submit official transcripts from all institutions attended. The processes and policies that govern the transfer of credit are as follows:

- i. **Inter-Institutional:** Students who transfer from one Maricopa Community College to another must have transcripts sent to the receiving institution for evaluation. Transcript evaluation will be conducted upon student request. Acceptance of courses that fulfill requirements other than general education is determined by individual Maricopa Community Colleges. Credits transferred from one Maricopa Community College to another may not necessarily apply to all Maricopa degree or certificate programs.
- ii. **Arizona Public Community Colleges and Universities:** Maricopa is a participant in the Arizona statewide transfer system. The [aztransfer.com](http://aztransfer.com) website is the official source of information for the statewide articulation agreements between the Arizona public community colleges and universities (Arizona State University, Northern Arizona University, and University of Arizona). Included on the [aztransfer.com](http://aztransfer.com) site is the course equivalency guide (CEG), which shows how courses transfer from Arizona public community colleges and tribal institutions to Arizona State University, Northern Arizona University, and the University of Arizona. The transferability of a course does not indicate how the course will apply to meet requirements for specific bachelor's degrees. [https://www.aztransfer.com/cgi-bin/webobjects/admin\\_ceg](https://www.aztransfer.com/cgi-bin/webobjects/admin_ceg)
- iii. **Domestic Institutions (U.S):** The Maricopa Community Colleges have transfer agreements with U.S. universities and colleges that are regionally accredited. These partnerships are formalized through district-wide articulation agreements and are designed to help students make a smooth transition when transferring from one of the Maricopa Community Colleges to a four-year college

or university. To access a list of institutions with which Maricopa has established an articulation agreement, visit: [http://www.maricopa.edu/academic/ccta/artic/partner\\_list.php](http://www.maricopa.edu/academic/ccta/artic/partner_list.php)

- iv. **Foreign Institutions:** The Maricopa Community Colleges have agreements with colleges and universities outside the United States that are approved by the Ministry of Education or other appropriate governmental agency. To access a list of international agreements, visit: [http://www.maricopa.edu/academic/ccta/artic/partner\\_list.php](http://www.maricopa.edu/academic/ccta/artic/partner_list.php)
- v. **Limitations on the Transfer of Credit:** Generally, the following types of courses are not intended for transfer. See an advisor for specific information.
  - Remedial/developmental courses or courses numbered below 100
  - Arizona government university courses
  - Cooperative education
  - Experimental courses
  - Post baccalaureate courses
  - Contractual training for business, industry, and government
  - Some forms of credit for prior learning
  - Non-credit courses
- vi. **Time Limit for Transfer Coursework:** Students should be aware that the receiving institution may have age of credit limits on certain coursework to be used in transfer. Students should be knowledgeable about the policies on time limits for transfer coursework for the institution to which they plan to transfer.

#### 5. **Servicemen's Opportunity College**

The Maricopa Community Colleges recognize the unique educational problems confronting many active duty military personnel in attaining their educational goals. The colleges have, therefore, established themselves as Servicemen's Opportunity Colleges. This means that the colleges recognize the peculiar needs of military personnel in that they provide courses on the various military bases located in Maricopa County and provide opportunities to complete courses through non-traditional means when education is interrupted by military obligations. Maricopa Community Colleges maintain liberal entrance requirements, offer maximum credit for educational experiences obtained in the Military Services, and follow residency statutes applicable to the special needs of servicemen. Maricopa Community Colleges follow the recommendations established by the American Council on Education. If, for any reason, Maricopa Community Colleges' status as a Servicemen's Opportunity College District is discontinued, it will nonetheless maintain its commitment to students previously enrolled. In addition, the option to enter into a "contract for a degree" allows the community college, as the college of record, to grant a degree upon completion of twelve (12) credit hours at the college and the satisfaction of graduation requirements.

#### **ACADEMIC ADVISING (AR 2.2.6)**

1. Academic advising assists students in the formation of educational plans and goals. This is an ongoing process of clarification, evaluation, re-clarification, and re-evaluation.
2. The ultimate responsibility for making decisions about life goals and educational plans rests with the student. The academic advisor helps to identify and assess alternatives and consequences.
3. The academic advisor also serves as a resource for accurate information. The advisor is knowledgeable about institutional policies, procedures, programs and resources and assists students in making use of printed and online materials.
4. Advisors are in a position to help students identify their learning-related needs. Feedback received from advisors could be beneficial and should be used in policy-making decisions at all levels of the institutional administration.

With the help of an academic advisor, students will:

1. gain an understanding of their academic abilities and interests
2. be reinforced in their successes
3. be provided information regarding the nature and purpose of higher education
4. be referred to counselors and other resources to explore their interests, skills, abilities, and values
5. define and refine educational goals and objectives and understand the consequences of alternative courses of action
6. consider alternative careers through counselors, workshops, seminars, and other resources
7. make course, certificate, and/or degree selections
8. understand and utilize placement test results
9. be encouraged to be active participants in their educational planning and college life
10. be informed of support services that are available and how to make an appointment, if appropriate
11. be aware of transfer articulation arrangements

12. be informed about research results and general perceptions of student experiences at the institution
13. receive accurate printed materials on academic majors, minors, and other degree and program requirements
14. be encouraged to use the technology, which supports the academic advising process

### **STUDENT COURSE PLACEMENT PROCESS (AR 2.2.7)**

The Maricopa Community Colleges are committed to providing students with opportunities for successful academic experiences. Student academic achievement is directly related to the proper initial course placement. Students choosing to enroll will register for the courses indicated by their English, mathematics, or reading course placement tests, or in a lower level course. Initial course placement should be discussed with an advisor or counselor who is skilled in assessing the student's needs and factors that affect student success.

#### **1. Testing for Course Placement**

- A. Students will be required to complete a course placement test under any one of the following conditions:
  - i. The student is taking his or her first college credit English, reading and/or math course, or any college course for which English, reading or math is a prerequisite.
  - ii. The student is pursuing a degree and does not have current valid district approved course placement scores on file or does not have previous college credit in English, reading and math.
  - iii. The student does not have a high school diploma or GED, and is applying for federal financial aid.
  - iv. The student for whom English is not the primary language and is taking his or her first English as a Second Language class is required to take a test of English proficiency.
  - v. College may determine additional conditions under which students would be required to complete course placement testing. Contact the college for additional conditions.
- B. Students will be strongly encouraged to complete a course placement test under any one of the following conditions:
  - i. The student is taking a math course and has a college-level prerequisite on file that is more than five (5) years old.
  - ii. The student is taking a college course for which English, reading or math is a prerequisite, and such credit is more than five (5) years old.
- C. Students MAY be exempt from a course placement test if at least one of the following conditions apply:
  - i. The student has earned an associate or higher degree.
  - ii. The student has earned college credits from a regionally accredited college in English, reading, and math with a grade of C or higher, and such credit is no more than five (5) years old.
  - iii. The student has currently valid district approved course placement scores on file

**Note:** Being exempt from taking a course placement test does not exempt the student from fulfilling the minimum graduation requirements.

#### **2. Course Placement**

- A. Students choosing to enroll in the courses indicated will be advised and placed into courses based on highest test or retest scores.
- B. Students will be permitted one re-test in English, reading or by math level after at least a 24-hour waiting period. An additional re-test is permitted one year from the date of student's original or re-test at any course placement testing site.
- C. The vice president of student affairs or designee may approve re-testing for students with special needs or circumstances. The re-test date will then serve as the date of record.
- D. Students may request a Course Placement Waiver from the appropriate department/division chair or designee. The waiver will be granted at the chair/designee's discretion. Additional testing may also be required. The signed waiver will be noted on the student's electronic record.

#### **3. Implementation of Policy**

To ensure consistency of the course placement process within the Maricopa Community Colleges:

- A. All colleges shall accept the same approved course placement instruments.
- B. All colleges shall adhere to the same approved cut-off scores.
- C. Course placement scores, with the exception of the reading exemption, will be valid for two years from the date of the original or re-test.

#### **4. Evaluation**

The Maricopa Community Colleges will provide an ongoing evaluation of the course placement process. An annual report shall be submitted to the Governing Board to indicate the policy's effectiveness noting the number of students assessed, their placement scores and their success in courses. Every three years a thorough review of the policy and procedures shall be implemented, including recommendations from the English, Reading and Math Instructional Councils regarding cut-off scores, course placement assessment tools and procedures.

**REGISTRATION (AR 2.2.8)**

Students must register according to the dates indicated, and in the manner described in the college class schedule. To be eligible for registration, students must have completed the appropriate steps listed under the Admissions section. The college may allow early or priority registration. Tuition and fees must be paid or payment arrangements made by the due date to secure class enrollment. Students may not attend a class for which they are not registered.

The colleges reserve the right to enroll students in courses. The final decision for admission to any class for students admitted under Section 2 of AR 2.2.1 will be determined by the designated college administrator in consultation with the department chairperson and/or faculty.

**TUITION AND FEES (AR 2.2.9)**

Tuition and fees are public monies within the jurisdiction and responsibility of the Maricopa Community Colleges Governing Board under the laws and regulations of the State of Arizona and must be administered by the Governing Board. The Governing Board reserves the right to change tuition and fee charges when necessary without notice. All students are classified for tuition purposes under one of the following residency classifications:

1. Maricopa County resident
2. Out-of-County resident
3. Out-of-State resident (including F-1 non-immigrant students)
4. Unclassified, Out-of-County, Out-of-State (1-6 credit hours system-wide)

Residency for tuition purposes is determined in accordance with state law (ARS §§15-1801 *et seq.*) and regulations of the Maricopa Community Colleges Governing Board. All of the Maricopa Community Colleges are subject to the above statutes and regulations. Students who have questions about their residency should contact the Admissions and Records Office/Office of Student Enrollment Services for clarification.

Students attending more than one Maricopa Community College will be assessed fees for their enrollment at each of the Maricopa Community colleges/centers. (Students who are considered to be out-of-state residents for tuition and fees purposes should refer to the Concurrent Enrollment in Arizona Public Institutions of Higher Education policy under the Residency section of this publication.)

**1. Time of Payment**

All tuition, fees, assessments and deposits must be paid at the time of registration or by the specified deadline date and in accordance with the fee schedule approved by the Maricopa Community Colleges Governing Board.

**2. Tuition and Fees Schedule** (Effective July 1, 2011 for fall, spring and summer Sessions)

Current information can be found at

<http://www.maricopa.edu/publicstewardship/governance/adminregs/appendices/S-4.php>.

The following is the tuition and fees schedule for 2011-2012 and is provided for reference. **These tuition and fees are subject to change.** Consult the college's Admissions and Records Office/Office of Student Enrollment Services for course fees in effect during the semester/term in which you intend to register. See Appendix S-4

**Appendix S4: Tuition and Fees Student Status**

2011-2012	Maricopa County Resident (In County)	Out of County Resident	Non-Resident Living in Arizona	Non-Resident Study Abroad Program	Non-Resident Distance Learning	Western Undergraduate Exchange (WUE)
	IN-STATE		OUT-OF-STATE			
Credit Hours	A	B*	C**	D	E***/+	F
1	76.00	300.00	317.00	196.00	215.00	114.00
2	152.00	600.00	634.00	392.00	430.00	228.00
3	228.00	900.00	951.00	588.00	645.00	342.00
4	304.00	1,200.00	1,268.00	784.00	860.00	456.00

5	380.00	1,500.00	1,585.00	980.00	1,075.00	570.00
6	456.00	1,800.00	1,902.00	1,176.00	1,290.00	684.00
7	532.00	2,100.00	2,219.00	1,372.00	1,505.00	798.00
8	608.00	2,400.00	2,536.00	1,568.00	1,720.00	912.00
9	684.00	2,700.00	2,853.00	1,764.00	1,935.00	1,026.00
10	760.00	3,000.00	3,170.00	1,960.00	2,150.00	1,140.00
11	836.00	3,300.00	3,487.00	2,156.00	2,365.00	1,254.00
12	912.00	3,600.00	3,804.00	2,352.00	2,580.00	1,368.00
13	988.00	3,900.00	4,121.00	2,548.00	2,795.00	1,482.00
14	1,064.00	4,200.00	4,438.00	2,744.00	3,010.00	1,596.00
15	1,140.00	4,500.00	4,755.00	2,940.00	3,225.00	1,710.00
16	1,216.00	4,800.00	5,072.00	3,136.00	3,440.00	1,824.00
17	1,292.00	5,100.00	5,389.00	3,332.00	3,655.00	1,938.00
18	1,368.00	5,400.00	5,706.00	3,528.00	3,870.00	2,052.00

\* *Students from any other county in Arizona are considered Maricopa County residents (in county) due to a reciprocal arrangement with that county. Reciprocal agreements allow for in-county tuition rates for residents of all Arizona counties **except Apache or Greenlee counties** without an **Out-of-County Residence Affidavit**.*

\*\* *According to ARS §15-1802F, "A person who is a member of an Indian tribe recognized by the US Department of the Interior whose reservation lies in this state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student." Therefore, unclassified and out-of-state surcharges do not apply to such students.*

\*\*\* *According to ARS §15-1470, community college districts may offer credit and noncredit courses and services outside of this state. A district is not entitled to state aid payments for students who are provided courses and services outside of this state.*

+ *This rate applies to out-of-state students who are taking distance learning courses or students who are taking classroom-based credit courses through a contract agreement between MCCC and the company they work for. This rate does not apply to Study Abroad Programs as there is a separately calculated rate for those students.*

**A. Determine Student Residency Status**

Refer to admissions information (AR 2.2.2) of the college catalog for residency information and to review the requirements for classification as a Maricopa county resident. Contact the Admissions and Records Office/Office of Student Enrollment Services if you have questions about residency requirements.

**B. Use the Chart to Locate Tuition Charges**

Determine the correct column based on your residency status and then select the number of credit hours. The general tuition chart is provided for reference only.

**C. Add Any Additional Fees**

- i. A one-time, per semester \$15 registration fee is due by the official start of the term (semester) or by the specified due date or at time of registration.
- ii. There may also be additional course fees for classes, please refer to the college schedule for course fees.
- iii. If you choose to audit a class, add an additional fee of \$25 per credit hour.
- iv. Additional course fees may apply for specific courses. Check with the college's Admissions and Records Office/Office of Student Enrollment Services for a current listing of course fees.

**D. Pay Your Fees**

Payment of fees may be made by cash, check, money order, VISA, MasterCard, Discover or American Express. Payment Plan options are also available.

*NOTE: If you do not pay your tuition and fees at the time of registration or by the specified due date, you may be dropped from your classes and may be responsible for the tuition and fees based on the refund schedule which outlines the refund deadlines for each course.*

**Skill Center Tuition Rates**

Regular	\$5.00 per contact hour
Nursing Assistant	\$6.00 per contact hour
Practical Nursing	\$6.00 per contact hour

**Credit by Examination & Credit by Evaluation** (excludes Allied Health courses)

Regular Rate	\$74.00 per credit hour
Contract Rate	\$37.00 per credit hour

**3. Outstanding Debts**

Any debt or returned check may revoke a student's current enrollment and the student's right to register in subsequent semesters at all Maricopa Community Colleges. Delinquent debts may require penalties, late charges, collection costs, and/or legal fees to be paid before good standing is restored to the student.

The following procedure will be used for the collection of returned checks and other outstanding debts:

- A. The designated college official or fiscal officer is responsible for:
  - i. Verifying the student's district wide debt,
  - ii. Attempting to notify the student of the debt and
  - iii. Attempting to collect the debt.
- B. All Maricopa Community College services will be withheld pending payment of debt (at designated college office) with cash, certified check or money order or online with debit or credit card or in person with credit card. Student may be withdrawn from classes.
- C. If other collection attempts fail, the Maricopa Community Colleges District Office will either collect or use other means available, including:
  - i. Collection agency, requiring payment of collection fees by the student;
  - ii. The Tax Refund Setoff Programs as stated in ARS §42-1122;
  - iii. Litigation, requiring payment of court costs and legal fees by the student.
- D. Debt Holds may be lifted by the appropriate College or District business services designee for the extension of services provided that at least one of the following conditions are met:
  - i. MCCCCD staff verify that full payment has been made to another College;
  - ii. The College can deduct payment from a financial aid award made to the student (referring to student authorization guidelines for regulations on applying federal financial aid to debt balances);
  - iii. A third party not related to the student, such as an employer or state agency, makes a verified payment directly to the College;
  - iv. It is determined and verified with the appropriate MCCCCD office that the hold resulted from a system error and the error is due to an activity that requires correction by the appropriate College or District personnel.

**4. Discounted Fees and Waivers**

- A. Citizens 62 years of age and older shall be issued ID cards that allow them the privilege of attending events at no cost and that allow them to use the library facilities.
- B. Employees, Dependents and Mandated Groups  
The Maricopa Community College District waives tuition and student activity fees for credit-hour courses for employees and their dependents, and for legislatively mandated groups. Special fees and fees for Non-credit/Special Interest Community Services courses are not waived.
- C. Tuition and Registration Fee Waiver for Members of the Pima-Maricopa Indian Community  
Tuition and fee waivers shall be funded through Auxiliary Fund Monies for college credit courses for the enrolled members of the Pima-Maricopa community who live on the Pima-Maricopa Reservation.

All other guidelines and procedures established for the purpose of administering waivers, affidavits and exemptions are outlined in the Maricopa County Community College District tuition waiver manual.

**REFUND POLICY (AR 2.2.10)**

**1. Refund Policy for Credit Classes**

Students who officially withdraw from credit classes (in fall, spring, or summer) within the withdrawal deadlines listed below will receive a 100% refund for tuition, class and registration processing fees. Deadlines that fall on a weekend or a college holiday will advance to the next college workday except for classes fewer than 10 calendar days in length or as specified by the college. Calendar days include weekdays and weekends. Refer to individual colleges for withdrawal and refund processes. Never attending is not an allowable refund exemption or an excuse of the debt incurred through registration.

Length of Class	Official Withdrawal Deadlines for 100% Refund
1-9 calendar days	Prior to the class start date
10-19 calendar days	1 calendar day including the class start date

20-29 calendar days	2 calendar days including the class start date
30-39 calendar days	3 calendar days including the class start date
40-49 calendar days	4 calendar days including the class start date
50-59 calendar days	5 calendar days including the class start date
60-69 calendar days	6 calendar days including the class start date
70+ calendar days	7 calendar days including the class start date

*\*Course fees and registration processing fees will be refunded only if the student qualifies for a 100% refund. Debts owed to any MCCCDC college must be satisfied before any refunds are paid to the student. Refunds for students receiving federal financial assistance are subject to federal guidelines. Requests for exceptions to the refund policy must be filed within one year from the semester in which the course was taken.*

2. **Refund Policy for Non-Credit Classes**

Unless otherwise specified, students must drop non-credit classes prior to the course start date to be eligible for a 100% refund.

3. **Canceled Classes**

When a class is canceled by the college, a 100% refund will be made.

4. **Refund Exceptions**

Students withdrawing from a college or from courses for one of the following reasons must submit a written request for a refund exception to the Admissions and Records Office/Office of Student Enrollment Services or designated college official:

- A. A student with a serious illness, verifiable by a doctor's written statement that the illness prevents the student from attending all classes for the semester. The doctor's statement must be on file with the college before a refund can be given.
- B. Serious illness or death of an immediate family member that prevents the student from attending all classes for the semester. Immediate family members include spouse/partner, father, mother, grandfather, grandmother, child, foster child, grandchild, stepchild, sibling, stepsibling, stepfather, stepmother, or spouse's/partner's father, mother, grandfather, grandmother, or in-laws in any one incident. Appropriate documentation must be provided before a refund can be given.
- C. Death of a student. Appropriate documentation must be provided before a refund can be given.
- D. A student in the Armed Forces or the Arizona National Guard who is called to active duty and assigned to a duty station, verifiable by a copy of the orders, will be allowed to withdraw and receive a 100% refund of tuition, provided courses have not been completed.

Requests for a total withdrawal from a college or courses for one of the above reasons may result in a partial prorated refund of tuition, provided courses have not been completed. All decisions made by the college are final.

**Limitation:** Never attending is not an allowable refund exception or an excuse of the debt incurred through registration.

**STUDENT FINANCIAL ASSISTANCE (AR 2.2.11 & Appendix S-5)**

The Maricopa Community Colleges provide students financial assistance to enable access to higher education. Student financial assistance shall be awarded on the basis of demonstrated financial need except where funds are specified for recognition of special talents and achievements. Additional procedural information on financial assistance is available in Appendix S-5.

**Appendix S-5: Student Financial Assistance**

The Maricopa Community Colleges provide students financial assistance to enable access to higher education. Student financial assistance shall be awarded on the basis of demonstrated financial need except where funds are specified for recognition of special talents and achievements. Only those with a lawful presence in the United States may qualify for federal financial aid or Maricopa County Community College District (MCCCDC) scholarships. Under Arizona law, any information the student provides about his or her legal status when applying for financial aid or publicly funded scholarships may be subject to mandatory reporting to federal immigration authorities. This does not apply to applications for the private scholarship funds held in and distributed by the Maricopa Community Colleges Foundation.

**How to Apply for Federal Financial Aid**

New students must complete the Free Application for Federal Student Aid (FAFSA) or FAFSA on the Web at <http://www.fafsa.ed.gov/>. Each academic year, continuing students must reapply by completing a FAFSA, Renewal FAFSA, or FAFSA on the Web. Scholarships require separate applications. Specific information regarding financial assistance, including application deadlines or priority dates, may be obtained from the college Office of Student Financial Aid.

### Types of Aid

Grants, loans, student employment, and scholarship funds may be available from federal, state, and/or private sources. The Maricopa Community Colleges Foundation offers a variety of scholarship opportunities. Scholarship opportunities are available year round. However, most scholarships are posted mid-January and most deadlines are the last week of March. Options are available at [www.maricopa.edu/resdev/scholarships/apply.php](http://www.maricopa.edu/resdev/scholarships/apply.php) or by calling 480-731-8400.

### Distribution of Aid

Criteria by which aid is distributed among eligible financial aid applicants are available on request at the college Office of Student Financial Aid.

### Rights and Responsibilities

Students should read all information provided in the process of applying for federal financial aid in order to gain a greater knowledge of all the rights as well as responsibilities involved in receiving that assistance.

### Satisfactory Academic Progress

Specific requirements for academic progress for financial aid recipients are applied differently than scholastic standards. In addition to scholastic standards which are explained elsewhere in this catalog, financial aid recipients are also subject to the following Standards of Satisfactory Academic Progress. Specific information is available at the college Office of Student Financial Aid.

### Maricopa Community Colleges Standards of Satisfactory Academic Progress (SAP) for Financial Aid Eligibility

Federal regulations (CFR 668.32(f) and 668.34) require a student to move toward the completion of a degree or certificate within an eligible program when receiving financial aid. Specific requirements for academic progress for financial aid recipients are applied differently than Scholastic Standards. Federal regulations state that Academic Progress Standards must include a review of all periods of enrollment, regardless of whether or not aid was received. Students will be evaluated using the standards described below. Failure to meet any of these minimum standards will result in loss of title IV, HEA program (federal financial aid) eligibility.

### Evaluation Period

Standards of Satisfactory Academic Progress (SAP) will be evaluated at the end of each semester; fall, spring and summer. Programs less than one year in length will be evaluated at the midpoint of the program. Non-standard sessions will be evaluated at the completion of the session.

### Standards of Satisfactory Academic Progress

Standards of Satisfactory Academic Progress (SAP) are evaluated on each of the three measurements outlined below. Failure to meet any of these standards will result in suspension of eligibility for financial aid.

**Note:** Grades of F,I,N,W,X,Y,Z, and courses not yet graded are considered attempted but not meeting progress standards for the purposes of financial aid.

- **Grade Point Measurement**

Students must meet the following credit hour/cumulative grade point average (CGPA).

Total Credits Attempted*	Min CGPA
≤ 15.75	1.60
16-30.75	1.75
31-45.75	1.90
46 +	2.00

\*for which grade points are computed

- **Progress Measurement**

Students must successfully complete 2/3 (66.67%) of all attempted course work.

- **Maximum Time Frame Measurement**

Students who have attempted more than 150% of the published credits required for their program of study are considered not meeting SAP.

### Coursework Treatment in SAP Calculation

Course work taken during the semester also included in the evaluation:

- Courses funded through a consortium agreement
- All attempted remedial credits
- Repeated course work

Course work included in the Maximum Time Frame evaluation:

- All of those included in the semester evaluation
- All evaluated transfer credits
- Any Associates degree or higher earned will be considered to have exhausted maximum timeframe eligibility

Course work not included in SAP evaluation:

- Audited courses
- Non-credit courses
- Credit by examination
- Credit for prior learning option (as outlined in the college general catalog)
- Academic Renewal Process

### **Ineligibility Determination Appeal**

Any student who has lost financial aid eligibility due to extenuating circumstances may appeal. Appeal must:

- Be in writing and submitted to the Financial Aid Office where the student is applying for aid.
- Include the extenuating circumstances that caused the student not to meet SAP standards.
- Include appropriate supporting documentation.
- Include how that condition or situation has been resolved thus allowing the student the ability to meet SAP standards.

Students will be notified of the results of their appeal and any restrictions or conditions pertaining to their appeal. The outcome of an appeal may include a probationary term or denial.

Failure to successfully complete all conditions during the probationary period (as defined in the academic plan) will result in loss of financial aid eligibility.

### **Regaining Eligibility**

A student who has lost financial aid eligibility may only regain eligibility by meeting the minimum SAP standards. Course work taken at other colleges will not be considered for reinstatement purposes.

### **Terminology and Information Pertaining to this Policy**

- **Summer Sessions** - Enrollment in any or all Summer Sessions within the same calendar year will be considered one term.
- **Non-Standard Session** - Sessions that do not follow the traditional start and end dates for the semester.
- **Attempted Credit** – Any credit for which a grade of A, B, C, D, F, I, IP, N, P, W, X, Y, or Z is received and courses not yet graded.
- **Appeal** – “A process by which a student who is not meeting the institution’s satisfactory academic progress standards petitions the institution for reconsideration of the student’s eligibility for title IV, HEA program assistance.”
- **Extenuating Circumstance** – Examples are: personal injury or illness, serious illness or death within the immediate family, or other circumstance beyond the reasonable control of the student.
- **Supporting Documentation** – Examples could include: an obituary notice, divorce decree, an accident report, or a letter from a physician, attorney, social services agency, etc.
- **Financial Aid Warning** – “A status assigned to a student who fails to make satisfactory academic progress at an institution that evaluates academic progress at the end of each payment period” (semester).
- **Financial Aid Probation** - “A status assigned by an institution to a student who fails to make satisfactory academic progress and who has appealed and has had eligibility for aid reinstated.” A student in this status “may not receive title IV, HEA program funds for the subsequent payment period unless the student makes satisfactory academic progress or the institution determines that the student met the requirements specified by the institution in the academic plan for the student.”
- **Academic Plan** – A plan developed through the SAP Appeal Process which will lead a student to qualify for further title IV, HEA program funds.

- **Financial Aid Suspension** – The status assigned upon failing to meet the minimum SAP standards or the terms of a probationary status. Students in this status are not eligible to receive title IV, HEA assistance.

For more information, please contact the college Financial Aid Office.

### **Refunds and Repayments**

In accordance with federal regulations (CFR 668.22), a student may be required to repay federal financial aid funds if they completely withdraw, are withdrawn, or fail to earn a passing grade from all classes during a semester. Further information is available at the college Office of Student Financial Aid. This could affect a student's ability to receive Financial Aid in the future at any school. For a student receiving Financial Aid, also see [Appendix S-7](#) for Withdrawal procedures.

### **Award Amount and Level of Enrollment**

Award amount is determined, in part, on the level of enrollment. Federal student aid recipients are advised to register at the same time for all classes they intend to take during a semester to maximize award. Some federal aid may not be awarded for classes added at a later date. Contact the college Office of Student Financial Aid for more information.

If you are receiving federal financial aid it is important to read the information below prior to making a decision to withdraw.

### **Treatment of Title IV Aid When a Student Withdraws**

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Academic Competitiveness Grants, National SMART grants, TEACH Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

When you withdraw during your payment period or period of enrollment (you may contact the Financial Aid office to define these for you and tell you which one applies) the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro-rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any FFEL or Direct loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or your school or parent receives on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. your institutional charges multiplied by the unearned percentage of your funds, OR
2. the entire amount of excess funds. The school must return this amount even if it didn't keep this amount of your Title IV program funds.

If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time. Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. You can view the tuition refund policy and requirements and procedures for withdrawing from school at [www.maricopa.edu/publicstewardship/governance/adminregs/students/2\\_2.php](http://www.maricopa.edu/publicstewardship/governance/adminregs/students/2_2.php)

**VETERANS SERVICES (AR 2.9)**

The Maricopa Community Colleges' veterans' services offices act as liaisons with the Department of Veterans Affairs. Each program must be approved by the State of Arizona Department of Veterans' Services. Students may be eligible to receive educational benefits if they are registered in courses that apply to the student's approved programs. Application forms, counseling, advisement and tutoring are available for students who are eligible for veteran's educational benefits. Students applying for veteran's educational benefits should allow eight to ten weeks before receiving benefits. The amount of benefits awarded is determined by the Department of Veterans Affairs, and is based on the number of credit hours or clock hours for which a student is enrolled and the length of the enrollment period for each course.

Veteran's benefits available:

- Chapter 30 - Montgomery GI Bill
- Chapter 31 - Vocational Rehabilitation (separately served through the local VA office)
- Chapter 32 - VEAP Program
- Chapter 35 - Survivors and dependents of deceased/100% disabled veterans
- Chapter 1606 - Montgomery GI Bill, Selected Reserve

It is the student's responsibility to notify the office that serves veterans at their campus regarding any change in enrollment, address, program of study, enrollment at another institution, or any other change that may impact their veteran's educational benefits.

Those students receiving benefits must follow the VA academic progress policy to continue to receive benefits.

**Academic Progress Policy for Students Receiving Veteran's Educational Benefits**

Credit Hours for Which Grade Points are Computed at Resident Maricopa Community College (A, B, C, D, F, and Y)	Minimum Grade Point Average Required
12-15	1.60
16-30	1.75
31-45	1.90
46 +	2.00

Department of Veterans Affairs regulations require that all persons using any type of veteran educational assistance program be making satisfactory academic progress toward achievement of their educational objective (program of study). A student who does not meet the minimum standards (see above) will be placed on probation for a maximum of two (2) consecutive semesters. At this point, if satisfactory academic progress has not been demonstrated, veteran educational benefits will be terminated. Benefits may be resumed when the student raises the cumulative grade point average to the required minimum standards or demonstrates the ability to meet these standards through the approval of a written appeal. For appeal procedures, contact the office that serves veterans at your campus.

For additional details and information regarding veteran's educational benefits, contact the office that serves veterans at your campus.

**SCHOLASTIC STANDARDS**

**ACADEMIC LOAD (AR 2.3.1)**

Students carrying at least twelve (12) credit hours will be considered full-time students for the fall and spring semesters. Three-quarter-time is 9 - 11.9 credit hours. Half-time is 6 - 8.9 credit hours. Fewer than six (6) credit hours is considered less than half-time. Academic load for summer and special terms may be defined differently. Contact the Admissions and Records Office/Office of Student Enrollment Services for clarification. As provided in the Reduced Course Load administrative regulation,

a student may be deemed a full-time student carrying fewer than twelve credit hours pursuant to an accommodation of a disability.

Courses may vary in length, and begin and end throughout the year. A credit hour indicates the value of an academic credit. Standards for the awarding of credit hours may be time based or competency based. To obtain credit, a student must be properly registered and must pay fees for the course. The fall and spring semesters are typically sixteen (16) weeks in length. Summer sessions are typically five or eight weeks in length.

Students desiring to take more than eighteen (18) credit hours must obtain approval from the designated college official. Ordinarily, only students with a grade point average of 3.0 or higher for the preceding semester or first semester students who were in the upper quarter of their high school graduating class are permitted to carry more than eighteen (18) credit hours. Students participating in extra-curricular or co-curricular activities or receiving financial assistance may be required to maintain a specified minimum academic load.

Students who are working, have considerable extra-curricular or co-curricular activities, or have been reinstated from academic suspension/probation should plan their academic load accordingly.

### **Schedule Changes**

Students may change their schedule by following the designated procedures at their college of enrollment. It is the student's responsibility to notify the college if he/she will no longer be attending the class (see [Appendix S-7](#) for Withdrawal Procedures).

### **ATTENDANCE (AR 2.3.2)**

- Only persons who are registered for a class at any of the Maricopa Community Colleges may attend that class. Attendance requirements are determined by the course instructor. Students who do not meet the attendance requirement as determined by the course instructor may be withdrawn.
- Students who fail to attend the first scheduled class meeting, or to contact the instructor regarding absence before the first scheduled class meeting may, at the option of the instructor, be withdrawn.
- At the beginning of each course, each faculty member will provide students with written attendance requirements. It is the student's responsibility to consult with the instructor regarding official or unofficial absences. Absences begin to accumulate with the first scheduled class meeting.
- Students bear the responsibility of notifying the Admissions and Records Office/Office of Student Enrollment Services when they discontinue studies in a course or at the college. Please refer to [Appendix S-7](#) for Withdrawal Procedures.

#### **1. Official Absences**

- A. Official absences are those that occur when students are involved in an official activity of the college, i.e., field trips, tournaments, athletic events, and present an official absence excuse form. Absences for such events shall not count against the number of absences allowed by an instructor or department. Students who must miss a class for an official reason must obtain an official absence verification card from the appropriate vice president or designee and present it to the appropriate instructor(s) before the absence. Prior arrangements must be made with each instructor for make-up work. If prior arrangements have been made, the student will not be penalized.
- B. Other official absences include jury duty and subpoenas. Appropriate documentation will be required. Prior arrangements must be made with each instructor for makeup work. If prior arrangements have been made, the student will not be penalized.
- C. In the event of military commitments. Absences for periods of up to one week will not be counted against the number of absences allowed by an instructor or department. The student is required to provide appropriate documentation of the specific orders, length of assignment and location. Prior notification must be initiated with each instructor to discuss make-up work. If the length of the absence will be longer than one week, the instructor and the student will determine whether there is sufficient opportunity for the student to make up the work. If it is determined that the length of absence for the military commitment provides an undue hardship on the student's ability to make up the assignments, he or she will be provided an opportunity to request an incomplete grade or drop the class or, in the case of open-entry classes, the opportunity to request an extension.
- D. In the event of the death of an immediate family member, absences for periods of up to one week will not be counted against the number of absences allowed by an instructor or department. Students should contact instructor(s) as soon as possible to arrange for make-up work. Appropriate documentation will be required (for example, a copy of the obituary or funeral program). In specialized programs that require clinical rotations, this regulation may not apply.

2. **Religious Holidays**

Students shall have the right to observe major religious holidays without penalty or reprisal by any administrator, faculty member or employee of the Maricopa Community Colleges. Absences for such holidays shall not count against the number of absences allowed by an instructor or department. At least one week before the holiday, students shall submit to their instructor(s) a written statement that includes both the date of the holiday and the reason why class attendance is impossible. Prior arrangements must be made with each instructor for make-up work. If prior arrangements have been made, the student will not be penalized.

**GRADING (AR 2.3.3)**

1. **Policy**

It is the policy of the Maricopa Community Colleges that a grade will be assigned at the conclusion of the course. Official grades are available on designated college web sites.

**Grade Key**

A	Excellent	4 grade points per credit hour
B	Above Average	3 grade points per credit hour
C	Average	2 grade points per credit hour
D	Passing	1 grade point per credit hour
F	Failure	0 grade points per credit hour
I	Incomplete	Not computed in grade point average
IP	Course in Progress	Not computed in grade point average
N	Audit	Not computed in grade point average
P*	Credit	Not computed in grade point average
W	Withdrawn, passing	Not computed in grade point average
Y	Withdrawn, failing	0 grade points per credit hour
Z	No Credit	Not computed in grade point average

\* A "P" is judged to be equivalent to a grade of C or higher.

2. **Incomplete Grade**

- A. Students who are doing acceptable work may request an incomplete grade "I" if they are unable to complete the course requirements by the end of the term because of illness or other extenuating circumstances. If the request is approved by the instructor, he or she shall define, in a written/electronic contract, how the course will be completed.
- B. Students must complete the requirements within the time period agreed to--maximum time allowed is seven (7) months from the last date of class in which the grade of incomplete was assigned. Students who do not complete the requirements within seven (7) months will have their grade recorded in accordance with the written contract. Students should NOT reregister for the course to complete the contract.

3. **Repeating a Course/Improving a Grade**

To improve a previously earned grade, students may repeat the course up to three times after the initial attempt to improve a grade. (A "W" or "Y" is not considered an attempt.) Students planning to repeat a course should seek advisement prior to enrolling. The lower grade(s) for repeated courses will automatically be excluded from the grade point calculation. All enrollments in a course will appear on the transcript. Check individual courses and programs for exceptions.

4. **Credit/No Credit Courses (P/Z)**

- A. Some courses may be taken under a credit/no credit grading system. These courses carry grades of P (credit, equivalent to a grade of C or higher) or Z (no credit) and are not computed in the student's grade point average. Credits earned with a grade of P may be counted toward graduation with the exception of AGECE (Arizona General Education Curriculum).
- B. The prescribed time limits are for full-semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See "[Important Deadlines for Students](#)".
- C. In courses with credit/no credit (P/Z) grading, the student may request standard grading (A, B, C, D, F), within fourteen (14) days including the date of the first class meeting. The instructor must immediately notify the Admissions and Records Office/Office of Student Enrollment Services.

- D. In courses with standard grading (A, B, C, D, F), the instructor determines if the credit/no credit option is available. If the option is available, the student must obtain the permission of the instructor. The instructor must notify the Admissions and Records Office/Office of Student Enrollment Services within fourteen (14) days including the day of the first class meeting.
- E. It is the student's responsibility to verify the transferability of credit/no credit courses. Some universities place a limitation on the number of credit/no credit courses that can be transferred.

**Advisory note:** Some institutions outside the Maricopa Community Colleges may translate the Z grade as failing.

**5. Audit Courses**

- A. Auditors are those who enroll in a course for the sole purpose of obtaining information; they receive no credit, grades, homework, or tests. If an auditor wishes to earn credit, he or she must change from audit status to credit status within the first week. If a student wishes to audit a course for which he or she is enrolled for credit, the change must be made within the first five (5) weeks of a semester. Auditors are subject to the same attendance policies as other students and must meet the same prerequisite requirements or obtain approval of the instructor. See the fee schedule for charges. Financial aid is not available for audited courses.
- B. The prescribed time limits are for full-semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly and appear in the "[Important Deadlines for Students](#)".

**6. Important Deadlines for Students**

Class Length	Deadline for Students to Withdraw with Guaranteed Grade of W	Deadline for Students to Withdraw From a Course (Instructor Signature Required)	Deadline for Students to Request Complete Withdrawal	Deadline to Change Type of Grading (A-F to P/Z, or P/Z to A-F)	Deadline to Change from Audit Grade to Credit Grade	Deadline to Change from Credit Grade to Audit Grade
One Week or less (1 to 7 days)	1st Day of Class	1st Day of Class or Prior to the Last Day of Class	1st Day of Class or Prior to the Last Day of Class	1st Day of Class	1st Day of Class	1st Day of Class
Two Weeks (8 to 14 days)	3 <sup>rd</sup> Calendar Day	6th Calendar Day	6th Calendar Day	1st Day of Class	1st Day of Class	3rd Calendar Day
Three Weeks (15 to 21 Days)	6th Calendar Day	12th Calendar Day	12th Calendar Day	2nd Calendar Day	1st Day of Class	5th Calendar Day
Four Weeks (22 to 28 days)	9th Calendar Day	17 <sup>th</sup> Calendar Day	17th Calendar Day	3rd Calendar Day	2nd Calendar Day	7th Calendar Day
Five Weeks (29 to 35 days)	12th Calendar Day	23rd Calendar Day	23rd Calendar Day	4th Calendar Day	2nd Calendar Day	9th Calendar Day
Six Weeks (36 to 42 days)	14th Calendar Day	29th Calendar Day	29th Calendar Day	5th Calendar Day	3rd Calendar Day	11th Calendar Day
Seven Weeks (43 to 49 days)	17th Calendar Day	35th Calendar Day	35th Calendar Day	5th Calendar Day	3rd Calendar Day	12th Calendar Day
Eight Weeks (50 to 56 days)	20th Calendar Day	41st Calendar Day	41st Calendar Day	6th Calendar Day	3rd Calendar Day	15th Calendar Day
Nine Weeks (57 to 63 days)	23rd Calendar Day	46th Calendar Day	46th Calendar Day	7th Calendar Day	4th Calendar Day	17th Calendar Day

<b>Ten Weeks (64 to 70 days)</b>	26th Calendar Day	52nd Calendar Day	52nd Calendar Day	8th Calendar Day	4th Calendar Day	19th Calendar Day
<b>Eleven Weeks (71 to 77 days)</b>	29th Calendar Day	58th Calendar Day	58th Calendar Day	9th Calendar Day	5th Calendar Day	21st Calendar Day
<b>Twelve Weeks (78 to 84 days)</b>	32nd Calendar Day	63rd Calendar Day	63rd Calendar Day	10th Calendar Day	5th Calendar Day	23rd Calendar Day
<b>Thirteen Weeks (85 to 91 days)</b>	35th Calendar Day	70th Calendar Day	70th Calendar Day	10th Calendar Day	5th Calendar Day	25th Calendar Day
<b>Fourteen Weeks (92 to 98 days)</b>	38th Calendar Day	76th Calendar Day	76th Calendar Day	11th Calendar Day	6th Calendar Day	27th Calendar Day
<b>Fifteen Weeks (99 to 105 days)</b>	41st Calendar Day	82nd Calendar Day	82nd Calendar Day	12th Calendar Day	6th Calendar Day	28th Calendar Day
<b>Sixteen Weeks or more (106 or more days)</b>	End of the seventh week	Two weeks before the last class period	Two weeks before the last class period	Within 14 days including the first class period	Within first week of class	Within first five weeks
<b>Deadlines are based on calendar days and begin with the first day of class. Deadlines that fall on a weekend or holiday advance to the next college work day.</b>						

**ACADEMIC PROBATION (PROGRESS) (AR 2.3.4)**

**1. Probation**

A student will be placed on academic probation if, after completion of twelve (12) or more credit hours, the student's cumulative grade point average is less than:

<b>Credit Hours for Which Grade Points are Computed at Resident Maricopa Community College (A,B,C,D,F, and Y)</b>	<b>Minimum Grade Point Average Required</b>
12-15	1.60
16-30	1.75
31-45	1.90
46+	2.00

(Students should also be aware that graduation requires a cumulative minimum grade point average of 2.00).

Students on academic probation may take no more than twelve (12) credit hours per semester unless approved by the Admissions and Standards Committee.

**2. Continued Probation**

A student on academic probation who fails to raise the cumulative grade point average to the required minimum standards (see above) will be placed on continued probation and may be limited to taking six (6) credit hours. Regulations regarding continued probation do not apply to the summer session. Credit hours earned in summer sessions will be included in the cumulative grade point average.

**INSTRUCTIONAL GRIEVANCE PROCESS (AR 2.3.5 & Appendix S-6)**

A student who feels that he or she has been treated unfairly or unjustly by a faculty member with regard to an academic process such as grading, testing, or assignments, has the right to appeal according to the approved procedures.

The appeal process for grades expires one year from the date the grade was issued. Steps outlining the process are available in [Appendix S-6](#).

#### **Appendix S-6: Instructional Grievance Process**

A student who feels that he/she has been treated unfairly or unjustly by a faculty member (full-time or part-time) with regard to an academic process such as grading, testing or assignments, should discuss the issue first with the faculty member involved. This conference should be requested by the student within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.

This instructional grievance process should not be utilized in a case in which a student feels he/she has experienced discrimination. If the student feels that he/she has experienced discrimination on the basis of race, color, religion, national origin, gender, age, disability, veteran status, or sexual orientation, the student should refer to the Discrimination Complaint Procedures for Students as administered by the Vice President for Student Affairs.

Steps for students to follow:

1. If, within ten (10) working days of the request for the conference with faculty member, the problem is not resolved or the faculty member has been unable to meet with the student, the student may continue the process by filing a written complaint with the Department/Division Chairperson and appropriate administrative officer at the college/center. This written complaint must be filed within ten working days following the previous deadline. The written complaint will be given to the faculty member five days before any official meetings are convened.
2. Upon receipt of a written complaint, the Department/Division Chair or appropriate college administrative officer will work with the parties in an attempt to resolve the conflict. The faculty may ask that the College Faculty Senate President be in attendance. Every attempt will be made to maintain confidentiality during this process. A faculty member will not be required to respond to a complaint which is not in writing and which, when appropriate, did not have specific documentation including dates, times, materials, etc. The written complaint will be made available to the faculty member.
3. If the grievance is not resolved at this level within ten working days, the student should forward to vice president of academic affairs or designee, a copy of the original written complaint with an explanation regarding action taken at each prior level. The dean of instruction or appropriate college/ center administrative officer will meet with the student, faculty member, the College Faculty Senate President if requested by the faculty member, and Department/Division Chair and attempt to resolve the issues. This level will be the final step in any grievance process regarding grades.
4. If the grievance, other than those concerning grades, is not resolved by the vice president of academic affairs or designee, it may be forwarded in writing by the student to the college president for final resolution. The college president or designee will issue a final written determination in the grievance process.

**Note:** The appeal process for grades expires one year from the date the grade was issued.

#### **WITHDRAWAL (AR 2.3.6)**

To withdraw from a course or courses from the college, students must follow approved procedures (See [Appendix S-7](#)). The Office of Admissions and Records provides information about the withdrawal process. The official date of withdrawal is the date the withdrawal is received in the Admissions and Records Office/Office of Student Enrollment Services.

Never attending is not an allowable refund exception or an excuse of the debt incurred through registration. Please see the refund policy.

#### **STUDENT AND FACULTY WITHDRAWAL PROCEDURES (Appendix S-7)**

##### **Student Withdrawal Procedures**

##### **1. Withdrawal from Specific Courses**

A student may officially withdraw from specific courses in the following ways:

- A. Through the 7th week\*, a student may initiate an official withdrawal from any course by completing the withdrawal process online using the student self service system or by submitting a course withdrawal form to the Admissions and Records Office/Office of Student Enrollment Services in accordance with the published deadlines. A grade of W (withdrawn, passing – not computed in the grade point average) will be assigned.
- B. After the 7th week\*, a student must initiate a withdrawal request with the faculty member. If, after consultation with the student, the faculty member approves the request, a grade of W (withdrawn, passing-

-not computed in the grade point average) or Y (withdrawn, failing--computed in the grade point average as a failing grade) will be assigned. If the request is not approved, the student will remain in the course.

- C. A student has the right to appeal a withdrawal decision according to the approved procedures. Steps outlining the process are available in [Appendix S-6](#).

*\*The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See [Important Deadlines for Students](#). Failure to file an official withdrawal form may result in failing grades and responsibility for course tuition and fees. Refunds will only be processed within the [refund period](#).*

2. **Complete Withdrawal from College**

Students electing to withdraw from the college must contact the Admissions and Records Office/Office of Enrollment Services no later than two weeks\* before the end of the last class meeting and may be required to file a written request.

A grade of W will be assigned in all courses for students who withdraw by the end of the 7th week\* of classes. Withdrawals completed after this time will result in a grade of W (withdrawn, passing – not computed in the grade point average) or Y (withdrawn, failing – computed in the GPA as a failing grade).

*\*The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See [Important Deadlines for Students](#). Failure to file an official withdrawal form may result in failing grades and responsibility for course tuition and fees. Refunds will only be processed within the [refund period](#).*

C. **Withdrawal of Financial Aid Students**

In accordance with federal regulations (34CFR 668.22), a student may be required to repay federal financial aid funds if they completely withdraw or are withdrawn, or fail to earn a passing grade from all classes during a semester. Further information is available at the college Office of Student Financial Aid. This could affect a student's ability to receive Financial Aid in the future at any school.

#### **FACULTY WITHDRAWAL PROCEDURES**

A faculty member has the option of withdrawing a student who has accumulated unofficial absences in excess of the number of times indicated in that faculty member's attendance policy in the course syllabus (see AR 2.3.2). Students withdrawn for excessive absences may be reinstated only with the approval of the faculty member. A grade of W will be assigned through the 7th week\*. After the 7th week\*, a grade of W or Y will be assigned. Faculty members electing to withdraw students must record the withdrawal through the online system, including last date of attendance and withdrawal code.

*\*The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See [Important Deadlines for Students](#). Failure to file an official withdrawal form may result in failing grades and responsibility for course tuition and fees. Refunds will only be processed within the [refund period](#).*

#### **ACADEMIC RENEWAL (AR 2.3.7)**

Students who are returning to this college after a separation of five (5) years or more from the Maricopa Community College District, may petition for academic renewal. The request must be in writing and submitted to the Admissions and Records Office/Office of Student Enrollment Services at the college where the grades were earned.

Academic renewal at one of the Maricopa Community Colleges does not guarantee that colleges outside the Maricopa Colleges will accept this action. Acceptance of academic renewal is at the discretion of the receiving institution.

1. Prior to petitioning for academic renewal, the student must demonstrate a renewed academic performance by earning a minimum of twelve (12) credit hours and a cumulative grade point average of 2.5 or higher within Maricopa Colleges after reenrollment.
2. Upon approval, all courses taken prior to reenrollment with a grade of "A," "B," "C," "D," "F," and "Y" will be annotated as academic renewal on the student's permanent record. All course work affected by academic renewal will not be computed in the grade point average. Courses with grades "A," "B," or "C" will have the associated credit hours counted in the total credit hours earned. Such credit will not be computed in the grade point average.
3. All course work will remain on the student's permanent academic record, ensuring a true and accurate academic history.
4. The academic renewal policy may be used only once at each college and cannot be revoked once approved.
5. Students who have been granted Academic Renewal must also meet the Financial Aid Standards of Academic Progress if they wish to receive financial aid.

### **HONORS PROGRAM (AR 2.3.8)**

Each of the Maricopa Community Colleges has an honors program. Interested students should contact the college honors coordinator for information about the program and available scholarships, including the Chancellor's, Foundation's, and President's Scholarships.

#### **President's Honor List**

The President's Honor List for each college consists of all students who complete twelve (12) or more credit hours in residence in courses numbered 100 or higher in a given semester with a college semester grade point average of 3.75 or higher.

### **GENERAL GRADUATION REQUIREMENTS (AR 2.3.9)**

**Note: Also see "Catalog Under Which a Student Graduates" (AR 2.2.5)**

All students are required to complete the degree and/or certificate requirements as approved by the MCCCDC Governing Board. The college reserves the right to make necessary course and program changes in order to meet current educational standards. In addition, students must:

1. be credited in the Admissions and Records Office/Office of Student Enrollment with not fewer than: 60 semester credit units in courses numbered 100 or above for the Associate in Arts degree, Associate in Science degree, Associate in Transfer Partnership degree, and Associate in General Studies degree; 60 semester credit units for the Associate in Applied Science degree; 62 semester credits for the Associate in Business degrees. For specific certificate programs, be credited with not fewer than the minimum total of credit units required for the certificate program. Students not continuously enrolled, as outlined in the Catalog Under Which a Student Graduates policy, must satisfy current graduation requirements.
2. have earned a minimum of 12 semester credit units toward the degree or certificate at the district college granting the degree or certificate. The 12 hours in the AAS degree curricula may be in the Required Courses area and/or Restricted Electives courses. Courses from the General Education Core and Distribution area are excluded. In cases where the certificate requires fewer than 12 credit units, a minimum of six credit units must be completed at the college awarding the certificate. The minimum of six credit hours in the certificate or degree curricula may be in the Required Courses area and/or the Restricted Electives. Courses from the General Education Core and Distribution areas are excluded.  
Shared Programs are programs offered at multiple colleges but not available at all colleges. The requirements are identical at all the colleges offering the program.  
A shared program requires a minimum of six credit hours from the total program requirements to be completed with a grade of "C" or better at the college awarding the certificate or degree. The exception is the Nursing program. For those shared programs with less than six credit hours, the total hours for the program must be completed at the college awarding the certificate.
3. have filed an application for the degree or certificate with the Admissions and Records Office/Office of Student Enrollment Services on the date determined by the college/center.  
Students must apply for graduation from the college where they have successfully completed Block 4 of the Associate in Applied Science in Nursing.
4. have a minimum cumulative grade point average of 2.000 at the college granting the degree.
5. have a minimum cumulative grade point average of 2.000 in all courses used to fulfill degree requirements  
Some specific programs have higher grade requirements. It is the student's responsibility to be aware of these program requirements.
6. have removed, thirty (30) days after the anticipated graduation date, all deficiencies on the record to use those courses toward program completion.
7. have removed any indebtedness to any MCCCDC college /center.
8. have paid required degree or certificate application fee.

See fee schedule for charges.

See Graduation with Honors for information on honors designation.

#### **Certificates/Degrees**

The Maricopa Community Colleges offer Certificates of Completion as well as Associate Degrees, one of which is conferred on each student who has completed a program of study. These certificates and degrees are as follows: (1) Certificate of Completion (Career Program Specified); (2) Academic Certificate; (3) General Education Certificate; (4) Associate in Arts; (5) Associate in Science; (6) Associate in Business; (7) Associate in General Studies; (8) Associate in Transfer Partnership; (9) Associate in Applied Science (Career Program Specified).

All candidates for a degree and/or certificate must complete the General Graduation Requirements as approved by the MCCC Governing Board.

All students are urged to meet with a faculty advisor, program advisor or counselor as soon as possible to determine which program meets their needs and to plan their course of study.

#### **Licensure Disclaimer**

Maricopa Community Colleges courses and programs prepare students for entry into a variety of professions. Many of these professions require that a person hold an occupational license or certificate in order to work in a particular field. Typically, a person must meet certain legal requirements before obtaining such a license or certificate. These requirements are established by county, state or federal agencies, and often are based on a person's character, or whether the person has been convicted of a criminal offense. It is possible for a student who has obtained a degree or certificate from a community college to be denied the right to work in a particular profession after completing the degree or certificate because of concerns over the student's character or criminal background. Any student preparing to enter a field for which a professional license or certificate is required is strongly advised to consult with the appropriate government agency that issues such credentials. That agency can provide the student complete information about any requirements the law imposes for working in a particular occupation.

#### **MCCC General Education Statement**

The general education core of the program of study for an associate degree or a certificate helps students develop a greater understanding of themselves, of their relationship with others, and of the richly diverse world in which they live. The general education experience provides students with opportunities to explore broad areas of commonly held knowledge and prepares them to contribute to society through personal, social, and professional interactions with others. General education fosters students' personal development by opening them to new directions, perspectives, and processes.

Through its general education requirements, the Maricopa County Community College District is committed to helping students develop qualities and skills that will serve them throughout their lives. General education opportunities encourage students to:

- Build self-awareness, self-respect, and self-confidence
- Recognize and respect the beliefs, traditions, abilities, and customs of all people and all cultures
- Consider the local, global, and environmental impacts of personal, professional, and social decisions and actions
- Access, evaluate, analyze, synthesize, and use information wisely
- Communicate effectively personally, socially, and professionally
- Think critically, make informed decisions, solve problems, and implement decisions
- Consider the ethical implications of their choices
- Value the learning process throughout their lives
- Integrate and connect ideas and events in a historical perspective, and see relationships among the past, the present, and the future
- Develop a personal sense of aesthetics
- Use technological resources appropriately and productively
- Work cooperatively and respectfully with others to serve their communities

The general education experience at MCCC is composed of specific elements across the curriculum designed to provide the learner with essential knowledge and skills:

- Communication
- Arts and Humanities
- Numeracy
- Scientific Inquiry in the Natural and Social Sciences
- Information Literacy
- Problem-Solving and Critical Thinking
- Cultural Diversity

#### **General Education Designations (example: (FYC), [SB], [HU], etc.)**

Effective fall 2000 the course evaluation and/or general education designation as listed in the Arizona CEG (Course Equivalency Guide) within the Arizona Course Applicability System (AZCAS) is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Given that curriculum is dynamic at both MCCC and the institutions to which MCCC students transfer, students have the option to petition for general education evaluations and/or general education designations.

The college reserves the right to make necessary course and program changes in order to meet current educational standards.

**CATALOG UNDER WHICH A STUDENT GRADUATES (AR 2.2.5)**

Students maintaining continuous enrollment at any public Arizona community college or university may graduate according to the requirements of the catalog in effect at the time of initial enrollment or according to the requirements of any single catalog in effect during subsequent terms of continuous enrollment. Students may maintain continuous enrollment whether attending a single public community college or university in Arizona or transferring among public institutions in Arizona while pursuing their degrees.

1. A semester in which a student earns course credit will be counted toward continuous enrollment. Non-credit courses, audited courses, failed courses, or courses from which the student withdraws do not count toward the determination of continuous enrollment for catalog purposes.

EXAMPLE A

Admitted & Earned Course Credit at a Public Community College or University	Fall '05 (Active)
Continued at a Public Community College	Spring '06, Fall '06 (Active)
Transferred to a University	Spring '07 (2005 or Any Subsequent Catalog)

EXAMPLE B

Admitted & Earned Course Credit at a Public Community College or University	Fall '02 (Active)
Enrolled But Earned All Ws, Zs, or Fs	Spring '03 (Inactive)
Enrolled in Audit Courses Only	Fall '03 (Inactive)
Nonattendance	Spring '04 (Inactive)
Transferred to a University	Fall '04 (2004 or Any Subsequent Catalog)

2. Students who do not meet the minimum enrollment standard stipulated in No. 1 during three consecutive semesters (fall/spring) and the intervening summer term\* at any public Arizona community college or university are no longer considered continuously enrolled, and must meet requirements of the public Arizona community college or university catalog in effect at the time they are readmitted or of any single catalog in effect during subsequent terms of continuous enrollment after readmission.

EXAMPLE A

Admitted & Earned Course Credit at a Public Community College or University	Fall '02 (Active)
Nonattendance	Spring '03, Fall '03, Spring '04 (Inactive)
Readmitted & Earned Course Credit at a Public Community College	Fall '04 (Active)
Transferred to a University	Spring '05 (2004 or Any Subsequent Catalog)

EXAMPLE B

Admitted & Earned Course Credit at a Public Community College or University	Fall '02 (Active)
Nonattendance	Spring '03 (Inactive)
Readmitted & Earned Course Credit at a Public Community College	Summer '03 (Active)
Nonattendance	Fall '03, Spring '04 (Inactive)
Transferred to a University	Fall '04 (2002 or Any Subsequent Catalog)

*\*Students are not obligated to enroll and earn course credit during summer terms, but summer enrollment may be used to maintain continuous enrollment status.*

3. Students admitted or readmitted to a public Arizona community college or university during a summer term must follow the requirements of the catalog in effect the following fall semester or of any single catalog in effect during subsequent terms of continuous enrollment.

EXAMPLE

Admitted & Earned Course Credit at a Public Community College or University	Summer '04 (Active)
Continued at a Public Community College	Fall '04, Spring '05 (Active)
Nonattendance	Fall '05 (Inactive)
Readmitted & Earned Course Credit at a Public Community College	Spring '06 (Active)
	Summer '06 (2004 or Any Subsequent Catalog)

Transferred to a University

Catalog)

4. Students transferring among Arizona public higher education institutions must meet the admission requirements, residency requirements, and all curricular and academic requirements of the degree-granting institution.

The college reserves the right to make necessary course and program changes in order to meet current educational standards.

#### **TRANSCRIPTS FOR TRANSFER (AR 2.3.10)**

The transcript is issued upon written request only. Those students who want to transfer to other institutions of higher education, including other Maricopa Community Colleges, must request their transcript be sent from the Admissions and Records Office/Office of Student Enrollment Services. However, transcripts may be shared within the Maricopa Community College District without the written request of the student in compliance with FERPA.

Official transcripts will not be issued to students having outstanding debts to any of the Maricopa Community Colleges. The release of transcripts is governed by the guidance of the Family Education Rights and Privacy Act of 1974 (see Records Policy in the Student Rights and Responsibilities section of this manual). There is no charge for unofficial transcripts, or for official transcripts sent between Maricopa Community Colleges. See the Tuition and Fee Schedule for charges for other official transcripts.

### **COLLEGE ENVIRONMENT**

#### **SEXUAL HARASSMENT POLICY (AR 2.4.4 & 5.1.8-5.1.16)**

##### **SEXUAL HARASSMENT POLICY FOR EMPLOYEES AND STUDENTS (AR 2.4.4)**

See the EEO/AA Section of the Administrative Regulations (AR 5.1.8).

##### **SEXUAL HARASSMENT POLICY FOR EMPLOYEES AND STUDENTS (AR 5.1.8)**

The policy of the Maricopa County Community College District (MCCCD) is to provide an educational, employment, and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by state and federal law.

Sexual harassment by and between, employees; students; employees and students; and campus visitors and students or employees, is prohibited by this policy.

Violations of this policy may result in disciplinary action up to and including termination for employees; sanctions up to and including suspension or expulsion for students; and appropriate sanctions against campus visitors.

This policy is subject to constitutionally protected speech rights and principles of academic freedom. Questions about this policy may be directed to the MCCCD EEO/Affirmative Action Office.

##### **EXAMPLES OF POLICY VIOLATIONS (AR 5.1.9)**

It shall be a violation of MCCCD's Sexual Harassment Policy for any employee, student or campus visitor to:

1. Make unwelcome sexual advances to another employee, student or campus visitor;
2. Make unwelcome requests for sexual favors, whether or not accompanied by promises or threats with regard to the employment or academic relationship;
3. Engage in verbal or physical conduct of a sexual nature with another employee, student or campus visitor, that may threaten or insinuate, either explicitly or implicitly, that the individual's submission to, or rejection of, the sexual advances will in any way:
  - A. Influence any personnel decision regarding that person's employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development; or
  - B. Influence his or her grades, participation in or access to academic programs, class standing or other educational opportunities;
4. Engage in verbal or physical conduct of a sexual nature that:
  - A. Has the purpose or effect of substantially interfering with an employee's ability to do his or her job; or with a student's ability to learn or participate in a class; or
  - B. Which creates an intimidating, hostile or offensive work or academic environment;
5. Commit any act of sexual assault or public sexual indecency against any employee or student whether on MCCCD property or in connection with any MCCCD-sponsored activity;
6. Continue to express sexual interest in another employee, student or campus visitor after being informed or on notice that the interest is unwelcome (reciprocal attraction is not considered sexual harassment);

7. Engage in other sexually harassing conduct in the workplace or academic environment, whether physical or verbal, including, but not limited to, commentary about an individual's body (or body parts), sexually degrading words to describe an individual, sexually offensive comments, sexually suggestive language or jokes, innuendoes, and sexually suggestive objects, books, magazines, computer software, photographs, cartoons or pictures.

**ADDITIONAL POLICY VIOLATIONS (AR 5.1.10)**

Supervisors, managers, administrators and faculty who disregard or fail to report allegations of sexual harassment (whether reported by the person who is the subject of the sexual harassment or a witness) are in violation of this policy.

**RESPONSIBILITY FOR POLICY ENFORCEMENT (AR 5.1.11)**

Employees and students must avoid offensive or inappropriate sexual and/or sexually harassing behavior at work or in the academic environment.

Employees and students are encouraged (but not required) to inform perceived offenders of this policy that the commentary/conduct is offensive and unwelcome.

**COMPLAINTS (AR 5.1.12)****1. Employees**

Employees who experience sexual harassment at work (by a supervisor, co-employee, student or visitor) are urged to report such conduct to the direct attention of their supervisor, their college president or to the Maricopa Community Colleges Equal Employment Opportunity/Affirmative Action Office. If the complaint involves the employee's supervisor or someone in the direct line of supervision, or if the employee for any reason is uncomfortable in dealing with his or her immediate supervisor, the employee may go directly to the Maricopa Community Colleges EEO/AA Office.

**2. Students**

Students who experience sexual harassment in the academic environment (by a faculty member, administrator, campus visitor or other student) are urged to report such conduct to the vice president of student affairs or designee at each individual campus. A student may also contact the MCCCDC EEO/AA Office to obtain the name and phone number of the college official designated to respond to sexual harassment complaints.

**3. General - Applicable to Both Employees and Students**

Complaints will be investigated according to procedures established by the MCCCDC EEO/AA Office. Copies of these procedures may be obtained in the college president's office, Office of the Vice President of Student Affairs and the MCCCDC EEO/AA Office.

The college/center/MCCCDC will investigate all complaints as professionally and expeditiously as possible.

Where investigation confirms the allegations, appropriate responsive action will be taken by the college/center/MCCCDC.

**CONFIDENTIALITY (AR 5.1.13)**

Records will be maintained in a confidential manner to the extent permitted by law and insofar as they do not interfere with MCCCDC's legal obligation to investigate and resolve issues of sexual harassment.

**VIOLATIONS OF LAW (AR 5.1.14)**

An employee or student may be accountable for sexual harassment under applicable local, state, and/or federal law, as well as under MCCCDC policy. Disciplinary action by MCCCDC may proceed while criminal proceedings are pending and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

**FALSE STATEMENTS PROHIBITED (AR 5.1.15)**

Any individual who knowingly provides false information pursuant to filing a discrimination charge or during the investigation of a discrimination charge, will be subject to appropriate disciplinary action, up to and including, employment termination or academic dismissal.

**RETALIATION PROHIBITED (AR 5.1.16)**

Retaliation against an employee or student for filing a sexual harassment complaint, or participating in the investigation of a complaint, is strictly prohibited. MCCCDC will take appropriate disciplinary action, up to and including employment termination or academic dismissal if retaliation occurs.

**EMISSIONS CONTROL COMPLIANCE (AR 2.4.6)**

Pursuant to ARS §15-1444 C. no vehicle shall be allowed to park in any college parking lot unless it complies with ARS §49-542 (the annual vehicle emissions inspection program). At the time of course registration, every out-of-county and out-of-state student will be required to sign an affidavit stating that the student's vehicle meets the requirements of ARS §49-542. Vehicles that are not in compliance are subject to being towed at the owner's expense.

#### **PETITION SIGNATURE SOLICITATION (AR 2.4.8)**

1. This regulation shall govern access to college premises by representatives who wish to solicit signatures on petitions for the purpose of submission of a ballot proposition to voters, or nomination of a candidate for elective office, in a city-, county-, or state-wide election.
2. Each college president shall designate general hours of accessibility for solicitation and a location on college premises where all representatives on behalf of any candidate or ballot proposition may solicit signatures. The location shall be in a common area where the solicitation will not serve as an obstruction to student activities or otherwise disrupt the college environment.
3. All solicitation must take place in designated areas. Standard space may include one or two tables and chairs. Campus restrictions regarding amplification will apply. Representatives may not distribute or make available to students, employees, or college visitors any tangible item, except for informational literature about the proposed candidate or ballot initiative.
4. Representatives shall notify the designated official at each college or center for their intent to be present on college premises no fewer than three working days prior to soliciting signatures. Upon obtaining authorization, representatives shall be provided a written version of this regulation.

**Specific procedures on how to implement the Petition Signature regulation can be found in Appendix S-14.**

#### **SOLICITATION (AR 2.4.9)**

1. Definitions
  - A. A "solicitor" is any non-MCCCD-affiliated entity that would, on the premises of any Maricopa Community College or Center, purport to sell or promote any product, service, or idea, but does not include such an entity that would enter the premises for the purposes of promoting, opposing, or soliciting petition signatures in connection with any political candidate or initiative, or referendum ballot.
  - B. A "special event" is a college-sponsored event conducted on college premises for the benefit of students that is based on a particular theme, and for which the college has deemed it essential to invite the participation of solicitors whose products, services or ideas are pertinent to the special event's theme.
2. Requirements
  - A. A solicitor must obtain prior approval for solicitation from the designated official at each college or center. A solicitor who would purport to sell any product or service is responsible for obtaining any necessary tax licenses and must submit to the designated official a certificate of commercial liability insurance and pay to the college or center, in consideration for the opportunity for solicitation, a fee in the amount of \$50 per day or \$125 per full week.
  - B. Campus restrictions regarding location, time, date, and use of amplification may apply. All requests for space shall be granted on a first-come, first-served basis only upon completion of the requirements contained in this regulation.
  - C. All solicitation must take place at tables in designated areas. Standard space will be one or two tables and chairs. Solicitors may be limited to no more than fifty (50) hours of solicitation activity per semester at each college or center.
  - D. By requesting the opportunity for solicitation on the premises of a college or center, a solicitor warrants that it may lawfully sell or promote its product, service or idea and that such activity does not violate any law, and does not violate any trademark, copyright, or similar proprietary interest. The activity of any solicitor may not violate any existing Maricopa contract.
  - E. The president of every college or center shall establish for such location restrictions governing the activities of solicitors. Such restrictions shall supplement, but shall not replace or waive, this regulation.
  - F. A college may waive the fee prescribed in this regulation for any solicitor's participation in a special event if the college determines that such participation will be of particular educational benefit to the interests of that college's students (**i.e., non-profits/501(C)3, the armed forces and educational institutions offering transfer information**); the participation is sponsored by a club, organization, or academic division; and the participation is approved by the college's Student Life and Leadership department. A college may waive both the fee and the insurance certificate requirements prescribed in this regulation for a student purporting to sell or promote a product or service at a special event, provided that:
    - i. Such product or service presents low risk of harm to a potential user;

- ii. The product or service is not food or food-related and;
  - iii. The student is soliciting solely on his or her own behalf and not pursuant to any sales agreement, commission agreement, or similar affiliation or contractual relationship with another entity.
- G. Any solicitor who violates this regulation may be deemed a trespasser on college or center premises, and therefore subject to appropriate prosecution within the discretion of the College Safety department and other responsible officials at the college or center. The Maricopa County Community College District, its colleges and centers, assume no responsibility - financial or otherwise - for the acts or omissions of any vendor whose presence on college premises pursuant to this regulation is approved by any college official.

**Specific procedures on how to implement the Solicitation regulation can be found in Appendix S-15.**

**CHILDREN ON CAMPUS (AR 2.4.10)**

- Children (younger than 18) may not attend any class unless they are officially registered for the class.
- Children will not be allowed on campus unless participating in an authorized college program or under the supervision of an adult.

**CRIME AWARENESS AND CAMPUS SECURITY ACT (AR 2.4.11)**

Federal legislation requires the college to maintain data on the types and number of crimes on college property as well as policies dealing with campus security. To obtain additional information on this subject, contact the college Safety and Security Department.

**WORKPLACE VIOLENCE PREVENTION (AR 2.4.12)**

It is the policy of the Maricopa Community Colleges to promote a safe environment for its employees, students, and visitors. The Maricopa Community Colleges are committed to working with its employees to maintain an environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.

Violence, threats, harassment, intimidation, and other disruptive behavior in our facilities will not be tolerated, and it is the responsibility of all members of the Maricopa Community Colleges to report any occurrence of such conduct. Every employee, student and visitor on Maricopa Community College District property is encouraged to report threats or acts of physical violence of which he/she is aware. All reports will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. This policy applies to employees and students, as well as independent contractors and other non-employees doing business with the Maricopa Community Colleges. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both. The Chancellor is hereby instructed to enact all administrative regulations necessary to implement this policy.

**STUDENT RIGHT TO KNOW (AR 2.4.13)**

Under the terms of the Student Right To Know Act, the college must maintain and report statistics on the number of students receiving athletically related student aid reported by race and sex, the graduation rate for athletes participating in specific sports reported by race and sex, the graduation rate for students in general, reported by race and sex and other similar statistics. To obtain copies of these reports, contact the Office of Admissions and Records.

**STUDENT RIGHTS AND RESPONSIBILITIES**

**COPYRIGHT ACT COMPLIANCE (AR 2.4.5)**

Students are expected to comply with the provisions of the Copyright Act of 1976 pertaining to photocopying of printed materials, copying of computer software and videotaping. In order to assist students in complying with the Copyright Law, appropriate notices shall be placed on or near all equipment capable of duplicating copyrighted materials.

**COPYRIGHT REGULATION (AR 3.2)**

1. It is the intent of the Governing Board of the Maricopa County Community College District to adhere to the provisions of the U.S. Copyright Law (Title 17, United States Code Section 101 *et seq.*). Though there continues to be controversy regarding interpretation of the Copyright Law, this policy represents a sincere effort by the Board to operate legally within the District.
2. The Governing Board directs the Chancellor or his designee(s) to develop and distribute to employees guidelines that (1) clearly discourage violation of the Copyright Law and (2) inform employees of their rights and responsibilities under the Copyright Law.

3. Each college president or provost and the Chancellor shall name an individual(s) at each district location who will assume the responsibilities of distributing copyright guidelines, act as a resource person regarding copyright matter and provide training programs on current copyright laws.
4. Employees are prohibited from copying materials not specifically allowed by the (1) copyright Law, (2) fair use guidelines, (3) Licenses or contractual agreements, or (4) other permission.
5. The Governing Board disapproves of unauthorized duplication in any form. Employees who willfully disregard this Board policy and/or the aforementioned copyright guidelines do so at their own risk and assume all liability for their actions.
6. In order to assist employees and students in complying with the Copyright Law, appropriate notices shall be placed on or near all equipment capable of duplicating copyrighted materials.

## **WHAT STUDENTS SHOULD KNOW ABOUT COPYRIGHT**

### **What is copyright?**

Copyright is a protection afforded under federal law for various types of creative works. A work is copyrightable if it is an original work of authorship fixed in a tangible medium of expression. Copyrightable works include literary, musical or dramatic works; motion pictures and other audiovisual works; choreographic works and pantomimes; sound recordings; and architectural works.

The owner of a copyright in a particular work has the exclusive right to copy, display, perform, distribute, and create a derivative version of the work. Generally, then, this means that you may not do things like duplicate, show or perform a copyrighted work unless it is expressly allowed under the Copyright Act or you have the prior permission of the copyright holder.

A copyright exists in a work at the time it becomes fixed in some tangible medium of expression. Neither registration of the copyright with the federal government nor a copyright notice on the work itself is required for copyright protection.

### **What is copyright infringement?**

Generally, copyright infringement occurs when you copy, display, perform, distribute or create a derivative version of a copyrightable work either without the permission of the copyright holder or when such activity is not otherwise allowed under an exception provided by federal copyright law. The penalties for infringement include significant damages- potentially in excess of \$100,000 for each work infringed.

### **How does copyright law affect information I obtain off the Internet?**

Copyright law covers works in both traditional and new media, including digital media. Copyrightable materials are often available on the Internet without any indication of their copyrighted status. As a rule of thumb, you should assume that everything you find on the Internet is copyrighted, unless otherwise labeled. Even popular activities, such as file swapping or copying software or pictures from the Internet, may be copyright infringement and should be avoided.

The Digital Millennium Copyright Act, which Congress enacted in 2000, affords greater protection for copyright holders of digital works. Generally, then, even if a work appears solely in a digital form, it is likely subject to copyright law protections.

New technology has made many creative works widely available through the Internet. For example, the technology known as Peer to Peer (P2P) allows for the transmission of music, videos, movies, software, video games and other materials- most of which is subject to copyright protection.

Remember that a copyright exists in a work at the time it becomes fixed in some tangible medium of expression. That means that an image you have downloaded from the Internet, as well as a video or musical performance is almost certainly subject to copyright protection. When you download these works, transfer them to a disk or other medium, or send them to a friend, you are infringing on the rights of the copyright holder. Trafficking in such material without the permission of the copyright holder, then, violates copyright law. This includes unauthorized music file sharing over the Internet.

According to a statement recently issued by representatives of the motion picture, recording and songwriting industries, uploading and downloading copyrighted works over the Internet is theft: "It is no different from walking into the campus bookstore and in a clandestine manner walking out with a textbook without paying for it."

**Why is it important for a student to be aware of copyright law?**

Copyright infringement is expressly prohibited by the US Copyright Act. Anyone who infringes another's copyright in a creative work is subject to liability, and could be required to pay large sums in damages.

In addition, as the law clearly prohibits copyright infringement, using any college resources-such as photocopiers, desktop and laptop computers, printers, central computing facilities, local-area or college-wide networks, Internet access, or electronic mail-for the purpose of infringing a copyright in any work may be grounds for student discipline. According to Maricopa Community College District administrative regulation, "students are expected to comply with the provisions of the Copyright Act of 1976 pertaining to photocopying of printed materials, copying of computer software and videotaping."

Moreover, under the Maricopa Community Colleges Computing Resource Standards, a student is prohibited from the "use of software, graphics, photographs, or any other tangible form of expression that would violate or infringe any copyright or similar legally-recognized protection of intellectual property rights." The Standards also prohibit "transmitting, storing, or receiving data, or otherwise using computing resources in a manner that would constitute a violation of state or federal law . . . ."

A student who violates these policies, then, can be disciplined at any of the Maricopa Community Colleges. This discipline could include suspension or even expulsion.

**Does copyright law allow me to download files from a college web site?**

Thanks to recent changes to copyright law, colleges and universities are allowed to transmit copyrighted images, recordings, and other materials over the Internet in connection with distance learning offerings. These changes allow for the performance of non-dramatic literary works or musical works, as well as the display of "reasonable and limited portions" of any work in an amount comparable to that typically displayed in a live classroom setting. Use of the works must, however, be "an integral part" of the distance-learning class session, and available solely to students enrolled in the class. In addition, the transmission of the copyrighted works must be under the direction or actual supervision of an instructor.

Even though the college does not hold the copyright to these works, or even have the express permission of the copyright holder, they may be delivered over the Internet to students in distance learning classes.

The fact that the law authorizes such use of copyrighted materials, though, does not allow a student in these classes to freely download, copy, or re-transmit the works. They are intended solely for use by the institution in connection with distance instruction; any other use would likely constitute a violation of copyright law.

To learn more about copyright, click "[Intellectual Property](#)." While you're there, you should read the Maricopa Community Colleges' Copyright Guidelines. You should also review the complete text of the [Computing Resource Standards](#) that can be found under the "[Information Technology](#)" link. The Standards also appear in college catalogs and student handbooks.

**TAPING OF FACULTY LECTURES (AR 3.4)**

MCCCD acknowledges that faculty members are, by law, afforded copyright protection in their classroom lectures and, therefore, may limit the circumstances under which students may tape (audio/visual) their classes.

Each faculty member shall inform his/her students within the first week of classes to his/her policy with regard to taping. Failure to do so will accord students the right to tape lectures.

Students with disabilities that render them unable to take adequate lecture notes are entitled to reasonable accommodation to remedy this inability. Accommodation may require a faculty member to exempt a student from his/her taping policy.

**TECHNOLOGY RESOURCE STANDARDS (AR 4.4)****Introduction**

The Maricopa County Community College District (MCCCD) provides its students, employees, Governing Board members and the public with access to information resources and technologies. MCCCD recognizes that the free exchange of opinions and ideas is essential to academic freedom, and the advancement of educational, research, service, operational, and management purposes is furthered by making these resources accessible.

Arizona constitutional and statutory mandates require that MCCCDCD resources, including technology, be used only for the public's business, and not for private purposes. Those mandates apply to all MCCCDCD public officials—employees of every kind and the Governing Board. The aim of those laws is to safeguard the use of resources, including technology resources, acquired and maintained with public funds. Compliance with other laws—both federal and state—also dictates the need for standards for the use of MCCCDCD technology resources. In some cases, the Governing Board policies emphasize the importance of compliance with the law such as the requirement to adhere to copyright laws. Governing Board policies also establish MCCCDCD's own standards, such as the directive that all persons within the MCCCDCD community be treated in a manner that is humane, fair, and dignified.

This administrative regulation establishes standards for the use of MCCCDCD technology resources. They should be seen as supplementing, and not in lieu of, Governing Board policy, applicable law and other applicable administrative regulations such as Administrative Regulation 4.3, "Electronic Communications."

### **General Responsibilities**

Technology resources (including, but not limited to, desktop and laptop systems, printers, central computing facilities, MCCCDCD-wide or college-wide networks, local-area networks, telephones, facsimile machines, scanners, access to the Internet, electronic mail and similar electronic devices and information of MCCCDCD are available to MCCCDCD Governing Board members, employees, students and, in a limited number of cases, MCCCDCD contractors and the public. Use of all those resources is subject to the standards set forth in this regulation (Standards).

The first screen that each MCCCDCD computer exhibits on starting up advises users of these Standards and requires an acknowledgment before the user may proceed to the next screen. Additionally, all MCCCDCD employees are responsible for annually acknowledging receipt of the Blue Book, which contains this regulation. So, all users of MCCCDCD technology resources are presumed to have read and understood the Standards. While the Standards govern use of technology resources MCCCDCD-wide, an individual community college or center may establish guidelines for technology resource usage that supplement, but do not replace or waive, these Standards.

### **Use of Non-MCCCDCD Technology**

Under Arizona's public records law, MCCCDCD is required to transact business so that its records are accessible and retrievable. The policy underlying the law is that work done in the name of the public be transparent. Thus, any member of the public may request public records and, except in a few specific instances, are entitled to get copies of them.

Each individual employee or Governing Board member is responsible for ensuring that MCCCDCD records that he or she initiates or receives are retained for the period of time required by and disposed of according to mandates established by Arizona State Library, Archives and Public Records – the state agency tasked with setting standards for record retention. Therefore, an employee's or Governing Board member's use of non-MCCCDCD technology resources for communication of any type of MCCCDCD business is heavily discouraged because those records are less capable of being managed according to MCCCDCD's process for ensuring retention, retrieval and disclosure set forth in Administrative Regulation 4.15, "Retrieval, Disclosure and Retention of Records."

Additionally, an MCCCDCD employee who receives a communication allegedly from another MCCCDCD employee using a non-MCCCDCD e-mail address is not required to respond substantively to that e-mail. The employee receiving the e-mail is entitled to verify that the sender is whom he or she says that he or she is. The employee receiving the e-mail may request that the sender provide the information or inquiry set forth in the e-mail via hard-copy form.

### **Acceptable Use**

Use of MCCCDCD's technology resources, including websites created by MCCCDCD employees and students, is limited to educational, research, service, operational, and management purposes of MCCCDCD and its member institutions. Likewise, data, voice, images and links to external sites posted on or transmitted via MCCCDCD's technology resources are limited to the same purposes.

Frequently, access to Maricopa's technology resources can be obtained only through use of a password known exclusively to the MCCCDCD employees, Governing Board members, or students. It is those users' responsibility to keep a password confidential. While MCCCDCD takes reasonable measures to ensure network security, it cannot be held accountable for unauthorized access to its technology resources by other persons, both within and outside the MCCCDCD community. Moreover, it cannot guarantee employees, Governing Board members, and students protection against reasonable failures. Finally, under certain limited circumstances defined in Administrative Regulation 4.15, "Retrieval, Disclosure and Retention of Records," certain MCCCDCD employees are authorized to access information on an MCCCDCD technology device.

It is not Maricopa's practice to monitor the content of electronic mail transmissions, files, images, links or other data stored on or transmitted through Maricopa's technology resources. The maintenance, operation and security of Maricopa's technology resources, however, require that network administrators and other authorized personnel have access to those resources and, on occasion, review the content of data and communications stored on or transmitted through those resources. A review may be performed exclusively by persons expressly authorized for such purpose and only for cause. To the extent possible in the electronic environment and in a public setting, a user's privacy will be honored. Nevertheless, that privacy is subject to Arizona's public records laws and other applicable state and federal laws, as well as policies of Maricopa's Governing Board all of which may supersede a user's interests in maintaining privacy in information contained in Maricopa's technology resources.

#### **Incidental Computer and Technology Usage**

Limited incidental personal use of MCCCDC technology resources including through use of personal e-mail systems is permitted, except as described in item 16 under "prohibited conduct." MCCCDC employees are responsible for exercising good judgment about personal use in accordance with this regulation, local Colleges' consistent local guidelines and MCCCDC ethical standards. Personal use refers to activities which only affect the individual and that are not related to an employee's outside business. MCCCDC employees are required to conduct themselves in a manner which will not raise concern that they are or might be engaged in acts in violations of the public trust. Refer to the Guidelines for Incidental Computer Usage for the Maricopa Community Colleges (Appendix AS-8) and [Guidelines for Incidental Telephone Usage for the Maricopa Community Colleges](#) (AS-9).

#### **Prohibited Conduct**

The following is prohibited conduct in the use of MCCCDC's technology resources:

1. Posting to the network, downloading or transporting any material that would constitute a violation of MCCCDC contracts
2. Unauthorized attempts to monitor another user's password protected data or electronic communication, or delete another user's password protected data, electronic communications or software, without that person's permission
3. Installing or running on any system a program that is intended to or is likely to result in eventual damage to a file or computer system
4. Performing acts that would unfairly monopolize technology resources to the exclusion of other users, including (but not limited to) unauthorized installation of server system software
5. Hosting an unauthorized website that violates the .EDU domain request.
6. Use of technology resources for non-MCCCDC commercial purposes, including to advertise personal services, whether or not for financial gain.
7. Use of software, graphics, photographs, or any other tangible form of expression that would violate or infringe any copyright or similar legally-recognized protection of intellectual property rights.
8. Activities that would constitute a violation of any policy of MCCCDC's Governing Board, including, but not limited to, MCCCDC's non-discrimination policy and its policy against sexual harassment.
9. Transmitting, storing, or receiving data, or otherwise using technology resources in a manner that would constitute a violation of state or federal law, or MCCCDC policy or administrative regulation including, but not limited to, obscenity, defamation, threats, harassment, and theft.
10. Attempting to gain unauthorized access to a remote network or remote computer system.
11. Exploiting any technology resources by attempting to prevent or circumvent access, or using unauthorized data protection schemes.
12. Performing any act that would disrupt normal operations of computers, workstations, terminals, peripherals, or networks.
13. Using technology resources in such a way as to wrongfully hide the identity of the user or pose as another person.
14. Allowing any unauthorized access to MCCCDC's technology resources.
15. Making personal long distance or other toll calls, except where the charges for the calls are incurred directly by the caller or arrangements are otherwise made at the time of the call to directly bill the caller.
16. Intermittent use of technology resources that interferes with the performance of an employee's main responsibilities.
17. Use of technology resources to market or conduct other activities on behalf of a third-party regarding the "hosting" of an event that is prohibited under MCCCDC's [Use of College Facilities](#) administrative regulation.
18. Conducting District or college-related business using any electronic mail account other than one hosted or provided by MCCCDC, and approved by the Vice Chancellor of Information Technology Services, even when the email account copies all outgoing and incoming messages to the MCCCDC hosted account.
19. Deleting or altering a technology public record in violation of public records retention requirements, or in anticipation of receiving or after receipt of a public records request, subpoena, or a complaint filed as part of an MCCCDC grievance, investigation or review or other lawful request for the record.

20. Deleting or altering a technology record on an MCCCCD device in anticipation or after receipt of a public records request, subpoena, or a complaint filed as part of an MCCCCD grievance, investigation or review, or other lawful request for the record where the record may demonstrate a misuse of technology resources under this regulation.

#### **Review and Approval of Alternate E-Mail Account Systems**

The prior review and approval by the Vice Chancellor of Information Technology is required for the implementation of alternate College electronic mail account systems. Requests will be evaluated based upon the following considerations:

1. The system must be compatible and interoperable with the MCCCCD e-mail system. All information within the e-mail system must meet the standards and authorize District Office access as specified in Administrative Regulation 4.15, "Retrieval, Disclosure and Retention of Records."
2. Any proposed changes to an MCCCCD's entity's e-mail system with e-discovery implications must be approved in advance during the planning stages as specified in Administrative Regulation 4.15, "Retrieval, Disclosure and Retention of Records."

#### **Disclaimer**

The home page of an MCCCCD web site must display, or link to, the following disclaimer in a conspicuous manner:

*All information published online by MCCCCD is subject to change without notice. MCCCCD is not responsible for errors or damages of any kind resulting from access to its internet resources or use of the information contained therein. Every effort has been made to ensure the accuracy of information presented as factual; however errors may exist. Users are directed to countercheck facts when considering their use in other applications. MCCCCD is not responsible for the content or functionality of any technology resource not owned by the institution.*

*The statements, comments, or opinions expressed by users through use of Maricopa's technology resources are those of their respective authors, who are solely responsible for them, and do not necessarily represent the views of the Maricopa County Community College District.*

#### **Information Accuracy and Marketing Standards**

In order to help ensure that the most accurate information sources are reflected on web pages, information should be cited, sourced or linked from the website of the official District or college custodian responsible for the particular subject. In addition, the design of web pages shall reflect established marketing standards with respect to the imaging and using of MCCCCD marks as outlined in the marketing standards handbook and Use of Marks administrative regulation.

#### **Complaints and Violations**

Complaints or allegations of a violation of these standards will be processed through Maricopa's articulated grievance procedures or resolution of controversy.

Upon determination of a violation of these standards, MCCCCD may unilaterally delete any violative content and terminate the user's access to MCCCCD's technology resources. It is the user's responsibility to demonstrate and/or establish the relevance of content in the event that a content complaint is made official. Users retain the right to appeal actions through MCCCCD's grievance procedures or resolution of controversy.

#### **HAZING PREVENTION REGULATION (AR 2.6)**

The Maricopa County Community College District (MCCCCD) strives to exceed the changing expectations of our many communities for effective, innovative, student-centered, flexible and lifelong educational opportunities. Our employees are committed to respecting diversity, continuous quality improvement and the efficient use of resources. We are a learning organization guided by our shared values of: education, students, employees, excellence, diversity, honesty and integrity, freedom, fairness, responsibility and public trust.

Central to the vitality and dignity of our community of learners is an environment that produces broadly educated responsible citizens, who are prepared to serve and lead in a free society. Academic instruction, co-curricular activities and community involvement come together to meet this goal. All members of the Maricopa Community Colleges' community, through the best of their abilities, must be provided the opportunity to contribute in a safe, orderly, civil and positive learning environment. One factor that inhibits the achievement of the above stated purpose is the practice of hazing.

1. Hazing by any student, employee or other person affiliated with the Maricopa Community Colleges is prohibited.
2. "Hazing" is defined as any intentional, knowing or reckless act committed by a student or other person in any MCCCCD college or affiliated educational setting, whether individually or in concert with other persons, against another student, and in which both of the following apply:

- A. The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any club/organization that is affiliated with Maricopa Community Colleges; and,
  - B. The act contributes to a substantial risk of potential physical injury, mental harm or personal degradation, or causes physical injury, mental harm or personal degradation.
3. Any solicitation to engage in hazing is prohibited.
  4. Aiding and abetting another person who is engaged in hazing is prohibited.
  5. Victim consent is not a defense for violation of the Maricopa Community Colleges Hazing Prevention Regulation.
  6. All students, faculty and staff must take reasonable measures within the scope of their individual authority to prevent violations of the Maricopa Community Colleges Hazing Prevention Regulation.
  7. Hazing activities and situations include, but are not limited to, the following:
    - A. Pre-pledging, illegal pledging or underground activities.
    - B. Acts of mental and physical abuse, including, but not limited to: paddling, slapping, kicking, pushing, yelling, biting, duck-walking, line-ups, tuck-ins, belittling, excessive exercise, beating or physical abuse of any kind, and the potentially forced consumption of any food or beverage that contributes to or causes physical injury, mental harm or personal degradation.
    - C. Sleep deprivation (activities that deprive prospective and/or current students and/or members of the opportunity of a minimum of six hours sufficient sleep each day).
    - D. Encouraging or forcing use of alcohol or drugs.
    - E. Any type of student club/organization scavenger hunt, quest, road trip or activity that would physically or psychologically endanger prospective and/or current students and/or members or others.
    - F. Stroking or physically touching in an indecent or inappropriate manner. See Sexual Harassment policy 5.1.8
    - G. Student club/organization activities that subject prospective and/or current students and/or members or others to public nuisance or spectacle.
    - H. Aiding or abetting theft, fraud, embezzlement of funds, destruction of public, personal or private property, or academic misconduct.
    - I. Being required to wear odd or look-alike apparel that contributes to or causes physical injury, mental harm or personal degradation.
    - J. Personal services that contribute to or cause physical injury, mental harm or personal degradation.
  8. Alleged violations of this regulation by students or student organizations can be reported to the vice president of student affairs' office for investigation by any member of the college community. The vice president of student affairs' office will investigate the complaint in accordance with the student disciplinary code, all other college and Maricopa Community Colleges policies, and local and state laws. Alleged violations of the Maricopa Community Colleges hazing prevention regulation or interference with an investigation under this regulation by students or student organizations are subject to sanctions under the student disciplinary code. The student disciplinary code shall govern all proceedings involving such a complaint. Decisions arrived at as outcomes of the proceedings shall be final, pending the normal appeal process.
  9. Alleged violations of the Maricopa Community Colleges hazing prevention regulation by any faculty or staff member can be reported to the vice president of student affairs' office for investigation by any member of the college community. The vice president of student affairs' office will investigate the complaint in accordance with college and Maricopa Community Colleges policies, and local and state laws. Any Maricopa Community Colleges faculty or staff member who knowingly permitted, authorized or condoned the alleged hazing activity is subject to disciplinary action in accordance with college and Maricopa Community Colleges policies, and local and state laws.
  10. If the vice president of student affairs' office receives a report or complaint of an alleged hazing activity involving physical injury, threats of physical injury, intimidation, harassment or property damage, or any other conduct that appears to violate Arizona state law, the college will report such conduct to the appropriate college safety office. The said college safety office will investigate, respond to and report on the alleged hazing activity in accordance with all college, District, local, state and federal guidelines, policies and laws.
  11. Should the proceedings outlined above substantiate an occurrence of hazing activity—where students or student organizations knowingly permitted, authorized or condoned the hazing activity—the college can recommend the following sanctions against student clubs/organizations:
    - A. Censure: Censure can include the required completion of a program designed with the intent of eliminating the hazing activity. The programs will be devised with the cooperation of all involved parties and monitored by the vice president of student affairs' office.
    - B. Probation: The student club(s)/organization(s) will be placed on probation for a specified period of time. Conditions of probation will be determined by the vice president of student affairs' office and outlined in writing to the student club(s)/organization(s). The probationary term will be monitored by the vice president of student affairs' office.
    - C. Suspension: The student club(s)/organization(s) will be suspended. The terms of the suspension can be defined in the sanction, including criteria the student club(s)/organization(s) must meet within a specified time to be considered for admission or renewal of college recognition status.

- D. Revocation: The student club(s)/organization(s) will have its status revoked, with the loss of all college associations, recognitions and privileges. The national or international office of an organization, if so affiliated, will be requested to revoke the charter of an organization.
- 12. The Maricopa Community Colleges hazing prevention regulation is not intended to prohibit or sanction the following conduct:
  - A. Customary athletic events, contests or competitions that are sponsored by any of the Maricopa Community Colleges.
  - B. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate co-curricular experience or a legitimate military training program.
- 13. For the purposes of the Maricopa Community Colleges hazing prevention regulation: "Organization" is defined as an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with Maricopa Community Colleges, whose membership consists primarily of students enrolled at Maricopa Community Colleges and that may also be classroom-related or co-curricular in nature.

**ABUSE-FREE ENVIRONMENT (AR 2.4.7)**

See the Auxiliary Services Section of the Administrative Regulations for Tobacco-Free Environment.

**1. Substance Abuse/Misuse Statement**

Drug abuse and misuse has become a national issue and is receiving national attention, particularly in the academic community. The insidious effects of the abuse of these agents are also felt by all walks of life and economic levels. Therefore, as an education providing institution, we are responsible to provide knowledge and guidelines about prevention, control, and treatment of the abuse/misuse of alcohol, illegal and legal drug uses and misuses.

This policy statement has been constructed on the belief that higher education has a responsibility to face safety and health factors of substance abuse/misuse issues forthrightly and innovatively. We believe that the community college needs to adapt programs applicable to their community as well as to our individual student's needs. The policy statements should be comprehensive, understood by those expected to comply, realistic and enforceable, consistently applied, and cover foreseeable dangers.

Construction of this statement has been founded on concerns of individual safety, educational quality, and legal liability. It is recognized that each individual is responsible for his/her actions and must be afforded an opportunity to develop knowledge, skills and talent, and be willing to share community responsibilities. The Maricopa Community College District has an equal "duty to care" responsibility and a commitment to substance abuse/misuse education for all students and employees.

The Maricopa Community College District shall:

- A. Visibly demonstrate a performance of the Maricopa Community College District "duty to care".
- B. Comply with requirements for federal funds.
- C. Describe what the college does about substance abuse/misuse (alcohol, drugs, anabolic steroids).
- D. Inform/educate members of the academic community of adverse effects of these substances.
- E. Inform/educate the academic community about the policies concerning substance misuse and abuse.
- F. Discourage illegal drug abuse and legal substance misuse.
- G. Provide individual and group counseling.
- H. Provide assistance and guidance to obtain treatment and rehabilitation of any identified problem.

To achieve these objectives, the program must provide an environment capable of:

- A. Developing and implementing substance misuse/abuse prevention programs.
- B. Providing educational training and prevention programs for the college and community it serves.
- C. Providing timely and accurate information dissemination.
- D. Establishing supportive counseling programs as needed.
- E. Establishing a strong on-going evaluation of services.
- F. Providing assistance to obtain treatment and rehabilitation of substance abuse/misuse.
- G. Clarifying the college regulations for control of alcohol and drug use.
- H. Providing procedures that the college will follow to correct and stabilize emergency situations.

Each college will identify key people to provide emergency services and to contact and work with outside agencies. The Maricopa Community College District is committed to establishing a preventative substance abuse program at each college designed to affect positively the problems of irresponsible use of alcohol and the use and abuse of illegal substances. A main focus of the program will be on education of the campus community and assistance to individuals.

The Maricopa Community College District fully supports disciplinary action for misconduct and the enforcement of

state laws governing the use of alcohol and the use, abuse, possession or distribution of controlled substances or illegal drugs.

## **2. Student Program to Prevent Illicit Use of Drugs and Abuse of Alcohol**

### **A. Introduction and Purpose**

The Federal Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires federal contractors and grantees to certify that they will provide a drug-free school. As a recipient of federal grants, the District must adopt a program toward accomplishing this goal. While federal legislation has been the impetus for creation of the program, the administration and Governing Board recognize that substance abuse is a problem of national proportions that also affect students at the Maricopa Community Colleges. Based upon that concern, it is intended that this program on prevention of alcohol and drug abuse on college campuses will go beyond the strict dictates of the law and will serve as a comprehensive educational and resource tool.

The Maricopa Community Colleges are committed to maintaining learning environments that enhance the full benefits of a student's educational experience. The Maricopa County Community College District will make every effort to provide students with optimal conditions for learning that are free of the problems associated with the unauthorized use and abuse of alcohol and drugs. Part of the educational mission of the Maricopa Community Colleges, in conjunction with this program, is to educate students about positive self-development, the benefits of a healthy lifestyle and the health risks associated with substance abuse.

The purpose of this program is to:

- i. Ensure that the Maricopa Community Colleges working and learning environment for students and the public is safe, orderly and free of illegal activity.
- ii. Comply with the Drug-Free School and Communities Act of 1989, and other relevant substance abuse laws.
- iii. Provide students with access to appropriate treatment and rehabilitation assistance for problems associated with substance use or abuse.

### **B. Standards of Conduct**

In the student handbooks of the Maricopa Community Colleges under codes of conduct, the following are examples of behavior that is prohibited by law and/or college rules and policies:

- i. Drinking or possession of alcoholic beverages on the college campus.
- ii. Misuse of narcotics or drugs.

### **C. Sanctions for Violation of Standards of Conduct**

Disciplinary actions include, but are not limited to:

- i. Warning,
- ii. Loss of privileges,
- iii. Suspension, or
- iv. Expulsion.

### **D. Legal Consequences of Alcohol and Other Drugs**

#### **i. Laws Governing Alcohol**

The State of Arizona sets twenty-one as the "legal drinking age". An underage person who buys, receives, possesses or consumes alcoholic beverages is guilty of a misdemeanor and may be subject to a fine and imprisonment for up to six months.

Arizona Revised Statutes, Title 28, Chapter 4, Article 3 prohibit driving while under the influence of intoxicating liquor or drugs (DWI). Drivers arrested for a DWI who refuse to be tested face suspension of their licenses or permits to drive for twelve months. A driver whose test results show a blood or breath alcohol concentration of 0.08 or more will, on conviction for a first offense, be sentenced to no less than ten days in jail, pay a fine of not less than \$250, pay an additional assessment of \$1,000, and may be required to perform community restitution and equip his or her vehicle with a certified ignition interlock device. On conviction of a second offense within 84 months, the person shall have his/her driving privilege revoked for one year. Additionally, this person shall be sentenced to not less than 90 days in jail, pay a fine of not less than \$500, pay an assessment of \$2,500, and shall be ordered to perform at least 30 hours of community restitution. Additionally, the person may be required to equip his or her vehicle with a certified ignition interlock device for up to twelve months starting on the date that his or her driving privileges are restored.

- ii. Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance  
First conviction: Up to one year imprisonment and fined at least \$1,000 but not more than \$100,000, or both. (21 United States Code §844)

After one prior drug conviction: At least fifteen days in prison, not to exceed two years and fined at least \$2,500 but not more than \$250,000, or both. (21 United States Code §844)

After two or more prior drug convictions: At least ninety days in prison, not to exceed three years and fined at least \$5,000 but not more than \$250,000, or both. (21 United States Code §844)

Special sentencing provisions for possession of crack cocaine (21 United States Code §844):

Mandatory at least five years in prison, not to exceed twenty years and fined up to \$250,000, or both, if:

1. First conviction and the amount of crack possessed exceeds five grams.
2. Second conviction and the amount of crack possessed exceeds three grams.
3. Third or subsequent crack conviction and the amount of crack possessed exceeds one gram.

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment. (See special sentencing provisions re: crack) (21 United States Code §853)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance. (21 United States Code §§853 and 881(a)(4))

Civil fine of up to \$10,000 (pending adoption of final regulations). (21 United States Code §884(a))

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses. (21 United States Code §862)

Ineligible to receive or purchase a firearm. (21 United States Code §922(g))

Miscellaneous: Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

Note: These are only some of the Federal penalties and sanctions.

- iii. State Penalties and Sanctions

Title Thirteen, Chapter 34 of the Arizona Revised Statutes lists drug offenses and their penalties. Following is list of drugs that are frequently misused with a description of the potential penalties attached to a conviction.

1. Marijuana: A first offense for possession or use of marijuana in an amount of less than two pounds constitutes a class 6 felony and carries a possible prison term of one year and a fine of not less than \$750. The sale of marijuana in an amount of less than two pounds constitutes a class 3 felony and carries a prison sentence of three and one-half years and a fine of not less than \$750. There are other possible penalties as well. (ARS §13-3405)
2. LSD and Methamphetamine: Possession, use and sale are felonies carrying sentences from four to five years and fines of not less than \$1,000. There are other possible penalties as well, including a presumptive sentence of ten years for the sale of methamphetamine. (ARS §13-3407)
3. Heroin and Cocaine: Possession, use and sale are felonies carrying sentences up to five years and a fine of not less than \$2,000. There are other possible penalties as well. (ARS §13-3408)

### 3. Use of Alcoholic Beverages (AR 4.13)

This Administrative Regulation prohibits the use of District funds to purchase alcoholic beverages or services related to them except in small amounts to be used in cooking for the District's culinary programs. Additionally, it generally

prohibits the presence of alcoholic beverages on premises owned by the District, or those leased or rented by the institution. It permits a few, narrow exceptions to that latter prohibition. The exceptions are not available to the general population of District employees or officials. More importantly, they are established to ensure that the District's actions stay within the boundaries of state law and the District's insurance coverage. Therefore, strict compliance with this regulation is essential.

- A. **No Funds.** No funds under the jurisdiction of the governing board of the District may be used to purchase alcoholic beverages, except for the limited purposes of purchasing small amounts of them for use solely as ingredients in food preparation for classes and at the District's culinary institutes. Alcoholic beverages may not be stored on premises owned, leased, or rented by MCCCDC except as provided in Paragraph 8.
- B. **No Service or Sale of Alcoholic Beverages.** The law of the state of Arizona strictly regulates the service, sale, distribution and consumption of alcoholic beverages. In light of that law, the District does not permit alcoholic beverages to be served, sold or distributed on or in the premises owned by the District or leased or rented by the Maricopa Community Colleges for District-approved educational, fund-raising or other community purposes, except as provided in Paragraphs 3 and 7.
- C. **Service at District Events on District-owned Property.** The Chancellor has the sole authority to approve the service, but not the sale or other distribution, of wine or beer at District events on district-owned property that the Chancellor either sponsors or approves. The only District employees authorized to request the Chancellor's approval are the College Presidents and the Vice Chancellors. Additionally, the law strictly limits the service of wine or beer by the District on District-owned property, and those restrictions are specified in Paragraph 5. Unless approved by the Chancellor in compliance with the law and this regulation, alcoholic beverages may not be served on District-owned property.
- D. **Event Form Required.** A College President or Vice Chancellor who wishes to obtain the Chancellor's approval for the service of wine or beer at a District-sponsored event on District-owned property shall forward a completed written request to the Chancellor no later than 30 days before the event. The request form is available at: [AS-6 - Notice of Intent to Serve Beer and Wine](#). On signing the form, the Chancellor will provide a copy of it to the requestor and to the MCCCDC Risk Manager. For events that the Chancellor sponsors, he or she will complete the form, sign it and provide it to the MCCCDC Risk Manager no later than 10 business days before the event.
- E. **Service restrictions required by law.** An event approved under Paragraph 4 must, by law, comply with the all of the following restrictions:
  - i. The only alcoholic beverages that may be served and consumed are wine and beer. Wine consumption is limited to 6 oz. per person, and beer consumption is limited to 24 oz;
  - ii. The gathering must be by invitation only, and not open to the public;
  - iii. The gathering may not exceed 300;
  - iv. Invitees may not be charged any fee for either the event or the beer or wine; and
  - v. The consumption may only take place between noon and 10:00 p.m.  
Additionally, beer and wine may only be served by a beverage service contractor whose liquor license with the state of Arizona is in good standing, except as provided in Paragraph 6. The contractor must provide all of the beverages served and well as the servers or bartender. Before the event, the contractor must provide a certificate of insurance that meets the requirements of the District's Risk Manager and that adds the District as an additional insured. The contractor must also agree in writing to indemnify the District regarding the service of the beverages.
- F. **Culinary Institutes.** The Chancellor may sponsor or approve an event at one of the District's culinary institutes. Students may serve wine and beer at the event as part of their class requirements, subject to the limitations of Paragraph 5. Any student serving those beverages must, by law, be 19 years or older.
- G. **Third-Party Event.** The Maricopa County Community College District foundation and the Friends of Public Radio Arizona may, with the approval of the Chancellor, sponsor an event on District-owned property under this regulation. The City of Phoenix and the friends of the Phoenix Public Library may also do so, with the approval of the Chancellor, at the joint library on the campus of South Mountain Community College. These third-party, non-district entities are solely responsible for determining the steps that they are required to take to comply with Arizona's alcoholic beverages laws. Additionally, they must comply with the following steps:
  - i. The entity obtains a liquor license, if required by law, from the Arizona Department of Liquor Licenses and control for each event and fully complies with the laws, rules and other requirements applicable to that license;
  - ii. The entity completes the form available at [AS-7 - Request to Serve Beer and Wine - Third Party](#). And provides it to the Chancellor for approval along with a copy of the liquor license no later than

30 days before the event, unless the Chancellor approves a shorter period of time in a particular case;

- iii. The entity provides or currently has on file with the District a certificate of insurance demonstrating that it has liquor liability coverage and that adds the District as an additional insured;
- iv. The entity agrees in writing to indemnify the District from any claims of any kind arising out of the event;
- v. Beer and wine are the only alcoholic beverages served and only served through a beverage service contractor whose liquor license with the state of Arizona is in good standing;
- vi. The contractor provides all of the beverages served and well as the servers or bartenders;
- vii. Before the event, the contractor provides a certificate of insurance that meets the requirements of the District's Risk Manager and that adds the District as an additional insured; and
- viii. The contractor agrees in writing to indemnify the District regarding the service of the beverages.

- H. **Receipt of beverages; storage.** It is not permissible to store wine or beer on premises owned, leased or rented by MCCCCD, except as provided in this paragraph. Alcoholic beverages purchased for use in cooking in District culinary courses must be stored in such a way that it is inaccessible to anyone except the Director or designee of the culinary program. For wine and beer to be used for receptions at the district's culinary institutes, as authorized by this administrative regulation, the following storage requirements apply:
  - i. Wine and beer to be served may only be brought to MCCCCD property no sooner than four hours prior to the event, and remain there no longer than four hours after the event; and
  - ii. Once the wine and beer arrives on MCCCCD property, the Director the culinary program shall assign an MCCCCD employee to ensure that it is not stolen or that it is not opened until ready to be served.
- I. **Compliance with law.** In compliance with applicable law, any persons planning an event under this administrative regulation are required to familiarize themselves with the pertinent laws and other requirements established by the state of Arizona for the service of alcoholic beverages, particularly those in Arizona Revised Statutes Title 4 (Alcoholic Beverages) Chapters 1 (General Provisions), 2 (Regulations and Prohibitions) and 3 (Civil Liability of Licensees and Other Persons) as well as Arizona Administrative Code Title 19, Articles 1 (State Liquor Board) and 3 (Unlicensed Premises Definitions and Licensing Time-Frames).
- J. **Residential Housing.** Lawful occupants of residential housing under the jurisdiction of the Governing Board, if over the age of 21 years and not otherwise lawfully barred from such practice, may possess and consume alcoholic beverages in the privacy of their respective leased housing facility. Guests of such occupants over the age of 21 years shall have the same privilege. No alcohol is permitted in public areas (nor common areas of a dormitory) at any time.
- K. **Personal Responsibility.** The personal or individual purchase of alcoholic beverages by individuals attending District-approved functions held in places serving alcoholic beverages is a personal and individual responsibility. Administrative discretion shall be exercised in the approval of the location of such activities, as such decision pertains to the nature of the group involved.
- L. **Miscellaneous Usage Issues.** Any issues that are not specifically addressed within this regulation require the review and determination by the Chancellor or Executive Vice Chancellor and Provost on matters related to culinary programs, academic or student affairs.

#### 4. Other Health Concerns

##### *General Guidelines Concerning AIDS*

Neither a diagnosis of AIDS nor a positive HIV antibody test will be part of the initial admission decision for those applying to attend any of the Maricopa Community Colleges. The Maricopa Community Colleges will not require screening of students for antibody to HIV.

Students with AIDS or a positive HIV antibody test will not be restricted from access to student unions, theaters, cafeterias, snack bars, gymnasiums, swimming pools, recreational facilities, restrooms, or other common areas, as there is not current medical justification for doing so.

Where academically and logistically feasible, students who have medical conditions, including AIDS, may seek accommodation in order to remain enrolled. Medical documentation will be needed to support requests for accommodation through the Office of Disabled Resources and Services or the Office of Vice President of Student Affairs.

The Maricopa Community Colleges acknowledge the importance of privacy considerations with regard to persons with AIDS. The number of people who are aware of the existence and/or identity of students who have AIDS or a

positive HIV antibody test should be kept to a minimum. When a student confides in an faculty member, knowledge of the condition should be transmitted to the appropriate vice president or designee who will make the determination if the information should be further disseminated. It should be remembered that mere exposure to the person in a classroom does not constitute a need to know the diagnosis. It is, therefore, unnecessary to document in a student's file the fact that he or she has AIDS unless the information is to be used for accommodation reasons. Sharing confidential information without consent may create legal liability.

Students are encouraged to contact the Office of Disabled Resources and Services and/or the vice president of student affairs or designee for the types of services available in the district or community on matters regarding AIDS or the HIV virus.

## **DISABILITY RESOURCES & SERVICES—ELIGIBILITY FOR ACCOMMODATIONS & REQUIRED DISABILITY DOCUMENTATION (AR 2.8.1)**

### **Purpose**

To specify the disability documentation requirements that will qualify (i.e., support current and essential needs) Maricopa County Community College District students for reasonable and appropriate accommodations through each college's disability services office or designated professional. This regulation is implemented in accordance with the American's with Disabilities Act (42 U.S.C. Chapter 126).

### **General Eligibility Requirements**

Each applicant with a disability must meet MCCCDC-admissions requirements, or be enrolled as an MCCCDC student, and must provide disability resource services (DRS) with required documentation verifying the nature and extent of the disability prior to receiving any accommodation. The disability services office coordinator/program advisor is responsible for evaluating documentation and determining accommodation eligibility.

### **Specific Eligibility Requirements**

#### **Physical Disabilities—Required Documentation**

The student must submit a written, current diagnostic report of any physical disabilities that are based on appropriate diagnostic evaluations administered by trained and qualified (i.e., certified and/or licensed) professionals (e.g., medical doctors, ophthalmologists, neuropsychologists, audiologists). Disability diagnosis categories include:

1. Orthopedic Disability
2. Blind or Visual Impairment
3. Deaf or Hard-of-Hearing
4. Traumatic Brain Injury
5. Other Health-Related/Systemic Disabilities

The Written Diagnostic Report Must Include:

1. A clear disability diagnosis, including a clinical history that establishes the date of diagnosis, last contact with the student, and any secondary conditions that might be present.
2. The procedures used to diagnose the disability.
3. A description of any medical and/or behavioral symptoms associated with the disability.
4. A discussion of medications, dosage, frequency, and any adverse side effects attributable to their use that the student has experienced.
5. A clear statement specifying functional manifestations (i.e., substantial limitations to one or more major life activities and degree of severity) due to the disability and/or medications for which the student may require accommodations.
6. A recommendation for accommodation, including rationale. If the accommodation recommendations are specific to limitations in learning (e.g., reading, mathematics, written expression), an appropriate psycho-educational or neuropsychological evaluation must be administered to document ability/achievement discrepancies.

#### **Specific Learning Disabilities—Required Documentation**

The student shall submit a written diagnostic report of specific learning disabilities that is based on current appropriate, comprehensive, psycho educational evaluations using adult normed instruments.

The assessment or evaluation which leads to the diagnosis must be administered by a trained and qualified (i.e., certified and/or licensed) professional (e.g., psychologist, school psychologist, neuropsychologist, or educational diagnostician) who has had direct experience with adolescents and adults with learning disabilities.

An Appropriate Psycho Educational Evaluation Must Include Comprehensive Measures In Each Of The Following Areas:

1. Aptitude (the evaluation must contain a complete intellectual assessment, with all sub-tests and standard scores reported).
2. Academic achievement (the evaluation must contain a comprehensive achievement battery with all sub-tests and standard scores reported) the test battery should include current levels of functioning in the relevant areas, such as reading (decoding and comprehension), mathematics, and oral and written expression.
3. Information processing (the evaluation should assess specific information processing areas such as short- and long-term memory, sequential memory, auditory and visual perception/processing, processing speed, executive function, and motor ability).

Examples of Measures

- a. Wechsler Adult Intelligence Scale-Revised (WAIS-R)
- b. Wechsler Adult Intelligence Scale-Third Edition
- c. Stanford Binet Intelligence Scale-Fourth Edition
- d. Woodcock-Johnson Psycho-Educational Battery-Revised: Tests Of Cognitive Ability
- e. Kaufman Adolescent And Adult Intelligence Test

Achievement

- a. Wechsler Individual Achievement Tests (WIAT)
- b. Woodcock-Johnson Psycho-Educational Battery-Revised: Tests Of Achievement (W-Jr)
- c. Stanford Test of Academic Skills (TASK)
- d. Scholastic Abilities Test for Adults (SATA)

Information Processing

- a. Subtests of The Wais-R Or Wais-Third Edition
- b. Subtests on The Woodcock-Johnson Psycho-Educational Battery-Revised: Tests Of Cognitive Ability

Diagnostic Report

The diagnostic report must include the following information:

1. A diagnostic interview that addresses relevant historical information, past and current academic achievement, instructional foundation, past performance in areas of difficulty, age at initial diagnosis, and history of accommodations used in past educational settings and their effectiveness.
2. A list of all instruments used in the test battery.
3. Discussion of test behavior and specific test results.
4. A diagnostic summary statement with the following information:
  - A. A clear and direct statement that a learning disability does or does not exist, including a rule-out of alternative explanations for the learning problems. Terms such as "appears," "suggests," or "probable" used in the diagnostic summary statement do not support a conclusive diagnosis.
  - B. A clear statement specifying the substantial limitations to one or more major life activities.
  - C. A psychometric summary of scores.
  - D. A recommendation for accommodations, including rationale.

Diagnosis of specific learning disabilities that do not contain psycho-educational measures may not be used for determining eligibility for academic accommodations. For example, school plans such as individualized education plans (IEPS) or 504 plans are not adequate documentation; however, they can be included with the required evaluation. DRS reserves the right to request reassessment when questions regarding previous assessment or previous service provision arise.

#### **Attention Deficit Hyperactivity Disorder (ADHD) / Attention Deficit Disorder (ADD)—Required Documentation**

The student shall submit a current diagnosis of attention deficit hyperactivity disorder (ADHD)/attention deficit disorder (ADD) that is based on appropriate diagnostic evaluations administered by trained and qualified (i.e., certified or licensed) professionals (e.g., psychiatrists, psychologists, or neuropsychologists).

The Diagnostic Report Must Include:

1. A diagnostic interview addressing relevant historical information, past and current academic achievement, age at initial diagnosis, discussion of medication, and history and effectiveness of accommodations in past educational settings.
2. The procedures used to diagnose the disability (including a list of all instruments used in the assessment).

3. Discussion of the testing results and behavior, including the symptoms that meet the criteria diagnosis. If the student was evaluated while on medication, the effect this may have had on performance must be noted.
4. DSM-IV diagnosis (including all five axes)
5. A diagnostic summary statement that includes the following information:
  - A. A clear statement that ADHD/ADD does or does not exist, including a rule-out of alternative explanations for behaviors. Terms such as "appears," "suggests," or "has problems with" used in the diagnostic summary statement do not support a conclusive diagnosis.
  - B. A clear statement specifying the substantial limitations to one or more major life activities and the degree of severity. If the limitations are in learning (e.g., reading, mathematics, and written expression), an appropriate psycho-educational evaluation must be administered to document ability/achievement discrepancies.
  - C. A recommendation regarding medications or medical evaluation(s).
  - D. A recommendation for accommodations, including rationale.

#### **Psychological Disabilities—Required Documentation**

If the diagnostic report is more than one year old, a letter from a qualified professional that provides an update of the diagnosis with a description of the individual's current level of functioning during the past year, and a rationale for the requested accommodations must be submitted.

The Diagnostic Report Must Include The Following:

1. A clinical interview, relevant historical information, age at initial diagnosis, duration and severity of the disorder.
2. Discussion of medications review of past and current academic achievement, and history of disability accommodations and their effectiveness.
3. The procedures used to diagnose the disability (include a list of all instruments used in the assessment and test scores as applicable).
4. Discussion of the assessment results.
5. DSM-IV diagnosis (include all five axes).
6. A diagnostic summary statement that includes the following:
  - A. A clear statement that a disability does or does not exist. Terms such as "appears," "probable," and "suggests" used in the diagnostic summary statement do not support a conclusive diagnosis.
  - B. A clear statement specifying the substantial limitations to one or more major life activities. If the limitations are in learning (e.g., reading, mathematics, and written expression), an appropriate psycho-educational evaluation must be administered to document ability/achievement discrepancies.
  - C. A discussion of medications and their possible impact on academic functioning (e.g., concentration, attention, sedation)
  - D. A recommendation for essential accommodations relative to the diagnosed disability, including rationale.
  - E. The duration for which these accommodations should be provided based on the current assessment.
  - F. A recommendation regarding reevaluation to determine ongoing need for disability accommodations (e.g., one semester, one year, two years).

#### **Temporary Impairments**

Some disabilities are temporary and may require accommodations for a limited time. Each case is considered individually. The following documentation is required:

1. Written correspondence on letterhead from a qualified professional stating diagnosis, functional limitations necessitating the accommodation, and the estimated length of time services will be needed.
2. Services may be provided for ten (10) working days pending receipt of documentation. If documentation is not received by that time, services will be cancelled.

#### **Special Considerations**

A requirement for documentation prescribed in this regulation may be considered at the discretion of each college's disability services office or designated professional if, in the professional opinion of the responsible college's disability services office or designated professional, such consideration is in the best interest of the student and will neither undermine the integrity of any college offering nor violate any mandate under state or federal law. All situations shall be considered on an individual, case-by-case basis.

Reasonable accommodation is required for students with known disabilities. MCCCDC will make every attempt to provide "preferred" accommodations, however, "the most effective and reasonable" accommodation may be determined to meet sufficient accessibility needs.

### **ELIGIBILITY OF STUDENTS TAKING REDUCED COURSE LOADS (AR 2.8.2)**

Although any student may register for fewer than twelve credit hours, a student with a disability may request a reduced academic load as a reasonable and appropriate accommodation. A college Disability Resource Services (DRS) professional may certify that a student who is afforded a reduced academic load as an accommodation for a disability shall nevertheless be deemed a full-time student. Such certification shall be solely to enable the student to seek eligibility for health insurance benefits and to seek eligibility to comply with mandates of the National Junior College Athletic Association. The college DRS professional will certify that a student may be deemed a full-time student as provided under this regulation only on a semester-by-semester basis.

The appropriate college offices will receive documentation of the DRS professional's certification from the professional or the student. An incoming student may apply for such certification upon acceptance to the college. Requests for certification must be made prior to the beginning of each semester. Every attempt will be made to accommodate these requests.

The following criteria also apply:

1. Students taking a reduced course load must register for at least 6 credit hours (based on DRS approval) during the regular fall and spring semesters. It is recommended that students register for at least three (3) credit hours during the summer to offset the impact of academic eligibility.
2. Students taking a reduced course load must maintain satisfactory academic progress standards as defined by the College catalog.
3. The reduced credit load may result in an adjusted financial aid package. ***There may be additional ramifications including, but not limited to, extra time to complete college, insurance coverage, Vocational Rehabilitation funding, etc.***
4. Eligibility for Federal Stafford Loans may be reduced according to the total number of credit hours taken in the full academic year. A student, taking a reduced course load, must be at least half time in a semester (6 credits) in order to receive a Stafford Loan.
5. The amount of Federal Financial Aid (Title IV) awarded is based on the actual number of credit hours taken.
6. Requirements for continuation of funding through Vocational Rehabilitation may differ. The student must contact his/her VR counselor to determine how a reduced course load will impact their funding.
7. The National Junior College Athletic Association (NJCAA) has published standards in regard to the designation of Certified Disabled Student-Athlete in Article V Section J of the NJCAA bylaws. This procedure addresses the NJCAA criteria for reduced course loads.

### **Application Process**

1. Applications for reduced course loads must be submitted to the Disability & Services professional with supporting documentation. **Requests must be made prior to the beginning of each semester.**
2. Supporting documentation must include a diagnostic evaluation from an appropriate professional. The documentation must meet the guidelines set forth by the Maricopa Community College District's Documentation Policy in order to evaluate the current impact of the disability in regards to the request. Students are required to complete an application form for this status every semester, but do not need to re-submit their documentation. Continuation of this status is not automatic. Each case will be re-evaluated at the end of the semester to determine if this accommodation is still appropriate.
3. Students requesting a reduced course load should consult with their academic advisor regarding the consequences of this status for making progress toward graduation requirements and eligibility for various academic distinctions and designations.
4. Students registered in occupational and/or academic programs that have specific block formats will not be considered for reduced course loads.
5. Students who are approved for a reduced course load will be required to sign the Reduced Course Load Approval Form (see [Appendix S-10](#)), which includes a statement acknowledging that he or she has reviewed the consequences that go with reduced load status and accepts them.
6. When a reduced course load status is granted by the Disability Resources & Services professional, a copy of the Reduced Course Load Approval Form will be sent to the appropriate individuals

### **ACADEMIC MISCONDUCT (AR 2.3.11)**

1. **Definitions**
  - A. Academic Misconduct - includes misconduct associated with the classroom, laboratory or clinical learning process. Examples of academic misconduct include, but are not limited to, cheating, plagiarism, excessive absences, use of abusive or profane language, and disruptive and/or threatening behavior.

- B. Cheating - includes, but is not limited to, (a) use of any unauthorized assistance in taking quizzes, tests, assessment tests or examinations; (b) dependence upon the aid of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments; or (c) the acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.
  - C. Plagiarism - includes, but is not limited to, the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Information gathered from the internet and not properly identified is also considered plagiarism.
2. **Sanctions**

Any student found by a faculty member to have committed academic misconduct maybe subject to the following sanctions: (Note: sanctions A, B, C, and D may be imposed by a faculty member. The faculty member may recommend to the department chairperson and the appropriate vice president of academic affairs or designee that sanctions E, F, or G be imposed. College suspension or expulsion will be imposed only by the appropriate vice president of academic affairs or designee.

- A. Warning - A notice in writing to the student that the student has violated the academic code.
  - B. Grade Adjustment - Lowering of a score on a test or assignment.
  - C. Discretionary Sanctions - Additional academic assignments determined by the faculty member.
  - D. Course Failure - Failure of a student from a course where academic misconduct occurs.
  - E. Disciplinary Probation - Disciplinary probation is for a designated period of time and includes the probability of more severe sanctions if the student commits additional acts of academic misconduct.
  - F. College Suspension - Separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. (A suspension from one Maricopa Community College will apply to all other colleges/centers in the District.)
  - G. College Expulsion - Permanent separation of the student from the college. (Expulsion from one Maricopa Community College will apply to all colleges/centers in the District.)
3. **Appeal of Sanctions for Academic Misconduct**

Students can appeal sanctions imposed for academic misconduct by following the [instructional grievance process](#). (AR 2.3.5; Appendix S-6)

## DISCIPLINARY STANDARDS

### DISCIPLINARY STANDARDS (AR 2.5.1)

#### 1. **Disciplinary Probation and Suspension**

According to the laws of the State of Arizona, jurisdiction and control over the Maricopa Community Colleges are vested in the District Governing Board. The Governing Board and its agents-the chancellor, administration and faculty-are granted broad legal authority to regulate student life subject to basic standards of reasonableness.

In developing responsible student conduct, the Maricopa Community Colleges prefer mediation, guidance, admonition and example. However, when these means fail to resolve problems of student conduct and responsibility, appropriate disciplinary procedures will be followed.

Misconduct for which students are subject to disciplinary action falls into the general areas of:

- A. Cheating on an examination, assessment tests, laboratory work, written work (plagiarism), falsifying, forging or altering college records
  - B. Actions or verbal statements which threaten the personal safety of any faculty, staff, students, or others lawfully assembled on the campus, or any conduct which is harmful, obstructive, disruptive to, or interferes with the educational process or institutional functions
  - C. Violation of Arizona statutes, and/or college regulations and policies
  - D. Use of college computer resources such as the Internet in violation of [Technology Resource Standards \(AR 4.4\)](#) which may result in notification of law enforcement authorities
2. **Disciplinary Removal from Class**
- A faculty member may remove a student from class meetings for disciplinary reasons. If an instructor removes a student for more than one class period, the faculty member shall notify the department/division chair and the appropriate vice president or designee in writing of the problem, action taken by the faculty member, and the faculty member's recommendation. If a resolution of the problem is not reached between the faculty member and the student, the student may be removed permanently pursuant to due process procedures.

## **STUDENT CONDUCT CODE (AR 2.5.2)**

The purpose of this Code is to help ensure a healthy, comfortable and educationally productive environment for students, employees and visitors.

### **Article I: Definitions**

The following are definitions of terms or phrases contained within this Code:

1. "Accused student" means any student accused of violating this Student Conduct Code.
2. "Appellate boards" means any person or persons authorized by the college president to consider an appeal from a Student Conduct Board's determination that a student has violated this Student Conduct Code or from the sanctions imposed by the Student Conduct Administrator. The college president may act as the appellate board.
3. "College" means a Maricopa Community College or center.
4. "College premises" means all land, buildings, facilities and other property in the possession of or owned, used or controlled by the college or District.
5. "College official" means any person employed by the college or District, performing assigned administrative or professional responsibilities pursuant to this Student Conduct Code. The college president shall designate the college or center official to be responsible for the administration of the Student Conduct Code.
6. "Complainant" means any person who submits a charge alleging that a student violated this Student Conduct Code. When a student believes that s/he has been a victim of another student's misconduct, the student who believes s/he has been a victim will have the same rights under this Student Conduct Code as are provided to the complainant, even if another member of the college community submitted the charge itself.
7. "Day" means calendar day at a time when college is in session, and shall exclude weekends and holidays.
8. "Disruptive behavior" means conduct that materially and substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting.
9. "District" means the Maricopa County Community College District.
10. "Faculty member" means any person hired by the college or District to conduct classroom or teaching activities or who is otherwise considered by the college to be a member of faculty.
11. "May" is used in the permissive sense.
12. "Member of the college community" means any person who is a student, faculty member, college official or any other person employed by the college or center. A person's status in a particular situation shall be determined by the college president.
13. "Organization" means any number of persons who have complied with the formal requirements for college recognition.
14. "Policy" is defined as the written regulations of the college and/or District as found in, but not limited to, this Student Conduct Code and Governing Board policy.
15. "Shall" is used in the imperative sense.
16. "Student" means any person taking courses at the college whether full-time or part-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the college are considered "students".
17. "Student Conduct Administrator" means a college official authorized on a case by case basis by the college official responsible for administration of the Student Conduct Code to impose sanctions upon students found to have violated this Student Conduct Code. A Student Conduct Administrator may serve simultaneously as a Student Conduct Administrator and the sole member or one of the members of a Student Conduct Board. The college official responsible for administration of the Student Conduct Code may authorize the same Student Conduct Administrator to impose sanctions in all cases.
18. "Student Conduct Board" means any person or persons authorized by the college president to determine whether a student has violated this Student Conduct Code and to recommend sanctions that may be imposed when a violation has been committed.
19. "Threatening behavior" means any written or oral statement, communication, conduct or gesture directed toward any member of the college community, which causes a reasonable apprehension of physical harm to self, others or property. It does not matter whether the person communicating the threat has the ability to carry it out, or whether the threat is made on a present, conditional or future basis.

### **Article II: Judicial Authority**

1. The college official responsible for administration of the Student Conduct Code shall determine the composition of Student Conduct Board and determine which Student Conduct Administrator, Student Conduct Board, and appellate board shall be authorized to hear each case.

2. The college official responsible for administration of the Student Conduct Code shall develop procedures for the administration of the judicial program and rules for the conduct of hearings that are consistent with provisions of this Student Conduct Code.
3. Decisions made by a Student Conduct Board and/or Student Conduct Administrator shall be final, pending the normal appeal process.

**Article III: Prohibited Conduct**

**1. Jurisdiction of the College**

The Student Conduct Code shall apply to conduct that occurs on college or District premises, or at college- or District-sponsored activities that adversely affects the college community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of admission through the actual awarding of a degree, certificate, or similar indicator of completion of a course of study, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Conduct Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

**2. Temporary Removal of Student**

Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to a faculty member's appropriate classroom rules or instructions, or interferes with the normal operations of the college. Students who engage in disruptive behavior or threatening behavior may be directed by the faculty member to leave the classroom or by the college official responsible for administration of the Student Conduct Code to leave the college premises. If the student refuses to leave after being requested to do so, college safety may be summoned. For involuntary removal from more than one class period, the faculty member should invoke the procedures prescribed in the Student Conduct Code.

**3. Conduct - Rules and Regulations**

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

- A. Acts of dishonesty, including but not limited to the following:
  - i. Furnishing false information to any college official or office.
  - ii. Forgery, alteration or misuse of any college document, record or instrument of identification.
  - iii. Tampering with the election of any college- recognized student organization.
- B. Obstruction of teaching, research, administration, disciplinary proceedings or other college activities, including its public service functions on campus, in clinical settings or other authorized non-college activities, when the conduct occurs on college premises a faculty member may remove a student from a class meeting for disciplinary reasons. If a faculty member removes a student for more than one class period, the faculty member shall notify the college official responsible for administration of the Student Conduct Code in writing of the problem, action taken by the faculty member, and the faculty member's recommendation. If a resolution of the problem is not reached, the student may be removed permanently pursuant to appropriate due process procedures.
- C. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, conduct which threatens or endangers the health or safety of any person, and/or disruptive behavior as defined in Article II.2. above.
- D. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property.
- E. Failure to comply with direction of college officials or law enforcement officers in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- F. Unauthorized possession, duplication or use of keys to any college premises, or unauthorized entry to or use of college premises.
- G. Violation of any college or District policy, rule or regulation published in hard copy such as a college catalog, handbook, etc. or available electronically on the college's or District's website.
- H. Violation of federal, state or local law.
- I. Use, possession, manufacturing or distribution of illegal or other controlled substances except as expressly permitted by law.
- J. Illegal use, possession, manufacturing or distribution of alcoholic beverages or public intoxication.
- K. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises, or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others, or property damage.
- L. Participation in a demonstration, riot or activity that disrupts the normal operations of the college and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any college building or area.

- M. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised functions.
  - N. Conduct that is disorderly, lewd or indecent; breach of the peace; or aiding, abetting or procuring another person to breach the peace on college premises or at functions sponsored by or participated in by the college or members of the academic community. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices or to make an audio or video record of any person while on college or District premises without his/her prior knowledge, or without his/her effective consent or when such a recording is likely to cause injury or distress. This includes, but is not limited to, secretly taking pictures of another person in a gym, locker room, or restroom.
  - O. Attempted or actual theft or other abuse of technology facilities or resources, including but not limited to:
    - i. Unauthorized entry into a file, to use, read or change the contents or for any other purpose
    - ii. Unauthorized transfer of a file
    - iii. Unauthorized use of another individual's identification and/or password
    - iv. Use of technology facilities or resources to interfere with the work of another student, faculty member or college official
    - v. Use of technology facilities or resources to send obscene or abusive messages
    - vi. Use of technology facilities or resources to interfere with normal operation of the college technology system or network
    - vii. Use of technology facilities or resources in violation of copyright laws
    - viii. Any violation of the District's technology resource standards
    - ix. Use of technology facilities or resources to illegally download files
  - P. Abuse of the Student Conduct system, including but not limited to:
    - i. Falsification, distortion or misrepresentation of information before a Student Conduct Board.
    - ii. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
    - iii. Invoking a Student Conduct Code proceeding with malicious intent or under false pretenses
    - iv. Attempting to discourage an individual's proper participation in, or use of, the Student Conduct system
    - v. Attempting to influence the impartiality of the member of a judicial body prior to, and/or during the course of, the Student Conduct Board proceeding
    - vi. Harassment, either verbal or physical, and/or intimidation of a member of a Student Conduct Board prior to, during and/or after a Student Conduct Board proceeding
    - vii. Failure to comply with the sanctions imposed under this Student Conduct Code
    - viii. Influence or attempting to influence another person to commit an abuse of the Student Conduct Code system
    - ix. Failure to obey the notice from a Student Conduct Board or college official to appear for a meeting or hearing as part of the Student Conduct system.
  - Q. Engaging in irresponsible social conduct.
  - R. Attempt to bribe a college or District employee.
  - S. Stalking behavior, which occurs if a student intentionally or knowingly maintains visual or physical proximity toward another person on two or more occasions over a period of time and such conduct would cause a reasonable person to fear for his or her safety.
4. **Violation of Law and College Discipline**
- A. Disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Conduct Code (that is, if both possible violations result from the same factual situation) without regard to pending of civil or criminal litigation. Proceedings under this Student Conduct Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the college official responsible for administration of the Student Conduct Code. Determinations made or sanctions imposed under this Student Conduct Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of college rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.
  - B. When a student is charged by federal, state or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under this Student Conduct Code, however, the college may advise off campus authorities of the existence of this Student Conduct Code and of how such matters will be handled internally within the college community. The college will cooperate fully with the law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting within

their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

#### **Article IV: Student Conduct Code Procedures**

##### **1. Charges and Student Conduct Board Hearings**

- A. Any member of the college community may file charges against a student for violations of this Student Conduct Code. A charge shall be prepared in writing and directed to the Student Conduct Administrator. Any charge should be submitted as soon as possible after the event takes place, preferably within thirty (30) days following the incident.
- B. The Student Conduct Administrator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Student Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Student Conduct Administrator may later serve in the same matter as the Student Conduct Board or a member thereof. If the student admits violating institutional rules, but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s).
- C. All charges shall be presented to the accused student in written form. A time shall be set for a Student Conduct Board hearing, not less than five (5) nor more than fifteen (15) days after the student has been notified. Maximum time limits for scheduling of Student Conduct Board hearings may be extended at the discretion of the Student Conduct Administrator.
- D. Hearings shall be conducted by a Student Conduct Board according to the following guidelines, except as provided by Article IV 1.G below:
  - i. Student Conduct Board hearings normally shall be conducted in private.
  - ii. The complainant, accused student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board hearing at which information is received (excluding deliberations). Admission of any person to the hearing shall be at the discretion of the Student Conduct Board and/or its Student Conduct Administrator.
  - iii. In Student Conduct Board hearings involving more than one accused student, the Student Conduct Administrator, in his or her discretion, may permit the Student Conduct Board hearing concerning each student to be conducted either separately or jointly.
  - iv. The complainant and the accused shall have the right to be assisted by any advisor they choose, at their own expense. The advisor must be a member of the college community and may not be an attorney. Both the complainant and the accused are responsible for presenting their own information and, therefore, advisors are not permitted to speak or participate directly in any Student Conduct Board hearing before a Student Conduct Board.
  - v. The complainant, the accused student, and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The college will try to arrange the attendance of possible witnesses who are members of the college community, if reasonably possible, and who are identified by the complainant and/or accused student at least two days prior to the Student Conduct Board hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be suggested by the accused student and/or complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the chairperson of the Student Conduct Board.
  - vi. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson.
  - vii. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.
  - viii. After the portion of the Student Conduct Board hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote if the Student Conduct Board consists of more than one person) whether the accused student violated the section of this Student Conduct Code which the student is charged with violating.
  - ix. The Student Conduct Board's determination shall be made on the basis of whether it is more likely than not that the accused student violated this Student Conduct Code.

- E. There shall be a single verbatim record, such as a tape recording, of all Student Conduct Board hearings before a Student Conduct Board (not including deliberations). The record shall be the property of the District.
- F. No student may be found to have violated this Student Conduct Code because the student failed to appear before a Student Conduct Board. In all cases, the evidence and support of the charges shall be presented and considered.
- G. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the college official responsible for administration of the Student Conduct Code.

## 2. Sanctions

- A. The following sanctions may be imposed upon any student found to have violated the Student Conduct Code:
  - i. **Warning** - a written notice to the student that the student is violating or has violated institutional rules or regulations.
  - ii. **Probation** - a written reprimand for violation of specified rules or regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional rules or regulation(s) during the probationary period.
  - iii. **Loss of Privileges** - denial of specified privileges for a designated period of time.
  - iv. **Restitution** - compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - v. **Discretionary Sanctions** - work assignments, essays, service to the college, or other related discretionary assignments. (Such assignments must have the prior approval of the Student Conduct Administrator.)
  - vi. **College Suspension** - separation of the student from all the colleges in the District for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - vii. **College Expulsion** - permanent separation of the student from all the colleges in the District.
- B. More than one of the sanctions listed above may be imposed for any single violation.
- C. Other than college expulsion, disciplinary sanction shall not be made part of the student's academic record, but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions upon the student's application to the Student Conduct Administrator. Cases involving the imposition of sanctions other than suspension or expulsion shall be expunged from the student's confidential record five (5) years after final disposition of the case.

In situations involving both an accused student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the accused student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the college community of each may be impacted.

- D. The following sanctions may be imposed upon groups or organizations:
  - i. Those sanctions listed above in Article IV 2. A. 1 through 4.
  - ii. Loss of selected rights and privileges for a specified period of time.
  - iii. Deactivation - loss of all privileges, including college recognition for a designated period of time.
- E. In each case in which a Student Conduct Board determines that a student and/or group or organization has violated the Student Conduct Code, the sanction(s) shall be determined and imposed by the Student Conduct Administrator. In cases in which persons other than, or in addition to, the Student Conduct Administrator have been authorized to serve as the Student Conduct Board, the recommendation of the Student Conduct Board shall be considered by the Student Conduct Administrator in determining and imposing sanctions. The Student Conduct Administrator is not limited to sanctions recommended by members of the Student Conduct Board. Following the Student Conduct Board hearing, the Student Conduct Board and the Student Conduct Administrator shall advise the accused student, group and/or organization (and a complaining student who believes s/he was the victim of another student's conduct) in writing of its determination and of the sanction(s) imposed, if any.

## 3. Emergency Suspension

If a student's actions pose an immediate threat or danger to any member of the college community or the

educational processes, a college official responsible for administering the Student Conduct Code may immediately suspend or alter the rights of a student pending a Student Conduct Board hearing. Scheduling the hearing shall not preclude resolution of the matter through mediation or any other dispute resolution process. The decision will be based on whether the continued presence of the student on the college campus reasonably poses a threat to the physical or emotional condition and well-being of any individual, including the student, or for reasons relating to the safety and welfare of any college property, or any college function.

In imposing an emergency suspension, the college official responsible for administration of the Student Conduct Code may direct that the student immediately leave the college premises and may further direct the student not to return until contacted by that official. An accused student shall be in violation of this policy regardless of whether the person who is the object of the threat observes or receives it, as long as a reasonable person would interpret the communication, conduct or gesture as a serious expression of intent to harm.

#### 4. Appeals

- A. A decision reached by the Student Conduct Board judicial body or a sanction imposed by the Student Conduct Administrator may be appealed by accused students or complainants to an Appellate Board within five (5) days of receipt of the decision. Such appeals shall be in writing and shall be delivered to the Student Conduct Administrator.
- B. Except as required to explain on the basis of new information, an appeal shall be limited to the review of the verbatim record of the Student Conduct Board hearing and supporting documents for one or more of the following purposes:
  - i. To determine whether the Student Conduct Board hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complainant a reasonable opportunity to prepare and present information that the Student Conduct Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
  - ii. To determine whether the decision reached regarding the accused student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Conduct Code occurred.
  - iii. To determine whether the sanction(s) imposed was appropriate to the violation of the Student Conduct Code which the student was found to have committed.
  - iv. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board hearing.
- C. If an appeal is upheld by the appellate board, the matter shall be returned to the original Student Conduct Board and Student Conduct Administrator for reopening of the Student Conduct Board hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all concerned.

#### Article V: Interpretation and Revision

Any question of interpretation regarding the Student Conduct Code shall be referred to the college official responsible for administration of the Student Conduct Code for final determination.

#### STUDENT RECORDS (AR 2.5.3)

##### 1. Definitions

For the purposes of this policy, the Maricopa County Community College District has used the following definition of terms.

- A. "College" includes all colleges, educational centers, skill centers and District office.
- B. "Educational Records" are any record (in handwriting, print, tapes, film, or other media) maintained by the college or an agent of the college which is directly related to a student, except:
  - i. A personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute
  - ii. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment
  - iii. Records maintained by the colleges security unit, if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction and the security unit does not have access to education records maintained by the community college.

- iv. Alumni records which contain information about a student after he or she is no longer an attendant of the community college and the records do not relate to the person as a student

**2. Records Request**

Official verification of educational records is issued by the Admissions and Records Office/Office of Student Enrollment Services.

**3. Fees**

If a copy(ies) of a portion or all of the records in a student's file is requested, the custodian of the records may charge a fee for copies made. However, the willingness or ability to pay the fee will not effectively prevent students from exercising their right to inspect and review (under supervision of a college employee) their records. A fee will not be charged to search for or to retrieve records. Standard fees for printing and duplication services will apply.

**4. Annual Notification**

Students will be notified of their further rights annually by publication in the college catalog and/or the student handbook.

**Rights of Access to Educational Records**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

- A. ***The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.***

Students should submit to the college admissions and records department written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- B. ***The right to request the amendment of the student's education records that the student believes to be inaccurate or misleading.***

Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- C. ***The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.***

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is defined as a person employed by the college or District in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the college or District has contracted (such as an attorney, auditor, or collection agent); a person serving on the Governing Board; or a person assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the college discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

- D. ***The right to file a complaint with the US Department to Education concerning alleged failures by the college to comply with the requirements of FERPA.***

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
US Department of Education  
400 Maryland Ave., S.W.  
Washington, DC 20202-4605

**5. Student Directory**

A Maricopa community college may release directory information about any student who has not specifically

requested the withholding of such information. Students who do not want directory information released may so indicate during the admissions process or notify the Office of Admissions and Records.

At any Maricopa community college, directory information is defined as a student's name, address, telephone number, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, dates of attendance, part-time or full-time status, most recent previous educational agency or institution attended by the student, college within the Maricopa Community Colleges where the student has been enrolled, photograph of student, and electronic mail address.

**6. Use of Education Records for Advisement Purposes**

All colleges within the Maricopa Community Colleges have access to the computerized degree audit program. During the advisement process, each student may have his or her academic record reviewed for coursework taken at any of the District's colleges or centers. **The institution retains the right to exercise discretion in determining the release of directory information.**

**7. Disclosure to Parents**

In accordance with federal law, college officials may disclose educational records to parents of minors or to parents of a student who have established the student's status as a dependent according to the Internal Revenue Code of 1986, section 152, without the written consent of the student.

## HANDBOOK INFORMATION

### STUDENT EMPLOYMENT (AR 2.5.4)

**1. District Student Employees**

**A. Introduction**

Students may be employed by the college as student help. District regulations require that students be hired in essential jobs and that they be properly trained and supervised.

**B. Philosophy and Workload for Student Employees**

- i. It shall be the philosophy of Maricopa Community College District that a student may work to augment college and living expenses, however, the scholastic endeavor should be foremost. Sufficient time should be allotted for classroom attendance, homework, out-of-class study and participation in activities.
- ii. A workload of twenty (20) hours per week should be established as the maximum number of hours a student employee may work on campus. All student employees shall be enrolled in a minimum of three (3) semester credit hours. Any combination of day and evening hours would meet this requirement. Any student employee having special reasons to work over 20 hours per week or having dropped below three (3) credit hours should request his/her immediate supervisor to obtain approval from the College president or his/her designee.
- iii. During the summer sessions, students may be eligible for employment if they were enrolled for a minimum of three (3) semester credit hours at the end of the spring semester, or if they have been accepted for admission for the fall semester. Exceptions to the three (3) semester credit hours may be made by the president, or his/her designee. Summer shall be designated as the time from the official end of the spring semester to the beginning of classes for the fall semester.

**C. Student Employee Benefits**

As student employees, there are no entitlements to employee benefits; i.e., vacation, retirement, sick leave, health and life, or disability insurance. Students will, however, be covered under Worker's Compensation Insurance.

**D. Student Employment Records**

Student employee records will be maintained at the Financial Aid office, the office of the fiscal agent or the Career/Placement Office and will be reviewed periodically by the vice president of students affairs.

**E. Student Compensation**

The hourly rate of pay for student employees shall coincide with the policies of the District Salary Schedule.

**F. Employee Contracts and Forms (See Appendix FM-3)**

**G. Student Employee Grievance Procedure**

Part-time student employees working for one of the Maricopa Community Colleges may wish to file a grievance relating to certain working conditions or violation of student employment regulation. Please refer to the Non-Instructional Complaint Resolution Process (AR 2.3.12)

**2. Student Security Guards**

**A. Introduction and Philosophy**

Students may be employed by the college as student help. If student guards do not come from the ranks of

Administration of Justice classes, they must undergo appropriate training to qualify them as student guards. This training program is outlined in the regulation.

- B. Workload of Student Security Guards
  - i. Student security guards shall be enrolled for a minimum of three (3) semester hours.
  - ii. Student security guards shall be limited to 20 hours per week when the workweek starts at 7:00 a.m. on Monday and concludes at 11:00 p.m. on Friday. Additional hours may be worked if guards are assigned special duty at games or activities held on campus during the weekend, or if guards are assigned a shift on Saturday and Sunday, between 7:00 a.m. and 11:00 p.m.
- C. Students not in Administration of Justice Program
  - i. Use of student other than those in Administration of Justice Program:
    - 1. Selection of the student must be personally approved by the vice president of students affairs and chief of security.
    - 2. Selection of a student should not extend beyond one semester without the approval of the vice president of students affairs.
    - 3. Selected student must undergo a special training program directed by the chief of security and approved by the vice president of students affairs.
  - ii. Recommended program for students other than those in Administration of Justice programs: Students employed by campus security who are not majors in the Administration of Justice program should be given at least twenty (20) hours of training with pay before being allowed to function independently as a campus security guard. This training should include, but not be limited to instruction in:
    - 1. Wearing of the uniform, general appearance, and demeanor
    - 2. The use of the various security report forms and how to properly complete them to provide requested information; General report writing methods
    - 3. Public relations methods used on the campus
    - 4. Crime prevention methods used on the campus; Patrol methods used in buildings and grounds.
    - 5. Basic techniques for interviewing students, faculty and visitors relative to the incidents
    - 6. Laws and regulations governing the actions of campus security personnel concerning rendering of assistance to students, faculty and visitors on the campus
    - 7. Basic first aid
- D. Student Security Guards Employee Benefits

As student employees there are not entitlements to employee benefits; i.e., vacation retirement, sick leave, health and life, or disability insurance. Students will, however, be covered under Worker's Compensation Insurance.
- E. Student Employment Records

The student security guard's employment records will be maintained at the office of the chief of security and reviewed periodically by the vice president of students affairs.

### **STUDENT GOVERNANCE (AR 2.5.5)**

Student governing bodies derive their authority from the Maricopa County Community College District Governing Board that exists in accordance with Arizona Revised Statutes. The administration of the District is vested in the Chancellor who delegates responsibility for each college to the college president who serves in a management and policy implementation capacity having the ultimate responsibility for all activities of the college. The president shall designate the administrator(s) (i.e., directors of student leadership) at each college who will be charged with the responsibility for working with the college student governing body(ies) in the development of college student activities and programs.

A representative form of student governance may exist at each college/center as well as district wide to provide an effective means of communication among students, faculty, staff and administration and to provide student input in college and District matters. Eligibility requirements are to be met and spelled out in detail in each student governance constitution. These constitutions shall establish the minimum requirements for the elective/appointive officers. All student government constitutions shall be submitted to the Governing Board General Counsel to ensure compliance with federal and state laws, and the Maricopa Community Colleges Governing Board Administrative Regulations. Since Rio Salado Community College is a countywide non-campus college, the president shall ensure that opportunities exist for student involvement.

College student constitutions should be reviewed annually by student governance. The appropriate vice president or designee of each college shall be responsible for submitting any changes to the president of the college for transmittal to the Governing Board General Counsel.

1. **Officers/Members**

All reference in this document to positions will designate whether the position is an officer position or a member position.

Each student governance constitution shall define which of its elected positions (maximum of 5) within its structure shall be designated as officers. The persons filling those positions shall be referred to, in this document, as officers. Persons filling all other positions, elected or appointed, shall be referred to as members (excluding non-voting committee members).

All positions filled by election shall be considered as elected positions, even though the person filling the position may have been appointed to fill an unexpired term of another individual.

2. **Designation**

Colleges with two (2) student governments shall designate the governments as "day" or "evening." Colleges with one (1) government shall be considered day students, for the purposes of this document.

3. **Eligibility for Office**

All student governance constitutions shall prescribe that all persons elected or appointed as officers shall be enrolled in and maintain a minimum of six (6) credit hours for day student governments, three (3) credit hours for evening student governments. Officers shall have and maintain a minimum cumulative grade point average of 2.50 and be in good standing (not on probation) according to the written district policy. Convicted felons shall be ineligible for office (ARS § 13-904). The constitution may, however, set more rigid requirements, if so desired by college student governance.

4. **Tenure of Position**

Tenure in any student governance position shall be determined by the respective student governance constitutions. In no case shall any student be allowed to serve in any combination of officer/member positions beyond a total of ten (10) semesters. Tenure in any combination of officer positions shall be limited to four (4) semesters.

5. **Removal from Office**

Provisions shall be made in all student governance constitutions for removal for cause of individuals from elected or appointed student governance positions.

6. **Remuneration Limitations**

- A. Student body officers may receive financial support and/or a letter grade in a leadership class during their terms of office as authorized in their respective student governance constitutions. Student body officers (maximum 5) may receive up to twenty (20) hours per week in financial support and/or up to six (6) credit hours in leadership classes per semester. Remuneration shall be for services rendered and not for merely holding the office.
- B. For qualifying students, Federal Work Study (FWS) funds may be used in accordance with Federal guidelines.
- C. The allowance for awarding honorariums or scholarships for executive student officers is a maximum of \$200.00.
- D. Compensation may be received for both honorariums/scholarships and college employment in the same semester.

7. **Amending Student Constitutions**

College student constitutions should be reviewed annually by student governance. The appropriate vice president or designee of each college shall be responsible for submitting any constitutional changes to the President of the college for transmittal to the Governing Board General Counsel.

8. **Student Governance Advisors**

College organization advisors will be provided for in each student governance constitutions. Such advisors shall be full-time or part-time employees of the Maricopa Community Colleges.

Recommendations for appointment of an advisor may be submitted to the appropriate vice president or college president. Recommendations for dismissal of an advisor with just cause may be submitted to the appropriate vice president or college president.

9. **Legal/Fiscal/Financial Matters**

Authority and responsibility beyond the scope specifically covered in student policies, or interpretation of such matters within laws, board policies, etc. shall rest with the offices of General Counsel and Chancellor, respectively.

10. **Final Authority**

In the event of a complete breakdown of the governance body, the college president will serve as the final authority.

\* \* \* \* INSERT INTO PROGRAM SECTION OF THE CATALOG AS ALLIED HEALTH \* \* \* \*

## **THE MARICOPA COMMUNITY COLLEGES ALLIED HEALTH OR NURSING PROGRAM**

In collaboration and partnership with the healthcare community and its response to the dynamic changes occurring in the healthcare arena and healthcare professions' practice, the Maricopa Community Colleges integrated the curriculum of all allied health and nursing programs. All allied health or nursing program pathways and educational offerings emphasize the achievement of relevant competencies and provide value to the individual, the employer, and the community. As a result, graduates of the various allied health or nursing program pathways will meet the community's demand for a flexible, multi-skilled healthcare workforce that meets employer and consumer needs. Refer to individual college catalogs for specific healthcare program pathways. For further information, <http://healthcare.maricopa.edu> is a comprehensive information source.

### **Allied Health or Nursing Assumption of Risk/Release of Liability**

Most of the allied health or nursing program pathways include a program of study in a clinical training environment which may contain exposures to risks inherent in patient-oriented educational experiences, such as but not limited to, bodily injury or communicable and infectious diseases. Students enrolling in clinical educational courses will be asked to sign a statement assuming all risks inherent in their coursework.

### **Use of Confidential Information**

Students enrolled in allied health or nursing program pathways will have learning experiences in a healthcare setting where they will have access to confidential information. Prior to beginning any clinical studies, the students will be asked to sign an agreement to adhere to the requirements of those clinical sites and applicable law, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

### **Allied Health or Nursing College of Attendance**

As the allied health or nursing programs are integrated across the Maricopa County Community College District, college of attendance requirements for the completion of the healthcare program pathways can be met through the completion of coursework taken at all the Maricopa Community Colleges and Skill Centers.

### **Requirement of Background Check**

Students enrolled in an allied health or nursing program will be in clinical learning experiences, working with children, elderly persons, and other vulnerable populations. Healthcare agency policies require evidence of background clearance prior to entering such learning experiences. The background clearance will consist of a fingerprint clearance, verification of social security number, and a periodic query of the Office of the Inspector General (OIG) List of Excluded Individuals/Entities (LEIE) List. ARS §15-1881 provides the Department of Public Safety the authority to conduct background checks and issue clearance cards to healthcare students for the purpose of meeting the requirements for clinical training. Students seeking enrollment into health programs will be required to provide a current clearance card provided by DPS as evidence of an independent background check that meets healthcare industry standards. Individual programs will establish program policy regarding when the background check needs to be completed, either at the time of application to or enrollment in clinical courses. Evidence of a completed background clearance must be maintained for the duration of time of program enrollment. It is advised that students carry proof of the background clearance at all times during any agency learning experience. Any change in status that would affect the background clearance of a healthcare student may result in the interruption of student progress or dismissal from the program.

***Note:** Certain licensing boards may require a separate background check or clearance card upon application for licensure or certification.*

### **Duty to Report**

All students enrolled in health programs holding or receiving certification or licensure as a healthcare professional from a US state or territory must remain in good standing with that agency. Students receiving any disciplinary action against their certification and/or license must notify the program director within five (5) business days. Any student who is placed on the Office of the Inspector General (OIG) List of Excluded Individuals/Entities List must notify their program director within five (5) business days. Any student who has his/her fingerprint clearance card revoked, suspended, or modified in any way must notify the program director within five (5) business days. The program director reserves the right to restrict the student's participation in clinical experience and involvement in patient care until the certificate or license is valid and unrestricted as determined by the agency who issued the disciplinary action; the student is removed from the OIG Exclusion List; and/or the fingerprint card is valid and unrestricted.

### **Waiver of Licensure/Certificate Guarantee**

Many of the nursing and allied health programs prepare graduates for application for State or National certificates or licenses. In some professions, such licensure and certification is required prior to employment or practice in the profession. Graduation from a nursing and allied health program does not guarantee the receipt of a license or certificate to practice in the field of study.

\*\*\*\*\*END OF ALLIED HEALTH SECTION\*\*\*\*\*

## CONSENSUAL RELATIONSHIPS (AR 4.18)

### 1. General

The existing Governing Board Policy on Hiring of Relatives prohibits employees from being involved in any employment or key decision that involves a relative. This would include work performance, job assignments, or pay related matters. In that such relationships can create a conflict with the interests of the Maricopa Community Colleges, and the increased potential for nepotism and favoritism, the same principles also apply in the case of consensual amorous, romantic and/or sexual relationships that occur between employees or between employees and students.

In the work and academic environment, such a relationship that might be appropriate in other circumstances is inappropriate if one of the individuals in the relationship has a professional responsibility toward, or is in a position of authority with respect to, the other, such as in the context of supervision, instruction, coaching, counseling or advisement. An element of power is present in such a context and it is incumbent upon those with authority not to abuse that power. In addition, consensual relationships may yield to third parties the appearance that unfair bias or favoritism towards the student or supervisee is taking place.

#### A. Definitions

- i. **Consensual relationships** are defined as romantic, amorous and/or sexual relationships between consenting employees or between employees and adult (18 years or older) college students currently enrolled at one of the community colleges.
- ii. An **employee** is any individual who is employed by the Maricopa County Community College District (MCCCD). An employee includes an individual who is subject to an established employee job group policy manual, whether regular, full-time board approved, at-will, part-time, and/or temporary. An employee also includes a contract worker (special services employment, request for personnel services) working or serving as an agent or designee on behalf of the MCCCD.
- iii. A **student** is considered to be any person currently enrolled in a credit or non-credit class at one of the colleges or centers within the Maricopa County Community College District.
- iv. A **vendor** is someone who sells or can sell products or services to the Maricopa County Community College District.
- v. A **recent** consensual relationship is considered to be one that has taken place within the past 24 months.

#### B. Prohibited Conduct

- i. An employee shall not maintain, engage in or be involved in a consensual relationship with another employee who is subject to that individual's supervision or with a student that is currently enrolled in the individual's class, or a student whom the individual otherwise instructs, coaches, counsels or advises, or with a vendor if the employee manages that contract or otherwise exerts influence over the contract.
- ii. The Governing Board recognizes that the personal life of its employees is not a concern of the institution, and therefore, this regulation does not seek to prohibit romantic relationships that exist between parties where the context of power-authority between employees or between employees and students is not present; and provided that the relationship does not affect the employee's effectiveness in fulfilling his or her professional obligation. For these instances, appropriate measures should still be taken in order to avoid conflicts of interest from occurring. For relationships that may exist prior to the time that either a student or employee is placed in a situation of instruction or supervision that is considered to be a conflict of interest, the employee(s) involved shall disclose and take immediate measures to avoid the conflict or appearance of conflict.

### 2. Procedures for Disclosure

Employees should first avoid allowing an inappropriate consensual, amorous or sexual relationship to develop with a supervisee or student.

- A. Where the employee is already in or has had a recent consensual relationship with a supervisee, the following procedures shall be followed:
  - i. Immediate disclosure by the employee of the relationship to their supervisor and to the appropriate Vice President or Vice Chancellor in order to ensure that any conflicts of interest have been adequately addressed.
  - ii. The respective administrator responsible for the department or division shall place the subordinate under alternate supervision when a supervisor under his/her direction has or has had a recent consensual relationship with the employee.
  - iii. The supervisor shall recuse himself or herself from any discussions or involvement with decisions related to evaluations, promotion, hiring, determination of salary, or continuation of contract or employment.
  - iv. The respective Vice President or Vice Chancellor shall prepare and retain a report that specifies the appropriate alternate arrangements that have been made to eliminate the conflict of interest. The EEO/AA Office shall be provided a copy of the report along with the employees involved in the relationship.
- B. Where the employee is already in or has had a recent consensual relationship with a student prior to enrollment in his or her class, the following procedures shall be followed:
  - i. The faculty member shall counsel and advise the student not to enroll in his or her course.
  - ii. The Consensual Relationships Policy will be made available to students via the student handbook and other appropriate communications vehicles.
  - iii. If it is not possible for a student to enroll in another course, section, or course and section at another college due to a requirement for completion of a degree or certificate and no other academic option is available, disclosure of the relationship will be made to the appropriate Department Chair, Dean and Vice President of Academic Affairs or Vice President for Student Affairs as appropriate for review. The Vice President will refer the matter to the Vice Chancellor for Academic and Student Affairs for consideration. The Chancellor or his/her designee may allow a student to enroll in the class only upon a showing by the student that the enrollment is necessary to avoid an extreme hardship, and upon a showing by the college President or designee that the academic integrity of the student's enrollment in the class will nevertheless be maintained.
3. Persons who are married, or were married, are included within the definition of persons that have or who have had a consensual amorous relationship. Disclosure in this instance may be made via the Maricopa Disclosure process at [www.maricopa.edu/disclosure/](http://www.maricopa.edu/disclosure/).
4. An employee who fails to follow the requirements established in this policy and who does not withdraw from participation in activities or decisions that may reward or penalize a supervisee or student with whom the employee has or has had a recent consensual amorous relationship, will be considered in violation of policy and will be addressed in accordance with established processes in job group policy manuals.