

PRESIDENT’S MESSAGE



*Dear Students,*

Welcome to Cuyamaca College! As one of the two colleges in the Grossmont-Cuyamaca Community College District, it is our pleasure to serve San Diego’s East County region.

Our faculty, staff, and administration take pride in providing a personalized experience for every student. Collectively, we are committed to your success and helping you to attain your goals.

In this catalog you will find information that help you to make decisions about your academic and career path. I encourage you to meet with your counselor early to develop a plan that will help you to meet your goals quickly

and with all the support you need. At Cuyamaca College, we pride ourselves on providing you direct access to math and English courses that accelerate your time to completion. We know that completing these courses early in your academic career leads to success.

Cuyamaca College has been changing the lives of our students since we first opened our doors in the fall of 1978. The faculty, staff, and administration are deeply committed to the transformational benefit of higher education. Whether you are planning to transfer to a university, seeking a certificate, or looking to update or learn new skills for a job change, we are ready for you.

On behalf of the Cuyamaca College team, welcome! You belong here.

A handwritten signature in black ink that reads "Jessica Robinson".

Jessica Robinson, Ed.D.  
Interim President

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## FALL 2022

Registration .....	June 27 - August 21
Payment Deadline for Registration Fees .....	Refer to Class Schedule
Professional Development - Organizational Meetings .....	August 15-19
<b>Regular Day and Evening Classes Begin .....</b>	<b>August 22</b>
Program Adjustment .....	August 22 - September 4
Holiday (Labor Day) .....	September 5*
Census Day (Semester-Length Classes) .....	September 6
National Voter Registration Day .....	September 27
Last Day to Apply for Fall 2022 Degree/Certificate .....	October 14
End of First 8-Week Session .....	October 15
Second 8-Week Session Begins .....	October 17
First 8-Week Session Instructor Grade Deadline .....	October 20
General Election .....	November 8
Last Day to Drop Semester-Length Classes .....	November 13
Holiday (Veterans Day) .....	November 11*
Holiday (Thanksgiving) .....	November 24, 25, 26*
End of Second 8-Week Session .....	December 10
<b>Final Examinations .....</b>	<b>December 12, 13, 14, 15, 16, 17</b>
Last Day to Apply for P/NP .....	December 17
Close of Fall Semester .....	December 17
Winter Recess .....	December 18 - January 29
Instructor Grade Deadline .....	December 22
College and District Offices Closed .....	December 23 - January 2*

JULY							AUGUST						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30	31			
31													
SEPTEMBER							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3							1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29
							30	31					
NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2	3
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

## SPRING 2023

Registration .....	November 14 - January 29
Payment Deadline for Registration Fees .....	Refer to Class Schedule
Holiday (Martin Luther King Day) .....	January 16*
Professional Development - Organizational Meetings .....	January 23-27
<b>Regular Day and Evening Classes Begin .....</b>	<b>January 30</b>
Program Adjustment .....	January 30 - February 12
Census Day (Semester-Length Classes) .....	February 13
Holiday (Lincoln's Birthday Observed) .....	February 17, 18*
Holiday (Washington's Birthday Observed) .....	February 20*
Last Day to Apply for P/NP Semester-Length Classes .....	March 3
Last Day to Apply for Spring 2023 Degree/Certificate .....	March 10
End of First 8-Week Session .....	March 25
Spring Recess .....	March 27 - April 1
First 8-Week Session Instructor Grade Deadline .....	March 30
Spring Holiday .....	March 31 - April 1*
Second 8-Week Session Begins .....	April 3
Last Day to Drop Semester-Length Classes .....	April 30
End of Second 8-Week Session .....	May 27
Holiday (Memorial Day) .....	May 29*
<b>Final Examinations .....</b>	<b>May 30, 31, June 1, 2, 3, 5</b>
Close of Spring Semester .....	June 5
Grossmont Commencement .....	June 7
Cuyamaca Commencement .....	June 8
Instructor Grade Deadline .....	June 8

JANUARY							FEBRUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28				
MARCH							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						
MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	

\*College and District Offices closed.

See voter information on page 12.

Dates listed are subject to change. Please see [www.cuyamaca.edu/academics/class-schedules-catalog-and-webadvisor/academic-calendar/index.php](http://www.cuyamaca.edu/academics/class-schedules-catalog-and-webadvisor/academic-calendar/index.php) for the most current calendar.

## CUYAMACA COLLEGE ADMINISTRATION

Jessica Robinson, Ed.D.	Interim President
Nicole Salgado	Vice President, Administrative Services
Alicia Muñoz	Interim Vice President, Instruction
(Open Position)	Vice President, Student Services
Brianna Hays	Senior Dean, Institutional Effectiveness, Success & Equity
Christianne Penunuri	Director, College & Community Relations
Lauren Halsted, Ed.D.	Interim Dean, Arts, Humanities & Social Sciences (Art, American Sign Language, Communication, English, English as a Second Language, Ethnic Studies, History, Social and Behavioral Sciences, Humanities, Philosophy and Religious Studies, Performing Arts, World Languages)
(Open Position)	Dean, Athletics, Kinesiology & Health Education (Kinesiology/Fitness Center, Health Education)
George Dowden	Interim Dean, Career & Technical Education (Automotive Technology, Business and Professional Studies, Center for Water Studies, Child Development, CADD Technology & Surveying, CIS & Graphic Design, Environmental Health & Safety Management, Ornamental Horticulture)
Agustín Orozco	Interim Dean, Counseling Services
Jodi Reed	Interim Dean, Learning & Technology Resources
Kim Dudzik	Interim Dean, Math, Science & Engineering (Mathematical Sciences, Science/Engineering)
Lauren Vaknin, Ed.D.	Dean, Student Affairs
Jesús Miranda	Dean, Student Equity & Engagement
Keith Turner	Interim Associate Dean, Student Services and Special Programs
Gregory Vega	Director, Admissions & Records
Francisco Gonzalez	Director, Campus Facilities, Operations & Maintenance
Ray Reyes	Director, Financial Aid
Michael Gilchrist	Manager, Campus Bookstore

## GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT ADMINISTRATION

Lynn Ceresino Neault, Ed.D.	Chancellor
Sahar Abushaban	Vice Chancellor, Business Services
Aimee Gallagher, J.D.	Interim Vice Chancellor, Human Resources
Todd McDonald	Associate Vice Chancellor, Business Services
Eric Klein, Ph.D.	Associate Vice Chancellor, Educational Support Services
Craig Leedham, Ph.D.	Associate Vice Chancellor, Human Resources
Kerry Kilber Rebman	Associate Vice Chancellor, Technology
Nahid Razi	Sr. Director, Purchasing, Contracts & Ancillary Services
Ken Emmons	Sr. Director, Districtwide Facilities
Jennifer Fujimoto	Sr. Director, Fiscal Services
Nicole Conklin	Director, Public Safety
Michele Clock	Director, Public Information, Government Relations and Community Relations
Cynthia K. Nagura	Director, Community & Workforce Partnerships
Jerry Williamson	Director, Computer Services
Pamela Wright	Director, Enterprise Systems
Nashona Andrade	Director, Human Resources
Kristine Ogden	Director, Payroll
Steve Abat	Director, Technical Services
Sally Cox	Chief Executive Officer, Foundation for Grossmont & Cuyamaca Colleges
Dana Rivers	Director of Development, Foundation for Grossmont & Cuyamaca Colleges
Gabriela Alvarez	Administrative Director to the Chancellor and Governing Board Operations

## CODE OF ETHICS

Cuyamaca College, as a public community college, and in the fulfillment of its mission, embraces a code of conduct for students, faculty, classified staff, and administrators. We recognize the value and dignity of each individual within the framework of the campus community.

We strive in all our affairs to:

- ❖ respect the opinions, values, and traditions of others,
- ❖ be responsible for our behavior,
- ❖ be honest, open and trustworthy,
- ❖ be fair and equitable in our treatment of others, and
- ❖ promote democratic principles, good citizenship, and the standards of academic freedom.



# College History and Vision

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## HISTORY OF THE COLLEGE

In 2007, "The Cuyamaca Way" became Cuyamaca College's official motto, a tribute to the institution's prevailing sense of community. Thirteen key words that the campus community decided best describe that "Cuyamaca Way" were inscribed in curving concrete bands stretching across the newly paved quad. The words, "beautiful, collaborative, dedicated, innovative, integrity, teamwork, vision, welcoming, student-centered, community, excellence, passionate, and friendly," became etched in stone.

The declaration of Cuyamaca's distinct attributes harkens back to a time some 40 years prior, when District trustees first selected the name "Cuyamaca College" in envisioning an institution that exemplifies the "community" in the words "community college."

### THE HISTORY OF THE CAMPUS

The Cuyamaca College campus is located in the East San Diego County community of Rancho San Diego, nestled in a suburb just outside the city of El Cajon on a verdant 165-acre site that was at one time a part of the Old Monte Vista Ranch. Along with its sister campus, Grossmont College, it is part of the Grossmont-Cuyamaca Community College District.

The name for the college reflects the region's history and heritage. A very old word linked to the land's Native American past, "Cuyamaca" has been interpreted in various ways, including "above rain," "beyond rain" and "place where the rain comes from heavens."

The campus site was acquired by the Board of Trustees in September 1972 and the college officially opened in fall 1978, with 1,947 students and nine associate-degree programs. Its first president was Dr. Wallace F. Cohen. Today, Cuyamaca provides around 192 degrees and certificates, including those in academic and career pathways, to its 13,062 students.

### KEY EVENTS

Thirty-eight students made up Cuyamaca College's first graduating class in May 1979. The early '80s saw the construction of facilities housing two highly regarded programs – Automotive Technology and Ornamental Horticulture – and the naming of Dr. Samuel Ciccatti as the college's second president.

The following years marked the expansion in earnest of Rancho San Diego and by fall 1988, Cuyamaca's enrollment had reached 3,600 students. The decade of the '80s came to a close with the opening of the Learning Resource Center, a 30,000-square-foot, glass-covered building with a distinctive architecture that has established it as an often-photographed campus icon.

The '90s were highlighted by the opening of the privately-funded Heritage of the Americas Museum, as well as the dedication of a new 20.3-acre physical education facility with a fitness center, gym, tennis and volleyball courts, soccer and ball fields, and an Olympic track. Dr. Sherrill Amador began her tenure as college president in 1994 and a year later, Rancho San Diego Parkway opened as the college's new

main entrance, providing better access to the campus. The decade of the '90s ended with the opening of the Water Conservation Garden – a must-visit for all home gardening and landscaping enthusiasts – operated through a Joint Powers Agreement between the college and area water-district agencies.

With the opening of a one-stop Student Services Center, the 21st century got off to a busy start for the college, which also celebrated the unveiling of the Child Development Center. The whimsical facility serves as both a childcare facility for the campus and community, and a learning lab for students in Cuyamaca's Child Development Studies program.

Dr. Geraldine M. Perri took over the reins as college president in 2002, the same year that East County residents approved Prop. R, a \$207 million construction bond measure to finance upgrades and new building construction at the District's two colleges.

During a period of rapid enrollment growth, Prop. R transformed the campus into a high-tech learning magnet, bringing older facilities like the automotive technology center into the digital age and adding several state-of-the-art buildings: the Science and Technology Center (now the Science and Mathematics Building), the Student Center, the Business and Technology buildings, and the jewel of the campus, a \$45 million Communication Arts Center. There, a well-appointed performing arts theater built to professional acoustical standards has become a major community asset as a high-demand site for community performances, assemblies, business forums and even, worship services.

Prop. R's major construction at Cuyamaca College drew to a close in 2011 with the expansion of the LRC. Other campus highlights during those years included music instructor Pat Setzer's selection as one of four community college instructors statewide to win the 2010 Hayward Award for Excellence in Education, and in 2011, the appointment of Dr. Mark J. Zacovic to the post of college president.

In November 2012, East County voters once again showed their support for the college district with the passage of Prop. V, a \$398 million bond measure that paves the way for Cuyamaca and Grossmont colleges to address continuing facility, infrastructure and technology needs.

Also in 2012, Cuyamaca was selected as one of three community colleges in the state to be given the inaugural Energy and Sustainability Award from the California Community College Board of Governors. The college was recognized for its sustainable landscaping initiatives, including a conference that has attracted hundreds of industry professionals annually since 2008.

In 2013, an Intergenerational Garden was established adjacent to the Child Development Center, where senior volunteers affectionately nicknamed "Garden Grannies" helped children plant and harvest vegetables consumed by the center's young wards. This was also the year that the college was first ranked among the nation's "best of the best" veteran-friendly schools by U.S. Veterans Magazine. The college was the only community college in San Diego County to earn the distinction.

Cuyamaca was a repeat winner of the coveted award in 2014. Another highlight that year was a \$350,000 clean energy grant from the state to lead a regional effort to train students in the booming clean-energy field.

In October 2015, Dr. Julianna Barnes, who previously served Cuyamaca College as vice president of student services, returned to take the helm as president.

Under her leadership, the college completely transformed its approach to placement and teaching math, English, and ESL. Today, all students are placed in math and English based upon high school transcripts and GPA, not a placement exam. If students require extra support in college-level math and English, it is provided. Cuyamaca College was the first community college in California to embrace this approach and support faculty in this effort.

In January 2019, the college opened the premier water and wastewater training facilities in California. The Center for Water Studies includes classrooms, a water quality analysis laboratory, and state-of-the-art field operations skills yard with above ground water distribution systems and underground wastewater collection system. The program was established in collaboration with the industry and will train the next generation of water professionals.

Cuyamaca College continues its development as a dynamic learning mecca, a unique campus with a strong allegiance to sustainability reflective of its natural beauty. Yesterday, today and tomorrow, the college remains unwavering in its mission to meet the comprehensive educational and workforce training needs of residents in East County and beyond.

## COLLEGE VISION, MISSION AND VALUES

### Cuyamaca College

#### Vision Statement:

Equity, Excellence, and Social Justice Through Education

### Cuyamaca College

#### Mission Statement:

Cuyamaca College advances equity and social justice through student-centered and innovative approaches to education. We strive to create unique and meaningful learning experiences that build upon the strengths and socio-cultural experiences of our diverse student population and the communities we serve by providing programs that lead to certificates, degrees, transfer, career opportunities, and ultimately social and economic mobility.

### Cuyamaca College Values:

- Student-centered
- Equity
- Student Success
- Innovation
- Excellence
- Social Justice
- Community



## EDUCATIONAL OBJECTIVES

In order to maximize the opportunity for the development of individuals' personal, social and intellectual qualities, the college provides:

An **instructional** program:

- **Transfer** courses equivalent to the lower division curriculum of universities and colleges for students who plan to continue their education at a baccalaureate institution.
- **Career and technical education** courses to provide technical skills and knowledge for beginning employment, retraining and advancement, respond to local business and industry workforce development and workforce training directions.
- **General education** courses to broaden knowledge, skills, attitudes and values, to develop analytical ability and critical thinking, and to foster interest in lifelong learning in the educational, scientific and cultural fields essential for effective participation in a diverse and complex society.
- **Developmental** courses to assist inadequately prepared students to succeed in college course work.

A **student services** program:

- **Academic, vocational and personal support** services to provide students with sufficient opportunity to achieve educational success.
- **Co-curricular activities** to provide opportunities for personal development and social responsibility.

**Learning program and services:**

- Information literacy program designed to help students to find answers to questions, whether posed in the classroom or based on personal interests.
- Library collections where students have equitable access to current research information.
- Research guidance to support guided pathways initiatives.

A **workforce development** program:

- **Education and training** that contributes to continuous workforce improvement of regional business and industry and is in many cases grant funded.

## EDUCATIONAL PHILOSOPHY

The Grossmont-Cuyamaca Community College District Governing Board believes that a community college should provide experiences that will greatly broaden students' educational opportunities and strengthen society's democratic institutions. Cuyamaca College is committed to provide an education through which students may create rewarding lives, productive for themselves and for society, based on an understanding of the relationship between the past, and the challenges of the present and the future.

Cuyamaca College accepts and is committed to the following premises:

- The democratic way of life allows each individual the personal freedom and initiative consistent with his/her responsibilities to other persons.
- The college recognizes the value of our diverse and individual needs, interests, and experiences, vary greatly.
- The maximum development of the personal, social, and intellectual qualities of each individual must be encouraged.
- The development and fulfillment of the individual and the development of the community are increasingly interdependent.

An educational environment dedicated to these philosophic premises will produce individuals prepared for life and citizenship in a complex, diverse society and global economy.

All segments of the Grossmont-Cuyamaca Community College District contribute to and participate in the development and success of our students.

## INSTITUTIONAL LEARNING OUTCOMES

The Institutional Learning Outcomes (ILOs) are a promise to the communities that Cuyamaca College graduates and those transferring to a four-year college or university, will be able to demonstrate the knowledge, skills, and abilities contained within all of the ILOs, based on general education and discipline-specific courses. Cuyamaca College students who earn a certificate, or have taken courses for personal educational development, will be expected to demonstrate the knowledge, skills, and abilities specified within one or more of the ILOs.

Upon reviewing results of prior years' graduating student surveys, the Student Learning Outcome and Assessment Committee (SLOAC) recommended revisions to the College's ILOs in Spring 2019. The revisions were approved by the Academic Senate in April 2019 and Cuyamaca College Council in May 2019.

1. **Communication Competency:** Students will communicate information, arguments, and opinions effectively to different audiences through various modalities, including listening, speaking, and writing.
2. **Critical Thinking Competency:** Students will analyze and evaluate qualitative and quantitative information, and synthesize findings to make decisions within various contexts.
3. **Cultural Competency:** Students will interact effectively with others, taking into account their diverse backgrounds, and work well in cross-cultural situations.
4. **Professional Responsibility:** Students will practice ethical and civil conduct in professional environments, as well as resolve conflict and build alliances.

## GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT VISION, MISSION, AND VALUE STATEMENTS

**Vision:** Transforming lives through learning.

**Mission:** Provide outstanding diverse learning opportunities that prepare students to meet community needs, promote global responsibility, and foster opportunities for all.

The Grossmont-Cuyamaca Community College District fulfills its mission by providing:

- Outstanding undergraduate education for students seeking certificates, associate degrees, and university transfer;
- Excellent career and technical education programs that prepare students for workforce entry and advancement;
- Engaging educational services that meet learners' needs in basic skills and English language proficiency;
- Comprehensive student development and personal support services that contribute to student learning and achievement;
- Partnerships and programs that promote the social and economic development of the region; and
- Community education for personal, professional, and lifelong learning

**Values:** Cultivate a student-centered culture of excellence, trust, stewardship, and service.

## ACADEMIC FREEDOM

### (BOARD POLICY 4030)

The Grossmont-Cuyamaca College District Governing Board shall promote public understanding and support of academic freedom for the implementation of the educational philosophy of Grossmont-Cuyamaca Community College District. Academic freedom is fundamental for the protection of the rights of the instructor in teaching, and of the student to freedom in learning. It carries with it duties correlative with rights.

1. Instructors are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching material that has no relation to their subject. The intent is not to discourage what is "controversial." Controversy is at the heart of the free academic inquiry that this entire policy is designed to foster. Instructors should avoid persistently intruding material that has no relation to their subject.
2. Instructors are citizens, members of a learned profession, and may be viewed by those outside of the District as representatives of the District. When they speak or write as citizens outside of their roles with the District, they should be free from institutional censorship or discipline,

but their special position in the community imposes special obligations. As scholars and instructors, they should remember that the public might judge their profession and Grossmont-Cuyamaca Community College District by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the District.

3. As colleagues, faculty members have obligations that derive from the code of ethics (adopted by both the Grossmont College Academic Senate [11/16/92] and the Cuyamaca College Academic Senate [4/6/95]) Faculty members do not discriminate against or harass colleagues and students. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas, faculty members show due respect for the opinions of others. Such exchanges shall focus upon the substance and content rather than personal characteristics of individuals. Uncivil, intemperate, or abusive language and behavior is contrary to a productive and safe working and educational environment. This does not contravene academic freedom and free exchange of ideas and opinions, but requires accuracy, appropriate restraint, and respect for the professional expression of others.
4. Instructors are entitled to full freedom in academic research and publication, subject to the adequate performance of their other academic duties, but research and publication for pecuniary return should be based upon an understanding consistent with the collectively bargained agreement between the District and the exclusive bargaining representatives.



# General Information

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## AIR FORCE RESERVE OFFICER TRAINING CORPS

The Air Force Reserve Officer Training Corps (AFROTC) is a three to four year program designed to equip students with leadership skills and commission officers for tomorrow's Air Force. Required coursework includes lectures, a leadership laboratory practical component, panel discussions, dialogues, problem solving, and physical training. All coursework is completed on site at or near SDSU, with the exception of a four-week summer Field Training encampment conducted on a military base between the second and third year.

Scholarships are available for qualified cadets, and may be applied towards tuition, lab fees, and other required items. In addition, scholarship students receive a non-taxable book allowance and monthly stipend. All third and fourth year students receive a monthly stipend regardless of scholarship status. Upon successful completion of the AFROTC program and all requirements for a Bachelor's Degree, cadets are commissioned as Second Lieutenants and serve a minimum of four years in the Active Duty Air Force.

Cuyamaca College does not have a Reserve Officer Training Corps (ROTC) program on campus; however, through an agreement with San Diego State University, students may participate in Air Force ROTC through the SDSU College of Extended Studies. Credits earned in these classes may be transferred as electives to meet the degree requirements of Cuyamaca College.

There is no advance application needed to participate in the Freshmen or Sophomore level course; however, an orientation program, held just prior to the start of the semester, is recommended. Interested students should visit [www.afrotc.com](http://www.afrotc.com) for further information and may call the AFROTC Detachment 075 Unit Admissions Officer at (619) 594-5545 with any questions.

## CAMPUS SAFETY

Law Enforcement Services at the District are provided by the San Diego County Sheriff's Department. If necessary, the District also has access to Sheriff's Department specialized units that investigate crimes such as illegal drug sales, auto theft or gang-related crime.

In addition, a team of Campus and Parking Services (CAPS) specialists provides services such as automobile assistance, lost & found, and safety escorts. CAPS also enforces parking regulations on campus.

The Public Safety Office is located at the Cuyamaca One-Stop, A-100 building.

### PUBLIC SAFETY CONTACT INFORMATION

#### Call 911 in an emergency

- Life-threatening situation
- Medical emergency
- Missing persons
- Crime in progress
- Fire
- Major disturbance

#### Call (619) 644-7800 to contact law enforcement for a nonemergency

- Crime report
- Suspected suspicious activity

#### Call (619) 644-7654 for Campus and Parking Services

- Automobile assistance
- Parking
- Lost & found
- Safety escort

Additional public safety information is available at: [www.gcccd.edu/public-safety](http://www.gcccd.edu/public-safety)

### PARKING & TRAFFIC REGULATIONS

All vehicles must display a valid college parking permit while parked on campus property. The responsibility of finding a legal parking space, as well as knowing where and when a parking permit is valid, rests with the vehicle operator and/or owner. The purchase of a parking permit does not guarantee a space to park. For the safety of the college community, all California Vehicles Codes are enforced. All community members (students, staff, faculty, and visitors) are primarily responsible for their own safety and property.

For further information, contact the Campus and Parking Services at (619) 644-7654.

#### Displaying Parking Permit on Campus

The parking permit must be displayed so that the color and expiration date is clearly visible. The parking permits are only valid when properly displayed affixed to the front windshield inside the lower corner on drivers or passengers side.

#### Student Parking Permits

Student parking permits are purchased through WebAdvisor at [www.cuyamaca.edu](http://www.cuyamaca.edu). It will link you to Credentials, Inc., to purchase your parking permit. You may pay by credit card online or if you choose to pay by cash or check you may bring in your printed order form to the College Cashier's office and we will process your payment so that your parking permit can be mailed.

**Refunds for Parking Permits**—You must physically return your parking permit to the College Cashier's office, within the refund deadline of your class/es to receive a refund. If you paid by credit card, we will process your transaction and you will receive a credit to your card from Credentials, Inc. If you paid by cash or check, we will refund your money to you after cancelling your parking permit through Credentials, Inc.

#### Faculty & Staff Parking Permits

Permits are available at the CAPS offices.

Cuyamaca: Building A-100  
Grossmont: Building 57

### Call Boxes and Locations

Minor emergencies and requests for motorist assistance can be reported to District Public Safety at (619) 644-7654 or by using one of the Call Boxes located inside all campus elevators. Life threatening emergencies should utilize 911.

### Pay Stations

Daily permits for students and visitors may be purchased from the pay stations located in Parking Lots 2, 4 and 5.

Please use one dollar bills only, or any major credit/debit card. No refund or change is given. Pay stations permits are only valid in student parking lots.

### Disabled Parking Permits

All vehicles utilizing disabled parking spaces must display a state issued identification placard, i.e. DMV issued placard, DP or DV plates. Applications for placards/plates are available at the Department of Motor Vehicles. Disabled Placards are also valid in parking meters and student lots. A disabled placard must also be accompanied by a valid GCCCD parking permit.

### Special Events Parking

Please contact CAPS for parking details. Parking requests for special events or large groups are available through previous arrangements. For detailed information contact Campus and Parking Services at district. [parking@gcccd.edu](mailto:parking@gcccd.edu). Please allow 48 hours minimum advance notice for special events parking.

### Replacement for Lost or Stolen Permits

There are no refunds or replacement of lost or stolen parking permits.

### Motorcycle Parking

Motorcycles, scooters, segways, and mopeds must be parked in designated motorcycle areas; with a motorcycle permit displayed. Motorcycles parked in auto parking spaces are subject to citation.

### Alternative Transportation Options

Bicycle racks are available throughout campus.

The college Metropolitan Transit System (MTS) pass is a great way to avoid parking hassles, car expenses, and to have access to unlimited rides throughout the semester. Semester MTS passes are available at the Cashier's Office, A-300 building, window. For more information please visit the MTS website at [www.sdmts.com](http://www.sdmts.com).

### Motorist Assistance

The Campus Safety goal is to provide safe, orderly, and fair parking to the college community. We strive to make parking on either campus as convenient as possible, while promoting safe movement of vehicles and providing for pedestrian safety. All persons having a valid parking permit are eligible to receive the following complimentary services: unlocking vehicle and battery jump start.

Campus and Parking Services also provides safety escort services, available to all community members.

### PARKING CITATION

#### Fines

Parking citation fines are to be paid within 21 days of issue date or 14 days of delinquent notice. Failure to pay fines on time results in a delinquency fee.

### Payments

Fees resulting from citations are payable at the College Cashier Office or online at: <https://www.paymycite.com/gcccd>

Citation status changes will not be processed until the full payment of all applicable fees.

Unpaid citations are subject to a \$75.00 delinquent fee. Payment failure will eventually result in a DMV hold on the vehicle's registration.

### Appeal Forms

You may obtain a "Citation Appeal Form" at <https://www.paymycite.com/gcccd>. Complete the form online within 21 calendar days of the citation's issued date. You will receive a response to your request by mail within 1-2 weeks.

### ADDITIONAL SERVICES

#### ATM Location

Cuyamaca College: Student Center, I-Building, 2nd floor.

#### Lost & Found

Lost and Found items should be returned to CAPS. To check if an item has been turned in, call (619) 644-7654 or stop by CAPS.

## HERITAGE OF THE AMERICAS MUSEUM

Cuyamaca College is the home of the Heritage of the Americas Museum, a cultural and educational center featuring the prehistoric and historic art, culture and natural history of the Americas. Fossils as old as 450 million years are exhibited in the Natural History wing. Artifacts representing ancient cultures of the Americas are presented in the Archaeology and Anthropology wings, and the Art wing displays the art of the world from ancient Chinese jade, including a rare burial suit from the Han Dynasty, to modern painting and sculpture.

The museum also serves as an adjunct to the instructional programs of Cuyamaca and Grossmont Colleges in a variety of academic disciplines. There is a research library of more than a thousand books related to the museum's collections. Students and faculty find the museum to be a valuable research facility and a fascinating place to visit. Admission is free to students. The museum is open Tuesday through Friday, 10 a.m. to 4 p.m. and Saturday Noon to 4 p.m. (closed Sunday and Monday).

## NO SMOKING POLICY

In accordance with Board Policy 3570, Cuyamaca College is a smoke-free/tobacco-free facility. Violation of this policy will result in appropriate disciplinary penalties for both students and employees. Any District public safety official may warn or cite any person who is in violation of this policy. In accordance with AP 3570, "Smoking" means engaging in an act that generates smoke or vapor, such as possessing a lighted pipe; a lighted hookah pipe; operating an electronic cigarette or other electronic nicotine delivery system; a lighted cigar; a lighted cigarette of any kind; or lighting or igniting a pipe, a hookah pipe, a cigar, or a cigarette of any kind.

## ONLINE COURSES

Cuyamaca College offers a variety of courses entirely online, hybrid (partially online), and HyFlex (on campus or via Zoom). Some courses require on-campus orientations and/or exams. Online courses require that students have dependable access to the Internet through their own Internet Service Provider or through one of the college's computer labs.

If you are self-motivated, self-disciplined, have good basic computer skills, and are able to read and follow instructions carefully, online courses may be a good option for you. To learn more about whether online learning is for you, please visit our online success website at: [www.cuyamaca.edu/academics/online-learning.php](http://www.cuyamaca.edu/academics/online-learning.php).

## NONDISCRIMINATION NOTICE

The Grossmont-Cuyamaca Community College District (GCCCD) is committed to providing learning and working environments that ensure and promote diversity, equity, and inclusion. People of diverse backgrounds, perspectives, socioeconomic levels, cultures, and abilities are valued, welcomed, and included in all aspects of our organization. GCCCD strives to provide an educational environment that fosters cultural awareness, mutual understanding, and respect that ultimately also benefits the global community.

No person shall be unlawfully subjected to discrimination or denied full and equal access to District programs or activities on the basis of ethnic group identification, race or ethnicity, color, national origin, religion, age, gender, gender identity, gender expression, physical or mental disability, medical condition, pregnancy, genetic information, ancestry, sexual orientation, marital status, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. District programs and activities include, but are not limited to any that are administered or funded directly by or that receive any financial assistance from the California Community Colleges Chancellor's Office.

The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall be used for membership or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with the District, to any private organization whose membership practices are discriminatory on the basis of groups mentioned above. (Board Policy 3410)

Inquiries regarding the equal opportunity policies, the filing of grievances or for requesting a copy of the college's grievance procedures may be directed to:

- **Dr. Lauren Vaknin**  
Dean, Student Affairs  
Cuyamaca College  
900 Rancho San Diego Parkway  
El Cajon, CA 92019  
619-660-4295
- **Vice President, Student Services**  
Cuyamaca College  
900 Rancho San Diego Parkway  
El Cajon, CA 92019  
619-660-4301
- **Aimee Gallagher, J.D.**  
Interim Vice Chancellor, Human Resources  
Title IX Coordinator  
8800 Grossmont College Drive  
El Cajon, CA 92020  
(619) 644-7572

Cuyamaca College recognizes its obligation to provide overall program accessibility for those with physical and mental disabilities. Contact the Disabled Students Programs and Services department at 619-660-4239 (TTY 619-660-4386), room A-113, to obtain information on programs and services, activities and facilities on campus and for a geographical accessibility map.

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

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

## REVISION OF REGULATIONS

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

## SEXUAL ASSAULT

For sexual assault emergencies, contact 911.

If you are a victim of sexual assault (rape, sexual violence or stalking), please contact the Office of Student Affairs at 619-660-4295 or visit the Student Affairs Office (Student Center, I-121). Student Affairs will provide students with the resources and support needed during this time. In addition, students will be provided guidance on reporting options.

Additional resources can be found at: [www.cuyamaca.edu/consumer-information.php](http://www.cuyamaca.edu/consumer-information.php)

For all emergencies, please contact 911.

*Any sexual assault or physical abuse, including, but not limited to, rape, as defined by California law, whether committed by an employee, student, or member of the public, occurring on Grossmont-Cuyamaca Community College District property, in connection with all the academic, educational, extracurricular, athletic, and other programs of*

the District, whether those programs take place in the District's facilities or at another location, or on an off-campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization, is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures (AP 3540).

## STUDENT EQUITY PLAN

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

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

## STUDY ABROAD PROGRAMS

Study Abroad programs enable students to immerse themselves in a foreign language environment. During these programs, students are housed in apartments or with host families, which not only allows the students to become more proficient in a foreign language, but also gives them the opportunity to experience a different culture.

## SUMMER SESSION

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

## TUTORING

Everyone needs a little help sometimes. Tutoring is free, and students may begin using services at any point in the semester. Learning Assistants -- most of whom are current or former Cuyamaca students, themselves -- help students adapt to college, learn course skills and content, refine general study skills and strategies, and become more confident, independent learners. Tutoring is offered in online, email, and in-person formats through various campus locations as well as through the Cuyamaca Virtual Tutoring Center. For more information and/or to request an appointment, please click on the blue "Tutoring" link in your course Canvas container, email [cuyamaca.tutoring@gcccd.edu](mailto:cuyamaca.tutoring@gcccd.edu), visit the Tutoring website at [www.cuyamaca.edu/tutoring](http://www.cuyamaca.edu/tutoring), or leave a voicemail at (619) 660-4525.

## VOTER REGISTRATION

Register to Vote at [www.sos.ca.gov/elections/voter-registration/](http://www.sos.ca.gov/elections/voter-registration/)

For information on early voting dates, please access the Registrar of Voters website at [www.sdvote.com/](http://www.sdvote.com/).

### Voter Registration Dates:

**September 27, 2022** — National Voter Registration Day

**November 8, 2022** — General Election

### Last Day to Register to Vote:

- **In Person:** 15 days before Election Day
- **By Mail:** Postmarked 15 days before Election Day
- **Online:** 15 days before Election Day

*You can also "conditionally" register and vote at your county elections office after the 15-day voter registration deadline.*

*All dates can be verified online at the Secretary of State ([www.sos.ca.gov/elections](http://www.sos.ca.gov/elections))*

*or county election office ([www.sdvote.com](http://www.sdvote.com))*

# Admission Information

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## ADDRESS CHANGE

A change of address and email address should be immediately reported to the Admissions and Records Office. You may change your address information online in *WebAdvisor* ([www.cuyamaca.edu](http://www.cuyamaca.edu)) or in the Admissions and Records Office.

For students receiving financial aid, please go to the Admissions and Records Office to change your address.

## ADMISSION PROCEDURES

To enroll at Cuyamaca College students should observe the following admission procedures:

- 1. Apply Online:** Before you can register for classes, you must fill out an application to the college. This can be done online and it is free! Please visit [www.cuyamaca.edu](http://www.cuyamaca.edu) to access the online application.
- 2. Create WebAdvisor Account:** Once your application is processed, please login to WebAdvisor to set up your student account. Your username will be your "firstname.lastname" (lowercase only) and your initial password will be your six digit date of birth. (MMDDYY e.g. 06/02/1999 would be 060299). If you are having difficulty, please visit: [www.cuyamaca.edu/admissions/](http://www.cuyamaca.edu/admissions/)
- 3. Submit Official Transcripts to Admissions and Records:** If you have attended another college, please have your official transcripts sent to the Admissions and Records office to clear prerequisites, and to award prior credit for degrees and certificates, this includes all AP, or IB credit. Official transcripts and scores must still be in the sealed official envelope when submitted.
- 4. Complete the Online Orientation:** Complete the online orientation on WebAdvisor. You may access the online orientation by signing into WebAdvisor, clicking on Students and under Orientation/Placement/Advise; click Step One - Online Orientation.
- 5. Determine Math and English Placement:** To determine placement for Math and English courses please take the questionnaire on WebAdvisor in the student Menu under "Orientation/Placement/Advise" (click on Step Two: Placement Questionnaire). For questions regarding your placement, please visit a counselor for clarification on which courses to take.
- 6. Attend an Advising Session:** Once you have completed the assessment test the next step is to complete an advising session. To complete online advising please login to WebAdvisor and click on "Students" and Under Orientation/Placement/Advise, click Step Three - Online Advising.
- 7. Register for Classes:** You will receive an e-mail indicating your registration date and time; in April for Summer, June for Fall and November for Spring. The college year is divided into three sessions: fall and spring semesters and a summer session. You may then register for classes online using WebAdvisor. WebAdvisor online tutorials are available to assist you.

- 8. Pay Fees:** Once you have registered for classes you must now pay your tuition and fees. You can pay your fees via WebAdvisor or on campus at the Cashier office.

## ADMISSION REQUIREMENTS

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

Students who are 17 or younger before the start of the semester are required to show proof of high school graduation to the Admissions and Records Office.

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

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

**Dual Enrollment:** High school students in the 9th, 10th, 11th or 12th grade, who are at least 14 years of age, may attend upon approval of a high school counselor and parent or guardian of the student. Courses attempted and units earned will be recorded on a college permanent record. High school students are not eligible to receive Title IV Federal Financial Aid, and if classified as a non-resident of California, will be responsible to pay nonresident tuition. For more information on Dual Enrollment, visit [www.cuyamaca.edu/admissions/high-school-students.php](http://www.cuyamaca.edu/admissions/high-school-students.php)

## PLACEMENT, ORIENTATION AND NEW STUDENT ADVISING

As vital components of the Student Success and Support Program, Placement, Orientation and New Student Advising are expected of all new students.

The Counseling Department and Placement Center will utilize various means of evaluation to place students into the appropriate Math, English, and English as a Second Language (ESL) level. Prior to taking the Math and English placement questionnaire on WebAdvisor, students are encouraged to meet with a counselor for proper Math and English placement guidance. Students may obtain clearance from the Math and English placement if they have:

- taken an English and Math class at a college and received a grade of "Pass" or a minimum grade of "C", or
- earned an Associate Degree or higher, or
- completed an acceptable external examination (see External Exams Credit)

The Counseling Department and Placement Center are located in A-200 in the Student Services One Stop Center. For questions regarding Math and English placement, visit the Placement page of the Cuyamaca

website at [www.cuyamaca.edu/placement](http://www.cuyamaca.edu/placement). Accommodations are available to students with disabilities who plan on taking the Math and English placement.

Orientation and New Student Advising sessions provide important information to students about the programs and services available at the college as well as strategies for student success. New Student Advising sessions offer an opportunity for the new student to develop an Educational Plan, an important tool to assist students attain goals efficiently. New students must complete the Placement, Orientation and New Student Advising Program for timely registration.

New, returning, or transfer students may be exempt from the process of Placement, Orientation, and New Student Advising. For a list of exemptions, see page 40 under Student Success and Support Program.

## ENROLLMENT PRIORITIES

Changes to course registration policies throughout the California community colleges will help students get the courses they need to meet their educational goals. With this new registration system, students who are making progress toward their goals will be rewarded for their efforts. Enrollment priorities in the Grossmont-Cuyamaca Community College District are listed below:

Students will be placed in "groups" based on the criteria below. All new students are required to complete an orientation, assessment, and develop a student education plan in order to be eligible for priority enrollment.

- Group 1: Active duty military and Veterans, current and former foster youth up to age 24, Verified Homeless Youth who are under the age of 25, CalWORKs, EOPS and DSPS students, a student who is a Tribal TANF recipient.
- Group 2: Eligible student athletes and those enrolled in the Freshman Year Academy or First Year Experience.
- Group 3: Continuing students with 45-90 GCCCD degree-applicable units.
- Group 4: First-time to college students who have completed an orientation, assessment, and developed a student education plan.
- Group 5: Continuing students with 12 or more units but not more than 44.5 GCCCD degree-applicable units.
- Group 6: Continuing students with 0-11.5 GCCCD units.
- Group 7: New applicants who have applied but not gone through the matriculation process.
- Group 8: Open enrollment - includes students with 90 or more GCCCD degree-applicable units.

Students placed on academic or progress probation or any combination thereof, or students who have earned 90 or more degree-applicable semester units in the GCCCD, lose their enrollment priority. Foster youth or former foster youth are exempt from losing enrollment priority due to failure to meet academic standards or for exceeding 90 units. The District will notify students in jeopardy of losing their enrollment priority due to probation or unit limits.



### LOSS OF ENROLLMENT PRIORITY (APPLIES TO ALL STUDENTS INCLUDING VETERANS, CALWORKS, DSPS, AND EOPS)

Students shall lose their enrollment priority based upon any of the following:

- Student has exceeded the 90 degree-applicable units at Grossmont and/or Cuyamaca College.
- Student has two consecutive enrolled semesters of any type (progress or academic) probation (Summer is not included).
- New student has not completed orientation, assessment and created a student education plan.

As per state regulations, Foster Youth are exempt from losing their enrollment priority status.

### PETITION OF LOSS OF ENROLLMENT PRIORITY STATUS

Students may petition the loss of their enrollment priority based on one of the following criteria:

- Students who have experienced extenuating circumstances (verified cases of accident, illnesses or other circumstances beyond the student's control that affected their academic performance in the previous semester) and can provide documentation of such circumstances.
- Students who have made significant academic improvement where they meet the minimum grade point average and/or progress standard to be removed from academic or progress probation.
- Students who have exceeded 90 units of degree-applicable coursework at GCCCD and are enrolled in a high unit major.
- Students with disabilities who applied for, but did not receive reasonable accommodations in a timely manner.
- Students who have other specific situations that warrant considerations (e.g., last term at GCCCD and needs a specific course to graduate or transfer).

## ENROLLMENT VERIFICATION

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

Cuyamaca has authorized the National Student Clearinghouse to act as its agent for verification of student enrollment status. Students can obtain an official Enrollment Verification Certificate at any time via the Clearinghouse website at: [www.enrollmentverify.org](http://www.enrollmentverify.org) for a \$2.50 charge per certificate.

## FEES

Cuyamaca College is part of the California Community College system and requires enrollment, student center construction and health services fees for all students, payable at the time of registration. Students are dropped from classes for non-payment of fees. The California College Promise Grant provides methods to assist low income students pay these fees. Eligibility requirements are available in the Financial Aid Office.

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

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

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

### REGISTRATION FEES

Registration fees are expected at the time of registration. You will be held to all fees incurred. Students are dropped from classes for non-payment of fees. Registration is NOT complete until fees have been paid. Failure to pay will result in a hold on your records. Refund deadlines vary by class; refer to the Academic Calendar in the class schedule and [www.cuyamaca.edu/admissions/deadlines/index.php](http://www.cuyamaca.edu/admissions/deadlines/index.php). It is the student's responsibility to drop any classes that they do not plan to attend.

Students attending both Cuyamaca and Grossmont Colleges pay parking fees and health fees on one campus only. Enrollment and health fees for these students are calculated on a district basis.

Enrollment Fee (Mandatory).....	\$46 per unit (fees are subject to change)
Parking Permits:	
Auto Parking Permit - Fall & Spring.....	\$40
Auto Parking Permit - Summer.....	\$18
Motorcycle Parking Permit - Fall & Spring.....	\$20
Motorcycle Parking Permit - Summer.....	\$10
One Day Permit.....	\$2
* Student Benefit Sticker - Fall & Spring.....	\$12
* Student Benefit Sticker - Summer.....	\$6
** Health Fee (Mandatory) - Fall & Spring.....	\$20
** Health Fee (Mandatory) - Summer & Intersession.....	\$17
# Student Center Construction Fee.....	\$1 per unit (Mandatory)..... to a maximum of \$5
Student Representation Fee.....	\$2 (Optional)
Nonresident Students - above fees plus.....	\$304 per unit
International Students - above fees plus.....	\$304 per unit
# Student Center Construction Fee is not applicable for summer session.	

**\*Student Benefit Sticker:** A Student Benefit Sticker may be purchased for \$12. This sticker entitles students to free admission to all college-sponsored athletic events, 10% off all supplies from the College Bookstore (excluding textbooks), as well as special college and community discounts. The Student Benefit Sticker also helps the Associated Student Government of Cuyamaca College (ASGCC) to support various activities and programs on campus. The Student Benefit Sticker can be picked up in room I-121 starting the first day of the semester. For additional information, please call (619) 660-4612.

**\*\*Health Fee:** The mandatory health fee supports the Health and Wellness Center and provides for insurance coverage should a student be injured during a supervised, on-campus or college-related activity. Students who depend exclusively upon prayer for healing according to the teaching of a bona fide religious sect, denomination or organization may petition for an exemption from the health fee by submitting a written request to the Dean, Student Affairs. Requests for exemption will be reviewed by the Vice President of Student Services and the Dean for Student Affairs. For additional information, please contact the Vice President of Student Services at (619) 660-4301.

**Grossmont-Cuyamaca Promise Program:** FREE college for first year students! Go to [MyCollegePromise.net](http://MyCollegePromise.net) to find out how!

**Zero Textbook Cost** sections, designated as "0" in the PDF version of the class schedule, do not require students to purchase a textbook. These sections may have recommended (but not required) books, or may use free, openly licensed teaching and learning resources, such as Open Educational Resources (OER). ZTC sections may have a fee for items such as lab supplies, calculator, test forms, etc. but no conventional textbook fees.

**Open Educational Resources (OER)** are teaching, learning, and research resources that reside in the public domain or have been released under an open license. OER are legally available and free of cost to students. Class sections using OER with no textbook costs are designated as "0" in the class schedule.

### Title 38 Beneficiaries (VA Education Benefits) Fees and Expenses Hold

#### Hold Preventing Drop for Non-Payment

Cuyamaca College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment to be provided by the Secretary under chapter 31 or 33 of this title.

**Covered individual is any individual who is entitled to CH 31 or CH 33 VA Educational benefits.** A covered individual must complete the following to not have any of the above penalties imposed:

1. Submit a certificate of eligibility for entitlement to the Veterans Center no later than the first day of a term.
2. Submit a completed Veterans Center Worksheet to the Veterans Center.
3. Provide all additional information needed to Veterans Center to certify covered individual's enrollment certification to the Department of Veterans Affairs.



## HIGH SCHOOL COURSES FOR COLLEGE CREDIT

High School students may earn college credit through the "Tech Prep" program. Tech Prep is an important school-to-work transition strategy, helping high school students make the connection between school, college and employment. To receive credit, high school students must enroll in an approved Career Technical Education (CTE) College Credit/Tech Prep course at a participating high school. Students must complete the course with a "B" or better. After the end of the semester, students must submit the CTE college credit form to the Cuyamaca College Admissions and Records Office. Credit will be earned via successful credit by examination and appropriately noted on the college transcript. High schools that participate in the Grossmont-Cuyamaca Community College District Tech Prep Program are:

Central	Mt. Miguel
Chaparral	Mountain Empire
El Cajon Valley	Patrick Henry
El Capitan	Santana
Granite Hills	Steele Canyon
Grossmont	Valhalla
Helix	West Hills
Monte Vista	

For more information, visit [www.gcccd.edu/cte-college-credit/index.php](http://www.gcccd.edu/cte-college-credit/index.php)

## INSTRUCTIONAL MATERIALS

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

## INTERNATIONAL STUDENT PROGRAM

### ADMISSION

- Applications for admission must be received by the following deadlines:
  - Fall semester – June 1
  - Spring semester – November 1

All application materials must be received by the above deadlines.
- TOEFL scores must be submitted in order to be considered for admission. The minimum score is 450 paper based or 45 internet-based. The TOEFL test must be completed by the application deadline.
- New students must enroll in the appropriate level English class.

### FULL-TIME STATUS

An international student must maintain a minimum of 12 units with a 2.0 grade point average each fall and spring semester at Cuyamaca College.

### FINANCIAL RESOURCES

- Each international student must submit a complete financial statement. The financial statement must indicate the ability of the student to finance the year's education to the satisfaction of the Admissions and Records Office (approximately \$27,300 per year).
- An international student attending Cuyamaca College must pay international student tuition and other fees as required by the Governing Board.
- Financial aid is not available for international students.
- An international student may not work off-campus while attending college unless approval is granted by the Department of Homeland Security and the International Student Specialist in Admissions and Records. In some instances an international student may, after completing at least two semesters, work on campus for 20 hours per week.

### HEALTH

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

### HOUSING

Cuyamaca College does not have on-campus housing; however, we do work with a home family agency. Information is available in the Admissions and Records Office. The college assumes no responsibility for providing or supervising such housing facilities.

### GRADING STANDARDS

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

### NOTIFICATION OF ADMISSION

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

## REFUND SCHEDULE

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

- Full semester courses:
  - 100% refund through first two weeks of instruction
  - 0% refund after second week of instruction
- 8 week courses:
  - 100% refund through first week of instruction
  - 0% refund after first week of instruction
- Other short-term classes:
  - Contact the Admissions and Records Office or go to [www.cuyamaca.edu/admissions/deadlines/](http://www.cuyamaca.edu/admissions/deadlines/) and click on "Short-term Class deadlines"

### NONRESIDENT TUITION REFUND

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

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

## RESIDENCY INFORMATION

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

### I. RESIDENCE CLASSIFICATION

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

### II. DETERMINATION OF RESIDENCE

- Residence. To determine a person's place of residence, the following rules are observed:
  - Every person has, in law, a residence.
  - Every person who is married or 18 years of age, or older, and not precluded from doing so, may establish residence.

3. There can only be one residence.
  4. Residence is the place where one remains when not called elsewhere for labor or other special or temporary purposes, and to which one returns in seasons of repose.
  5. A residence cannot be lost until another is gained.
  6. Residence can be changed only by the union of act and intent.
  7. An individual may establish their residence. A person's residence shall not be derived from that of their spouse.
- B. Adults. Persons 18 years of age or older may establish residence in accordance with Section A.
- C. Minors. Persons under 18 years of age may establish residence in accordance with the following:
1. A married minor may establish their own residence.
  2. If the parents are permanently separated, the residence of the minor is the residence of the parent with whom the minor lives.
  3. If both parents are deceased, and there is no court-appointed guardian, the minor may establish their own residence.
  4. The residence of an unmarried minor who has a parent living cannot be changed by their own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control, unless the minor qualifies for the two-year care and control or the self-support exception.
  5. A person who is a minor, and resides with either the father or mother (or both), may be classified as a resident of California if the parent (or parents) with whom the minor lives has established residence in California for more than one year prior to the residence determination date.

### III. FACTORS TO BE CONSIDERED IN DETERMINING RESIDENCE

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

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

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

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

1. Filing California personal income taxes as a resident.
  2. Registering to vote and voting in California elections.
  3. Possession of a California Driver's License or California Identification Card from the Department of Motor Vehicles.
  4. Possession of California resident vehicle license plates.
  5. Petitioning for a divorce or lawsuit as a resident of California.
  6. Carrying on of a business or employment in California.
  7. Possession of a California resident hunting or fishing license.
  8. Licensing from California for professional practice.
  9. California address on federal income tax forms and W-2 forms.
  10. Maintaining a California address as the home of record on military records and on the Leave and Earnings Statement (LES) while in the armed forces.
- B. Factors that are inconsistent with a claim for California residence include, but are not limited to, the following:
1. Filing California State income taxes as a nonresident or filing income taxes as a resident in another state.
  2. Maintaining a driver's license in another state.
  3. Maintaining vehicle registration in another state.
  4. Maintaining voter registration and voting in another state.
  5. Attending an out-of-state institution as a resident of that state.
  6. Petitioning for a divorce or lawsuit as a resident in another state.
- C. The Cuyamaca College admissions/residency questionnaire shall contain a variety of questions directed at establishing the residency classification of a person.
- D. *Exceptions.*
1. Persons who have attended a California high school for at least three years and have graduated from a California high school, or have attained the equivalent status, are exempt from paying nonresident tuition. This exemption applies to persons who would usually be classified as nonresidents, including undocumented immigrants. Nonimmigrant aliens, including persons on F and B visas, are not eligible for this exemption.
  2. A minor who remains in California after resident parents establish residence elsewhere (within one year immediately prior to the residence determination date), may retain resident status until the minor has attained the age of majority and has resided in California long enough to establish residence, so long as, once enrolled, continuous full-time attendance is maintained.

Nothing in this section will require attendance during summer intersession or any session beyond the normal academic year.

3. A minor who has been entirely self-supporting and actually present in California for more than one year immediately preceding the residence determination date, with the intention of acquiring a residence therein, shall be entitled to resident classification until he/she has resided in California the minimum time necessary to become a resident. Certain requirements must be met.
4. A student who currently resides in California and is 19 years of age or under at the time of enrollment, who is currently a dependent or ward of the state through California's child welfare system, or was served by California's child welfare system and is no longer being served either due to emancipation or aging out of the system, may be entitled to resident classification until he or she has resided in the state the minimum time necessary to become a resident.
5. A minor shall be entitled to resident classification if, immediately prior to enrolling at a California community college, the minor has lived with and been under the continuous direct care and control of any adult or adults, other than a parent, for a period of not less than two years, provided that the adult or adults having such control have been domiciled in California for more than one year immediately prior to the residence determination date. This exception shall continue until the student has attained the age of majority and has resided in California the minimum time necessary to become a resident so long as continuous full-time attendance is maintained.
6. An unmarried minor alien will be entitled to resident classification if the minor and the minor's parents have not been precluded by the Immigration and Nationality Act from establishing domicile in the United States, provided that the parents have established residence in California for more than one year prior to the residence determination date for the semester or session for which the minor proposes to attend. An exception is made to minors, for establishing residency, if the minor is a U.S. citizen and his/her parents are undocumented aliens.
7. A person who is an adult alien will be entitled to resident classification if he/she is not precluded by the Immigration and Nationality Act from establishing domicile in the United States, provided that he/she has established residence in California for more than one year prior to the residence determination date for the semester or session for which he/she proposes to attend.

8. A person classified as a nonresident shall not obtain resident classification, as a result of maintaining continuous attendance at an institution, without meeting the other requirements of obtaining such classification.
9. An undergraduate student who is a dependent (natural or adopted child, stepchild or spouse) of a member of the armed forces of the United States stationed in California on active duty, is exempt from paying nonresident tuition for the duration of his/her enrollment at a California community college. Graduate dependents are exempt from paying nonresident tuition for one year from the date of his/her arrival in California. If the member of the armed forces, whose undergraduate dependent is in attendance at Cuyamaca College (1) is transferred, on military orders, to a place outside of California, or (2) retires from active duty, the dependent shall not lose his or her exemption status for the one year duration it takes to establish residency. After one year has elapsed, the dependent is subject to reclassification according to the policies stated in this section.
10. An undergraduate student who is a member of the armed forces of the United States stationed in California on active duty, except a member assigned for educational purposes to state-supported institutions of higher education, shall be exempt from paying nonresident tuition for the duration of his/her enrollment at a California community college. Graduate active military students are exempt from paying nonresident tuition for one year from the date of his/her arrival in California. After one year has elapsed, the student is subject to reclassification according to the policies stated in this section.
11. An undergraduate student who was a member of the armed forces stationed in California on active duty for more than one year immediately prior to being discharged, shall be exempt from paying nonresident tuition for up to one year for the time he/she lives in California after being discharged. This one year waiver after the discharge date allows the time necessary to establish residence. After one year has elapsed, the student is subject to reclassification according to the policies stated in this section.
12. A person who is an apprentice, as defined in Section 3077 of the Labor Code, will be entitled to resident classification.
13. A person holding a valid credential authorizing service in the public schools of California and who is employed by a school district in a full-time position requiring certification qualifications for the college year in which the person enrolls, shall be entitled to resident classification if such person meets any of the following requirements:
  - a. Holding of a provisional public school credential and enrollment in courses necessary to obtain another type of credential authorizing service in the public schools.
  - b. Holding a public school credential issued pursuant to Section 44250 and enrollment in courses necessary to fulfill credential requirements.
  - c. Enrollment in courses necessary to fulfill the requirements for a fifth year of education prescribed by subdivision (b) of Section 44259.
14. A person who is a full-time employee of a California community college, California State university or college, the University of California, or the California Maritime Academy; or the child or spouse of that person, may be entitled to resident classification until he/she has resided in California the minimum time necessary to become a resident.
15. For purposes of the nonresident tuition fee, a community college district shall disregard the time during which a person living in the district resided outside of California if:
  - a. The change of residence to a place outside of California was due to a job transfer and was made at the request of the person's employer or the employer of the person's spouse or, in the case of a person who resided with and was a dependent of the person's parents, the change of residence was made at the request of an employer of either of the person's parents.
  - b. Such absence from California was for a period of not more than four years.
  - c. At the time of application for admission to a college maintained by the district, the person would qualify as a resident if the period of the person's absence from California was disregarded.

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

#### **IV. REVIEW AND APPEAL OF CLASSIFICATION**

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

#### **V. RECLASSIFICATION AND FINANCIAL INDEPENDENCE**

Students must complete reclassification forms, which are available in the Admissions and Records Office, for a change in classification from nonresident to resident status. Students will be requested to provide appropriate documentation to prove California residence, for more than one year prior to the residence determination date, for the semester or session which the student is claiming resident status. Education Code Section 68044 requires that the financial independence of a nonresident student seeking reclassification as a resident be included in the factors to be considered in the determination of residence.

#### **VI. NONRESIDENT TUITION**

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

#### **VII. INTERNATIONAL STUDENT TUITION**

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

## **TRANSCRIPTS**

Each student who has an academic record on file at Cuyamaca College may request official transcripts from the Admissions and Records Office. The official transcript includes course work from both Cuyamaca and Grossmont College. Cuyamaca has retained Credentials Inc. to accept transcript orders over the Internet. Students may request official transcripts through WebAdvisor or by the TranscriptsPlus link provided on our Cuyamaca Admissions web page. Two official transcripts of records are provided without charge; additional copies may be obtained at \$3 per copy (processed within 5 business days). An emergency or rush transcript will be provided for \$5 per copy (processed within 2 business days). Processing time does not include shipping. Please note there is an additional service charge of \$2.30 per transcript and all fees must be paid by credit card.

## **TRANSFER CREDIT**

#### **EVALUATION OF U.S. TRANSCRIPTS**

Courses taken at a regionally accredited college or university and designated as appropriate for general education, Associate Degree, baccalaureate or graduate credit by that institution will be accepted by Cuyamaca College for credit. In support of general education reciprocity, courses used to meet general education requirements at another California community college will be applied towards general education Areas A-D at Cuyamaca College. English and Mathematics competency levels are governed by California Education Code Title 5, section 55063. The extent to which courses taken at other colleges satisfy specific certificate and degree requirements is determined by a review of comparability to courses in the Cuyamaca College curriculum.

Courses completed at institutions without regional accreditation are not generally accepted.

### EVALUATION OF FOREIGN TRANSCRIPTS

Transcripts (educational credentials) issued in foreign countries from non-American system institutions and those in languages other than English require special handling. Each foreign transcript must be translated into English and submitted to an approved agency.

Cuyamaca College accepts the evaluations of foreign transcripts from only those agencies that are current members of NACES (National Association of Credential Evaluations Services). For a current list of agencies visit: [www.naces.org](http://www.naces.org).

Students will need to contact the evaluation credential company they select for their particular foreign transcript evaluation procedure and costs associated with a request. Once completed, have the detailed evaluation report mailed directly to the Admissions Office, Cuyamaca College, 900 Rancho San Diego Parkway, El Cajon, CA 92019.

### CUYAMACA COLLEGE PROCEDURE FOR THE EVALUATION OF FOREIGN TRANSCRIPTS

1. Students must submit to Admissions and Records a detailed evaluation report from a NACES member agency with subject breakdowns and grades. The official evaluation credential report must be received by Cuyamaca College in a sealed envelope. Unofficial credential evaluation reports will not be accepted.
2. The official report will be reviewed by the Cuyamaca College Evaluations Office regarding the possible clearing of general education for graduation.
3. English and Communication courses on any evaluation report will be awarded elective credit only.
4. Courses will only be used to satisfy major requirements with the approval of the department on a "Modification of Major" form.
5. International coursework is not considered transferable. Check with transfer institution.
6. In some instances, additional documentation such as the course syllabus or detailed course description may be needed before an evaluation of foreign coursework can be completed.
7. Official transcripts from foreign institutions are not required by Cuyamaca College.
8. Foreign coursework is not used to clear prerequisites. See specific department for exceptions.

## VETERANS SERVICES

Upon filing an application for admission to Cuyamaca College, a veteran should immediately contact the Veterans Certifying Official in the Veterans Center (I-113). Military form DD-214 must be presented to the Veterans Office in order to take advantage of veteran's benefits.

Veterans must request official transcripts of all previous college work, including military transcripts of service (AART, CGIT, CCAF or JST), be sent to the Admissions and Records Office. All transcripts must be received and evaluated before enrollment will be submitted to Veterans Affairs for educational benefits. An official transcript is one that has been sent

directly to Cuyamaca College from the issuing institution or one that is hand carried in a sealed envelope. Students not taking advantage of the GI Bill® benefits who wish to receive credit should also submit official transcripts.

Credit may be granted for military service schools as recommended in the publication *A Guide to Evaluation of Educational Experiences in the Armed Forces*, published by the American Council on Education (ACE). Military credit will be counted toward graduation as general education for military courses substantially similar to coursework offered by Cuyamaca College, or elective credit, unless specifically accepted by a department for use within a student's major. A maximum of 20 units of military credit (including up to 3 units of Exercise Science) will be allowed. Students should meet with the veterans' counselor to request an Evaluation of Military Credit.

Veterans who have completed at least one year of honorable active service will receive up to 3 units of credit for Exercise Science activity that will meet the graduation requirement at Cuyamaca College.

Students planning to transfer should consult the catalog of the four-year institution for granting of military credit; award varies. Those planning to transfer to a CSU may be able to satisfy Area E, Lifelong Learning, on CSU GE Breadth. To receive this credit for military service, a DD-214 and appropriate military transcripts must be submitted to the Admissions & Records office.

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

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

If any veteran or dependent receiving VA educational benefits has been on academic or lack of progress probation for two consecutive semesters, Cuyamaca College will not certify the student's enrollment to the VA for payment of benefits until the cumulative GPA at the GCCCC has improved to a 2.0.

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

Veterans should be aware that short-term classes and other flexible schedules may affect benefits. Before registering, check with the veterans' counselor or the Veterans Certifying Official in the Veterans Center in I-113 about the implications of taking short-term courses.

### CALIFORNIA COLLEGE FEE WAIVER (CALVET)

The children and spouses of U.S. veterans with service-connected disabilities or veterans who have died in service or from service-connected disabilities may be eligible for waiver of College fees. The student must submit the VA letter of eligibility to the Financial Aid Office.

### SERVICEMEMBERS OPPORTUNITY PROGRAM (SOC)

As a Servicemember Opportunity College, Cuyamaca College provides academic assistance to active-duty personnel which includes program planning and guidance in understanding educational options, acceptance

of traditional and nontraditional learning experiences, tutoring, or similar learning opportunities.

"GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA).



# Services for Students

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## ASSOCIATED STUDENT GOVERNMENT OF CUYAMACA COLLEGE (ASGCC)

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

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

### ASSOCIATED STUDENT GOVERNMENT (ASG) SHARED GOVERNANCE

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

Associated Student Government meetings are held weekly; dates and times are posted on the ASGCC bulletin board. For more information, please call (619) 660-4612. All members of the college community are welcome to attend. Additional information regarding student government is available in the ASGCC Office and the Student Affairs Office.

### ASSOCIATED STUDENT GOVERNMENT SERVICES AND ACTIVITIES

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

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

### STUDENT AFFAIRS OFFICE

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

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

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

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

Students interested in obtaining club charters and ASGCC candidate petitions should come to the Student Affairs Office which is located in I-120.

### STUDENT BENEFIT "COYOTE" STICKER

A Student Benefit "Coyote" Sticker may be purchased for \$12. This card entitles a student to free admission to all college-sponsored athletic events, 10% off all supplies from the college bookstore (not including textbooks), as well as special college and community discounts.

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

For additional information, please contact the Associated Student Government Office at (619) 660-4612.

### HONOR SOCIETY/PHI THETA KAPPA

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

- Academic excellence as defined by a GPA of 3.5 or better,
- Must have completed a minimum of twelve semester units at Cuyamaca College that qualify for an Associate Degree program, and
- Each prospective student must pay a non-refundable administration processing fee of \$100 at the time of filing application and profile forms for provisional membership admission.

Students must apply for membership.

### COLLEGE STUDENT ORGANIZATIONS/CLUBS

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

Information on how to organize a new club or join an existing one is available in the Student Affairs Office. College clubs include Art, Automotive, Phi Theta Kappa, Engineering and many others from which to choose.

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

In accordance with Sections 76035, 32050 and 32051 of the Education Code of the State of California, the Governing Board of the Grossmont-Cuyamaca Community College District has ruled that secret fraternities,

sororities or clubs may not be formed. Moreover, Section 32051 of the Education Code forbids the practice of hazing by organizations or individuals either on or off the Cuyamaca College campus.

### CULTURAL ACTIVITIES

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

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

## BOOKSTORE

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

## BORDERLESS SPACES

Borderless Spaces is a program for undocumented students as a result of the 2013 California Dream Act legislation. The program is designed to assist undocumented students with counseling, assistance with financial aid, peer advocacy, book loans, specialized workshops and cohort building events and orientations. The program is located within the EOPS office in the Student Services One-Stop Center, Bldg A-300. You may contact us at (619) 660-4204 or visit our website at [www.cuyamaca.edu/student-support/additional-support-and-assistance-programs/eops/index.php](http://www.cuyamaca.edu/student-support/additional-support-and-assistance-programs/eops/index.php)

## CALWORKS S.T.E.P.S.

The CalWORKs (California Work Opportunities and Responsibility to Kids) S.T.E.P.S. (Success Through Education Produces Self-Sufficiency) Program helps students who receive family cash assistance fulfill their Welfare-to-Work program requirements and provides additional support services. Eligible students receive assistance with arranging subsidized child care, obtaining necessary textbooks and supplies, and providing on-campus, paid work study. The CalWORKs counselors work with each student to develop an education plan that leads to self-sufficiency. In addition to providing counseling services, counselors help students access campus and community resources.

If you are a current Welfare-to-Work participant, or believe that you may be eligible for family cash aid, contact the CalWORKs S.T.E.P.S. office in the Student Services One-Stop Center at 619-660-4340. Let us be your liaison with the County CalWORKs Welfare-to-Work staff.



## CAREER CENTER

The Career Center provides services to all students, staff, faculty and community members. The Center assists in the areas of career and employment development through career exploration, career assessment, goal setting, labor market information. Information regarding various careers is available through the Center's printed and electronic resources, workshops, career fairs, and individual appointments. Career assessment tests are available to help students explore their interests, skills, work values, and personality type as an aid in making career decisions. The Center offers computerized occupational information on local, state, and national trends, salaries, and skills for various jobs. The Career Center assists students with employment skills such as developing resumes, interviewing, and job search skills. Jobs are posted on the Center's online job board, College Central Network. A computer lab with internet access is available for career research, job search, and resume/cover letter writing. The Career Center is located in office I-223.

## CHILD DEVELOPMENT CENTER

The Child Development Center serves children of students, faculty, staff, and community families. The program philosophy reflects a caring community of learners, centered on a partnership of families, children, and teaching staff, with respect and value for each participant. The Center is an integral component of the Child Development Program and serves as the campus laboratory school, providing mentoring and support for our Child Development students as they prepare to become early childhood educators. Under the supervision and direction of Child Development faculty and Center staff, students from many academic programs complete observations and assignments in the lab setting. The Center coordinates programs with different agencies to provide model educational experiences for both children and Child Development students, such as the Intergenerational Garden. The Center is open year round, following the college schedule for closures. Hours of operation are Monday through Friday, 7:30 a.m. to 5:30 p.m. The Center accepts children from 18 months to 5 years old (pre-kindergarten). For more information, call (619) 660-4660.

## COOPERATING AGENCIES FOSTER YOUTH EDUCATIONAL SUPPORT (CAFYES)

CAFYES is a program housed within EOPS department. The mission of this program is to provide additional services and support to eligible current or former foster youth under the age of 26. The services provided are: priority registration, academic/career/personal counseling, book and supply grants, tutoring, independent living and financial literacy skills support, frequent in-person contact, transportation assistance, unmet need grants, referrals to health services, mental

health services, housing assistance, and other related services. The CAFYES program is in the EOPS Office located in the Student Services One-Stop Center, Bldg A-300. Contact CAFYES at (619) 660-4689. Eligibility requirements and more information can be found at [www.cuyamaca.edu/student-support/additional-support-and-assistance-programs/eops/index.php](http://www.cuyamaca.edu/student-support/additional-support-and-assistance-programs/eops/index.php).

## COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

CARE is a state-funded program designed to recruit and assist single parent students who are EOPS eligible. CARE eligibility requires that the student or their dependent child be a current recipient of CalWORKs/TANF, and the student must have one child under the age of 14.

CARE provides support services and possible grant funds. The CARE counselor works with each student to promote academic success and assist students in attaining their career and vocational goals. For more information contact the CARE program in the EOPS office located in the One-Stop Center, Build A-300, or call (619) 660-4293. Visit us at our website at [www.cuyamaca.edu/student-support/additional-support-and-assistance-programs/care/index.php](http://www.cuyamaca.edu/student-support/additional-support-and-assistance-programs/care/index.php)

## COUNSELING

The Cuyamaca College Counseling Department is committed to promoting equity and success using student-centered approaches that empower students to make informed decisions affecting educational, career and personal goals. All departments offer counseling online.

### ACADEMIC COUNSELING

Planning is an important step in achieving academic success. All students are encouraged to meet with a Counselor to develop a comprehensive educational plan.

### CAREER COUNSELING

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

### TRANSFER PLANNING & ADVISING

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

### PERSONAL COUNSELING

The Counseling Center is staffed with Counselors who offer individual counseling for students who are dealing with personal and interpersonal challenges that impinge upon their academic success.

### COUNSELING COURSES

Cuyamaca College offers a number of counseling courses (taught by Counselors) to benefit students. For a complete listing of courses, see the Course Description section of the catalog.

## CUYAMACA SCHOLARS

Cuyamaca College is resolved to facilitate the successful navigation of formerly incarcerated students through the admissions, registration, financial aid and other processes at the college. In order to obtain the resources and support services needed to achieve academic and career goals, interested students should first contact the counseling office at (619) 660-4429. In addition, through the San Diego and Imperial Counties Community College Association's regional effort towards restorative justice, Cuyamaca College provides a dual enrollment program for Juvenile Court and Community Schools (JCCS).

## DISABLED STUDENTS PROGRAMS AND SERVICES (DSPS)

Disabled Students Programs & Services (DSPS) provides support services to students with disabilities to enhance their opportunities to experience educational success.

Students who have a disability and require special services and/or equipment in order to access educational opportunities and achieve academic success are asked to contact DSPS, where qualified staff members are available to assist with such needs. Academic and disability-related counseling is available along with the following services: application and registration assistance, campus mobility assistance, test proctoring, special equipment, High Tech Lab use, interpreters for the deaf, readers for the blind, note-taking services, learning disability assessment, speech-language assessment and intervention, additional tutoring hours, TTY (619) 660-4386 and referrals to other colleges and outside agencies such as the Department of Rehabilitation, the Access Center and the San Diego Regional Center. Services through DSPS are authorized based on the documentation of disability available to our office and the functional effects of the student's disability upon his/her educational pursuit.

Cuyamaca College recognizes that a disability may prevent a student from demonstrating required math, reading, and/or writing competencies or from completing course requirements necessary for an AA or AS degree in the same manner as nondisabled students. The college also recognizes the need to accommodate students with documented disabilities to the greatest extent possible without compromising the student's course of study and the integrity of the student's degree. Contact DSPS for further information at (619) 660-4239.

Questions regarding accessibility, Sections 504 and 508, Americans with Disabilities Act, Title 5 regulations, and VTEA funding should be addressed with DSPS personnel.

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

## DISTRICT PUBLIC SAFETY

The District provides for public safety, police services to the college community and their property on college grounds, facilities, and parking lots through the contract with the San Diego Sheriff's Department.

Sheriff's deputies assigned to the two campuses of the district are sworn officers in compliance with the California Education Code and the California Penal Code. They have the same full law enforcement powers and responsibilities as local police and sheriff's deputies in your home community.

The San Diego Sheriff's Department has established Memorandums of Understanding (MOUs) with local law enforcement agencies in whose jurisdictions the two colleges are located. The San Diego Sheriff's Department has primary operational responsibility for law enforcement and investigative services on college district property, with the assurance that local law enforcement agencies can be called for assistance and mutual aid as appropriate. Copies of these agreements are available to the public at the San Diego Sheriff's headquarters at 9621 Ridgehaven Court, San Diego, CA 92123.

### EMERGENCY CALL BOXES AND LOCATIONS

Emergencies and requests for motorist assistance can be reported to the District Police at (619) 644-7654 or by using one of the Call Boxes located in each parking lot and inside all campus elevators.

### PUBLIC SAFETY CONTACT INFORMATION

**Call 911 in an emergency**

- Life-threatening situation
- Medical emergency
- Missing persons
- Crime in progress
- Fire
- Major disturbance

### Call (619) 644-7800 to contact law enforcement for a nonemergency

- Crime report
- Suspected suspicious activity

### DISTRICT PROPERTY

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

### CRIME PREVENTION

It is the goal of the Sheriff's Department to inform students and staff in a timely manner of any criminal activity or security problem that may pose a reasonable threat to their safety. Information will be provided to students, faculty and staff through several district notification systems (District phones, classroom emergency phones, District Mass Notification system, and District email).

Individuals who need to be on campus other than during regular scheduled work hours must secure authorization from the department chairperson or supervisor prior to their arrival. Campus and Parking Services (CAPS) should

also be notified of their presence. Many campus rooms and areas are protected by intrusion alarms, so before entering these areas, CAPS should be contacted. It is the responsibility of those using rooms, offices or other areas to lock access doors, turn off lights and close all windows. Facilities Services staff and CAPS specialists will check many campus areas during off-hours, but the primary responsibility for security lies with the user.

### CRIME STATISTICS

The Clery Act requires that institutions disclose statistics for offenses committed in certain geographic locations associated with the institution. A crime should be included in the annual security report only if it occurred in one of the following locations: on campus, in or on a non-campus building or property, or on public property within or immediately adjacent to and accessible from the campus. All crimes, including hate crimes, must be disclosed by geographic location.

The daily crime log is available at the Campus and Parking Service office at (619) 644-7654.

**On Campus:** Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes.

**On Public Property:** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

**Non-campus Building or Property:** The District does not own or control any site off campus.

### SMOKE FREE CAMPUS

In accordance with Board Policy 3570, Cuyamaca College is a smoke-free/tobacco-free facility. Violation of this policy will result in appropriate disciplinary penalties for both students and employees. Any District public safety official may warn or cite any person who is in violation of this policy.

### PETS ON DISTRICT PROPERTY

Unless animals are involved in the instructional process, all District property is closed to dogs and other pets, with the exception of guide dogs for the visually impaired and disabled.

### POLICE SERVICES COMPLAINT PROCEDURE

The Sheriff's Department realizes it must be responsive to all persons in the community. If you are not satisfied with the performance of any members of the Department, we need to know the specifics. The District and the Sheriff's Department pledge to respond swiftly, thoroughly, and fairly to all reports of unsatisfactory service. To file a written complaint, go to the District Public Safety Office at either campus. Besides completing a written report, you are also encouraged to personally discuss the situation with a Sheriff's Supervisor at (619) 644-7654 or x7654.

### LOST & FOUND

Lost and Found items should be returned to CAPS. To check if an item has been turned in, call (619) 644-7654 or stop by CAPS.

## EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

The EOPS Program at Cuyamaca College is designed to recruit, inform and assist students who have been identified as economically and educationally disadvantaged. Eligible students are assisted by qualified counselors who provide the necessary academic and personal support services to enable them to succeed at Cuyamaca College. Services may include, but are not limited to, personal and academic counseling, transfer advising, peer advising and advocacy, financial assistance in the form of book grants, orientations, seminars, and courses for student success.

The EOPS office is located in the Student Services One-Stop Center, Bldg A-300. You may contact us at (619) 660-4204 or visit our website at [www.cuyamaca.edu/student-support/additional-support-and-assistance-programs/eops/index.php](http://www.cuyamaca.edu/student-support/additional-support-and-assistance-programs/eops/index.php).

## UNLIMITED POTENTIAL! (UP!) PROGRAM

The UP! Program, sponsored by EOPS and Financial Aid, is designed to assist students who have been in foster care or guardianships, as well as students who are homeless. Students may receive EOPS and/or CARE services as well as counseling case management, personalized financial aid assistance, resource referrals, mentoring, life skills workshops, and cohort building events and orientations.

The program is located within the EOPS office in the Student Services One-Stop Center, Bldg A-300. You may contact us at (619) 660-4204 or visit our website at [www.cuyamaca.edu/student-support/additional-support-and-assistance-programs/eops/unlimited-potential-up-program.php](http://www.cuyamaca.edu/student-support/additional-support-and-assistance-programs/eops/unlimited-potential-up-program.php)

## FINANCIAL AID

### PURPOSE OF FINANCIAL AID

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

Financial need is determined by the information provided by applicants on the Free Application for Federal Student Aid (FAFSA). Cuyamaca College will attempt to meet the need by offering assistance through the financial aid programs available.

### GROSSMONT-CUYAMACA PROMISE PROGRAM

FREE college for first year students! Go to MyCollegePromise.net to find out how!

## FINANCIAL AID PROGRAMS

### GRANTS

#### CALIFORNIA COLLEGE PROMISE GRANT (FORMERLY THE BOARD OF GOVERNOR'S FEE WAIVER)

The promise grant is a state program that waives the enrollment fee for students who are residents of California (or are eligible under AB540 or AB 1899) and have financial need. Students will be considered for a promise grant as part of the financial aid application process and may apply by completing a financial aid application (FAFSA or California Dream Act application). **Please note that refunds are not retroactive to a prior semester.**

#### MINIMUM REQUIREMENTS FOR MAXIMUM SUCCESS.

Once you've qualified for the fee waiver, it's important to ensure that you're meeting the academic and progress standards in order to avoid losing the fee waiver.

#### ACADEMIC – SUSTAIN A GPA OF 2.0 OR HIGHER

If your cumulative GPA falls below 2.0 for two consecutive primary terms (fall/spring semesters, or fall/winter/spring quarters), you may lose your fee waiver eligibility.

#### PROGRESS – COMPLETE AT LEAST 50% OF YOUR COURSEWORK

If the cumulative number of courses you successfully complete falls below 50% in two consecutive primary terms (fall/spring semesters or fall/winter/spring quarters), you may lose your fee waiver.

#### COMBINATION OF ACADEMIC AND PROGRESS STANDARDS

Any combination of two consecutive terms of cumulative GPA below 2.0, and/or cumulative course completion less than 50% may result in loss of fee waiver eligibility.

#### HOW TO REGAIN ELIGIBILITY.

If you lose eligibility for the fee waiver, there are a few ways that you can have it reinstated:

- Improve your GPA or Course Completion measures to meet the academic and progress standards.
- Successful appeal regarding extenuating circumstances.
- Not attending your school district for two consecutive primary terms.

The appeals process for extenuating circumstances includes:

- Verified accidents, illness or other circumstances beyond your control
- Changes in economic situation
- Evidence of inability to obtain essential support services
- Special consideration factors for CalWORKs, EOPS, DSPS.
- Disability accommodations not received in a timely manner.

Students appeal through the Admissions & Records Office.

Please note that foster youth and former foster youth (age 24 years and younger) are not subject to loss of the fee waiver under these regulations.

**Bureau of Indian Education:** The BIE's mission "is to provide quality education opportunities from early childhood through life in accordance with a tribe's needs for cultural and economic well-being, in keeping with the wide diversity of Indian tribes and Alaska Native villages as distinct cultural and governmental entities." The Bureau of Indian Education has established links to various scholarships to be used by qualified Native Americans students. The American Indian scholarships can be found on the BIE website [www.bie.edu](http://www.bie.edu). Individual grants and scholarships are awarded based on the specific requirements outlined by each nation, tribe, and Alaskan Village. The educational department of each nation, tribe, or Alaskan Village can assist students in applying for grant and scholarship. To receive financial assistance most nations, tribes, and Alaskan Villages require that their students complete the FAFSA as well as any other forms required by individual financial aid departments. In addition, each nation, tribe, and Alaskan Villages will determine blood requirements to be considered for new membership in the individual nations, tribes, or Alaskan Villages.

**Cal Grants:** There are three types of Cal Grants, administered by the California Student Aid Commission (CSAC). These grants are for California residents and other qualified non-residents who will be attending a California college or university. To apply for Cal Grant A, B and C, submit a FAFSA or California Dream Act application and a GPA Verification form postmarked by March 2, prior to the academic year. For more information on Cal Grants visit [www.csac.ca.gov](http://www.csac.ca.gov). For GPA verification, once a student has completed 16 degree applicable units, the Cuyamaca College Admissions and Records Office will automatically send the GPA to CSAC.

**Cal Grant Community College Deadline:** Community college students who miss the March 2 priority deadline may continue to apply for a limited number of special community college Cal Grants (A or B) until September 2. Students must list a California community college on their FAFSA or California Dream Act application and submit the FAFSA and a GPA Verification form postmarked by September 2. For GPA verification, once a student has completed 16 degree applicable units, the Cuyamaca College Admissions and Records Office will automatically send the GPA to CSAC.

**Cal Grant A:** Cal Grant A provides assistance to students from low and middle income families who will be attending tuition-charging institutions after leaving Cuyamaca College. Cal Grant A pays tuition charges at public California colleges or universities and up to \$9,084 of tuition charges at private non-profit California colleges or universities.

**Cal Grant B:** Cal Grant B provides access costs for low income students up to \$1,672 per year for up to four years and pays tuition charges at public California colleges or universities and up to \$9,708 of tuition charges at private California colleges or universities for the second through fourth year.

**Cal Grant C:** Cal Grant C is for vocational students from low and middle income families. The maximum award is \$1094 at Cuyamaca College. To qualify, the student must be enrolled in an approved vocational course of study from four months to two years in length. Cal Grant C's are awarded for the length of the vocational course.

**Student Success Completion Grant:** A state financial aid program available for Cal Grant B and C recipients attending a California Community College to encourage accelerated completion of the student's educational goal. Approximate yearly amount can be up to \$4,000. This program is funded by the State of California and administered by the State Chancellor's Office.

**Chafee Grant:** The California Chafee Grant program is available for current or former foster youth to use for career and technical training or college courses. The maximum grant amount is \$5,000 per year. Students must be enrolled in six or more units each semester to be eligible. For questions regarding eligibility, please contact the Financial Aid Office at 619-660-4291 or the EOPS Office at 619-660-4293 or go to [chafee.csac.ca.gov/](http://chafee.csac.ca.gov/).

**Child Development Grant:** The Child Development Grant program is administered by the California Student Aid Commission (CSAC). The program is designed for students who are attending a California Community College or four-year institution and pursuing a Child Development permit to teach or



supervise in licensed children's centers. You can receive up to \$1,000 each academic year and you must sign a service commitment agreement to provide one full year of service in a licensed children's center for every year you receive the grant.

**Federal Work Study (FWS):** FWS is a federally-funded program which gives students the opportunity to earn part or all of their financial need by working on campus while in school. Jobs available include teacher's aide, clerk, groundskeeper, custodian and lab assistant. The student's wage will be based on the current student hourly wage schedule at time of employment, level of service, education, training and experience.

**Federal Pell Grant:** The Federal Pell Grant is available for undergraduate study until students receive their first bachelor's degree to a maximum of six years of full time study. Federal Pell Grants range from \$650 to \$6,495 per academic year depending upon the "Expected Family Contribution" (as determined by the federal government), the cost of attendance and the student's enrollment status. Amounts subject to change based on the Federal Pell Grant Payment Schedule. Undergraduate students who have submitted a valid Student Aid Report (SAR) may qualify for the Federal Pell Grant.

**Federal Supplemental Educational Opportunity Grant (FSEOG):** FSEOG is a federal grant program for undergraduate students who have "exceptional need" and who have not received a bachelor's degree. First priority will be given to students enrolled full-time with an Expected Family Contribution (EFC) of 900 or below. Generally, the maximum FSEOG award at Cuyamaca College will be \$400 per academic year.

### SCHOLARSHIPS

Scholarships are an untapped fund that is available throughout the year. Learn how to effectively search and apply for scholarships. Learn how you are the key to your own success when searching and applying for scholarships. Apply for Cuyamaca College scholarships online using the Cuyamaca College AcademicWorks scholarship application on our scholarship website. For additional scholarship information, contact the Cuyamaca College Scholarship Specialist and setup an appointment at (619) 660-4537 or go to [www.cuyamaca.edu/financial-aid/index.php](http://www.cuyamaca.edu/financial-aid/index.php).

### LOANS

**William D. Ford Direct Loan:** The Direct Loan is a low-interest loan made to the student by the federal government to help the student pay for his or her education. The interest rate is fixed. Grade level one students may borrow a base amount of \$3500 (subsidized and/or unsubsidized) per academic year. Grade level two students may borrow a base amount of \$4500 (subsidized and/or unsubsidized) per academic year. Additional unsubsidized amounts may also be available. Total borrowing for dependent students may not exceed \$31,000 for all undergraduate study. To apply for a Direct Loan, a student must first apply for federal financial aid via the FAFSA.

**Subsidized Direct Loan:** These loans are available to students who demonstrate financial need. Students who are eligible to apply for a subsidized Direct Loan based upon need qualify to have the federal government pay the interest on their loan while they are in school.

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

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

### OTHER SOURCES OF FUNDS

Other assistance programs are available for students through government agencies such as the County Department of Social Services, Social Security Administration and Veterans Administration. When a student applies for assistance through the Financial Aid Office, documentation of the money received from these programs is required.

Please check with the Career and Student Employment Center regarding job announcements. The Center is located in A-221 in the Student Services One-Stop Center.

### WITHDRAWALS AND REPAYMENT OF FINANCIAL AID FUNDS

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

For example, if a semester starts on August 21 and you withdraw from all of your classes on October 23, you will have "earned" 63 days worth of financial aid eligibility. The amount you have to repay will depend on the number of days you were enrolled compared to the number of days in the semester. For example, if there are 121 days in the semester, you would have only earned 52% of the aid you received (63 days/121 days in the term = 52%). If you had received a \$1,500 Pell Grant award for the semester, you would have only earned \$780 of the Pell Grant (\$1,500 x 52% = \$780). Because you have received \$720 more financial aid than you "earned" (\$1,500 - \$780 = \$720), you will be required to repay half of the amount you did not earn. The amount you would be required to pay back in this case would be no more than \$360.

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

If you are required to repay funds to the federal government, you will be billed and have 45 days to repay the funds in full or to set up a repayment schedule. You will be ineligible

for any further financial aid at any college in the United States until you have repaid the funds in full or you have set up a repayment schedule and make repayments according to the repayment schedule.

### BUDGETS

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

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

The following budgets\* for the 2022-23 academic year are based on enrollment of six (6) or more units at Cuyamaca College:

Housing Status	Living with Parent(s)	Living away from Parent(s)
Fees*	\$ 1,342	\$ 1,342
Books and Supplies	1,750	1,750
Food and Housing	8,900	17,500
Personal Expenses	3,000	3,300
Transportation	1,200	1,200
<b>TOTAL</b>	<b>\$16,192</b>	<b>\$25,092</b>

\*Amounts subject to change. Contact the Financial Aid Office or go to [www.cuyamaca.edu/financial-aid/index.php](http://www.cuyamaca.edu/financial-aid/index.php) for current budget amounts.

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

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

## HEALTH & WELLNESS CENTER

To promote the health and well-being of students, the Health & Wellness Center is maintained by a registered nurse who evaluates, educates and cares for the health needs of Cuyamaca College students and staff. Services are available on a confidential basis and include: health screenings (body composition analysis and blood pressure); tuberculosis clearance risk assessment and testing; basic first-aid and illness/injury assessments; and referrals to community health resources. The Health &

Wellness Center is also a health education resource providing up-to-date information on topics related to stress management, nutrition, exercise, sexual assault prevention, substance abuse, birth control, communicable disease control and prevention, and more. Students are encouraged to visit the Health & Wellness Center website ([www.cuyamaca.edu/student-support/health-and-wellness-center/index.php](http://www.cuyamaca.edu/student-support/health-and-wellness-center/index.php)) to explore the resources available. Short-term personal counseling is also available, which offers students the opportunity to improve their well-being by discussing, processing, and working through challenges in their life with trained counselors. For personal counseling appointments, email [cuyamacahealthandwellness@gmail.com](mailto:cuyamacahealthandwellness@gmail.com), eSARS (<https://web4.gcccd.edu/Cuyamaca/eAdvising/Health/Login.aspx>) on the personal counseling website, or call (619) 660-4200. Students can submit a question to a personal counselor or a nurse via eAdvising ([web4.gcccd.edu/Cuyamaca/eAdvising/Health/Login.aspx](http://web4.gcccd.edu/Cuyamaca/eAdvising/Health/Login.aspx)) located on the Health Services and Personal Counseling websites ([www.cuyamaca.edu/student-support/health-and-wellness-center/mental-health-counseling.php](http://www.cuyamaca.edu/student-support/health-and-wellness-center/mental-health-counseling.php)). The mandatory health fee which supports these services also provides for insurance coverage should a student be injured during a supervised, on-campus or school-related activity. Insurance forms are available at the Health and Wellness Center. Students that depend exclusively upon prayer for healing according to the teaching of a bona fide religious sect, denomination or organization may petition for an exemption from the health fee by submitting a written request to the Student Affairs Office. Please contact the Health Center at (619) 660-4200.

## HIGH SCHOOL AND COMMUNITY RELATIONS (OUTREACH)

The overall mission of High School and Community Relations is to facilitate equitable access and student success by providing community members, prospective students, and current students with useful information regarding college pathways and informing them of the college's programs and services, while encouraging, guiding, and empowering students to pursue higher education. High School and Community Relations, also known as Outreach, is a primary point of access to the institution. Outreach provides comprehensive contact information and general descriptions for many aspects of the institution. The Outreach Department meets the introductory informational needs of the campus community: students, faculty members, staff, prospective students and their family members, and general visitors.

Specific services provided by the Outreach staff include distribution of printed information about the college and its programs, visits to schools for career fairs, college nights, peer advising, interactive presentations, and conducting enrollment workshops at local high schools. Tours of the college campus are also provided.

Outreach invites all prospective students and interested members of the community to take advantage of the programs and services offered. Please contact the High School and Community Relations (Outreach) office, located in A-104 or call (619) 660-4264, [cuyamaca.outreach@gcccd.edu](mailto:cuyamaca.outreach@gcccd.edu).

## INSTITUTIONAL EFFECTIVENESS, SUCCESS, AND EQUITY (IESE)

The Institutional Effectiveness, Success, and Equity (IESE) office aims to advance student success and equity by integrating, aligning, and sustaining improvement efforts across the College. IESE provides coordination, support, and collaborative leadership for the college's planning, assessment, evaluation, and equity efforts to advance the College's mission. We approach this work with a social justice lens to advance equity and excellence. The IESE unit includes the institutional effectiveness, equity, strategic planning, assessment, engagement and validation, and institutional research functions. For additional information, please contact Brianna Hays, Senior Dean of Institutional Effectiveness, Success and Equity at [brianna.hays@gcccd.edu](mailto:brianna.hays@gcccd.edu).

## INTERCOLLEGIATE ATHLETICS

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

The Cuyamaca College Coyotes' basketball, cross country, golf, soccer, track & field and volleyball teams compete in the Pacific Coast Conference, which consists of the following colleges: Grossmont, Imperial Valley, Mira Costa, Palomar, San Diego City, San Diego Mesa, San Diego Miramar, and Southwestern.

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

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

## LEARNING AND TECHNOLOGY RESOURCES - LTR

### LIBRARY

Cuyamaca Library is committed to connecting students with the world of ideas and information.

To this end, the Library fosters student success by leading information literacy efforts.

We excel in:

- teaching information literacy skills for student academic development;
- ensuring equitable access to scholarly and diverse resources of information;
- integrating librarians, programs, and services into the academic curriculum;
- creating comfortable and safe spaces conducive to study, research, and interaction.

Cuyamaca Library has a positive reputation. Students recognize the Library for its attention to service and commitment to instruction. Students consider Cuyamaca Library essential to their success.

### TECHNOLOGY

**Computer Access:** Cuyamaca College has computer labs available for student use in the following locations:

- Tech Mall, E-121
- Stem Center, H-Building

**Computer Help Desk:** The Help Desk is your best resource for troubleshooting technical difficulties such as login issues for student email, campus network, campus Wi-Fi, library database, or Canvas.

Phone: (619) 660-4395

Email: [c-helpdesk@gcccd.edu](mailto:c-helpdesk@gcccd.edu)

Web: [www.cuyamaca.edu/helpdesk](http://www.cuyamaca.edu/helpdesk)

Wi-Fi is also available for currently enrolled students who choose to bring their own devices (Cuyamaca Wireless). If you need technical assistance with accessing the Wi-Fi using your student account, our on-site technical staff is available to assist you in the Tech Mall (E-121).

## PATHWAY ACADEMY: A GUIDE TO STUDENT SUCCESS

Pathway Academy provides students with a clear guided pathway to reach their academic goals during their first and second years of college. Pathways aspires to provide students with the proper academic and support services to ensure a positive first time college experience at Cuyamaca College. Pathway Academy helps students develop the self-directed learning process to foster a sense of confidence, independence, and personal success. In order to create this impactful college experience, Pathway Academy provides students with the following services, access to accelerated courses in Math, English, and ESL; peer mentoring; priority registration; personalized course management; workshops in financial aid; a

Summer bridge Program; parent orientations; University field trips; career exploration, and much more! Whether you are seeking to earn an associate's degree, a career and technical education certificate, or transferring to a four-year university, Pathway Academy is the fast lane to your educational success! Please visit our webpage for more information: [www.cuyamaca.edu/student-support/additional-support-and-assistance-programs/pathway-academy/index.php](http://www.cuyamaca.edu/student-support/additional-support-and-assistance-programs/pathway-academy/index.php)

## STUDENT PICTURE I.D. CARD

A Student Picture I.D. Card is required for access to library check-out services and may be required for some laboratory classes. After you have completed the registration process (new students must wait 24 hours), please come to one of the two Student Picture I.D. Offices for this FREE card. You must present a valid government issued identification card. The offices are located in the Tech Mall (Room E-121, Business & Technology Building) and in Admissions & Records, at the One Stop, Room A-300. Every Cuyamaca College student is allowed one Student Picture I.D. Card while attending Cuyamaca College. Phone: (619) 660-4649.

## TRANSFER CENTER

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

The Transfer Center provides a variety of services including: hosting four-year university representatives, online counseling options, transfer fairs, application workshops and Transfer Achievement

Celebration to honor those students who will be going on for a Bachelors degree. For additional information call visit [cuyamaca.edu/transfer](http://cuyamaca.edu/transfer) or call us at (619) 660-4439.

## TUTORING

We Make Good Students Better! Tutoring services are free, and students may begin using services at any point in the semester. Learning Assistants -- most of whom are current or former Cuyamaca students, themselves -- help students adapt to college, learn course skills and content, refine general study skills and strategies, and become more confident, independent learners. Tutoring is offered in online, email, and in-person formats through various campus locations as well as through the Cuyamaca Virtual

Tutoring Center. For more information and/or to request an appointment, please click on the blue "Tutoring" link in your course Canvas container, email [cuyamaca.tutoring@gcccd.edu](mailto:cuyamaca.tutoring@gcccd.edu), visit the Tutoring website at [www.cuyamaca.edu/tutoring](http://www.cuyamaca.edu/tutoring), or leave a voicemail at (619) 660-4525.

### ACADEMIC RESOURCE CENTER

The ARC is located on the first floor of the Library building in room C-102. Tutoring is available to support student learning in a wide variety of academic and career education programs. Individual, group and online tutoring sessions are available by appointment. (Lab tutoring hours are also available when scheduling permits). Please visit our website for more information and current hours at [www.cuyamaca.edu/tutoring](http://www.cuyamaca.edu/tutoring), email [Cuyamaca.tutoring@gcccd.edu](mailto:Cuyamaca.tutoring@gcccd.edu), or leave a voicemail at (619) 660-4525.

### STEM ACHIEVEMENT CENTER

The STEM Achievement Center is located in the H building, and provides individual and group tutoring services in the Sciences, Engineering, and Mathematics. Students have access to graphing calculators and textbooks check-out during tutoring hours. The STEM Achievement Center hosts a 36 station computer lab and Wi-fi for student to use. Please, visit our website for more information and current hours at [www.cuyamaca.edu/tutoring](http://www.cuyamaca.edu/tutoring), or email [Cuyamaca.tutoring@gcccd.edu](mailto:Cuyamaca.tutoring@gcccd.edu), or leave a voicemail at (619) 660-4525.

### WRITING CENTER

The Writing Center, located in B-167, provides support for students in any course who would like assistance with reading, writing, or ESL skills. Individual, group and online tutoring sessions are available by appointment. The Writing Center's computer lab with wireless Internet access provides a supportive environment in which students may work on course-related assignments. Please visit our website for more information and current hours at [www.cuyamaca.edu/tutoring](http://www.cuyamaca.edu/tutoring), email [Cuyamaca.tutoring@gcccd.edu](mailto:Cuyamaca.tutoring@gcccd.edu), or leave a voicemail at (619) 660-4525.

## UMOJA

*Umoja*: a Kiswahili word meaning Unity

The Umoja Community is a statewide organization that exist to assist African American, and other historically underrepresented students with their academic achievement in community college. It seeks to engage, connect, support, and encourage students through academic and personal growth courses. For additional information please visit [cuyamaca.edu/umoja](http://cuyamaca.edu/umoja).

### UMOJA PROGRAM BENEFITS:

- Career, Academic and Personal Counseling
- Mentoring
- Math Support
- Accelerated classes
- Deeper understanding of African American literature and themes
- Opportunities to attend Umoja sponsored conferences and events
- Cultural Field Trips
- University visits
- Access to Umoja Community scholarships

- Increased self-confidence
- Lifelong friendships
- Community Service Opportunities

## VERIFIED HOMELESS YOUTH

### CUYAMACA CARES

In keeping with AB 801, AB 1747, AB 1995, Cuyamaca College has established the Cuyamaca Cares program to assist students in transition. As part of this program, verified homeless youth students enrolled at Cuyamaca College or Grossmont College may be eligible for the following:

- Priority enrollment (Group 1)
- California College Promise Grant fee waiver, which waives the \$46/unit enrollment fee
- Use of Shower Facilities  
Due to the pandemic, the shower facilities are closed
- Food Pantries  
Please visit the Cuyamaca Cares web page for information on food pantries: [www.cuyamaca.edu/student-support/cuyamaca-cares/index.php](http://www.cuyamaca.edu/student-support/cuyamaca-cares/index.php)

For more information, students can contact:

- Pam Fleming, Financial Aid Homeless Youth Liaison  
Financial Aid Office (619) 660-4291  
[Pam.Fleming@gcccd.edu](mailto:Pam.Fleming@gcccd.edu)
- Kaylin Rosal, Cuyamaca Cares Coordinator  
[Cuyamaca.Cares@gcccd.edu](mailto:Cuyamaca.Cares@gcccd.edu)

# Academic Policies and Procedures

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## ACADEMIC HONESTY/ DISHONESTY POLICIES

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

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

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

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

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

1. Academic dishonesty is normally dealt with as an academic action by the instructor, reflected in the student's grade in the particular course rather than through college disciplinary procedures.
2. No specific departmental, divisional or institutional procedures are established for academic dishonesty other than the normal process for review and appeal of an instructor's grading procedures.
3. Other disciplinary procedures (e.g., dismissal, removal, etc.) will be used only if the student disrupts the class or is otherwise abusive or threatening or violates any other college policy.
4. Academic dishonesty is defined as the act of obtaining or attempting to obtain credit for work by the use of any dishonest, deceptive or fraudulent means. Examples of academic dishonesty would include but not be limited to the following:
  - a. Copying either in part or in whole from another's test or examination;
  - b. Discussion of answers or ideas relating to the answers on an examination or test when such discussion is prohibited by the instructor;
  - c. Obtaining copies of an exam without the permission of the instructor;

- d. Using notes, "cheat sheets," or otherwise utilizing information or devices not considered appropriate under the prescribed test conditions;
- e. Altering a grade or interfering with the grading procedures in any course;
- f. Allowing someone other than the officially enrolled student to represent the same;
- g. Plagiarism, which is defined as the act of taking the ideas, words or specific substantive material of another and offering them as one's own without giving credit to the source.

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

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

### COMPUTER SOFTWARE COPYRIGHTS

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

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

services to persons who have been identified as engaging in these acts.

3. The user is responsible for complying with whatever terms or conditions are specified in the license agreement or copyright statement which accompanies individual software acquisition.

## ACADEMIC RENEWAL

When previously recorded Cuyamaca College work is not reflective of a student's present level of demonstrated ability, this policy will allow alleviation of substandard work. Academic renewal cannot be used to set aside course work which has been used to meet degree, certificate or certification requirements.

When courses are alleviated, grades in courses remain on the student's record but are not used in the computation of the GPA. Academic renewal does not provide an exception to the course repetition policy.

### CRITERIA

Substandard coursework completed in the Grossmont-Cuyamaca Community College District may be alleviated subject to all of the following criteria:

1. The student has requested the action formally and has presented evidence that coursework is substandard and not representative of present scholastic ability and level of performance.
2. At least one year has elapsed and the student has completed, at any accredited post-secondary institution, at least 15 units of coursework with at least a 2.0 GPA. All courses taken subsequent to the course(s) or semester to be alleviated will be used in computing the GPA. Units completed with P/NP will not count towards the fulfillment of this requirement.
3. The student may select Option I or Option II. The student may not apply for both.

Option I: A maximum of any 24 units of substandard coursework (grades D or F only) may be alleviated. This option may be approved twice subject to a total of 24 units.

Option II: Two complete semesters in which the semester GPA is below 2.0 may be alleviated. Courses taken at Cuyamaca College and Grossmont College during the same semester shall be combined and counted as one semester.

### PROCEDURE

1. The student must formally request a review of substandard work to be alleviated.
2. All transcripts from previously attended colleges must be on file in the Admissions & Records Office.
3. The Petitions Committee shall review all requests for academic renewal. The committee will determine if all criteria have been met. Determination by the committee shall be final.
4. In the event of admission to Cuyamaca College as a transfer student from other colleges where course work has been alleviated, such alleviated course work will be counted toward the maximum of alleviated work allowed.
5. When such action is taken, the student's permanent academic record shall be annotated so that it is readily evident to

all users of the record that no work taken during the alleviated semester(s), even if satisfactory, apply toward degree requirements. However, all work will remain legible on the record insuring a true and complete academic history.

## ACCESS TO EDUCATIONAL PROGRAMS

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

## ADDING COURSES

During the official add period for each class, a student may add courses by following the procedure as outlined in the class schedule. Visit the website [www.cuyamaca.edu](http://www.cuyamaca.edu).

Students may only enroll in 18 units per semester or 8 units in summer session.

Students may enroll in more than 18 units per semester or 8 units in summer session with an overload petition. Overload petitions can be submitted prior to the start of the semester if the class is still open and with approval from a counselor. Overload petitions must be submitted with an add code and approval by a counselor.

## ATTENDANCE REQUIREMENTS

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

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

## AUDITING COURSES

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

1. Audit enrollment will not be permitted until students have completed the allowable number of repeat courses. Courses are determined through agreement between the department and the appropriate administrator. Priority class enrollments are

given to students desiring to take the course for credit. No student will be permitted to enroll for audit purposes until the day following census.

2. A nonrefundable audit fee of \$15 per unit plus any required student or instructional materials fee (e.g., health fee, materials fee) shall be payable at the time of enrollment as an auditor. **Fees are not refundable.**
3. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged a fee to audit three or fewer units per semester. If the student drops below the 10-unit level, the \$15 per unit audit fee will be assessed.
4. Audit enrollment will be based on "seats available" and will not be used to count toward minimum enrollment requirements. If a class closes after an auditor has been admitted, the auditor may be asked to leave to make room for the credit students. Instructor discretion is strongly recommended. Audit enrollments which allow faculty to be eligible for a large class bonus will not be counted.
5. No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for that course.
6. Permission to audit a class is done at the discretion of the instructor and with the instructor's signed permission.
7. No credit will be received for auditing a course. The college will not maintain any attendance or academic records for MIS reporting.

Courses that may be audited will be listed in the course schedule.

## CANCELLATION OF COURSES

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

## CATALOG RIGHTS

For purposes of graduation from Cuyamaca College, a student who maintains continuous attendance in the Grossmont-Cuyamaca Community College District may elect to meet the requirements in effect at the time they began their studies in the Grossmont-Cuyamaca Community College District, or any catalog year thereafter. Catalog rights will start upon enrollment in the Grossmont-Cuyamaca Community College District and are maintained by continuous enrollment.

## CONTINUOUS ENROLLMENT

Students may maintain their continuing student status for catalog rights purposes provided that they receive an official grade on their permanent record in the Grossmont-Cuyamaca Community College District. Students must attend at least one semester during an academic year without missing two consecutive semesters. Summer sessions are not included in determining continuous enrollment status.

## COURSES TAKEN OUT OF SEQUENCE

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

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

## DROPPING COURSES

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

Late withdrawal from a class after the drop deadline may be authorized in the event of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student. The student must file a petition in the Admissions and Records Office with documentation for review by the Petitions Committee. Late withdrawal results in a "W" on your transcript and no refund of enrollment fees as per Title 5 section 55024 and 58508.

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

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

Once a substandard grade or withdrawal is recorded on your transcript it becomes a part of the student's permanent record.

## EMERGENCY ABSENCES OF SHORT DURATION

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

## EXAMINATIONS

### FINAL EXAMINATIONS

Students may not be excused from final examinations. Instructors should not give final examinations at other than the regularly scheduled time. Instructors shall notify their Division Dean in writing if an early examination

is being given to a student. This notification should include the title of the course, the reason why the early examination is authorized, and the name of the student. In the event that severe illness or other emergency prevents the student from taking a final examination during the regularly scheduled time, the instructor may allow the student to make up the final examination according to provisions of the incomplete grade policy.

### **CREDIT BY EXAMINATION**

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

1. The student be registered at Cuyamaca College and be in good standing.
2. The course be listed in the Cuyamaca College catalog and identified below as one for which Credit by Examination may be granted.
3. The unit value may not be greater than that listed for the course in the catalog.
4. Units earned in this manner do not count toward the 12 units required in residency.
5. Students have not enrolled in, or completed, the same course or an advanced course at any college in the area in which Credit by Examination is requested.
6. Petitions for Credit by Examination must be submitted by the end of the second week of classes for a semester or by the end of the first week of classes for a summer session.

### **CREDIT BY EXAMINATION PROCEDURE**

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

Courses for which Credit by Examination may be given: ART 120, 124; ASTR 110; AUTO 141; CADD 115; GD 110; MUS 118, 232, 233.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

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

employees acting in the students' educational interests are allowed access to student education records within the limitations of their need to know.

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

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

### **WHAT IS DIRECTORY INFORMATION?**

Directory information is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The Grossmont-Cuyamaca Community College District has defined directory information to include:

- Name, address, phone number, email address, dates of attendance and enrollment status (full-time, part-time)
- Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members
- Degrees and awards received by students, including honors, scholarship awards, athletic awards, Vice President's and President's recognition

If you wish to opt-out of directory information, please visit the Admissions and Records Office to submit your request.

## **GRADE NOTIFICATION**

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

- **VIA THE INTERNET** - Grades are available by logging on to *WebAdvisor* at [www.cuyamaca.edu](http://www.cuyamaca.edu). Select the View/Print Grades option for the requested semester and year.
- **IN PERSON** - Grades for the previous semester are available to students who present a photo I.D. at the Admissions and Records Office.

## **GRADES-FINAL**

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

## **GRADING SYSTEM**

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

- A+**
- A** Excellent
- A-**
- B+**
- B** Good
- B-**
- C+**
- C** Satisfactory
- D** Passing, less than satisfactory
- F** Failing
- W** Withdrawal (issued to students who withdraw before the final drop deadline). Students who are enrolled after the final drop date must receive a letter grade (A-F).
- EW** Excused Withdrawal: The "EW" symbol may be used as described in, and in accordance with Title 5, section 55024. (1) "Excused Withdrawal" (EW) occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting his or her ability to complete a course(s) and may include a job transfer outside the geographical region, an illness in the family where the student is the primary caregiver, when the student who is incarcerated in a California state prison or county jail is released from custody or involuntarily transferred before the end of the term, when the student is the subject of an immigration action, or other extenuating circumstances as described in (a)(2), making course completion impracticable. In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer. Upon verification of these conditions and consistent with the district's required documentation substantiating the condition, an excused withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. The withdrawal symbol so assigned shall be an "EW." (2) Excused withdrawal shall not be counted in progress probation and dismissal calculations. (3) Excused withdrawal shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt. (4)

In no case may an excused withdrawal result in a student being assigned an "FW" grade.

**MW** Military Withdrawal awarded to active or reserve military personnel upon receipt of military orders compelling a withdrawal from courses.

**P** Pass formerly CR (Credit), (C or higher) units are not calculated in GPA.

**NP** No Pass formerly NC (No Credit), (less than a C) units are not calculated in GPA. Pass or No Pass may be assigned only if the course is indicated as pass/no pass or if the student has elected this option.

**I** Incomplete - Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term, may result in an "I" symbol being entered in the student's record. An incomplete grade may be given only after the student has contacted the instructor; awarding of an "I" is at the discretion of the instructor.

The "I" may be made up no later than one semester following the end of the term in which it was assigned. The "I" symbol shall not be used in calculating units attempted nor for grade points. A student may petition for extension of the time limit for removal of the incomplete. The petition must include evidence of approval from the instructor.

Both the instructor and the student must complete and sign the Incomplete Grade Contract form. Procedural details are printed on the back of that form.

**IP** In progress - The IP symbol indicates that work is "in progress," but that assignment of a grade must wait its completion. The IP symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate grade and unit credit shall be assigned and will appear on the student's permanent record for the term in which the course is completed. The IP shall not be used in calculating grade point averages.

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

P, NP, W, EW, MW, I, IP and RD grades are not used in computation of grade point average but the W, NP and I are used for purposes of progress alert and disqualification status.

#### GRADE POINT AVERAGE

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

- A+** 4.0 grade points per unit earned
- A** 4.0 grade points per unit earned
- A-** 3.7 grade points per unit earned
- B+** 3.3 grade points per unit earned
- B** 3.0 grade points per unit earned
- B-** 2.7 grade points per unit earned

**C+** 2.3 grade points per unit earned

**C** 2.0 grade points per unit earned

**D** 1.0 grade points per unit earned

**F** 0.0 grade points per unit attempted

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

## COMMENCEMENT CEREMONY

The Cuyamaca College Commencement ceremony is held every May or June for students who graduated in the Fall of the previous year, and candidates for Spring and Summer graduation. Summer graduates must meet with a counselor to facilitate participation in the Commencement ceremony.

Information regarding the Commencement ceremony is available in the Student Affairs Office. Students wishing to apply to receive a degree or certificate must file a Petition for Graduation in the Admissions and Records Office. Deadlines are printed in the catalog and class schedule.

## GRADUATION WITH HONORS

Students who have earned a 3.5 or better GPA in all degree-applicable college work attempted graduate with honors.

Official transcripts from all colleges attended must be on file in the Admissions and Records Office. However, if no course work on a transcript from another college is used to meet any degree requirement, students may exclude that entire transcript from being used to compute their overall GPA for graduation. Students electing this option need to make this request at the time they file an Evaluation for Graduation Request form in the Admissions and Records Office. An official transcript must be on file prior to request for exclusion. This option only applies to the GPA used to determine graduation with honors from Cuyamaca College. It will not affect transfer GPA and other colleges and universities may not calculate GPA for honors status the same way.

## HONORS

Students carrying 12 or more units at Cuyamaca College in which letter grades are earned ("Pass" grades not included), who maintain a 4.0 GPA during any semester, are placed on the President's List. Students who maintain a 3.5 to 3.9 GPA during any semester are placed on the Vice President's List.

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

Students who maintain a 3.5 to 3.9 GPA during any semester are placed on the District Vice President's List.

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

## MINIMUM LOAD REQUIREMENTS

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

1. Certification to the Department of Health, Education and Welfare that the student is attending full-time. Requirement: 12 or more units a semester, but a student should average 30 units a year.
2. Veteran Affairs certification for Chapters 30, 31, 32, 33, 35 and 1606.

#### Fall or Spring Semester

Full-time	12 units
Three-quarter time	9-11 1/2 units
One-half time	6-8 1/2 units
One-quarter time	3-5 1/2 units

#### Summer Session

Calculated on an individual class basis. Contact the Veterans Certifying Official in the Veterans Center for detailed information.

3. International students with an "F-1" visa issued by Cuyamaca College. Requirement: 12 or more units a semester.
4. Enrollment verifications for insurance benefits that a student is attending full-time. Requirement: 12 or more units a semester or 6 or more units for summer session.
5. Athletics - Eligibility to participate in Pacific Coast Conference intercollegiate athletics. Requirement: 12 or more units in courses for which NEW units of credit may be earned. Students should see Pacific Coast Conference and Cuyamaca College regulations for additional requirements.
6. Student Government - Eligibility to participate in student government as an office holder or in intercollegiate activities other than athletics. Requirement: 6 or more units during the semester of participation.
7. Financial Aid - Enrollment status for financial aid purposes are as follows:

Full-time:	12 or more units
3/4 time:	9 - 11.5 units
1/2 time:	6 - 8.5 units
Less than 1/2 time:	0.5 - 5.5 units

This applies to the fall and spring semesters and the summer session.

## PASS/NO PASS GRADING OPTION

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

In any course offered at Cuyamaca College, a student may elect to be graded on a "P/NP"



basis providing the course is not part of a Degree or Certificate of Achievement. In all cases, a student enrolled in a course must have met course prerequisites.

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

Some courses in the curriculum are offered exclusively on a "P/NP" basis. Credit units earned in these courses are exempt from the 12 unit restrictions. In all other courses that are not part of a Degree or Certificate of Achievement, the election to be graded on a "P/NP" basis is at the option of the student. Students electing to be graded on a "P/NP" basis shall establish that option in writing by the end of the fifth week of the semester. (Short-term classes will be allowed a proportionate amount of time.) Once the "P/NP" deadline has passed, the decision is irrevocable.

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

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

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

## PRE-COLLEGIATE BASIC SKILLS COURSES

Remedial coursework consists of pre-collegiate basic skills courses. The need for such coursework shall be determined using appropriate assessment instruments, methods, or procedures. Units earned in pre-collegiate basic skills courses may not be applied toward a degree or certificate. No student shall be required to enroll in remedial English or mathematics coursework that lengthens their time to complete a degree unless placement research that includes consideration of high school grade point average and coursework, shows that those students are highly unlikely to have success in transfer-level coursework in English and Mathematics.

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

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

Students may be granted a waiver to the limitation upon petition to a college in the District. Waivers will be granted only when the student shows significant and measurable

progress toward the development of skills necessary for college-level courses. Such waivers will be given only for a specified period of time or for a specified number of units.

## PREREQUISITES, COREQUISITES, RECOMMENDED PREPARATIONS, AND LIMITATIONS ON ENROLLMENT

Prerequisites, Corequisites and Recommended Preparations are listed in the Course Descriptions section of the catalog under each course listing.

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

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

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

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

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

### GROUND FOR CHALLENGE ARE:

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

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

### CHALLENGE PROCEDURE

Students who believe that they have sufficient grounds may challenge a prerequisite, corequisite, or limitation on enrollment. Students who challenge a prerequisite or corequisite after the start of the semester should speak with the Placement Center.

For more information about prerequisite clearance and challenges, please visit [cuyamaca.edu/prereqs](http://cuyamaca.edu/prereqs)

## PROBATION, DISMISSAL AND READMISSION

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

### PROBATION

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

### DISMISSAL

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

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

If, at the end of the third consecutive semester in which the student earned a cumulative GPA of less than 2.0 or whose cumulative records show the percentage of units is W,

I or NP is greater than 50%, the student will be dismissed. A notice that the student is dismissed will be sent to the student informing him/her that he/she is dismissed.

### READMISSION

After being dismissed, a student may not attend either college in the district for one semester. The student may attend summer school. Any student believing to be unjustifiably dismissed may file a petition with documentation to the Admissions and Records Office requesting that such dismissal be reconsidered. Students are encouraged to see a counselor for assistance with petitions. To facilitate the official adding of courses prior to the published add deadline, a petition for reinstatement should be submitted no later than ten working days prior to the published add deadline.

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

## PROGRAM DISCONTINUANCE

Cuyamaca College adheres to the GCCCD Governing Board Policy when elimination of a program is determined. When a program is discontinued, students are notified in writing of the program discontinuance. Students are given a timeline for completing the program and are advised of options.

## COURSE REPETITION

Repetition of courses at Cuyamaca College is allowable only in certain situations.

### SUBSTANDARD WORK

A course may be repeated in order to alleviate substandard academic work (D, F or NP) or if a "W" (withdrawal) was recorded. Students will be allowed to enroll in a course three times under this policy. Military withdrawals do not count in terms of repetition restrictions. If the course is offered at both colleges in the district, the student may repeat the course at either college. Only the last grade will be included in determining GPA and only those units will count towards graduation.

Students with extenuating circumstances may seek approval to enroll in a course a fourth time by submitting a petition to the Admissions and Records Office. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. The student must provide appropriate documentation. If approved, only the last grade will be included in determining GPA.

### SPECIAL CIRCUMSTANCES

A student may not repeat a course in which a "C" grade or higher was earned unless one of the following special circumstances apply.

1. A course may be repeated due to a significant lapse of time of no less than 36 months if there is an approved recency prerequisite for the course or program, or another institution of higher education to which the student seeks to transfer has a recency requirement. Only the last grade will be included in determining GPA.
2. A student with a disability may repeat a special class any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation.
3. A course may be repeated if there are extenuating circumstances which justify the repetition. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. The student must file a petition with appropriate documentation. Only the last grade will be included in determining GPA.
4. A student may repeat a course in occupational work experience as long as he/she does not exceed the limits on the number of units of cooperative work experience stated in the course description. The grade received each time shall be included for purposes of calculating the student's GPA.
5. A student may repeat a course any number of times if it is determined to be legally mandated. Proper documentation must be submitted to the Admissions & Records Office. Only the last grade will be included in determining GPA.
6. A student may repeat a course as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for employment or licensure. Proper documentation must be submitted to the Admissions & Records Office. Only the last grade will be included in determining GPA.

Academic renewal does not provide an exception to the course repetition policy. All courses that are repeated shall be recorded on the student's permanent academic record using an appropriate symbol.

## REPEATABLE COURSES

A course may be repeated if it is specifically designated as a "repeatable" course in the course listings. Repeatable courses are as follows:

- A. A course that is required to meet major requirements of the California State University (CSU) or University of California (UC). Proper documentation must be submitted to the Admissions & Records Office.
- B. Intercollegiate athletics courses and their accompanying conditioning courses.
- C. Intercollegiate academic or vocation competition courses. Enrollment is limited to four times for semester courses and applies even if the student receives a "W" or substandard grade.

The grade received each time a student takes a "repeatable course" shall be included in the student's grade point average (GPA).

## COURSES RELATED IN CONTENT

A student may not take courses in Art, Exercise Science, or Music that are related in content and have a similar primary educational activity more than four times. The limitation applies if a student receives a substandard grade or "W" during one or more of the enrollments.

A maximum of four enrollments in each of the groupings below in the Grossmont-Cuyamaca Community College District is allowed. Enrollment includes: course completed, W, NP, F, Incomplete.

	Cuyamaca College	Grossmont College
<b>Studio Arts Foundation:</b>		
ART 120	✓	✓
ART 129	✓	✓
ART 148	✓	
<b>Digital Arts Foundation:</b>		
ART 171	✓	✓
ART 172	✓	✓
ART 175	✓	✓
GD 105	✓	
GD 126	✓	
<b>Digital Arts-Drawing and Illustration:</b>		
ART 177	✓	✓
ART 184	✓	✓
ART 240	✓	✓
GD 225	✓	
<b>Human Figure Drawing:</b>		
ART 230	✓	✓
ART 231	✓	✓
ART 232	✓	
ART 233	✓	
<b>Drawing Foundations:</b>		
ART 124	✓	✓
ART 125	✓	✓
ART 224	✓	
ART 225	✓	
ART 241	✓	
ART 242	✓	
<b>Painting Foundations:</b>		
ART 121	✓	✓
ART 220	✓	✓
ART 221	✓	✓
ART 222	✓	✓
<b>Watercolor Painting:</b>		
ART 135	✓	
ART 235	✓	
ART 236	✓	
<b>Photography Foundations:</b>		
PHOTO 150	✓	✓
PHOTO 151	✓	✓
GD 210	✓	
GD 211	✓	
GD 212	✓	
<b>Total Body Fitness:</b>		
ES 004ABC	✓	✓
ES 006ABC	✓	✓
ES 021ABC	✓	✓
ES 024ABC	✓	✓
ES 011	✓	
ES 019ABC	✓	
<b>Mind/Body and Flexibility Fitness:</b>		
ES 026	✓	✓
ES 027	✓	✓
ES 028ABC	✓	✓
ES 013	✓	
<b>Muscle Development:</b>		
ES 005ABC	✓	✓
ES 023ABC	✓	✓
ES 014ABC	✓	

Cuyamaca College      Grossmont College

**Cardiovascular Fitness:**

ES 007ABC	✓
ES 008ABC	✓
ES 009ABC	✓
ES 017ABC	✓
ES 010	✓

**Combative Sports:**

ES 180ABC	✓
ES 185ABC	✓
ES 180	✓

**Racquet Sports:**

ES 060ABC	✓
ES 076ABC	✓

**Individual Sports:**

ES 125ABC	✓
ES 130ABC	✓
ES 012	✓
ES 037ABC	✓

**Team Sports/Gym:**

ES 155ABC	✓
ES 175ABC	✓

**Team Sports/Field:**

ES 170ABC	✓
ES 171ABC	✓
ES 172ABC	✓
ES 176ABC	✓

**Vocal Ensembles:**

MUS 136	✓
MUS 137	✓
MUS 236	✓
MUS 237	✓
MUS 138	✓
MUS 139	✓
MUS 238	✓
MUS 239	✓
MUS 158	✓
MUS 159	✓
MUS 258	✓
MUS 259	✓

**Jazz/Popular Ensembles:**

MUS 108	✓
MUS 109	✓
MUS 208	✓
MUS 209	✓
MUS 156	✓
MUS 157	✓
MUS 256	✓
MUS 257	✓
MUS 166	✓
MUS 167	✓
MUS 266	✓
MUS 267	✓

**Non-Western Ensembles:**

MUS 154	✓
MUS 155	✓
MUS 254	✓
MUS 255	✓

**Large Instrumental Ensembles:**

MUS 148	✓
MUS 149	✓
MUS 248	✓
MUS 249	✓
MUS 150	✓
MUS 151	✓
MUS 250	✓
MUS 251	✓
MUS 152	✓
MUS 153	✓
MUS 252	✓
MUS 253	✓

## SEXUAL HARASSMENT

Legal Background: Guidelines of Title VII of the Civil Rights Act focus upon sexual harassment as an unlawful practice. "Sexual harassment like harassment on the basis of color, race, religion or national origin, has long been recognized by the Equal Employment Opportunity Commission as a violation of Section 703 of Title VII of the Civil Rights Act as amended" (Federal Register, April 11, 1980). Interpretation of Title IX of the Education Amendments similarly delineates sexual harassment as discriminatory and unlawful.

Definition: Sexual harassment is defined in GCCCD Policy 3430 as the following:

Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from, or in, the work or educational setting when:

- Submission to the conduct is made a term or condition of an individual's employment, academic status, or progress;
- Submission to or rejection of the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or education environment; or
- Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual.

Process: Complaints must be filed within 180 days of the date the alleged unlawful discrimination occurred, except that this period shall be extended by no more than 90 days following the expiration of the 180 days if the complainant first obtained knowledge of the facts of the alleged violation after the expiration of the 180 days (California Code Regulations, Title 5, Section 59328e).

If the alleged harasser is a student, initial action on the complaints shall be the joint responsibility of the Dean, Student Affairs, and the Director of Employee and Labor Relations.

If the alleged harasser is an employee, initial action on the complaint shall be the joint responsibility of the employee's immediate supervisor and the Director of Employee and Labor Relations.

## STUDENT CODE OF CONDUCT

**GROUNDINGS FOR DISCIPLINARY ACTION**

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

in discipline if good cause exists (Education Code Section 76034).

- Causing, attempting to cause, or threatening to cause physical injury to another person.
- Possession, sale or otherwise furnishing any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from the Vice President of Student Services or designee.
- Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in California Health and Safety Code Sections 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
- Committing or attempting to commit robbery or extortion.
- Causing or attempting to cause damage to District property or to private property on campus.
- Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
- Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
- Committing sexual harassment as defined by law or by District policies and procedures.
- Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation or any other status protected by law.
- Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
- Willful misconduct that results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
- Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
- Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty as defined by the College's academic integrity standards.
- Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
- Unauthorized entry upon or use of District facilities.
- Lewd, indecent or obscene conduct or expression on District-owned or controlled property, or at District sponsored or supervised functions.
- Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts



on District premises, or the violation of lawful District regulations, or the substantial disruption of the orderly operation of the District.

- Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative procedure.
- Engaging in physical or verbal intimidation or harassment of such severity or pervasiveness as to have the purpose or effect of unreasonably interfering with a student's academic performance, or District employee's work performance, or of creating an intimidating, hostile or offensive educational or work environment.
- Engaging in physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions, authorized curricular or co-curricular activities or prevention of authorized guests from carrying out the purpose for which they are on District property.
- Sexual assault and sexual exploitation as defined in Education Code section 76033(g), (h).
- Misconduct where good cause exists (Education Code Section 76033).

#### TYPES OF DISCIPLINARY ACTIONS

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

- **Warning:** Written or oral notice to the student that continuation or repetition of misconduct may be cause for further Student Conduct action.
- **Student Conduct Probation:** Specific period of conditional participation in campus and academic affairs that may involve exclusion from designated privileges or extracurricular activities. If a student violates any condition of probation, or is charged a second time with a violation of the Standards of Student Conduct during the probationary period, it shall be grounds for revocation of the student's probationary status and for further Student Conduct action to be taken in accordance with these procedures.
- **Removal from Class by Instructor (Education Code 76032):** An instructor may remove, for good cause, any student from his or her class for up to two (2) class sessions. The student shall not return to the class during the period of the removal without concurrence of the instructor, and if required the consent of the CSSO or designee. Nothing herein will prevent the College President or Designee or CSSO from recommending further Conduct in accordance with these procedures based on the facts that led to the removal. As used in this rule, "good cause" includes those offenses listed in the Student Code of Conduct. The instructor shall immediately report the removal to the respective Division Administrator and to the College President or designee. If the student is a minor,

the College President or designee shall schedule a conference with the student and the student's parent or guardian regarding the removal. The Administrator shall arrange for a conference between the student and appropriate college personnel regarding the removal. Instructors are not obliged to provide makeup opportunities for class work, including quizzes, tests or examinations, missed during the two (2) class periods of removal. Suspension or

- **Termination of Financial Aid:** In the event a student is suspended for willfully and knowingly disrupting the orderly operation of the campus, this action will result in ineligibility for State Financial Aid, as defined in Education Code Sections 69810 and 69813, for the period of suspension.
- **Immediate Interim Suspension:** The College President, the President's designee, or the CSSO may order immediate suspension of a student when he or she concludes that immediate interim suspension is required to protect lives or property and to ensure the maintenance of order. A reasonable opportunity shall be afforded the suspended person to have a hearing within ten (10) days of the time that the CSSO or designee, or the College President became aware of the infraction unless mutually agreed upon by the student and the designated Administrator that more time is required. In cases where an immediate interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student according to the provisions above. In the event that a student does not request a hearing within the ten (10) days or contact the College President, CSSO or his or her designee or Administrator, to establish a mutually agreed upon time for hearing, the College where the infraction occurred will proceed with a due process AP 5520 Student Discipline Procedures (Page 6 of 14) Grossmont-Cuyamaca Community College District hearing twenty (20) days after the point that the aforementioned administrators became aware of the infraction with or without the accused student being present. Students placed on Immediate Interim Suspension shall have holds placed on all records and transcripts pending the outcome of the due process hearing (Education Code Section 66017). Instructors are not obliged to provide makeup opportunities for class work, including quizzes, tests or examinations, missed during the period of suspension.
- **Short-Term Suspension:** Temporary exclusion from student status, or other privileges or activities, one (1) or more classes for a period of up to ten (10) consecutive days of instruction. Faculty members are not obliged to provide makeup opportunities, including quizzes, tests or examinations, for class work missed during the period of suspension.
- **Long-term Suspension:** Temporary exclusion from student status, or other privileges or activities, the remainder of the current semester and/or one or more terms. Instructors are not obliged to provide makeup opportunities for class work missed, including quizzes, tests or examinations, during the period of suspension. If any student is suspended or

expelled from the GCCCD, he or she shall not be present on any of the campuses or at the District Office without authorization from the College President, CSSO, or the District Vice Chancellor of Human Resources and must be escorted by a District Public Safety officer. The student may not attend any official campus sanctioned events or activities during the term of the suspension.

- **Expulsion Subject to Reconsideration:** Permanent termination of student status, subject to reconsideration by the Board of Trustees after a specified length of time. Reconsideration may be requested in accordance with the procedure for Reconsideration. Permanent Expulsion: Permanent termination of student status. There shall be no right of reconsideration of a permanent expulsion at any time. On its own motion, the Board of Trustees may reconsider such actions at any time.
- **Restitution:** Appropriate restitution shall be sought from any student found responsible of theft, vandalism, or willful destruction of District or College property.
- **Educational Sanctions:** Educational sanctions may be assigned instead of, or in addition to those specified in this section at the discretion of the Administrator. Educational sanctions may include, but are not limited to, reflection papers, participation in alcohol or drug education programs, or meeting with college officials.
- **Community Service:** Community Service may be assigned instead of, or in addition to, those specified in this section at the discretion of the Administrator. Community Services assignments will require a student to perform unpaid work of benefit to the College community. Community Service provides an opportunity for the student to contribute positively to their community. The assigned tasks shall support and supplement services existing on campus. The Dean of Student Affairs shall approve the community service site. Student must present hours to the Dean of Student Affairs upon completion. Referral: A student may be referred by the Administrator to any college/community resource deemed necessary for the assistance of the student.

## STUDENTS RIGHTS, GRIEVANCES, AND DUE PROCESS

The educational philosophy of the Grossmont-Cuyamaca Community College District ("District" or "College") set forth by board policy BP 1300 Educational Philosophy states that "The colleges recognize the worth of the individual and the fact that individual needs, interests, and capacities vary greatly." With acceptance of this principle comes the recognition that divergent viewpoints may result and that a process by which these viewpoints can be aired and resolved must be established.

The purpose of this document is to provide a prompt and equitable means for resolving student grievances. In the pursuit of academic goals, the student should be free of unfair or improper action by any member of the campus community. These procedures shall be available to any student who reasonably believes a college decision or action has

adversely affected his/her status, rights or privileges as a student. It is the responsibility of the student to submit evidence of alleged unfair or improper action for investigation. These procedures shall include, but not be limited to, grievances regarding:

- Course grades, to the extent permitted by Education Code Section 76224(a), which provides: "When grades are given for any course of instruction taught in a community college District, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final." "Mistake" may include, but is not limited to errors made by an instructor in calculating a student's grade and clerical errors;
  - The exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120.
- This Student and Grievance Procedure does not apply to:
- The challenge process for prerequisites, corequisites, advisories, and limitations on enrollment; an appeal of residence decision determination; or the determination of eligibility, disqualification or reinstatement of Financial Aid. The appeal procedure for eligibility, disqualification, and reinstatement of financial aid may be obtained in the Financial Aid Office. Information about other procedures is listed in the schedule of classes, the college catalog, or may be obtained from the Chief Student Services Officer or directed to the administrator in charge of the specific area of concern.
  - Alleged violations of sexual harassment policies, sex discrimination in education programs and activities as prohibited by Title IX of the Higher Education Amendments of 1972 (see AP 3435).
  - Actions dealing with student discipline, alleged discrimination on the basis of ethnic group identification, religion, age, gender, color, sexual orientation, physical or mental disability. These should be directed to the Dean of Student Affairs and the Vice Chancellor of Human Resources.
  - Parking citations (i.e., "tickets") and complaints regarding citations must be directed to the Campus and Parking Services Office.
  - Law Enforcement citations (i.e., "tickets") and complaints regarding citations must be directed to the Campus and Corresponding Police Agency.
  - If it is reasonable to conclude that, if substantiated, discipline of an employee may follow from a violation, such grievance is not subject to this process. Allegations of this nature will be directed to the appropriate college administrator.

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

**Vice Chancellor of Human Resources**  
District Office  
Grossmont-Cuyamaca Community  
College District  
8800 Grossmont College Drive  
El Cajon, CA 92020  
(619) 644-7572

#### **Grossmont College**

Dean, Student Affairs  
8800 Grossmont College Drive  
El Cajon, CA 92020  
(619) 644-7600

#### **Cuyamaca College**

Dean, Student Affairs Office  
900 Rancho San Diego Parkway  
El Cajon, CA 92019  
(619) 660-4295

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

#### **Definition of Student Grievance Terms**

**Academic Senate:** The elected representative body of the faculty at each College of the District.

**Administrator:** The College President or other person or persons designated by him or her.

**Dean of Student Affairs:** The Dean of Student Affairs at each college of the District or their designee.

**Associated Student Government:** The elected student representative body at each college of the District.

**Chief Student Services Officer:** The Vice Presidents of Student Services at each College of the District.

**College President or Designee:** The Chief Executive Officer (CEO) at each College of the District or an Administrator selected by the CEO to represent him or her in matters of Student Conduct.

**Days:** Days during which College is in session and regular classes are held, including summer and intersession days, and excluding Saturdays and Sundays, unless otherwise specified in the procedures.

**Decision:** The final outcome of the Grievance Council. This includes tie votes or no decision.

**District or GCCCD:** The Grossmont-Cuyamaca Community College District (GCCCD), including all Colleges, programs and offerings.

**Formal Grievance Hearing Committee:** The Formal Grievance Hearing Committee is appointed by the College President and shall consist of two (2) students, two (2) faculty members, and one (1) college administrator, supervisor or staff member.

**Grievance Council:** The Grievance Council is composed of the Chief Student Services Officer, the Vice President of Instruction and the Chief Business Officer of the college or their designees.

**Grievant:** A grievant is a person currently enrolled, or a person who has filed an application for admission to the college, or a former student of the District, including both in-person and online. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a) and must file their grievance within one (1) year of the date that a reasonable person would have had knowledge, but not to exceed one (1) year (to be determined by the Formal Grievance Committee).

**Instructor:** Any academic employee of the District who is the instructor of record for a class in which a student is enrolled, or a counselor who is providing or has provided services to the student, or other academic

employees who provide services related to the student's educational program.

**Party:** The student grievant or any persons alleged to have been responsible for the student's alleged grievance, together with their representatives. Party shall not include the Formal Grievance Hearing Committee, members of the Grievance Council, or the Dean of Student Affairs.

**Respondent:** Any party who is a student and who is claimed by a grievant to be responsible for the alleged grievance.

**Student:** A currently enrolled student, a person who has filed an application for admission to, or a former student at any college within

#### **INFORMAL RESOLUTION**

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

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

The College President shall appoint the Dean of Student Affairs to assist students in seeking resolution by informal means. The role of the Dean of Student Affairs is that of a facilitator of the grievance process, and not that of an advocate for either the Grievant(s) or the Respondent(s). The Dean, Student Affairs and the student may also seek the assistance of the Associated Student Organization or any other appropriate resource(s) in attempting to resolve a grievance informally.

#### **REQUEST FOR FORMAL GRIEVANCE HEARING**

If the student believes the issue has not been resolved satisfactorily, the student may obtain a Written Statement of Grievance form from the Office of Student Affairs, specifying the time, place, nature of the complaint, the specific policy or regulation alleged to have been violated, if any, and the remedy or correction requested. This Statement shall be submitted to the Dean of Student Affairs. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a) and must file their grievance within one (1) year of the date the grade was awarded.

Following submission of the Written Statement of Grievance, the student may, if appropriate, schedule a meeting with the Dean of Student Affairs to explore student rights and responsibilities and receive assistance with an informal resolution.

- During the informal resolution stage of the grievance process, the Dean of Student Affairs shall facilitate informal meetings and discussions that may lead to a resolution of the grievance.
- The Dean of Student Affairs may gather information, communicate with all parties

and attempt to mediate an informal resolution.

At the end of fifteen (15) days, barring any exigent circumstance, following the receipt of the Written Statement of Grievance by the Dean of Student Affairs, if there is no informal resolution of the complaint, the student(s) shall have the right to request a Formal Grievance Hearing.

The request for a Formal Grievance Hearing shall be made in writing to the Dean of Student Affairs within five (5) days, barring any exigent circumstance, following the conclusion of the information resolution process. If the Grievant fails to exercise his/her due process rights within this time frame, no further action shall be taken. Any exception to these time restrictions will be granted at the discretion of Dean of Student Affairs and will only be granted in extremely exigent circumstances.

Following receipt of the Formal Grievance Hearing Form from the Grievant, upon request from either Party, the Grievant(s) or Respondent(s), the Dean of Student Affairs shall meet with the Grievant(s) and Respondent(s) to outline their rights and responsibilities.

### FORMAL GRIEVANCE HEARING COMMITTEE

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

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

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

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

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

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

### FORMAL GRIEVANCE HEARING COMMITTEE DETERMINATION OF STANDING

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

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

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

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

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

The Dean of Student Affairs shall schedule a Formal Grievance Hearing which shall commence within twenty (20) days barring any exigent circumstances, following the decision to grant a Formal Grievance Hearing. All parties to the grievance shall be given no less than five (5) days, barring any exigent circumstance, notice of the date, time and place of the hearing.

### HEARING PREPARATION

The Dean of Student Affairs shall be responsible for making the necessary arrangements for the Hearing. Arrangements shall include scheduling a room, providing for a tape recorder, providing notice to the parties, notifying members of the Grievance Hearing Committee, and any other arrangements deemed necessary.

Parties requesting accommodations in accordance with the Americans with Disabilities Act of 2008 or Section 504 of the Rehabilitation Act (1973) may do so by contacting the Dean of Student Affairs in writing at least five (5) days in advance of the needed accommodation.

During the Formal Grievance Hearing stage of the grievance process, the Dean of Student Affairs shall coordinate the preparation and shall prepare the chairperson on conduct of the hearing, including providing any additional necessary training to committee members. The Dean of Student Affairs shall sit with the Formal Grievance Hearing Committee but shall

not serve as a member or vote. The Dean of Student Affairs shall ensure that the entire grievance process is conducted in an orderly, fair, and respectful manner.

**Right to Representation:** The Grievant(s) or the Respondent(s) shall represent themselves. Parties are allowed an advisor of their choice whose role is to advise, not represent. The advisor shall not be an attorney or a person acting as an attorney. The advisor's name shall be submitted to the Dean of Student Affairs no later than 48 hours prior to the hearing. If the student needs assistance finding an advisor, the Dean of Student Affairs can assist in finding an advisor. The Grievance Hearing Committee may also request legal assistance through the College President. Any legal advisor provided to the hearing committee may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

The Dean of Student Affairs shall have the authority to exclude from the hearing any individuals who fail to conduct themselves in an orderly, fair, and respectful manner.

### CONDUCT OF THE HEARING

**Opening:** The committee chairperson shall call the hearing to order, introduce the participants, and announce the purpose of the hearing

**Review of Alleged Grievance:** The chairperson shall distribute copies of the Formal Grievance Hearing Form submitted by the Grievant to the members of the Grievance Hearing Committee and read them aloud on to the record.

**Burden of Proof:** The burden shall be upon the grievant to prove by a preponderance of evidence ("more likely than not" that the facts alleged are true.

**Statements:** Unless the Grievance Hearing Committee determines to proceed otherwise, beginning with the Grievant(s), each party to the grievance shall be permitted to make or waive an opening statement. Thereafter, the Grievant(s) shall make the first presentation, followed by the Respondent(s). The Grievant(s) may present rebuttal evidence after the Respondent(s)' evidence. The burden shall be on the Grievant(s) to prove by a preponderance of evidence that the facts alleged are true and that a grievance has been established as specified above.

**Evidence:** Formal rules of evidence shall not apply. All relevant information is admissible, including but not limited to testimony of witnesses, physical objects, police reports, photographs, copies of documents, and signed and dated declarations of witnesses shown to be unavailable to attend the hearing. The Grievant(s) and the Respondent(s) have the right to question all witnesses and to review all documents presented to the Formal Grievance Hearing Committee. The Chairperson shall make all determinations as to the relevance and/or admissibility of evidence and testimony.

**Exclusion of Witnesses:** Hearings shall be closed and confidential. Only persons participating in the hearing shall be present during the hearing. All witnesses shall be excluded except when testifying. Both Parties shall be entitled to call witnesses presented by the other. Either party may recall a witness, who again may be questioned by both parties and the committee. A member of the Formal Grievance Hearing Committee may ask questions at any time upon recognition by the chairperson.



**Conclusion:** First the Grievant(s), and then the Respondent(s), shall be afforded the opportunity to make or waive a final statement.

**Formal Grievance Committee Decision:** Upon conclusion of the Hearing, the Formal Grievance Hearing Committee shall retire to deliberate with only members of the Grievance Committee present. Only those committee members present throughout the entire hearing may vote on the decision. The Formal Grievance Hearing Committee's deliberations shall not be tape-recorded and shall be confidential and closed to all Parties. With permission of the Grievance Hearing Committee, the Dean of Student Affairs and/or legal counsel retained on behalf of the Committee may be consulted during deliberations to assist in procedural matters.

The Formal Grievance Hearing Committee shall meet and consider the relevance and weight of the testimony and evidence presented. This committee shall reach a decision only upon the record of the hearing and shall not consider matters outside of that record.

Within five (5) days following the conclusion of the hearing, barring any exigent circumstance, this committee shall issue a written recommendation that includes a rationale for its conclusions. The committee's recommendation shall be forwarded to the Grievance Council through the Chief Student Services Officer with copies to the Grievant(s), Respondent(s) and Dean of Student Affairs.

**Tape Recording:** The Dean of Student Affairs shall be responsible for tape recording the hearing and arranging for safe storage of the grievance file, including tape(s) and documents, for a period of no less than seven (7) years. The hearing shall be tape-recorded in accordance with the following procedures:

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

**Absence of the Party:** If either Party, Grievant(s) or Respondent(s), do not appear, and no satisfactory explanation for the absence is made at the earliest opportunity, or if either Party leaves the Hearing before its conclusion, the Formal Grievance Hearing Committee shall determine if the hearing should proceed without the party. The committee will decide whether they can make a determination of the information that was presented to that point.

#### **GRIEVANCE COUNCIL**

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

Upon receipt of the Formal Grievance Hearing Committee's recommendation, the Chief

Student Services Officer shall call a meeting of the Grievance Council.

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

#### **APPEAL**

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

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

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

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

The decision of the Grievance Council is final. Further complaints may be submitted to the California Community College State Chancellor's Office (www.cccco.edu/Complaint-Process-Notice).

#### **GENERAL PROVISIONS**

The facts of any Grievance action and the reasons shall be recorded on the student's records subject to access, review and comment by the student as authorized by the Family Education Rights and Privacy Act (FERPA) and Education Code Sections 76200 Legislative Intent through Section 76246. All access or release of such records to members of the public shall also be in accordance with applicable State and Federal laws.

The grievance file, including tapes and all documents, shall be retained in a secure location on campus for a period of seven (7) years. The Grievant(s) and the Respondent(s) may have access, upon request, to the files and tapes through the Dean of Student Affairs. The individual making the request shall pay the costs of any copies requested.

The records shall be available only to officers or employees of the GCCCD and only used when necessary to represent the College or District in litigation or other legal or administrative proceedings.

Any specified time limits stated in these procedures may be shortened or lengthened by mutual concurrence of all parties.

Technical departures from these procedures and errors in its application shall not constitute grounds to invalidate action against a student unless, in the opinion of the College President

or Designee, the technical departure or error prevented a fair determination of the issue.

## **STUDENT SUCCESS AND SUPPORT PROGRAM**

The Student Success and Support Program is designed to assist students in planning and achieving their educational goals. The College will provide:

Orientation – all new students must participate unless exempt (see below)

Assessment – all new students must participate unless exempt (see below)

Counseling for course selection and assistance in creating a student education plan

Referrals to specialized support services

Follow-up services to evaluate students' progress and referral to appropriate interventions

Each student has the responsibility to:

Participate in assessment, orientation and advisement

Identify an academic and career goal

Declare a specific course of study

Develop a Student Educational Plan in consultation with a counselor no later than the term after completion of 15 semester units of degree applicable credit coursework

#### **EXEMPTIONS**

A student may challenge and be exempted from the Student Success and Support Program requirements based on one or more of the following criteria;

- Has completed an associate degree or higher;
- Has enrolled at the college for a reason other than career development or advancement, transfer, attainment of a degree or certificate of achievement, or completion of a basic skills or English as a Second Language course sequence;
- Has completed these services at another community college;
- Is enrolling at the college to take a course that is legally mandated for employment or in response to a significant change in industry or licensure standards;
- Is a special admit student pursuant to Education Code 76001.

Any student exempted from orientation, assessment, counseling, advising, or student education plan development shall be notified and may be given the opportunity to participate in those services.

## **CUYAMACA COLLEGE COMPLAINT PROCEDURES**

There are established procedures for resolving complaints from not only prospective and current students, but also community members. For example, as a standard practice, the first step should be to seek a resolution at the local level with the appropriate department. If the complainant does not feel

that the issue has been solved at this level to his or her satisfaction, the complainant is able to pursue the matter through the established chain of command. The process must be clearly stated and in compliance with Federal regulation (HEA Title IV, CFR, Sections 600.9 and 668.4 (3) (b) since all Title IV eligible institutions must not only have, but also state its administered complaint process.

#### PROCESS FOR SUBMITTING ALL TYPES OF COMPLAINTS BY PROSPECTIVE AND CURRENT STUDENTS:

Send an email to the department supervisor detailing a summary of the problem, including the steps taken to resolve the issue, and the desired outcome. If, after meeting with the department supervisor, you are not satisfied with the outcome, contact the Administrator of the appropriate Department or Division. If, after meeting with the Administrator of the appropriate Department or Division, you are not satisfied with the outcome and have taken the appropriate steps to resolve the matter through the established chain of command, contact the Vice President of that Division.

#### PROCESS FOR SUBMITTING ALL TYPES OF COMPLAINTS BY COMMUNITY MEMBERS:

Send an email, detailing a summary of the problem, including the steps taken to resolve the issue and the desired outcome to the Vice President of Administrative Services, Vice President of Instruction or the Vice President of Student Services or the College President.

#### PROCESS FOR SUBMITTING UNRESOLVED COMPLAINTS FROM PROSPECTIVE STUDENTS, CURRENT STUDENTS, AND/OR COMMUNITY MEMBERS TO THE STATE LEVEL:

Although it is our goal to resolve complaints at the campus level, there may be times when a complainant is not satisfied with the outcome. In these situations, the complainant is encouraged to contact the California Community Colleges Chancellor's Office. The form to submit your complaint can be found at [www.cccco.edu/Complaint-Process-Notice](http://www.cccco.edu/Complaint-Process-Notice). There is a separate link for discrimination complaints.

#### PROCESS FOR SUBMITTING DISCRIMINATION COMPLAINTS:

##### Filing a Complaint

A student or employee of a community college district who wishes to file a complaint alleging that they were subjected to unlawful discrimination may do so by filing a complaint with their community college district.

Unlawful discrimination complaints can be directed to: Vice Chancellor Human Resources, [Tim.Corcoran@gcccd.edu](mailto:Tim.Corcoran@gcccd.edu)

For additional information regarding the process and appeals, please refer to [www.cccco.edu/About-Us/Chancellors-Office/Divisions/General-Counsel/Programs/College-District-Discrimination-Appeals](http://www.cccco.edu/About-Us/Chancellors-Office/Divisions/General-Counsel/Programs/College-District-Discrimination-Appeals)

#### PROCESS FOR SUBMITTING ACCREDITATION COMPLAINTS:

If you are submitting a complaint that pertains to the institution's compliance with academic program quality and accrediting standards, please submit the information to the Accrediting Commission for Community and Junior Colleges (ACCJC), which accredits

the academic programs of the California Community Colleges. The link to submit your complaint can be found at [accjc.org/complaint-process/](http://accjc.org/complaint-process/). (Nothing in this disclosure should be construed to limit any right you may have to take civil or criminal legal action to resolve your complaints.)

## STUDENT RIGHT-TO-KNOW RATES

For Fall 2014 Cohort:

COMPLETION RATE: 26.07 %

TRANSFER RATE: 9.87 %

In compliance with the Student-Right-To-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of our college district to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2014, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed above. These rates do not represent the success rates of the entire student population at the College nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, a Completer is a student who attained a certificate or degree or became 'transfer prepared' during a three-year period from Fall 2014 to Spring 2017. Students who have completed 60 transferable units for a GPA of 2.0 or better are considered 'transfer-prepared'. Students who transferred to another post-secondary institution, prior to attaining a degree, certificate, or becoming 'transfer-prepared' during a five-semester period from Spring 2015 to Spring 2017 are transfer students.

## TUTORING

We Make Good Students Better! Tutoring services are free, and students may begin using services at any point in the semester. Learning Assistants -- most of whom are current or former Cuyamaca students, themselves -- help students adapt to college, learn course skills and content, refine general study skills and strategies, and become more confident, independent learners. Tutoring is offered in online, email, and in-person formats through various campus locations as well as through the Cuyamaca Virtual Tutoring Center. For more information and/or to request an appointment, please click on the blue "Tutoring" link in your course Canvas container, email [cuyamaca.tutoring@gcccd.edu](mailto:cuyamaca.tutoring@gcccd.edu), visit the Tutoring website at [www.cuyamaca.edu/tutoring](http://www.cuyamaca.edu/tutoring), or leave a voicemail at (619) 660-4525.

## UNIT VALUE AND STUDENT LOAD

College work is measured in terms of the semester Carnegie unit. In lecture courses, one hour in the classroom and two hours of study preparation per week constitute one unit of work. In the laboratory, three hours in the classroom per week with no outside study time constitute one unit of work. The number

of units of credit is listed with each course description.

Full-time load is defined as a minimum of 12 units per semester (fall/spring). The load for full-time students planning to graduate in four semesters is 15-16 units per semester. Students desiring to enroll in more than 18 units during the fall and spring term and more than 8 units during summer, must obtain approval from a Counselor.

The winter intersession is considered part of spring; therefore, if the combination of winter and spring units goes over 18 units a unit overload approval will be needed.

Overload	Maximum Units Students are Able to Register for:
Fall Semester	18 units total for the entire semester
Spring Semester	18 units total for the entire semester
Summer Semester	8 units total for the entire semester

To receive unit overload approval all of the requirements below must be met:

1. Earned a minimum of 12 units with a cumulative college GPA of 3.0 in college coursework.
2. Currently not on probation or dismissal status.

\*Final recommendation is based on the discretion of the Counselor.

## WORK EXPERIENCE REQUIREMENTS

In order to participate in Cooperative Work Experience Education, students shall be enrolled as specified in Title 5, Section 55250.

The unit value for work experience or field experience is one semester unit for 75 hours of paid work experience or 60 hours of unpaid work experience completed during the course. The maximum occupational work experience units allowable in one semester is eight.

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

## 199 COURSES—SPECIAL STUDY

The special study or project (199) is for the purpose of allowing students to increase their knowledge of a subject matter not included in regular course offerings. These courses are at times referred to as Independent Study courses.

Special studies shall be available to those students who have accumulated the skills and breadth of academic experience necessary to utilize this special learning method. Special study credit shall be limited to nine semester units at Cuyamaca College. The unit value for



a special study or project will be determined on the basis of one semester unit for each 48 hours of work. Coursework is degree-applicable, but not transferable.

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

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